

THE GOVERNING BODY OF SLAITHWAITE CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Tuesday, 13 February 2018.

PRESENT

Dr CP Beith (Chair), Mrs N Bailey, Mrs E Bradley, Mrs C Crebbin, Mrs D Kaye, Mrs A Parkinson, Mrs CL Simpson, Mrs BCA Swift, Mr T Szoradi, Mr S Tierney, Miss Charlotte Wadsworth, Mr C West, Ms P Wood.

In Attendance

Ms C Stephen (Minute Clerk), Miss K Millward (Deputy Head Teacher)

Mrs Swift opened the meeting with a prayer.

1954. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Brown (Consent) and Mrs C Simpson (Consent).

There were no declarations of interest.

1955. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No items were notified.

1956. REPRESENTATION

(a) The following matters of representation were noted:

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Shaun Tierney	Parent	11.01.2018

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Tim Szoradi	Parent	20.03.2018

Nomination forms for the vacant Parent Governor role were to be sent out on 26 February 2018.

(b) **Appointment of Foundation Governor**

Action: Mrs Swift to contact the diocese to remind them to complete the necessary paperwork for the appointment of Mrs Sara Brown as Foundation PCC Governor.

1957. MINUTES OF THE MEETING HELD ON 22 NOVEMBER, 2017.

RESOLVED: That the minutes of the meeting held on 22 November, 2017 be approved and signed by the Chairman as a correct record.

1958. MATTERS ARISING

There were no matters arising.

An extra item was added to the agenda at this point.

1959. ASSESSMENT DATA – PRESENTATION BY MISS K MILLWARD

Miss Millward distributed assessment data collected as the result of a new in-house system for tracking pupil progress. Attainment was shown at the beginning of the school year and at the end of Autumn term, as well as the progress made by each child. Each of these was RAG rated, making it very easy to see where extra intervention was needed or which child was making “good” progress (classified as one progress point per term).

This data would be produced at the end of each term. It covered performance and progress in each of the four core subjects.

The data fed into Whole School data which showed the percentage of children who were at the various levels of progress. School was very pleased with the way the system was working and with the results that had been produced. For those children who were unable to work at or above the expected level, it was still possible to show that progress was being made. Some of these pupils were on “My Support” plans, EHC plans or in receipt of support because of emotional and social problems.

Writing was currently being targeted as the performance in this area was slightly lower than other areas. Statistics were to be compared term on term, year on year to give governors a solid picture of the school’s ongoing performance. External moderation within the Pyramid schools had affirmed that the school’s assessment standards were in line with those in other schools.

Q. What should governors do with the information provided?

A. Keep it. A termly overview would be produced for all governors but those on the Data Committee would scrutinize results in a more detailed way.

Governors thanked Miss Millward for her hard work and her presentation.

Miss Millward left the meeting at this point.

1960. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

Mrs Bradley’s report had been circulated prior to the meeting. This included a separate report on Teaching and Learning.

Mrs Bradley drew attention to the following points:

(a) Staffing

Miss Connolly was due to take maternity leave from Spring Bank Holiday until February 2019. The closing date for applications to cover this absence was 16 February, 2018. To date, only two applications had been received. If no suitable candidates had applied by the closing date, the post would be re-advertised as

beginning in September and supply cover would be used in the interim. If interviews were able to go ahead, a shortlist would be drawn up by Mrs Bradley, Mrs Parkinson and Mrs Crebbin on Monday, 26 February 2018 at 1.30 pm.

Action: Mrs Parkinson and Mrs Crebbin to ring school on the above date to check if suitable candidates were available.

(b) Pupil Attendance

Attendance was good, though some children had been taken out of school for holidays and therefore had unauthorised absences. Other unauthorised absences were low.

Q. What was school's obligation regarding the safeguarding of children whose parents did not inform school of their child's absence?

A. Such absences were followed up with phone calls.

Q. Was there a cohort of regular absentees?

A. There used to be but two such children's attendance had improved after referral to the Attendance Officer and being placed on Child Protection Plans.

(c) Pupil Premium

Out of 16 Pupil Premium children, three were on Child Protection Plans and one was under consideration as being in need of such a plan. Another was on a Child in Need Plan.

(d) Special Needs

Two requests for EHC Plan assessments had been improved. This would result in extra support being available to these pupils.

(e) Safeguarding

Mrs Parkinson, the governor with special responsibility for Safeguarding, had checked the school's Single Central Record in September; this exercise would be repeated at regular intervals.

(f) Colne Valley Hub

The Hub was proving to be successful. Sean Hurry, the Stronger Families' worker was working with two families from the school. The Hub was well attended by a range of services and other schools. Interesting data had been provided about the local area showing that there were high numbers of alcohol and mental health related issues in the valley, something reflected in the school's wider population. The gap between the rich and poor was also large. A course was available about "The Teenage Brain"; dates would be circulated when available.

(g) Ofsted/SIAMS

These inspections were now due. The new diocesan advisor would visit the school in March.

(h) Lettings and Charging Policy

Governors discussed whether the school should rent out some of its facilities.

RESOLVED: That lettings be limited to community groups with their own Public Liability Insurance who were prepared to submit their own Risk Assessments. Only the Cabin and outdoor areas would be available.

Pricing of such lettings was to be an agenda item in the next meeting of the Finance and Resources Committee.

