

SGS/231/PJB/AMB

29 January, 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, 29 January, 2013 at 7.00pm.

PRESENT

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

Governors' Consent to Absences**Resolved 37**

That Governors consent to the absences of Mrs Bowman, Cllr. Mrs Drysdale, Mr Otter and Mrs Sellens.

Governor Attendance

There were no attendance issues to consider.

MINUTES**Resolved 38**

That the minutes of the meeting held on 27 November, 2012 be signed as a correct record, subject to the following amendments:

Under "WELCOME", "ELECTION OF VICE-CHAIR" and "REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES", "Mrs E V Trueman" and "Mrs Trueman" be amended to read "Ms E V Trueman" and "Ms Trueman"; and

Under "SEN Funding", "depravation" be amended to read "deprivation" in the preamble to Resolution 26; and

"STANDING ORDER 8.3PM" be amended to read "STANDING ORDER 8.30PM"; 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**

The Chair reminded any Governors who had not completed a new entry for the register, of the need to do so.

Governor of the Month

The Headteacher reported that Mr Otter had been unable to visit the school in January, but he had submitted his apologies and would be visiting in the near future.

CORRESPONDENCE

The Chair reported that she had received a letter from Kingswood Catering/Cleaning regarding proposals for individual SLAs (Service Level Agreements).

Resolved 39

That the information received from Kingswood Catering/Cleaning be referred to the Finance Committee for detailed discussion and recommendation to the Governing Body.

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: 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 Development Plan, Premises, Finance, Resources, Performance Management and NQTs, Curriculum, Staff Professional Development, Safeguarding, Engaging Parents and the Community, Partnerships, Extended Schools, Dates for Your Diary.

MATTERS ARISING FROM THE HEADTEACHER'S REPORT**Foundation Stage Pupils**

The Headteacher reported that seven part-time pupils had started in the Foundation Stage and home visits had taken place for the first time, and had been very successful. She added that the pupils had settled in.

Staffing

The Headteacher reported that it would be necessary to look at increasing staffing in the Foundation Stage if pupil numbers rose after Easter or in September.

Pupil Progress

Governors noted that Key Stage 1 and 2 staff had assessed pupils in reading, writing and maths at the end of the autumn term, and that the updated progress was being recorded on the schools data system, Colour by Numbers, and on the Key Performance Indicator (KPI) sheets. Governors also noted that the KPIs and the updated profile assessment of the progress of Foundation Stage pupils would be shared with the Curriculum Committee for detailed discussion, and would be available for the information of other Governors.

Health and Safety – Car Park Drainage

The Headteacher reported that NPS had visited to assess the car park drainage and the flooded areas, and their advice about how to rectify the problem was awaited. Cllr. Kirkpatrick reported that he had contacted Highways about the issue because he felt that the water was being channelled from the highway onto the school drive, and he was awaiting a response. The Clerk reported that there had been an indication from Highways

that water would only flow from the highway onto the drive in exceptional circumstances, but the Headteacher stated that the water was definitely coming from the road.

Foundation Stage Toilets

The Headteacher reported that the additional sanitary fittings were being installed in the February half-term holiday, at a reduced cost.

New Oil Tank

Governors noted that the installation of the new oil tank was imminent.

Playing-field – Community Playground

The Headteacher reported that the possibility of re-developing the community playground was being investigated, and it was hoped that it would be possible to obtain a grant for 90% of the cost. Governors noted that the FOBs (Friends of Bretton) would be fundraising to help meet the remainder of the cost, but the Headteacher wondered if it would be possible for the parish council to make a contribution because the playground was open to the community. Mr Spaul suggested that the Headteacher write to the parish council. Governors asked if the re-developed community playground would be available to pupils during the school day, when it was closed to the community, and the Headteacher replied that it would.

Budget Statement

Governors noted the latest budget statement.

Attendance Policy

The Headteacher distributed the Attendance Policy and amendments recommended by the EWO (Educational Welfare Officer) to update it. Governors discussed the proposals in detail.

Resolved 40

That proposed amendments be adopted with immediate effect;

That the amended Attendance Policy be reviewed in spring 2014; and

That the school send the amended Attendance Policy to parents, along with data showing the number of fines imposed by the LA, and the number of attendance court cases held, during the last 12 months.

