

**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, 2 May 2018.

**PRESENT**

Dr C 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 C Wadsworth, Mr C West, Ms P Wood.

**In Attendance**

Ms C Stephen (Minute Clerk), Miss K Millward (Deputy Head Teacher), Mrs Sara Brown (Foundation Governor Designate)

Mrs Swift opened the meeting with a prayer.

**1970. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

There were no apologies for absence or declarations of interest.

**1971. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS**

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

- Resignation

**1972. REPRESENTATION**

(a) The following matters of representation were noted:

**Appointment**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Tim Szoradi	Parent	21.03.2018

**End of Term of Office**

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Dr CP Beith	Co-opted	30.06.2018
Mrs Deborah Louise Kaye	Co-opted	30.06.2018
Mrs CL Simpson	Co-opted	30.06.2018
Mrs P Wood	Co-opted	30.06.2018

(b) **Foundation Governor**

The relevant paperwork had been completed with the Diocese and Mrs Brown would be appointed subject to a satisfactory DBS check.

1973. MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2018

RESOLVED: That the minutes of the meeting held on 13 February 2018 be approved and signed by the Chair as a correct record, subject to the following amendment:

Present

Miss Charlotte Wadsworth was also present at the last meeting.

1974. MATTERS ARISING

There were no matters arising.

The following two items were taken out of the order in which they appeared on the agenda.

1975. GOVERNOR CONFIDENTIALITY

Governors were reminded that all discussions and paperwork pertaining to matters discussed by the Governing Body were confidential until the minutes were published on the school's website.

**ACTION: Mrs Bradley to send all written communications to governors via the postal service.**

RESOLVED: That governors be bound by the confidentiality rule stated above, especially in the light of GDPR.

1976. SOCIAL MEDIA

School used Twitter to publish communications to the community.

A Facebook page also was in existence, "Friends of Two Gates" which was not sanctioned by or under the control of the school. Dr Beith wanted to discuss the issues raised by this as there had been comments posted that could be seen as being critical of the school. Breaches of Safeguarding had also been instigated when parents had requested other parents' video school events for them. The administrators, one of whom was a parent governor had acted appropriately in response to these named incidents and the value of the page was acknowledged in that it provided answers to routine logistical questions but Dr Beith asked governors to consider whether school should have further control or if it should distance itself from the page.

**Q. Was there anything on the page to make it clear that it wasn't an official school site?**

A. No.

**Q. Could a non-aggressive way of saying this be introduced to the page? For example, "Run by parents for parents".**

A. Discussion ensued about this but no firm conclusion was reached.

**Q. How was the page moderated?**

A. There were two administrators, one of whom was Mr Szoradi. The administrators were notified each time a post was made and inappropriate posts were taken down.

**Q. Could a more formal Code of Conduct or standardised response be set up establishing consequences be posted at the top of the page?**

A. This would be easy to do but would have to be discussed with the other administrator.

**Q. Would it be possible for members of staff to monitor the page?**

A. This wouldn't be appropriate because that was not the purpose of the page. Parents would be likely to find other avenues to discuss their concerns. The extra responsibility of doing this would be burdensome and it would also make the page have an official affiliation with the school.

**ACTION: Mr Szoradi to liaise with Mrs Bradley regarding any inappropriate posts. It would then be decided if any action were needed.**

Discussion took place about the role of governors regarding the site, especially that of Mr Szoradi who felt comfortable continuing as an administrator in his role of parent. In his role of governor, he would be able to keep Mrs Bradley informed of any issues which needed to be addressed by school.

RESOLVED: That school ask for a disclaimer to be placed on the group's Facebook page stating that it was not endorsed by the school. Mr Szoradi to stay as administrator and liaise with Mrs Bradley who would, in turn consult with Dr Beith or Mrs Parkinson should action be needed.

The order of items as shown on the agenda resumed at this point.

## 1977. REPORTS FROM COMMITTEES

### Finance and Premises Committee

Mrs Kaye distributed the minutes of the meeting held on 24 April 2018 to governors and highlighted the following points:

As agreed at the last meeting of the Full Governing Body, school was prepared to let the cabin and the outside space to local groups who had their own Public Liability Insurance during holidays. The committee decided that lettings could be on a day or half day basis. Mrs Bradley had researched the prices set by other local providers and had recommended that a charge of £50 for a full day (8.00 am-6.00 pm) and £30 for half a day (8.00 am-1.00 pm, 1.00 pm-6.00 pm) would cover all costs incurred by school and also make a very small profit.

