

PRIVATE AND CONFIDENTIAL

GOVERNING BODY OF WEST BRETTON J&I SCHOOL

Minutes of proceedings at a meeting of the Governing Body held at the school on Tuesday, 25 September, 2012 at 7.00pm.

PRESENT

Mrs B Archer, Mrs H Bickerdike, Mrs A Bowman, Mrs S Earnshaw, Cllr. L Kirkpatrick, 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)

WELCOME

The Clerk welcomed everyone to the meeting.

DECLARATIONS OF INTEREST AND ANNUAL REVIEW OF THE GOVERNING BODY'S REGISTER OF BUSINESS INTERESTS

There were no declarations of interest.

Governors were reminded that they were required to review and update their Register of Business Interests, at least annually. They considered how this might be done and noted that, where there was no change in circumstances and a new entry for the register was not completed, individual Governors should be asked to countersign and re-date their original entry. They

Resolved 1

That all Governors complete a new entry for the register.

CONSTITUTION

Local Authority Governor

The Clerk reported that Cllr Mrs J Drysdale's term of office had ended on 5 September, 2012, and that Cllr L Kirkpatrick had been appointed to serve as the LA Governor for a four year term of office.

Resolved 2

***That Governors' appreciation of Cllr Drysdale's many years of commitment, enthusiasm and dedication be recorded; and
That the Chair be authorised to write to Cllr Drysdale to convey the Governors' appreciation and their best wishes for the future.***

Parent Governors

Governors noted that the terms of office of Mrs Archer, Mr Care and Ms Trueman would end on 9 November, 2012. They also noted that Mrs Archer would not be eligible for re-election.

Resolved 3

That Governors' appreciation of the sterling work of Mrs Archer, Mr Care and Ms Trueman, be recorded.

Appointment of Associate Governor

Resolved 4

That Mrs B Archer be appointed Associate Governor, for a four year term of office beginning on 10 November, 2012.

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 5

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

Resolved 6

That nominations for Chair and 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 7

That contested elections be decided by secret ballot.

ELECTION OF CHAIR

Resolved 8

That Mrs S Earnshaw be elected Chair.

ELECTION OF VICE-CHAIR

Resolved 9

That this item be deferred to the next meeting.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr S Care and Mr R J Otter.

Governors' Consent to Absences

Resolved 10

That Governors consent to the absences of Mr Care and Mr Otter.

Governor Attendance

There were no attendance issues to consider.

MINUTES

Resolved 11

That the minutes of the meeting held on 3 July, 2012 be signed as a correct record, subject to "QUEGS", being amended to read "QEGS", under "Visits to Secondary Schools by Year 5/6 Pupils".

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

There were no matters arising from the minutes.

CORRESPONDENCE

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

- a) LA letter regarding the work to rule proposed by NUT/NASUWT, with effect from 26 September, 2012. The Headteacher reported that West Bretton J&I School would not be affected by the proposed action.
- b) Performance review information from Kingswood Catering and Cleaning Services. Governors noted that 67% of pupils at the school received school meals.
- c) LA letter regarding the Police and Crime Commissioner election on 15 November, 2012. The Headteacher confirmed that the school was no longer used as a polling station, because the Village Institute was used.
- d) The latest Governors' Bulletin Board leaflet.
- e) The latest Governors' Newsletter.
- f) LA letter regarding academy conversions.

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: Number of Pupils 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

Progress Reports

The Headteacher distributed the school's questionnaire to parents, dated 2012, and the Ofsted questionnaire to parents, dated 2011, and Governors noted the significant shift in positive parental responses since 2011, due to the fact that they now received more information about their child's progress. The Headteacher reported that parental response to the school's new pupil progress reports had been excellent, and the school would continue to use the reports. She added that 98% of parents either agreed, or strongly agreed, that their child had made progress during the year, and only one parent had neither agreed nor disagreed, and 100% of parents believed that the school informed them of their child's progress. Governors were very pleased with the improvement in this area.

SATs Results 2012

Governors received the SATs results for 2012 and noted that the floor standards had been met in mathematics and English. The Headteacher reported that one Year 6 pupil had taken the level 6 mathematics SATs paper and had achieved 31 marks, but unfortunately the pass mark threshold had been increased to 33 since the practice papers had been used by schools.

Primary School Profile 2012

The Headteacher distributed the latest School Profile and explained the information within it, and answered questions.

Swimming /PE

Governors noted that, because of the amount of time required for the swimming lessons for Years 5 and 6 (1.30 pm to 3.00pm), other areas of PE for Years 5 and 6 had been reduced.

