

AUTUMN TERM 2016

BUCKINGHAMSHIRE LEARNING TRUST

MINUTES of the meeting of the Governors of Carrington Junior School held at the School on 7 December 2016 at 7.00 p.m.

PRESENT:	Mrs A Sheddick	Chair
	Dr T Adnan	(Arrived 7.08pm)
	Mr M Bartlett	
	Mrs L Favager	
	Mr J Fischer	
	Mrs K Legg	
	Mrs D Martin	(Arrived 7.45pm)
	Mr P Weaver	
	Mr S Woodbridge	Headteacher (arrived 7.45pm)
	Mr A Wright	
IN ATTENDANCE:	Mrs M Peel	Clerk, BLT
	Ms A Preston	Deputy Headteacher/ Associate Member (arrived 7.45pm)
	Mr P Simpson	Associate Member
ABSENT:	Mr S Neale	Apologies received and accepted
	Mrs J Wright	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 Mrs Wright. The Chair drew governors' attention to the confidential item on the agenda (item 4) and advised that the Headteacher, Ms Preston and Mrs Martin would join the meeting once this item had been discussed.

1	NOTIFICATION OF ANY OTHER BUSINESS	
	No items were tabled for discussion under Any Other Business.	
2	DECLARATIONS OF INTEREST	
	There were no declarations of interest in items covered at this meeting.	
3	APPOINTMENT OF NEW GOVERNORS	
3.1	Co-opted/ Governor	
	The Chairman introduced Mike Bartlett who had been recommended as a potential governor by the Local Authority. Governors had received a brief resume of his experience and skills and would consider his appointment as a governor.	

ACTION

7.05 pm – Mr Bartlett left the meeting

See Part III Confidential minute (Set 1)

Governors agreed that Mr Bartlett should be co-opted onto the Governing Board/appointed as the Local Authority governor. *(The Clerk would make all necessary arrangements to confirm the appointment with the LA Governance Group).*

7.08 pm – Mr Bartlett returned to the meeting; Dr Adnan joined the meeting

3.2 ELECTION OF PARENT GOVERNOR

The School had invited nominations for the position of parent governor following the resignation of Mrs de la Salle.

Two nominations had initially been received, however, one of these had been withdrawn and Dr Adnan had been elected unopposed with effect from 16 November 2016. Dr Adnan was introduced to governors and congratulated on her appointment.

4 CONFIDENTIAL ITEM

See Part III Restricted Confidential Minutes(Set 2)

7.45 – The Headteacher, Ms Preston and Mrs Martin joined the meeting.

5 MINUTES AND MATTERS ARISING

5 MINUTES

The Minutes of the meeting held on 7 November 2016, having been circulated, were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.

Headteacher

MATTERS ARISING

5.1 MINUTE NO. 8.2 – COMMITTEE TERMS OF REFERENCE

Clerk

No changes to the Terms of Reference for Committees and Working Groups had been proposed and these remained as adopted at the meeting on 7 November 2016. The clerk would arrange for these to be published in the School's password protected area on 'GovernorZone'.

5.2 APPROVAL OF POLICIES

5.2.1 Minute 5.2.1 – Charging and Remissions Policy

This would be considered with the items normally reserved for the

Resources Committee (item 11 refers).

5.2.2 Minute 16.1 – Disruptive Visitors Policy

It was noted that the Policy should be updated, with particular reference to feedback received following a parental complaint. This would be considered at the next meeting of the Governing Board.

Clerk – FGB
Agenda

5.2.3 Minute 16.1 – Appraisal Policy

The policy had been updated and circulated to governors. It was noted that there was no reference to the standards used for assessment for Teaching Assistants and that there was some inconsistency in the policy regarding who would carry out assessments. It was agreed that the policy should be further reviewed and considered at the next meeting of the Governing Board.

Clerk – FGB
Agenda

5.2.4 Minute 9.1 – Assessment and Marking Policy

Ms Preston noted that there were separate policies for Assessment and for Marking and that the Assessment Policy had been reviewed approximately six months earlier. She would review the policy to ascertain if any update was required and report to the next meeting of the Governing Board.

Ms Preston
Clerk – FGB
Agenda

Governors had not received an updated Marking policy for review. This would be an agenda item at the next meeting of the Governing Board.

Clerk – FGB
Agenda

Governors considered that a review of the School's schedule of policies and renewal dates should be carried out and it was agreed that this should be a standing item on FGB agendas. The format of policies should be standardised as they fell due for review as previously agreed in order to ensure consistency. Governors should also consider how policies should be stored (Currently dropbox) to ensure that there was one master electronic copy.

Clerk – FGB
Agenda
PW

5.3 Minute 15.2.2 – School Website Audit

Mr Fischer had undertaken an audit of the School's website and circulated his report to governors. The report reviewed the information required on the website by statute and identified any areas where the site was not compliant.

