

CONISBROUGH IVANHOE PRIMARY ACADEMY GOVERNING BODY

Minutes of the Conisbrough Ivanhoe Primary Academy Governing Body's Meeting held at the academy on Wednesday 2 July 2019, commencing at 4.45 pm.

PRESENT: C Lee (Chair), J Brian (Headteacher), J Toller, V Sedgwick, A Nixon, D Lee, R Wesley, R Stocks and R Matthews

IN ATTENDANCE: C Foster, School Business Manager

CLERK: Wendy Heath

1 WELCOME

The Chair welcomed Governors to the meeting.

2 TO AGREE A FINISHING TIME FOR THE MEETING

RESOLVED (1)

That the finishing time for the meeting be agreed as 6.45 pm.

3 APOLOGIES

The Governing Body considered the apologies received.

RESOLVED (2)

a) That D Cartwright's apologies for absence from the meeting be accepted.

b) That no apologies had been received from F Denigan.

4 GOVERNING BODY MEMBERSHIP

Staff Governor Representative

There was currently a vacancy for a Staff Governor following the resignation of Mrs J Sutton. It was agreed that arrangements would be made to seek nominations for a Staff Governor representative before the end of term.

RESOLVED (3)

That nominations be sought for the Staff Governor vacancy before the end of term.

5 DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS

There were no declarations of any business or personal interest raised in connection with any items on the agenda.

6 URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR

It was reported that no urgent action had been taken since the last Governing Body meeting.

7 MINUTES OF THE LAST GOVERNING BODY MEETING

RESOLVED (4)

That the Minutes of the meeting held on 6 March 2019 be agreed and signed as a correct record.

8 MINUTES OF COMMITTEE MEETINGS

The Minutes from the committee meetings had been circulated for consideration.

RESOLVED (5)

That the Minutes of the Committee meetings held on 22 (2 sets) October 2018 and 15 March 2019 be agreed and signed as correct records.

9 MATTERS ARISING FROM THE MINUTES/ACTION SHEET

Governors reviewed the Action sheet from the Governing Body meeting held on 6 March 2019 and the following update was provided;

Action 1 – Health and Safety Audit Report

C Foster confirmed that she had not yet chased the Audit report but would do by the end of the Summer term.

All other actions were complete.

10 HEADTEACHER'S REPORT INCLUDING ANY MATTERS ARISING AND GOVERNORS' QUESTIONS ON THE REPORT

The Headteacher addressed his written report which had been circulated prior to the meeting and provided further clarification on the following areas and responded to the following questions:

a) Pupil Numbers

The number on roll stood at 329 (this was an increase since the report had been written). A breakdown per class was provided together with the attendance percentage of each class and the Headteacher confirmed that attendance was looking okay.

b) Staffing

The Headteacher provided an update to Governors on staffing changes. There were a number of pupils who may receive EHCPs (Education, Health and Care Plans) which had funding attached and consequently there may be a need to appoint some LSAs. He also informed Governors that there had been a new structure implemented which comprised Headteacher, Deputy Headteacher and two Assistant Headteachers.

c) Attendance

A breakdown of attendance had been provided by class and the Headteacher explained that this was positive. 17 pupils whose attendance was below 90% were being closely monitored. Four of these were on 89% and it was anticipated that these would improve and 8 were in respect of holidays in term time.

There had been however 33 pupils with 100% attendance which was positive.

The academy worked hard on attendance but there were some pupils with medical needs and also a small group of pupils who did not attend, which had affected the figures.

d) Visits and Visitors

There had been many trips undertaken this year mostly around Sports Week when every pupil went on a sports related trip. At this point the Headteacher took Governors to the website to show Governors the 'Cultural Capital' which was the commitment to trips from September 2019.

e) Tests/Assessments

The KS2 SATs results would be available on 9 July 2019. A full breakdown would then be provided to parents and Governors. It was anticipated that attainment would be high but progress would not be as high due to some high KS1 results for pupils who had joined from another school.

