

## INSPECTION COPY

**Contact:** Governors' Support Service  
**Tel:** 01302 737193  
**Fax:** 01302 737342  
**E-Mail:** [governors@doncaster.gov.uk](mailto:governors@doncaster.gov.uk)  
**Web:** [www.doncaster.gov.uk/schoolgovernors](http://www.doncaster.gov.uk/schoolgovernors)  
**Our Ref:** GS/JAS/GP  
**Your Ref:**

**Date:** 25 April 2016

Dear Member

### ROSSINGTON TORNEDALE INFANT SCHOOL GOVERNING BODY

Would you please note that the next meeting of the Rossington Tornedale Infant School Governing Body will be held at the school on Thursday 5 May 2016, commencing at 3.45 pm.

I hope it will be convenient for you to attend. Please contact the school on 01302 868387 if you will be unable to do so.

The agenda for the meeting is given below.

Yours faithfully

**GARY PRICE**

**Governors' Support Officer**

To:	Mrs M Evans (Chair)	Mrs L Dagg - Observer
	Mrs L Almunshi	
	Miss K Brough	Mr P Ruane – LA Senior Education Standards & Effectiveness Officer
	Mr J L Candy-Torn	
	Mrs J Purcell	
	Mrs C Swift	Ms J Staniforth - Clerk

Quorum for the meeting is **3** Governors

Information can be made available in other languages, or other formats such as Braille or Audio Tape, on request. Please contact the Governor Support Service staff on Doncaster 737111 for more information, or if you need any other help or advice. They can arrange for someone to speak to you in your own language if you need them to.

## AGENDA

### PART 1

***IN THIS SECTION OF THE AGENDA THE REPORTS ARE AVAILABLE TO THE PUBLIC***

#### **1 TO AGREE A FINISHING TIME FOR THE MEETING**

Governors are asked to give consideration to agreeing a finishing time for the meeting in line with the Governing Body Code of Conduct which makes reference to a maximum time limit of two hours.

#### **2 APOLOGIE**

##### **S**

##### **Introduction**

Governors are reminded that the School Governance Regulations require the Governing Body to formally confirm whether or not it consents to a Governor's absence and for that decision to be recorded in the Minutes. Where consent is given the Governor's absence will not count towards his/her disqualification from membership of the Governing Body.

##### **Recommendation**

The Governing Body is asked to confirm whether or not it consents to any Governor's absence from the meeting for which apologies have been submitted.

#### **3 DECLARATIONS OF PERSONAL OR BUSINESS INTEREST, IF ANY**

Governors are asked to declare any personal or business interest they may have in any item on the agenda or raised at the meeting.

#### **4 GOVERNING BODY MEMBERSHIP**

##### **Introduction**

##### **a) Co-opted Governor Representative**

Following the recent resignations of Mr M Duffy and Mr K Schooling, vacancies exist for two Co-opted Governor representatives. A Co-opted Governor is an individual who in the opinion of the Governing Body has the skills required to contribute to the effective government and success of the school.

Staff can be appointed as Co-opted Governors on the Governing Body. The total number of staff when counted with the Headteacher and Staff Governor should not exceed one third of the total membership of the Governing Body.

##### **b) Staff Governor Representative**

Mrs J Purcell's term of office is due to expire on 31 August 2016.  
Arrangements will be made to secure a nomination for a Staff Governor representative during the summer term.

## **Recommendation**

The Governing Body is asked to:

- a) note the changes to the Governing Body's Membership;
- b) appoint two co-opted Governors in accordance with the above guidance;
- c) ensure that an enhanced criminal records check is undertaken for all new appointments and elections; and
- d) in light of any changes in membership consider whether to revise the composition of its Committees, details of which will be made available by the Clerk.

**5 TO RECEIVE A REPORT ON ANY URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR SINCE THE LAST MEETING**

**6 MINUTES OF THE MEETINGS HELD ON 17 FEBRUARY AND 9 (2 SETS) AND 16 MARCH 2016**

(Enclosed).

**7 MATTERS ARISING FROM THE MINUTES**

### **SECTION ONE - EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT OF THE SCHOOL**

**8 HEADTEACHER'S REPORT**

A copy of the Headteacher's report will be circulated separately for consideration.

This report may cover aspects contained in other agenda items.

