

Minutes

Meeting of St Chad's CE Primary School Local Governing Board

Wednesday 14 June 2017
at the school
at 7.00pm

Present:

Mrs Helen Lennie	Foundation Governor (Chair)
Mrs Jennifer Davies	Foundation Governor
Ms Frankie Marsh	Head of School
Ms Catherine Boulton	Skill Set Governor

Also Present:

Mr Peter Burnley	Sola Fide Chief Executive Officer
Mr Richard Webster	School Business and Finance Director
Mr Michael Iveson	Clerk to the Governing Body

1 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Mr Darryl Byrne, Dr Rob Hadman and Ms Elizabeth Challinor.

1.2 The governing body gave consent to the governors who had apologised for their absence.

2 DECLARATION OF BUSINESS, PECUNIARY OR PERSONAL INTERESTS

Governors were invited to declare any business, pecuniary or personal interests in the 'Register of Declaration of Interest' available for this purpose.

No declarations were made.

3 MINUTES

RESOLVED: that the minutes of the meeting held on 3 May 2017 be approved as a correct record and signed by the Chair.

4 MATTERS ARISING

- 4.1 Arising from minute 1 (Apologies for Absence – Resignation of Mr Simon Bird), the Chair informed governors that she had written to Mr Simon Bird expressing on behalf of the local governing board, sincere thanks and appreciation for his service to the school over an 8½ year period as a governor.

In considering arrangements for a replacement governor to fill the vacancy left by Mr Bird's resignation, the following points were made:

- 4.1.1 Governors may wish to identify a specific area of expertise which they might take into account in selecting a replacement governor;
- 4.1.2 Governors had completed a skills audit some time ago and it may be opportune to undertake a fresh audit incorporating all governors and in particular those who had become governors since the last audit; and
- 4.1.3 'skill set' governors could be drawn from any source including parents provided that parents did not monopolise the local governing board.

RESOLVED: that before the end of the school term, an audit of governor skill be undertaken in order to assist in identifying any gaps which exist and which may assist in the appointment of a governor to fill the vacancy on the local governing board.

At a later stage during the meeting it was further discussed:

RESOLVED: that the offer of the Chair to co-ordinate the undertaking of the skills audit be accepted and that the Chair be requested to circulate an electronic form for completion by governors.

ACTION: Chair/Head of School

- 4.2 Arising from minute 4 (Matters Arising – Fire Drill), the Chair advised that following discussions with the Head of School, arrangements would be made for the next fire drill to take place at an unexpected time in order to fully test and evaluate procedures.
- 4.3 Arising from minute 4 (Matters Arising – Interpreting School Data), the Head of School reminded governors that a training day for all governors had been arranged for Thursday 15 June 2017 at the school.
- 4.4 Arising from minute 5 (Safeguarding Training), the Chair pointed out that 'Safeguarding' had been included on the agenda and would appear on all future Local Governing board agendas.
- 4.5 Arising from minute 6.4 (Feedback from Governors' Health and Wellbeing Visit), the Chair indicated that Mrs Jennifer Davies would report back on the Local Authority initiative to tackle mental health issues in schools at a later stage during the meeting.

5 BUDGET REVIEW AND FINANCE UPDATE 2017/18

Mr Richard Webster circulated at the meeting:

- A budget statement setting out the Outturn on the 2016/2017 budget for the school; and
- A review statement on the 2017/2018 budget including projections for 2018/2019 and 2019/2020.

The statements, which had been considered in detail and subsequently endorsed for approval by the local governing board at a meeting of the Finance Committee held earlier during the evening, were annotated with comments and notes on individual areas were made of the budgets. Mr Webster elaborated on specific items.

The following points were made:

- 5.1 The statements included figures for the school, The Sanctuary and combined figures.
- 5.2 The original forecast budget surplus of £15,265 against an original budget deficit of -£91,022 had resulted in a net variance of £106,287. The increase was largely due to Multi Academy Trust Grant aid but was nevertheless particularly pleasing.
- 5.3 The budget income of £1,364,659 subsequently forecast at £1,557,282 had resulted in a net variance of £192,623.
- 5.4 Next year's budget was forecasting a deficit of -£37,888 but it was anticipated that this would convert to a surplus of £5,000 and £21,000 in 2018/2019 and 2019/2020 respectively.
- 5.5 In considering the use of the surplus, the senior management team was looking at a range of options including building extensions at the school in order to increase and improve accommodation at the school which may in turn attract Capacity Grant Aid; the provision of improved fencing at the school in the interests of safeguarding; and the provision of extended play facilities on the main field at the school.

