

**CORBRIDGE MIDDLE SCHOOL**

**GOVERNING BODY MINUTES SUMMER TERM 2015**

**MEETING HELD ON THURSDAY 11 JUNE 2015 AT 5.30PM IN THE SCHOOL**

**PRESENT:** Mr M Potter  
Mr P Latham  
Mrs J Kennedy (Headteacher)  
Mrs S Kuznesof  
Mr C Chomse (Arrived 6.15pm – Item 6)  
Ms D Garrett  
Mrs J Holmes (Chair)  
Mrs A Harvey  
Mr A Neal

**ALSO PRESENT:** Mrs H Pye (Clerk to Governors)

**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 Mrs L Boyd, Mr M Warland, Mr G Langlands and Mrs D Ricketts. Furthermore, it was noted that Mr Chomse would be late in arriving at the meeting.

**2. Annual Declaration of personal or pecuniary interests of Governors and Staff**

The register of governor interests was circulated for completion by the Governing Body. Governors noted new requirements for completion and publication on the school's website. The Headteacher agreed to manage this process.

A separate register would need to be completed by staff and retained in school for audit purposes.

**3. Declaration of personal or pecuniary interest in any agenda item**

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

**4. Consider & Adopt Minutes of Governing Body Meetings**

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

- 19 March 2015.  
In relation to Item 14, it was noted that supply cover had been altered from 3\* to 4\* cover.
- 3 June 2015 (minutes tabled at the meeting)

**Action by:**

**Headteacher**

**Headteacher**

In relation to the appointment process for a Deputy Headteacher the Chair raised a key point, recorded in the minutes – bullet point 5, 'These skills are required in order to best meet the needs of both SLT and school in moving forward'.

## 5. Review Action Grid – delegated tasks

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

Item 2 – To action appointment of Mr Neal.  
Completed.

Item 3 – To complete register of governor interests.  
In process for September for new register.

Item 4 – committees to give consideration to the appointment of the Chair of the committee.

Chairs of Committees agreed as follows:

Human Resources – D Garrett.

Teaching and Achievement – S Kusnesof (to reconsider at a later date)

Finance and Facilities – G Langlands

Item 4 – To discuss workload issues.

Noted that S Kuznesof had decided to step down from the Teaching and Achievement Committee due to workload commitments. D Garrett expressed an interest in joining the Teaching and Achievement Committee – supported and agreed by Governors.

S Kuznesof as Humanities Link Governor pointed out that the next visit would not be due until the spring term. Mr Neal agreed to take over this responsibility. S Kuznesof would remain as English Link Governor.

Item 4 - To circulate minutes of 11 March to next full meeting of the governing body.

Completed.

Item 5 – Racist Incidents – To include update in Headteacher's report to Governors.

Completed – refer to report.

Item 7 – To set up information point where governors could access information.

Chair advised – in its infancy stages – Password sent to Governors so that they could access site.

Item 7 – To consider separate budget allocations for departments.

The Headteacher advised governors that central control would be retained – departments would not have their own separate budget allocation.

Item 7 – Swimming arrangements.

Headteacher advised governors that she had spoken to feeder first schools – will work on the development of a policy in relation to swimming – needs consistency of approach across mini partnership. Noted potential financial implications.

Item 7 – To give consideration to clerking arrangements for committee meetings.

**Chair/Clerk –  
to update  
record**

Ongoing – consideration to be given to issue with small size of committees, no solution apparent due to need for confidentiality. As a result of workload issues, Mr Latham suggested that committee minutes should be brief and to the point.

Item 12 – PE Kit – To consult with pupils and parents.

Actioned – New kit to be introduced for new Year 5. Parents would be advised accordingly and information would be placed on the school's website. A supply of the kits would be made available for sports teams.

Item 15 – Governor Visit Policy – to review policy and consult with staff.

Complete, amendment made – with staff as part of consultation.

Ongoing Issues:

Marketing Strategy – Chair to discuss with Mr Langlands and Mr Warland.

Relocation of Police Station – No further information at the present time.

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

## **6. Other Matters Arising**

The Headteacher updated governors re appointments following the special governing body meeting held on 3 June 2015.

An internal appointment had been made to the position of Deputy Headteacher following the resignation of Carolyn Basing with effect from 19 June 2015. Refer to part 2 of the minutes.

Governors had subsequently interviewed and appointed another internal candidate to the position of Assistant Headteacher. Two other candidates had also been interviewed and appointed to teaching posts.