**9 DELEGATED SCHOOL BUDGET 2016/2017 FINANCIAL YEAR**

#### **Introduction**

The appropriate Committee will have considered the budget during the Spring term and recommended to the Local Authority a budget for the financial year 2016/2017. The annual budget should be balanced, or with an in-year surplus to recover previous deficits in line with plans agreed with the Local Authority, or planned in-year deficit to achieve the lowest level of unspent balances that is required. Any budget surpluses should be earmarked for specific future needs to ensure that pupils benefit from the planned approach to spending and are not deprived of resources in a given year.

For information:

- School Budget Shares were sent out on 2 February 2016;
- Indicative Early Years budgets were sent out on 4 March 2016;
- SEN Statementing Top Up budgets are to be sent out by 11 March 2016; and,
- 2016/17 budget spreadsheets, for return by **1 May 2016** under the Scheme for Financing Schools, were sent out to schools on 7 January 2016.

## **Recommendation**

The Governing Body is asked to receive an update from the Headteacher on the budget for 2016/2017, which has been submitted to the Local Authority, including the school balances policy.

## **10 MONITORING THE SCHOOL BUDGET**

### **Introduction**

The Governing Body has recognised the need to monitor the school budget on a regular basis and as a consequence it has been agreed that a budget monitoring report would be available at each termly meeting identifying up-to-date income and expenditure details from the school's financial information system, including reasons for any variances.

The Headteacher will circulate copies of the budget monitoring report at the meeting. Governors will be advised by the Headteacher as to whether the school is on target to meet its budget plan, the balance brought forward from the 2015/16 financial year and the plan to spend/recover the balance, to inform budget monitoring for the financial year 2016/17.

## **Recommendation**

The Governing Body is requested to receive and note the budget monitoring report for the previous and current financial years.

## **11 CRIMINAL RECORD CHECKS FOR GOVERNORS**

### **Introduction**

The School Governance (Constitution and Federation) (England) (Amendment) Regulations 2016 which have recently come into force state that;

'Where a governor has been elected or appointed before 1 April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1 September 2016'.

'Where a governor has been elected or appointed on or after 1 April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election'.

## Recommendation

The Governing Body is asked to receive the above report and note the requirement for all Governors to undertake an enhanced criminal records check by the required date.

## 12 PERFORMANCE MANAGEMENT OF HEADTEACHERS - APPOINTMENT OF GOVERNOR REVIEWERS

### Appraisal Policy

The Education (School Teachers' Appraisal) (England) Regulations 2012 require Governing Bodies to have a written appraisal policy for teachers and a policy covering all staff which deals with any capability issues which is regularly reviewed.

### External Adviser

The Governing Body **must** appoint an external adviser for the purposes of providing advice and support in relation to the appraisal of the Headteacher.

### Appointment of Governor Reviewers

'The Governing Body **must** appraise the performance of the Headteacher in respect of each appraisal period applying in relation to that Headteacher.'

This can be delegated to a group of Governors to perform the duties of the reviewer on behalf of the Governing Body

Governors are therefore asked to consider the following:

- The appointment of **two** or **three** Governors to perform the duties of the reviewer on behalf of the Governing Body
- Where the school has a religious character, consider **at least one** of the reviewer Governors to be a Foundation Governor
- The appointed Governors **must not** be employed in the school.

It is preferable that wherever possible, appointed Reviewer Governors are consistent throughout the performance management cycle and remain the same ones that undertook the initial review.

## Recommendation

The Governing Body is asked to:

- a) receive and note the above report;
- b) ensure that a written appraisal policy for teachers and a policy covering all staff which deals with any capability issues is in place and reviewed regularly;
- c) appoint an external adviser for the appraisal of the Headteacher and inform the LA as soon as possible of this appointment; and

- d) appoint 2 or 3 Governors to act as reviewers for the Headteacher's Performance Management.

## **13 CHILDREN IN**

### **CARE Introduction**

One of the duties which the Governing Body needs to fulfil in order to meet its collective responsibility for Children in Care under section 20 of the 2008 Act and the Regulations relates to training for the key roles associated with Children in Care.

The Governing Body should ensure that the Designated Teacher and the Designated Governor are able to attend training to support them to work effectively to support the child in the context of wider school planning.

To this effect training opportunities for Designated teachers and their representatives are available during the Summer term and can be accessed via the Local Authority Professional Learning website;

- Designated Teacher Network Meeting
- Key person network
- Attachment and the implications for learning and behaviour. A three day course, each of which focuses on the role of key individuals to effect change in school.

Further training for Governors and Designated Governors (that is, Governors new to the Designated Governor role or refreshing their knowledge) will be advertised for the Autumn term.

### **Recommendation**

The Governing Body is asked to ensure that training opportunities which arise and inform these roles are accessed by the appropriate people or their representative for dissemination in the school and Governing Body.

