

SGS/231/PJB/AMB

8 July, 2014

**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 July, 2014 at 6.30pm.

<b>PRESENT</b>		
<b>Chair:</b>	Mr S Care (Chair for the meeting)	
<b>Headteacher:</b>	Mrs J Womersley	
<b>Governors:</b>	Mrs A Bowman	Miss A Lockwood
	Mr I Cawthorne	Mrs L Sellens
	Mrs J Grindle	Mr D J Spaul
<b>In Attendance:</b>	Mrs B Archer (Associate Governor)	Mrs J Drysdale (Associate Governor)
<b>Clerk:</b>	Mr A M Bradshaw	
<b>Apologies:</b>	Mrs S Earnshaw	Cllr. L Kirkpatrick

<b>No.</b>	<b>AGENDA ITEM</b>	<b>ACTION</b>
<b><u>PROCEDURAL ITEMS</u></b>		
	<b>ELECTION OF CHAIR</b>	
	The Clerk welcomed everyone to the meeting and Governors noted that it would be necessary to elect a Chair for the meeting, due to the receipt of apologies for absence from the Chair, and the receipt, at the last meeting, of the resignation of the Vice-Chair. <b>Resolved 48</b> <i>That Mr S Care be elected Chair for the meeting.</i>	
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	<b>Governors' Consent to Absences</b> <b>Resolved 49</b> <i>That Governors consent to the absences of Mrs Earnshaw and Cllr. Kirkpatrick.</i>	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
<b>3</b>	<b>CONSTITUTION</b>	
	<b>Resignation of Parent Governor</b> Governors noted that Mr R Atkinson had resigned as a Parent Governor and as a result there were now two Parent Governor vacancies. As agreed at the last meeting the election to fill the vacancies would be held in September, 2014 to include new parents.  <b>Election of Staff Governor</b> As reported at the last meeting, Mrs Sellens had been re-elected to serve a further four year term of office.	<b>H/T</b>

No.	AGENDA ITEM	ACTION
4	<b>MINUTES OF THE MEETING HELD ON 20 MAY, 2014</b>	
	<p><b>Resolved 50</b>  <i>That the minutes of the meeting held on 20 May, 2014, being correct, be signed; and</i>  <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></p>	
5	<b>MATTERS ARISING FROM THE MINUTES</b>	
	<p><b>Matters Arising From The Minutes – Lesotho</b>  The Headteacher reported that she had met Ken Dunn to discuss maintaining the link with the school in Lesotho, but it transpired that the link could only be maintained through Ken Dunn at a cost of £30 per hour. As a result the Headteacher had decided to end the link through Mr Dunn, due to the potentially high cost.</p> <p>The Headteacher added that Elizabeth Kitale, a primary school teacher from Tanzania, had recently visited the school and gone around the classes. Money raised at the recent fashion show, organised by pupils, would be sent to the school in Tanzania where Elizabeth Kitale worked.</p> <p>Governors noted that the school had banked £1100, mostly raised by staff, to facilitate a visit to a school in Africa to broaden pupils’ overseas experience. They discussed how to use the money to best effect and they suggested two possible options: a) staff produce three or four possible destinations, including European ones, and discuss them with pupils; or, b) the money could be held until links had been developed with a school in Tanzania and then it could be used to help exchange links by assisting with travel costs etc.</p> <p><b>Resolved 51</b>  <i>That the Headteacher’s action in ending the link with Ken Dunn, be endorsed.</i></p>	
<b><u>SCHOOL IMPROVEMENT ITEMS</u></b>		
6	<b>REPORTS OF COMMITTEES AND /OR WORKING GROUPS</b>	
	<p>There had been no meetings of committees or working groups since the last meeting of the Governing Body and Governors agreed to deal with issues, during the Governing Body meeting, that the Finance Committee and the Standards and Pupils Committee would usually have dealt with.</p>	
7	<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:  <b>Characteristics of the School</b> – Numbers on Roll; Staffing; <b>Achievement of Pupils</b> – Progress and Attainment &amp; Closing Gaps, Foundation Stage, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6; Reading, Actions; Writing, Actions; Maths, Actions; <b>Quality of Teaching</b> – Planning; Pupils’ Attitudes to Learning; Teachers’ Expectations; Interventions and Support; Assessments; Marking, Feedback &amp; Homework; Cultural; <b>Behaviour and Safety</b> – Attendance; Racist and Bullying Incidents; Health &amp; Safety; <b>Leadership and Management</b> – SEN; School Improvement Plan; Premises; Finance; Resources; Performance</p>	

