

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, 26 September 2018.

PRESENT

Dr C Beith (Chair), Mrs N Bailey, Mrs E Bradley, Mrs S Brown, Mrs C Crebbin, 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)

Mrs Swift opened the meeting with a prayer.

1. ELECTION OF CHAIR

The Meeting Clerk took the chair.

- RESOLVED: (i) That all governors were present at the Meeting and so the question of accepting votes from any not present did not arise.
- (ii) The term of office of the Chair would be until the first Meeting after the first anniversary of the AGM.
- (iii) A tie would be resolved by the toss of a coin.

The Meeting Clerk invited nominations for the role of Chair. Dr C Beith was nominated and seconded. Dr Beith explained that his role at work was due to change and this could result in the Vice-Chair having to step up to take control of some meetings. Governors were agreeable to this. Dr Beith was elected by a unanimous show of hands.

RESOLVED: That Dr Christopher Beith be elected as Chair of Governors.

AUTHORITY NOTE: As Mr Beith's term of office ended on 30 June 2018 he is not eligible to be the Chair of Governors until he has been re-appointed and has undergone a new DBS.

Dr Beith took the Chair.

The Clerk reminded governors of the recommended 360 degree review of the Chair which could be scheduled into the calendar.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs D Kaye. (Consent)

- RESOLVED: (i) That governors agreed to grant consent on an individual basis depending on the circumstances.
- (ii) That governors would approve and sign the model Code of Conduct.

- (iii) That governors would confirm that the Governing Body had published their Declaration of Business interest Information on the School website.

A resignation email was received from Mrs Parkinson. The governing body recorded their sincere thanks to Mrs Parkinson for her long and valuable years of service as both governor and Chair of Governors.

Governors submitted their declarations of Business Interest to Mrs Bradley.

ACTION: Mrs Bradley to contact Mrs Kaye regarding her Declaration of Business Interests.

These would be published on the school website, together with a record of Governors' attendance at meetings.

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

The following items were notified to be brought under Any Other Business:

- Educational Visit
- Permanent Exclusion Training Event
- Parking illegally near the school
- Associate governors

4. REPRESENTATION

The following matters of representation were noted:

(a) Appointment of Co-opted Governors

RESOLVED: That Dr C Beith, Mrs D Kaye and Mrs C Simpson be co-opted onto the Governing Body.

ACTION: Mrs Bradley to contact the School Governors' Service to inform them of the decision of the Governing Body and to provide contact details for the co-opted governors.

(b) Vacancy on the Governing Body

With the resignation of Mrs Parkinson, a vacancy would become available for a Foundation Governor.

ACTION: Mrs Swift to contact the Diocese regarding the vacancy arising as a result of Mrs Parkinson's resignation.

5. ELECTION OF VICE-CHAIR

RESOLVED: (i) That all governors were present at the Meeting and so the question of accepting votes from any not present did not arise.

(ii) That the term of office of the Chair would be until the first Meeting after the first anniversary of the AGM.

(iii) That a tie would be resolved by the toss of a coin.

The Chair asked for nominations for Vice-Chair. Discussion took place about the legality of sharing the role of Vice-Chair. It was felt that role-sharing would be a good option as those available to take the role had work commitments which could result in last-minute problems regarding attendance.

Mrs N Bailey and Mrs C Simpson were nominated and seconded, then elected by a unanimous show of hands.

RESOLVED: That Mrs Bailey and Mrs Simpson be elected as joint Vice-Chairs of Governors.

6. REVIEW OF COMMITTEES

(a) Committee Membership

RESOLVED: That the membership of the committees be as follows:

Curriculum Committee

Dr C Beith
Mrs N Bailey
Mrs E Bradley
Mrs S Brown
Mrs C Simpson
Mrs B Swift
Mr T Szoradi
Miss C Wadsworth

Finance and Resources/Premises Committee/Health and Safety

Dr C Beith
Mrs E Bradley
Mrs D Kaye
Mr T Szoradi
Mr C West
Ms P Wood

Achievement and Progress Core Group

Mrs N Bailey
Dr C Beith
Mrs E Bradley
Mrs S Brown
Mrs C Crebbin
Mrs C Simpson
Mrs B Swift
Mr T Szoradi
Mr C West
Ms P Wood

Complaints Committee

Mrs D Kaye
Mrs C Simpson
Mrs B Swift

Staffing Committee

Mrs N Bailey
Mrs E Bradley
Mrs S Brown
Mrs C Crebbin
Mrs D Kaye
Mrs C Simpson

It was recommended that those serving on this committee complete the Safer Recruitment training.

