

## SUMMER TERM 2017 (SECOND MEETING)

### BUCKINGHAMSHIRE LEARNING TRUST

**MINUTES** of the meeting of the Governors of Carrington Junior School held at the School on 21 June 2017 at 4.00 p.m.

<b>PRESENT:</b>	Mrs A Sheddick	Chair
	Dr T Adnan	
	Ms R Bailey	
	Mr M Bartlett	
	Mrs L Favager	
	Mr J Fischer	
	Mrs K Legg	
	Mrs A Majcher	Interim Headteacher
	Mrs D Martin	
	Mr S Neale	
	Mr P Weaver	(part of meeting)
	Dr J Wright	
<b>IN ATTENDANCE:</b>	Mrs M Peel	Clerk, BLT
	Ms A Preston	Associate Member & Deputy Headteacher
<b>ABSENT:</b>	Mr S Neale	Apologies received and accepted
	Mr P Simpson	Apologies received and accepted

NB. Governors' questions are highlighted in italics throughout these minutes.

### WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. As noted above, apologies were received and accepted from Mr Neale and Mr Simpson.

#### 1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following items would be discussed under Any Other Business:

- Access to GovernorHub
- Confidential Item

#### 2 DECLARATIONS OF INTEREST

The Clerk declared an interest in any discussions relating to the purchase of services from the Buckinghamshire Learning Trust ("BLT") as an employee of the Trust.

#### ACTION

	ACTION
<p>There were no other declarations of interest in items covered at the meeting.</p>	
<p><b>3 MINUTES AND MATTERS ARISING</b></p>	
<p><b>3.1 MINUTES OF MEETING HELD ON 11 MAY 2017</b></p>	
<p>The Minutes of the meeting held on 11 May 2017, having been circulated, were confirmed and signed by the Chair as a correct record.</p>	
<p>The Part 3 Restricted Confidential Minutes would be considered with the Confidential Item of Other Business at the end of the meeting.</p>	
<p>An additional copy of the Minutes was signed by the Chair and handed to the Interim Headteacher for display in the School.</p>	<p><b>Interim Headteacher</b></p>
<p><b>3.2 MATTERS ARISING</b></p>	
<p><b>3.2.1 Minute 3.3.1: Software for surveys</b> Mr Weaver was not present at the meeting and no update was available in his absence.</p>	
<p><b>3.2.2 Minute 3.3.2: Governor Website</b> The Chair reported that the Deputy Headteacher had updated the website and that it now complied with all statutory requirements. It was agreed that no further work need be undertaken due to more urgent priorities for the governing board, but that the site would be kept under review.</p>	<p><b>All governors</b></p>
<p><b>3.2.3 Minute 3.3.3: Agreement of system for approval of educational visits</b> The Educational Visits governor, Ms Bailey, confirmed that she regularly viewed details of trips on Evolve.</p>	
<p><b>3.2.4 Other Matters</b> <u>School Fair, 9 July:</u> Mrs Legg had emailed all governors regarding this.</p> <p><u>Target Tracker Data:</u> It was noted that there remained some concerns regarding the validity of the data. It was anticipated that these would be addressed and resolved before the next meeting of the governing board, when the data would be presented to governors.</p>	<p><b>Clerk – FGB Agenda, 19 July</b></p>

## ACTION

Visit of PSHE Governor: The PSHE Governor confirmed that she would provide a summary of her visit report for retention on the School File.

PSHE Governor

Metal Benches: The bench involved in the accident had been removed and steps were being taken to remove the other metal benches in the playground.

Behaviour Policy: A revised Behaviour Policy would be presented for approval at the July meeting of the governing board.

Clerk – FGB  
Agenda, 19 July

Data Loss: The Chair reported that this remained unresolved but that efforts were being made to recover compensation for the loss. An update would be given as soon as it was available.

## 4 STRATEGIC MANAGEMENT: REPORT OF THE INTERIM HEADTEACHER

### 4.1 STAFFING UPDATE

The Headteacher delivered a staffing update to governors, noting resignations received and the impact upon staffing levels.