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	Management; Curriculum; Staff Professional Development; Safeguarding; Engaging Parents and the Community; Extended Schools; and Dates for your Diary.	
	<b>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</b>	
	<p><b>Progress and attainment and Closing Gaps</b></p> <p>The Headteacher distributed data for the Foundation Stage, KS1 and KS2 and explained that she would provide more detailed information for the next meeting of the Standards and Pupils Committee. The Headteacher was delighted with the Foundation Stage attainment where 87% of pupils had achieved a good level of development. Governors were very pleased with the progress and stressed the importance of maintaining support. The Headteacher reported that the Year 1 Phonics test results were not good, not because pupils had difficulty reading, but because they experienced problems with the test. As a result the school would be increasing the amount of practice for pupils.</p> <p><b>Q:</b> Do parents receive the KS1 SATs information?  <b>A:</b> Yes.</p> <p>Governors noted that the KS2 SATs results were excellent.</p> <p><b>Q:</b> Were any pupils entered for the level 6 maths SATs?  <b>A:</b> Yes, but although the pupils are working well at that level they require more work with the pace of the tests because of the number of tests held on the same day.</p> <p><b>Q:</b> Do pupils practice SATs tests and are they timed?  <b>A:</b> Yes, they do practice, but only Years 5 and 6 are timed.</p> <p>The Headteacher reminded Governors that from September the SATs levels would no longer be used as a measure to record pupils' progress in Years 1, 3, 4 and 5, but they would continue to be used for years 2 and 6. Under the new National Curriculum schools would need to assess whether pupils had met expectations, not met expectations or exceeded expectations. Schools would need to find a manageable recording method for September; the LA was producing a system and the DfE was piloting two primary schools, and the school was considering purchasing an electronic version. The Headteacher added that it would also be necessary to find a sustainable way of reporting progress to Governors. Governors noted that the DfE had introduced a new target for schools in reading, writing and maths to replace the old level 4b; 64% of schools achieved the old target, but based on current data only 10% of schools would achieve the new target, and West Bretton would be included in the 10%.</p> <p><b>Attendance</b></p> <p>Governors were delighted that at 96.80% attendance was above the target of 96.5%.</p> <p><b>Q:</b> Will an attendance prize draw be held again?  <b>A:</b> Yes.</p> <p><b>Health and Safety</b></p> <p>Governors noted that a child from the community had fallen down a drain in the staff car park, sustaining cuts and bruises, and that the LA had responded immediately to repair it. They also noted that two LA vans had been parked over</p>	

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	<p>the drain prior to the accident. A solicitor's letter had been received and passed to the insurers.</p> <p>The Headteacher also reported that she had contacted the LA about one of its staff inspecting the community play equipment goal posts from the boundary using binoculars. As a result the LA had instructed staff to enter sites to inspect equipment at close quarters.</p> <p><b>SEN</b> Governors noted that a new SEN Code of Practice would be introduced in September 2014 and Educational Health Care Plans would be replacing SEN statements. The Headteacher also reported that parents of pupils receiving a high incidence need top up grant would be involved in deciding what the top up funding could be used for. <b>Q:</b> Who would make the final decision about the use of the top up funding? <b>A:</b> The LA.</p> <p><b>Budget Statement, Virements and Journals</b> Governors received the latest budget statement and a report listing proposed journals and virements between budget headings. <b>Resolved 52</b> <i>That the proposed virements and journals detailed in the budget report be agreed.</i></p> <p><b>School Meals – KS2</b> The Headteacher reported that the cost of a KS2 school lunch was increasing to £2 per day from September 2014. <b>Resolved 53</b> <i>That the full cost should continue to be met by parents.</i></p> <p><b>Resources</b> The Headteacher reported that new chairs were required for the ICT suite and six new computers were also required because the old ones could no longer be upgraded. Governors noted that the computers would be funded from the school's Devolved Formula Capital. <b>Resolved 54</b> <i>That the purchase of new chairs and computers be agreed.</i></p> <p><b>Performance Management</b> Governors noted that the next meeting of the Performance Management Committee had been deferred from 10 July to September 2014.</p> <p><b>End of Summer Term</b> <b>Resolved 55</b> <i>That Governors' agree to the early closure of the school, at 2.30pm, on Friday, 18 July, 2014.</i></p>	
8/9	<p><b>SCHOOL DEVELOPMENT PLAN PRIORITIES FOR 2014/15, including GOVERNANCE</b></p> <p>The Headteacher reported that staff were putting the finishing touches to the</p>	