- RESOLVED:**
- (i) that the budget statements be noted;
 - (ii) that the budgets for 2018/19 and 2019/20 be approved and adopted;
 - (iii) that approval in principle be given to quotations being sought for:
 - the provision of improved fencing at the school.
 - provision of extended play facilities on the main field at the school in the event of the local authority as owners of the land, raising no objection; and
 - (iv) that gratitude be expressed to Mr Richard Webster for his excellent work in administering and preparing the school budgets and in presenting the budgets in a format which governors find easy to digest.

ACTION: School Business/Finance Director

(Mr Richard Webster left the meeting at the conclusion of this item).

6 OLDHAM SCHOOL IMPROVEMENT MODEL AND OLDHAM EDUCATION PARTNERSHIP MEMORANDUMS OF UNDERSTANDING

6.1 Governors were provided with information regarding the Oldham School Improvement Model and Oldham Education Partnership Memorandums of Understanding.

The full documents could be accessed via the following webpage: www.oldham.gov.uk/schoolgovernorspolicies

Governors were invited to:

1. Agree to Memorandums of Understanding (MOUs);
2. Adopt the School Improvement Model; and
3. Agree to support the academy playing a full part in The Oldham Education Partnership.

6.2 In considering this item, the following points were made:

6.2.1 The Chief Executive Officer outlined discussions which had taken place with the Local Authority and the commitment which was required from schools participating in the Partnership initiative.

6.2.2 The initiative did not appear to benefit or improve existing arrangements at St Chad's CE Primary School.

6.2.3 Participation in the arrangements would involve a considerable amount of additional work for staff at St Chad's CE Primary School with little benefit in return.

6.2.4 A number of informal networking arrangements were in place and it appeared unnecessary to codify those arrangements into a formal partnership.

6.2.5 As an academy and teaching school, St Chad's CE Primary School worked actively with other schools within and outside the local authority area and would continue so to do.

- RESOLVED:**
- (i) that St Chad's CE Primary School does not agree to the Memorandums of Understanding (MOUs);
 - (ii) that St Chad's CE Primary School does not agree to adopt the School Improvement Model; and
 - (iii) that as an academy and teaching school and subject to resource implications, St Chad's CE Primary School will continue to work actively with other schools within and outside the local authority area.

ACTION: Chief Executive Officer

7 HEAD OF SCHOOL UPDATE

The Head of School delivered a verbal report on a range of school activities including the following:

- 7.1 A range of information about activities and events at the school was available on the school website.
- 7.2 Revised teaching arrangements in light of a member of staff commencing maternity leave.
- 7.3 A number of school trips and visits had been organised and were well received by participating children.
- 7.4 A meeting had taken place during the previous evening with parents of new children attending the school. Feedback from the meeting had been very positive.
- 7.5 A 'non competitive' sports day was scheduled to take place on Friday 16 June 2017 to which governors were welcomed to attend.
- 7.6 The School Council had organised a Careers Day event for Key Stage 2 children which would take place on Friday 23 June 2017.
- 7.7 It was proposed to undertake a 'Parents Survey' during the next half term. A summary of views and findings would be submitted to a future meeting of the governing board.

RESOLVED: that the Head of School be thanked for her report.

8 SAFEGUARDING

The Chair reminded governors that Safeguarding would appear as an agenda item on all future meetings.

Staff governor Ms Elizabeth Challinor would be present at meetings and together with other governors responsible for safeguarding would be in a position to comment as required.

9 HEALTH AND WELLBEING UPDATE

Mrs Jennifer Davies provided feedback on the event she had attended to mark the launch of an initiative by the Local Authority on tackling mental health issues in school.

The event had been well organised and a highly worthwhile experience. The participation of a considerable number of young people had been particularly relevant and had been a rewarding experience for all parties.

It was anticipated that a written report on the initiative would be published in due course and Mrs Davies undertook to circulate this to fellow governors when received.

The Head of School suggested that mental health issues in school would be a particularly relevant issue for the School Council to consider during the next school year subject to the use of appropriate terminology for the age groups in question and the adoption of a sensitive approach to the issue.

The Head of School assured governors that children at the school were encouraged to discuss with members of staff any concerns or anxieties they may have and particularly bearing in mind recent terrorist attacks which had taken place nationally and locally.

RESOLVED: that Mrs Davies be thanked for her report.

ACTION: Head of School

10 HEALTH AND SAFETY POLICY

Governors were invited to consider a draft St Chad's CE Primary School Health and Safety Policy (copies of which had been circulated with the agenda).

RESOLVED: that consideration of the draft policy be deferred pending the Chief Executive Officer and Head of School considering a policy which reflects overall the Multi Academy Trust.

ACTION: Chief Executive Officer/Head of School/Business Support Service – Governors – agenda item

11 LOCAL AUTHORITY ITEMS FOR INFORMATION

11.1 **Governance Handbook** (for academies, Multi-Academy Trusts and maintained schools - January 2017) - Summary of Key Changes.

