

3.03 No other nominations had been received for the parent governor vacancy and governors agreed to appoint Nothabo Ghangwe-Dube as Parent governor.

Resolved:

- That Nothabo Ghangwe-Dube be appointed as a Parent governor.

3.04 Concerns were raised about Amy Milne's non attendance at governing body meetings and a governor queried whether she should remain a member of the governing body. The clerk outlined the process and actions that governing bodies were required to follow in order to remove a governor. The Headteacher explained to governors that Amy's non attendance was a result of her being unwell recently and that she was a valued member of the governing body. Governors agreed no action should be taken.

4.00 VISION AND ETHOS FOR NEW BEWERLEY COMMUNITY SCHOOL

4.01 The draft wording for the Vision and Ethos of the school had been circulated prior to the meeting.

4.02 The Headteacher read through the wording and queried whether governors wanted additional wording to be added to the second aim of the governing body that covered how the standards of teaching staff were maintained.

4.03 Governors agreed that the additional wording 'hold teachers to account' be added and approved the school's Vision and Ethos.

Head

Resolved:

- That the school's Vision and Ethos be adopted.

5.00 GOVERNOR DEVELOPMENT

5.01 The dates and subjects of forthcoming training courses were highlighted and Nothabo was advised to reserve a place on the Module 1 and 2 of the governor induction training.

5.02 Heather Phillips reported she had attended Safer Recruitment training.

6.00 DECLARATION OF INTERESTS AND REGISTER OF GOVERNORS' INTERESTS

6.01 Copies of the governor interest forms had been sent to governors prior to the meeting and governors present completed the form. The clerk confirmed that governors were required to complete the form

annually in September.

7.00 MINUTES OF THE LAST MEETING

7.01 Resolved:

- that the minutes of the meeting held on 12 July 2016 were agreed as a correct record and;
- that the Chair be authorised to sign a copy, subject to the following amendments:

Minute 9.1 (Headteacher's Report)

- that 'operates 3.15 p.m. to 6.00 p.m.' be amended to read 'operates 3.15 p.m. to 5.00 p.m.' in the twelfth bullet point of the minute.
- that the resolution in the thirteenth bullet point of the minute be amended to read 'that support staff would not have a break from September 2016'.

Handwritten amendments were made to the minutes.

8.00 MATTERS ARISING

8.01 In Harmony Opera North - (minute 1.08 refers)

A governor queried when the three hours of music lessons would be implemented. The Headteacher explained that the choir was being implemented first with signing tuition being introduced after half term and instruments after the Christmas break.

9.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES

9.01 The Code of Conduct for governing bodies had been circulated to governors prior to the meeting. All governors present signed the Code of Conduct, copies of which would be kept in school.

10.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BODY

10.01 Governors discussed the virtual methods now available that enabled participation in meetings without being physically present. It was agreed that governors participation by virtual methods should be permitted, but should be limited to no more than two governors per meeting and that each governor's attendance by virtual methods be limited to two occasions during the year. It was further agreed that attendance by virtual methods would only be permitted after prior agreement with the Chair of Governors. After further discussion governors agreed that participation by virtual methods would be permitted at committee meetings where practicable and that the arrangement would be reviewed throughout the year.

- 10.02 **Resolved:**
- that governors be permitted to participate in meetings by virtual methods, such as video/tele conferencing.
 - that participation by virtual methods be limited to no more than two governors per meeting
 - that each governor be limited to two occasions per year
 - participation by virtual methods only be permitted after prior agreement with the Chair
 - that participation by virtual methods be permitted at committee meetings, where practicable
 - that the arrangement would be reviewed throughout the year

10.03 Governors were encouraged to send questions to the Chair / clerk if they were not able to attend meetings.

11.00 **CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**

11.01 Details of the scheme of delegation for committees had been circulated to governors prior to the meeting for review.

- 11.02 **Resolved:**
- That the governing body delegate all available powers to the relevant committee, including approval of the budget.
 - That the governing body delegate appointment of all staff, with the exception of the Head and Deputy Head posts, to the Headteacher.

12.00 **CONFIRMATION OF DELEGATION TO EXTENDED SERVICES JOINT COLLABORATIVE COMMITTEE (JCC)**

12.01 The Headteacher informed governors that the school had agreed to continue to contribute to the JESS cluster.

12.02 It was agreed that Lucy Knight would represent the governing body at committee meetings and provide feedback to the governing body.

13.00 **CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP**

13.01 Governors reviewed the committee structure and committee membership.

- 13.02 **Resolved:**
- That the following committee structure and memberships be confirmed.
 - That the Chair of each committee be confirmed as below.
 - That Governor Support Services would provide a clerk for each

committee meeting.

- That associate members be given voting rights at committee meetings.

13.03 **Resources Committee:** Heather Phillips (Chair), Gary German, Stacey Logan, Nothabo Ghangwe-Dube. Simon Grey, Ann Simpson (Associate Member)

13.04 **Teaching and Learning Committee:** Lucy Knight (Chair), Neil Rhodes, Gary German, Janet Walker, Tracy Cunningham (Associate Member)

13.04.1 The number of non teaching staff on the Teaching and Learning committee was highlighted by the Headteacher and it was suggested that, as the school was forging links with Sharp Lane and Hunslet Carr schools, staff from these schools joined the committee as non teaching governors. The Headteacher agreed with the suggestion.

