

**GLADSTONE ROAD PRIMARY SCHOOL**  
"Learning to Succeed"

**MEETING OF THE GOVERNING BODY**

**DATE:** Tuesday 17<sup>th</sup> September 2019

**TIME:** 6.30 p.m.

**PRESENT:**

Ms Jane Pepper  
Mrs Helen Halliday  
Mr. Ray Williamson  
Mr. Peter Southward  
Mrs. Helen Kindness  
Miss V Lewis (Clerk)

Mr. Teddy Sulman  
Ms Cheryl Govan  
Mr. Wayne Thickett  
Mr. Tim Drake  
Mrs. Jane McLeod

Additionally: -

Mrs. C. Sarney – School Business Manager

**MINUTES**

1. Welcome from the Clerk

The Clerk welcomed governors to the first meeting of the new school year.

**Action: None Required.**

2. Governing Body Membership / Vacancies

Clerk informed the governing body that following a mailshot to secondary schools she had received several expressions of interest from KS3 and 4 colleagues. Subsequently, having met with HH and the Clerk, Mrs Sarah Dowey and Mr Rainer Brearley, both from Scalby School are scheduled to join the governing body. They will be inducted in time to attend the next meeting of the GB on Tuesday 1<sup>st</sup> October.

The appointment of Sarah and Rainer means that there are now no vacancies on the GB.

HH is currently acting within the Headteacher role of the GB but will revert to her Staff position from January 2020 when Mr Johnson commences his Headship if she wishes.

JP queried whether an alternative staff member could slot into the Staff Governor role during the Autumn Term with HH then would remain on the GB as an Associate Member. It was discussed and felt important that a, possibly non SLT, staff member have a voice on the GB. HH will mention this in her end of week email which goes to all staff, anyone interested can see the Clerk for more information.

**Action: Induct new governors and update records as appropriate**

**By: Clerk**

3. Nomination of Chair

Governors were asked for nominations for the role of Chair for school year 2019/20. JP confirmed she would be happy to serve as Chair for this school year and there were no other expressions of interest.

**It was therefore confirmed that JP would be the chair of governors for school year 2019/20.**

**Action: Update records.**

**By: Clerk**

4. Nomination of Vice Chair

Governors were asked for nominations for the role of Vice Chair for school year 2019/20. RW was nominated but feels he is too busy to give the role its due diligence at this time. TD was nominated due to previous knowledge and time as Chair (previous membership period) and accepted.

**It was therefore confirmed that TD would be the vice chair for school year 2018/19.**

**Action: Update records**

**By: Clerk**

5. Chair's opening remarks

JP reiterated that she is very happy to remain as Chair. She enjoyed her involvement in the Headteacher recruitment process and is enjoying working with HH already this term. Garry Johnson will be visiting regularly throughout Autumn to ensure a smooth transition and robust forward planning. However he is very respectful of HH's role as interim head.

JP is hoping that this year the GB can aim to work very efficiently, with useful, effective meetings. At his current school Garry's GB does much of the in depth work and discussion outside of main meetings in committees and working parties so we could look at incorporating some of these efficiencies. This year there is an expectation that all governors will visit school once per term to investigate their responsibilities / School Development Plan objectives. Evidence of governor challenge and input.

A visit from Ofsted is more than likely this term, as we are now overdue. It falls to all governors to support HH and the school.

**Action: None Required.**

6. Apologies

Apologies received from: -

AC: not present but no apologies. Clerk will contact to enquire.

**Action: Contact AC re absence**

**By: Clerk**

7. Confidentiality

There were no matters identified as confidential.

**Action: None Required.**

8. Declaration of Interest in any Agenda Item

There were no matters identified as being of interest to any governor.

**Action: None Required**

9. Correspondence

Requests for leave received:

- 1) ATA requested a day's leave on Friday 25<sup>th</sup> October, the day before her wedding. In line with previous similar requests this will be granted as unpaid leave.
- 2) ATA requested leave on Friday 20<sup>th</sup> September to attend her son's wedding. Having consulted the Leave Policy a day's paid leave is allowed to attend a son or daughter's wedding.

**Action: Send responses to staff requesting leave**

**By: Clerk / Chair**

10. Governor Responsibilities – including Code of Practice & Scheme of Delegation

Governors were asked to sign the Governor Code of Practice agreeing to appropriate levels of input, training and outlining their responsibilities as stakeholders for 2019/20.

Governors also considered the (unchanged from 2018/19) Scheme of Delegation and agreed it remained correct and relevant.

It was confirmed that Committee Terms of reference and Chairs will be discussed at the first meeting of each in due course.

