

SGS/231/PJB/AMB

8 October 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, 8 October, 2013 at 7.00 pm.

<b>PRESENT</b>		
<b>Chair:</b>	Mrs S Earnshaw	
<b>Headteacher:</b>	Mrs J Womersley	
<b>Governors:</b>	Mrs B Archer	Mr R Atkinson
	Mrs H Bickerdike	Mrs A Bowman
	Cllr Mrs J Drysdale	Miss A Lockwood
	Mr R J Otter	Mrs L Sellens
	Mr D J Spaul	
<b>Clerk:</b>	Mr A M Bradshaw	
<b>Apologies:</b>	Mr S Care	Cllr L Kirkpatrick
	Ms E V Trueman	

<b>No.</b>	<b>AGENDA ITEM</b>	<b>ACTION</b>
	<b><u>PROCEDURAL ITEMS</u></b>	
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> <b>Governors' Consent to Absences</b> <b>Resolved 1</b> <b><i>That Governors consent to the absences of Mr Care, Cllr Kirkpatrick and Ms Trueman.</i></b>	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> Governors were reminded that they were required to review and update their Register of Business Interests, at least annually. They considered how this might be done and noted that, where there was no change in circumstances and a new entry for the register was not completed, individual Governors should be asked to countersign and redate their original entry. <b>Resolved 2</b> <b><i>That individual Governors whose circumstances have changed should be asked to complete a new entry for the register; and</i></b> <b><i>That individual Governors whose circumstances have not changed should be asked to countersign and re-date their entry for the register.</i></b>	All Govs
<b>3</b>	<b>MINUTES OF THE MEETING HELD ON 2 JULY 2013</b> <b>Resolved 3</b> <b><i>That the minutes of the meeting held on 2 July, 2013 be signed as a correct record, subject to the following amendment:</i></b> <b><i>Under "Minutes", all references to "Graham Bikerdike" and "Graham Bickerdike", be amended to read "Graeme Bickerdike"; and</i></b> <b><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></b>	

No.	AGENDA ITEM	ACTION
4	<b>MATTERS ARISING FROM THE MINUTES</b>	
	<p><b>Parents Parking on Roadside</b> A Governor asked if the Police had been in-touch and whether the parking had improved. The Headteacher replied that although the Police had not contacted her, the parking had improved. Mr Spaul reported that he had checked the Village Institute car park and it would accommodate 50 painted car parking spaces, but there were 55 families with children at the school. The Headteacher reported upon discussions with the LA about the possibility of including Woolley Grange in the school's catchment area. Governors noted that, in such an event, a school bus would be required to transport the children to and from Woolley Grange, and Governors discussed the possibility of using the bus for Dane Royd J&amp;I School, because that school started at 8.50am and West Bretton J&amp;I School started at 9.00 am.</p> <p><b>Christmas Tree</b> Councillor June Drysdale reported that a Christmas tree would be provided in Bretton, due to private funding and a grant from the Parish Council. Governors congratulated Councillor Drysdale on her resourcefulness.</p>	
	<b><u>SCHOOL IMPROVEMENT ITEMS</u></b>	
5	<b>REPORTS OF COMMITTEES AND /OR WORKING GROUPS</b>	
	<p><b>Finance Committee</b> Governors noted that the Finance Committee had met prior to the Governing Body meeting and that written minutes would be provided at a later date. Governors received the latest budget statement and noted that the Headteacher had proposed the purchase of £8,000 worth of IT equipment, to develop, improve and update the school's equipment.</p> <p><b>Resolved 4</b> <i>That the proposed purchase of £8,000 worth of IT equipment be approved.</i></p>	JW
6	<b>HEADTEACHER'S REPORT</b>	
	<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: Characteristics of the School – 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; Behaviour and Safety – Attendance; Racist and Bullying Incidents; Health and Safety; Leadership and Management – SEN; School Development Plan; Premises; Finance; Resources; Performance Management; Curriculum; Trips; Staff Professional Development; Safeguarding; Engaging Parents and the Community; Partnerships; Extended Schools; and Dates for your Diary</p>	
	<b>Governor Questions Relating to the Headteacher's Report</b>	
	<p><b>Staffing</b> <b>Q.</b> Does the school have an Arts Co-ordinator? <b>A.</b> No, nor a Humanities Co-ordinator, but the areas are covered across the school.</p>	

