

SGS/231/PJB/AMB

20 May, 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, 20 May, 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 I Cawthorne                            | Mrs L Sellens   |
|                       | Mrs J Grindle                             | Mr D J Spaul    |
|                       | Cllr. L Kirkpatrick                       |                 |
|                       |   |                 |
| <b>In Attendance:</b> | Cllr. Mrs J Drysdale (Associate Governor) |                 |
| <b>Clerk:</b>         | Mr A M Bradshaw                           |                 |
| <b>Apologies:</b>     | Mrs B Archer                              | Mr S Care       |
|                       | 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><br>Governors' Consent to Absences<br>Resolved 36<br><i>That Governors consent to the absences of Mrs Archer, Mrs Bowman and Mr Care.</i>  |               |
| <b>2</b>                       | <b>DECLARATIONS OF INTEREST</b><br>There were no declarations of interest.   |               |
| <b>3</b>                       | <b>MINUTES OF THE MEETING HELD ON 25 MARCH, 2014</b><br>Resolved 37<br><i>That the minutes of the meeting held on 25 March, 2014 be signed as a correct record, subject to the following amendments:</i><br><br><i>Under "Update from Training Link Governors", "Mrs Cawthorne" be amended to read "Mr Cawthorne"; and</i><br><br><i>Under "Appendix A", "Mrs H Bickerdike" be deleted as "Health &amp; Safety Governor".</i><br><br><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> |               |

| No.                                    | AGENDA ITEM  | ACTION        |
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| 4                                      | <b>MATTERS ARISING FROM THE MINUTES</b>  |               |
|  | <p><b>Finance Committee</b><br/>The Headteacher reported that the Financial Values Standards had been completed and all staff had encrypted memory sticks.</p> <p><b>Matters Arising From The Headteacher's Report – Lesotho</b><br/><b>Q:</b> What was happening now?<br/><b>A:</b> The school was maintaining its links with the school in Lesotho and was still fundraising to support it. The Headteacher had not received any feedback from parents, or others, regarding the cancellation of the visit.</p> <p><b>Retirement of Lunchtime Supervisory Assistant</b><br/>The Chair confirmed that she would be writing to Mrs Hackett.</p>  | CHAIR         |
| <b><u>SCHOOL IMPROVEMENT ITEMS</u></b> |  |               |
| 5                                      | <b>REPORTS OF COMMITTEES AND /OR WORKING GROUPS</b>  |               |
|  | <p><b>Standards and Pupils Committee</b><br/>Governors received the minutes of a meeting of the Standards and Pupils Committee held on 13 May, 2014.<br/><b>Resolved 38</b><br/><b><i>That the following policies be adopted as recommended by the Standards and Pupils Committee:</i></b></p> <p><b><i>Revised Calculation Policy;</i></b><br/><b><i>Early Years Foundation Stage Policy.</i></b></p> <p><b>Finance Committee</b><br/>Governors noted that a meeting of the Finance Committee had been held on 20 May, 2014, prior to the Governing Body meeting, to discuss the draft budget presented by the Headteacher, and that the minutes of the meeting would be provided.</p>  | Clerk of Com. |
| 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: <b>Characteristics of the School</b> – Numbers on Roll, Staffing; <b>Achievements of Pupils</b> – Progress and Attainment &amp; Closing Gaps, Reading, Actions, Writing, Actions, Maths, Actions; <b>Quality of Teaching</b> – Planning, Pupils' Attitudes to Learning, Teachers' Expectations, Interventions and Support, Assessments, Marking, Feedback and Homework, Cultural; <b>Behaviour and Safety</b> – Attendance, Racist and Bullying Incidents, Health and Safety; <b>Leadership and Management</b> – 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>Admissions for September, 2014</b><br/>Governors noted that 15 children had been offered a full-time place for</p>   |               |