A maternity cover post would need to be considered - The Headteacher explained the funding arrangements for a maternity cover – the school would fund the cost of the replacement only.

Noted that Safeguarding and SEN reports would be tabled at the meetings to be held on 30 June 2015. Mr Latham commented that he was to attend SEND training with the LA the following week.

The Headteacher commented how pleased she was that windows and doors were to be replaced. Consideration would also need to be given to the safeguarding aspect for entry into the school. It was hoped that the new windows would be in by the winter. The Headteacher requested that a working party consider issues and funding arrangements – Headteacher, Chair, Mr Latham and Mr Mosedale to be invited to attend. The Chair would also ask Mrs Boyd and Mr Langland if they would like to join the working party. A parent-mail would also be sent out to see if anyone else would like to be involved.

**Headteacher  
Chair  
Mr Latham  
Mr Mosedale**

## **7. Receive Minutes of Committee Meetings**

Governors received the signed minutes from the following committee meetings:

Human Resources Committee – 14 May 2015 (minutes tabled at the

meeting).

Matters Arising: Committee reviewed school policies. Committee requested approval of statutory policies from full governing body – Agreed.

Teaching and Achievement Committee – 29 April 2015

Comment made that in terms of teaching – remains good or outstanding.

Progress – fantastic achievement – only 3 cohorts in individual subjects not quite achieving targets.

Finance and Facilities Committee – 28 April

Budget approval – noted that the carry forward would be in the region of £30,000 - £35,000.

Finance and Facilities Committee – 3 June 2015 (minutes tabled at the meeting).

Noted that committee had referred to budget report – reconciliation of staff salaries to be addressed for last summer term – supply cover did not cover full cost of Deputy Headteacher's salary.

Staffing Committee – verbal update of business discussed at meeting.

Update re progress of pupil premium children – doing better than average.

Discussion re predictions following query from Ms Garrett.

Mr Potter raised concerns in relation to the content of the latest SIP report, not enough detail to inform governing body. Headteacher to discuss SIP reporting procedure with Mr A Johnson.

**Headteacher**

## **SCHOOL ACCOUNTABILITY ITEMS**

### **8. Head Teacher's Report**

Governors considered the report from the Head Teacher that had been circulated prior to the meeting.

The Headteacher highlighted the following items for discussion:

Attainment Data / Achievement / Progress Data / Pupil Premium – noted for information.

Outcomes at KS2 – noted. Highlighted priorities for development. The Chair wished to record thanks to staff for their commitment during the KS2 tests – staff had visited student's homes for tests when they had been unable to attend school. The Headteacher was confident that students would do well. Predictions for Year 8 would be considered at the Teaching and Achievement Committee meeting – the Headteacher was again confident that targets would be met.

Parental feedback to inspectors had been extremely supportive. All students would be given a questionnaire in the summer term.

Curriculum enhanced by a good range of enrichment activities, clubs, trips and visits.

Behaviour and Safety – Pupil's behaviour is outstanding and they have very positive attitudes to learning – inspector's very pleased.

Attendance Data – Requests for holidays during term time are not being authorised by the Headteacher. In response to a question in relation to the fining of parents – the school would involve the EWO. Attendance was

monitored very closely.

No racist or homophobic incidents recorded.

No formal complaints during the term recorded.

Final meetings being planned for staff appraisals.

Staffing Information – noted – previously updated.

Leadership and Management – Ofsted stated – ‘The school is led and managed very well – leadership and management including governance are good’ – the Headteacher wished to thank governors for their support.

Assessment – noted that this would be a priority for next year.

Curriculum – to continue to make sure that this is embedded.

The Chair thanked the Headteacher for her report.

The Chair also wished to record thanks to staff for their hard work and support over the past 2 years.

Also circulated for information – School Improvement Partner Report from Derryth Hope who had visited on 11 March 2015.

## **9. Budget Update**

Refer to minutes of the Finance Committee.

## **10. Governors’ Reports**

Governors considered:

Chair of Governors Report

- Chair commented that some schools across the LA were being placed in ‘special measures’ following Ofsted reviews.
- Two very successful careers afternoons had been held for children in years 7 and 8. Twenty three different organisations attended the careers events - feedback from pupils, staff and employers had been very positive. Consideration would be given to a ‘university day’ next year.

