

AUTUMN TERM 2011

BUCKINGHAMSHIRE COUNTY COUNCIL

MINUTES of the meeting of the Governors of Bourton Meadow School held at the School on Thursday 29 September 2011 at 7 p.m.

PRESENT:	Mrs Amanda Taylor-Hopkins (Headteacher)	Mrs Jennifer Harte
	Mrs Joanna Robinson (Chairman)	Mrs Karen Herring
	Mrs Kate Aldersley	Mrs Lucy Howard
	Mrs Caroline Conquest	Mrs Rachel Pollard
	Mr Patrick Fealey	Mr Colin Rose
IN ATTENDANCE:	Mrs Deborah Wright	Governors' Clerk
	Mrs Jane Harman	Deputy Headteacher/ Observer
	Mr Richard Main	Assistant Headteacher/Observer
ABSENT:	Mrs Jo Bunyan	Apologies received and accepted
	Mr Liam Harrison	Apologies received and accepted
	Mr Tony Moore	Apologies received and accepted

The Chairman welcomed Governors to the meeting and advised that Ade Abass has resigned his position as a Community Governor.

		ACTION
1	GOVERNOR APPOINTMENTS	
	It was agreed that Governors should be appointed to the following roles for the forthcoming year:	
	Development Governor: Kate Aldersley	
	SEN(D) Governor: Jenny Harte	
	Child Protection Governor: Jo Robinson	
	Equalities Governor/ (Diversity/Community Cohesion) Lucy Howard	
	PSHE/Citizenship Governor	Jo Bunyan proposed – Chairman to discuss
	Educational Visits Governor	Jo Bunyan proposed – Chairman to discuss
	Health and Safety Governor	Patrick Fealey
	Subject Link Governors	See attached grid
	Year Group Governors	See attached grid
2	NOTIFICATION OF ANY OTHER BUSINESS	
	It was agreed that the following items would be discussed as part of Any Other Business:	
	<ul style="list-style-type: none">• Suggestion Box for Parents• Governing Body Vacancies• Governor Zone	

	ACTION
<p>3 DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
<p>4 MINUTES AND MATTERS ARISING</p>	
<p>4.1 MINUTES</p>	
<p>The Minutes of the meeting held on 29 June 2011, having been circulated, were confirmed and signed by the Chairman as a correct record.</p>	
<p>An additional copy of the Minutes was signed by the Chairman and handed to the Headteacher for display at the school.</p>	Headteacher
<p>4.2 MATTERS ARISING</p>	
<p><u>GIFTED AND TALENTED, MINUTE 3.2</u> The Chairman would send a letter of congratulations to Lindsey Pollock and the Gifted and Talented Team for achieving the NACE award.</p>	
<p><u>SCHOOL STANDARDS, MINUTE 4.2</u> The Curriculum Committee have yet to discuss teaching of writing in Early Years. This is an Agenda item for the next Curriculum Committee meeting.</p>	
<p>Richard Main reported that it is not possible to gain individual school data, only group data is available for comparisons.</p>	
<p><u>ACADEMY STATUS, MINUTE 4.4</u> Richard Main has produced a single document listing parent's questions and the school's responses resulting from the consultation with parents. This information is now published on the school website. Consideration needs to be given to providing parents with further information and updates on the school's application to become an Academy via the website. See Minute 6.2.</p>	
<p><u>EXTENDED SCHOOLS COMMITTEE, MINUTE 5.6</u> A Nursery Action Group met on 14 September to discuss Nursery and admissions. The Admissions and Curriculum Committee have met and have a further meeting planned. This will be reported at the second termly Governing Body meeting.</p>	
<p><u>PRESENTATION OF ANNUAL SAFEGUARDING REPORT, MINUTE 6.3</u> The Headteacher circulated a copy of the Annual Safeguarding Report and confirmed that a copy had also been forwarded to the LA Safeguarding Team. The Headteacher advised that there are no major issues of concern arising from the report.</p>	
<p>All other actions had been completed.</p>	