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	<p><b>Progress of Pupils</b> The Headteacher distributed the following information, and explained it:</p> <ul style="list-style-type: none"> <li>a) KPIs (Key Performance Indicators) for each year group 2012/13;</li> <li>b) Pupil Achievement July 2013, July 2012;</li> <li>c) KS1 2013 targets and KS2 2013 revised targets;</li> <li>d) Progress in Lower KS2 2011-2013;</li> <li>e) Progress in KS2 2010-2013;</li> <li>f) Primary School Profile 2013 – providing trends over the last few years.</li> </ul> <p><b>Q.</b> Had Level 4 remained the target for the average pupil? <b>A.</b> The DfE now expected pupils to reach Level 4b, and the school was pushing to exceed that level, and 100% of Year 6 pupils achieved at least a Level 4 in reading, writing, SPAG and maths. The Headteacher provided supporting data.</p> <p><b>Q.</b> Was progress being made with the group that had been below average with phonics? <b>A.</b> The school had worked hard with the group and it was now above average.</p> <p><b>Q.</b> What support was Year 1 receiving for Literacy? <b>A.</b> 1:1 interventions.</p> <p><b>Planning</b> <b>Q.</b> When would the Parents' Evening be held? <b>A.</b> 8 October 2013.</p> <p><b>Teachers' Expectations – Planning</b> <b>Q.</b> Were staff analysing individual pupils' results and progress, or was the Headteacher doing it? <b>A.</b> Yes, staff were doing the analysis, but the Headteacher was helping them to make it more focused.</p> <p><b>Attendance</b> <b>Q.</b> Why had attendance slipped slightly below the target of 96.5% in 2012/13? <b>A.</b> High level of illness in the Spring Term, and evidence was available. The school continued to work very closely with the EWO.</p> <p><b>School Development Plan</b> The Headteacher distributed a list of areas and initiatives the school was planning to implement. Governors noted that the SDP would link each area to school achievement and progress. Governors agreed that the areas listed should be included in the SDP.</p> <p><b>Q.</b> How was the new sports funding from central government being used? <b>A.</b> The cycle of PE had been planned around the pyramid programme, and training and sports coaches would be arranged to assist staff to deliver it.</p> <p><b>Educational Visits</b> <b>Resolved 5</b> <b><i>That the following educational visits be approved:</i></b> <b><i>Yorkshire Museum of Farming (Roman Britain) – Yr3/4 – 22 November 2013;</i></b> <b><i>York Railway Museum plus train – Yr1/2 – date to be confirmed; and</i></b> <b><i>Pantomime at Wakefield Theatre Royal and Opera House – Whole school – date to be confirmed.</i></b></p>	

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	<p><b>Parent Questionnaire 2013 Results</b> The Headteacher distributed the results of the 2013 questionnaire and reported that in future years the questionnaire would be sent out in the Spring Term, rather than late in the Summer Term. Governors noted the comments of some parents about the effect the KS2 production rehearsals had on PE in the last half of the Summer Term. They noted and supported the school's approach, but suggested that, in future years, the school should write to advise parents that the rehearsals would affect some PE lessons. The Headteacher also reported that, in response to an enquiry about the timing of the Breakfast Club, a questionnaire would be sent to parents asking if they would prefer it to start at 7.45am.</p> <p>Governors agreed that the response of parents to the questionnaire had been very positive and staff should be congratulated on the high level of responses that 'strongly agreed' and 'agreed'.</p> <p><b>STANDING ORDER 8.30PM.</b> Governors agreed to extend the meeting by 30 minutes.</p> <p><b>Governors' Self-Evaluation and Annual Planner</b> Governors discussed KPIs, skills audits, attendance, committee meeting dates and agendas, and how they would focus on monitoring. The Headteacher agreed to distribute information for discussion at the next Governing Body meeting</p>	<p>JW</p> <p>JW</p>
7	<p><b>REVIEW OF STANDARDS AND ACHIEVEMENT AND SCHOOL PLAN</b> This item had been covered within the Headteacher's Report</p>	
8	<p><b>REVIEW OF POLICIES</b> Governors noted that committees continued to review and update policies, and they would be referred to the Governing Body for approval.</p>	
	<p><b><u>LOCAL AUTHORITY ITEMS</u></b></p>	
9	<p><b>MODEL PAY POLICY</b> The purpose of the report was to provide information to Governing Bodies of schools and academies about the LAs Model Pay Policy 2013, which they were encouraged to consider and adopt for the 2013/14 academic year.</p> <p>Governors noted that the Model Pay Policy 2013 was based on the LAs 2011 policy, which had been updated to incorporate the significant changes introduced in the School Teachers' Pay and Conditions Document 2013 (STPCD). The changes were highlighted within the model policy and key information was also included within that report.</p> <p>The LA recommended that the Governing Body should:</p> <p>a) Review its School Pay Policy for 2011 and adopt the LA's Model Pay Policy, taking into account the changes introduced in the STPCD 2013 and incorporating the discretionary insertions required in the Policy; or</p> <p>b) Review its School Pay Policy for 2011 and adopt the LA's Model Pay Policy, taking into account the changes introduced in the STPCD 2013 and making further adjustments in accordance with pay mechanisms put in place by the Governing Body, other than the discretionary insertions required in the Policy; or</p>	

