

SGS/78/PJB/AMB

3 July, 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, 3 July, 2012 at 7.00pm.

**PRESENT**

Mrs S Earnshaw (Chair), Mrs B Archer, Mrs H Bickerdike, Mr S Care, Cllr Mrs J Drysdale, 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 Mrs A Bowman.

**Governors' Consent to Absences****Resolved 62**

*That Governors consent to the absence of Mrs Bowman.*

**Governor Attendance**

There were no attendance issues to consider.

**MINUTES****Resolved 63**

*That the minutes of the meeting held on 22 May, 2012 be signed as a correct record, subject to the following amendment:*

*Under "MINUTES", "Error! Reference source not found." be removed from Resolution 53; 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****Local Artist**

Mr Otter reported that Sue Atkinson, a local artist, had been on holiday during Art Week, but she was still very interested in working with the school. The Headteacher stated that she would be happy to do so in the new academic year.

**CORRESPONDENCE**

The Chair reported that she had received the latest Governors' Bulletin Board since the last meeting of the Governing Body.

## **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: Characteristics of the School – Pupil Numbers on Roll, Staffing; Achievement of Pupils – Progress, Attainment and Closing Gaps; Quality of Teaching – Planning, Pupils' Attitudes to Learning, Teachers' Expectations, Assessment, Marking, Feedback and Homework, Cultural, Visits; Behaviour and Safety – Attendance, Racist and Bullying Incidents, Health and Safety; Leadership and Management – SEN, School Development Plan, Premises, Finance, Resources, Performance Management and NQTs, Curriculum, Staff Professional Development, Safeguarding, Engaging Parents and the Community, Partnerships, Extended Schools, and Dates for Your Diary.

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

### **Pupils' Progress Reports**

The Headteacher provided Governors with two examples of reports that could be used by staff to show parents the progress their children were making. Governors discussed the merits of the two examples and the Headteacher answered questions.

#### **Resolved 64**

*That example number two be adopted.*

### **Homework, Marking and Feedback**

A Governor reported that a number of parents had commented favourably about the new homework arrangements.

### **Educational Visits**

#### **Resolved 65**

*That the following educational visits be approved:*

*11.7.12 - Yorkshire Sculpture Park to see 'The Sacrilege' – whole school;*

*17.9.12 – Robinwood (three day residential) – Years5/6.*

### **Olympic Torch Relay**

Governors noted that all the pupils had visited the Yorkshire Sculpture Park to watch the Olympic Torch as it passed through Bretton. They also noted that the Headteacher was organising an assembly to be led by one of the torchbearers.

### **Attendance**

Governors noted that the EWO (Educational Welfare Officer) was writing to the parents of a pupil whose attendance had fallen below 85%, which was defined as persistent absenteeism. Governors were very pleased to note that the school had achieved its attendance target of 96.5%.

### **Premises Issues – Update**

The Headteacher updated Governors on the latest position regarding: the provision of a larger oil storage tank; the future replacement of the problematic flooring in the new build; consideration by Planning of the new proposals for extra screening for the climbing frame; and the provision of a Foundation Stage Unit, with the premises having been deemed suitable, subject to the provision of an extra toilet and sink.

**Proposed Foundation Stage Unit**

Governors noted the five stage statutory process for the provision of a Foundation Stage Unit.

**Resolved 66**

***That the statutory process be noted and a four week consultation period be adopted.***

**Resources**

Governors noted that staff had decided to buy the Read, Write Inc resource, because they had been impressed with the organisation and the impact on attainment the resource had had in a school they had visited. Governors noted that staff would continue to also use the Big Writing scheme.

**Visits to Secondary Schools by Year 5/6 Pupils**

The Headteacher reported on recent visits by Year 5/6 pupils to Horbury School and Wakefield Girls' High School/ QUEGS, to experience high school life, and Governors discussed the matter in detail.

**Resolved 67**

***That Governors do not object to the inclusion of Wakefield Girls' High School/QUEGS in the annual visits to secondary schools by Year 5/6 pupils, provided the reasons for their inclusion continue to be educational and parents are aware that they can opt to withdraw their children from the visits.***

**Budget Statement**

Governors received the latest budget statement and the Headteacher answered questions.

**School Development Plan (SDP)**

The Headteacher update Governors on the progress being made with the implementation of the 2011/12 SDP. The Headteacher distributed information sheets outlining the areas being considered for inclusion in the 2012/13 SDP, and she expanded upon the information and answered Governors' questions. Governors supported the areas being considered. The main headings were:

Implementation of Read, Write Inc;

Spelling programme and literacy comprehension programme for KS2;

Targets and implementation of moderation of Big Writing;

Maths;

Creative curriculum;

Start of International Schools Award; and

Use of VLE (Virtual Learning Environment).

**Standing Order 8.30pm.**

Governors agreed to extend the meeting to 9.00pm.