**Q. Should there be a non-refundable deposit charged to cover caretaking costs?**

A. No. The caretaker was accommodating.

**Q. Could there be a discount offered for block bookings?**

A. A 10% discount could be offered to regular users.

RESOLVED: That the above figures be incorporated into the Lettings Policy which would be brought to the next meeting of the Full Governing Body for approval.

The funding for the MUGGA pitch was now in place, including a grant of £10k. Two Gates Supporters had donated an extra £500 which was to be used to mark-up pitches.

The contractors, who would be asked to quote for the provision of a running track which could be the school's next project, were waiting for a period of settled weather before installing the pitch. They would also be remedying a drainage problem adjacent to Mrs Bradley's office.

**Q. Would installation over the summer present Health and Safety issues if the school were letting out its facilities?**

A. There were Health and Safety issues to address whenever the pitch were installed; it was hoped it could be done during term time so children could watch the process.

There was no work scheduled by the LA for the summer holidays, despite a request that the outside of the school be painted. A surveyor visited school on 1 May and school was awaiting his report.

A Health and Safety Inspection was carried out by Jeff Romain. Some minor action points were listed and these had either been resolved or were in the process of being dealt with. The practice of staff giving lifts to children was being cut back, despite them being covered by the school's insurance.

School's own Health and Safety walk was due.

**ACTION: Mr Szoradi to arrange a time to visit to carry out a Health and Safety walk with Mrs Bradley.**

Budget documents were provided for governors' scrutiny. At the end of Period 12, there was a carry-forward of £66,953, excluding the £10k MUGGA grant; no further expenditure was anticipated for Period 13.

The school had been notified by the LA that this carry-forward was too large and would be clawed back unless school reallocated some of the funds to reduce the figure. The forecast of how this was to be done needed to be submitted by 1 June 2018. Mrs Bradley had made possible allocations to existing budgets for governors to consider. These included extra money for Premises, IT, Cover for Teachers (to facilitate CPD), Support for NQTs, Key Stage Budget Resources, all areas where spending had been restricted for the past five years. The allocations were shown on the B3 document.

**Q. Did the whole of the carry-forward need to be spent?**

A. No. The figure needed to be reduced. The proposed alterations to the budget would reduce the carry-forward to £25k which was acceptable to the LA.

**Q. Did the training budget reflect the increased potential for extra training?**

A. Not yet but money could be moved across from other "pots" to cover any costs.

**Q. Was the lack of practical work in Science down to a lack of resources or time?**

A. Time was the bigger constraint.

**Q. Did the SEF suggest any areas that would benefit from added investment?**

A. Writing remained a target and extra funding could be used to pay for cover staff who could free up class teachers to work with intervention groups on specific targets. This would ensure that the interventions were of high quality and effective.

**RESOLVED:** That the spending suggestions detailed on the B3 and discussed in this meeting be approved and be submitted to the LA.

It was felt that the maintenance of the exterior of the school should be the responsibility of the Local Authority but that money from the premises budget be used to pay for internal decoration and re-carpeting.

**ACTION: Mrs Bradley to obtain quotes for re-carpeting and decorating work which would take place during the summer holidays.**

RESOLVED: That the authority for proceeding with the re-carpeting and decorating work be delegated to Mrs Bradley without further reference to the Governing Body.

#### 1978. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated prior to the meeting; comments and questions were invited as Mrs Bradley drew attention to the following points:

Miss Connolly was due to go on maternity leave soon. Her replacement planned to spend at least three days in her class in order to ease the transition. Governors wished Miss Connolly well in the coming months.

Governors approved the following INSET days:

RESOLVED: That INSET days for 2018-2019 would take place on:

Friday, 26 October 2018.  
 Friday, 21 December 2018.  
 Friday, 12 April 2019.  
 Monday, 3 June 2019.  
 Monday, 22 July 2019.

The school was full for the coming year and four appeal hearings were being held on 10 June 2018 with the possibility of more appeals in the near future. Attendance had improved since the introduction of the "no approved absence" policy. One parent had been fined for failing to ensure that their child attended school.

**ACTION: Mrs Bradley to bring term on term attendance figures for comparison.**

24 children in receipt of Pupil Premium attended the school. Points progress figures for these pupils were supplied to governors. The majority were making good progress and some were working at Greater Depth. Four children now had EHC Plans. Fourteen others received support as they had SEN.

**Q. Were all of the EHCP children in the school's natural catchment area or had they been drawn to the school because of its reputation for providing well for their needs?**

A. Two out of the four were in the catchment area.

One child was on a Child Protection Plan whilst three were on a Child in Need Plan. These were the most recent figures, replacing the ones in the Head teacher's Report.

