

# West Heslerton C of E School

## Governing Body Meeting

**Thursday 23<sup>rd</sup> January 2014 at 6.30pm**

PRESENT	Chair Headteacher	Ms Heather Clemence (HC) Mrs Rachel Wells (RW) Rev. Joe Kinsella (JK) Mrs Nina Maud Dr Louise Powlesland (LP) Mrs J Barker (JB) Mr P North (PN) Mrs C Triffitt (CT) Mrs S Mitchell (SM) Miss L Tattersley (LT)	Parent Governor Staff Governor Foundation Governor Parent Governor Parent Governor Parent Governor Parent Governor Staff Governor Staff Governor Associate Governor
	Clerk	Roland Stokes(RS)	

The meeting started at 6.35pm

Item	Minute	Action
001/14	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b></p> <p>Apologies had been received from J Wharton, V Cole and D Andrew, all of whom had prior engagements. These apologies were consented to.</p>	
002/14	<p><b>Declaration of interests and reminder of governor protocol</b></p> <p>The Chair invited governors to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda. There were no declarations of interest</p> <p>The Chair reminded governors of the need for strict confidentiality to safeguard the interests of all connected with the school</p>	
003/14	<p><b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection</b></p> <p>No items were considered to require a confidential minute.</p>	
004/14	<p><b>Notification of urgent other business.</b></p> <p>The meeting was advised that attendance at meetings by governors and an approach by another school to share the headteacher would be discussed as urgent other business</p>	
005/14	<p><b>To approve as a correct record the Minutes of the meeting held on 21<sup>st</sup> November 2013.</b></p> <p>The minutes of the meeting held on 21<sup>st</sup> November 2013 were unanimously <b>confirmed</b> as a true record and signed by the Chair.</p>	

	<b>Proposed: HC Seconded: LP</b>	
006/14	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><b>Item 120/13:</b> RS has contacted the York Diocesan Board of Education with regard to the vacancy for a Foundation Governor. In addition, the Diocese were not aware that Mrs Cole had been re-appointed to the Governing Body. RS was waiting for a reply on both matters.</p> <p><b>Item 122/13 (Public Transport):</b> A reminder for parents had been placed in the newsletter with regard to the public transport consultation.</p> <p><b>Item 122/13 (EDA Report):</b> RW had approached NYCC about the EDA report and the separation of the confidential part of the electronic report from the remainder. Lou O'Brien will be visiting the school on 5<sup>th</sup> February 2014 and the appropriate part of the updated report will be available electronically for governors' discussion at their next meeting.</p> <p><b>Item 122/13 (Q11):</b> Parent orientated activities are now being described as "informal" or "formal" assemblies.</p> <p><b>Item 122/13 (Photos):</b> Further action will be taken on this item before the next set of photographs is taken.</p> <p><b>Item 122/13 (Sports Funding):</b> A letter has been prepared for parents and will be distributed on Friday 31<sup>st</sup> January 2014.</p> <p><b>Item 130/13 (Attendance at FGB meetings):</b> This item will be dealt with under any other business.</p> <p><b>Item 130/13 (Governors Induction Pack):</b> A sample list of what is in a typical pack had been forwarded to RW.</p> <p><b>Item 131/13 (Revised Pupil Data):</b> This will be available when the next set of pupil data is being reviewed.</p> <p><b>Item 137/13:</b> RW is awaiting contact from the Landlord's agent (Philip Hainsworth) to discuss the work. This will ensure that when the quotes are received for the work – which are normally valid for 28 days – the Landlord's agent can give approval relatively quickly. The money will be coming from "Devolved Capital".</p>	<p><b>RS</b></p> <p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p>
007/14	<p><b>To consider the Finance meeting minutes held on 10<sup>th</sup> December 2013 and discuss any matters arising.</b></p> <p>The FGB meeting reviewed the minutes and noted the "Revenue Financial Forecast" and in particular the significant deficit for 2015/2016. HC commented that 2015/2016 has previously been identified as a financially demanding year. RW advised governors that the sharing of the head with another school has helped finances for 2013/14 and although revenue increases for 2014/2015 there is a significant drop in 2015/2016. This is primarily due to revenue being proportional to the number of pupils on roll. An increase of 5 pupils would address the deficit. JK asked when governors should become concerned about the potential deficit. RW advised the meeting that there are changes due to the funding system and when these are better understood then any deficit should be addressed. However, one of the ways of attracting parents and children to the school is to ensure it</p>	

