

# **The Governing Body of Burnsall VA Primary School**

## **Minutes of the Ordinary Meeting held at the school on Thursday 26th February 2015**

**Present:** Mr R Stockdale, (in the chair), Mrs J Morton Lee, Mrs E Sandoe, Mrs P Hart-Woods, Mrs J Crawford, Mrs J Shaw, Mrs Y Stockdale, Mrs B Donald, Mrs D Nicholson, Mrs L Bullough

**In attendance:** Mrs B Williams (Clerk to the Governors)

### **1. Welcome**

Robert welcomed everyone to the meeting and said a prayer.

### **2. Consideration of Absence**

Mrs F Hoole- accepted

Mr N Patterson- accepted

Rev'd F Jenkins- accepted

### **3. Declaration of Interest**

None

### **4. Chairman's Remarks**

Fiona Hoole's term of office ends next month. Brenda will send a thank you card on behalf of the Governing Body.

Robert welcomed Debbie to her first meeting, and mentioned that the Governing Body is a corporate body responsible for decisions about the school. Sometimes sensitive information is discussed and there is a need for confidentiality. Staff at both schools have been mentioned in the last few meetings and Robert asked Julie and Emma to pass on the thanks of the Governing Body for their extra effort and contribution. A meeting to discuss Julie's performance management took place today and the next meeting will be in July.

### **5. Minutes of the meeting held on 4.11.14**

It was resolved to accept the minutes of the meeting as a true record

Proposed: Judy Shaw    Seconded: Jan Crawford    Unanimous decision

### **6. Matters Arising**

None

### **7. Nursery**

The Nursery needs more children, especially for September, as numbers are falling. There was an enquiry today about a place for a four year old boy to start in March. The transition to Burnsall school was explained for the benefit of the parent, so this could mean an additional pupil in September.

There needs to be more contact between school and the Nursery. Barbara thought the four year olds would have enjoyed the recent cinema night. Lisa will make more effort to liaise with the Nursery.

Jan has spoken to John Townend who is Secretary to the Trustees, to discuss how the Nursery can attract more children. Jan suggested setting up a Nursery sub- committee of Governors. It is possible that some Nursery children could attend Breakfast Club when it starts after Easter and also have their lunch in school. When the Nursery was first discussed, Clive Sedgewick, then Director of Education for the Diocese, suggested that there be an agreement between the Trustees (Nursery) and the Governors (school) to support each other. Time and resources could be shared. Julie said it was okay to share resources but school could not share any financial elements with the Nursery. Jan said children from both establishments could share activities e.g.dance and music. Robert said there was a need to encourage more co-operation. Judy said that was the original idea behind the thinking when the Nursery was first mooted, but had lapsed. Julie will check that Nursery children are insured to take part in activities at school. Lisa, Emma, Barbara, Toni, Jan and Judy volunteered to be a member of the Nursery sub-committee and will meet once a term. Julie did not put herself forward as she is concerned that she is compromising herself as she is employed by both school and NYCC. Governors do not expect Julie to take on any extra work.

Robert gave a brief explanation about VA schools. Yvonne noticed a sign on a Nursery building that read We have spaces. A company All Signage in Skipton could make a similar banner.

Judy offered to take minutes at the Nursery sub- committee meetings. The first meeting will take place on Tuesday 17th March at 7.00pm in the Nursery.

Breakfast Club will start after Easter, from 8.00am and will be staffed by Ruth Barnes and one member of staff. Julie has drawn up a staff rota for the Breakfast Club, which has involved a lot of goodwill from staff as they will not be paid. With WOOSH club after school wraparound care can be provided. At first the Breakfast Club facility will only be available for Burnsall pupils.

Barbara left the meeting at 5.30pm.

## **8. Minutes of the JCC meeting 6.2.15**

Robert gave a brief outline of the main points of the meeting.

## **9. Matters arising**

### **a. Federation**

Alison Johnston from Governor Support attended the meeting to introduce the topic of Federation to Governors.

The main points raised-

- The rate of progress towards Federation can be as fast or as slow as Governors want.
- There would not be much difference in the way the two schools are run.
- There would be only one Governing Body, and because a VA school would be federated with a VC school the Diocese would need to give permission.

- Julie thinks it would be the best way forward to move on from a collaboration. She has read lots of articles on schools federating.
- There are many types of Federation- some schools retain their individual budgets whereas others share.
- Some schools share staff and some don't. There would be more flexibility when appointing staff in a Federation. They could be appointed to work on both sites under a joint contract
- At the moment staff are collaborating really well. Staff attend joint staff meetings
- If the schools federated there would be more sustainable and stability to ensure the future for both schools
- Ofsted are promoting collaboration and federation- the schools would have separate inspections.
- The county is getting smaller in terms of its ability to support

Governor's comments following Alison's presentation:-

- Collaboration has just started it's quite a leap into Federation.
- Both Governing bodies are working well together and always have the best interest of the children in mind.
- Give collaboration longer and review after one year
- Will the finance from the County change? - no
- The Trustees, Diocese and County would all need to be involved in any decision to Federate.
- The option to Federate was brought up at Julie's Performance Management meeting.
- All schools in the Cluster want to maintain a centre of education.
- The collaboration is working so well and there are lots of advantages in the two schools working together. Good idea to start thinking about it.
- It's much more viable for the two Primary schools to Federate than the possibility of a Federation with UWS.
- Cracoe GB is very similar to Cracoe GB in their ethos. Having one GB for the two schools would be more effective and also would limit the number of meetings.
- Federation should be a goal

At the next JCC meeting, the response of Cracoe's Governing Body to the idea of Federation will be considered, and more time will be given to allow the schools to continue to settle into the collaboration.