English Link Visit Report

Mrs Kuznesof advised governors that visits had taken place – report to follow. Verbal report also given to teaching and achievement committee.

Music Link Visit Report

Mr Chomse verbally reported that he had undertaken his visit in March – written report to follow. Two issues had arisen:

- Engaging boys more fully.
- Music Partnership – struggle in getting some integrated teaching.

Humanities Link Visit Report

**Sharron  
Kuznesof**

**Charlie  
Chomse**

Mrs Kuznesof had completed her visit – report available but to be tabled at next GB meeting – read out to Governors. Key points:

- New national curriculum is working well. All the planning for the new curriculum was undertaken by Dean Johnston last summer.
- Ofsted commented upon Humanities books being exemplary.
- S Kuznesof was highly impressed with marking system.

Safeguarding Visit

Report received from Mr Potter following visit undertaken on 7 Nov 2014.

Summer visits would be arranged to focus on art, technology and RE.

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

Mr Latham gave a brief update of his visit to the Art room – two things had particularly drawn his attention – the space in the room and the difficulty in doing various activities.

## 11. School Voluntary Accounts

Governors noted that the accounts had been reviewed at the meeting of the Finance Committee. Furthermore, it was noted that in future no profit would be made on school uniform which will impact income.

## LOCAL AUTHORITY REPORTS –

Copies of documents available on the personnel page at:

[www.northumberlandlea.net](http://www.northumberlandlea.net)

## 12. HR Information Paper

Governors noted that this paper had been prepared so that they might be informed of additional statutory changes that might affect schools, federations and academies over the next few months. Also, to allow Governing Bodies to plan for any implementation.

### 2015/16 Pay Policy

Governors noted that they would need to update their pay policy for 2015-2016 before 1 September 2015. They further noted that notification of any changes to be recommended by the School Teachers' Review Board had not yet been received and consequently a draft was not yet available.

It was agreed that the Human Resources Committee would take this forward once a revised draft policy was made available. A committee meeting is planned for early September to review the pay policy

### Appraisal Policy

Governors noted that they would need to update their appraisal policy before 1 September 2015. They further noted that a revised draft policy would be made available later in the term.

It was agreed that the Human Resources Committee would take this

**Sharron  
Kusnesof**

**Mr Latham  
Mr Potter  
Ms Boyd**

**Human  
Resources  
Committee**

**Human**

forward once a revised draft policy was made available.

### **Safeguarding**

A report would be presented to the meeting to be held on 30 June 2015.

### **Named Governor for Looked After Children**

It was confirmed that Mr Latham would be the named Governor for Looked after Children. The Headteacher advised that as the information to be recorded was of a sensitive nature then the report would cover the welfare and attendance of students but they would not be named.

## **CONCLUDING ITEMS**

### **13. Urgent Business**

Policy for Governors' Expenses and Allowances – Governors agreed to accept the policy that had been circulated.

### **14. Dates of Future Meetings**

Governors agreed dates of future meetings as follows:

- Summer Term 2015  
Tuesday 30 June 2015 – To develop 3 year strategy to support future direction of the school
- Autumn Term 2015  
Tuesday 20 October 2015 at 6pm – Governor training on new Assessment system for “Life after Levels”  
Thursday 26 November 2015 at 5.30pm.
- Spring Term 2016  
Tuesday 9 February 2016 at 6pm.  
Thursday 10 March 2016 at 5.30pm
- Summer Term 2016  
Tuesday 24 May 2016 at 6.30pm.  
Thursday 23 June 2016 at 5.30pm.

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

## **INFORMATION ITEMS – Governors noted items available to Chairs of Governors at the Chairs' Briefing Meetings.**

### **Termly Briefing Papers including:**

- **Draft Agenda & Briefing Notes**
- **Presentation – Directors Update – Mid Year Directors Report**
- **Presentation from Gareth Pearson – Share Good Practice**
- **Presentation from Public Health – Health related Behaviour Questionnaire**
- **Briefing Note – Governor Checklist for Looked After Children**
- **Briefing Note – Inspecting Safeguarding in Maintained Schools**
- **Briefing Note – Public Health**

**Resources  
Committee**

**Headteacher**

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\_\_\_\_\_  
**Chair  
Date**

## **PART 2 (Classified confidential)**

Matters discussed in this part of the agenda will be classified as confidential and minuted as such. Any reports circulated with the agenda papers are enclosed for governors only, coloured pink and marked 'Not for Publication'