

BEACON HILL SCHOOL
Minutes of the Governing Body Meeting held on
Wednesday 13th July 2011 at 6.00pm

Present:

Mrs H Jones (Headteacher)
Mrs S Airlie (Parent)
Mrs J Atkins (Authority)
Ms B Bolam (Parent)
Mrs V Dartnell (Community)
Mrs K Harrison (Authority)
Mr C Maddison (Community)

Mrs S Clapperton (Authority) (Chair)
Miss F Boyd (Parent)
Ms B Meriste (Staff)
Ms S Welsh (Parent)
Mr T Smith (Community)
Mrs A Bridgewater (Staff)
Ms E Whiteley (Staff)

Quorum – 9 Governors

In Attendance:

Mrs J Kelly, Clerk for this meeting
Mrs J Moore, Deputy Headteacher (Observer)
Ms F Saint, Business Manager (Observer)

ACTION

1. Apologies for absence

Apologies were received from Mr B Garner (Authority), Ms A Mears (Parent), Mrs A Patmore (Parent), Mrs J Moore (Observer), Ms J Seaman (Observer) and Mrs J Sugden (Clerk to the Governing Body). **Consent** was given.

2. Declaration of Interests

None.

3. Notification of Any Other Business

- Correspondence

4. Minutes of the meeting held on Wednesday 25 May 2011

The minutes were **agreed** to be a true and accurate record of the meeting and were signed by the Chair.

5. Matters arising from the minutes of 25 May 2011

5.1 Item 5 – Time Out Club – Sessions were being offered to under 5's and some have been taken up by a small number. It was hoped that 4 sessions would go ahead 9.30 – 3.30p.m. involving 5 children. It was confirmed that this would be running at a loss, however, there was funding which would support this from the wildlife garden project. This offer had also been made to Woodlawn children and it was hoped it could be expanded for the future with more publicity.

5.2 Item 6 – Headteacher's Performance Management – Mrs Jones advised that since the last meeting the LA had confirmed that it would be supporting schools with School Development Partners (replacing School Improvement Partners which had been abolished by the government). Noreen Buckingham was to be the SDP for Beacon Hill from September 2011 and she would support the PM governors as part of that role.

Chairsignature

6. Sub Committee Reports

- 6.1 Staffing meeting 5th May 2011 (minutes already circulated).
Independent Travel - Mrs Jones confirmed that five local authorities have agreed to fund the project for 3 years and one has agreed for one year. Final sign off was awaited. It was further confirmed that Staffing committee had at an earlier meeting agreed to waive Mrs Rooney's notice in the event of the project moving forward. It was confirmed that the project would be managed by North Tyneside Council.

- 6.2 Enjoy and Achieve meeting 9th May 2011 (minutes already circulated).
Mrs Clapperton referred to Assessment for Learning policy and advised that it was helpful for the whole governing body to have the illustrations from committee minutes on the depth of the information given to the committee by staff giving presentations.
It was confirmed that the tracking system would be up and running by Friday. A suggestion was made that this was not very user-friendly, but we were working on it.

- 6.3 Finance meeting 23rd May 2011 (minutes already circulated).
It was advised that the cctv proposals had been problematic but Ms Saint had been working to address this and had negotiated a reduction in cost. Also because the problems had been highlighted we might be able to negotiate a further reduction. An estimate of £2K had been received and SLA would be discussed next week. It was confirmed that Mrs Saint had been renegotiating various items to seek the best financial deals.

With regard to the budget, representatives of the school had attended deficit clinic at the end of June and they were able to present information to the panel on how we had been making savings and the panel recognised this. The panel had specifically looked at the Sensory Support resource and they had also highlighted the level of senior staff. The school had been able to assure the panel that since the school became Beacon Hill, this had been reduced. While it was acknowledged that pupil numbers were always difficult for the school to predict, numbers were going up. Mrs Jones advised that despite a predicted deficit of £176K last year we came in with a reduced deficit of £13K, which was a good achievement and everyone was thanked for their contribution.

A governor suggested setting up a working group to work with Finance committee to look at any areas where we could save or generate income. It was **agreed** that Ms Saint would invite governors to join a working group in September.

F Saint

- 6.4 Positive Contribution meeting 23rd May 2011 (minutes already circulated).
Mrs Clapperton highlighted some of the items from the minutes and explained them for governors.
Business and Enterprise was going well and an update given by Mrs Moran at the committee meeting.
A premiere of the film had been held which was excellent.
Good work being done on criteria for visits and notes of meetings etc.
An ex student survey had been very positive and a higher proportion of responses had been received this year.