Governors discussed methods of ensuring that the website was updated and remained up to date. A Website Working Party would be set up at the beginning of January, comprising Ms Preston, Mr Weaver, Mr Fischer and Mr Bartlett. The School Secretary, Sonia Piggott, would also be asked to participate in light of her operational involvement with the site. The Working Party's first task would be to agree an Action Plan for updating the site, with urgent deadlines assigned to items which were required by statute. *Governors asked how matters identified in the audit would be addressed.* Some items could be easily addressed; others would require delegating and the provision of data. Ms Preston and Ms Piggott had administrator access to the site and

would oversee this process. Once the site was up-to-date, the Working Party would implement a robust system for monitoring and updating.

Governors thanked Mr Fischer for his comprehensive report.

5.4 Minute 16.1 – Statutory Statements on School Website

5.4.1 – Pupil Premium: The Headteacher had provided documentation for the website which had been produced in April 2016 by the School's Pupil Premium Champion. The Chair had previously requested that these documents be updated but this had not yet been completed. It was noted that the ongoing absence of the relevant member of staff was a factor in this. Lara Virgo from the BLT was supporting the School with this work.

Governors directed that the statement should be completed as a matter of urgency and agreed that this would be reviewed by governors at their next meeting.

**Clerk – FGB
Agenda**

It was noted that the School's Interim Business Manager, Suzanne Bean, would provide the requisite financial information for inclusion in the statement.

5.4.2 – Sports Premium: An updated statement was not available. This should be provided as a matter of urgency. It was noted that Dominic Dacosta had provided a report on sports funding but that more information was required on the impact of this funding for it to be compliant for publication on the website.

**Clerk – FGB
Agenda**

**Clerk – FGB
Agenda**

5.4.3 – Equalities: The Chair reported that the current statement should be updated as a matter of urgency.

6 REPORTS

6.1 CHAIR'S REPORT

The Chair reported that the Headteacher, Mr Woodbridge, had resigned and requested an early release from his contract on 31 December 2016. An Interim Headteacher, Anna Majcher, had been appointed who was available to join the School on 1 January 2016 for an initial period of two terms.

Governors agreed to grant Mr Woodbridge's request for an early release from his contract. Governors approved the appointment of Ms Majcher, which had been made under the Chair's delegated powers.

A meeting had been arranged between the Headteacher, the Chair and Mrs Clements to begin the handover process. The Chair would advise staff and parents of the resignation of Mr Woodbridge and appointment of Ms Majcher the following day.

See Confidential Part II minutes.

The Chair continued her work as a National Leader of Governance and was supporting four Chairs in other Schools as part of this

6.2 REPORT OF SEND GOVERNOR

Governors noted that all mainstream schools had a duty to produce a SEND Annual Information Report: a retrospective account of the SEND provision that has been delivered over the last academic year.

The SEND Governor, Mrs Wright, was unable to attend the meeting due to illness. In her absence, Ms Preston confirmed that the School's Annual Information Report had been prepared and circulated to governors with the School's updated SEND Policy. Governors approved the Policy and Ms Preston confirmed that it would be published on the school's website as required.

6.3 REPORTS OF GOVERNOR MONITORING VISITS

Governors noted the reports of the visits set out below, which had been circulated before the meeting:

- Year 5 (both classes) – Mrs Wright
- Year 4 – Mr Weaver
- Year 3 (both classes) – Mr Fischer
- Year 6 Mrs Favager

Ms Legg was rearranging a visit to Year 3 and a meeting with Dominic Dacosta to discuss the School's Sports provision.

7 REPORT OF SAFEGUARDING GOVERNOR (DEFERRED FROM MEETING 7 NOVEMBER 2016)

7.1 MINUTE 13.1 - UPDATED SAFEGUARDING POLICY AND ASSOCIATED POLICIES

The Safeguarding Governor, Mrs Sheddick, reported that work to update the policy and associated policies was ongoing but not yet complete. Revised policies on FGM and Radicalisation had been produced and circulated to governors, who noted their contents. Governors should review the model policies which were available on GovernorZone and all safeguarding policies would be reviewed and approved at the next meeting of the Governing Board.

7.2 MINUTE 13.2 - ANNUAL SAFEGUARDING RETURN

The Annual Safeguarding Return had been completed by the Headteacher and forwarded to the LA as required. On reviewing the submitted return, Mrs Sheddick had noted some errors, omissions and assertions that would be difficult to evidence and

**Clerk – FGB
Agenda**

considered that the Return should be reviewed and resubmitted. The LA should be advised accordingly.