| No. | AGENDA ITEM  | ACTION |
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|     | <p>September, and 14 had accepted, and 15 children had been offered, and accepted, part-time places for September. As a result the predicted numbers on roll for September were 97 full-time and 15 part-time.</p> <p><b>Achievement of Pupils</b><br/>Governors noted that in KS1 maths a repetitive approach to the four rules had been adopted to ensure that children understood them.</p> <p><b>Pupils' Attitudes to Learning</b><br/>Governors noted that the school had sign-up for the 'Be the Best' programme to develop pupils' aspirations for the future and motivate them to set their own learning goals. They also noted that staff would be attending INSET on this in September, with Horbury Bridge Academy staff.<br/><b>Q:</b> Will the programme be linked with Horbury Bridge Academy?<br/><b>A:</b> Not developed enough yet, but it was very inspirational.</p> <p><b>Interventions and Support</b><br/>Governors noted that one to one maths support had significantly helped Year 6 pupils and it was anticipated that they would achieve level 4 in their SATs. Governors also noted that Lexia interventions were taking place on a daily basis in class time, at lunchtime and at home, and pupils were very enthusiastic. The Lexia intervention was originally intended to improve reading skills, but it would also improve spelling.<br/><b>Q:</b> Are weekly spelling tests still done?<br/><b>A:</b> Yes, in KS2.<br/><b>Q:</b> Do the spelling tests lead to improved spelling in pupils' work?<br/><b>A:</b> No, but the ReadWriteInc scheme is having a significant impact in that area.</p> <p><b>School Improvement Plan</b><br/>The Headteacher updated Governors on progress with the implementation of the priorities. It had previously been agreed that subject co-ordinators would attend Governors' meetings to update Governors on progress, but recent staff absences had prevented this from happening, so the initiative would begin next half-term.</p> <p><b>Performance Management</b><br/>Governors noted that teachers' half yearly review meetings had been held prior to Easter, and the review meetings for other members of staff were in hand.</p> <p><b>Educational Visits</b><br/><b>Resolved 39</b><br/><i>That the following educational visits be approved:</i></p> <p><b>21 May, 2014 Wakefield Central Mosque - Year 5/6</b><br/><b>5 June, 2014 Tropical World - Foundation Stage</b><br/><b>11 June, 2014 Countryside Day – All KS2.</b></p> <p><b>LA's Procure to Pay Ordering System</b><br/>The Headteacher reported that the LA's new ordering system was causing profound difficulties for the office staff and taking far too long to order items.</p> | H/T    |

| No.                                   | AGENDA ITEM   | ACTION  |
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|                                       | <p><b>Resolved 40</b><br/> <i>That the LA be informed of the extreme problems being caused by the procure to pay ordering system, and the Governors' grave concerns at the effect on staff; and</i><br/> <i>That the LA be asked if anything can be done to improve the process.</i></p>  | SGS     |
| 7                                     | <p><b>NEW NATIONAL CURRICULUM: UPDATE FROM HEADTEACHER</b></p>  |         |
|                                       | <p>Governors noted that the Headteacher and Mrs Sellens had attended a two day course in York and they had also familiarised themselves with the changes. Next half-term they would be mapping-out each topic area and undertaking a skills gap analysis. Staff had been kept updated and this would continue. All staff had attended appropriate courses and more courses were being identified. The school had previously consulted parents about what they thought was important for a curriculum and their views had been incorporated in the new curriculum. The Abacus and ReadWriteInc schemes were both relevant to the new curriculum, and the impact of the new curriculum and new resources had been budgeted for.</p>             |         |
| 8                                     | <p><b>PROFILE OF TEACHING</b></p>   |         |
|                                       | <p>The Headteacher reported that, due to staff absence, only one classroom observation had been done last half-term and two had been done in the current half-term. The observations had been judged to be 'good' and the next steps had been discussed with the staff involved.</p>  |         |
| 9                                     | <p><b>PUPIL ATTAINMENT AND PROGRESS: PROGRESS TOWARDS TARGETS</b></p>   |         |
|                                       | <p>This item had been covered in the Headteacher's Report.</p>  |         |
| 10                                    | <p><b>REVIEW OF POLICIES</b></p>  |         |
|                                       | <p>The Revised Calculation Policy and the Early Years Foundation Stage Policy had been dealt with under Reports of Committees. Governors noted that a full list of policies was being updated.<br/> <b>Q:</b> Is there a homework policy?<br/> <b>A:</b> No, but there used to be one.<br/> The Headteacher accepted Cllr. Drysdale's offer to provide one.</p>   | Cllr. D |
| <b><u>LOCAL AUTHORITY REPORTS</u></b> |   |         |
| 11                                    | <p><b>CHANGES TO THE SCHOOL ORGANISATION SYSTEM</b></p>   |         |
|                                       | <p>The purpose of the report was to inform Governors that new school organisation regulations and academy processes, which allowed schools and academies to make changes to their size and characteristics, came into force on 28 January 2014. These changes supported the coalition government's aim of increasing autonomy and reducing bureaucracy.</p> <p>Governors noted that the changes:</p> <ul style="list-style-type: none"> <li>• Allowed governing bodies of maintained schools to make certain changes (i.e. enlargement of premises, altering age ranges and adding board provision) without following a statutory process; and</li> <li>• That statutory processes had been slimmed down for certain other changes</li> </ul> |         |