13.05 **Pupil Support Committee:** Neil Rhodes (Chair), Gary German, Amy Milne, Beck Henshaw, Kae Sinclair, Clare Krasinski

13.06 **Pay Committee:** Heather Phillips, Neil Rhodes, Simon Grey

13.07 **Pay Appeal Committee:** Amy Milne, Becky Henshaw, Lucy Knight

13.08 A schedule of meetings had already been agreed and would be recirculated by the clerk.

Clerk

14.00 **ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

14.01 **Resolved:**

- That the governors with responsibility for the Headteacher's performance management be Heather Phillips, Neil Rhodes and Simon Grey.
- That the external advisor to the performance management governors be Di Lightowler, School Improvement Advisor.
- That the first meeting of the Headteacher's performance management be held on 6 December 2016 at 10.00 a.m.
- That the objectives of the Headteacher would remain confidential

15.00 **GOVERNORS WITH SPECIFIC MONITORING DUTIES**

15.01 **Resolved:**

- That governors take responsibility for the following areas:

Child Protection: Neil Rhodes

Special Educational Needs: Becky Henshaw

Children Looked After: Neil Rhodes

Equalities: Heather Phillips
Attendance: Neil Rhodes
Behaviour: Amy Milne
Early Years Foundation Stage (EYFS): Heather Phillips
Health and Safety: Heather Phillips
Pupil Premium: Lucy Knight
Sports Funding: Lucy Knight
Training Governor: Simon Grey
Governor to accompany School Improvement Advisor on school visits: All governors
Complaints: Neil Rhodes

15.02 It was agreed that all governors would be sent dates for School Improvement Advisor visits and governors would attend where possible.

16.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

16.01 Resolved:

- That authority be delegated to the Headteacher to vire sums of up to £10,000 and to enter into contracts up to the value of £10,000.

16.02 • That signatories of orders be approved as follows:

- Gary German, Tracy Cunningham, Ann Simpson, Janet Walker, Clare Krasinski, Neil Rhodes

16.02.1 • That signatories of invoices be approved as follows:

- Gary German, Anne Simpson, Janet Walker, Neil Rhodes

16.02.2 School processes ensured signatories for orders are separate from those for invoices.

16.03 Resolved:

- That the local authority's financial regulations and standing orders and contract procurement regulations be adopted.

16.04 Resolved:

- That the Neil Rhodes, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, for example school fund.

17.00 POLICY REVIEW

17.01 Child Protection Policy

The Child Protection Policy had been sent to governors prior to the meeting for review.

Resolved:

- That governors approve the Child Protection policy

17.02 Teacher Pay Policy

The Pay policy had been amended to reflect the school adjusted to reflect the school's expectations of part time teachers and percentage attending training days.

Resolved:

- that governors approve the Pay policy.

17.03 Special Educational Needs Policy

The Special Education Needs policy had been sent to governors prior to the meeting for review.

Resolved:

- that governors approve the Special Educational Needs policy

17.04 Supporting Pupils with Medical Conditions Policy

The Supporting Pupils with Medical Conditions policy would had been sent to governors prior to the meeting for review.

Resolved:

- that governors approve the Supporting Pupils with Medical Conditions policy

17.05 Appraisal Policy

This policy was not due for review until 2018.

17.06 Capability Policy

This policy would go to the next meeting of the Resources committee for approval.

17.07 Accessibility Plan

The Accessibility plan would go to the summer meeting of the Resources committee for approval.

17.08 Complaints Policy

The policy had been updated by the local authority in July 2016 to reflect the latest DfE guidance.

Governors noted the school was only required to publish a condensed version of their policy on the website, which had been circulated to governors, with the full policy being available on request.

HT

Resolved:

- that governors approve the Complaints policy

17.09 Charging and Remissions Policy

This policy was not due for review until 2018.

Agenda

17.10 Charging and Remissions Policy
This policy was not due for review until 2017.

18.00 CHAIR'S BUSINESS (including correspondence)

18.01 The Chair had no further business to raise.

19.00 CLERK'S BUSINESS

19.01 The clerk drew governors attention to dates and times of the governor briefing meetings being held in December 2016.

20.00 ANY OTHER URGENT BUSINESS

20.01 Ian Stokes

The early analysis of statutory tests and assessment data from Ian Stokes had been circulated prior to the meeting. Ggovernors were reminded that it had previously been agreed Ian Stokes would attend the March 2017 meeting of the governing body. The Headteacher proposed that, as the RAISEonline data would be available at the end of October, Ian Stokes be asked to attend the governing body meeting being held in December. Governors agreed with proposal and also that the date of the meeting in December be amended to Thursday 8 December 2016 to allow Ian Stokes to attend.

20.02 In order to widen the mix of children in school, a governor suggested that a mailshot exercise be carried out on the city centre apartments. As other schools in the area were being extended, which could reduce the number of children likely to preference the school as their first choice, the Headteacher agreed the exercise would be worthwhile. Governors added that the leaflets could be distributed by Royal Mail to reduce costs.

20.03 The new Parent governor asked for electronic copies of the papers from the meeting to be forwarded to her, along with the dates and times of future governing body and committee meetings.

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21.00 DATE AND TIME OF THE NEXT MEETING

The next meeting of the governing body was scheduled to take place on **Monday 5 December 2016 at 4.30 p.m.**

Agenda