The Single Central record was up to date and was checked weekly by a member of SLT.

**ACTION: Mrs Parkinson to arrange a visit to check the Single Central Record.**

The Colne Valley Hub was working well. The next meeting was to be held on 10 May 2018. The Hub had supported Thrive training that had been received, enabling staff to deal with social and emotional difficulties in children.

Discussion around the school's SEF rating was being discussed in school. If a school assessed itself as "Good" and Ofsted felt it had the potential to be Outstanding, the visit to reassess would now be done within a much longer time-frame.

**Q. Did this impact on the school's self-assessment?**

A. Yes. The feeling amongst SLT was that school should assess itself as being very good rather than Outstanding.

**ACTION: Mrs Bradley to email the updated version of the SEF to governors.**

Mr Ian Thompson Smith had visited school on the last day of Spring term on behalf of the diocese. He had made a brief report which was positive. A new framework for SIAM's inspection had been drawn up; a support package was available for purchase.

**ACTION: Mrs Bradley to meet with the Foundation governors to look at the new framework and to decide if training and support were needed.**

Spring data was shared with governors for boy/girl performance in the core subjects. Some male/female differences existed with boys falling significantly behind girls in Writing. To address this, the topics were being reviewed to make them more "boy-friendly". School was addressing the issues and providing interventions which were evidenced and assessed. Governors agreed that the extra budget could perhaps be spent on bringing in visitors who could inspire and engage boys in order to address the performance gap in Writing. The fine motor skills of boys in Year 1 were weaker; out of 13 boys, 11 were on support plans.

Dr Beith and Mrs Swift had visited to participate in Work Scrutiny. They had been impressed by the range of work they had seen and the evidence of learning it displayed.

All teaching staff had been observed whilst teaching a different year group. This coaching model had been enthusiastically received both by staff and pupils. Staff had engaged in planning and all had been judged as being Good or Outstanding. They were keen to continue the practice next year and had suggested that longer blocks of time be spent in the alternative year group. Written feedback was provided for governors which detailed the aims behind the exercise, teachers' initial thoughts and an evaluation.

**Q. Was this usual practice in schools?**

A. No, but it was felt that it was good to develop new skills in teachers and it would also increase flexibility in staffing.

The following policies were submitted for review:

- Collective Worship
- Spiritual and Moral Development
- Sex and Relationships

**Q. Did vulnerable pupils receive specific sex and relationships education?**

A. Any issues that arose were dealt with as appropriate, according to the needs of the individual child.

A more detailed exploration of puberty, building on the work done in Year 5 would be introduced in Year 6.

- RESOLVED: (i) That the Collective Worship Policy be adopted by the Full Governing Body.
- (ii) That the Spiritual and Moral Development Policy be adopted by the Full Governing Body.
- (iii) That the Sex and Relationships Policy be adopted by the Full Governing Body.

The letter showing the results of the Parents Survey which had been sent home was shared with governors. The Ofsted questions had been used and the results were very positive. Mrs Bradley thanked Mrs Crebbin and Mr Szoradi for their help in collating the results and for writing the letter to parents.

Data for Schools were to provide training for staff in GDPR compliance on 13 June 2018 at 3.45 pm. Governors were invited to attend.

At the Leavers' Assembly, a presentation would be made to two Two Gates supporters who were leaving their roles. Mrs Bradley asked governors to promote involvement with Two Gates Supporters and encourage the members of the community to take the lead in this important organisation.

Governors thanked Mrs Bradley for her report.

#### 1979. SAFEGUARDING

This was discussed earlier in the meeting (Minute 1978 refers).

#### 1980. SCHOOL DEVELOPMENT PLAN

Staff interviews would be used to inform the contents of the new School Development Plan. A curriculum review would involve children and take into account their reported enjoyment of the topics.

#### 1981. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Parkinson had attended the visit of Mr Thompson Smith.

#### 1982. ANY OTHER BUSINESS

##### Resignation

Mrs Bradley read the resignation letter of the school Business Manager, Mrs Hoyle who was retiring after sixteen years' service to the school. She would leave her position on 25 October 2018. Governors expressed their regret at her leaving and wished her well in her forthcoming retirement.

RESOLVED: That the Staffing Committee would meet on Monday, 11 June at 2.00 pm to agree a job description for the new Business Manager's post which would be advertised in September.

**Q. How much notice would candidates need to give to their existing employers?**

A. It would vary, depending on the terms of their contract. The candidates did not necessarily have to come from an education background.

1983. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Governing Body be held at 6.00 pm at the School on Wednesday, 11 July 2018.

1984. 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.