

SGS/78/PJB/AMB

24 January, 2012

**CITY OF WAKEFIELD METROPOLITAN DISTRICT COUNCIL  
FAMILY SERVICES****GOVERNING BODY OF WEST BRETTON J&I SCHOOL**

Minutes of proceedings at a meeting of the Governing Body held at the school on Tuesday, 24 January, 2012 at 7.00 pm.

**PRESENT**

Mrs S Earnshaw (Chair), Mrs B Archer, Mrs H Bickerdike, Mrs A Bowman, Mr S Care, Miss A Lockwood, Mr R J Otter, Mrs L Sellens, Mr D J Spaul, Ms E V Trueman and Mrs J Womersley.

**IN ATTENDANCE**

Mr A M Bradshaw (Clerk to the Meeting).

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs J Drysdale.

**Governors' Consent to Absences****Resolved 36**

*That Governors consent to the absence of Cllr Drysdale.*

**Governor Attendance**

There were no attendance issues to consider.

**MINUTES****Resolved 37**

*That the minutes of the meeting held on 29 November, 2011 be signed as a correct record, subject to the following amendment:*

*Under "Matters Arising from the Headteacher's Report – Foundation Stage", the second sentence be amended to read "This included the temporary part-time employment of another person, which would lead to a small budget deficit of approximately £2000 in the current financial year."; and*

*That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.*

**MATTERS ARISING FROM THE MINUTES****Neighbour's Letter – Planning Application**

The Headteacher reported that the application form had been submitted for planning permission.

**Short-term Intervention**

Referring to Resolution 24, the Headteacher reported that parents had been informed about the use of short-term intervention.

### **Extended Schools Budget**

Referring to Resolution 25, the Headteacher reported that parents had been contacted.

### **CORRESPONDENCE**

There was no correspondence to report.

### **CHAIR'S ACTION**

The Chair reported that she had taken no action on behalf of the Governing Body since its last meeting.

### **HEADTEACHER'S REPORT**

The Headteacher presented her written report on matters of interest relating to the school for which she was thanked. The report included items on: Numbers on Roll; Staffing; Achievement of Pupils – Progress, Attainment and Closing Gaps; Quality of Teaching – Planning, Pupils' Attitudes to Learning, Teachers' Expectations, Interventions and Support, Assessment, Marking, Feedback and Homework, Cultural, Trips; Behaviour and Safety – Attendance, Behaviour, Health and Safety, Pupils; Leadership and Management – SEN, School Development Plan, Premises, Finance, Resources, Performance Management and NQTs, Staff Professional Development, Safeguarding, Engaging Parents and the Community, Partnerships, Extended Schools, and Dates for Your Diary.

### **MATTERS ARISING FROM THE HEADTEACHER'S REPORT**

#### **New Format of Report**

The Headteacher reported that she had based the layout of her report on the format of the new SEF (School Evaluation Form) and she would be discussing it with the SIP (school Improvement Partner). She added that she would continue to report year group progress to the Standards and Pupils Committee for detailed discussion.

#### **Resolved 38**

***That Governors are very pleased with the comprehensive new format of the Headteacher's Report.***

#### **Educational Visits**

The Headteacher reported that the necessary risk assessments would be in place for the visits, and the assessment for the visit to Cliffe House would be sent to the LA because it involved pond dipping/stream walk, although the water was only a few inches deep.

#### **Resolved 39**

***That the following educational visits be approved:***

***17 January, 2012 Thackeray Medical Museum - Years 3 and 4;***

***6 February, 2012 Dinosaur exhibition at Liverpool Museum - Years 2 and 1;***

***21 March, 2012 Cliffe House - Years 5 and 6;***

***March, 2012 The Blue Planet - Years 5 and 6; and***

***March, 2012 Chester Zoo - Foundation Stage.***

#### **Attendance**

Governors were very impressed with the overall attendance figure of 96.89%, which was above the school's target of 96.5%.

**Behaviour**

Governors were delighted with the outstanding behaviour through the school and noted the strategies that were in place for the few who needed to improve.

**Budget Statement**

Governors noted the latest budget statement. The Headteacher reported that the projected overspend for 2011/12 would not exceed £1955, but the projected budgets for the next three years each had a forecasted contingency underspend.