Pupil Discipline Committee

Mrs N Bailey
Dr C Beith
Mrs D Kaye
Mrs C Simpson
Mrs B Swift
Mr S Tierney

It was noted that it would be useful for those on this committee to attend the training on Permanent Exclusion on Thursday, 8 November 2018. Dr Beith, Mrs Bradley and Mrs Swift were to attend.

Staffing Dismissal Committee

Dr C Beith
Mrs B Swift
Mr T Szoradi

Dismissals Appeal Committee

Mrs D Kaye
Mrs C Simpson
Mr S Tierney

Head Teacher's Appraisal Committee

Dr C Beith
Mrs D Kaye
Mr C King
Mrs B Swift

Pay Committee

Dr C Beith
Mrs C Crebbin
Mrs D Kaye
Mrs C Simpson
Mr S Tierney

(b) Terms of Reference

It was agreed that the terms of reference for each committee be agreed at the time each committee met and that the chair and vice-chair be elected at this time.

7. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Special Educational Needs Governor – Mrs P Wood
 Governor for Looked After Children – Mrs P Wood
 Safeguarding Governor – Mr S Tierney.

Note: Mr Tierney had completed Safeguarding Training six months ago as part of his role with British Cycling.

ACTION: Governor Service to advise if further Safeguarding Training were needed.

ACTION: Mrs Bradley to replace Mrs Parkinson's photograph with that of Mr Tierney as Safeguarding Governor.

Governor Training Contact – Mrs B Swift
 Religious Education Governor – Mrs S Brown
 Collective Worship and SMD Governor – Mrs S Brown
 Literacy Governor – Mrs N Bailey
 Numeracy Governor – Mr S Tierney
 Early Years Governor – Mrs C Crebbin
 Equality Governor – Mrs B Swift
 Science Governor – Dr C Beith
 Assessment Governor – Dr C Beith
 PE and Technology Governor – Mrs C Simpson
 Outdoor Learning Governor – Mrs D Kaye
 Behaviour Governor – Mrs C Simpson
 Music and Art Governor – Mrs C Crebbin
 ICT and E-Safety Governor – Mrs D Kaye
 PHSCE Governor – Dr C Beith
 Health and Safety Governor – Dr C Beith/Mr T Szoradi
 Humanities Governor – Mrs C Crebbin
 Community Governor – All Governors
 MFL Governor – Mrs N Bailey
 PREVENT Governor – Dr C Beith
 Pupil Premium – Dr C Beith

Class Link Governors

Oak – Mrs C Crebbin
 Cherry – Mr S Tierney
 Beech – Mr T Szoradi
 Hazel – Mrs N Bailey
 Willow – Dr C Beith
 Sycamore – Mrs S Brown

Mrs Bradley distributed copies of the Subject Action Plans (these had already been uploaded to the school's website) to the relevant Governors, along with various policies which were due for renewal.

8. CHAIRMAN'S DELEGATED POWERS

RESOLVED: That the Governing Body delegates to the Chairman the power to carry out the following delegated duties:

- (i) Change of date of a scheduled meeting, for good reason.

- (ii) Chair's powers to grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governors' Meeting.
- (iii) To determine in advance of a Meeting whether any items of agenda should be deleted from the copy too be made available at the School.

9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring the funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- (v) The Governing Body consent to the Head Teacher spending up to £10k without question, as appropriate and having the power to vire up to £12k between budget accounts without question, as appropriate.

10. MINUTES OF THE MEETING HELD ON 11 JULY 2018

RESOLVED: That the minutes of the meeting held on 11 July 2018 be approved and signed by the Chair as a correct record.

11. MATTERS ARISING

- (a) Matters Arising (Minutes 1978 and 1988 (c) refer)

The Action to check the Single Central record remained outstanding.

