

SGS/231/PJB/AMB

12 March, 2013

GOVERNING BODY OF WEST BRETTON JUNIOR AND INFANT SCHOOL

Minutes of proceedings at a meeting of the Governing Body held at the school on Tuesday, 12 March, 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. L Kirkpatrick, Miss A Lockwood, 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

There were no declarations of interest.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Mrs J Drysdale.

Governors' Consent to Absences**Resolved 48**

That Governors consent to the absence of Cllr Drysdale.

Governor Attendance

There were no attendance issues to consider.

MINUTES**Resolved 49**

That the minutes of the meeting held on 29 January, 2013, 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**Matters Arising From The Minutes – Declarations of Interest and Annual Review of the Governing Body's Register of Business Interests**

Governors noted that everyone had now completed a new entry for the register.

Matters Arising From The Minutes – Governor of the Month

Governors noted that Mr Otter would be arranging a visit with the Headteacher.

Correspondence

Referring to Resolution 39, Governors noted that the Finance Committee would be arranging a meeting to discuss the service level agreement information received from Kingswood Catering/Cleaning.

Reports of The Corporate Director Family Services – Review of Committees

Referring to Resolution 43, Governors were informed that the Finance Committee had recommended the adoption of the LA's model terms of reference.

Resolved 50

That the LA's model terms of reference be adopted as recommended by the Finance Committee.

Governing Body Self-Evaluation

Resolved 51

That this item be deferred to the next meeting.

CORRESPONDENCE

There was no correspondence to report.

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; Achievements 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, 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

Staffing

Governors were delighted to hear that Mrs Firth had been chosen as one of three or four finalists, out of 24,000 candidates, for the North of England Newly Qualified Teacher of the Year Award, and they were very impressed with her achievement. The Headteacher encouraged Governors to attend a meeting with the judges on 21 March, 2013.

Teaching Assistant (TA)

The Headteacher reported that one of the TA's had obtained a place on a teacher training course, and as a result it would be necessary to advertise for a new TA.

Resolved 52

That the following Selection Panel be appointed for the appointment of a Teaching Assistant: Headteacher, Chair and Mrs Sellens, and Reserve: Miss Lockwood.

Attendance

Governors noted that the overall attendance was 95.13%, with 4.15% authorised absences and 0.73% unauthorised absences, and the majority of absences were due to illness. Referring to Resolution 40, the Headteacher reported that the EWO (Educational Welfare Officer) had advised that the amended Admissions Policy should be sent to all parents one term prior to its implementation, and she added that this was being arranged.

Fit to Learn Project

Governors were delighted that the school was involved in the Fit to Learn Project.

School Development Plan

The Headteacher provided a Governor Monitoring Update showing the progress being made in implementing the SDP action points. Governors noted that the Headteacher would provide a further update at their next meeting, and Governors stated that they were happy with the format of the Monitoring Update.

Finance

Governors received the latest budget statement.

SFVS (Schools Financial Values Standard)

The Headteacher reported on the progress being made in completing all the requirements of the SFVS prior to 31 March, 2013.

Resolved 53

That further to Resolution 27, the following additional reviewed policies be approved, as recommended by the Finance Committee:

Purchasing Policy;

Lettings Policy;

Best Value Statement;

School Fund Constitution;

Governors' Allowance Policy;

Whistleblowing Code of Practice; and

Anti-Fraud and Bribery Policy.

School Website

The Headteacher reported that the improvements required to the school's website should cost less than £50.

Resolved 54

That the improvements to the school website be implemented.

REPORTS OF COMMITTEES AND/OR WORKING GROUPS

Finance Committee

Governors received the minutes of a meeting of the Finance Committee held on 29 January, 2013 and noted that the committee had also met earlier in the evening, prior to the Governing Body meeting, and that they would be provided with copies of the minutes.

Standards and Pupils Committee

Governors received the minutes of a meeting of the Standards and Pupils Committee held on 6 February, 2013.

GOVERNOR TRAINING AND DEVELOPMENT

Update from Training Link Governor

The Training Link Governor had previously circulated the schedule of training attended by Governors and he reminded colleagues of the need to inform him of any training attended, including visits to the Modern Governor e-learning package. The Chair reminded Governors that they should also inform the Training Link Governor about training attended in their own workplace. Mr Atkinson and Cllr. Kirkpatrick reported that they had attended the LA's course for New Governors, and Mrs Bowman and Cllr. Kirkpatrick reported that they had attended a briefing session for LA Governors, held at Wakefield Town Hall, and this was the first of three sessions to be held each year.

REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

Mr Care had visited the school in February and the Chair had visited on 6 March, 2013 and they had both circulated short reports of their visits using a new template. They had also forwarded blank copies of the template to Governors and asked colleagues to use them to help provide a more focused approach to the visits and the reporting. The Headteacher stated that she would share the visit reports with staff to provide useful feedback.

Cllr. Kirkpatrick volunteered to visit the school on 28 March, 2013 for the Annual Egg Day.

Resolved 55

That the new template for Governors' visit reports be adopted.

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, 21 May, 2013 at 7.00pm. The Headteacher asked Governors if they would like to hold alternate meetings in a different classroom, to enable the teacher to give a short talk. Governors agreed to adopt this approach, starting on 21 May, 2013.

ANY OTHER BUSINESS

There were no other items of business to discuss.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 56

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

The meeting closed before 8.30pm.

CHAIR

