

CORBRIDGE MIDDLE SCHOOL

GOVERNING BOARD MINUTES - SUMMER TERM 2018

MEETING HELD ON TUESDAY 26 JUNE 2018 AT 5PM IN THE SCHOOL

PRESENT: Mrs A Harvey
Mr M Warland
Mr P Jewitt
Mrs J Holmes (Chair)
Mr P Latham
Mrs J Kennedy (Headteacher)
Mrs K Skinner
Mr M Swinney
Mrs J Adey
Mr C Bruce

ALSO PRESENT: Mrs H Pye (Clerk to Governors)
Mr D Johnston (observer)

Prior to the meeting, Governors received a training session on the use of Google docs by Governors - led by Dean Johnston.

PART 1(Classified non-confidential)

Items discussed under Part 1 of this agenda will not be classified as confidential; consequently the minutes and supporting documents should be made available to any person wishing to inspect them.

REGULAR ITEMS

1. Apologies for Absence

Apologies were received and consent given for the absences of Mr T Weston and Mr G Langlands.

2. Membership update

Governors noted the vacancy for Authority Governor.

Mr Langlands felt less able to contribute to the governing Body due to work commitments. Governors therefore agreed to look for a replacement Co-opted Governor. Governor commented that Mr Langlands skills in change management were most valued so suggested GL may consider an Associate Governor position - Chair to discuss with Mr Langlands.

Skills Audit - Google form sent out by Chair - Governors requested to access and complete by 10 July 2018. To review skills in consideration of new appointments - would welcome young professionals on to the Governing Body

Action

Chair

Governors

to increase diversity.
Recruitment activity to take place via Inspiring Governance and Corbridge Matters.

Chair

3. Annual Declaration of Interests

The Registers of Governor and Staff Interests would be updated by all parties and retained in school for audit purposes. Governor details would be published on the school website.

Governors noted that details of their attendance at full and committee meetings were also required to be published. The Headteacher agreed to manage this process.

Headteacher

4. Declaration of Interest in Agenda Items

Governors declared that they had no personal or pecuniary interest in any item on the agenda.

5. Consideration and Adoption of Minutes

Minutes of the following full governing board meetings, having been circulated to the Governors, were adopted and signed as a true record:

- 20 March 2018.
(Additional note - Item 9 - 'Mrs Adey highlighted that the forecast deficit for the year ending March 2018 was £55,565, as planned due to IT Suite upgrade due to planned projects).
- 15 May 2018.
(Reference Item 12 - the Headteacher wished to thank Governors for their response regarding the formal consultation on closure of Bellingham Middle School).

6. Action Grid

The following actions that had been delegated to individuals, groups or committees at previous meetings were reviewed and updates received as follows:

Item 5 - Fire Safety Precautions - review of guidance.
Action completed.

Item 14 - To arrange review of HR policies and procedures.
Action completed - Noted - appointed EduCo as HR Provider for a further year.

All other such actions were reported on under the relevant agenda item.

7. Other Matters Arising

Governors discussed the following items:

Resilience Programme NCC/Diocese - Document circulated - Feedback on informal consultation and resilience programme - June 2018.

Discussion in relation to meeting held with Paul Rickard (Diocese) who outlined a proposal for the church first schools in the West which would involve them joining an established mixed MAT in Newcastle.. Financial Due Diligence would be carried out by the Diocese and Governing Bodies would need to decide if they would wish to join this mixed MAT.

Actions agreed:

- Jane Adey to oversee the production of an 'in-house' finance report on behalf of Governors along similar lines to the Diocesan report.
- Attend meeting with proposed mixed MAT and other schools for discussions about possible expansion.

Jane Adey

**Headteacher
& Chair**

The Headteacher added that she had attended a meeting with Mr A Johnston, LA, in relation to the resilience programme - update meeting. The LA would expect Governing Bodies and Schools to actively consider federations - feeder first schools would wish to undertake this in a measured and planned way.