ACTION: Mr Tierney to visit school to check the Single Central Record during the last week before half term.

12. REPORTS FROM COMMITTEES

There was nothing to report at this stage of term.

13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated prior to the meeting. Mrs Bradley drew attention to the following points:

(a) Teaching and Support Staff

Mrs Hall was to start work as Bursar on 1 October 2018, initially shadowing Mrs Hoyle. Both would attend the next meeting of the Governing Body to go through the Budget which would be half way through the financial year.

(b) Pupil Attendance

This was up on last year and there were fewer unauthorised absences, presumably as a result of the revised attendance policy having become embedded.

(c) Pupil Premium

An analysis of Pupil Premium spending was available on the school website and had been shared with the Chair. The amount received for Previously Looked After Children (of whom there were 8) had risen to £2k per child.

(d) SEND

Four children had an EHC plan. School had applied for changes to be made to one child's EHCP as their needs had increased and now warranted full time support, which school was currently funding. The authorisation to submit a higher claim had only just been received, despite the application having been submitted in May. A further application for Statutory Assessment may be made on behalf of another child later in the year when further evidence of need had been gathered.

(e) Safeguarding

2 children were on Child Protection Plans and 2 were on a Team around the Family Plan. 2 were on a Child in Need Plan. Mr Tierney was the new Safeguarding Governor. Safeguarding had been praised in the recent Ofsted Report.

(f) Colne Valley Hub

The next meeting was to be held at Marsden Mechanics on 4 October 2018 at 9.30 am. Governors were welcome to attend. As part of the Hub, a social worker and services manager had been appointed to work out of the Town Hall which would hopefully make it easier to access services.

(g) School Improvement Plan and SEF

The SIP had been completed and distributed to governors in July. A one page summary of School Priorities had been included.

Mark Colley was the school's LA Improvement Partner. He would visit on 6 December at 1.00 pm to conduct the Head Teacher's Performance Management and on 23 November to meet with SLT and Chair of Governors.

(h) SIAMS

An inspection was now due. Mrs Bradley informed governors that the new SIAMS SEF was repetitive and difficult to fill in. Discussion ensued regarding this and Mrs Swift, who had attended an Information Session on the new format, suggested that this be fed back to the school's contact, Rupert Madeley as she

felt that it had not been SIAMS intention to overburden Heads with more layers of bureaucracy. Mr Madeley was due to visit on 5 October 2018 and this issue would be raised with him.

Governors were concerned regarding the use of the Head Teacher's time on filling in the SEF and stated that a simplification of the form would be welcomed. Both the Head and governors were keen for Mr Madeley to see the school in action and talk to pupils which would give him a better idea of its spiritual wellbeing than the SEF.

(i) Pupil targets and Assessment Data

The setting of targets was almost complete. The focus of the Data Group meeting would be whole school progress and targets for 2019. The meeting would take place on Friday, 9 November at 10.30 am.

(j) School Policies

The Governing Body had reviewed several policies.

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

(ii) That the SEND and Local Offer Policy be adopted by the Full Governing Body.

(iii) That the Staff Code of Conduct be approved by the Full Governing Body.

Mrs Bradley drew governors' attention to the Curriculum Statement which could be found on the school's website and asked that they familiarise themselves with it.

(k) Extended Schools

Some of the after school and lunchtime clubs available in school included Bush-craft, Spanish, Football, Basketball etc. the Play Leaders scheme was up and running with older pupils taking the lead in organising activities for younger ones. Other planned activities included Mindfulness, cross-country, dance etc. with requests from pupils being accommodated where possible. There were individual activities available as well as all-inclusive ones.

(l) Premises and Finance

The MUGA pitch had been installed and playground markings had been completed over the summer. Two fire doors had been replaced and an outside tap installed in EYFS playground. Some areas had been re-carpeted and decorated. These works had resulted in an overspend on this area of the budget. A notice to demolish the bungalow had been posted this week. A large crack had appeared in the path leading from the top gate; this had been signed and reported to Asset Management who were to send a surveyor to assess the problem. Fascia boards could not be replaced until an external asbestos report had been completed.

