

SGS/231/PJB/AMB

2 July, 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, 2 July, 2013 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, 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

Mrs Bickerdike declared an interest in discussions about the updating of the school website and Prospectus, and it was noted that she would not participate in the discussions.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. L Kirkpatrick and Miss A Lockwood.

Governors' Consent to Absences**Resolved 70**

That Governors consent to the absences of Cllr. Kirkpatrick and Miss Lockwood.

Governor Attendance

There were no attendance issues to consider.

MINUTES**Resolved 71**

That the minutes of the meeting held on 21 May, 2013, be signed as a correct record, subject to the following amendments:

Under "MATTERS ARISING FROM THE MINUTES – School Website", all references to "Mr Graham Bikerdike" and "Mrs Bikerdike" be amended to read "Mr Graham Bickerdike" and "Mrs Bickerdike";

Under "MATTERS ARISING FROM THE HEADTEACHER'S REPORT – Attainment and Closing Gaps", reference to "KS2 pupils" in the last sentence be amended to read "Yr6 pupils";

Under "MATTERS ARISING FROM THE HEADTEACHER'S REPORT – School Fund", the second sentence of the preamble to Resolution 64 be amended to read "Anna Bowman reported that she had contacted the chartered accountant who she knew and he had volunteered to audit the school fund for a reduced fee."; and

The item "AUDIT OF THE SCHOOL FUND" on page 6 be deleted.

MATTERS ARISING FROM THE MINUTES

Matters Arising from the Minutes – School Website

The Headteacher reported that a quote of £470 had been received from Mr G Bickerdike for the redevelopment of the school website and the creation of a folder. A Governor stated that they had experience of Mr G Bickerdike's work and it was excellent. Governors agreed that a lot of work was required to upgrade the website and that the quote represented value for money.

Resolved 72

That the quote from Mr G Bickerdike of £470 be accepted and the Governors' appreciation be recorded.

Headteacher's Report – School Fund

The Headteacher reported that Stephen Flicker, the accountant mentioned at the last meeting, had audited the school fund for a fee of £50.

Resolved 72

That the Governors' appreciation be recorded.

Approval of School Budget 2013/2014

Referring to Resolution 65, the Headteacher reported that the LA Finance Officer had identified that the original three-year budget plan had not included a 1% pay increase. Governors received the revised three-year plan.

Local Authority Report – Health and Safety Guidance Pack and Checklist

Governors noted that the Resources Committee had, at its meeting on 11 June, 2013, discussed the report and guidance pack and completed the checklist.

Any Other Business – Parents Parking Cars on Roadside

Anna Bowman reported that she had patrolled the front of the school, as agreed, and had produced a report with recommendations, including: providing double yellow lines, or extending the existing zig-zag lines; introducing a 20mph speed limit in the vicinity of the school; and changing the flashing "slow down" sign on Huddersfield Road to one that shows drivers their speed. Councillor June Drysdale suggested inviting the police to undertake an assessment of the problems and dangers, which could be sent to Highways to support Anna Bowman's recommendations. Governors noted that parents' cars parked on the roadside were obscuring the view of pupils as they attempted to cross the road, and that recently a young child had been involved in a near miss. The Headteacher also reported that the School Council had expressed concern about the situation.

Governors discussed the issues and recommendations in detail and suggested including a clause in the Home/School Agreement about parking in the Village Institute car park rather than the roadside. They also suggested that parking bays should be painted on the Institute car park to enable more cars to use it, and David Spaul agreed to raise the matter with the Institute and the Parish Council.

Resolved 73

That the Governors' grave concern be recorded and Highways be asked to implement the recommendations in Anna Bowman's report.

CORRESPONDENCE

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

a) A letter from the LA regarding 'Key Messages from Recent Ofsted Inspections and Support for Governing Bodies';

b) Information relating to Self-Evaluation.

CHAIR'S ACTION

The Chair reported that she had authorised the following educational visits:

4.7.13 Scarborough - Foundation Stage and Key Stage 1

9.7.13 Flamingoland – Year 5/6

Resolved 74

That the Chair's action be endorsed.