## **14 GOVERNORS' LEGAL RESPONSIBILITY FOR RELIGIOUS EDUCATION (RE)**

### **Introduction**

RE is a statutory entitlement for all pupils and is part of the requirement for all state-funded schools to teach a broad and balanced curriculum, which includes RE. All schools must publish their provision for RE by academic year online.

The RE curriculum is locally determined by each Standing Advisory Council on RE (SACRE), which is responsible for producing its local Agreed Syllabus for RE. Maintained schools and many voluntary controlled schools who do not have academy status are required to follow their locally Agreed Syllabus and many academies and free schools choose to do so.

Governing bodies in all maintained schools have a statutory duty to ensure that provision is made for RE for all registered pupils, unless they are withdrawn by their parents. This includes all pupils in reception classes and sixth form.

Academies and free schools are contractually required through the terms of their funding agreement to make provision for the teaching of RE. Different requirements apply to schools with a religious character. Governors in these schools have a duty to ensure that the terms of their funding agreement are met.

An analysis of the 2015 student entries for GCSE Religious Studies in Doncaster has revealed that three secondary academies entered no students for examination in Religious Studies at KS4 and five other secondary academies entered less than 40 students (see enclosure on green).

The Academies Commission Report 2013 highlights the responsibilities that Local Authorities have for children and young people – which places Local Authorities as advocates for a broad and balanced curriculum, including RE. This duty of advocacy means that It is important that the Local Authority knows which RE syllabus is being followed by schools/academies not using the local Agreed Syllabus for RE, and/or not entering students for examination in Religious Studies at Key Stage 4.

(Extracts taken/adapted from the NATRE website).

## **Recommendation**

The Governing Body is asked to:

- a) receive and note the above report and paper entitled “Religious Education: What Governors Need to Know”;
- b) nominate a Governor with responsibility for RE to ensure that the statutory/contractual arrangements for RE are in place; and
- c) provide the Local Authority with details of the RE syllabus or syllabuses being followed across the Key Stages.

## **SECTION TWO – PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF PUPILS AT THE SCHOOL**

### **15 SAFEGUARDING UPDATES**

#### **a) Updated Model Safeguarding Policy**

The newly revised Model Safeguarding Policy will be available on Engage Doncaster <https://www.engagedoncaster.co.uk> and incorporates the following updates;

- Serious Untoward Incident reporting (SUI) procedures and Emergency planning
- Procedures for unexplained Child Deaths
- Human trafficking
- Prevent
- Extension to Key Safeguarding Contact Information
- Improved example documents and record keeping
- Managing allegations

- Hidden harm
- Support for Trans gender young people
- Head injuries – treatment and first aid
- Revised managing allegations against staff procedures – informed by DSCB and LADO guidance
- A new Appendix on managing allegations

The Governing Body is asked to revise the School Safeguarding Policy highlighting the changes detailed above. Particular attention should be given to the incorporation of managing allegations against staff policies into the main school safeguarding policy rather than maintaining separate policies. The procedures can be accessed via the following Link;

[http://doncasterscb.proceduresonline.com/chapters/p\\_alleg\\_staff\\_vols.html](http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html)

Governors should note that advice and guidance regarding individual cases can be accessed by contacting the Local Authority Designated Officer (LADO) at the Doncaster Safeguarding Childrens Board.

#### **b) Prevent Duty**

The Governing Body is asked to ensure that the Safeguarding Policy reflect its duties under the Prevent agenda and training has been accessed for school staff and Governors. Additional train the trainer sessions for Home Office approved WRAP 3 training will be available and advertised via professional learning on specific dates in April, May and June. The intention is that the additional dates will result in every school across the borough having a minimum of one Home Office approved trainer.

Governors can access the revised LA Prevent risk assessment via Engage Doncaster using the following link;

<http://educateagainsthate.com/governors>

#### **c) Head Injuries**

Following a number of serious cases of head injuries in schools in recent months, it is recommended that Governors request a review of the school's First Aid Policy in relation to head injuries with particular attention to the following;

- ECP (Emergency Care Practitioners) contact numbers ( for minor injuries ), 999 calls
- How and when Parents are informed
- Procedures for handling/observing head injuries, especially when emergency services are contacted as a result of the injury.

<http://www.hse.gov.uk/services/education/index.htm>

Any injury which results in loss of consciousness **must** be reported to Corporate Safety or the school's responsible person with regard to health and safety as per RIDDOR 2013 to ensure specified reporting requirements are met.