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	<p>SDP for 2014/15 and it would be ready for the Governing Body meeting in September. The Headteacher added that the main priorities were: reading; writing; maths; implementation of the new curriculum; assessment; and PE development. Governors also noted that the school would be aiming to achieve the Arts Mark award.</p> <p>Governors commented that they were working on the Governance Development Plan in readiness for the Governing Body meeting in September, and the Training Link Governor and the Chair of the Governing Body were liaising on this issue. The Training Link Governor reported that he had discussed with Paul Butler, LA Lead Officer for Curriculum Development, the provision of a Governance Review prior to the next Ofsted inspection, which the LA could provide within the Governor Services SLA. Governors agreed that the Training Link Governor should arrange this with the LA for October 2014. The Headteacher also reported that the LA would be undertaking a mini-Ofsted inspection in the autumn term, which would include observing lessons and scrutinizing work books.</p> <p>Governors noted that a meeting of the Resources Committee would be arranged prior to the next Governing Body meeting in September.</p>	<p>TLG/CH</p> <p>TLG</p>
<b>10</b>	<b>REVIEW OF POLICIES</b>	
	The Headteacher reported that the full list of policies was being updated.	H/T
<b><u>GENERAL ITEMS</u></b>		
<b>11</b>	<b>CORRESPONDENCE / CHAIR'S ACTIONS</b>	
	<p><b>Correspondence</b> There was no correspondence to report.</p> <p><b>Chair's Actions</b> The Headteacher reported that the Chair of the Governing Body had agreed to a letter being sent to parents explaining why pupils' progress reports would not be provided this year, but also pointing out that full, detailed end of year reports would be provided as usual. The progress reports were always an added extra.</p> <p>The Headteacher also reported that the Chair had participated in the appointment of Miss Hannah Nelson to cover Mrs Firth's maternity leave from September.</p> <p><b>Resolved 56</b> <i>That the Chair's actions be endorsed.</i></p>	
<b>12</b>	<b>REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b>	
	Mrs Drysdale reported that she had visited and met with Mrs Sellens to discuss SEN practice in school, including the different interventions used. Mrs Drysdale also reported that she had been in school when Elizabeth Kitale, from Tanzania, had been visiting and it had been a delight to be in school, and Elizabeth had commented that the visit to West Bretton had been the highlight of her trip to the UK. Governors noted that Mrs Drysdale had attended an LA course on Leadership Pay.	

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	<p>Mr Cawthorne stated that he would be reviewing the health and safety policies and organising a health and safety tour with the Caretaker, and thereafter he would arrange a monthly tour with different staff and pupils.</p> <p>Mrs Bowman reported on an LA course on the Roles of LA Governors that she had attended.</p>	<b>Mr C</b>
<b>13</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	<p><b>Update from Training Link Governor</b> The Training Link Governor reminded colleagues of the need to keep him informed of training attended, to enable him to keep the training matrix updated. He agreed to email the matrix to Governors again.</p>	<b>TLG</b>
<b>14</b>	<b>HEALTH AND SAFETY/SAFEGUARDING</b>	
	There was nothing further to report.	
<b>15</b>	<b>ANY OTHER BUSINESS</b>	
	<p><b>School Fund</b> Governors received written details of the audit of the school fund, which was ready for the Chair of the Governing Body to sign, and they noted that the auditor's fee was £50 plus VAT. They also noted that it might not be possible to continue to subsidise educational visits at the present rate.</p> <p><b>Training</b> A course on the 'Effective Resources Committee' had been attended.</p> <p><b>Pupil Premium</b> Mr Cawthorne mentioned that some schools inform new parents about how the pupil premium is used. The Headteacher reported that the information was to be included on the school website, along with the School Prospectus.</p> <p><b>Appreciation</b> The Headteacher expressed her appreciation of the hard work of all members of staff and the progress of the school had made during the academic year. Governors added their own appreciation.</p> <p><b>Educational Visits</b> <b>Resolved 57</b> <i>That the use of a local wood to provide pupils with a supervised experience of building dens, producing artwork and building fires, be supported.</i></p>	<b>CH</b>
<b>16</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	<p><b>Resolved 58</b> <i>That future meetings of the Governing Body be held in the school on the following dates:</i> <b>30 September, 2014</b> <b>25 November, 2014</b> <b>27 January, 2015</b></p>	<b>SGS</b>

<b>No.</b>	<b>AGENDA ITEM</b>	<b>ACTION</b>
	<b><i>17 March, 2015.</i></b>	
<b>17</b>	<b>CONFIDENTIAL ITEMS</b>	
	<b>Resolved 59</b> <b><i>That there are no confidential items to remove from the minutes.</i></b>	

CHAIR