The schools course of action would be:

- To meet with partnership Headteachers and to organise a meeting with Chairs of the mini partnership to discuss the issue.
- Chair to plan a timeframe of events (as requested by M Swinney).

Noted that St Mary's / St Joseph's were already being proactive in their working relationship with CMS.

Chair

Noted that response to Haydon Bridge Partnership Consultation had been forwarded by Chair.

NCC meeting - to be held at Beaufront First School on 10 July 2018 - K Skinner volunteered to attend as Vice Chair.

Katie Skinner

Milkwell Development - Update by Mr P Jewitt.

P Jewitt had attended two meetings to discuss the issues surrounding the transfer of land. A further communication had been received on 26 June 2018 agreeing a payment towards sporting facilities. There would however be a requirement for a deed to be drawn up prior to planning permission being agreed - the proposal being conditional on getting planning permission for artificial grass pitch.

Governors also discussed access to the school during building works - Miller Homes were hoping to commence development in January 2019 - 4 months would be spent prior to this preparing the access to the school. Governors noted the need to be rigorous in their safeguarding procedures during the building works. P Jewitt and D Johnston would continue to work closely with NCC, Corbridge Parish Council and Miller Homes during this phase.

Healthy Pupil Capital Fund - Guidance note circulated to schools on the process and the terms and conditions for schools applying for Healthy Pupils Capital Funding.

NCC had been allocated a grant of £243,000 by the Education and Skills Funding Agency from the HPCF. The funding had been generated for

2018-2019 from the Soft Drinks Industry Levy. The fund is intended to improve children's and young people's physical and mental health by improving physical activity, healthy eating, mental health and wellbeing and medical conditions.

Northumberland maintained schools were able to apply for a contribution to the cost of funding a scheme they wish to progress to improve their pupil's physical and mental health.

Corbridge Middle School had agreed to submit an application for funding - projects were presently being considered.

Headteacher

Northumberland transforming education awards - noted new award system for staff. Nominations to be submitted.

Headteacher

8. Committee Minutes

Governors received the agreed minutes from the following committee meetings:

- Resources Management Committee - 8 May 2018.
Arising from the minutes:
Noted - appointed Mark Swinney as Data Protection Officer. External appointment recommended by NCC. Agreed to follow up further on this requirement.
- Teaching and Achievement Committee - 5 June 2018.
Arising from the minutes:
Discussed links re collaboration.

Headteacher

9. Head Teacher's Report

Governors considered the report from the Head Teacher that had been circulated prior to the meeting. Issues considered / discussed:

Predicted outcomes at KS2 - If KS2 results reflect the Teacher Assessments, which they should, then school would be pleased with the outcomes.

Question - On predicted outcomes for KS2 what would be the expected for reading and maths.

Both would be better than last year - Target based on Fischer Family Trust and knowledge of children.

Moderation - continue to moderate across phase and within and outside the partnership.

Question - What have the outcomes been from moderation?

Moderation is leading to better discussion of work. Teacher assessment are deemed to be accurate within school. Quality of marking in books is high at CMS in comparison with other schools.

Julie McGrane, SIP, had visited the school twice. Feedback was really positive and she graded the 'Effectiveness of leadership and Management' and 'Behaviour and Personal, Social Development and Well-being' as outstanding, and indicated that if the KS2 results are again good then the overall judgement would change to Outstanding in the Autumn term.

Attendance - noted - reported that attendance for PP pupils was not good enough but this was closely monitored and strategies implemented to boost attendance - breakfast club. Attendance data overall remains a strength, again

recognised by the SIP.

Staffing Information - new appointments from September - V Parkinson awarded Teacher Status after training through the School Direct Programme - to be employed on a permanent contract from July 16th following 12 months on temporary contract. A Clarke to return from maternity leave on July 16th. Recruited new member of staff to school office, following resignation of member of staff however another member of staff has since resigned. Noted that the office team were presently understaffed.