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|           | <p>to maintained schools (e.g. a single-sex school becoming co-educational) by reducing the length of the process and the level of prescription.</p> <p><b>Resolved 41</b><br/> <i>That Governors note the changes in legislation as outlined within the report.</i></p>  |        |
| <b>12</b> | <b>THE FUTURE SHAPE OF CHILDREN'S SERVICES IN WAKEFIELD</b>   |        |
|           | <p>The purpose of the report was to advise Governors of proposals in relation to a transformation of the model for the delivery of Children's Centres as a key component of the Integrated Early Help Offer.</p> <p>Governors noted that For children's services this would mean some changes in the way that the LA currently delivered services, particularly in terms of where they were delivered from and who with.</p> <p>It had been proposed that the first stage in the remodelling of current provision would be the development of seven integrated early help hubs. Discussions were on-going about what provision would be included within these hubs, although services likely to be included were:</p> <ul style="list-style-type: none"> <li>• Children's Centres;</li> <li>• Targeted Youth Support;</li> <li>• Positive Activities;</li> <li>• Safer Neighbourhood Policing Teams;</li> <li>• Health Visiting and School Nursing;</li> <li>• Education;</li> <li>• CAF coordination;</li> <li>• Intensive Support;</li> <li>• Some elements of Children's Social Care; and</li> <li>• IIAG/Youth Contract.</li> </ul> <p>The proposals were that these service hubs would be managed by Children's Services locality managers, who would form a virtual management team for their locality with the relevant: Safer Neighbourhood Inspector, Street Scene Manager, Adult Health &amp; Social Care service manager, Head teachers, GP network and Neighbourhood Area Coordinator.</p> <p>The aim of this work would be to ensure that children and their families could access help at the earliest possible opportunity to improve their health and well-being.</p> <p><b>Resolved 42</b><br/> <i>That Governors note the vision and plans for an Integrated Early Help Offer;</i><br/> <i>That Governors note the actions taken by the LA in relation to the transformation of Children's Centres and the remodelling of the Children's Centre offer, in order to deliver improved outcomes for children and families.</i></p> |        |

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| 13                          | <b>APPROVAL OF THE SCHOOL BUDGET 2014-2015</b>   |                               |
|                             | <p>Governors received the draft budget and supporting papers for 2014-2015 and noted that the Headteacher had made a detailed presentation to the Finance Committee prior to the Governors' meeting.</p> <p><b>Resolved 43</b><br/> <i>That the draft budget for 2014-2015 be adopted, as recommended by the Finance Committee, and the Chair be authorised to sign the appropriate documentation prior to its return to the LA.</i></p>   | Chair/<br>H/T                 |
| <b><u>GENERAL ITEMS</u></b> |  |                               |
| 14                          | <b>CORRESPONDENCE / CHAIR'S ACTIONS</b>  |                               |
|                             | <p><b>Correspondence</b><br/> The Chair reported the receipt of the following correspondence:</p> <ul style="list-style-type: none"> <li>• The latest LA governor training brochure.</li> <li>• Letter of resignation from Ms E V Trueman (Parent Governor) due to commitments. The Chair had thanked Ms Trueman for her work on the Governing Body, and she would send a letter on school headed paper.</li> </ul> <p><b>Resolved 44</b><br/> <i>That the Governors' appreciation of Ms Trueman's work on the Governing Body, and their best wishes for the future, be recorded.</i></p> <ul style="list-style-type: none"> <li>• Report from the LA on the adoption of a local living wage. Governors discussed the issue and noted that the extra cost had been included into the draft budget.</li> </ul> <p><b>Resolved 45</b><br/> <i>That the local living wage be adopted, as defined in the LA's report.</i></p> <p><b>Chair's Actions</b><br/> The Chair reported the following action she had taken on behalf of the Governing Body:</p> <ul style="list-style-type: none"> <li>• To delay the election of a new Parent Governor until September, 2014 to include the new parents.</li> <li>• The appointment of Miss S Tunnacliffe in September, 2014, to cover Mrs Firth's maternity leave.</li> <li>• The appointment of a casual supply teacher to assist in covering staff absence.</li> <li>• The increase in Mrs Brearton's hours by 2.5.</li> <li>• Approved the refurbishment of the Headteacher's office and creation of improved storage facilities.</li> </ul> <p><b>Resolved 46</b><br/> <i>That the Chair's action be endorsed.</i></p> | <p>SGS</p> <p>H/T<br/>SGS</p> |