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	<p>c) Produce its own School Pay Policy for 2013.</p> <p><b>Resolved 6</b>  <i>That the LA's report be noted; and</i>  <i>That the above-mentioned option (a) be adopted.</i></p>	
<b>10</b>	<b>UPDATED TEACHER APPRAISAL POLICY AND TEACHER CAPABILITY PROCEDURE</b>	
	<p>The purpose of the report was to make Governing Body of schools and academies aware of an updated Model Teacher Appraisal Policy and an updated Model Teacher Capability Procedure, which they were requested to consider and adopt.</p> <p>Governors noted that a number of revisions to the Model Teacher Appraisal and Capability Policy issued in 2012 had been made following consultation with a range of stakeholders including Headteachers and the Trade Unions (ASCL, ATL, NAHT, NASUWT and NUT). These were highlighted within the report.</p> <p>The LA recommended that the Governing Body should:</p> <p>a) Adopt the Model Teacher Appraisal Policy and the Model Teacher Capability Procedure; or</p> <p>b) Retain their current policy/policies for dealing Teacher Appraisal and Capability.</p> <p><b>Resolved 7</b>  <i>That the LA's report be noted; and</i>  <i>That the above-mentioned option (a) be adopted.</i></p>	
<b>11</b>	<b>MODEL GOVERNOR VISITS TO SCHOOL POLICY</b>	
	<p>The purpose of the report was to encourage the Governing Body to open communications with school staff regarding the protocols and processes for Governor visits to school. The LA had produced an example School Visits Policy (copies of which had been circulated to the Headteacher and Chair prior to the meeting and were available on the Governors area of the VLE), including a short record of visits report template, to help generate an evidence trail for the Governing Body's monitoring and evaluation activities.</p> <p>Governors were aware that they should know their school through the collection of first-hand information and that visiting their school during the day was a helpful way to do this. Governors noted that visits to the school by members of the Governing Body was an Ofsted expectation, as they formed an important part of robust school accountability.</p> <p>The LA recommended that the Governing Body should:</p> <p>a) Commence consultations with the school's teaching staff to discuss a School Visits Policy that is understood by all staff and the Governing Body; and</p> <p>b) Include "School Visits Policy" as an item on the agenda of the next meeting of the Governing Body to consider adoption/modification of the policy.</p> <p><b>Resolved 8</b>  <i>That the LA's report be noted; and</i>  <i>That the report be referred to the Pupils and Standards Committee and consultations with the teaching staff should begin.</i></p>	

No.	AGENDA ITEM	ACTION
	<b><u>GENERAL ITEMS</u></b>	
12	<b>CORRESPONDENCE / CHAIR'S ACTIONS</b>	
	<p><b>Correspondence</b> The Chair reported that a school meals update had been received from Kingswood Catering.</p> <p><b>Chair's Actions</b> The Chair reported that she had approved the purchase of a new whiteboard to replace a broken one. She had also approved a three day residential visit, in September 2013, to Robinwood, involving Years 5 and 6.</p> <p><b>Resolved 9</b> <i>That the Chair's action be endorsed.</i></p>	
13	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	<p><b>Update from Training Link Governor</b> The Training Link Governor reported that he had distributed the updated schedule of Governors' training, and he had also established a link with Modern Governor to obtain information about courses Governors had completed. The Chair encouraged colleagues to attend training courses, and they noted that 'Governors' Role in Accountability' would be discussed at the Annual Governors' Conference at Woolley Hall in November, 2013.</p> <p>Governors noted that this would be Rob Otter's last meeting and they thanked him for his sterling work as Training Link Governor. Mr Otter stated that he would be happy to liaise with the new Training Link Governor.</p>	
14	<b>REPORTS OF GOVERNORS WITH SPECIAL RESPONSIBILITIES</b>	
	Governors noted that Councillor June Drysdale would be visiting the school after the half-term holiday.	
15	<b>HEALTH AND SAFETY/SAFEGUARDING</b>	
	This item had been covered earlier in the meeting.	
16	<b>ANY OTHER BUSINESS</b>	
	<p><b>High Boundary Fence</b> The Headteacher reported that a complaint had been received from a resident on Maltkiln Drive regarding the height of the fence bordering their property. However, the fence had originally been provided to prevent balls from going into the neighbouring garden, and because the fence had been in-place for more than four years no action was required.</p> <p><b>Trim-Trail</b> The Headteacher reported that the LA Planning Office had received an enquiry about the trim-trail and, as a result, a planning officer had visited and noted that it was used by the community and that a community grant had been used to help to fund it.</p> <p><b>End of Term of Office</b> Governors said farewell to Rob Otter and thanked him for his support and hard work, and they wished him well for the future.</p>	SGS

<b>No.</b>	<b>AGENDA ITEM</b>	<b>ACTION</b>
17	<b>DATE AND TIME OF NEXT MEETING</b>	
	<b>Resolved 10</b> <i>That the next meeting of the Governing Body be held in the school on Tuesday, 3 December 2013 at 7.00 pm; and</i> <i>That committee meeting dates be noted at the next meeting of the Governing Body.</i>	
18	<b>CONFIDENTIAL ITEMS</b>	
	<b>Resolved 11</b> <i>That there are no confidential items to remove from the minutes.</i>	

CHAIR