

BEECROFT PRIMARY SCHOOL FULL GOVERNING BODY MEETING

Minutes of the meeting held in school on Tuesday 4 October 2022 at 3.00pm.

PRESENT: Steve Harris (Chair) June Turner (Headteacher)
Steven Campbell Sarah Lord
Pat Gradys Bobby Sharma
Joanne Hazelgrave

IN ATTENDANCE: Amanda Jahdi (Clerk, Governor Support Service)
Nicola Brown (Deputy Headteacher)

		ACTION
1.00 PUPIL VOICE – new item		
1.01	<p>Pupil Voice is a very important part of the school. Representatives of the School Council and children in KS2 gave a presentation to governors which included the following:</p> <ul style="list-style-type: none">• It has been a good start to the year in terms of behaviour and attendance• There is a focus on My Personal Best themed around the Commonwealth Games• The harvest Festival was very successful, donations will be given to St Georges Crypt• The holiday challenge, chosen by the School Council was very successful• Trips this term include; Year 5 – Scarborough and Year 6 – The Deep Hull• Year 6 mentors will continue to support younger children in their reading• Art project• A group of children will be meeting local councillors to help spend their budget, on the wish list is safer roads• Worry boxes help children to feel anything can be resolved.	
2.00 APOLOGIES		
2.01	<p>Apologies for absence were received and accepted from Qari Qasim and John Liversedge</p> <p>Asim Iqbal did not attend.</p>	
3.00 ANY OTHER URGENT BUSINESS		
3.01	<p>There was no any other business raised.</p>	
4.00 DECLARATION OF INTERESTS		
4.01	<p>Governors present at the meeting were asked to complete and sign the Business Interests form. Governors not present were asked to complete the form and return it to school as soon as possible.</p>	Qari Qasim/ John Liversedge/ Asim Iqbal
5.00 ELECTION OF CHAIR AND VICE-CHAIR AND AGREEMENT OF TERMS OF OFFICE		

- 5.01 Steve Harris was nominated for the position of Chair. There were no other nominations.
Resolved
- that Steve Harris be elected as Chair of the Governing Board.
 - that the term of office runs for one year until the first meeting in October 2023.
- 5.02 Pat Gradys was nominated for the position of Vice Chair. There were no other nominations.
Resolved
- that Pat Gradys be elected as Vice Chair of the Governing Board.
 - that the term of office runs for one year until the first meeting in October 2023.
- 6.00 CONFIRMATION OF CODE OF CONDUCT**
- 6.01 The Code of Conduct had been circulated to all governors before the meeting.
Resolved: that the Code of Conduct be adopted without amendment and signed by all governors.
- 7.00 AGREE METHODS FOR PARTICIPATION IN MEETINGS**
- 7.01 **Resolved:**
- It is preferable that face to face governing board and committee meetings should take place wherever possible and governors should make every effort to attend
 - If for any reason, it is not possible to hold face to face meetings, participation via virtual methods e.g. Teams, Zoom, Skype will be permissible. The Chair, in consultation with the governing board will decide if the meeting will be virtual
 - Participation via agreed virtual methods will be counted towards the quorum.
- 8.00 AGREE TERMS OF REFERENCE**
- 8.01 **Resolved:**
- that the model terms of reference be accepted
 - that all committees have full delegated powers in accordance with the agreed terms of reference
 - that the Resources Committee has delegated authority to approve the budget unless it is likely to be in deficit in which case, it will be ratified by the Governing Board
 - That, if needed, a panel of governors have delegated authority to appointment a new Headteacher and Deputy Headteacher.
- 9.00 CONFIRM COMMITTEES AND COMMITTEE MEMBERSHIP**
- 9.01 **Resolved:**
- that the chairs of each committee be appointed at the first meeting of each respective committee
 - that the committee structure and membership be confirmed as follows:
- 9.02 Resources Committee and Pay Committee
Steve Harris, June Turner, Pat Gradys, John Liversedge

9.03 Educational Standards Committee
Joanne Hazelgrave, Steven Campbell, Nicola Brown, Sarah Lord, Qari Qasim, Asim Iqbal and June Turner.

9.04 Well Being Committee
Sarah Lord, Pat Gradys, Asim Iqbal and June Turner.

9.05 Pay Appeal Committee
The Pay Appeal Committee will be convened as necessary and will consist of anyone not on the Resources Committee.

10.00 GOVERNORS WITH SPECIFIC MONITORING DUTIES

10.01 **Resolved:** that governors take monitoring responsibilities for the following areas.

- Complaints – Steve Harris.
- Child Protection and Children Looked After – Pat Gradys
- SEND and Equalities – Sarah Lord
- Health and Safety – John Liversedge
- Attendance – Sarah Lord
- Training – delegated to the school

11.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

11.01 **Resolved:**

- That authority be delegated to the Head teacher to vire sums of up to £15,000 and to enter into contracts up to the value of £15,000
- That signatories for authorisation of orders and invoices be approved as follows:
 - Orders: S Campbell, S Harris, N Brown and the Headteacher.
 - Invoices: N Brown, S Campbell and L Hargreave
 - School Fund signatories: Headteacher and B Hoyle
- That the Chair, on behalf of the Governing Board, be authorised to sign the relevant form to register any unofficial funds e.g. school fund.

11.02 It was noted that the mid year budget review will take place before the end of the year. As the next full governing board meeting is next term, it was agreed this would be approved by the Resources Committee and reported to the next governing board meeting.

