

THE GOVERNING BODY OF STILE COMMON JUNIOR SCHOOL

Minutes of the annual meeting of the Governing Body held at 7.00 pm at the School on Thursday, 20 September 2007.

PRESENT

Mr P C Webb (Chair), Mrs J Clough, Mrs M E Donaldson, Mrs J M Gibson, Mrs G M Goodswen, Mrs H Newby, Mrs K E Palmer, Mrs P M Shelton.

In Attendance

Miss N Robinson (Minute Clerk)
Mrs M Rogers (Observer)

647. ELECTION OF CHAIRMAN

RESOLVED: That the Chair be elected until the first meeting after the first anniversary

Nominations were taken from the meeting.

RESOLVED: That Mr P C Webb be elected Chair.

648. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs H O'Sullivan (consent) and Mrs J Gill. Governors noted that Mrs Gill had also resigned from the Governing Body. The Chair would write to thank Mrs Gill for her time with the Governing Body.

There were no declarations of interest.

649. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

There were no items to be brought up in Any Other Business.

650. REPRESENTATION

The following matters of representation were noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr P C Webb	Community	31.8.07

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr P C Webb (Re-appointed)	Community	1.9.07

651. ELECTION OF VICE-CHAIRMAN

RESOLVED: That the Vice-Chair be elected until the first meeting after the first anniversary.

Nominations were taken from the meeting.

RESOLVED: That Mrs H L O' Sullivan be elected Vice-Chair.

652. REVIEW OF COMMITTEES

Last year's Committees list was circulated, it was proposed by the Chair that the Governing Body use last years structure. This was agreed by the Governors.

(a) Membership

That the membership of the Committees be as follows:

Staffing Committee

Helen Newby
Miriam Donaldson

The Head Teacher was given the power to appoint and dismiss staff, and staffing matters were to be discussed and reviewed by the Committee.

Staff Grievance and Dismissal Appeals Committee

Mrs J Clough
Mrs K Palmer
Mrs M Gibson
There were two vacancies.

Terms of reference

- ◆ To determine all matters regarding the pay, discipline and dismissal of all staff excepting that of the Head Teacher and the Assistant Head Teacher, excepting any appeals, which are dealt with by the Governing Body's Staffing Appeals Committee and excepting those functions delegated to the Head Teacher.
- ◆ To examine and determine the establishment of posts at the School giving consideration to the School's budget and the needs of the pupils.

Pupil Discipline Committee

Mrs H O'Sullivan
Mr P C Webb
Mrs H Newby
Mrs K Palmer

Complaints Committee

Paul Webb
Helen Newby
Karen Palmer
Jennifer Gibson
Julie Clough

Performance Management Committee

Paul Webb
Helen Newby
Helen O' Sullivan

Review Officer: Pamela Shelton

AUTHORITY NOTE: There is no longer the need to have a Review Officer.

(b) Terms of Reference

This matter was not discussed.

AUTHORITY NOTE: The Governing Body will need to minute which committee will deal with any appeals from Performance Management. This would normally fall under the remit of the Staff Dismissal Committee. However the Governing Body has chosen to delegate dismissal to the Head Teacher. Whichever committee this is delegated to, the membership needs to be different to that of the Performance Management Committee.

652. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors be appointed with special responsibility for:

Health and Safety - Mrs J Clough
Special Educational Needs - Mrs H O Sullivan
Governor Training - Mrs J Gibson
Looked After Children - Mrs P Shelton
Child Protection Governor - Mrs H Newby
Equality Governor - Mrs M Donaldson
Numeracy - Mrs H Newby

653. CHAIRMAN'S DELEGATED POWERS

RESOLVED: That the Chair be granted the following powers:

- (i) Change a date of a scheduled meeting, for a good reason.
- (ii) Approval of EV1A/EV1 form(s) on behalf of the Governing Body for journeys involving one or more overnight stays.
- (iii) Chair's powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governor meeting.
- (iv) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available to the School.

654. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements, accounting procedures and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to the funding.
- (iv) Providing such information the LA may reasonable require, to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

655. MINUTES OF THE MEETING HELD ON 12 JULY 2007

RESOLVED: That the minutes of the meeting held on 12 July 2007 be approved and signed by the Chair as a correct record.

