

SGS/78/PJB/AMB

13 March, 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, at 7.00pm.

**PRESENT**

Mrs S Earnshaw (Chair), Mrs B Archer, Mrs H Bickerdike, Cllr Mrs J Drysdale, Miss A Lockwood, Mrs L Sellens, Mr D J Spaul, Mrs 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, Mr S Care, and Mr R J Otter.

**Governors' Consent to Absences****Resolved 46**

*That Governors consent to the absences of Mrs Bowman, Mr Care and Mr Otter.*

**Governor Attendance**

There were no attendance issues to consider.

**MINUTES****Resolved 47**

*That the minutes of the meeting held on 24 January, 2012 be signed as a correct record, subject to the following amendment:*

*Under "APPENDIX A – Personnel Implementation Committee", "Mr Archer" be amended to read "Mrs Archer"; 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****Budget Statement**

The Headteacher reported that following a meeting of the Finance Committee, held earlier in the evening, the school was no longer forecasting an overspend for 2011/12.

## **Reporting Injuries to Parents**

Referring to Resolution 44, the Headteacher reported that the review and feasibility study were in hand.

## **CORRESPONDENCE**

There was no correspondence to report.

## **CHAIR'S ACTION**

The Chair reported that during her absence the Vice-Chair had approved the advertising of temporary Teaching Assistant post (15 hours), as previously agreed by Governors. The Headteacher added that Mrs Rees had been appointed to the post to work with a child and had taken up her post.

## **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: a) Characteristics of the School - Pupil Numbers on Roll; Staffing; b) Achievement of Pupils – Progress; Attainment and Closing Gaps; c) Quality of Teaching – Planning; Pupils' attitudes to Learning; Teachers' Expectations; Interventions and Support; Assessment; Marking, Feedback, and Homework; Cultural; Visits; d) Behaviour and Safety – Attendance; Behaviour; Racist and Bullying Incidents; Health and Safety; Pupils; e) 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; Diary Dates.

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

### **Numbers on Roll**

Governors noted that numbers were still buoyant and that there were 15 applications for admission in September, 2012.

### **Homework in Key Stage 2**

Governors noted that homework books had replaced worksheets to assist in making homework more creative, but a few parents had expressed concerns and requested the return of the worksheets. Governors discussed the use of homework books and the Headteacher confirmed that teachers responded to the feedback comments made by parents in the homework books.

### **Cultural – International School Award**

Governors were delighted that the school was hoping to apply for the International School Award next term, and that the school would be building strong links with a school abroad; possibly in southern France. They also noted that it could take up to three years to attain the award.

### **Health and Safety**

Governors noted that risk assessments had been undertaken for two Foundation Stage pupils and that the school had taken all appropriate action, including involving the LA. The Headteacher reported that she would be applying for the necessary additional funding at Easter.

**Attendance**

Governors were delighted that the school's attendance was 96.77% (target 96.5%) and they also noted the types of absence that was authorised.

**Premises**

Governors noted that the Premises Support SLA would be funding major re-roofing work and external painting in 2012/13.

**Planning Application**

The Headteacher updated governors on the progress of the application.

**Resources**

Governors noted that the Curriculum Committee would be discussing in detail the proposed purchase of a new reading/phonics scheme called Read, Write, Inc, and new maths text books called Abacus.

**Use of Climbing Frame**

Governors noted that pupils were not allowed to use the climbing frame before or after school, but unfortunately some parents allow their children to do so. The Headteacher had brought this to the attention of parents in a recent newsletter and the school had previously explained the position to parents.

**(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 24 January, 2012.

**REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES**

Ms Trueman reported on her recent visit which had been an enjoyable experience.

**GOVERNOR TRAINING AND DEVELOPMENT****Exchange of Information with Training Link Governor**

The Training Link Governor had tendered his apologies. The Chair reported that she had attended a Leadership training course.

**WAKEFIELD ASSOCIATION OF SCHOOL GOVERNORS**

There was nothing to report under this heading.

**HEALTH AND SAFETY**

There was nothing to report under this heading.

**DATE, TIME AND PLACE OF NEXT MEETING****Resolved 50**

*That the next meeting of the Governing Body be held in the school on Tuesday, 22 May, 2012 at 7.00pm.*

**ANY OTHER BUSINESS**

There were no other items of business to discuss.

**IDENTIFICATION OF CONFIDENTIAL ITEMS**

**Resolved 51**

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

CHAIR