

SGS/78/PJB/AMB

22 May, 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, 22 May, 2012 at 7.00pm.

PRESENT

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

Governors' Consent to Absences

Resolved 52

That Governors consent to the absences of Mr Care and Miss Lockwood.

Governor Attendance

There were no attendance issues to consider.

MINUTES

Resolved 53

That the minutes of the meeting held on 13 March, 2012, being correct, be signed; and

That a copy of the signed set of minutes Error! Reference source not found. for publication be made available at the school for anyone wishing to inspect them.

MATTERS ARISING FROM THE MINUTES

Finance

Referring to Resolution 49, the Headteacher reported that as a result of the LA adjusting its financial figures it would no longer be necessary to increase the fees for the Breakfast Club.

Use of Climbing Frame

Governors noted that no pupils were using the climbing frame before or after school.

CORRESPONDENCE

The Chair reported on items of correspondence which she had received since the last meeting of the Governing Body including:

- a) National Association of Governors' Bulletin Board for April and May;
- b) Governors' Newsletter;
- c) Letter from LA regarding the Service Level Agreement (SLA) for Governors' Services;

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 – 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, Visits; Behaviour and Safety – Attendance, Behaviour, 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

Staffing

The Headteacher confirmed that Mrs Swallow and Mrs Taylor were settling in well.

Planning Application

The Headteacher shared a drawing for the planning application that detailed the proposed adaptations to the climbing frame.

Educational Visits

Resolved 56

That the following educational visits be approved:

13.6.12 Key Stage 2 Pupils – Yorkshire Show Ground;

25.6.12 Whole School – Yorkshire Sculpture Park Olympic Torch Relay;

Arts Week – possible trips to Hepworth Gallery and Yorkshire Sculpture Park.

Jubilee Celebrations

The Headteacher invited Governors to the Diamond Jubilee celebrations being organised by the school, and they noted that the local community had also been invited.

APPROVAL OF SCHOOL BUDGET 2012/2013

Governors were reminded that the Wakefield Scheme for Financing Schools requires their agreement of a budget plan to submit to the LA, together with the assumptions underpinning the plan, by 31 May 2012. It was noted that the budget plan must be approved by the Governing Body or by a committee; any approval by committee must be reported to the Governing Body.

Where a school was planning to carry an excess surplus balance forward from 2011/12, then the Governing Body should forward, along with its budget plan, the details and evidence for which this excess surplus balance is committed.

Governors were informed that schools that planned to have a cumulative deficit by 31 March 2012 or 31 March 2013 would need to submit their Budget Recovery Plan and the assumptions underpinning the plan by 30 June 2012 at the latest.

Governors were asked to note that school budgets will not be loaded to the Local Authority System (Agresso) until the Local Authority receives an "approved" budget, which is signed to this effect by the Chair of Governors.

Governors also noted that the pupil premium covered pupils who were on the school register in January 2012 and who had been eligible for Free School Meals during any time within the last six years. It also covered pupils recorded as having parents in the armed forces (service child), or have been in looked after care for a period of 6 months or more. From September 2012 all schools would be required by the Government to publish online information as to how they have used the Pupil Premium.

Governors noted that the Finance Committee had met to discuss the draft budget in detail and had recommended the approval of the budget.

Resolved 57

That the draft budget plan for 2012/2013 be agreed and signed by the Chair; and

That a copy of the signed document be sent to the LA.

REPORTS OF COMMITTEES AND/OR WORKING GROUPS

Finance Committee

Governors received the minutes of a meeting of the Finance Committee held on 13 March, 2012 and noted that the committee had also met on 22 May, 2012, and that the minutes would follow.

The Headteacher reported that she was discussing with the LA the possibility of establishing a Foundation Unit at the school. This would enable pupils to be admitted a year earlier than at present, and would be beneficial for the academic, social and personal development of pupils, and also for the budget. The Headteacher added that the practicalities were being investigated with the LA.

Resolved 58

That Governors support the idea of a Foundation Unit.

REPORT OF THE CORPORATE DIRECTOR FAMILY SERVICES

Model Complaints Procedure for Schools and Academies

Governors were reminded that when a complaint is made about a school, the complaint has to 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.

However, the local authority was able to offer help and advice about dealing with a complaint and was in the process of updating the model complaints procedures, which most governing bodies agreed to adopt in 2007. Governors noted that as soon

as the procedures were ready for publication, they would be presented to governing bodies, along with a recommendation to adopt them.

In the meantime, Governors were requested to revisit their current complaints procedure, details of which were outlined within the content of the report.

Resolved 59

***That Governors note the contents of the report; and
That Governors note that the LA is currently updating its model complaints procedures, which will be circulated to them, along with a recommendation to adopt them, when ready.***

GOVERNOR TRAINING AND DEVELOPMENT

Exchange of Information with Training Link Governor

The Training Link Governor encouraged colleagues to use the Modern Governor facility and also to attend appropriate training courses. Governors wondered if it would be more cost effective for them to pay for individual training courses, rather than paying the annual fee of £491.

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 60

That the next meeting of the Governing Body be held in the school on Tuesday, 3 July, 2012 at 7.00pm.

Governors noted the following committee meeting dates:

- a) Resources Committee 18 June, 2012 at 8.00pm, to discuss the Headship Group 1, Range 9-15, of the school.
- b) Finance Committee - to meet after the summer half-term holiday;
- c) Curriculum Committee – to meet after the summer half-term holiday.

ANY OTHER BUSINESS

Local Artist

A Governor reported that Sue Atkinson, a local artist, was very interested in working with the school. The Headteacher stated that she would be happy to do so, and she mentioned the Art Week being held in the school week commencing 11 June, 2012.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 61

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

22/05/12/5

(Abbreviated Set for Publication Only)

CHAIR