656. MATTERS ARISING

There were no matters arising.

657. REVIEW/APPROVE THE SCHOOL PROFILE

RESOLVED: That this item be deferred to the next meeting.

658. ITEMS TO BE INCORPORATED INTO THE SEF/APPROVE THE SEF

The SEF was circulated at the meeting. The Head Teacher asked the Governing Body to read the document and grade the School to see if this agreed with what the Head Teacher had graded. The Head Teacher was intending to have the SEF completed by October Half Term.

659. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Mrs Goodswen spoke to her report, which was circulated from the School.

(a) Class Sizes

Class sizes had now been made to thirty. Some years had now been mixed and this seemed to be working well. The School had taken in more children this year. Year Six had become a slight issue as they had more pupils in this year than expected. This was not affecting the pupils' learning but might affect the School's results.

(b) Special Educational Needs Statemented Children

The School had two new statements for Special Educational Needs. One for a Year 4/5 pupil and a Year 6 pupil. The School had also taken on an 'anxious

non attender' who would hopefully become integrated into the School. The pupil attended a course at Rawthorpe School which had lowered the unauthorised absence. This pupil would get 15 hours of support.

(c) Staffing

A new teaching assistant had started at the School, Mrs Joan Gill.

(d) New School

The Single Storey School was approved for the new school. The Head Teacher showed the Governing Body a diagram of the new School. There would be two areas to be developed for Junior School pupils before the school build began to ensure an area for pupils to play in. The Head Teacher would like more footpaths to lead to the School so parents and children could walk to School and leave their cars parked further away from the School.

There would be 35 parking spaces at the new School, these parking spaces would also be used by the Children's Centre.

(e) School Aims

The School aims were being reviewed. Only minor changes had been made to the aims. The Head Teacher handed out a copy of the School aims and went through the changes.

(f) Budget

The Governing Body was asked to look at the revised estimation for the year and to look at the comparisons. The Head Teacher and the Administrator went over the budget with the Governing Body.

The Budget was on track at the moment which the Head Teacher was happy about.

There was an extra £6,000 in the School budget as the Head Teacher was now qualified as a School Improvement Partner.

A Governor asked whether there was a threshold to get more money for extra pupils. Mrs Goodswen advised that she would discuss this with David Gearing.

660. GOVERNING BODY SELF REVIEW (Minutes 618 and 637 refer)

This item was deferred to the next meeting.

661. GOVERNOR TRAVEL EXPENSES (Minute 637 refers)

Hitherto Governors had had no scheme for claiming expenses. It was agreed in principle that reasonable travel expenses be claimed by Governors when travelling on Governors' business including for training courses.

RESOLVED: That a paper be brought to the next meeting with a proposal based on an LA model (if available).

662. POLICY AND PROCEDURES FOR SAFEGUARDING CHILDREN IN EDUCATION
(Minute 502 refers)

There was already an agreed policy in place at the School.

663. REPORTS FROM COMMITTEES

There were no reports from committees at this meeting.

664. GOVERNOR TRAINING AND GOVERNOR VISITS

There was a Governor Conference on 3 November 2007. Mrs Shelton was thinking of attending the conference and asked if any of the other Governors would like to attend with her.

665. EDUCATIONAL VISITS

Year Six would be attending Bradford Museum during the Autumn Term. This would be a very well planned trip.

RESOLVED: That the trip to the Bradford Museum had been approved by the Governing Body.

667. ANY OTHER BUSINESS

(a) Insurance Cover for Minute Clerks

Minute Clerks were not covered by insurance when at Governing Body meetings. The insurance was approximately a £72.50 excess to add minute clerks to the policy.

RESOLVED: That when Minute Clerks attend a Governing Body meeting they are covered by insurance.

(b) Governor Newsletter

Mrs Shelton mentioned that other Governors had written in to the newsletter about a School. Mrs Shelton asked the Governors if they would like her to write an article about Stile Common Junior School. This was agreed by the Governors.

668. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held at 7.00 pm at the School on:

Thursday, 29 November 2007
Thursday, 21 February 2008

669. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.