EYFS were higher than National Average and higher than the previous year but this was cohort specific.
Phonics was also above National.

f) Quality of Teaching

There were three NQTs who had been partnered with experienced teachers to ensure the quality of teaching in school.

g) Children in Care

There were currently two looked after children.

h) Behaviour and Safety of Pupils at the Academy

Behaviour in the academy was very good due to the excellent teaching and behaviour management systems in place. The Headteacher informed Governors that there was a plan for the following year to have a portakabin to provide a nurture environment in the afternoon for pupils who were unable to last a whole day in the classroom and needed a slightly different curriculum. This would offer a secure environment for pupils but was not an exclusion. It would be offered as a reward for the afternoon if pupils had behaved in the morning.

There would also be another area for pupils to do work if they had not behaved well in the morning.

i) **Other School Issues**

- **Website**

The Headteacher took Governors through the changes to the academy website, which had been updated in line with the changes to the Ofsted Inspection Framework. He informed Governors that his view was that the academy was prepared for the changes. Advantage was being taken of the local area for example the local pits.

As part of the provision of music the academy had signed up to brass and pupil premium pupils would receive the loan of equipment.

- **School Week**

The Headteacher sought Governors views and approval on a change to the school week. The reason for this was to be able to cover PPA time. Currently the budget did not have sufficient funding to cover this. The proposal was to extend the day by 30 minutes Monday, Tuesday, Thursday and Friday and close the school early on Wednesday at 1.10 pm. Teachers would be able to utilise this time to plan. Wrap around care would be offered to parents that required this and this would be free to those parents who already used the wrap around care.

Q Are children going to cope with the extra 30 minutes?

A The 30 minutes would be 10 minutes extra in the morning, 5 minutes less at lunchtime and 15 minutes extra at the end of the day. The 15 minutes at the end of the day would also mean that teachers could have more time on topic work.

Q Will it impact on extra-curricular activities that pupils take part in out of school?

A We will need to work with parents on this.

A Nixon (AN) joined the meeting at 5.45 pm and he was updated on discussions so far.

Discussion took place on offering clubs on a Wednesday afternoon. The Headteacher explained that extra-curricular activities would be made available including sports and music.

There were no objections raised by Governors and it was agreed that this would be trialled and reviewed.

At this point AN requested a quick update on Attendance and Looked After Children. The Headteacher explained that 17 pupils were below 90%

attendance. There were two Looked After Children and one would be transitioning to secondary so there would be one for the next academic year. An update was provided on the progress of each child.

RESOLVED (6)

- a) That the Headteacher's report be received with thanks.
- b) That Governors support the change to the school week.

V Sedgewick left the meeting at 6.00 pm.

11 REVIEW OF SCHOOL IMPROVEMENT PLAN (SIP)

The Headteacher confirmed that the SIP would be reviewed during the Autumn term. The current plan was shared on screen at the meeting which included the priorities.

SEN – the systems and provision place were felt to be adequate. Teachers were engaged in the interventions.

Assessment Data – pupil progress meetings worked to the benefits of pupils and were successful.

Pupil Premium Pupils – the academy needed to be creative in the way the funding was being used. This could be used to ensure pupils had access to trips and breakfast clubs.

RESOLVED (7)

That consideration be given to the School Improvement Plan in the Autumn term when it had been reviewed by the Headteacher.

12 STANDARDS AND EFFECTIVENESS PARTNER (StEP)

The Headteacher reported that there was no StEP visit to report as the academy was not part of this programme.

13 FEEDBACK ON ANY LINK GOVERNOR VISITS

J Toller had undertaken a visit during SATs week to ensure that the processes were being followed in line with guidance and procedures, and stayed for the whole of each morning to observe. She confirmed that everyone understood what their role was.

RESOLVED (8)

That J Toller be thanked for her report and her visit during SATs week.

14 **PERFORMANCE MANAGEMENT OF HEADTEACHERS - APPOINTMENT OF GOVERNOR REVIEWERS**

RESOLVED (9)

- a) That it be confirmed that a written Appraisal Policy for teachers and a policy covering all staff which dealt with any capability issues was in place and that was regularly reviewed.
- b) That K French be appointed as the external adviser in relation to the appraisal of the Headteacher.
- c) That C Lee and J Toller be appointed to act as reviewers for the Headteacher's Performance Management.

