

**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 Wednesday, 13 February 2019.

**PRESENT**

Dr C Beith (Chair), Mrs N Bailey, Mrs E Bradley, Mrs S Brown, Mrs C Crebbin, Mr T Szoradi, Mr S Tierney, Miss C Wadsworth, Mr C West, Ms P Wood.

**In Attendance**

Ms C Stephen (Minute Clerk), Miss K Millward (Deputy Head Teacher), Mrs P Cherrington (KS1 Lead), Mrs J Oversby (Maths Lead), Mrs D Kaye (Governor Designate), Mrs J Saripo (Foundation Governor Designate), Mrs C Simpson (Governor Designate), Mrs E Trescott (Associate Governor)

Mrs Brown opened the meeting with a prayer.

**44. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mrs B Swift (Consent)

There were no declarations of interest.

Dr Beith welcomed Mrs Trescott to the meeting.

**45. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS**

The following item was notified to be brought under Any Other Business:

- Training days 2019-20.

**46. REPRESENTATION**

(a) The following matters of representation were noted:

**Appointment**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Dr Chris Beith	Co-opted	01.11.2018
Mrs P Wood	Co-opted	08.01.2019

**Governor Designate**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Deborah Kaye	Co-opted	26.09.2018
Mrs Cheryl Simpson	Co-opted	26.09.2018

(b) Vacancy

- One Foundation-Diocesan Seat

Mrs Jane Saripo was a suitable candidate to fill this vacancy. A DBS check was pending.

47. MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2018

RESOLVED: That the minutes of the meeting held on 27 November 2018 be approved and signed by the Chair as a correct record.

48. MATTERS ARISING(a) Head Teacher's Report and Governors' Questions (Minute 32 refers)

Mr Tierney had scheduled a visit to his place of work for the summer term in order to promote the role of women in engineering. Transport needed to be organised and paid for, possibly by parental contribution. Visits to the school could also be arranged.

Items 11 and 13 from the agenda were taken out of order at this point.

49. MATHS UPDATE

Mrs Oversby provided governors with an overview of Maths in the school and of the Action Plan undertaken in 2017-18, aimed at improving reasoning skills and number formation, as highlighted as areas for development by Ofsted.

The success of the measures taken was shown in KS1 SATs results in July 2018 which exceeded both National and Kirklees at Expected and Greater Depth. KS2 results significantly exceeded National and Kirklees at Expected but were slightly below the National at Greater Depth. The problem appeared to be that careless errors were made in the arithmetic paper whilst pupils performed well in the reasoning paper. This was to be addressed by focusing on "instant facts" throughout the school by learning times tables and practising mental arithmetic.

The Action Plan for 2018-19 was shared with governors. In addition to learning key facts, the focus on improving reasoning skills would continue, as would the emphasis on challenge and number formation.

The target figures for 2019 Year 6 were shared. Two children were expected to be unable to reach the Expected level which gave a total of 90.3% of pupils anticipated to achieve Expected or Greater Depth, targets were supported by the latest data drop figures.

Governors thanked Mrs Oversby for her report.

Mrs Oversby left the meeting at this point.

50. BEHAVIOUR ISSUES – PARENTS

Dr Beith reported that there had been concerns raised regarding the behaviour of some parents towards members of staff both in school and online which were affecting staff morale.

Examples of such behaviour were cited and governors agreed that it was unacceptable that staff should be subject to out-of-proportion responses when they were going above and beyond their statutory duties in many of the instances given as examples.

**Q. Were parents allowed to enter classrooms?**

A. There was an open door policy but parents were encouraged either to make an appointment or to speak to staff at the end of the day rather than in front of a class of children.

**Q. What proportion of parents were giving cause for concern?**

A. Between 5-10%.

Possible actions were listed, including:

- Reconsidering the open door policy.
- Sending a letter to parents, primarily signed by parent governors.
- Having reminders on classroom doors of the school's zero-tolerance towards abuse and giving examples of the sort of behaviour expected from all within the school.

Governors discussed the open door policy. Mrs Bradley felt that it was important that this should continue in order that the school could offer an enhanced level of pastoral support and respond immediately to any issues flagged up. It was felt that, especially in EYFS, it was important that parents be there in the morning to help settle their children in school.

