

SGS/231/PJB/AMB

27 November, 2012

GOVERNING BODY OF WEST BRETTON J&I SCHOOL

Minutes of proceedings at a meeting of the Governing Body held at the school on Tuesday, 27 November, 2012 at 7.00pm.

PRESENT

Mrs S Earnshaw (Chair), Mrs B Archer, Mr R Atkinson, Mrs H Bickerdike, Mrs A Bowman, Mr S Care, Cllr. Mrs J Drysdale, Cllr L Kirkpatrick, Miss A Lockwood, Mr R J Otter, 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).

WELCOME

The Chair welcomed Mr R Atkinson (new Parent Governor) and Mr S Care and Mrs E V Trueman (re-elected Parent Governors) to the meeting.

CONSTITUTION – APPOINTMENT OF ASSOCIATE MEMBER

Governors agreed to bring this item forward on the agenda and Cllr. Mrs J Drysdale withdrew from the meeting.

Resolved 19

That Cllr. Mrs J Drysdale be appointed as an Associate Member for a four year term of office.

Cllr. Mrs Drysdale returned to the meeting and Governors welcomed her back onto the Governing Body.

DECLARATIONS OF INTEREST

There were no declarations of interest.

ARRANGEMENTS FOR THE ELECTION OF CHAIR AND VICE-CHAIR

Governors noted that the School Governance (Procedures) (England) Regulations 2003 allow governing bodies more flexibility in relation to the election of the Chair and Vice-Chair. They considered the LA's guidance on this matter and addressed the decisions they needed to make.

Resolved 20

That the term of office of the Vice-Chair end on the date of the first meeting after the second anniversary of their election.

Resolved 21

***That nominations for Vice-Chair be received at the meeting; and
That written nominations to the Clerk also be accepted from candidates who are unable to attend the meeting.***

Resolved 22

That contested elections be decided by secret ballot.

ELECTION OF VICE-CHAIR

Resolved 23

That Mrs E V Trueman be elected Vice-Chair for a two year term of office.

APOLOGIES FOR ABSENCE

There were no apologies for absence.

Governor Attendance

There were no attendance issues to consider.

MINUTES

Resolved 24

That the minutes of the meeting held on 25 September, 2012, being correct, be signed; 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

Declarations of Interest and Annual Review of the Governing Body's Register of Business Interests

Referring to Resolution 1, the Headteacher reported that most Governors had completed a new entry for the register, but she reminded those who had not of the need to do so.

Any Other Business – Governor of the Month

Members noted the following rota for the attendance of 'Governor of the Month':

January – Mr R Otter; and

February – Mr S Care.

CORRESPONDENCE

There was no correspondence to report.

CHAIR'S ACTION

The Chair reported that she had approved an educational visit to the Museum and Libraries 'Toys and Games Workshop' at Wakefield One, by the Foundation Stage pupils, on 8 November, 2012.

Resolved 25

That the Chair's action be endorsed.

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 – Pupils, Staffing; Achievement of Pupils – Progress, Attainment and Closing Gaps; Quality of Teaching – Pupils' Attitudes to Learning, Teachers' Expectations, Interventions and Support, Assessment, Marking, Feedback and Homework, Cultural; 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

Foundation Stage Unit

The Headteacher reported that the LA had approved the creation of a Foundation Stage Unit at the school, and that as a result 15 part-time children could be admitted from January, 2013. She added that it would be necessary to review the staffing in the Unit if there was a further increase in pupil numbers after Easter and September.

Achievement of Pupils

The Headteacher had provided Governors with a PowerPoint presentation and written data prior to the meeting.

SEN (Special Educational Needs)

Governors noted that the number of pupils on the SEN register had risen to 13, and the Headteacher answered questions.

Pupils' Attitudes to Learning

Governors noted that this area formed part of the observations being held during the current week, and that daily drop-in sessions were showing that the majority of pupils were enthusiastic about their learning. The Headteacher confirmed that she would report to Governors when all the information had been collected.

