

SGS/231/PJB/AMB

10 December, 2013

GOVERNING BODY OF WEST BRETTON J&I SCHOOL

Minutes of proceedings at a meeting of the Governing Body held at the school on Tuesday, 10 December, 2013 at 7.00 pm.

PRESENT		
Chair:	Mrs S Earnshaw	
Headteacher:	Mrs J Womersley	
Governors:	Mrs A Bowman	Mr S Care
	Mr I Cawthorne	Mr D J Spaul
	Ms E V Trueman	
In Attendance:	Mrs B Archer (Associate Member)	
Clerk:	Mr A M Bradshaw	
Apologies:	Mr R Atkinson	Mrs H Bickerdike
	Cllr Mrs J Drysdale	Cllr L Kirkpatrick
	Miss A Lockwood	Mrs L Sellens

No.	AGENDA ITEM	ACTION
	<u>PROCEDURAL ITEMS</u>	
1	WELCOME Governors welcomed Mr I Cawthorne (new Parent Governor) to his first meeting, and introductions were made.	
2	APOLOGIES FOR ABSENCE Governors' Consent to Absences Resolved 12 <i>That Governors consent to the absences of Mr Atkinson, Mrs Bickerdike, Cllr Mrs Drysdale, Cllr Kirkpatrick, Miss Lockwood and Mrs Sellens.</i>	
3	DECLARATIONS OF INTEREST There were no declarations of interest.	
4	CONSTITUTION Election of Parent Governor Governors noted that Mr Ian Cawthorne had been elected to serve as a Parent Governor for a four year term of office ending on 3 December, 2017. End of Term of Office of Staff Governor Governors noted that Mrs H Bickerdike's term of office would end on 3 January, 2014 and that the school would arrange an election. Resolved 13 <i>That Governors' appreciation of Mrs Bickerdike's sterling contribution to the work of the Governing Body, be recorded.</i>	Headteacher SGS

No.	AGENDA ITEM	ACTION
5	MINUTES OF THE MEETING HELD ON 8 OCTOBER, 2013	
	<p>Resolved 14 <i>That the minutes of the meeting held on 8 October, 2013, being correct, be signed; and</i> <i>That a copy of the signed set of minutes for publication be made available at the school for anyone wishing to inspect them.</i></p>	
6	MATTERS ARISING FROM THE MINUTES	
	<p>Parent Questionnaire 2013 Results The Headteacher reported that the latest questionnaire had been distributed at the Parents' Evening, and there had been a very good response.</p>	
	<u>SCHOOL IMPROVEMENT ITEMS</u>	
7	REPORTS OF COMMITTEES AND /OR WORKING GROUPS	
	<p>Standards and Pupils Committee Governors received the minutes of a meeting of the Standards and Pupils Committee held on 27 November, 2013. Governors noted that the Committee had accepted a Policy for Governors' Visits to School.</p> <p>Curriculum Committee Governors received the minutes of a meeting of the Curriculum Committee held on 21 October, 2013.</p> <p>Finance Committee Governors received the minutes of a meeting of the Finance Committee held on 2 December, 2013.</p>	
8	HEADTEACHER'S REPORT	
	<p>The Headteacher presented her written report on matters of interest relating to the school for which she was thanked. The report included items on: Pupils – 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; Assessments; Marking, Feedback and Homework; Cultural; Behaviour and Safety – Attendance; Racist and Bullying Incidents; Health and Safety; Leadership and Management – SEN; School Improvement Plan; Premises; Finance; Resources; Performance Management; Curriculum; Trips; Staff Professional Development; Safeguarding; Engaging Parents and the Community; Extended Schools; and Dates for your Diary.</p>	
	MATTERS ARISING FROM THE HEADTEACHER'S REPORT	
	<p>Caretaker Governors noted that Mr Corson had resigned to move to a new post. Governors agreed that the vacancy should be advertised on Friday, 13 December, 2013 on the Job Centre website, the LA's website, and, if possible, on the websites of Barnsley LA and Kirklees LA. Governors also noted that it was unlikely that a successful applicant would be able to start before the February half-term holiday, so in the meantime the Headteacher would contact Kingswood to arrange the sharing of Mr Corson's cleaning duties. It was also agreed that the Headteacher would contact the LA's Street Scene Team to ascertain if the team could help with snow clearance and the gritting of paths, prior to the new caretaker starting.</p>	Headteacher