A draft letter had been shared with governors by email, outlining the issues that had caused concern and the school's stance regarding these. Mrs Bradley expressed a preference for sending out the letter before half term and assessing its impact before introducing further measures.

RESOLVED: That Parent Governors sign a hard copy of the letter which would be distributed to parents before Half Term.

**Action: Mrs Bradley to log any further incidents of inappropriate parental behaviour and bring them to the next meeting of the Full Governing Body.**

**Q. Was there a specific member of staff that parents could approach regarding pastoral concerns?**

A. No.

**Action: The issue of inappropriate parental behaviour to be brought to the attention of the Hub by Mrs Bradley.**

**Q. Would training to learn how to deal with awkward parents in order to diffuse the situation be useful for staff?**

A. It would be useful to have such training but no such courses were available from the LA.

Mrs Simpson informed governors that time was made available to staff on training days in her workplace to share and address common problems.

**Action: Mrs Bradley to ask the NUT and GMB Union Reps to find out if courses on dealing with awkward parents were available from the Unions.**

- Q. Would staff like to see anything else done at this time to support them?**  
**A.** No. It was good to have brought the issue to the attention of governors and to receive their ongoing support.

Agenda order was resumed at this point in the meeting.

## 51. REPORTS FROM COMMITTEES

### (a) Finance and Resources Committee

Mrs Kaye reported that the budget figures had been shared for Period 10, along with the T5 which gave a year on year comparison. School was on target to stay within its budget predictions having spent 80% of its allocation as compared to 78% at this time last year. The detailed accounts were shared with governors.

The contingency remained at approximately £30k. Money could possibly be spent on clubs etc.

The budget for 2019-20 would be received on 28 February 2019.

The committee had also examined the benchmarking data provided by the government; school was in line with others on the list.

The bungalow was to be demolished and the land made good at the expense of the LA on 18 February 2019. £85 had been received from selling the scrap metal from the bungalow.

The fascia boards, guttering, downpipes and outside lighting were to be replaced by the LA whilst a decision as to who was to pay for repairs to rectify a leaking roof was awaited.

This year's DFC amounted to £5k which meant school had over £22k in this budget. The money could only be used for capital expenditure and no request for a contribution from this fund towards any of the above works had been received.

A request for £1300 towards the repair of minor items had been received. This would go against next year's budget.

Mrs Kay commented positively on the skills of the school's new business officer.

### (b) Complaints Committee

A complaint had been received regarding a past pupil and had been dealt with in line with protocol. Advice had been sought from the LA's legal team. Dr Beith had written to the parent concerned and had received no further communication.

The Complaints Policy had been reviewed. A new model policy was to be introduced by the LA later in the year.

**RESOLVED:** That the reviewed Complaints Policy be adopted by the Full Governing Body until such time as the new model policy be made available.

The Governor Skills' Audit had revealed that areas for development included legal knowledge, handling complaints, appraisal and staff recruitment, SEN and

health and wellbeing. It was decided that it would be advantageous to appoint a governor with special responsibility for Health and Wellbeing. Mrs Brown was proposed, seconded and elected by a unanimous show of hands.

RESOLVED: That Mrs Brown be elected as Governor with special responsibility for Health and Wellbeing.

Dr Beith informed governors that three possible Associate Governors had been approached. Mr Mark Simms had sent his apologies as he was unable to attend this meeting but would like to serve as an Associate Governor. Mrs Trescott was present and the third person had requested further information regarding the post.

## 52. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated prior to the meeting. Questions and comments were invited.

**Q. Had the Dance specialism been well received?**

A. Yes. Even those who had expressed scepticism before the unit started had enjoyed it more than they had anticipated.

The School Improvement Priorities were also shared with governors. The reviewed data from January had been fed into the review. Mrs Bradley went through this document, pointing out that the parent/carer drop in sessions to support and show pupil progress had been well attended and had received positive feedback. Parents had been given the opportunity to look at books and examples of work and individual targets. The exercise would be repeated.

Two further applications for EHC Plans would be made once the appropriate steps needed prior to applying had been taken.