Health and Safety advice and support is available to all educational establishments following a reportable incident. Peter Harrison can be contacted via email at [peter.harrison@doncaster.gov.uk](mailto:peter.harrison@doncaster.gov.uk)

## **Recommendation**

The Governing Body is asked to:

- a) receive and note the above report;
- b) approve the revised Safeguarding Policy highlighting the changes detailed above;
- c) ensure that the Safeguarding Policy reflects the Governing Body's duty under the Prevent agenda and ensure that staff and Governors have accessed relevant training; and
- d) review the First Aid Policy to ensure that reference is made to the procedures for dealing with head injuries.

## **16 ATTENDANCE**

### **Introduction**

Governors are asked to consider a report on the schools attendance in respect of all pupils including identified groups (eg FSM, CLA etc) in comparison with the national average – (primary attendance – 96%, Primary Persistent absence 8.4% - and secondary attendance - 94.7%, Secondary Persistent Absence 13.4%) and identify any actions required in order to make improvements. In September 2015 the definition of Persistent Absence changed and therefore any pupil with 90% attendance or less is now classed as persistently absent.

## **Recommendation**

The Governing Body is asked to receive a report on the school's attendance in comparison with the national average.

## **SECTION THREE - OUTCOMES FOR PUPILS AT THE SCHOOL**

## **17 ANALYSIS OF TRACKING DATA**

### **Introduction**

As part of the school's ongoing tracking of progress data and subsequent use of this data to provide challenge and support, the Summer term meeting provides the opportunity for the Governing Body to receive a report related to the expected outcomes for the end of Key Stage Assessments in 2016. This report should indicate the predicted attainment and progress for identified groups and analysis of relevant gaps. There should also be an appropriate analysis for the other year groups within school, including gaps, evaluating the impact of improvement strategies. The impact of Pupil Premium funding, particularly for Children Looked After, should be evidenced for Governors.

## **Recommendation**

The Governing Body is asked to receive a report on the expected outcomes for the end of Key Stage Assessments in 2016 and a summary of progress in other year groups. Particular reference should be made to vulnerable groups, in particular, Children Looked After.

## **SECTION FOUR – OTHER INFORMATION**

### **18 SCHOOL COMPLIMENTS, COMMENTS AND COMPLAINTS**

The Governing Body is asked to receive a report on any school compliments, comments and complaints

### **19 GOVERNORS E-LEARNING (GEL) - ONLINE GOVERNOR**

#### **TRAINING Introduction**

Governors will recall that an online training website for Governors has been made available to Governors of all schools and Academies whose Governing Body subscribes to the Local Authority's clerking service.

The Governors' Support Service has extended the contract for a further year to 31 March 2017. There is no cost to either the school or Governors for this training as this forms part of the traded service buyback of the clerking service.

Governors can access GEL at their convenience, which gives greater flexibility to choose when and where they train or seek information.

For further information contact the Governors' Support Service or visit the website [www.elc-gel.org](http://www.elc-gel.org)

## **Recommendation**

The Governing Body is asked to receive the above report and note that the online training is available for a further year as part of the Governors' Support traded service buyback for 2016/2017.

### **20 SCHOOL GOVERNORS' FORUM MEETINGS**

#### **Introduction**

The Governors' Forums are held on a termly basis and are essentially briefing and consultation sessions for all Governors. They also provide the opportunity for Governors to attend a selection of workshops on topical and relevant issues.

Governors are asked to note that the Autumn term Forums will be held as follows:

Thursday 15 September 2016 Mary Woollett Centre, at 6.00 pm  
Wednesday 21 September 2016 Mary Woollett Centre, at 6.00 pm

The workshops that will be provided at these Forums are yet to be determined.

## **Recommendation**

The Governing Body is asked to:

- a) nominate representatives to attend the School Governors' Forum in the Autumn term; and
- b) identify any workshops which Governors would like to see at these Forums.

## **21 DATES AND TIMES OF MEETINGS – ACADEMIC YEAR 2016/2017**

### **Introduction**

The Governing Body is asked to agree a structured programme of meetings for the forthcoming academic year.

A structured programme of meetings for the 2016/2017 academic year has been compiled, which the Governing Body is now asked to consider.

## **Recommendation**

The following one-week periods for meetings which have been allocated to the Governing Body for the 2016/2017 academic year are recommended for approval;

### **Autumn term 2016**

14 – 18 November

### **Spring term 2017**

30 Jan – 3 Feb

### **Summer term 2017**

8 – 12 May

## **22 DATE AND TIME OF NEXT MEETING**

The Governing Body is asked to determine the date and time of the next meeting.