The Budget for Period 5 was shared with governors. This detailed the revised budget in specific areas, what had been spent to date in these areas, along with

the percentage of the year's budget that this entailed. 41% of the overall budget had been spent at the end of Period 5.

Q. Why was there an overspend on Premises?

A. A lot of work had been done over the summer break because workers needed a clear site in order to fulfil their tasks. The repairs to the path were likely to stretch the budget further.

Mrs Bradley shared the T5 with governors, pointing out that minus figures in the final column were advantageous. Period 6 figures, half way through the financial year, would be shared at the next meeting and would give a clearer picture of the school's financial position.

The audited School Fund accounts for 2017-18 were shared with governors. There was a carry-forward of £1, 548.89.

Governors were reminded that a clear up of the school pond would take place on 20 October from 9.00 am; all volunteers would be welcome.

(m) Dates/Events this term

Governors were invited to attend the Harvest Celebration at the church on 30 September at 10.00 am and to join the St James' Gala Concert in which the school choir would be performing.

(n) School Values

Mrs Bradley shared the revised School Values which had been drawn up in collaboration with the children after the ideas had been revisited in assembly.

Governors thanked Mrs Bradley for her report.

14. SAFEGUARDING

This was discussed earlier in the meeting (Minute 13 (e) refers).

15. FINANCIAL MANAGEMENT AND MONITORING

The audit report had been distributed to governors.

RESOLVED: That the School Fund Audit report be approved by the Full Governing Body.

The detailed budget accounts had been shared with governors as part of the Head Teacher's Report (Minute 13 (l) refers).

16. TEACHER APPRAISAL AND TEACHER PAY POLICY

The policies were being reviewed and consulted upon by Kirklees and were not yet available for Governing Bodies to review. The Teachers' Pay Committee was to meet on Wednesday, 24 October at 6.00 pm.

17. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

Governors had reviewed the Whistle Blowing Policy and recommended its adoption by the Full Governing Body.

RESOLVED: That the Whistle-Blowing Policy be adopted by the Full Governing Body.

18. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21

The Chair and the Head Teacher were to look at the relevant information when it was published. The decision regarding the PAN was deferred until the next meeting.

19. ANNUAL GOVERNING BODY SELF-REVIEW

Skills audit forms had been sent out but not all governors returned them.

ACTION: Governors to return their skills audits at the next meeting of the Full Governing Body.

ACTION: Mrs Bradley to re-send skills audits to governors who hadn't got them.

Some governors were still not receiving communications from the Clerking Service to their school email addresses.

ACTION: Dr Beith to send the Clerking Service details of each governors' school email address.

20. ANNUAL REVIEW OF DEDICATED HEADSHIP TIME

This was discussed. Mrs Bradley was happy with the current arrangements and noted that she was well supported by her staff.

21. MONITORING OF THE FULL BUDGET REPORT

This had been dealt with during the Head teacher's Report (Minute 13 (I) refers).

22. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors on the Staffing Committee were reminded to look out for Safer Recruitment Training which was in high demand.

Governors were requested to confirm by email if they intended to attend the Maths Training day on 26 October 2018 at 10.00 am.

Governors were reminded of the Permanent Exclusion Training on 8 November 2018 at 9.00 am at the Textile Centre.

23. ANY OTHER BUSINESS

(a) Educational Visit

Miss Wadsworth requested governors' permission for a trip to the Thackray Medical Museum in Leeds. This was granted.

(b) Parking on yellow zig-zags

Parents were continuing to park on the yellow zig-zags when picking up and dropping off their children, causing a danger to others. Suggestions were discussed.

ACTION: Mrs Bailey to contact the local PCSO to ask him to police the area at pick-up and drop-off times.

(c) Associate Governors

Dr Beith raised the idea of appointing Associate Governors to fill possible skills gaps on the governing body.

RESOLVED: After the Skills Audit had been assessed and skills gaps identified, parents were to be contacted to ask for volunteers for Associate Governor Positions, with the caveat that if there were too many volunteers, then not all could be appointed.

24. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Governing Body be held at 6.00 pm at the School on Tuesday, 27 November 2018, preceded by a meeting of the Finance Committee at 5.30 pm.

25. 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.