REPORTS OF COMMITTEES AND/OR WORKING GROUPS

Resources Committee

Governors received the minutes of meetings of the Resources Committee held on 11 and 26 June, 2013. Governors noted that the following policies had been discussed and reviewed:

Missing Child Policy

Health, Safety and Welfare Policy

Young Carers' School Policy

Administration of Medicines Policy

Intimate Care Policy

Pay Policy

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: Numbers on Roll; Staffing; Achievements 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; Visits; Behaviour and Safety – Attendance; Racist and Bullying Incidents; Health and Safety; Leadership and Management – SEN; School Development Plan; Premises; Finance; Resources; Performance Management; 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

Attainment and Closing Gaps

The Headteacher shared the Foundation Stage attainment data and explained how the new assessments worked and how expectations had changed. Governors were delighted to hear that six Foundation Stage children were exceeding expectations across the board and that Read Write Inc had had a beneficial impact on children's progress. A Governor asked if the Gifted and Talented category was still used, and the Headteacher replied that the category was no longer required.

Governors noted that the Year 6 SATs thresholds were awaited, but the marks were looking promising and a number of pupils had achieved three levels of progress.

New Curriculum

The Headteacher reported on the proposed changes.

Homework

A Governor asked if the quantity of homework had reduced. The Headteacher replied that the amount had decreased during the SATs period and during the past few weeks while KS2 pupils were rehearsing for a play.

Premises

Governors noted that Premises Support was working through the outstanding issues.

Trim Trail

The Headteacher reported that the School Council had chosen the trim trail equipment, at a cost of £6-7000, with £2500 for fitting and £250 for delivery. The Headteacher explained that although the cost was higher than originally discussed, the equipment would last 20 years rather than the original 10 years. Governors noted that the equipment would be installed in early September, and that the Parish Council would be informed that, for health and safety reasons, during the installation period the play area would be locked after school to prevent public access, to enable the concrete to set. The Headteacher confirmed that the equipment would be used by pupils during school time and the community after school. She also confirmed that the equipment would be regularly checked by staff.

Standing Order 8.30pm

Governors agreed to extend the meeting to 9.00pm.

Staffing

Governors noted the staff changes and the movement of staff and a Governor asked if parents would be informed. The Headteacher replied that she would be writing to parents.

Partnerships

A Governor reported that Chantry Chapel welcomed school visits and the Headteacher said she would investigate.

School Development Plan – Governor Monitoring

Governors received the latest update and the Headteacher explained it.

Budget

Governors received the latest budget statement.

LOCAL AUTHORITY REPORT: GOVERNOR INDUCTION POLICY

The purpose of the report was to inform Governors of the importance of all new Governors receiving a comprehensive induction package covering a wide range of school governance related issues and topics.

In order to support Governors in fulfilling their roles effectively, School Governor Services had drafted a Governor Induction Policy for adoption by Governing Bodies. The Policy encouraged Governing Bodies to ensure that all new Governors undertake a programme of induction including attendance at the New Governor Induction training. Governors noted the importance of Governor induction as a way of improving individual and whole Governing Body effectiveness. Governors noted the dates of forthcoming sessions and arrangements for booking a place.

Resolved 75

That the Governing Body note the content of the report and Governors will review their current policy.

GOVERNOR TRAINING AND DEVELOPMENT

Update from Training Link Governor

The Training Link Governor thanked colleagues for updating him about the courses they had attended, and he reported that he would update the Governors' schedule of training when he received the appropriate link from the LA.

REPORTS OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

Councillor June Drysdale reported on her visit to school on Sports Day, which she had enjoyed immensely, and Governors noted that Councillor Kirkpatrick had also attended the Sports Day.

Anna Bowman asked if the Headteacher would like the pupils to work with the PGC students in the new academic year, and the Headteacher replied that she would.

WAKEFIELD ASSOCIATION OF SCHOOL GOVERNORS

There was nothing to report under this heading.

HEALTH AND SAFETY

There was nothing to report under this heading.

AUDIT OF THE SCHOOL FUND

This item was dealt with under 'Matters Arising From The Minutes'.

DATE, TIME AND PLACE OF NEXT MEETING OF GOVERNING BODY AND COMMITTEES

Resolved 76

That the next meeting of the Governing Body be held in the school on Tuesday, 24 September, 2013 at 7.00pm.

Resolved 77

That Governors note that the Finance Committee will meet on 18 July, 2013 at 1.00pm.

ANY OTHER BUSINESS

Christmas Tree

Councillor June Drysdale reported that the LA had not made a decision about the funding for Christmas trees.

School Prospectus

The Headteacher reported that Mr G Bickerdike had provided a quote of £105 to produce a new Prospectus folder with photographs.

Resolved 78

That Mr Bickerdike's quote be accepted.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 79

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

That the item “” be removed from the minutes, which are available for public inspection.

CHAIR