The Headteacher reported that secure Safeguarding procedures were in place in the School but that it was important that it could evidence how these operated. He advised that the LA would carry out a a safeguarding audit of the School on request. Mrs Sheddick had requested urgent support for the school to strengthen its safeguarding provision at a recent meeting with Nick Wilson, Interim Director for Education at BCC.

7.3 MINUTE 13.4 - SINGLE CENTRAL RECORD

The Headteacher reported that the Single Central Record was up-to-date. Mrs Sheddick confirmed that Ms Piggott now had responsibility for monitoring and updating the Record. Mrs Sheddick had inspected the record and confirmed that the format was fully compliant and the record up to date

7.4 MINUTE 13.5 – SAFEGUARDING ACTION PLAN

Mrs Sheddick reported that an Action Plan would have been generated on submission of the Safeguarding Return. This should be considered as part of the governors' review of safeguarding at the next meeting of the governing board.

**Safeguarding
Governor/
Clerk – FGB
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7.5 KEEPING CHILDREN SAFE IN EDUCATION 2016 – UPDATE

Governors noted the need for schools to have regard to the updated statutory guidance - Keeping Children Safe in Education 2016 when carrying out their duties to safeguard and promote the welfare of children.

It was agreed that Safeguarding would continue to be a high priority for the governing board and remain a standing item on FGB agendas.

8 GOVERNING BOARD ACTION PLAN

The Chair reminded governors that actions for 2016-17 by the Governing Board were included in the draft SDP in the governance section under Leadership and Management. The Board remained on track to achieve the targets set out in the Action Plan.

9 STRATEGIC MANAGEMENT

9.1 REPORT OF THE HEADTEACHER

The Headteacher had submitted a report to governors at their meeting on 7 November 2016. No update was available.

The Headteacher reported that he had approved a three-day pupil exclusion that week, noting that this was the first time that such action had been necessary at the School. There would be

a reintegration meeting the following week and PRU intervention was in place.

9.2 SCHOOL DEVELOPMENT PLAN

The Headteacher reported that he had been reviewing and amending the School Development Plan with support from Heather Clements from the BLT. This had been shared with governors and would form part of a detailed handover to the Interim Headteacher.

Governors agreed to move to item 11 on the agenda

11 RESOURCES COMMITTEE MATTERS (ARISING FROM MEETING 7 NOVEMBER 2016)

11.1 MINUTE 11.1: UPDATE ON APPLICATION FOR ADDITIONAL FUNDING FROM SCHOOLS SPECIFIC CONTINGENCY FUND

See Confidential Part II minutes.

11.2 MINUTE 11.3: APPROVAL OF SFVS

The SFVS had been completed by Mrs Favager and Ms Bean and a draft circulated to governors. Mrs Favager noted that the number of members on the Finance Working Party had reduced due to governor resignations and that this had been identified within the SFVS as a potential weakness. Steps had been taken to address this and Ms Preston and Mr Bartlett would join the Working Party.

The Emergency Procedures Manual required updating and it was noted that Mrs Piggott was already rewriting the School's Emergency and Evacuation Procedures.

Governors approved the draft SFVS circulated by Mrs Favager subject to the review of the Manual being completed. The SFVS should be submitted to the LA to meet the School's deadline.

11.3 MINUTE 13.1: REVIEW OF LETTINGS POLICY CHARGES

Governors reviewed the draft policy which had been circulated prior to the meeting. It was noted that this was an updated version of the School's current policy and that the BLT had recently produced a revised model policy which took account of best practice guidance for relevant matters such as safeguarding. Governors agreed that the Model policy should be adapted for the School and include an additional sentence stating that lettings charges would be subject to a minimum increase based on the cost of living on an annual basis.

Governors approved to adopt the model Lettings Policy in principle, subject to the above addition. It was noted that the School's Finance Team were preparing a schedule of hall users and payments made for presentation to governors. This would

enable governors to ensure that all hall users were paying the correct hire charges.

Governors agreed that lettings charges should be reviewed at the next Board meeting.

Clerk – FGB
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11.4 MINUTE 11.5: ANNUAL HEALTH AND SAFETY COMPLIANCE REPORT

The Headteacher reported that the Annual Health & Safety Compliance report had been submitted to the LA via the ANT system in November. An Action Plan had been generated and received by the Chair that day. The Chair reported that there were a number of issues which required addressing. The Headteacher would send Mr Simpson the colour coded Action Plan so that this could be progressed by the Estates Working Group.

Headteacher/
Mr Simpson/
Estates
Working
Group

Mr Simpson reported that he had carried out a Health & Safety Walkround. No urgent matters had been identified. It was noted that there was a current requirement for all chickens to be enclosed for a 30-day period due to concerns regarding a potential outbreak of bird flu. Ms Legg would arrange a rota of willing parents to tend to the chickens during the 30-day period and to ensure that there was no contact between the children and the chickens. Governors agreed to review whether or not it was appropriate for the School to continue to keep chickens at their next meeting, in light of ongoing Health & Safety concerns.