REPORTS OF COMMITTEES AND/OR WORKING GROUPS

There had been no meetings of committees or working groups since the last meeting of the Governing Body.

REPORT OF THE SERVICE DIRECTOR PEOPLE AND CUSTOMERS

Schools Financial Value Standards (SFVS)

The purpose of the report was to provide an update for governors on the requirements in relation to the new Schools Financial Value Standard (SFVS) which came into effect in September 2011 and was the replacement for Financial Management Standard in Schools (FMSiS) which was withdrawn by the Government in November 2010.

Governors noted that all LA maintained schools must complete and submit their SFVS self-assessment to the LA by 31 March 2013 and annually thereafter.

Governors were aware that they were responsible for the Annual Governance Statement (previously known as the Statement of Internal of Control) and for meeting a Financial Competencies Framework. Governors also had ultimate responsibility for all aspects of financial management at their schools. They noted that the SFVS self-assessment process and questionnaire would help them, and particularly members of the Resources Committee (or equivalent), which the Governing Body could delegate this area of responsibility to, understand and fulfil these responsibilities.

Resolved 41

That Governors note the contents of the report; and

That the report be referred to the Finance Committee for action.

REPORT OF THE CORPORATE DIRECTOR FAMILY SERVICES

Review of Committees

The purpose of the report was to remind Governors that the structure, terms of reference and membership of committees must be reviewed at least once a year, by law. Governors noted that this could be done at any time.

Governors noted the issues to consider and the recommendations of the report, one of which was to agree and adopt the terms of reference of the “Joint Committee”, which enabled governing bodies of maintained schools (the collaborating bodies) that are working together, or sharing a project, to set up a joint committee.

Resolved 42

That they note the content of the report; and

That the structure and membership of committees and working groups and the Governors with Special Responsibilities, as set out in Appendix A to the minutes, be agreed.

Resolved 43

That the LA’s model terms of reference for committees be referred to the committees for consideration and recommendations to the Governing Body.

STANDING ORDER – 8.30PM

Governors agreed to extend the meeting to 8.40pm.

GOVERNOR TRAINING AND DEVELOPMENT

Update from Training Link Governor

The Training Link Governor had submitted his apologies for absence.

GOVERNING BODY SELF-EVALUATION

Resolved 44

That this item be deferred to the next meeting.

GOVERNORS’ CODE OF CONDUCT

Resolved 45

That Governors’ wholeheartedly endorse and adopt the LA’s Code of Conduct.

REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

Ms Trueman reported that she had visited the school and watched the ReadWrite Inc scheme being taught, which she had found very interesting.

WAKEFIELD ASSOCIATION OF SCHOOL GOVERNORS

Governors noted the latest newsletter from the Wakefield Association of School Governors.

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, 12 March, 2013 at 7.00pm.

ANY OTHER BUSINESS

International Links

The Headteacher reminded Governors that at its last inspection Ofsted had judged the Cultural section of the process to be 'Good' and not 'Outstanding' because the school did not have any international links. Since the inspection the school had been working to address the issue and had joined the British Council website to establish links abroad, and the first link was with a French school, because French was taught in school. As a result the school had received the Foundation Stage Award for International Links. Governors also noted that links had been developed with an inner-city school in Leicester and that joint projects would be developed with both schools.

The Headteacher added that to obtain the Intermediate Stage Award it would be necessary to form links with a third school, and that staff would like to do so with a culturally different school to West Bretton. With this in mind the school had looked at schools in India, Thailand, Argentina and South Africa. The Headteacher reported that she had met with Ken Dunn, of Connecting Classrooms, who had been involved with projects in Lesotho in South Africa, and had organised school expeditions to Lesotho, twice per year, for the last 10 years. Governors noted that Pontefract Carleton High School had participated in the expeditions, and that Mr Dunn could provide six training sessions in school for £500, and that the expeditions could be available to staff, pupils, parents, Governors and the wider community. Governors discussed in detail and the Headteacher answered questions.

Resolved 46

That Governors support the link with a school in Lesotho, South Africa; and

That Governors support, in principle, the idea of the school participating in an expedition to Lesotho, but they recognise that this would require a great deal of organisation, including detailed information gathering, detailed health and safety checks, consultation with parents, fundraising etc.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 47

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

CHAIR