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9	GOVERNOR MONITORING AND EVALUATION VISITS	
	<p>A number of Governors had attended the Christmas Sparkle Day, followed by the switch-on of the Christmas tree lights, and very positive feedback had been received. The Chair reported that she had attended the Autumn Review Meeting with the Headteacher and School Improvement Adviser. Governors were delighted that the School Improvement Adviser had advised that the school could aim to achieve an 'outstanding' Ofsted rating.</p>	
10	ARRANGEMENTS FOR HEADTEACHER AND STAFF PERFORMANCE MANAGEMENT	
	<p>The Chair reported that the Performance Management Committee had met on 5 December, 2013 to review the progress of the Headteacher's objectives, and everything was progressing as agreed. Governors noted that the Committee was scheduled to meet again on 20 March, 2014.</p> <p>The Headteacher reported that staff performance management had been undertaken and was progressing appropriately.</p>	
11	REVIEW OF POLICIES	
	<p>a) Governors noted that the Finance Committee had reviewed the following policies:</p> <ul style="list-style-type: none"> • Anti-Fraud and Bribery Policy; • Whistleblowing Code of Practice; • Lease Register; and • Financial Management Policy. <p>b) Attendance Policy</p> <p>The Headteacher distributed the revised policy based on the LA's model policy and the policies of other schools, and Governors discussed it in detail. The Headteacher proposed sending colour-coded letters to parents, each term, to keep them informed about their child's attendance record. Governors also discussed issuing certificates to pupils who achieved 100% attendance in a term, and they agreed that the names of those receiving certificates should be placed in a hat with two names being drawn to receive gift vouchers.</p> <p>Resolved 15 <i>That the revised Admission Policy be adopted as amended;</i> <i>That colour-coded termly letters be sent to parents; and</i> <i>That attendance certificates and gift vouchers be introduced, as discussed.</i></p> <p>STANDING ORDER 8.30pm Governors agreed to extend the meeting to 9.00pm.</p>	Headteacher
	<u>LOCAL AUTHORITY ITEMS</u>	
12	ADMISSION ARRANGEMENTS: SEPTEMBER 2015 – AUGUST 2016	
	<p>The report invited Governors' comments on the LA's proposed Admissions Policy for September 2015 to August 2016 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.</p>	

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	<p>The following documents were appended to the report:</p> <ul style="list-style-type: none"> • a copy of the LA's Admissions Policy 2015-2016; • the proposed Admission Number for the school for 2015-2016. <p>Governors considered the report and Resolved 16 <i>That Governors note the content of the report; That the LA's Admissions Policy for 2015-2016 be noted.</i></p> <p>Resolved 17 <i>That Governors agree to the LA's proposal that the Admission Number for the academic year 2015-2016 be 15.</i></p>	
	<u>GENERAL ITEMS</u>	
13	CORRESPONDENCE / CHAIR'S ACTIONS	
	<p>Correspondence The Chair reported that a letter had been received from Kingswood stating that the catering charges for 2014/15 had been reduced to £10,154.</p>	
14	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>Appointment of Training Link Governor Resolved 18 <i>That 'Appointment of Training Link Governor' be deferred to the meeting on 25 March, 2014, to enable Governors to attend the Governor Training Day scheduled for 29 January, 2014.</i></p>	SGS
15	HEALTH AND SAFETY/SAFEGUARDING	
	There was nothing to report under this heading.	
16	ANY OTHER BUSINESS	
	<p>New Governor Mr Cawthorne thanked Governors for their support and warm welcome, and he reported that he had enrolled for the 'New Governor' training course.</p> <p>Appreciation Governors expressed their appreciation of the hard work of staff and they wished them a happy Christmas. The Headteacher thanked Governors for their support.</p>	
17	DATE AND TIME OF NEXT MEETING	
	<p>Resolved 19 <i>That future meetings of the Governing Body be held in the school, at 7.00 pm, on the following dates:</i></p> <p><i>Tuesday, 28 January, 2014; Tuesday, 25 March, 2014; Tuesday, 20 May, 2014; and Tuesday, 8 July, 2014.</i></p>	SGS

No.	AGENDA ITEM	ACTION
	<p>Governors also noted the following committee meeting dates:</p> <p>Resources Committee – 19 December, 2013</p> <p>Standards and Pupils Committee – 6.00pm 22 January, 2014; 12 March, 2014; 14 May, 2014; 25 June, 2014.</p> <p>Finance Committee – 3.30pm 23 January, 2014; 18 March, 2014; 20 May,2014 (6.00pm All Governors invited); 26 June, 2014.</p> <p>Headteacher’s Performance Management Committee 20 March, 2014; 10 July, 2014.</p>	
18	CONFIDENTIAL ITEMS	
	<p>Resolved 20 <i>That there are no confidential items to remove from the minutes.</i></p>	

CHAIR