**Partnerships**

Governors noted the school's varied partnerships.

**School Development Plan**

Governors noted the latest updates to the School Development Plan and the Headteacher answered questions.

**STANDING ORDER 8.30PM**

Governors agreed to extend the meeting to 9.00pm.

**OFSTED INSPECTION**

The Headteacher reported that although she had agreed with many of Ofsted's findings and grades, she had disagreed with others and had argued her case robustly with Ofsted. One such area was 'Spiritual, Moral, Social and Cultural', which had received an overall grade of good although the inspector had graded the first three elements as outstanding, but he had not graded 'Cultural' as outstanding because he had not regarded the school's multi-cultural experience to be extensive enough. Another area of dispute was 'Engagement with Parents', which had not received an outstanding grade because the inspector's parental consultation had produced a few negative comments. However, the school had a very open relationship with parents, including: the parents' open forum; weekly newsletters; parental involvement in assemblies; and parental involvement in the classroom experience. Governors agreed that a letter should be sent to all parents explaining that the school could not be graded as outstanding unless the negative comments were resolved, and in order to resolve them the Governors would require specific information to enable them to discuss the issues.

**Resolved 40**

*That a letter to parents be drafted by the Chair, Mrs Archer and Mr Care.*

**REPORTS OF COMMITTEES AND/OR WORKING GROUPS****Finance Committee**

Governors noted that a meeting of the Finance Committee had been held on 24 January, 2012, prior to the Governors' meeting, and the minutes would be provided at a later date.

**Academy Working Group**

Governors noted that the working group would be obtaining useful information about the advantages and disadvantages of academy status.

## **REPORTS OF THE CORPORATE DIRECTOR FAMILY SERVICES**

### **Review of Committees**

The purpose of the report was to remind Governors that the structure, terms of reference and membership of committees must be reviewed at least once a year, by law. Governors noted that this could be done at any time.

Governors noted the issues to consider and the recommendations of the report and  
**Resolved 41**

*That they note the content of the report; and  
That the structure and membership of committees, working groups and selection panels, as set out in Appendix A to the minutes, be agreed.*

### **Resolved 42**

*That the Governing Body's existing terms of reference be re-affirmed.*

### **Resolved 43**

*That the Standards and Pupils Committee be asked to review the areas covered by the Governors with Special Responsibilities and refer its recommendations to the Governing Body.*

## **GOVERNOR TRAINING AND DEVELOPMENT**

### **Exchange of Information with Training Link Governor**

The Training Link Governor had no information to exchange with the Governing Body.

## **REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

There was nothing to report under this heading.

## **WAKEFIELD ASSOCIATION OF SCHOOL GOVERNORS**

Governors had received a copy of the latest edition of the association's newsletter.

## **HEALTH AND SAFETY**

There was nothing to report under this heading.

## **CONFIRMATION OF DATE, TIME AND PLACE OF THE NEXT MEETING**

Governors confirmed that their next meeting would be held on Tuesday, 13 March, 2012 at 7.00 pm.

## **ANY OTHER BUSINESS**

### **Reporting Injuries to Parents**

A Governor reported that a parent had requested that the school provide more detailed information when sending a letter home in the event of a child sustaining a bumped head, for example by supplying a drawing indicating the location of the bump. The Headteacher reported that a letter was always sent to parents about head bumps, and if other injuries required parental involvement, parents were contacted during the day or the injury was discussed with them at the end of the school day. The Headteacher added that all injuries were recorded in the School Accident Book. Governors discussed the matter and the Headteacher offered to review the letter sent to parents and to investigate the possibility of using a self-carboning report book, so that a copy could be provided for parents.

**Resolved 44**

***That the Headteacher be asked to report back following the review of the letter home and the investigation into the feasibility of using a self-carboning report book.***

**Community Links**

A Governor reported that the Bretton Parochial Church Council (PCC) had expressed an interest in developing its existing links with the school. The Headteacher expressed her willingness to discuss the matter with the PCC.

