

<b>Minutes of a meeting of the Governing Body of Colburn C.P. School held at the school on Monday 27<sup>th</sup> March 2017 at 4.15.pm.</b>		
<p><b>Present:</b> Angie Dale (Chair) Angie Pickersgill, Anthony Kirkby, David Miller, Gareth Sutterby, Helen Grant and Michael Watt (Headteacher).</p> <p><b>In attendance:</b> Pat Gale (Clerk to the Governing Body) Jan Pearson (SBM) Keith Chadwick (observer-Parent Governor Designate)</p>		
<b>Minute No.</b>		<b>Action</b>
<b>PART 'A' - PROCEDURAL</b>		
<b>GB 19/17</b>	<p><b><u>Welcome:</u></b> The Chair welcomed everyone to the meeting and introductions were made to Anthony Kirkby and Keith Chadwick recently elected Parent Governors.</p>	
<b>GB 20/17</b>	<p><b><u>To receive apologies for absence and to determine whether any absences should be consented to:</u></b>  Apologies had been received and consented to from Judith Bromfield.</p>	
<b>GB 21/17</b>	<p><b><u>To remind governors of the need to declare interests, pecuniary and non-pecuniary:</u></b>  None declared.</p>	
<b>GB 22/17</b>	<p><b><u>To determine whether any part of the proceedings should be treated as confidential:</u></b>  It was agreed that item 13 should be treated as confidential.</p>	
<b>GB 23/17</b>	<p><b><u>Notification of urgent other business:</u></b>  None declared.</p>	
<b>GB 24/17</b>	<p><b><u>To approve as a correct record the minutes of the meeting held on the 30<sup>th</sup> January 2017:</u></b>  The Governors agreed that the minutes were an accurate record of the meeting. <b>Resolved:</b> <b>That the minutes of the 30<sup>th</sup> January 2017 be approved as an accurate record, signed and dated by the Chair.</b></p>	<b>Chair</b>

<p><b>GB 25/17</b></p>	<p><b><u>Matters arising and consideration of the action summary from the meeting held on the 30<sup>th</sup> January 2017:</u></b></p> <p>GB 07/17a)-The HT reported that he and the Chair had met to review the policies, all were now up to date and, if appropriate, had been located on the website.</p> <p>GB 12/17-It was reported that several Governor monitoring visits had taken place and reports were being finalised for HT approval and inclusion in the Monitoring Visit File. The summary of actions was reviewed and all actions had been completed. (Updated for the minutes file)</p> <p>GB 15/17 – It was reported that the Staff Governor vacancy was now being advertised for the second time, and Keith Chadwick had been successfully appointed as Parent Governor.</p> <p><b>Resolved:</b> <b>All of the actions from the 30<sup>th</sup> January 2017 meeting had been undertaken and recorded in the summary. (Attach.1.0)</b></p>	<p><b>All</b></p>
<p><b>GB 26/17</b></p>	<p><b><u>To confirm the date of the next meeting:</u></b></p> <p>Monday 22<sup>nd</sup> May 2017 at 4pm.(The focus being on Data and to approve the final budget)</p>	
<p><b>PART ‘B’ – RESOURCES</b></p>		
<p><b>GB 27/17</b></p>	<p><b><u>Budget Update:</u></b></p> <p>Governors had been circulated with a Budget Summary, Budget Monitoring Summary Report for the end February 2017 and a detailed ledger report for the same period. The SBM was invited to talk through the key headlines:</p> <ul style="list-style-type: none"> <li>• Revised Budget in year balance: - £17,312</li> <li>• February 2017 monitoring report in year balance: + £18,008</li> <li>• A variance of + £35,140</li> <li>• An expected outturn of £100,190</li> </ul> <p>Governors were invited to raise any questions.</p> <p><i>Q: What were the variances due to?</i> <i>A: A combination of savings, such as teacher savings of £9,641, additional income such as additional school meals and underspends such as energy £473 and ICT £929. A full list is in the summary report.</i></p> <p><i>Q: What does Pupil Premium adjustment mean?</i> <i>A: The £2,155 means that we attracted more funding than originally predicted.</i></p>	