## **b. Headteacher's contract**

At this point Julie left the room.

At their recent meeting The JCC discussed Julie's contract, which is currently temporary for two years. Julie is concerned about her position and her future, because if she is not going to be employed as Headteacher when the contract ends she needs to start looking for another job fairly soon. Governors at the JCC meeting were unanimous in favour of Julie having a permanent contract. She is working very hard to make the collaboration a success. Robert is concerned about the numbers on roll at Burnsall. There could be a financial struggle next year but the fact that there could be nine new pupils in September is good news. If Julie's contract is made permanent it sends a message to the wider community that the Governing Body is pleased with Julie's work.

It was resolved to offer the Headteacher a permanent contract.

Proposed: Yvonne Stockdale. Seconded: Jan Crawford. Unanimous decision

Julie came back into the meeting room and accepted the offer,  
Robert will contact NYCC and the Diocese  
Cracoe Governing Body meet next week to discuss this item.

## **10. Headteacher`s Report**

(copy on file)

Main points:-

Attendance figures were discussed. The figures shown for both key stages are below average, but Julie calculated the figure for attendance today, 95.3%, which is average. These may flag up questions from Karen Butler. One week's absence due to illness of one pupil greatly affects the percentage because of the low number of pupils on roll.

NYCC do impose fines

Collaborative events are generally held at Burnsall because there is more space.

Review of assessments in use

Tracking document- progress in Reading, Writing and Maths. Spelling, punctuation and grammar will be the focus next year.

Young Leaders award has commenced in KS2

Sensory Policy- this is only needed if there is a pupil in school with sensory needs

The current arrangement with the SENCO from UWS is giving some concern. A member of staff at Cracoe is interested in doing SENCO training which is a three year course at a cost of £3000 and involves ten days release. They cannot start the course until the end of their third year of teaching.

The new Bursar is Toni Birch

There is £5000 for curriculum release time for both schools. Julie will speak to Andrew Taylor at UWS soon about the SENCO provision

Training- there are a lot of staff who are new to their current roles

Work on the trees begins on 16th March

The SIAMS health check took place on 5th February. It was quite intensive despite it being only a health check. The self evaluation judgement of Good with some Outstanding features was correct. Julie asked that when Governors visit school they mention in any feedback the ethos of the school based on the 5 C's and Christian values. One Governor should be present with Julie during the SIAMS inspection. Julie will speak to Fiona when she is back at work.

Pupil targets are reviewed regularly. One child is causing concern.

Mike, KS1 teacher, and Christine, from Cracoe, are meeting to discuss the teaching of French. Emma will take Mike's class when he teaches French in her class.

## **11. Agree curriculum plans**

Julie outlined the curriculum topics which take place on a four year rolling programme. She will send an e mail to Governors which contains the power point about the new National Curriculum, and also an assessment grid for Science.

## **12. Agree school budget, staffing and VA schools funding**

This will be ready for approval at the next full Governing Body meeting.

### **13. Minutes of Joint Committee meetings**

- a. Minutes of Resources Committee meeting 9.2.14
- b. Minutes of School Improvement Committee meeting 26.1.15
- c. minutes of Resources Committee meeting 3.2.15

Minutes of committee meetings will be made available at each full Governing Body meeting in order that Governors are aware of matters discussed in all committee meetings. The minutes will be approved at committee meetings

### **14. Governor Skills Audit**

Governors looked at the summary sheet of levels of experience and skills. It was agreed that Governors would update their own sheet following training.

### **15. Governor Training and feedback**

Jan, Debbie and Yvonne attended a training session, Leading an Inclusive School, led by Jay Cundell Walker. Jan summarised the training session and e mailed the report to Governors prior to the meeting, which was the focus of discussion.

### **16. Correspondence**

None

### **17. AOB**

The school's new website looks good and is a secure site fulfilling all legalities. Penny has information for the Trustees page and will e mail it to Julie. Robert will write the Governing Body page.

### **18. Date of next meetings**

The next full Governing Body meeting will take place on Tuesday 2nd June 2015 at 5.00pm in school.

The School Improvement committee will meet at 5.00pm on Tuesday 5th May 2015 at Cracoe school.

The Resources committee will meet at 9.15am on Tuesday 12th May 2015 at Burnsall school

The JCC will meet at 5.00pm on Monday 18th May 2015 at Burnsall school.

The meeting closed at 6.45 with the Grace.