

SGS/231/PJB/AMB

21 May, 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, 21 May, 2013 at 7.00pm.

PRESENT

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

Governors' Consent to Absences**Resolved 57**

That Governors consent to the absences of Mrs Archer, Mr Otter and Ms Trueman.

Governor Attendance

There were no attendance issues to consider.

MINUTES**Resolved 58**

That the minutes of the meeting held on 12 March, 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 - Governor of the Month**

The Headteacher reported that Mr Otter had attended the Annual Easter Egg Day, along with a number of other Governors.

School Website

Referring to Resolution 54, Mrs Bickerdike reported that the proposed software package for less than £50 was not appropriate to the needs of the school and would have been a waste of money. Governors discussed the need to significantly improve the school website to comply with Ofsted requirements. They agreed to contact Mr Graham Bickerdike, an IT consultant, to discuss how best to meet Ofsted's requirements. Mrs Bickerdike declared an interest for future discussions, which Governors noted.

Resolved 59

That when this item is discussed at future meetings Governors note that Mrs Bickerdike will withdraw from the meeting.

Location of Governors' Meetings

Governors agreed to adopt a flexible approach to the proposal to hold alternate meetings in classrooms, to take into account the work pressures existing in the school at the time.

CORRESPONDENCE

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

The LA's Service Level Agreement for Clerking Arrangements for Governing Bodies. Governors noted that the appropriate pro-forma had been signed and returned to the LA;

A letter from Ofsted regarding the School Data Dashboard. The letter was circulated for Governors' information;

A letter from the NASUWT and NUT regarding the school pay checklist;

The latest edition of the Governors' Newsletter;

The latest newsletter from Wakefield Association of Governors.

CHAIR'S ACTION

The Chair reported that she had approved the following educational visits on behalf of the Governing Body:

Year 1/2 - Wakefield Hepworth Gallery - 15 May, 2013

Upper Foundation - Asda fish counter – split visit.

Resolved 60

That the Chair's action be endorsed.

REPORTS OF COMMITTEES AND/OR WORKING GROUPS

Finance Committee

Governors received the minutes of a meeting of the Finance Committee held on 28 March, 2013, and noted that the committee had also met on 21 May, 2013 and the minutes would follow.

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: Staffing; Pupil Progress; Attainment and Closing Gaps; Quality of Teaching; Cultural; Attendance; Drainage; SEN (Special Educational Needs) Funding; School Development Plan; Proposed New Playground; Trim Trails; and School Fund.

MATTERS ARISING FROM THE HEADTEACHER'S REPORT

Staffing

Governors were delighted that Mrs Firth was one of only five teachers in the country to receive a distinction for the North of England Newly Qualified Teacher of the Year Award.

Resolved 61

That Governors record their congratulations to Mrs Firth for her tremendous achievement.

Resolved 62

That Governors agree that the school has an outstanding compliment of staff.

Appointment of Staff

Governors noted the appointment of Rebecca Riley to replace Mr Coulston who left on 10 May, 2013.

Pupil Progress

The Headteacher reported that the majority of children were on track to reach or exceed their targets. All pupils had made progress in the lessons observed, and in some cases they had made rapid progress.

Attainment and Closing Gaps

Governors noted that pupils who had been identified as making little progress on Read Write Inc were now receiving daily 15 minute one to one sessions with the teaching assistants, and this was already producing a positive effect on their reading and was assisting in closing the gap. A Governor asked if parents had been informed about the timing of the optional SATs, and the Headteacher replied that they had via the school newsletter. A Governor asked if pupils were given the dates of the SATs, and the Headteacher replied that KS2 pupils were, but that sometimes the optional SATs dates were changed owing to unforeseen circumstances.

Quality of Teaching

Governors noted that the lesson observations held during the previous half-term had shown that all pupils were engaged when doing independent or group activities, and that their work output was good and they remained on task throughout the lesson. They also noted that in one lesson children were less engaged during the teacher input, but that discussions to address this had been implemented. In two of the observations pupil engagement was outstanding, one was good and one required improvement during the first part.

Governors also noted that the whole school writing moderation had sharpened teacher expectation in that area, and staff were creating more specific targets for pupils to work on and were placing more focus on what individual pupils needed to do to reach the next level.