Children were very involved in the planning of collective worship.

**Action: Mrs Bradley to rearrange the date for meeting with Foundation Governors to discuss the SIAMS SEF.**

Dr Beith had completed the PREVENT audit with Miss Millward in January, 2019. The Safeguarding and Child Protection Policies had been amended in line with the model policies produced by the LA.

RESOLVED: (i) That the amended Safeguarding Policy be adopted by the Full Governing Body.  
(ii) That the amended Child Protection Policy be adopted by the Full Governing Body.

The Colne Valley Hub had appointed a Hub Co-ordinator, who was due to begin in April 2019.

Governors thanked Mrs Bradley for the updated information on the SIP.

**Q. Could Dr Beith visit assembly to give the evolutionist's view on how the world came into being alongside the Creation topic being taught at the time?**

A. Yes. This would fit in with looking at creation in the broader sense.

**Q. Why were so few Pupil Premium or Children Looked After working at Greater Depth? Had school analysed the reasons for this?**

A. Yes, analysis had been done. Many of these children had additional needs, including social and emotional problems as well as SEN.

**Q. Why were more children achieving Greater Depth in Years 5 and 6?**

A. Evidence needed to be provided that children were achieving Greater Depth across a whole range of skills in lower school so fewer of them achieved this. In later years, pupils were more secure across the board. However, school's targets were higher than what was currently being achieved. School planned to look at those who attained Expected in KS1 and identify which pupils had the potential to achieve Greater Depth by the end of KS2 and to provide every support to enable them to do so. If a child were graded at GD in KS1, they had to achieve that grade at KS2 as well so it was perhaps better to err on the side of caution.

Governors thanked Mrs Bradley for her report.

53. SAFEGUARDING

This item had been dealt with as part of the Head Teacher's Report.

54. FIFTIETH ANNIVERSARY CELEBRATIONS

Mrs Bradley had met with the Two Gates Supporters.

As the school did not open until September 1969, it was felt that the Summer Fair was not the appropriate time to celebrate the anniversary. This item was to appear on the agenda of the next meeting of the Full Governing Body.

55. SEN REPORT

Mrs Woods distributed her report to governors and highlighted the following points:

There were 18 pupils on the SEN register, 4 with EHC Plans who received extra funding from the LA. The process of how the plans were drawn up was shared. The other SEN pupils had a My Support Plan and the background to these was explained.

The importance of Quality First teaching was stressed.

The Additional Needs Partnership, of which the school was a member, was explained.

**Q. Were all staff involved in the Partnership?**

A. Mrs Bradley was the school's SENco and she took case studies to the partnership for discussion. All staff had received training on Precision Teaching which focused on delivering key Literacy and Numeracy skills to those who struggled to understand them. This involved repetition and using the Five Minute Intervention boxes for Maths and Phonics skills. The school had access through the Partnership to the Educational Psychologist which was useful in a number of ways.

**Q. Could the case studies be shared at Hub level?**

A. That would involve gaining further parental permissions.

**Q. Had the process of obtaining ECHPs become any easier?**

A. No applications had been made for a year. The relevant body in Kirklees was reviewing their processes and was due to be inspected by Ofsted soon. Further guidance from the LA on how to proceed with applications would be welcomed.

Governors thanked Mrs Wood for her report.

Mrs Brown left the meeting at this point.

56. SCHOOL DEVELOPMENT PLAN

This had been dealt with as part of the Head Teacher's report.

57. MONITORING OF THE FULL BUDGET REPORT

This had been dealt with as part of the report from the Finance and Resources Committee.

58. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Brown had completed the Safer Recruitment Training.

59. ANY OTHER BUSINESS

Training Days 2019-20

RESOLVED: That the following be designated as staff training days for 2019-20:

Friday, 25 October, 2019.  
Friday, 6 December, 2019.  
Friday, 3 April, 2020.  
Monday, 1 June, 2020.  
Monday, 20 July, 2020.

60. DATES OF FUTURE MEETINGS

RESOLVED: That the next meeting of the Governing Body be held at 6.00pm at the School on:

Wednesday, 8 May 2019, preceded by a meeting of the Finance and Resources Committee at 5.00 pm.

61. 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.