	<p><b>Resolved:</b>  <b>That the SBM be thanked for a clear and positive report.</b></p>	<p><b>All</b></p>
<p><b>GB</b>  <b>28/17</b></p>	<p><b><u>School Fund Update:</u></b>                  The SBM reported that the School Fund report for 2015/16 needed to be externally audited for submission to the Charities Commission, subject to Governors approval.                  It was noted that the bank balance at the 31-03-2016 showed a total of £5,491.35.                  Q: <i>What is the School Fund?</i>                  A: <i>It is a charity set up by the school to bank income from sales of for example, sweatshirts and book bags, commission on photos.</i></p> <p><b>Resolved:</b>  <b>That Governors approve the School Fund report for 2015/16 for submission to the Charities Commission.</b></p>	<p><b>All</b></p>
<p><b>GB</b>  <b>29/17</b></p>	<p><b><u>Comparative Statistics Report:</u></b>                  The SBM had circulated Governors with the North Yorkshire Schools Benchmarking Data report for 2016/17. Comparator schools were chosen to align as closely as possible with Colburn School on the basis of:</p> <ul style="list-style-type: none"> <li>• 200-300 pupil numbers</li> <li>• 10- 20% Free School Meals</li> <li>• SEN %</li> <li>• With nursery</li> <li>• With or without EMS</li> <li>• With or without sparsity</li> </ul> <p>Q: <i>Which schools were included?</i>                  A: <i>Kirkbymoorside, Malton, East Whitby, Thirsk, Skipton Greatwood, Hunmanby, Richmond Cof E and Filey Cof E. All are also community primary schools except from the last two.</i></p> <p>It was noted that the information contained in the database was collated from :</p> <ul style="list-style-type: none"> <li>• Financial Year 2016/17 start budgets</li> <li>• October 2015 School Census</li> <li>• January 2016 PLASC return</li> <li>• Payroll data from July 2016 Schools Financial Planning Software System</li> <li>• Sickness Absence Data from 2015/16 Financial Year.</li> </ul> <p>Q: <i>Is there a national comparator as well?</i>                  A: <i>There is, but we think it is more relevant to compare with other North Yorkshire schools as we are all funded in the same way. The report is intended to help Governors to understand how our budget is spent, and how these decisions, steered by the Governing Body have been made.</i></p> <p>Q: <i>Has Free School Meal take up decreased?</i>                  A: <i>According to the graph we have the highest rate of 22.47%, compared with the group average of 13.42%. We actually think this may have</i></p>	

	<p><i>decreased to about 15% due to the changed demographics in the school catchment area.</i></p> <p><i>Q: What do other occupation costs per pupil refer to, we seem to score much higher than others.</i>  <i>A: We spend £57 per pupil, compared with the group average of £18, this is largely due to the fact that we have invested in CCTV, which we will discuss in more detail under item 12.</i></p> <p><i>Q: Can you explain the reasons for the teaching staff graphs?</i>  <i>A: It reflects the proportion of teaching staff on Leadership scales, and a greater proportion of staff in receipt of an allowance than other schools in the sample. The ratio of education support staff to teaching staff is the lowest in this group sample. This is because Governors took the decision to invest in high quality teaching in improving outcomes for children, and we believe this has paid off, certainly over the past year.</i></p> <p><i>Q: Why do we have more admin hours than other schools?</i>  <i>A: We only buy in to the minimum level of the FMS service, as our SBM carries out that financial management function, whereas other schools probably buy into the NYCC traded service.</i></p> <p><i>Q: Why do we have a higher level of ATA hours compared with others?</i>  <i>A: Because we made the decision to invest in higher skilled staff, and so we do not have GTAs or HLTAs.</i></p> <p>It was noted that compared with other schools the average term time days of sickness absence was low, at 3.95 days compared with an average of 5.73, one school had an absence rate of 17 days. Governors noted how this situation had changed over recent years, when absence had often been a concern.</p> <p><b>Resolved:</b>  <b>That the SBM be thanked for a very helpful and positive overview of the school.</b></p>	<p><b>All</b></p>
<p><b>GB 30/17</b></p>	<p><b><u>Health and Safety Update:</u></b>  The SBM, with responsibility for school Health and Safety, had circulated a report to Governors, which outlined:</p> <ul style="list-style-type: none"> <li>• Training had been undertaken by the HT and SBM on Asbestos Awareness Training. All staff had undertaken Fire Awareness, Manual Handling and Working at Heights training delivered by the NYCC Safety Risk Adviser.</li> <li>• On the 16-11-16 the SBM and Health and Safety Governor, (HG) had undertaken an interim health and safety inspection, (report had been circulated) all issues had been resolved apart from a decision required from Governors on the recommendations of a risk assessment carried out on Year 6 coat hooks; which posed a hazard in terms of sharp edges at child-eye level height. The risk assessment concluded that it was low risk, but after some</li> </ul>	

	<p>discussion, Governors felt that the relatively low cost of replacing the hooks would minimise the risk of potential injury.</p> <p><b>Resolved:</b>  <b>a) That the coat hooks should be replaced with less hazardous alternatives as soon as possible.</b></p> <ul style="list-style-type: none"> <li>On the 24-01-2017 Terry Bland (NYCC Safety Risk Adviser) had carried out an annual Health and Safety Inspection accompanied by the SBM and H&amp;S Governor (HG). 20 items were noted of which 12 had been resolved by the 13-03-2017, the remaining items were waiting quotes or materials to meet the recommendations.</li> </ul> <p>The SBM highlighted concerns about the small outdoor play area and climbing frame/cargo net as being a hazard; as a number of children had suffered injuries as a consequence of playing on the equipment, which required either repairing or removal. After considerable deliberation Governors felt that the hazard should be removed. It was also pointed out that the fencing was not in good condition, and as the area was not effectively being used, the space could be better used in some other way, particularly as some of the outdoor area was going to be lost due to building expansion works.</p> <p>The Chair believed that the school could consider potential additional funding through Covenant and Social Fund opportunities. The suggestion was made that a small working group could be established to explore the options; but in the short term quotes should still be obtained.</p> <p><b>Resolved:</b>  <b>b) That the SBM should source quotes for the removal of the play equipment and fencing and ‘making good’ the affected tarmac areas.</b></p> <p><b>Resolved:</b>  <b>c) That both the SBM and HG be thanked for their very thorough and helpful oversight of health and safety in the school.</b></p>	<p><b>All</b></p> <p><b>SBM</b></p> <p><b>All</b></p>
<p><b>GB 31/17</b></p>	<p><b><u>To review the CCTV arrangements:</u></b></p> <p>The SBM had circulated a brief options paper for Governors to consider the viability of continuing the CCTV service, especially in the light of receiving the comparative statistics that showed the school spent more than other schools on ‘other occupation costs’, to which CCTV costs are charged.</p> <p><b>Resolved:</b>  <b>That quotes would be obtained for a number of CCTV options, once the extension works had been completed.</b>  <b>The HT and SBM would be delegated to make the most appropriate decision in the best interest of the safety and security of the school.</b></p> <p>(To note: The SBM left the meeting at 5.10pm)</p>	<p><b>SBM/HT</b></p>