The School had placed an advertisement for the Deputy Headteacher vacancy and invited two candidates to interview. One candidate had withdrawn their application and the other had been interviewed, however, no appointment had been made. Assistance had been requested from Naureen Kausar, Strategic Intervention Manager at the Buckinghamshire Learning Trust ("BLT") who had tried to arrange a seconded candidate. The vacancy had been re-advertised and additional applications received. Three candidates would be interviewed the following week and the School continued to liaise with Ms Kausar regarding potential candidates.

The Interim Headteacher reported that the School had also considered the creation of an Assistant Headteacher position, to strengthen its Leadership team and had advertised accordingly. It had been decided, however, not to make any appointment and the staffing structure for the following academic year remained under consideration.

The Interim Headteacher reported on teaching staff recruitment, noting that the School was pursuing multiple channels to fill all vacancies before the start of the next academic year. A number of

candidates had been supplied by agencies, and governors noted the fees payable where appointments had been made. *In response to a governor question*, it was confirmed that the Finance Officer was aware of all such fees and would amend the Financial Plan accordingly. It was acknowledged that, whilst governors and the Interim Headteacher were working to reduce recruitment costs, the market was very competitive. The Interim Headteacher noted that the teachers recruited were all of high quality and that she expected they would strengthen teaching & learning in the School.

The Interim Headteacher highlighted the amount of time that she was currently spending on staff recruitment and governors thanked her for her hard work.

An Inclusion Manager had been appointed on a part-time basis and would assume the current Deputy Headteacher's SENDCO role.

The Interim Headteacher re-iterated that she would continue to focus on recruitment to ensure that all appointments were made in time for the beginning of the academic year. She would advise parents of teacher allocations as soon as she was able. The Interim Headteacher expressed her thanks to the Chair of Governors for her support with the recruitment process.

#### **4.2 UPDATE ON IMPLEMENTATION OF RAPID IMPROVEMENT PLAN AND REPORT FROM FOCUS MEETING**

The Interim Headteacher reported that a further focus meeting had taken place. A number of priorities had been identified, however, the receipt of staff resignations following the meeting had obliged the Interim Headteacher to concentrate on other priorities.

The Interim Headteacher had secured some additional support from the BLT and teachers were now being supported by an English Advisor for one day per week. *In response to a governor question*, the Interim Headteacher advised that teachers who were leaving the School were completing handover work during this training time, whilst teachers who were staying were focussing on the curriculum for the following year. Staff had commented positively on the support received at these meetings.

## ACTION

### COMMITTEE MATTERS

#### 5 EDUCATION COMMITTEE MATTERS

These items were deferred until the next meeting of the governing board when assessment data, including the results of the Standard Assessment Tests ("SATs") for Key Stages 1 and 2 would be available.

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July

#### 6 FINANCE

##### 6.1 UPDATE TO FINANCIAL PLAN 2017/18

Governors noted that staffing costs formed approximately 80% of the School's costs and the impact that recruitment of staff for the academic year would have on the Financial Plan submitted to the Local Authority ("LA") in May 2017. It was not yet possible to quantify costs but the Finance Governor, Mr Bartlett, and the Finance Officer were working to ensure that the Plan was regularly monitored and reflected the School's financial position. The current revised Plan, which incorporated some of the agency costs that had already been incurred, predicted an in-year deficit of £7,000. A surplus of £5,000 had previously been forecast.

The School had received a letter from the LA noting the forecast in-year deficit and questioning whether this had been licensed for submission. Mr Bartlett considered that this was an error, as the budget had been licensed by Cheryl Kent, the Schools Financial Management Advisor at the BLT. He would liaise with the Finance Officer to ensure that the matter was resolved.

Mr Bartlett

Mr Bartlett highlighted the need for careful monitoring of the School's budget and to consider ways in which costs could be reduced. He noted that governors should consider carefully which services they bought back from the LA and the BLT. A number of late invoices had been received from suppliers for services which had been delivered early in the previous financial year. This had made control of the budget more challenging.

Governors thanked Mr Bartlett for his continuing work on the School's financial situation and Mr Bartlett commended the work of the Finance Officer.

**6.2 Analysis of SEN/ARP Funding for 2016/17 and proposals for 2017/18**

Governors noted the report of the Deputy Headteacher which had been circulated before the meeting and thanked her for her work on the analysis and proposals.