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

Governors received the minutes of a meeting of the Finance Committee held on 22 May, 2012. They noted that the committee had also met on 3 July, 2012, prior to the meeting of the Governing Body, and that the minutes would be provided at a later date, but in the meantime the Chair gave an update on the items that had been discussed.

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

### **Model Complaints Procedure for Schools**

Governors were reminded that they had been presented with an overview of procedures for dealing with general complaints at their last meeting, whereby they were informed that when a complaint was made about a school, the complaint should be dealt with by the school and its governing body. They noted that the Local Authority had no legal right or duty to deal with complaints about schools.

The Local Authority has now produced a revised Model Complaints Procedure which Governors were asked to adopt. Governors noted that the document also contained guidance on the procedure for dealing with unreasonably persistent complainants and a suggested approach for dealing with complaints against Governors.

#### **Resolved 68**

***That Governors note the contents of the report; and  
That the LA's Model Complaints Procedure for Schools and Academies be referred to the Resources Committee for discussion and recommendation to the Governing Body.***

### **Governing Body Self-Evaluation**

Governors were reminded of the importance of self-evaluation as an important action for all aspects of school life to enable them to identify what was working well and where further development was possible. Governors were informed that self-evaluation continued to be a key feature of any Ofsted inspection and was an important way of monitoring and evaluating progress.

Governors noted that the Council, using the experience of an Ofsted Inspector, had created a new tool for governing bodies to use to self-evaluate. Governors noted that the tool was a starting point for self-evaluating and that they may wish to adapt the resource to suit their own needs. The report highlighted how the self-evaluation tool could be downloaded from the VLE.

Governors noted that for those schools subscribing to the School Governor Services SLA, events had been scheduled within the training programme to support this new process, the details of which were highlighted.

Governors were asked to identify an appropriate tool to support self-evaluation and development planning. They were also asked to consider the best approach to this process, utilising governing body meetings time (full governing body and committees) and if appropriate, establishing a small working group.

Governors were encouraged to utilise School Governor Services support if they felt they required additional guidance.

#### **Resolved 69**

***That Governors note the contents of the report; and  
That the Training Link Governor investigate further information and report back his findings.***

## **REPORT OF THE CORPORATE DIRECTOR PEOPLE AND CUSTOMERS**

### **Teacher Appraisal and Capability Policy**

Governors were informed that new arrangements for managing teacher performance had been announced by the DfE which would come into force on 1 September 2012.

Governors noted that the DfE had produced a Model Policy which provided an example of the sort of policy that schools might adopt when managing teacher performance. The policy is in two parts: Part A covers the routine appraisal arrangements that apply to all teachers; and Part B covers the capability procedures that apply only to teachers about whose performance there are serious concerns that the appraisal process has been unable to address.

Following a consultation with stakeholders, the Council has produced a Model Policy for Teacher Appraisal and Capability which was shared with Governors. Governors noted that the Council had highlighted parts of the policy which identified where it varied from the one issued by the DfE. The purpose of the amendments was to provide clarification and consistency in terms of the approach to be taken across the district.

Governors were asked to approve the Council's model policy which provided a framework for schools/colleges and academies to follow. Governors noted that they would need to include their own approach on certain provision within the policy.

#### **Resolved 70**

***That Governors note the contents of the report; and  
That the Council's Model Policy for Teacher Appraisal and Capability, and the model document provided by the teachers' unions, be referred to the Resources Committee for detailed discussion and recommendation.***

### **GOVERNOR TRAINING AND DEVELOPMENT**

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

The Training Link Governor reported that the LA had confirmed that it was not possible to individual courses, rather than signing-up to the full year's SLA. He also reported that he would be updating the record of training received by individual Governors, and Governors took the opportunity to report on courses they had recently attended.

### **WAKEFIELD ASSOCIATION OF SCHOOL GOVERNORS**

There was nothing to report under this heading.

### **HEALTH AND SAFETY**

There was nothing to report under this heading.

### **AUDIT OF THE SCHOOL FUND**

Governors received copies of the audited accounts of the school fund.

### **DATE, TIME AND PLACE OF FUTURE MEETINGS**

#### **Resolved 71**

***That future meetings of the Governing Body be held in the school at 7.00pm on the following dates:***

***25 September, 2012;***

***27 November, 2012;***

***29 January, 2013;***

***12 March, 2013;***

***21 May, 2013;***

***2 July, 2013.***

Governors noted that the next meeting of the Resources Committee would be held on 20 September, 2012 at 7.30pm, to discuss the Model Complaints Procedure for Schools and Academies, and the Model Teacher Appraisal and Capability Policy.

**ANY OTHER BUSINESS**

There were no other items of business to discuss.

**IDENTIFICATION OF CONFIDENTIAL ITEMS**

**Resolved 72**

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

CHAIR