7. **Departmental Reports** (copies of every report had already been circulated).
- 7.1 **Primary** – Keenan Barrie course was explained and it was confirmed that this had been very good. Autistic accreditation was good and a draft report had been received. It was confirmed that this was the best report that we had ever received with the highest number of best practice recorded. Once finalised, this would be shared with governors.
- Mrs Jones reported the sad news that Michael Graham had died and that the school had been represented at the funeral.
- 7.2 **ECM** – Disability rugby information shared with the governing body. Dance festival was highlighted. Success with a student who had difficulties coming into school was highlighted and Mrs Jones explained the strategies used to help to overcome his fear of transition. This success was acknowledged.
- 7.3 **KS4** – It was confirmed that 90% of targets for IEPs were directly associated to a PIVAT level and this was explained. School café was highlighted as possible source of revenue, although it was explained that this was a student enterprise and therefore students decided how the money was spent. The new till system was commended and governors were invited to come along on Friday to see this in action. It was confirmed that the school did want to encourage more people from the community to come along. Volunteer lunch time mentor initiative was working well and was mutually successful.
- 7.4 **Sixth Form** – Grant for film making was not going to be ongoing and the school was looking at ways to go forward with Arpeggio without Creative Partnerships. Some students had been to Ministeracres and some students were involved in Run for Life.
- 7.5 **Portage** – This service was growing. LEAPS budget had reduced and we were looking at ways to offer the service although we were not aware what would be available next year.
- 7.6 **Independent Travel** – Not fully published yet but we would be part of a national report on independent travel. The peer mentoring between Burnside students and Beacon Hill students was pleasing and the body of work done by Mrs Rooney was commended.
- 7.7 **Sensory Support Service** – Ms Seaman had been unable to attend this evening's governing body meeting as she was at a Live Theatre Event. Governors acknowledged the work that had been done e.g. students from China, and the wide age range was highlighted. Mrs Jones advised that this term she had visited various teachers and the speciality in which they work, i.e. hearing impairment assessment, home visits, etc. She had found this very informative. Mrs Jones illustrated the skills of a pianist/singer who had worked in the school and a governor asked if it might be possible to ask this musician to do a concert to raise funds. Mrs Jones to look into the suggestion.
- 7.8 **Time Out** – This had been discussed under matters arising earlier in the meeting.

H Jones

8. Ways to reduce the deficit and increase income

Already addressed under item 6.3.

A parent governor also advised that there may be ways to reduce costs in relation to communicating with parents, i.e. using pupil post rather than Royal mail. Mrs Jones advised that this could be reviewed but there were occasions when it was important to ensure that parents received information quickly and urgently and it would not be appropriate to rely on pupil post.

H Jones

9. Application renewal for Governor Mark

Governors were reminded that this had been achieved by the governing body in May 2009 and as it had a 3 year life time, we still had time to consider an application for re-validation.

Governors were also reminded that they were one of the first 30 governing bodies to achieve this and they remained the only governing body in North Tyneside who had achieved it.

There were 8 standards and in order to reapply, we would need to provide evidence against standards 5 to 8. It was suggested to be time consuming and rigorous but certainly do-able.

Governors broke into groups to look at the criteria and agree ways in which the governing body met each standard and to suggest evidence to support that.

After 30 minutes governors reconvened and shared their ideas.

It was **agreed** that a draft application based upon the work done tonight would be pulled together and circulated to all governors. Governors would then have the opportunity to add to this before a final document was created.

H Jones

All

Governors discussed the current visiting system and agreed that lots of visits to school and to other events took place and it would be worth looking at how these are recorded and reported on. It was also suggested that governors look at the skills and experience they each bring to the governing body, i.e. skills audit/matrix. This would be done during September/October.

Four impact statements would also be required in the following areas:-

- (1) School improvement
- (2) ECM
- (3) Life of the School
- (4) Community.

10. Any Other Business

10.1 Racist Incident Report (Annex 3) – appended to the minutes.

A racist incident had occurred where a child had made racist remarks about a supply teacher. The governing body was made aware of the action the school had taken in dealing with the incident and also in raising awareness through the curriculum etc. This would be recorded on the Annex 4 which was the annual return sent to the LA at the end of each year.

H Jones

10.2 Letter from member of staff – tabled.

Mrs Jones advised that a letter to thank the governing body for its support in relation to the ongoing HR process in relation to the nursery nurse contracts. Mrs Jones gave the governing body an update on the current position and it was **agreed** that she would advise the TA who had written the letter that the governing body had gratefully received the letter. Any further communication would be considered once the matter was finalised.

H Jones

11. Date of Next Meeting

Wednesday 5 October 2011 at 6p.m.

All

The Chair closed the meeting and wished everyone a good summer.

As there was no further business, the meeting closed at 7.55 pm.