

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

Minutes of the meeting of the Governing Body held at 6.00pm at the School on Wednesday, 27 November 2019.

PRESENT

Mrs N Bailey (Chair), Mrs E Bradley, Mrs S Brown, Mrs C Crebbin (arrived at 6.30pm), Mrs BCA Swift, Mr T Szoradi, Mr S Tierney, Mrs E Trescott, Miss C Wadsworth, Mrs P Wood.

In Attendance

Ms C Stephen (Minute Clerk), Mrs P Cherrington (Acting Deputy Head Teacher), Mrs L Shackleton (Associate Member)

Mrs Swift opened the meeting with a prayer.

25. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs D Kaye (Consent), Mrs J Saripo (Consent). Mrs Cheryl Simpson and Mr Chris West were absent.

There were no declarations of interest.

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

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

- Medical Needs Policy
- Business Interest Forms

27. MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2019

RESOLVED: That the minutes of the meeting held on 25 September 2019 be approved and signed by the Chair as a correct record.

28. MATTERS ARISING

School Development Plan – (Minute 20 refers)

The item “SIAMS Action Plan” had not been added to the Agenda for the current meeting.

Action: Minute Clerk to email School Governors’ Service to have the item added to the agenda of the next Full Governors’ Meeting.

All other Actions noted in the minutes of the meeting held on 25 September 2019 had been completed.

29. REPORTS FROM COMMITTEES

(a) Finance and Premises Committee, 25 September 2019

The minutes of this meeting had already been circulated to governors.

(b) Finance and Premises Committee, 27 November 2019

An oral report was given to governors in which the following points were mentioned:

- The Teachers' Pay Policy had been reviewed, amended to fit in with the school's practices and recommended for adoption by the Full Governing Body, as had the Teachers' Appraisal Policy.
- The Budget documents were shared with all governors. At the end of Period 8, the budget was on track, with some payments still to be made to Kirklees. Insurance cover had been received to cover long term sickness but was currently listed under "Income". This was to be moved to the relevant heading. Some IT licences needed to be paid for, along with utility bills. It was anticipated that the latter could be higher than originally budgeted for because of a rise in prices.
- The Sports and Pupil Premium Statements for 2019-20 had been uploaded to the school website.
- An investment had been made in IT hardware; no further expenditure in this area was anticipated.
- The contingency of circa £53k remained untouched.
- This year's uplift to teachers' pay and pension contributions had been subsidised by the LA; no such promise had been received for next year.
- The Fire Policy had been reviewed and adopted on behalf of the Full Governing Body.
- Further work had been carried out on the roof over half term and no further leaks had occurred. The work had not yet been signed-off. A claim had been put into the LA to cover the extra hours that staff had had to work to make the school habitable when the sub-standard work had caused leaks.

ACTION: Mrs Bailey to check how this claim was progressing.

- £6,400 had been set aside for work on the Early Years Playground. A grant of £3k had been applied for via the Colne Valley Hub. Two quotes had been obtained for the work, one coming in at £38k, the other at £24k. It was hoped that the refurbishment could take place in phases. Other suggestions for funding the project were discussed.
- A small charge of £2 would be made for parents attending the Nativity plays.

Q. Given that some parents had to use foodbanks, would they be able to afford to pay anything?

A. The price was low; no problems were anticipated.

- School had been chosen by the Co-op as their local good cause.
- The Evacuation and Lockdown Policies had been reviewed and recommended for adoption by the Full Governing Body. The importance of all staff knowing the meanings of the different bells used to alarm the school about the need to undertake the different procedures was discussed. Governors suggested that the extra bells be added to the weekly testing procedure that already applied to the fire bell.

30. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Mrs Bradley drew attention to the following points:

- School numbers remained the same.

- Miss Millward had returned to work and was to teach Hazel Class. She had tendered her resignation and would stop work at the end of the summer term. Mrs Cherrington would continue as Acting Deputy Head until the end of the same period. Parents had been informed. The appointment procedure for the post of Deputy Head had begun. The Staffing Committee was to meet on 18 December, 2019 to approve the job specification and information pack which would be available in January. Mrs Bradley outlined the contents of the pack to governors. Interviews would be held just prior to February half term and would last for two days, including practical management exercises as well as a formal interview which would be held off site in the Town Hall. Other changes to staffing could be implemented after the appointment of a permanent Deputy Head.

Q. What was the cost of advertising the post?

A. It was free to advertise on the Local Authority and DfE websites. School had decided not to advertise in the Times Educational Supplement as this would cost several hundred pounds.

- Numbers of children with EHC Plans remained high at 6. This had cost and staffing implications for the school. A further child in Early Years was to be assessed.
- The child who had been on a Child in Need plan at the time the report had been written had been removed from the register. Currently, no children were named as being of concern regarding Safeguarding.
- The measures put into place by the Colne Valley Hub were having an impact and early interventions and support had resulted in a decrease in referrals to Child Protection.
- The SIP and SEF were developing. Mrs Bradley and Mrs Cherrington were to attend training on the new Ofsted Framework which would be used to inform the SIP and SEF. KS2 data had now been validated and more detail should be available this week. The progress measures for all year groups were well above the local and national average. This included Maths which had been one of the school's priorities. Governors congratulated staff on their hard work.
- Training had been received about the Church's RE syllabus. School was happy with this now that examples of work had been seen. Mrs Brown and Mrs Swift were to take part in an RE work scrutiny exercise after Christmas.