Summary of Pupils' Questionnaire

The Headteacher distributed the summary and Governors discussed and noted the contents.

Teachers' Expectations

Governors noted that mathematics levelled target sheets had been placed in every child's mathematics book, and writing target sheets had been placed in Literacy books, to enable children and staff to use them more effectively.

Marking, Feedback and Homework

Governors were delighted that pupils and parents had provided positive feedback about the new style homework letters, and that the school would continue to use the new approach. They also noted the new initiative adopted by the school for marking and assessing Big Writing, which was intended to assist in the school moderation process and enable all staff to see the quality of work being produced in other year groups.

New Home/School Agreement

The Headteacher distributed the new format of the Home/School Agreement. Governors agreed that it was clearer and more attractive.

Resolved 13

That parents should receive a copy of the signed agreement for them to keep.

British Council

Governors were very pleased to note that the school had been listed on the British Council website and that it had already received responses from schools in India, France and an inner city school in Leicester.

Educational Visits

Governors noted the checks that were made when parents were transporting pupils on educational visits, and the Headteacher confirmed that all parents had agreed to the arrangements for parents transporting pupils.

Resolved 14

That the following educational visits be approved:

2.10.12 Eden Camp Year 5/6 pupils

16/10/12 Harrogate Museum Year 3/4 pupils.

Health and Safety

The Headteacher reported that a Foundation Stage pupil had trapped and broken their finger in the Foundation Stage door. She added that door stops had been purchased for the door involved and the new pupil kitchen door, together with an external door finger hinge. Governors supported the school action.

Standing Order – 8.30pm

Governors agreed to extend the meeting to 9.00pm.

School Development Plan 2012/2013

Governors received the School Development Plan and the Headteacher spoke to it and answered questions.

Premises – Roof

The Headteacher reported that the two storey block roof had been replaced under the Premises Support Service Level Agreement, and that the office roof, which was leaking onto the server, would be replaced in 2013/14 and the right-hand lower roof in 2014/15.

Planning Application

Governors were relieved to hear that the planning application for the climbing frame had been approved.

School Budget

Governors received the latest budget statement and the Headteacher answered questions. The Headteacher also reported that the Breakfast Club fees were being reviewed again due to a reduction in the numbers participating.

Shelley College

Governors noted that Shelley College was proposing to admit Year 7 pupils from 2014, and that if the proposal was implemented it would probably lead to more Year 6 pupils remaining at West Bretton.

SUMMER 2012 RESULTS

This item was dealt with under 'Headteacher's Report'.

SCHOOL DEVELOPMENT PLAN PRIORITIES 2012/13

This item was dealt with under 'Headteacher's Report'.

GOVERNING BODY SELF-EVALUATION

Resolved 15

That this item be deferred to the next meeting.

REPORTS OF COMMITTEES AND/OR WORKING GROUPS

Resources Committee

Governors received the minutes of a meeting of the Resources Committee held on 20 September, 2012. Governors noted that the committee had recommended the adoption of three LA model policies, and Mrs Archer volunteered to compile a list of all school/Governing Body policies and their review dates.

Resolved 16

*That the three LA model policies be adopted as recommended by the Resources Committee; and
That 'Governors' Code of Conduct' be included as an item on the agenda for the next meeting of the Governing Body.*

GOVERNOR TRAINING AND DEVELOPMENT

Update from Training Link Governor

The Training Link Governor had sent his apologies for absence, but the Chair reported that he had recommended attendance at the Financial Training course, on 2 October, 2012,

from 7.00-9.00pm at Wakefield Town Hall, for Governors involved in completing the Schools Financial Values Standard (SFVS) self-assessment prior to 31 March, 2013. A number of Governors indicated that they would be attending the course.

HEALTH AND SAFETY

This item was dealt with under 'Headteacher's Report'.

CONFIRMATION OF DATE, TIME AND PLACE OF THE NEXT MEETING

Governors confirmed that their next meeting would be held on Tuesday, 27 November, 2012 at 7.00pm.

ANY OTHER BUSINESS

CRB Certificates

Governors wondered if their CRB certificates required periodic renewal, or if they were valid for the full four year term of office.

Governor of the Month

Governors noted the following rota for attendance at school of the 'Governor of the Month':

September – Mrs S Earnshaw

October – Ms E V Trueman

November – Mrs A Bowman

December – Mrs Archer.

Ofsted Expectations of Governing Bodies

The Headteacher reported she had recently attended a course on this matter.

Resolved 17

That this item be included on the next agenda.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 18

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

CHAIR