Read, Write Inc Programme

Governors were delighted to hear that pupils had stated that they were enjoying the new Read, Write Inc programme, and that, although only three weeks since its implementation, the spelling aspect of the programme had already produced improvements. The Headteacher explained how the programme was being implemented and how it would be expanded. She added that a parents' presentation would be held in March, 2013.

Attendance

Governors noted with pleasure that attendance was 96.96% (the target was 96.5%), authorised absences was 2.19% and unauthorised absences 0.85%.

Health and Safety

The Headteacher distributed the findings of the annual health and safety audit which had been shared with staff. The audit had identified some minor items which had already been resolved. Governors noted that Mr Corson (Caretaker) was now trained to do the portable appliance testing (PAT).

Car Park

Governors noted that the car park continued to flood, leaving it covered in mud. Cllr. Kirkpatrick and Mr Spaul had inspected the kerb edges where the main Huddersfield Road met the entrance to the car park, and they believed that the kerbs were significantly contributing to the flooding problem. As a result, they had approached Highways to find a solution, but no alterations had yet been implemented so Cllr Kirkpatrick volunteered to approach Highways again.

SEN Funding

The Headteacher reported that LA proposed changes to SEN funding, which would be based on deprivation and the number of free school meals, would have an adverse effect on the school, and in addition schools would be expected to fund the first 25 hours of SEN cover before the LA provided additional funding. The Headteacher stated that she had conveyed her concerns to the LA.

Resolved 26

That the Governors' grave concerns about the negative impact of the LA's proposals on the stability of the school's budget be conveyed to the LA.

Schools Financial Values Standard

The Headteacher reported that the requirements of the new Schools Financial Values Standard must be implemented before 31 March, 2013 and a number of documents were distributed and explained.

Resolved 27

That the following documents be adopted as part of the implementation of the Schools Financial Values Standard:

Register of Items Leased;

Governor Training Register;

Staff Training Register;

Staffing Structure in School;

Health and Safety Annual Audit; and

Financial Risk and Control Check List, including:

a) Governance;

b) Financial Planning and Budgetary Control;

c) Payroll;

d) Purchasing Arrangements;

e) Payment of Invoices;

f) School Imprest (Petty Cash) and Purchasing Cards;

g) School Assets – Inventory;

h) Miscellaneous Income – Delegated Budget;

i) Primary School Meal Income;

j) School Fund;

k) Data Security; and

l) Insurance.

Performance Management

The Headteacher reported that performance management meetings had been held with all teachers, using the new teachers' standards, and all their targets were linked to the School Development Plan targets.

Extended Schools

The Headteacher reported that a member of staff had volunteered to run an extra-curricular club, which she had approved and asked the teacher to organise.

School Development Plan

Governors received the most recent School Development Plan and noted that the success criteria were changing. The Headteacher answered questions and it was agreed that she would update Governors about its implementation by providing termly progress measures and end of year outcomes. Key performance indicators would also be provided showing the percentage of targets achieved and the milestones.

MRE (Moderated Review and Evaluation)

The Headteacher reported on the latest MRE meeting held with the SIA (School Improvement Adviser) on 21 November, 2012, and she answered questions. Governors were delighted to hear that the SIA had rated the school as having achieved a solid 'good' (under the Ofsted grading system) in all areas, with a number of areas moving from 'good' to 'outstanding'.

Foundation Stage Toilets

The Headteacher reported that the cost of providing an extra wc cubicle and wash basin, to meet the appropriate pupil/toilet ratio, would be approximately £5000 and she was obtaining competitive quotes.

Resolved 28

That the Chair and Headteacher be authorised to proceed with the best quote to provide the appropriate number of cubicles and wash basins and associated works, up to a maximum of £5000.