	has a good reputation and Ofsted report. This should be a priority for governors.	
008/14	<p><b>To consider the School Staffing Committee meeting minutes held on 16<sup>th</sup> December 2013 and discuss any matters arising.</b></p> <p>The governing body noted the discussion by the committee about the cover for full time TAs if they are off within the school. It was agreed that there should be a formal application process for people covering for TAs.</p>	
009/14	<p><b>To consider the School Curriculum Committee meeting minutes held on 16<sup>th</sup> December 2013 and discuss any matters arising.</b></p> <p>The FGB reviewed the minutes.</p>	
010/14	<p><b>Headteachers Report.</b></p> <p>Governors reviewed the headteachers report which had been circulated with the agenda. LP thanked RW for a very detailed and thorough report. RW advised the FGB that she had used the recommended items for inclusion by NYCC.</p>	
011/14	<p><b>Scheme of Delegation.</b></p> <p>Governors discussed the scheme of delegation which had been circulated with the agenda. Governors had identified 3 items for further discussion.</p> <ul style="list-style-type: none"> <li>➤ <b>Number 4 (Miscellaneous financial decisions)</b> – Governors discussed the appropriate decision level for this item. As this involves relatively small amounts of money it was agreed that this should be delegated to the headteacher.</li> <li>➤ <b>Number 22 (Determining Dismissal payments/early retirement)</b> – Governors discussed the need for confidentiality particularly with regard to dismissal payments. It was agreed that this item should be divided in to two (22a and 22b) with dismissal payments being delegated to the chair of governors and payments for early retirement being delegated to the Finance and Premises committee.</li> <li>➤ <b>Number 27 (Responsibility for standards of teaching)</b> – Governors discussed the importance of standards of teaching and where responsibility should lie. It was noted that even if the responsibility is delegated the whole governing body remains responsible for any decision made under delegation. In addition, teaching standards are discussed in the various committees and FGB. It was decided that this item should be delegated to the headteacher.</li> </ul> <p><b>It was unanimously agreed that, after amendment, the Scheme of Delegation should be adopted by the governing body.</b></p> <p><b>Proposed: PN</b> <b>Seconded: SM</b></p>	
012/14	<p><b>Terms of Reference &amp; Membership of Committees.</b></p> <p><b>Staff and Curriculum Committee.</b></p> <p>The terms of reference for the <b>Staff and Curriculum Committee</b> had been circulated with the agenda. <b>Governors reviewed the TORs and</b></p>	

	<p><b>unanimously agreed that the TORs should be adopted by the governing body.</b></p> <p><b>Proposed: CT</b> <b>Seconded: LT</b></p> <p><b>Finance and Premises Committee.</b></p> <p>The terms of reference for the Finance and Premises Committee had been circulated with the agenda. <b>Governors reviewed the TORs and unanimously agreed that the TORs should be adopted by the governing body.</b></p> <p><b>Proposed: HO</b> <b>Seconded: JC</b></p> <p>It was noted that the membership of the 4 committees, which have been merged into 2, had been discussed at a previous meeting and the merging of the committees had been considered when membership was being discussed. It was agreed that the membership of the merged committees would be:</p> <p><b>Staff and Curriculum Committee.</b></p> <p>Mrs Clemence Mrs Triffitt Mrs Cole Mrs Wells Dr Powlesland Ms D Andrews Mrs Barker</p> <p><b>Finance and Premises Committee.</b></p> <p>Mrs Mitchell Mrs Maud Mrs Wells Mrs Wharton Mr Watson Mr P North</p> <p>The FGB agreed that to help with governor development and succession planning the chair of these committees should not be the chair of the FGB.</p>	
013/14	<p><b>Future Committee Meeting Dates</b></p> <p>It was agreed that the first meeting of these committees will be:</p> <p><b>Staff and Curriculum Committee – Tuesday 11<sup>th</sup> February at 3.30pm</b></p> <p><b>Finance and Premises Committee – Thursday 13<sup>th</sup> February at 3.30pm</b></p> <p>The FGB meeting noted that the Headteachers performance management review meeting would be on 17<sup>th</sup> March 2014 at 9am.</p>	<p><b>All Members</b></p> <p><b>All Members</b></p>
014/14	<b>Standing Orders &amp; Code of Practice</b>	

	<p>The Standing Orders and Code of Practice had been circulated with the agenda. Governors discussed the document with particular reference to the term of office of the Chair and Vice Chair, attendance at meetings and governors expenses. It was agreed that the adoption of the document will be delayed until the next meeting to allow some items to be given further consideration</p>	
015/14	<p><b>Governor's Folders.</b></p> <p>Governors were provided with a folder, which had been divided into a number of suggested sections, for governors to keep reference documents and those they needed regular access. It was noted that each governor's folder would be different depending on the committees they attended and their involvement with other school activities. It was recommended that all governors should keep in the folder copies of documents such as the Instrument of Governance, SDP, code of practice, EDA visit reports, Headteachers reports, pupil progress documents, etc. It was noted that all governors should have a good knowledge of pupil progress and curriculum issues.</p>	
016/14	<p><b>Business Interests.</b></p> <p>All governors present at the meeting completed a declaration of Business Interests form.</p>	
017/14	<p><b>Governor Visits.</b></p> <p>There has been 2 governor visits:</p> <p><b>Mrs V Cole</b> had observed the early morning arrival of pupils to the school and classes until lunch. She noted that pupils arrived at the school happy, were quickly got into a "work mode" by teachers who worked to bring the best out of each pupil.</p> <p><b>Mrs J Barker</b> provided a report that covered 9 swimming lessons. She had helped with getting the children ready for swimming classes. It was noted that older children would often help the younger ones in getting dressed after the swimming lesson had finished.</p> <p>Governors noted that last year there had been 2 governor visits whilst so far this year there had been 5. It was also commented that it is good to have governors who are not staff or parents visit the school.</p>	
018/14	<p><b>Governor Training.</b></p> <p>Governors were reminded that Lou O'Brien will be providing a governor training session on 6<sup>th</sup> March 2014 at 6.30pm at the school. RS advised the FGB that NYCC had just completed the "Report of the North Yorkshire Commission for School Improvement" and the major findings of the report would be outlined to governors at the next SINS meetings in March. A number of governors agreed to see if they could change arrangements so that they are able to attend the meeting.</p>	
019/14	<p><b>Urgent other business as agreed at item 4 above.</b></p> <p><b>Governors.</b></p> <p>RS asked the GB to review the governing body list with regard to accuracy.</p>	