Parent/Staff Questionnaire - Results circulated for information - Overview by Mr Warland. Recommendation: Headteacher to have 1:1 meetings with all staff members. Headteacher confirmed that this was already taking place.

School Improvement Partner Review - report from Spring term meeting circulated for information. Arising from discussion:

- Corbridge Middle aspires to be an outstanding school.
- Governing Body - area to address - Safeguarding - Administration of Medicines in School - Headteacher presently has review of policy in hand. Question - How is medicine administered whilst on trips - Headteacher to investigate procedure.

Action: Review of policies and governor school visit template for safeguarding to ensure all areas reviewed.

Headteacher

Headteacher

Chair

Reducing Teacher Workload: Copy of publication dated 10 March 2018 circulated for information.

Action: Chair to circulate link to governors to access video.

Chair

Update on format of staff CPD processes and impact by Mr D Johnston.

- Set up online form for CPD.
- Evaluation of course to be completed.
- To consider how school measures impact for staff/school/children.
- To develop RAG system.
- To summarise information and produce a report which measures impact of CPD throughout the school.

Question - Has this been an onerous task for staff?

This question will be answered in the summary report.

The Headteacher was thanked for her report.

10. Budget Update

Financial commentary for the period ending May 2018 received and considered by Governors.

Governors noted that the operational budget for 2018/2019, along with an indicative budget for 2019/2020 and 2020/2021 had been drawn up and submitted to County by 1 May 2018.

11. School Voluntary Accounts

Governors received a copy of the school's voluntary account - copy also tabled at Resources Committee meeting. Noted that the school was looking at a new reporting mechanism for next year.

12. Governor's Reports

- Staff Wellbeing report by Mr Warland, following visit to the school on 5 June 2018, to be tabled at Autumn termly meeting. Verbal update given at meeting in relation to questionnaire results.
- Chair's termly report - issues covered under Item 7.

These visits were noted as being instrumental in moving forward on the school's key priorities within the school's development / action plan.

13. Serial & Persistent Complainants Policy

Governors noted that a new draft policy, in respect of serial and persistent complainants, had been prepared for consideration by the Governing Board. Governors considered whether such a procedure would be relevant for their school and agreed to look at the detail of the draft policy provided by the Authority to see if it meets the needs of the school and Governing Body. It was agreed that the Headteacher/Committee would consider this.

**Headteacher
Committee**

14. HR Update

Governors noted the latest update from the HR Service as well as new and revised policies drawn up and (to be) agreed by School's Joint Unions on 8 May 2018.

Governors noted updates on :

- HR Service Level Agreement
- HR CPD Programme for School Leaders
- Social Networking Policy
- Alcohol & Substance Misuse Policy - Headteacher to review. - Policy not available with EducoHR
- Whistleblowing Policy
- Carers in Work Policy - Headteacher to review - Policy not available with EducoHR.

Headteacher

Headteacher

It was noted that the school was not part of the HR SLA and would need to seek advice in these areas from their own provider.

Sickness Absence Policy - Headteacher reviewed - requested feedback - to go live in September 2018.

Headteacher to circulate HR policies to Governors for information.

Headteacher

15. Urgent Business

There was no urgent business.

16. Future Meetings

Governors agreed dates of future meetings as follows:

- Autumn Term 2018 - Thursday 29 November 2018 at 5pm.
- Spring Term 2019 - Tuesday 26 March 2019 at 5pm.
- Summer Term 2019 - Thursday 27 June 2019 at 5pm.

There being no further business, the meeting closed at 7.15pm.

INFORMATION ITEMS - Governors noted items available to the Chairs' and Vice-Chairs' meetings:

Termly Briefing Papers Including:

- Apprenticeships & Traineeships
- Preparing for GDPR
- Local Area SEND Inspection
- Analysing School Performance & Dashboard

Chair _____

Date _____

PART 2 (Classified Confidential)

Matters discussed in this part of the agenda were classified as confidential and minuted as such. Any reports circulated with the agenda papers were enclosed for Governors only, coloured pink and marked "not for publication".