**Action: File returns as per procedure**

**By: Clerk**

11. Confirmation of Committee Membership

Governors discussed the previous year's committee membership and the following was decided for 2019/20: -

**Resources Committee**

Peter Southward, Headteacher (HH, then GJ), Ray Williamson, Andrea Cowley, Jane McLeod, Wayne Thickett

**School Improvement Committee**

Teddy Sulman, Helen Halliday, Headteacher (HH, then GJ), Jane Pepper, Tim Drake, Helen Kindness, Cheryl Govan

Mrs Dowey and Mr Brearley will be added to the Committee(s) they wish to join following their induction. Likely one of each.

**Action: Update records to reflect committee memberships**

**By: Clerk**

12. Appointment of Child Safeguarding and Attendance Governor

It was proposed that the same governor have responsibility for safeguarding / attendance and LAC. CG said that she is the safeguarding lead at the Stephen Joseph Theatre and would be very interested in this area. Governors agreed this seemed like a good fit. There were no further proposals/nominations.

**CG was appointed.**

**Action: Update records**

**By: Clerk**

13. Appointment of Looked after Children Governor

CG accepted this role as per Agenda Item 12.

**Action: Update records**

**By: Clerk**

14. Appointment of Pupil Premium Link Governor

TD was nominated in line with his interest in school data. He was happy to accept this role. There were no further proposals/nominations. Mrs Jenkinson will continue to act as the school staff lead for Pupil Premium.

**TD was appointed.**

**Action: Update records**

**By: Clerk**

15. Appointment of SEND Governor

HK advised she was happy to continue this role, and it was felt continuity in this area was a good idea. There were no further proposals/nominations.

**HK was appointed.**

**Action: Update records**

**By: Clerk**

16. Appointment of three Governors for Head teacher Performance Management

PS and TS agreed to once again undertake this role (with advice from a Local Authority Adviser). RW has attended relevant training recently and is happy to be the third Panel member.

**PS, TS and RW were appointed.**

Governors queried the procedure for HT Performance Management for HH for her period as Interim Head during the Autumn Term. HH would like someone to undertake her 2018/19 performance management and is happy for this to be a combined assessment of her Deputy Role and Interim Head role. This can be discussed at a future meeting during this term when teaching staff appraisals are considered.

**Action: Update records**

**By: Clerk**

17. Appointment of Governors to serve on Complaints Panel

PS, HK and WT agreed to act on this Panel. AC reserve.

**Action: Update records**

**By: Clerk**

18. Appointment of Governors to serve on statutory committees

- Pupil Discipline
- Staff Discipline
- Staff Dismissal Appeals

Pupil Discipline = TD, TS, PS

Staff Discipline = AC, WT, RW

Staff Dismissals = TS, HK, CG

**Action: Update records**

**By: Clerk**

19. Appointment of Health & Safety Link Governor

It was clarified that this does not have to be a non staff governor. **JM happy to continue.**

**Action: Update records**

**By: Clerk**

20. Discussion re Funding Implications of Pupil Admission Number (PAN)

CS has provided a paper summarising the current position re roll numbers and the link to finance and setting out the business case to reduce the PAN from 120 to 90. The deadline for school to respond to the consultation re this is before the next full meeting, which is why it is being discussed this evening. This issue is raised in the context of this year's EYFS intake of 98 pupils being too many for 3 classes, which are capped at 30. Each pupil brings in approx. £4k in income but the expenditure for an extra teacher and ATA cost considerably more than that – there need to be at least 16 children in a class to 'break even' and make a class viable financially. Cumulatively this increases and whilst it is manageable for 1-2 years because of our carry forward this would mean that after 5 years, retaining a four form entry / 120 PAN the deficit would grow to an unmanageable level.

We could end up in a financial position where we must operate 'curriculum led financial planning' which would involve operating mixed classes / year groups.

CS and HH attended a consultation meeting with LA representatives and other local schools. The LA accept that our falling roll numbers are linked with the decreasing birth rate, and that we are not the only school being affected. Other schools present all refused to reduce their PAN and seemed to intimate that we should reduce ours. There are changes and developments going on which may affect things. For example, building of homes in Newby will mean those children will be in catchment for Newby & Scalby (and possibly Northstead) and there will be fewer places available for non-catchment children, who will need to apply elsewhere. There are also approved housing plans for the old Manor Road Nurseries site which would be our catchment.

HH: do feel the Ofsted RI judgement was a contributing factor to decreasing applications and hopefully this will also have a positive effect after our next Ofsted visit, when all being well our judgement will be much improved.

JP: If we change the PAN it would be difficult to then go back.

CS: the point of this document and discussion is to make governors aware that there are financial implications for a continued decrease in roll numbers and that we may need to revisit this in the coming year or two if nothing changes as admission number 90-105 are not sustainable.

JP: need to watch carefully and then hopefully boost numbers.