Clerk – FGB
agenda

Governors noted that Mr Wright had responsibility for approving school trips on behalf of the governing board. This responsibility should be reassigned to another governor with Mr Wright's imminent departure from the board and training provided on the system for authorisation.

11.5 MINUTE 11.7: UPDATE ON DATA LOSS

Reports and emails regarding the data loss had been circulated to governors and noted prior to the meeting.

See Part II Confidential Minute

Governors requested confirmation that a reliable back up system was now in place for the School's data. It was confirmed that this was in place, supported by clear Service Level Agreements which had been received in writing. Governors agreed that evidence that data was being regularly backed up should be requested. The board would also consider additional onsite back up to supplement the contracted off site back up.

8.42 – Mr Weaver left the meeting

Governors returned to item 10 on the agenda.

EDUCATION COMMITTEE MATTERS (DEFERRED FROM MEETING 7 NOVEMBER 2016), TO INCLUDE:

10.1 Year 6 Improvement Strategy, to include Review of 2016 Year 6 Data and Results

10.2 Review Of Gset Benchmarking Data

10.3 Review Of Pupil Progress Data Collection Via Raise Online

10.4 Review Of Target Tracker Data

Data from RAISEOnline and KS2 summary results had been circulated prior to the meeting and scrutinised by governors. Attainment in reading, writing, maths and SPAG was below floor standard with progress in reading and writing below the national average. Mathematics results were of particular concern with attainment significantly lower than average and progress significantly lower than national levels.

Governors asked what measures had been put in place to support current Year 6 pupils and to improve both attainment and progress. Ms Preston provided a commentary to the Autumn 2016 assessment summary, explaining that it had been based on three different types of assessment;

- baseline;
- Target Tracker;
- whole school assessment.

Ms Preston explained that this approach allowed for greater insight into each year group and cohort. Year 6 would be a priority for the School. There was some instability with Year 6 staffing due to sickness absence. The School had projected for one day's supply cover per week for the following term to offer booster sessions to selected Year 6 pupils. Teachers were currently assessing how this cover could best be deployed.

See Part II Confidential Minute

8.47: Mr Weaver returned to the meeting

Governors noted that the School was subject to financial constraints which could limit the provision of additional teaching support. Whilst resources would be focussed upon the current Year 6 pupils, it was important to recognise that measures should be put in place to assist lower year groups and this would be a challenge for the school the following term.

Governors asked if details of teaching provision for the remainder of the academic year could yet be confirmed. It should be possible to provide details by the end of term.

Governors noted that the data provided within the reports was very helpful but required interpretation and analysis. Governors discussed allocating responsibility for this interpretation and analysis to one governor or a small group of governors so that a

summary could be provided. It had been intended that the meeting would focus on reviewing results data and formulating a plan to improve results, however, the resignation of the Headteacher and the appointment of an Interim Headteacher had become urgent priorities. Governors agreed that data should be closely monitored and that, if it appeared that attainment and progress were falling, a focussed group of governors should be convened to analyse data and establish reasons for this. An Action Plan should be drawn up and reviewed at the earliest opportunity the following term and a report presented to the Governing Board at its January meeting.

Governors agreed that it was important to ensure that the attainment and progress of targeted groups should remain a particular focus. Data for these groups had been included separately within the reports. Ms Preston invited feedback from governors on the most helpful way of presenting this information.

12 MINUTE 20: REPORT OF ACADEMISATION WORKING PARTY

See Part II Confidential Minute

**13 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/
EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW
APPEALS/ PUPIL DISCIPLINE COMMITTEES**

These Committees had not needed to meet save as reported within these minutes.

14 DATES AND TIMES OF FUTURE MEETINGS

It was agreed that future meeting dates would be as follows:

Spring Term 2017:

18 January 7.00pm

28 February 3.30pm with visits during the day

29 March 7.00pm

Summer Term 2017:

4 May 7.00pm (budget approval)

21 June 3.30pm with visits during the day

19th July 7.00pm

OTHER BUSINESS

Governors noted that Mr Wright was leaving the Governing Board to take up a new position at a School in Coventry. Mr

Wright had been a governor at the School for approximately ten years and governors formally recorded their thanks for his hard work and their best wishes for the future.

15 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.

9.07 pm – Mrs Martin left the meeting

16 CONFIDENTIAL ITEM

See Part III, Restricted Confidential Minutes (Set 3)

Governors formally recorded their thanks to the Headteacher for his work at the School and offered their best wishes for the future.

The meeting closed at 9.23pm

Signed Paul Sheddick Date 18th January 2017
CHAIRMAN