**6.3 CONSIDERATION AND MONITORING OF CONTRACTS AND LEASES**

Governors confirmed that they had reviewed the schedule of contracts & leases which had been circulated prior to the meeting. The Finance Governor and the Finance Officer had identified areas where it might be possible to reduce spending and would commence work on this at the earliest opportunity.

**6.4 UPDATE ON VOLUNTARY FUNDS OPERATED BY THE SCHOOL**

Governors received and approved evidence of an independent examination of the Voluntary School Fund account for the period from 1 September to 31 August 2016. The examination had taken place on 19 June.

Mrs Favager had reviewed the Fund account prior to its examination. She noted that there had been some historic issues in the management of the Fund but that these had now been resolved. The Finance Officer was now responsible for monitoring the Fund and the account.

It was confirmed that there was currently a balance of approximately £11,600 in the fund which would be increased to £1,400 after funds incorrectly transferred to the School account were repaid. Mrs Favager proposed that the Fund Trustees should consider how these monies should be applied to improve children's experience, the stated aim of the Fund.

Governors noted that a Trustees' meeting would take place the following day. Mrs Favager would join the meeting and would submit the accounts by the end of June, as required by the Charity Commission. She also agreed to finalise the accounts for the year ending 31 August.

Governors thanked Mrs Favager for her work on the Fund and agreed that they should be submitted as proposed.

## PERSONNEL

## 6.5 PERFORMANCE MANAGEMENT UPDATE

Governors noted that the interim performance management of the Interim Headteacher had taken place and that the performance management of staff had been reviewed. The Pay Committee had met to review proposals.

## PREMISES HEALTH AND SAFETY

## 6.6 PREMISES UPDATE AND CONSIDERATION OF ANY DEVELOPMENT WORKS

The Interim Headteacher reported that the heating and boiler works had now been signed off.

## 6.7 HEALTH AND SAFETY MATTERS

## 6.7.1 Minute 6.8: Update on Risk Assessment Folder

The Interim Headteacher reported that a new Risk Assessment folder was being produced. She outlined a number of strategies to obtain support with this process. These included inviting a former colleague to assist with the folder and upskill administration staff so that they could assume responsibility for risk assessments. It was noted that the former colleague had recently taken a role at a new school and therefore the Interim Headteacher outlined other strategies in the event that her support could not be secured.

*See Confidential Part 2 Minute*

## 6.7.2 Health &amp; Safety Monitoring

Governors noted that legislation required health and safety policies and performance to be monitored and reviewed regularly. Schools had been expected to complete the online Health & Safety Compliance Report as part of this monitoring process on an annual basis.

Governors noted the article published in Schools Bulletin on 15 May 2017 (issue 469) which reported that the LA Health and Safety team had decided not to publish and collate the online compliance report this year. The compliance questions used in the report remained available for Governing Boards wishing to carry out a self-audit and act upon any findings.

## 6.8 ACCIDENT LOG

No accidents had been reported.

The Interim Headteacher advised that the medical room had now been relocated to the ARP.

## 7 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ PAY REVIEW APPEALS/ REDUNDANCY/ COMPLAINTS/ PUPIL DISCIPLINE COMMITTEES

Staff Dismissal (Conduct and Disciplinary): A hearing would take place on 12 July.

## 8 REPORTS OF WORKING PARTIES

Governors noted that the following Working Parties had not met:

- Estates Working Party
- Finance Working Party
- Website Working Party

### Academisation Working Party

The Working Party continued to investigate options for academy conversion. *See Confidential Part 2 Minute.*

## 9 DELEGATED REPORTS – GOVERNORS

### 9.1 REPORT OF CHAIR

The Chair reported on actions taken under emergency or delegated powers.

*See Confidential Part 2 Minute*

### 9.2 REPORT OF DEVELOPMENT GOVERNOR

Governors noted that the annual governing board self-evaluation would take place later in the meeting.

5.10 pm: Ms Preston left the meeting

### 9.3 SEND GOVERNOR

The SEND Governor, Dr Wright, reported on her visit to the ARP earlier that day as part of Governors in School day.



