

SGS/231/PJB/AMB

25 March, 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, 25 March, 2014 at 7.00pm.

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

<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 Resolved 28</b> <i>That Governors consent to the absence of Mrs Bowman.</i>	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
<b>3</b>	<b>CONSTITUTION</b>	
	<b>Appointment of LA Governor</b> The Clerk reported that Mrs A Bowman had been re-appointed to serve as a LA Governor for a four year term of office ending on 23 March, 2018.	
<b>4</b>	<b>MINUTES OF THE MEETING HELD ON 28 JANUARY 2014</b>	
	<b>Resolved 29</b> <i>That the minutes of the meeting held on 28 January, 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>	
<b>5</b>	<b>MATTERS ARISING FROM THE MINUTES</b>	
	There were no matters arising.	

No.	AGENDA ITEM	ACTION
<b><u>SCHOOL IMPROVEMENT ITEMS</u></b>		
<b>6</b>	<b>REPORTS OF COMMITTEES AND /OR WORKING GROUPS</b>	
	<p><b>Finance Committee</b> Governors received the minutes of a meeting of the Finance Committee held on 18 March, 2014. Governors noted that the Finance Committee had also met on 25 March, 2014 to discuss the following items: School Fund Terms of Reference; Financial Risk and Controls Checklist; Annual Governance Statement; Asset Inventory; SFVS self-assessment; Documents to sign; and Review of Budget (virements etc.). The minutes of the meeting would follow.</p>	
<b>7</b>	<b>REVIEW OF COMMITTEES</b>	
	<p><b>Resolved 30</b> <i>That the membership of committees and selection panels be agreed as detailed in Appendix A;</i> <i>That the Governors with special responsibilities be agreed as listed in Appendix A; and</i> <i>That the following working groups be disbanded: School Travel Working Group; Academy Working Group; and Quality Mark Working Group.</i></p>	
<b>8</b>	<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; Achievement 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 Improvement Plan; Premises; Finance; Resources; Performance Management; Curriculum; Trips; Staff Professional Development; Safeguarding; Engaging Parents and the Community; Extended Schools; and Dates for Your Diary.</p>	
<b>MATTERS ARISING FROM THE HEADTEACHER'S REPORT</b>		
	<p><b>Appointment of Caretaker</b> Governors noted that Mr Ian Hoyle had been appointed Caretaker with effect from 3 March, 2014.</p> <p><b>Levels of Pupil Progress</b> The Headteacher reported that from September 2014 the DfE would no longer be using SATs levels as a measure to record pupils' progress. <b>Q:</b> Has the DfE produced an alternative measure? <b>A:</b> No, schools are being left to make their own arrangements. <b>Q:</b> How will Governors be updated to help them monitor the effectiveness of teaching and learning etc.? <b>A:</b> Information could be provided at the end of the academic year, but it would be difficult to provide progress reports on a termly basis. It might be possible to use the system that is used for reporting the progress of Early Years' pupils.</p>	

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	<p><b>Lesotho</b> Governors noted that originally many parents were interested in the visit to Lesotho, but numbers had dropped due to the overall cost and now there were only two pupils from the school who would be involved. Governors recognised the amount of time and commitment that would be required to organise the visit, and the fact that at present a large number of staff were ill and the school was also anticipating an Ofsted inspection in the autumn term. They agreed that the visit was a very good idea in principle, but that with only two pupils from the school involved it was no longer inclusive. They agreed that the Lesotho visit was no longer viable and they felt that an experience closer to home, for example Belgium, would be more affordable, more inclusive and easier to organise. It was agreed that the Headteacher would write to parents.</p> <p><b>Educational Visit Resolved 32</b> <i>That a Year 3/4 visit to Eureka on 26 March, 2014 be approved.</i></p>	H/T
<b>9</b>	<b>PROGRESS TOWARDS SCHOOL DEVELOPMENT PLAN PRIORITIES</b>	
	The Headteacher provided a written update, with progress highlighted in red, amber and green. It was agreed that Governors' questions should be emailed to the Headteacher prior to the Standards and Pupils Committee meeting, next week.	<b>All Govs</b>
<b>10</b>	<b>REVIEW OF GOVERNANCE DEVELOPMENT PLAN: PROGRESS TO DATE</b>	
	Governors had held a very successful training day on 29 January, 2014 when they: observed literacy and numeracy throughout the school; looked at outdoor learning; met the student council; reviewed SFVS; reviewed the structure and membership of committees; and reviewed the Governance Development Plan.	
<b>11</b>	<b>GOVERNOR MONITORING AND EVALUATION VISITS</b>	
	There had been no monitoring and evaluation visits since 29 January, 2014.	
<b><u>GENERAL ITEMS</u></b>		
<b>12</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 Chair reported that she had participated in the appointment of the new Caretaker, Ian Hoyle. She also reported that the Headteacher had kept her fully updated about the cover arrangements during the recent period of staff illness.</p>	
<b>13</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	<p><b>Appointment of Training Link Governors Resolved 33</b> <i>That Mrs B Archer and Mr I Cawthorne be appointed Training Link Governors.</i></p>	<b>SGS</b>

No.	AGENDA ITEM	ACTION
	<p><b>Update from Training Link Governors</b>            The Training Link Governors (Mrs Archer and Mr Cawthorne) reported on items of interest relating to governor training. Mrs Archer reported on a 'Governing Body Cluster Networking' training session she had attended and added that future sessions could include: Governing Body Self-evaluation; Monitoring in the Classroom; and Ofsted. Mr Cawthorne reported that he had contacted the LA's School Governor Service and obtained details of the courses attended by colleagues between March 2008 and March 2014, and he was using the information to produce a training schedule. Governors noted that Mrs Archer and Mr Cawthorne would be identifying courses suitable for individual Governors.</p>	<p><b>TLGs</b></p>
14	<p><b>REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b></p>	
	<p>Governors thanked Mr Cawthorne for visiting school to work with the Headteacher to produce a new Emergency Plan.</p>	
	<p><b>STANDING ORDER – 8.30pm</b></p>	
	<p>Governors agreed to extend the meeting to 9.00pm.</p>	
15	<p><b>HEALTH AND SAFETY/SAFEGUARDING</b></p>	
	<p>There was nothing to report under this heading.</p>	
16	<p><b>ANY OTHER BUSINESS</b></p>	
	<p><b>Retirement of Lunchtime Supervisory Assistant</b>            Governors noted that Mrs Hackett would be retiring after 23 years at the school.  <b>Resolved 34</b>  <i>That the Governors' appreciation of Mrs Hackett's dedicated service be recorded and the Chair be authorised to write to Mrs Hackett to convey the Governors' comments and their best wishes for a long and happy retirement.</i></p> <p><b>Committee Meeting Dates</b>            Governors noted that the Resources Committee and the Performance Management Committee would be meeting after the Easter holiday.</p>	<p><b>Chair</b></p>
17	<p><b>DATE AND TIME OF NEXT MEETING</b></p>	
	<p>Governors confirmed that their next meeting would be held on Tuesday, 20 May, 2014 at 7.00pm, and they received apologies for absence from Mr S Care.</p>	
18	<p><b>CONFIDENTIAL ITEMS</b></p>	
	<p><b>Resolved 35</b>  <i>That there are no confidential items to remove from the minutes.</i></p>	