		ACTION
5	ANNUAL REVIEWS	
5.1	STANDING ORDERS	
	Governors reviewed the Standing Orders and agreed them as per the attached copy.	
	Governors also reviewed the Governors Allowances Scheme and agreed that the Travel Rate would be amended to reflect the increase in Inland Revenue Travel Rates for cars from 40p to 45p.	
5.2	DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIRMAN	
	Governors reviewed the functions to be delegated to the Headteacher and Chairman, and these were agreed as shown on the list attached to the Standing Orders.	
5.3	TERMS OF REFERENCE/MEMBERSHIP OF COMMITTEES	
	Governors agreed in principle to adopt the Terms of Reference for their Committees as per the attached copies. Each committee and working group would review its own Terms of Reference and recommendations for change would be brought back to Governors for approval at the Spring Term Governing Body meeting.	All Committees
	Governors reviewed and agreed the membership of their Committees and Working Groups as shown on the attached grid.	
5.4	CODE OF CONDUCT	
	Governors noted the recommendation to agree and adopt a Code of Conduct. Governors unanimously agreed to adopt the Code of Conduct as per the attached copy.	
5.5	REVIEW OF COLLABORATION ARRANGEMENTS	
	It was noted that reciprocal collaborative arrangements could be set up with other schools. This could enable schools to share experience and best practice and also create a larger pool of Governors to be available in the event that the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals or Pupil Discipline Committee should need to meet.	
	Governors agreed that the Chairman should approach the Governing Body of Buckingham Primary School to ask if the Governing Body would be interested in entering into a collaborative arrangement.	Chairman
5.6	PECUNIARY INTERESTS FORM	
	Governors noted the need to ensure that the Register of Pecuniary Interests was reviewed and updated.	

Forms were completed and passed to the Headteacher.

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER

The Headteacher presented her termly report. Copies were circulated to all Governors and a copy retained with the minutes of the meeting. Arising from the report:

6.1.1 Staffing

The Headteacher outlined the staffing arrangements for September 2011 in her written report, and was pleased to report that new members of the teaching staff have settled in very well.

The start of term has been hectic due to the growth of the school, and this has in turn created pressures in different areas particularly the management team and school office. Up to 100 children now participate in evening extended schools activities, placing significant time and administrative demands. The Headteacher has therefore restructured the office staff to address this increased workload and improve efficiency. Sarah Joubert will focus on extended schools and lettings. The running of extended services will be reviewed and any proposed changes will go through a consultation process with parents. The school will be looking into online booking systems and payment, although research to date has not produced a system that can address the school's complex needs. Sarah Harrison will take over admissions for Nursery. An Office Assistant will be appointed internally to support all office staff. The school has a high level of class cover and therefore it is anticipated that this position will be filled by one of the TA's.

6.1.2 Pupils' achievement – Year 6 Update

Richard Main circulated copies of the Key Stage 2 Average Point Score (APS) analysis for Bourton Meadow August 2011. A copy of the analysis is retained with the minutes of the meeting. Data compares Bourton Meadow's KS2 results in English, Maths, Science and all subjects, with Buckinghamshire and National averages. Richard explained that N/A is recorded for science because this is now assessed internally, and in 2010 the Bourton Meadow conducted internal rather than national assessments for all SATs. Richard advised that further data on actual attainment is awaited.

The Headteacher highlighted that there had been assessment problems with this Year 6 cohort at KS1. KS1 assessments had been over estimated and therefore a huge amount of catching up had been required to ensure they made appropriate progress. These KS2 results are therefore particularly pleasing and reflect the quality of support and work that was provided for this cohort.

Results for English show that Bourton Meadow performed above the national average, and very close to the Buckinghamshire

average. Boys performed less well than girls and therefore this will be an area of focus. Results for Maths are very pleasing being well above national and Buckinghamshire averages. Across all subjects Bourton Meadow performs above Buckinghamshire and national averages.

This data does not reflect the achievements of those pupils who took level 6. Able pupils are well supported and have good opportunities to progress particularly through established links with the Royal Latin School.