OFSTED EXPECTATIONS OF GOVERNING BODIES

Governors discussed the new Ofsted expectations for Governor involvement in the governance of schools, and they acknowledged that they would need to continue to develop a more proactive role. They noted that the SIA (School Improvement Adviser) had recommended that Governors obtain the Quality Mark for Good Governance. Governors were very enthusiastic and felt that it would be useful to establish a working group to obtain information about the Quality Mark and to investigate in detail the expectations of Ofsted and how they might best achieve them.

Resolved 29

That a working group be established and the following people be appointed to serve on it: Mrs B Archer, Chair, Cllr. L Kirkpatrick and Mr R Otter.

GOVERNING BODY SELF-EVALUATION

Governors agreed to visit the VLE (Virtual Learning Environment) to look at the Governor Annual Planner. It was also agreed that the Headteacher would distribute the Financial Management self-evaluation form to members of the Finance Committee to enable them to complete it and return it to the Headteacher. Governors also discussed how they could develop their role as a 'critical friend'.

Resolved 30

That 'Governing Body Self-Evaluation' be included on the next agenda.

GOVERNORS' CODE OF CONDUCT

The Chair volunteered to send copies of the Code of Conduct to Governors and also the Governors' Induction Pack to new Governors.

Resolved 31

That 'Governors' Code of Conduct' be included on the next agenda.

STANDING ORDER 8.3PM

Governors agreed to extend the meeting to 9.00pm.

REPORTS OF COMMITTEES AND/OR WORKING GROUPS

Resources and Finance Committee

Governors received the minutes of a meeting of the Resources and Finance Committee held on 22 November, 2012. Governors noted the latest budget statement and a list of virements covering: income; employees; premises; supplies and services; and support services.

Resolved 32

That the Whistleblowing Code of Practice be adopted, as recommended by the Resources and Finance Committee;

That the Anti-Fraud and Bribery Policy be adopted, as recommended by The Resources and Finance Committee; and

That Mrs Archer (Associate Governor) be given voting rights on the Resources and Finance Committee, except when the following areas are being discussed: pupil admissions; pupil discipline; election or appointment of governors; and the budget or financial commitments of the Governing Body, as recommended by the Committee.

REPORT OF THE CORPORATE DIRECTOR FAMILY SERVICES

Admission Arrangements: September 2014-August 2015 (including the Admission Number)

The report invited Governors' comments on the LA's proposed Admissions Policy for September 2014 to August 2015 and the proposed Admission Number for the school for the same period. It also updated governing bodies on the Co-ordinated Admission Arrangements, affecting all schools in the district, which are a requirement of the Education Act 2002, the Education and Skills Act 2008 and the Admissions Code of Practice.

The following documents were appended to the report:

- Appendix A – a copy of the LA's Admissions Policy 2014-2015; and
- Appendix C – the proposed Admission Number for the school for 2014-2015.

Governors considered the report and

Resolved 33

***That Governors note the content of the report; and
That the LA's Admission Policy for 2014-2015 (Appendix A to the report) be noted.***

Resolved 34

That Governors agree to the LA's proposal that the Admission Number for the school for the academic year 2014-2015 be 15.

GOVERNOR TRAINING AND DEVELOPMENT

Update from Training Link Governor

The Training Link Governor reported on the training grid which included LA courses attended, LA courses available and Modern Governor. He urged colleagues to provide him with details of courses they had attended, including e-courses, to enable him to update the training grid.

WAKEFIELD ASSOCIATION OF SCHOOL GOVERNORS

There was nothing to report under this heading.

REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

Mrs Trueman reported that she had attended an assembly and would soon be visiting the school again.

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, 29 January, 2013 at 7.00 pm.

ANY OTHER BUSINESS

Committee Membership

Resolved 35

That the membership of committees be approved; and

That 'Governors with Special Responsibilities' be included as an item on the agenda of the next meeting of the Governing Body.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 36

That there are no confidential items to remove from the minutes.

CHAIR