Action: Set date for RE work scrutiny.

- Challenging targets had been set for pupils' achievement. Mrs Bradley explained that two pupils in Year 6 had EHC Plans and had been disapplied from SATs which meant that results would automatically be lower as they would still be counted, despite not taking the tests.
- Two members of staff were eligible to move up the pay scale following appraisals. All staff had met their targets. Teachers had been observed teaching Writing this term; next term RE would be the focus. Support staff had been appraised.

Governors thanked Mrs Bradley for her report.

31. SAFEGAURDING

Information on Safeguarding statistics in the school was available in the Head Teacher's Report.

32. MONITORING OF THE FULL BUDGET REPORT

All governors present had received copies of the full budget report, balanced against

33. TEACHERS' PAY POLICY AND TEACHERS' APPRAISAL POLICY

RESOLVED: That the Teachers' Pay Policy be adopted by the Full Governing Body.

RESOLVED: That the Teachers' Appraisal Policy be adopted by the Full Governing Body.

34. TEACHERS' PAY COMMITTEE

The Pay Committee had been contacted with the information regarding the progression of two eligible members of staff up the pay scale. Letters had been sent to the members of staff concerned confirming this progression.

34. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY

RESOLVED: That the following reviewed policies be adopted by the Full Governing Body:

- Behaviour Policy
- PSHE Policy
- Anti-Bullying Policy
- Well-being and Mental Health Policy
- Sex and Relationships Policy

Mrs Simpson was to review the Attendance Policy.

ACTION: All policies listed above to be uploaded to the school's website.

35. GOVERNORS' ATTENDANCE AT MEETINGS

The lower than usual attendance at the AGM had prompted governors to discuss attendance. They felt that if the advice of the Clerking Service were followed, a governor could miss three quarters of a year's meetings before being excluded from being a governor and felt that they would like to set their own protocols regarding attendance and disqualification, with some degree of discretion. It was felt that setting the dates for meetings of the Full Governing Body for the whole year would help governors plan their other activities around these meeting dates.

RESOLVED: That if a governor missed two consecutive meetings without good reason, they would be asked to stand down from their position as Governor.

RESOLVED: That meeting dates be set in June for the whole of the following academic year.

A suggestion that holding meetings on different days of the week would help governors to limit the numbers of meetings they had to miss.

36. SCHOOL DEVELOPMENT PLAN

Information on this topic had been given as part of the Head Teacher's Report.

37. GOVERNOR TRAINING AND GOVERNOR VISITS

The following training and visits had been completed by governors:

19 September 2019 – Safeguarding and PREVENT training had taken place.
 1 October 2019 – Mrs Bailey had checked the Single Central Record.
 10 October 2019 – Mrs Brown had accompanied Year 6 on a trip to Cliff House.
 25 October 2019 – Mrs Bailey, Mrs Brown and Mrs Swift had attended the training given to staff about the new RE syllabus.
 5 November 2019 – The Foundation Governors had welcomed pupils who were visiting the parish church. The governors invited school to bring other year groups to the church as this had been a positive experience for all concerned.
 12 November 2019 – Mrs Bailey had enjoyed a visit to Miss Millward’s class where the topic of Nature was being studied.
 13 November 2019 – Mr Szoradi had visited Oak Class.
 20 November 2019 – a Data Meeting had taken place.
 21 November 2019 – Mrs Swift had visited Willow Class.
 21 November 2019 – Mrs Bailey, Mrs Kaye and Mrs Swift had taken part in the Head Teacher’s review.

38. ANY OTHER BUSINESS

(a) Medical Needs Policy

A standard Policy had been issued by Kirklees on 26 November 2019. The final section of his document had been personalised to reflect the school’s circumstances. Governors reviewed the policy, with special attention on the section on Asthma Inhalers and Defibrillators.

(i) Inhalers

Governors were asked to consider if they wished school to purchase asthma inhalers for use in school. Mrs Bradley explained that currently, any child prescribed an inhaler was asked to bring one to be kept in school. All staff were aware which children had inhalers.

Governors felt that the current practice was acceptable and that parents (who received inhalers free on prescription) should be responsible for providing an in-date device in school.

RESOLVED: That school should not purchase asthma inhalers to keep in school.

(ii) Defibrillators

The Governing Body was asked to decide if they felt that school should buy a defibrillator.

Governors felt that as there was a defibrillator in the village, there was no need for school to acquire one of its own, especially given the responsibility to and expense of maintaining the equipment.

RESOLVED: That school should not purchase a defibrillator to keep in school.

Q. Did school have its own stock of Epi-Pens?

A. No. Again, the supply of these was felt to be the responsibility of the parents rather than the school. Mrs Bradley made a note of expiry dates and contacted parents to ask them to replace the Epi-Pen before the date was reached.

Mrs Bradley notified governors that school was questioning whether to administer Calpol at parents' request as it was felt that the main reason for being asked to do so was to allow children who were unwell to remain in school when their recovery would be quicker at home; this might lessen the spread of infection.

RESOLVED: That the Medical Needs Policy be adopted by the Full Governing Body.

(b) Business Interest Forms

These needed to be uploaded to the school website.

ACTION: Governors who had not submitted a Business Interest Form to school do so as a matter of urgency.

39. 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 March 2019

40. DATES OF FUTURE MEETINGS

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

Monday, 27 April 2020, preceded by a Meeting of the Finance and Premises Committee at 5.00 pm.

Tuesday, 7 July 2020.

41. 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.