6.1.3 School Development Plan

Vision for the Academy

The Headteacher reported that vision days have been held for staff, including office staff and TA's, and pupils. These stakeholders have had the opportunity to put forward their views and ideas. Opportunities for parents to contribute are to be arranged.

The Headteacher emphasised that changing to Academy status is the way forward for innovative schools such as Bourton Meadow, who strive to be at the forefront of education. To lift the school into the future the school needs to become an Academy and embrace change. The Headteacher is keen to extend training to other schools, generating additional income that will benefit the pupils of Bourton Meadow, and increasing opportunities for pupil and staff enrichment at many levels. A shared vision is needed to move the school forward. The Headteacher proposed that Governors meet to draw up a vision for the future. Representatives from stakeholders will be invited to join the meeting and contribute.

Outdoor Learning

The Headteacher proposed that the school develops outdoor learning across the whole school and is looking at projects that will impact and connect the learning environments both inside and outside.

Communication with parents

Communication with parents needs to improve due to the growth of the school. Parent mail has been very effective, but is a less personal means of communication and will therefore be reviewed. The Headteacher is planning a series of parent forums to gain the view of parents on a range of topics to include communication and extended services

6.1.4 Performance Management

The Headteacher's performance management review meeting had been delayed. Consequently, whilst the Headteacher has in mind staff targets which are in line with the SDP priorities, these will be rolled a little later this term.

6.1.5 Outstanding Facilitator Provider/ Training Schools

The school has been successful in achieving Outstanding Facilitator Provider status. Three teachers will train as providers and will then deliver the course to other schools. Unfortunately this status does not attract any additional funding, but is an excellent opportunity for staff professional development.

The only local school to achieve Teaching School status is Denbigh High School and Bourton Meadow is pleased to be joining as a partner school.

6.1.6 Pupils' behaviour

The Headteacher reported that one fixed term exclusion has been made this term. The Chairman of Governors had been consulted in the decision to exclude.

6.2 ACADEMY STATUS

The Headteacher gave a progress update on the school's application to become an Academy.

A visit had been made to the Royal Latin School and their staff had shared valuable information having recently converted to Academy status. The RLS discussed the procedures they had followed and provided a checklist. It was clear from this meeting that a Project Manager is required to lead the application and conversion process. The Headteacher was pleased to advise that Karen Herring has agreed to take on this role with immediate effect.

Richard Main had consulted with parents on Academy status at the end of the Summer Term, and as discussed earlier in the meeting, has put information on the website which will be kept updated. Further communication with parents is required before the consultation can be concluded.

The school must now appoint solicitors and accountants in order to proceed with its application. Richard Main discussed the need to ensure that the school has full financial support systems in place at the point of conversion. The school will be registered as a charity and as such will need to be audited. The school's accounts and invoicing is complex and will require strong support. Local Accountants, Tearle and Carver, have bid for the contract and are being carefully considered.

Patrick Fealey advised that no further progress has been made with the transfer of land due to lack of response from the LA. Patrick suggested that it may be necessary to appoint another firms of solicitors who are more familiar with such matters in schools. Governors agreed that Patrick and Richard should pursue this.

Karen Herring will now liaise with Governors, the Headteacher and staff as appropriate to lead the application. Karen suggested

ACTION

that the model used by the RLS for the composition of Academy Trust Members, whereby these positions are held by the chairs of Committees, may be a good model to follow.

7 NEW BUSINESS

7.1 ADMISSION ARRANGEMENTS – SEPTEMBER 2013

Governors noted the requirement for all schools to be consulted on admissions arrangements and that the consultation on the arrangements for September 2013 would take place in the Spring Term.

Governors noted the Appendix and it was agreed that the Curriculum and Admissions would respond directly to the Local Authority with any comments by **Friday 25 November 2011**.