**IDENTIFICATION OF CONFIDENTIAL ITEMS****Resolved 45**

***That there are no items to add to those agreed by the former Education Committee.***

CHAIR

## GOVERNING BODY OF WEST BRETTON J &amp; I SCHOOL

## APPENDIX A

GOVERNORS WITH SPECIAL RESPONSIBILITIES	COMMITTEES/WORKING GROUPS	SELECTION PANELS
<p><b><u>Literacy Governor</u></b> Ms V Trueman</p> <p><b><u>Numeracy Governor</u></b> Ms V Trueman</p> <p><b><u>Learning and Teaching</u></b> Mr S Care</p> <p><b><u>Special Needs Governor</u></b> Cllr Mrs Drysdale</p> <p><b><u>Training Link Governor</u></b> Mr R Otter</p> <p><b><u>Arts</u></b> Mrs A Bowman</p> <p><b><u>Investor in Pupil Governor</u></b> Mrs B Archer</p> <p><b><u>Key Stage 1 Link Governor</u></b> Mrs S Earnshaw</p> <p><b><u>Key Stage 2 Link Governor</u></b> Mr D Spaul</p> <p><b><u>Foundation Stage Link Governor</u></b> Miss A Lockwood</p> <p><b><u>Safeguarding Children &amp; Looked After Children</u></b> Mrs B Archer</p> <p><b><u>Health &amp; Safety Governor</u></b> Mrs H Bickerdike</p>	<p><b><u>Resources</u></b> (Personnel/Premises) (Quorum - 3) Mr R Otter Headteacher Mrs Earnshaw (Clerk) Mr Spaul Mrs Bowman Miss Lockwood Mrs Archer (Chair) Cllr Mrs Drysdale Mrs Sellens</p> <p><b><u>Standards and Pupils Committee</u></b> (Quorum - 3) Mrs Earnshaw (Clerk) Headteacher Mrs Sellens Mr Care (Chair) Ms Trueman Mrs Bickerdike</p> <p><b><u>Performance Management</u></b> (Quorum - 2) Mrs Archer Mr Care Mr Spaul Mrs Earnshaw (Chair)</p> <p><b><u>Personnel Implementation Committee</u></b> (Quorum - 3) Mr Archer Mr Spaul (Clerk) Mrs Bowman (Chair) Cllr Mrs Drysdale</p> <p><b><u>Appeals</u></b> (including personnel appeals) (Quorum - 3) Chosen in alphabetical order from eligible Governors who had not made the original decision against which the appeal is being made, beginning with the letter 'A'</p> <p><b><u>Pupil Behaviour and Discipline</u></b> (Quorum - 3) Mrs Earnshaw Mrs Archer Cllr Mrs Drysdale</p> <p><b><u>Complaints</u></b> (Quorum - 3) Mrs Archer Ms Trueman (Clerk) Mr Spaul Mrs Bowman (Chair) Mrs Drysdale</p> <p><b><u>Finance Committee</u></b> (Quorum - 3) Mrs Sellens Mr Otter Mr Spaul (Chair) Miss Lockwood Headteacher Mrs Earnshaw (Clerk)</p> <p><b><u>School Travel Working Group</u></b> Cllr Mrs Drysdale Mr Spaul Mrs Bowman Headteacher</p>	<p><b><u>Headteacher</u></b> (Quorum - 3) Chair - Mrs S Earnshaw Cllr Mrs June Drysdale Mr David Spaul Mrs Bowman</p> <p>Reserve - Mr Care</p> <p><b><u>Teaching posts on Standard Scale and Non Teaching Staff (15.03.11)</u></b> Headteacher Chair Mr S Care Mrs L Sellens Miss A Lockwood Reserve Mrs B Archer One reserve Governor (chosen in alphabetical order starting with the letter 'C')</p> <p><b><u>Teaching Posts above Standard Scale</u></b> Headteacher Chair One Governor chosen in alphabetical order</p> <p><b><u>Assistant Headteacher &amp; TLR2</u></b> (Quorum - 3) Headteacher Chair Cllr Mrs June Drysdale</p> <p>Reserve - Mr Care</p> <p><b><u>Academy Working Group</u></b> Mrs Belinda Archer, Mr David Spaul and Mr Rob Otter.</p>