(i) Policies for the Approval of the Whole Governing Body

The following had been scrutinised by the appropriate governors and recommended for adoption by the Full Governing Body:

- RESOLVED: (i) That the Kirklees model Teachers' Pay Policy be adopted by the Full Governing Body.
- (ii) That the Kirklees model Appraisal Policy be adopted by the Full Governing Body.
- (iii) That the LA model Staff Code of Conduct be adopted by the Full Governing Body.
- (iv) That the Safer Manual Handling Policy be adopted by the Full Governing Body.

The Safeguarding Audit had been submitted. The major action resulting from this was that school needed to collect information from prospective parents regarding any possible safeguarding concerns. School had been judged as being "Outstanding" in 8 areas and "Good" in 2.

RESOLVED: That a question regarding safeguarding concerns be placed on the Admissions Form to provide written evidence of compliance.

(j) School Visits

RESOLVED: That the proposed visits to Blackpool Zoo on 24 April 2018 and to The Rainbow Factory on 18 June 2018 be approved by the Full Governing Body.

(k) Teaching and Learning Report

All observations of teaching and learning had been graded as "Good" or "Outstanding".

Writing had been moderated with other schools in the Pyramid.

Q. How did Two Gates compare with the others?

A. Standards were generally on a par with or higher than the other schools.

Paul Lomas was to lead a further moderation session of the work in Year 2 and 6 across the Pyramid later in the year.

Mrs Bradley gave an overview of the School Improvement Plan, detailing what

had been achieved against the targets. A Parents' Evening about the introduction of "I Can Statements" reports was to take place on 21 March 2018 between 6 and 7pm. Governors were invited to attend.

Dr Beith and Mr Tierney had visited school to carry out work scrutiny with Mrs Bradley. They had been impressed with the standards they had observed.

Teachers were currently swapping from their current year group to work with a different one. This was to further their professional development and broaden their horizons. Staff had been tested by this but had embraced the challenge. Children were to be questioned about their responses to the scheme.

Governors were invited to attend the next work scrutiny which would focus on Maths and Science on Tuesday, 27 March 2018 between 8.30 am and noon.

All risk assessments were up to date. PREVENT training was to be renewed. The Health and Safety inspection report had been passed to Dr Beith. Some action points had been noted.

There had been no news on the bid to fund the proposed MUGA pitch but it was hoped that this would be successful.

Some changes needed to be made to update the Whistleblowing Policy; these would be emailed to Mrs Kaye who would review the policy.

Governors thanked Mrs Bradley for her report.

1961. SAFEGUARDING

This had been discussed in the Head Teacher's Report.

1962. FINANCIAL MANAGEMENT AND MONITORING

The external auditor had rated the school as being "Outstanding" in 6 areas and "Good" in 2, giving a grading of "Good" overall. The resulting Actions were as follows:

- Governor information on the website needed to be updated to include their role on the governing body.
- The Whistle-Blowing Policy needed to be updated to include current names and contact details.
- Monitoring of the full budget report needed to be undertaken by the Full Governing Body. This was to be a standing item on the agenda.
- The School Development Plan was to have a three year budget forecast built in; this was to be used to drive budgeting within the school.
- Duties needed to be separated; the same person should not be responsible for ordering, signing cheques and signing for deliveries. Governors discussed the practical difficulties of implementing this in a small school. Whilst school would attempt to observe best practice, they felt that the current system worked well as two signatures were needed on cheques which provided a cross-check on what was being spent.
- Receipts for purchases on behalf of the school should not contain personal items as well.
- A copy of the inventory needed to be kept off-site.
- There needed to be an increased amount of detail about Pupil and Sports Premiums on the school website.

The Budget data for Periods 9 and 10 was distributed to governors. To date, 78% of the budget had been spent, meaning that the forecast of spending was accurate. There was currently approximately £40k in the Contingency Fund.

The Three Year Proposed Budget was also shared. Mrs Bradley explained the uncertainties and variables that could affect this.

The SFVS audit was to be signed by Dr Beith and returned to the LA.

RESOLVED: That Budget be a standing item.

Mr West left the meeting at this point.

1963. GDPR

Governors discussed the lack of definitive information provided by the LA or DfE. Various companies provided services to schools to ensure that they would be compliant with the new legislation. The cost would be approximately £2.5k and would include staff training. The contract would run for one year.

RESOLVED: That Data Tools, a locally based company, be invited in to meet with Mrs Kay, Mr Tierney and Mrs Bradley on Monday, 5 March 2018 to discuss this. Any decisions regarding whether to employ the company was to be delegated to Mrs Kaye and Mr Tierney.

1964. STAFF CODE OF CONDUCT

This had been discussed in the Head Teacher's Report.

1965. SCHOOL DEVELOPMENT PLAN

This had been discussed earlier in the meeting.

1966. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Parkinson had visited her link class in December to observe the class teacher's performance Management.

Mrs Simpson had worked with children in Year 6 on Enterprise Day.

Mr Tierney and Dr Beith had taken part in Work Scrutiny.

1967. ANY OTHER BUSINESS

There was no other business.

1968. DATE OF NEXT MEETING

RESOLVED: (i) That the next meeting of the Governing Body be held at 6.00 pm at the School on Wednesday, 2 May 2018.

(ii) That the next meeting of the Data Committee be held on Friday, 4 April, 2018 at 2.00 pm.

1969. 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, in accordance with the Freedom of Information Act.