Curriculum and Admissions Committee

In preparation for this consultation, the Curriculum and Admissions Committee would consider the school's own admissions arrangements for September 2013. Any recommendations for change to the current arrangements would be brought to the full Governing Body for approval and the final proposals would be forwarded to the Admissions Team of the Local Authority by **6 January 2012**. Governors noted that unless any changes are proposed, they are only required to consult every three years.

Curriculum and Admissions Committee

Governors also noted the need to consider whether they wished to use straight line distances or routes distances for measuring home to school distances.

7.2 TARGET SETTING

It was agreed that the Curriculum and Admissions Committee would meet and analyse the school's results and performance in 2011, monitor and review pupil progress, and use the results of these discussions to inform preparation and review of the School Development Plan.

Curriculum and Admissions Committee

Governors noted that although target setting was no longer a statutory requirement the DfE supported the idea that targets should continue to be set.

Governors noted that they would receive a target setting pack and in line with recommended best practice agreed the following:

Key Stage 1

For all eligible pupils, targets would be set for the proportion of pupils assessed at the end of Key Stage 1 in the Summer Term of 2012 attaining level 2+ and level 3 in reading, writing and mathematics.

Key Stage 2

For all eligible pupils, targets would be set and reported for the end of Key Stage 2 in the 2013 National Curriculum assessments:

ACTION

1. The proportion of 11 year olds achieving level 4 or above in both English **and** mathematics (not English and mathematics separately).
2. The proportion of 11 year olds achieving level 4 or above in science.
3. The proportion making 2 or more National Curriculum levels of progress in English from the level attained at the end of Key Stage 1 (taking the average of reading and writing at the end of Key Stage 1).
4. The proportion making 2 or more National Curriculum levels progress in mathematics from the level attained at the end of Key Stage 1.

It was agreed that targets would be submitted to the Local Authority and agreed that this would be done by 9 December 2011 by the Headteacher.

Headteacher

All targets would be reported to Governors at the next Governing Body meeting.

Clerk: Agenda

7.3 GUIDANCE FOR DEVELOPING A SCHOOL POLICY ON THE USE OF FORCE TO CONTROL OR RESTRAIN PUPILS

Governors noted the Local Authority's Appendix.

Governors agreed to delegate responsibility to the Curriculum and Admissions Committee to

Curriculum, and Admissions Committee

- Consider the guidance on developing a School Policy on the Use of Force to Control, or Restrain Pupils.
- Develop the school's own Policy in consultation with staff, parents and pupils.
- Include the agreed Policy as an appendix to the school behaviour policy.
- Publicise the Policy to families during the admissions process

7.4 SCHOOL FUNDING FOR TARGETED PUPILS

Governors noted that schools were in receipt of targeted funding to support pupils in a range of circumstances and which it was their responsibility to decide how funding should be deployed.

The recommendation to consider the following issues was also noted:

- The profile of pupils attending our school, the performance of and outcomes for different groups, whether some pupils attract multiple levels of funding and what issues might arise as a consequence of the school's intake.
- The level of income that is received through: SEN; EMAG; LAC, Service Children and FSM Pupil Premiums, how the targeted funding being deployed and how the impact would be evaluated.

Curriculum and Admissions Committee/ Finance Committee

ACTION

It was agreed that responsibility for considering these issues would be delegated to the Curriculum and Admissions Committee and for those Governors to then make a recommendation to the Finance Committee.

7.5 REVISED MODEL COMPLAINTS PROCEDURE AND GUIDANCE

Governors noted the Local Authority's Appendix and the requirement to have in place and publicise a procedure for dealing with complaints.

The Governing Body delegated responsibility to the Curriculum and Admissions Committee to

- Adopt the revised complaints and resolutions procedure, having considered and adapted it to its own circumstances.
- Consider whether to refer to Stage 1 as the informal stage and Stages 2 and 3 as the formal ones
- Consider how the procedure should be publicised to parents.

Curriculum and Admissions Committee

Governors agreed that the composition of the complaints panel would be as per the attached grid.

7.6 DEALING WITH DISRUPTIVE VISITORS

Governors noted the Local Authority's Appendix and the recommendation to have in place a policy for dealing with abusive, threatening or violent visitors.