Governors were invited to consider the publication of the updated Governance Handbook January 2017.

A brief summary of the key changes document was attached to the agenda. Governors were asked to take account of any changes made to the law and policy.

The full document is located on the following webpage:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

RESOLVED: that the updated Governance handbook be noted.

11.2 **A Competency Framework for Governance – January 2017**

Governors were invited to consider the publication by the DfE in January 2017 of the new Competency Framework for Governance.

Governors noted the framework recommendations regarding the knowledge, skills and effective behaviours that members of the governing bodies should have along with the request to nominate one person from the governing body to lead on each of the following key areas:

1. Special Educational Needs and Disabilities (SEND)
2. Safeguarding of Children including Prevent Duty
3. Health and Safety in Education
4. Analyse Information and Data
5. Financial Health and Efficiency - compared to organisations locally and nationally
6. Human Resource Education Policy

The full document could be accessed via the following webpage:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582869/Competency_framework_for_governance.pdf

RESOLVED: that the appointment of governors to lead in the key areas identified be deferred pending the outcome of the skills audit referred to earlier during the meeting (see minute 4.1 above).

ACTION: Chair/Head of School/Business Support Service - Governors - agenda item

11.3 **New Guidance for Governors – Keeping Children Safe Online**

Governors were asked to consider the UK Council for Child Internet Safety (UKCCIS) Education Group guidance for school governors to help governing bodies support their school leaders to keep children safe online.

Governors were asked to refer to the document to:

- gain a basic understanding of the school's current approach to keeping children safe online;
- learn how to improve this approach where appropriate;
- find out about tools which can be used to improve the approach.

The document included examples of good and outstanding practice, as well as identifying when governors should be concerned.

The guidance and more information about UKCCIS could be accessed via the following link:

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

Governors were reminded that the guidance was non-statutory and should be read alongside the DfE's Keeping Children Safe in Education statutory guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/562876/Guidance_for_School_Governors_-_Question_list.pdf

The Head of School suggested that staff governor Ms Elizabeth Challinor would be invited to include a brief presentation to the next meeting on 'child internet safety' as part of her update on safeguarding.

RESOLVED: that the information be received and noted.

ACTION: Ms Challinor

12 LOCAL AUTHORITY ITEMS FOR INFORMATION

12.1 Schools Forum

Governors were invited to receive and note the summary papers outlining discussions held at the meetings of the Schools Forum last term on 11 January 2017 and 22 February 2017.

RESOLVED: that the information be received and noted.

12.2 Schools Workforce Planning

Updated DfE School workforce planning guidance for schools January 2017 was attached to the agenda for governors' consideration.

<https://www.gov.uk/government/publications/school-workforce-planning>

RESOLVED: that the new guidance be received and noted.

12.3 Oldham Council's Free School Policy

Updated Oldham Council's Free School Policy was circulated to governors with the agenda.

Governors were asked to read and note the policy and associated guidance which outlines the Local Authority's position with regard to free schools in Oldham.

RESOLVED: that the new policy and guidance be received and noted.

13 OTHER URGENT BUSINESS

13.1 'Other Urgent Business' – Notice

Governors were invited to consider a notice period for considering items of 'Other Urgent Business' at local governing board meetings.

To assist governors the Clerk expressed a personal view that items of genuine urgency ought not to be subject to a period of notice for obvious reasons.

Items which were not 'genuinely' urgent should be included on the agenda for a subsequent meeting.

It would be a matter for the local governing board to determine whether an item was sufficiently urgent to warrant consideration at a particular meeting.

RESOLVED: that a decision on the admission for discussion at meetings of items of 'other urgent business' be at the discretion of the local governing board.

14 CONFIDENTIALITY

There were no items of confidentiality.

15 DATE AND TIME OF NEXT MEETING

- RESOLVED:**
- (i) that the next meeting of the governing body be held on Wednesday 4 October 2007 at 7.00pm.
 - (ii) that in consultation with the Head of School, the Chair be authorised to determine dates of future local governing board meetings.

ACTION: Chair/Head of School/Business Support Service - Governors - agenda item

15A EXPRESSION OF GRATITUDE

On behalf of fellow governors, the Chair expressed gratitude to the Chief Executive Officer, Head of School and all staff at the school for their work over the last academic year and in particular during the period of transition to Multi Academy Trust status.

The Chair reminded fellow governors that Mr Peter Burnley had served as Headteacher at the school for a period of 20 years and had made a formidable contribution to the outstanding overall success achieved by the school.

Mr Burnley responded in suitable terms.

(There being no further business, governors were thanked for their attendance and the meeting was declared closed at 9.01pm).

Signed: Helen Lennie
Chair

Date: November 2017