Cultural

The Headteacher reported that an International Assembly was being planned for parents on 7 June, 2013 to enable the school to share its international links and the idea of visiting Lesotho. Governors noted that the school was also linking with Horbury Academy regarding Lesotho.

Attendance

The Headteacher reported that attendance was 95.26%, with 3.98% of authorised absences due to sickness, and 0.75% of unauthorised absences. The school target was 96.5% and the Headteacher explained that the school had to reach 96% to achieve outstanding. Governors asked about the sickness levels and the Headteacher explained that the long cold winter had resulted in the higher levels.

Drainage Works

Governors were relieved to hear that work would at last begin to prevent rainwater from flowing from the highway on to the school drive and into the car park. They noted that the cost of the work was being shared between Premises Support and Highways, and it was hoped that the work would begin in June.

SEN Funding

The Headteacher reported that she had met the LA's Finance Officer to request an increase in the funding for SEN pupils, because the LA's new funding policy meant that the school

would only receive approximately £18,000 towards the actual cost of £32,000. Unfortunately, because the school's budget was in credit, no extra funding would be provided.

Resolved 63

That Governors are extremely unhappy with this situation, because they feel that the LA's approach penalises small schools and also schools that manage their budgets effectively; and

That Governors fully support the Headteacher's approach.

Standing Order – 8.30pm

Governors agreed to extend the meeting for 30 minutes.

School Development Plan

The latest monitoring information was shared and explained, and governors agreed that the results of some of the actions would not be fully evident until the next academic year.

Proposed New Play Area on Playing-field

Governors noted that the grant funding for the creation of a new play area for school use during the day and public use out of school hours might be in jeopardy, because a requirement of grant funding would be public access during the day, but that would create safeguarding issues for the school. The school was trying to resolve the situation, but if this was not possible it might be possible to obtain a small grant to replace the existing equipment.

School Fund

Governors noted that an auditor was required to audit the school fund. Anna Bowman reported that she had contacted the chartered accountant who dealt with the Yorkshire Sculpture Park (YSP) accounts and he had volunteered to audit the school fund for a reduced fee.

Resolved 64

That the chartered accountant dealing with YSP be commissioned to audit the school fund; and

That the school fund should not be used to cover the cost of theatre tickets.

APPROVAL OF SCHOOL BUDGET 2013/2014

Governors were reminded that the Wakefield Scheme for Financing Schools requires their agreement of a budget plan to submit to the LA, together with the assumptions underpinning the plan, by 31 May 2013. It was noted that the budget plan must be approved by the Governing Body or by a committee; any approval by committee must be reported to the Governing Body.

Where a school was planning to carry an excess surplus balance forward from 2012/13, then the Governing Body should forward, along with its budget plan, the details and evidence for which this excess surplus balance is committed.

Governors were informed that schools that planned to have a cumulative deficit by 31 March 2013 or 31 March 2014 would need to submit their Budget Recovery Plan and the assumptions underpinning the plan by 30 June 2013 at the latest.

Governors were asked to note that school budgets will not be loaded to the Local Authority System (Agresso) until the Local Authority receives an “approved” budget, which is signed to this effect by the Chair of Governors.

Resolved 65

That the draft budget plan for 2013/2014 be agreed and signed by the Chair, as recommended by the Finance Committee;

That a copy of the signed document be sent to the LA; and

That Governors note the Finance Committee’s comments, that the Headteacher always provides full and detailed financial information and answers all questions thoroughly.

LOCAL AUTHORITY REPORT: HEALTH AND SAFETY GUIDANCE PACK AND CHECKLIST

The purpose of the report was to provide Governors with information on health and safety management, roles and responsibilities and a checklist for completion. The report and supporting information, which had been provided to the Headteacher and Chair prior to the meeting, gave Governors sufficient information to determine how best to implement this in their particular school (and academy, should they wish to do so).

Governors noted that the health and safety guidance pack and checklist provided information on:

- The arrangements for the management of health and safety. This included some information on asbestos, legionella and contractor management;
- Information on key roles and what health and safety responsibilities the role might encompass;
- Information on the areas that may need a risk assessment;
- A checklist to help schools (and academies, should they wish to do so) self- audit their arrangements and devise an action plan as appropriate and
- Outlined key information, such as accident information, which would assist the health and safety team determine priorities and areas that may need further support and guidance.