The Governing Body delegated responsibility to the Premises/ Health and Safety Committee to

- Consider the guidance on developing a policy for dealing with abusive, threatening or violent visitors.
- Adopt the model policy and procedures having adapted them to suit the school's own circumstances (it is recommended that the Governing Body considers the model policy and passes the procedures to the Headteacher for consideration with staff).
- Ensure that any necessary risk assessments are undertaken by the appropriate member of staff.
- Ensure that the policy is publicised to parents and staff and that staff are aware of the procedures.

Premises/ Health and Safety Committee

7.7 GUIDELINES FOR THE EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PUBLIC CARE

Governors noted that some minor revisions had been made to the School Guidelines for The Education of Children and Young People in Public Care, and that the revised and updated guidelines were available on Governor Zone via the following link:

https://schoolsweb.buckscc.gov.uk/schools/infopoint/policies_and_guidance/ed_children_public_care.asp

7.8 GUIDANCE ON MANAGING ALLEGATIONS

Governors noted that updated Guidance on Dealing with Allegations of Abuse had been published by the DfE. It was further noted that the Guidance was Statutory Guidance for Local Authorities, Head Teachers, School Staff and Governing Bodies and that there was a requirement for schools and Governing Bodies to have regard to it when handling allegations against staff. Information is available through the following Governor Zone link:

https://schoolsweb.buckscc.gov.uk/schools/documents/policies/child_protect_app6_managing_allegations.doc

7.9 REDUNDANCY POLICY AND TOOLKIT

Governors noted that a number of changes to the Schools Redundancy Policy and Toolkit had been made and agreed in principle to adopt the revised policy. The Finance and Personnel Committee agreed to review the revised Policy and Toolkit. The policy and toolkit can be accessed on Governor Zone through the following link:

https://schoolsweb.buckscc.gov.uk/schools/leadership_and_management/human_resources/redundancy.asp

Finance and
Personnel
Committee

8 RECURRING ITEMS

8.1 IN-SERVICE TRAINING DAYS

2011/2012: All INSET days have been set.

2012/2013: Governors noted the following dates specified by the Local Authority for in-service training:

- Tuesday 4th September 2012
- Wednesday 5th September 2012
- Tuesday 7th January 2013

This left two further dates to be decided.

Clerk: Agenda

9 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

All Governors

Autumn Term

Thursday 1 December 2011 at 7.30 p.m. (LA Clerked) *

***Please note this is preceded by a Governing Body meeting to discuss the School Vision from 6 – 7.30 p.m. (refreshments**

will be provided)

Spring Term

Wednesday 25 January 2012 at 7 p.m. (LA Clerked)**

Thursday 22 March 2012 at 7 p.m. (LA Clerked)

Summer Term

Wednesday 9 May 2012 at 7 p.m. (LA Clerked)**

Thursday 28 June 2012 at 7 p.m. (LA Clerked)

**** please note revised dates**

10 ANY OTHER BUSINESS

10.1 SUGGESTIONS BOX

Jo Bunyan had raised the idea of having a parents' suggestion box in the school office. Governors agreed that the upcoming parents' forum would provide an opportunity for parents to make suggestions and would review communication with parents as part of the School Vision meeting.

10.2 GOVERNOR VACANCIES

There are currently vacancies for one Partnership Governor, one Community Governor and one Staff Governor. Arrangements are in hand for the appointment of a Staff Governor. The Headteacher agreed to inform the Clerk when this appointment has been made. In the light of the application for Academy status and the need to review the constitution of the Governing Body, Governors agreed that the remaining two vacancies should remain on hold until the new constitution has been agreed.

Headteacher

10.3 GOVERNOR ZONE

The Clerk reminded Governors that the school's user name and password are now required to access Governor Zone. Governors should contact the Clerk if they need a reminder of passwords and if they have any future changes to contact details.

All to note

11 CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.

The meeting closed at 8.40 p.m.

Signed Date
CHAIRMAN