12.00 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER

12.01 **Resolved:**

- that the Performance Management Committee consists of: Steve Harris, Pat Gradys and Sarah Lord
- that the Governing Board appoint Sam Golia as external advisor to the performance management committee.

12.02 The Chair reported that the Headteacher's performance management review had been completed in July 2022. All objectives had been met

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13.00 MEMBERSHIP MATTERS

13.01 It was noted there remains a vacancy for a co-opted governor.

14.00 MINUTES OF THE LAST MEETING

14.01 Resolved:

- That the minutes of the meeting held on the 21 June 2022 be agreed as a correct record
- That the Chair be authorised to sign the minutes.

15.00 REVIEW ACTIONS AND MATTERS ARISING

15.01 Minute 5.01 - Skills audit

The Chair reported that the skills audit forms have been received.

15.02 All other matters would be covered on the agenda.

16.00 PRESENT UN-VALIDATED END OF YEAR RESULTS, INCLUDING FOR DISADVANTAGED PUPILS AND OTHER GROUPS

A detailed report on Initial Standards and Progress Analysis had been circulated to governor prior to the meeting.

16.01 The Headteacher reported that the end of year results for the school were in the top 5% nationally which reflects the hard work of staff and pupils through the year. The school was moderated in Writing. Attainment and progress are the highest they could have been with one child with special needs not achieving the expected level.

16.02 KS1 also did very well with results above the national average. The results in Reading were particularly good and were corroborated by the Reading Day in school.

16.03 In 2020-22 the curriculum in Reception was changed to focus on self-regulation. The new baseline assessment will set the progress measure in future. Half of this year's intake was from the school Nursery with the other half from elsewhere. Last year, the progress was excellent but a big group of children are still working below the expected standard. They have been taught the fundamentals of behaviour and being able to sit in class, and the KS1 Leader has returned from maternity leave so is driving progress.

16.04 There are small classes up to Year 3 to compensate for those children who are not at the expected standard and may not be receiving the support from home.

16.05 The pass rate for the phonics check was 100%

16.06 The overall attendance at the end of the year was 96% which compares favourably with the National average of 94%. So far this year attendance is at 98.6% with national at 95% but attendance is still a focus for the school.

17.00 SCHOOL IMPROVEMENT PLAN 2022-2023

- 17.01 The School Improvement Plan had been circulated prior to the meeting. The Headteacher informed governors that the funding allocation for the School Improvement Plan has focused on more teachers as well as training for teachers. The school operates the Education Endowment approach focusing on high quality teaching across the school. The priorities for the were:
- Consistency across the school
 - Reading development
 - Process of Writing
 - Quality of the curriculum
 - Maths development
 - Assessment.
- 17.02 A governor asked what the feedback from parents had been about the smaller classes. The Headteacher reported the school has not received much feedback from parents. They might comment on friendship groups being split up but the aim is to ensure all the classes are as diverse as they can be.
- 17.03 A governor asked what the plans were for consolidating the classes after Year 3. The Headteacher explained those decisions are taken when they need to be based on the children. There will always be two classes in reception and most of the experienced staff have been deployed at the lower and upper ends of the school.
- 17.04 All visits from the Local Authority were exceptionally good and the school has been evaluated as outstanding in the SEF.
- 18.00 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**
The Headteacher's report had been circulated prior to the meeting and the following points were highlighted.
- 18.01 Performance management
All teachers achieved their objectives and two teachers have moved onto the upper pay Spine.
- 18.02 55 Music medals were awarded during the Harvest Festival. This was the largest number of medals in one year.
- 18.03 The outcome of the Conception Plan was that all children except one attended.
- 19.00 COMMITTEE REPORTS**
- 19.01 There have been no committee meetings since the last full governing board meeting. The next Resources Committee meeting is on 20 October and will consider the pay increase for staff.
- 20.00 POLICY APPROVAL**
- 20.02 Child Protection Policy
The model Local Authority Child Protection policy had been circulated prior to the meeting.
Resolved: that the Child Protection Policy be approved

- 20.02 Keeping Children Safe in Education
The Keeping Children Safe in Education document had been circulated prior to the meeting.
Resolved: that the Keeping Children Safe in Education Document be approved
- 20.03 The Headteacher assured governors that all staff have received copies of both the above documents and signed to say they have received them.
- 20.04 Teachers' Pay Policy
Governors were informed that the Teachers' Pay Policy has not yet been received. It was agreed it would be reviewed by the Resources Committee and approved at the next governing board meeting.
- 20.05 Complaints Policy
The Headteacher reported that the Complaints Policy is not yet due for review.
- 20.05 Attendance and Punctuality Policy
The Attendance and Punctuality Policy had been circulated for governors' information.
Resolved: that the Attendance Policy be approved
- 20.06 Behaviour Policy
The Good Behaviour Policy had been circulated for governors' information.
Resolved: that the Good Behaviour Policy be approved.
- 21.00 GOVERNOR DEVELOPMENT**
- 21.01 It was noted that the Governor Development Programme had been circulated to all governors.
- 22.00 CHAIRS' BUSINESS**
- 22.01 There was no Chair's business.
- 23.00 CLERKS' BUSINESS**
- 23.01 There was no Clerk's business.
- 24.00 DATE AND TIME OF NEXT MEETING**
- 24.01 The next governing board meeting will be held on Tuesday 21 March 2023 at 3pm

The Chair closed the meeting at 4.15pm



Steve Harris
Chair of Governors
21/03/2022

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