<p><b>GB 32/17</b></p>	<p><b><u>To receive an update on the Admin team arrangements:</u></b>  <b><u>(Confidential minute GB 37/17)</u></b></p>	
<p><b>GB 33/17</b></p>	<p><b><u>To receive a premises update and plans for school expansion:</u></b></p> <p>The HT reported that work had started on the school site that day (27-03-17), with the intention of completion on the 18<sup>th</sup> August 2017 and a September handover. NYCC have confirmed and agreed a contract with Willoughby's and subcontractors will be involved on site.</p> <p><i>Q: Have all contractors had safeguarding and DBS checks? A: That is the responsibility of the contractor, but we will need evidence, and as Governors you have the responsibility of security of the site, health and safety of staff and children. However, this responsibility can be delegated to me as Headteacher, and if there are any concerns I will have ultimate control over what happens on site.</i></p> <p>The HT reported that due to parts of the building being closed off, new fire evacuation procedures and maps are to be signed off on the 29<sup>th</sup> March 2017 and then implemented, with regular drills to ensure everyone understands the new arrangements. It was also clarified that work would not commence until signage, fencing and security of the build compound was in place.</p> <p><i>Q: When will parents get to know about the changes? A: Letters have been sent out today informing them of the changes and in particular, changes for collection from school.</i></p> <p><i>Q: Will you have regular meetings with the site manager? A: Yes, monthly meetings are scheduled and we can expect a visit from the Health and Safety Executive at some stage, and it would be prudent if HG as H&amp;S Governor could also attend or observe if that occurs.</i></p> <p><i>Q: What is happening to the MUGA? A: It will be dismantled and then reinstated after the build has finished.</i></p> <p><b>Resolved:</b> <b>a) That a meeting would take place on the 3<sup>rd</sup> April 2017 with the site manager, the HT,SBM and HG.</b></p>	<p><b>SBM/ Site manager/ HG/HT</b></p>



	<p><i>Q: What is the latest DfE position on academisation?</i>  <i>A: If schools are judged as ‘Good or outstanding’ then they can make their own decisions, if deemed not ‘Good’ then they may be served with a ‘notice to academise’.</i></p> <p>The Chair emphasised that she felt it was prudent to carry out the research and be proactive rather than reactive, so we can say that Governors have given due consideration to potential sponsors, which has informed the way we want to go in the best interest of our pupils. It does not mean we are to become an academy.  It was agreed that criteria for consideration, when reviewing the academy sponsors should include:</p> <ul style="list-style-type: none"> <li>• Primary schools</li> <li>• Geographically local</li> <li>• Shared vision and values</li> <li>• Similar demographics</li> <li>• Similar strengths and weaknesses</li> <li>• School improvement support structure</li> <li>• Financial Stability</li> <li>• Evidence from Growth Plan</li> <li>• Current performance statistics (not just Ofsted judgements)</li> <li>• Pupil Premium reports</li> </ul> <p>AK agreed to produce a SWOT analysis of the options to aid any decision making.  <b>Resolved:</b>  <b>That Governors would review the potential sponsors and meet on the 28<sup>th</sup> April 2017 at 4.45 pm to share thinking and next steps, including potential future meetings with CEOs of the MATs.</b></p>	<p>All</p>
<p><b>PART D – OTHER BUSINESS</b></p>		
<p><b>GB 36/17</b></p>	<p>There being no further business the Chair thanked all Governors for their time and commitment and the meeting closed at 6.45 pm</p> <p>The dates of the next meetings will be on :  Monday 22<sup>nd</sup> May 2017 at 4pm  Monday 10<sup>th</sup> July 2017 at 4pm</p> <p><b>Please send any apologies to the Clerk Pat Gale - (Copied to the Chair and Headteacher) at least 5 days before the meeting.</b></p> <p><b>Thank You.</b></p> <p><a href="mailto:pat.gale@northyorks.gov.uk">pat.gale@northyorks.gov.uk</a>;</p> <p><b>07793 846 441</b></p>	<p>All</p>