#### **9.4 SAFEGUARDING GOVERNOR**

The Safeguarding Governor, Mrs Sheddick, noted that the Safeguarding Audit was due for completion. An update would be presented at the next meeting of the governing board.

The Safeguarding Governor and Interim Headteacher had reviewed training records and were introducing a robust system.

In-house safeguarding training had taken place and details of additional training, including training with a focus on Prevent, had been circulated by the Development Governor. The Safeguarding Governor would identify Action Points arising from the training as part of the Safeguarding Audit.

It was confirmed that the Single Central Record was up-to-date.

#### **9.5 EQUALITIES GOVERNOR**

##### **9.5.1 Minute 8.3: Equalities Policy**

This would be considered under item 10.2: Policy Review.

##### **9.5.2 Minute 9.5: Equalities Statement and Objectives**

It was understood that the statement and objectives had been uploaded to the website. The Equalities Governor would request that the Deputy Headteacher identify where on the site the information could be found.

#### **9.6 PUPIL PREMIUM GOVERNOR**

The Pupil Premium Governor, Mrs Sheddick, reported that she had met the Pupil Premium Lead to review the School's provision. They had examined the impact of the premium in the School and Mrs Sheddick had emphasised the importance of evidencing implementation and impact of the School's strategy.

#### **9.7 GOVERNOR MONITORING VISITS**

The PHSE Governor, Dr Adnan, had visited the School earlier that day and focussed on British Values. She planned to attend a related assembly later in the term.

The Chair highlighted those governors who had undertaken class visits during the term and requested that all other governors ensure that they had carried out their termly visit before the end

#### **ACTION**

**Clerk – FGB  
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**Safeguarding  
Governor**

**Equalities  
Governor/  
Deputy  
Headteacher**

	of term. Governors were reminded that reports of visits should be circulated to all governors on the agreed template.	<b>ACTION</b>
<b>10</b>	<b>OTHER MATTERS</b>	
<b>10.1</b>	<b>NEW BUSINESS</b>	
<b>10.1.</b>	<b>New and Revised Human Resources Documents (Appendix 1)</b>	
<b>1</b>	<p>Governors noted the information in the appendix in relation to the new and revised HR documents and adopted the revised Redundancy policy and procedure and toolkit for schools.</p> <p>The Interim Headteacher would ensure that employees were made aware of these revised documents</p> <p>It was noted that the following policies, procedures and toolkits were not yet available:</p> <ul style="list-style-type: none"> <li>• Right to Apply for Flexible Working</li> <li>• Carers</li> </ul> <p>Governors would consider these documents at the first available opportunity after they became available.</p> <p>The Interim Headteacher would ensure that employees were made aware of these revised documents.</p>	<b>Interim Headteacher</b>
<b>10.1.</b>	<b>Performance Management Arrangements</b>	
<b>2</b>	Governors agreed that Mr Fischer and Mrs Sheddick would continue as Performance Management Reviewers for the Headteacher for the next year. Mrs Favager would leave the governing board at the end of the term and governors agreed that Mr Bartlett would be appointed as a third Performance Management Reviewer. Mr Bartlett would attend relevant training organised by the BLT which would take place on 22 June.	
<b>10.1.</b>	<b>Arrangements for appointing the Chair and Vice-Chair</b>	
<b>3</b>	It was confirmed that, in accordance with the Standing Orders, the Chair and Vice-Chairs had been appointed for a term of two years in Autumn 2016 and that no re-appointment would be necessary.	<b>Interim Headteacher</b>

## 10.2 RECURRING ITEMS

### 10.2. Approval of Policies

2 The following policies were presented and approved by the Governing Board:

- Child Protection Policy
- Equalities Policy
- Health & Safety Policy
- Pay Policy
- Staff Code of Conduct

Governors noted that, despite the reference in the model Child Protection Policy to a Female Genital Mutilation ("FGM" Policy), no model FGM Policy appeared to be available. The Safeguarding Governor would investigate if a model policy was available.

Governors noted that the Health & Safety Policy would require further review in September 2017 to reflect changes in staffing.