CS: we are also not the only school expecting Ofsted, and the judgements others receive may also have an impact for us.

TS: who decides about whether we would be allowed to reduce our PAN?

CS: County.

TS: How? What will county say if we requested to reduce PAN?

CS: if we were the only school asking then at this point they wouldn't say no, the remaining places available at other schools would and could accommodate the future birth rate and expected numbers of admissions.

JP: but reducing the PAN wouldn't be imposed on us if we opted to stay at 120.

CS: got the impression at the consultation meeting that the LA weren't super keen for us to reduce at this time.

JP: would suggest a vote at this stage and then revisit in another 12 months after another real push on promotion and a subsequent intake.

HH: Prospective Parents Open Evening event is already scheduled for 16<sup>th</sup> October, this is earlier than last year so will hopefully get a bigger turnout and catch more parents who have not yet applied for their child's school place. Older groups of pupils are going to go and read in feeder nurseries again and I will visit at times to meet nursery pupils' parents.

CS: Could we look at an incentive such as free jumpers for YR pupils? Vicky Gill said she may have a link to a cheaper provider/manufacturer. But even at £1000 outlay on jumpers if we get another 10 pupils, that's £40,000 which would cushion any increasing deficits from income vs staff shortfall. This can be promoted heavily at the Open Evening?

RW: we do need an organised promotional programme, including the website, getting us out there!

CG: is someone in charge of promotion and taking a strategic lead? It might be useful to have a more 'business promotion' directive and raise the school's profile.

HH: we did have a feature about school on Look North this week about a programme of cricket sessions our children are being given the opportunity to have. It was good to get this press coverage but there were some inaccuracies about our sports staffing provision. The news feature stated that the school has no sports teachers which is not the case.

The Governors commented that this was exaggerated journalism.

JP: definitely think a marketing strategy should be considered at a future meeting.

**Action: Look into jumper initiative and promotion at Open Event By: CS**

**Action: Add Marketing Strategy to next Resources and/or Full Mtg agendas By: Clerk**

## 21. Register of Business Interests

Governors completed a pro forma indicating their business interests.

**Action: Compile pro formas and file as per procedure By: Clerk**

**Action: Contact absent AC to complete returns**

**By: Clerk**

22. Register of Hospitality

Governors completed a pro forma indicating if they had been in receipt of gifts or hospitality.

**Action: Compile pro formas and file as per procedure**

**By: Clerk**

**Action: Contact absent governors to complete returns**

**By: Clerk**

23. Forthcoming Meeting Dates for School Year 2019/2020

Dates for 2019/20 were set as follows: -

<b>Whole Governing Body: -</b>	<b>Resources Committee: -</b>	<b>School Improvement Committee:</b>
Tuesday 1 <sup>st</sup> October	Tuesday 19 <sup>th</sup> November	Tuesday 10 <sup>th</sup> December
Tuesday 21 <sup>st</sup> January 2020	Tuesday 17 <sup>th</sup> March 2020	Tuesday 31 <sup>st</sup> March 2020
Tuesday 7 <sup>th</sup> July 2020	Tuesday 19 <sup>th</sup> May 2020	Tuesday 30 <sup>th</sup> June 2020

NB. All meetings are scheduled for 6.30pm.

SDP and link governors to be discussed at 1.10.19.

**Action: Circulate dates for the year to all governors**

**By: Clerk**

24. A.O.B.

JP: Recent visit from 2 LA Advisers, Heather Mensah and Helen Davey. The whole SLT was excellent at convincing them that the school is on a positive and proactive path. It was a very productive and positive meeting – the advisers seemed positive about the next Ofsted inspection. Governors need to be prepared to chip in if required. They definitely saw that we are not just in a holding pattern whilst awaiting the new Headteacher starting.

HH: have had a couple of queries from TS which may be useful to mention for the benefit of all governors.

1) Subject Leader Reports: These were circulated in July but some were long. So, quite concisely – some subject leaders need some development and support to articulate the standard of progress and attainment in their subjects. We have put together a CPD package to support these staff, who have already come a long way. Some are very confident and strong already, but some need to grown further. JP: the advisers also understood this and saw that the SLT is managing development needs of subject lead staff.

Also there is not currently an assessment programme in place for non-core subjects – this is a SDP objective for 1920. This will be discussed further at the full meeting on 1.10.19.

2) Online Safeguarding Training: this is awareness raising training which needs to be completed by anyone coming into school on a regular basis (staff, governors, regular volunteers etc). It is a simple information giving programme which will ask a couple of questions at the end. JM: nothing has ‘changed’ as such, we just need to ensure everyone has the appropriate safeguarding knowledge.

**Action: None Required.**

**The Meeting was closed by the Chair at 7.30**

Signed \_\_\_\_\_ Dated \_\_\_\_\_