15 **LOCAL AUTHORITY REPORTS (LA) SUMMER TERM BRIEFING PAPER**

Governors considered the additional information provided within the Local Authority Briefing Paper that had been circulated with the agenda and the following items were discussed:

Attendance

J Toller was confirmed as the Governor for Attendance

Gypsy, Roma and Traveller Children (GRT), and Children With English As An Additional Language (EAL)

A Nixon was confirmed as the Governor for GRT and EAL.

16 **ACADEMY ITEMS**

The following academy items were considered;

a) **New Ofsted Inspection Framework**

The Chair reported that she had attended Ofsted training and provided an overview of the some of the key changes. The main one was that there would be no short inspections as they would be two days and therefore there may be a need for them to meet with more Governors. They would also want to see that the academy was looking at the curriculum as a whole.

b) **Complaints Procedure Policy**

The Chair also reported that she had attended LA training on dealing with complaints. She agreed to share a copy of the DfE Complaints Policy with Governors. The current policy had four stages and the Chair felt that it wasn't clear who did what. The DfE policy only had two stages and was felt to be much clearer and also covered the serial and unreasonable behaviour complaints. It was agreed that the Policy Committee consider this.

RESOLVED (10)

That consideration be given to the DfE Complain Procedure by the Policy Committee and a copy of the DfE policy be emailed to Governors.

17 **MONITORING THE BUDGET**

C Foster (CF) circulated a budget monitoring report for the 2018/2019 financial year and provided an update. She provided a brief overview and addressed the following;

- The budget was up to date as of 1 July 2019
- Budget code 1201 was showing to be overspent but this was because the new caretaker did not undertake repairs and these were undertaken and charged by the LA
- Budget code 1504 was showing overspent as there were invoices from the previous year included
- Budget code 1601 included new furniture and carpets which had been ordered for the classrooms

The budget for 2019/2020 was also circulated and CF took Governors through this. She confirmed that it was difficult to accurately predict this but there was a need to take into account the portakabin that was required. This would be used for the nurture area in the afternoon and a meeting room in the morning. Quotes had already been received for £8,000 over 3 years but further quotes would need to be obtained. Governors agreed in principal and CF would email all Governors for approval once the quotes had been clarified.

RESOLVED (11)

- a) That the budget monitoring report for the 2018/2019 financial year and the budget for 2019/2020 be received and noted and C Foster be thanked for her updates.
- b) That Governors be emailed with the final quote for the portakabin once this had been received to approve it by email.

18 **COMPLIMENTS, COMMENTS AND COMPLAINTS**

The Chair reported on an ongoing complaint but wasn't able to share any detail at the meeting.

19 **GOVERNOR TRAINING REPORT**

C Lee reported that she had attended training on Handling Complaints and the new Ofsted Inspection Framework.

RESOLVED (12)

That the training be noted.

20 **TO CONFIRM ANY CONFIDENTIAL ITEMS**

There were no items discussed which were deemed to be of a confidential nature.

21 **DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2019/2020**

RESOLVED (13)

That the Governing Body meetings for the 2019/2020 academic year be held as follows:

	Date	Time
Autumn term 2019	15 October 2019	4.45 pm
Spring term 2020	11 February 2020	4.45 pm
Summer term 2020	16 June 2020	4.45 pm

22 **DATE AND TIME OF NEXT MEETING**

RESOLVED (14)

That it be noted that the Governing Body's next meeting would be held at the academy on Tuesday 15 October 2019 commencing at 4.45 pm.

Chair _____

Date _____

The meeting ended at 6.50 pm

ACTION SHEET – GOVERNING BODY MEETING

Academy:	Conisbrough Ivanhoe Primary Academy
Meeting Date:	Tuesday 2 July 2019
Clerk:	Wendy Heath

Action Number	Action Required	By whom	By when	Actioned
1	Nominations be sought for the Staff Governor position	C Foster	End of term	
2	Parents be notified of the change to the academy day	Headteacher	5 July 2019	
3	Model Complaints Policy be circulated to Governors and a policy meeting be convened to consider the policy	Chair	Next meeting	