Resolved 66

That Governors note the contents of the report and refer it to the Resources Committee to deal with.

LOCAL AUTHORITY REPORT: WHAT DOES AN OUTSTANDING GOVERNING BODY LOOK LIKE?

The purpose of the report was to provide governing bodies with an overview of what an outstanding governing body might look like.

At a meeting of the former Headteacher Reference Group, Headteachers stated that governing bodies may be interested to know what an outstanding governing body looked like. In May 2011, OfSTED published a report “Learning from the Best”. The aim of the report was to help governing bodies to become excellent by showcasing examples of highly effective governance that was strengthening leadership and contributing to improved outcomes. The report looked at the principles and practices that contributed to outstanding governance in 14 schools and reported what outstanding governing bodies, and the Headteachers of the schools they serve, contributed towards their effectiveness.

Governors noted that the full "Learning from the Best" report could be found on the Ofsted website and Governors area of the VLE.

Resolved 67

*That the contents of the report be noted; and
That the Governing Body considers how to use the findings from the OfSTED report to become more effective and work towards becoming (if they are not already) outstanding.*

GOVERNOR TRAINING AND DEVELOPMENT**Update from Training Link Governor**

The Training Link Governor had submitted his apologies for the meeting. Governors had received the latest training course timetable from the LA, and the Chair encouraged colleagues to participate in as much training as possible.

GOVERNING BODY SELF-EVALUATION**Resolved 68**

That this item be deferred.

REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES

There was nothing to report.

HEALTH AND SAFETY

There was nothing to report under this heading.

AUDIT OF THE SCHOOL FUND

Governors noted that an audit of the school fund had been completed.

CONFIRMATION OF DATE, TIME AND PLACE OF THE NEXT MEETING

Governors confirmed that their next meeting would be held on Tuesday, 2 July, 2013 at 7.00pm.

Governors noted that the Resources Committee would meet on 11 June, 2013 at 3.30pm.

ANY OTHER BUSINESS**Parents Parking Cars on Roadside**

Governors noted that some parents continued to park their cars on the road in the mornings and afternoons, rather than using the Institute Hall car park, and they shared the concern of FOBs (Friends of Bretton). The Headteacher added that the School Council would be writing to parents to express their concern. Anna Bowman volunteered to patrol the front of school on Tuesday, 4 June, 2013 and June Drysdale volunteered to involve the police if required.

Starting Time of Governors' Meetings

Governors commented that on the last few occasions when the Finance Committee had met prior to the Governing Body meeting, the committee meeting had overrun and the Governors' meeting had started late. Governors agreed that if future Governors' meetings were preceded by a Finance Committee meeting the Governors' meeting would start at 7.15pm.

Christmas Tree

Cllr. June Drysdale reported that the LA was reducing the Christmas decoration budget and it could affect the provision of the community Christmas tree, but she was investigating possible alternative funding sources.

IDENTIFICATION OF CONFIDENTIAL ITEMS

Resolved 69

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

CHAIR

GOVERNING BODY MEETING FOLLOW-UP ACTIONS REQUIRED

**GOVERNING BODY OF
MEETING DATE:**

FUTURE MEETING DATES



CONSTITUTION - ATTENDANCE ISSUES, APPOINTMENTS, RESIGNATIONS, ETC.



	EXAMPLE - NEW COMMUNITY GOV - JOE BLOGGS, 78 COUNTY HALL, WAKEFIELD, WF1 2QL

GOVERNOR SUPPORT REQUEST



	EXAMPLE - PLEASE CONTACT THE CHAIR REGARDING GUIDANCE ON COMMITTEES

OTHER URGENT INFORMATION/ACTION REQUIRED



	EXAMPLE - A RESOLUTION WAS MADE TO CONVERT TO ACADEMY STATUS
	EXAMPLE - GOVERNORS REQUESTED AN URGENT RESPONSE FROM PREMISES SUPPORT REGARDING THE ROOF.

ITEMS FOR NEXT AGENDA / ANY OTHER INFORMATION



CLERKS' CONCERNS