The following policies were deferred for approval until the next meeting of the governing board:

- Disruptive Visitors Policy
- Performance Management Policy (previously named "Appraisal Policy").

### 10.2. Dates and Times Of Future Meetings

3 The following dates and times of future meetings had previously been agreed:

19th July 7.00pm

### 10.2. In-Service Training Days 2017/18

3

Governors noted the following dates which had been specified by the Local Authority for in-service training for 2017/18:

Monday 4 September 2017

Tuesday 5 September 2017

Wednesday 3 January 2018

Governors agreed the two school specific INSET dates as follows:

Friday 25 May 2018

Friday 13 July 2018

## ACTION

Safeguarding  
Governor

Interim  
Headteacher

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All Governors  
to note

		<b>ACTION</b>
	Governors considered whether the current meeting structure, of three full governing board meetings per term, should continue. After considering the advantages and the disadvantages offered by this process, governors agreed to revert to the previous structure of two committee meetings per term (Education and Resources) and one termly governing board meeting.	<b>All governors to note</b>
	Governors agreed that a meeting with staff should be arranged before the end of term, as discussed at the previous meeting.	<b>All governors to note</b>
	<u>Governors agreed to move to item 12</u>	
<b>12</b>	<b>GOVERNING BOARD SELF-EVALUATION: ANNUAL REVIEW</b>	
	The Chair circulated a series of questions based upon the Competency Framework for Governance. Governors evaluated their performance and that of the governing board through their responses to these questions.	
	Governors split into groups of two in order to consider the questions and noted their responses. After due consideration, all responses were returned to the Chair, who would collate all comments and produce a summary document for review at the next meeting of the governing board. Any questions which had not been considered should be deferred to a future meeting.	<b>Chair/Clerk – Agenda</b>
	It was noted that several governors would leave the board at the end of the academic year. These included Ms Bailey, who had offered to support the Curriculum Committee as an Associate Member if required. Governors should all consider strategies to recruit potential governors. The skills audit had identified that the following skills would be particularly beneficial to board effectiveness: property/health & safety; law, particularly employment law; specialist education knowledge.	<b>All Governors</b>
	Governors discussed strategies to recruit new governors. It was agreed that a presentation should be made to parents of pupils who would join the School in September when they attended the School on 7 July. The advertisement on the School website should also be updated.	<b>All Governors</b>
	The Board agreed to revert to the former committee structure and pattern of meetings with Education and Resources committee meetings being held once a term and feeding into the full governing board at the end of the cycle. Working parties would be set up and scheduled to feed into relevant committees	

as needed.

Governors returned to item 11

## 11 ANY OTHER BUSINESS

### 11.1 GOVERNORHUB

The Governing Board agreed that Mrs Sheddick and Mr Bartlett should be granted Administrator rights for GovernorHub which the Clerk would action accordingly. Governors were referred to the 'Who can see and do what?' page on GovernorHub and reminded that all those with access would be able to view any documents posted on the School's GovernorHub area. The Clerk outlined the filing system introduced on GovernorHub in order to support consistency and requested that any documents posted be accompanied by a notification sent via the Noticeboard facility advising all members and the Clerk.

### 11.2 PARENT SURVEY RESULTS

Governors noted the results of the Parent Survey which had been circulated. It was important to ensure that it was clear that governors understood and were addressing parents' concerns in any response.

It was noted that the Pupil Survey had now been written and sent to the Interim Headteacher for circulation.

**Interim  
Headteacher**

Governors agreed that the final item of Other Business (11.3 – Confidential Item) should be taken at the end of the meeting once members of staff had left the meeting.

## 12 EVALUATION OF MEETING

Governors reflected upon how the meeting had impacted on improved outcomes for children.

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes with the exception of any Restricted Confidential Minutes.

6.00 pm – Mrs Martin left the meeting

ACTION

11.3 CONFIDENTIAL ITEM MINUTES AND REVIEW

See Restricted Confidential Part 3 Minutes.

6.07 pm – Mr Weaver joined the meeting

6.09 pm – Dr Adnan left the meeting

The meeting closed at 6.18 pm.

Signed.....Ahmed Sheddich.....Date.....19<sup>th</sup> July 2017.....  
CHAIR