| No.       | AGENDA ITEM  | ACTION                     |
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|           | <p><b>STANDING ORDER 8.30pm</b><br/>Governors agreed to extend the meeting by 10 minutes.</p>  |                            |
| <b>15</b> | <b>REPORTS FROM GOVERNORS WITH SPECIAL RESPONSIBILITIES</b>  |                            |
|           | Mr Cawthorne reported that he had attended a course on Health and Safety Outside the Classroom, and in June he would be attending a course on Governors' Health and Safety Responsibilities.   |                            |
| <b>16</b> | <b>GOVERNOR TRAINING AND DEVELOPMENT</b>   |                            |
|           | <p><b>Update from Training Link Governor</b><br/>The Training Link Governor distributed the Governor Training spread-sheet he had produced and asked colleagues to check it and update it. He also provided information on foundation courses and new courses for the forthcoming year, and he encouraged colleagues to attend training. The Headteacher reminded Governors that the Pupil Premium and the Sports Premium were areas that Ofsted was focusing on. The Training Link Governor reported that bespoke training could be arranged for Ofsted health checks.<br/><b>Q:</b> Would there be a charge?<br/><b>A:</b> No.<br/>Governors were very interested and asked the Training Link Governor to obtain more information. Governors also noted that later in the year the LA would be providing information about Governor Skills Audits.</p>   | <p>All Govs</p> <p>TLG</p> |
| <b>17</b> | <b>HEALTH AND SAFETY/SAFEGUARDING</b>  |                            |
|           | Mr Spaul reported that the Parish Council had received a letter from the LA regarding safety checks for goal posts. The Headteacher reported that a man had visited and inspected the goal posts using binoculars. Mr Spaul passed the letter to the Headteacher.  |                            |
| <b>18</b> | <b>ANY OTHER BUSINESS</b>  |                            |
|           | <p><b>Election of Staff Governor</b><br/>Governors noted that Mrs Sellens' term of office had ended, but she had been re-elected for a further four year term of office. Governors welcomed her back onto the Governing Body.</p> <p><b>Road Safety</b><br/>A Governor asked if the Governing Body had discussed the amount and speed of traffic near the school. Governors explained that they had on a number of occasions, and that the LA had installed speed signs, but was unable to provide a pedestrian crossing or a crossing patrol due to the low number of pupils. Letters had been written to parents about inconsiderate parking and the School Council had also written, and the Headteacher had contacted the Rural Police Team.<br/><b>Q:</b> Will the increased number of pupils enable the school to get a crossing patrol?<br/><b>A:</b> No, the figure needs to be much higher.<br/>Governors discussed the possibility of obtaining sponsorship to fund a crossing patrol. They noted that the problem increased when the Institute car park was full. Governors agreed that they wanted to be proactive and discussed re-visiting</p> | SGS                        |

| <b>No.</b> | <b>AGENDA ITEM</b>  | <b>ACTION</b> |
|------------|---|---------------|
|            | the School Travel Plan.   |               |
| <b>19</b>  | <b>DATE AND TIME OF NEXT MEETING</b>  |               |
|            | Governors confirmed that their next meeting would be held on Tuesday, 8 July, 2014 at 7.00pm. |               |
| <b>20</b>  | <b>CONFIDENTIAL ITEMS</b>   |               |
|            | <b>Resolved 47</b><br><i>That there are no confidential items to remove from the minutes.</i> |               |

CHAIR