

THE GOVERNING BODY OF HEADLANDS JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of a meeting of the Governing Body held at 6.30 pm at the School on Tuesday, 4 February 2020.

PRESENT

Mr D Cloughton (Chair), Mrs R Afzaal-Khan, Mrs P Cocker (Head Teacher), Mr T Cross, Mrs K Dickinson, Mrs L Drummond, Reverend K Young, Mr C Looker, Ms S Marshall.

In Attendance

Miss H Grange (Minute Clerk)

Agenda item	Discussions and decisions							
2997.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Miss S Greenwood (without consent) and Mrs G Wright (consent).</p> <p>There were no declarations of interest.</p>							
2998.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following item was notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Remote Governors 							
2999.	<p><u>REPRESENTATION</u></p> <p>(a) <u>Appointment</u></p> <table border="0" data-bbox="272 1518 1134 1637"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Ms Sue Marshall</td> <td>Co-opted</td> <td>9.12.19</td> </tr> </tbody> </table> <p>Ms Marshall was welcomed as a new governor to the Governing Body.</p> <p>(b) <u>Appointment of Co-opted Governors</u></p> <p>Governors discussed a potential candidate for the Co-opted Governor vacancy, the Chair noted that the Governing Body had previously expressed a desire to appoint a governor with experience of the education sector and the candidate has this.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms Sue Marshall	Co-opted	9.12.19	
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	<p>The Chair noted that there is a need to develop more formal inductions for new governors and that this has been reiterated by feedback given previously.</p> <p>Introductions were given for Ms Marshall's benefit.</p>	
3002.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>Governors confirmed receipt of the following minutes:</p> <ul style="list-style-type: none"> • Draft minutes of the Children, Families and Community Committee 11 November 2019. • Draft minutes of the Finance, Resources and Staffing Committee 20 November 2019. <p>The Chair invited comments/questions.</p> <p>(a) <u>Children, Families and Community Committee Meeting held on 11 November 2020</u></p> <p>Ms Marshall queried whether she would be representing the Friends of Headlands or herself at the Children, Families and Community Committee. The Head Teacher advised that she did not anticipate a conflict of interest arising but suggested if there was, that Ms Marshall should inform committee members of this before the meeting. Ms Marshall noted her intention to attend all committees for the purpose of developing her understanding and knowledge.</p> <p>ACTION: That the Governor Clerking Service circulates all committee paperwork to Ms Marshall.</p> <p>ACTION: That the minutes of the Finance, Resources and Staffing Committee, last question of minute 404 is amended to read data not date.</p> <p>ACTION: That the minutes of the Finance, Resources and Staffing Committee, Minute 405 is amended to read 'The Head Teacher reported on a request <u>from</u>.</p> <p>ACTION: (Relates to Minute 408 of the Finance, Resources and Staffing Committee) – that Mr Looker checks whether there is a copy of the IT report to be shared on Microsoft Teams.</p> <p>Governors discussed having a meeting to review Ofsted targets and Pupil Premium was explained for Ms Marshall's benefit.</p> <p>ACTION: That Ms Marshall looks at the Pupil Premium section of the school website and information about Pupil Premium in Teams.</p>	<p>Governor Clerking</p> <p>Governor Clerking</p> <p>Governor Clerking</p> <p>Mr Looker</p> <p>Ms Marshall</p>

	<p>(b) <u>Achievement and Curriculum Committee Meeting held on 21 January 2020</u></p> <p>Mr Cross reported that the data pack had been slimmed down but was still comprehensive, some suggestions were made for improvements but would not add to teacher workload. The Maths lead attended the meeting to present Maths Day and the general approach to maths. Mr Cross advised that staff presentations are being monitored to ensure that they are not duplicating or neglecting subjects and invited all governors to attend the beginning of the committee meetings for the presentations. Fluent in Five, TT Rockstars and Year 4 times tables assessments were explained to governors.</p> <p>ACTION: That Mr Cross uploads information to Teams.</p>	Mr Cross
3003.	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS QUESTIONS</u></p> <p>The Head Teacher's report and information pack was provided in advance of the meeting and contained the following information:</p> <ul style="list-style-type: none"> • Acronyms – Useful Definitions • School SEND Audit • Governor Monitoring Report for SEND visit by Mrs Dickinson • Staffing Update • School Improvement Plan Monitoring Report December 2019 and School Improvement Plan 2019-20. <p>The Head Teacher highlighted the following points from the Head Teacher's report:</p> <p>(a) <u>Numbers on Roll</u></p> <p>The school will be full after half term with the exception of reception which has 11 places and a space in year 1. Nursery will be full at the end of next week with 26 filled places for morning and afternoon.</p> <p>There have been 3 Fair Access Consultations to date this year which is increasing. No pupils were allocated Headlands.</p> <p>Q. Is there a reason we are getting more?</p> <p>A. There are more children who are finding it difficult to manage their own emotions and are presenting with challenging behaviour in every school. We were quite concerned, given our current capacity and existing numbers of children with challenging behaviour, about our ability to meet their needs.</p> <p>Governors asked about independent appeals and the Head Teacher explained the process for appeals and that the LA can admit above the PAN as the result of an appeal although this is unusual in KS1.</p>	

The Head Teacher advised that she always attends appeal meetings as well as submitting a letter in writing to articulate the school's needs.

Q. The low intake in reception, is there any update about availability?

A. Anyone who wants to apply can apply to Kirklees Admissions, there are no children on the waiting list for reception. There was a low birth rate last year, a lot of families have visited but didn't put us down as first choice because they lived out of area and they assumed we would be oversubscribed because we usually are.

A discussion followed about mixed age classes and the implication of pupil numbers on budgets. The Head Teacher noted that three new pupils would not be included on this year's census (because they are due to arrive after the census day) and would therefore not influence the school budget.

The Head Teacher advised that this year's reception numbers should be clearer by March, but it is unlikely the school will be oversubscribed this year despite the reputation of the school by word of mouth being very positive within the community.

(b) Staffing

The Head Teacher noted staffing changes from the report.

(c) SEND and Safeguarding

A cohort characteristics grid had been produced following a request from governors. The grid is a fluid document and the picture changes often and the pupils included in this often change due to mobility in school, with incoming children typically being less able in terms of attainment.

Q. There are not as many EHCP students, is this because it is difficult for children to acquire the plans – we have more SEN children but fewer EHCPs?

A. Yes, it is really difficult to get EHCPs, you need a very strong case even to get an assessment and it is difficult to get EHCPs for children who are displaying challenging behaviour. There is also a long waiting list for other services i.e. CAMHS. Services are really pressured but Kirklees have reduced assessment waiting times recently so things are improving. Some of our most difficult children that we have to support with additional staff have challenging behaviours and it's very difficult to get them an EHCP. You also need various referrals to other agencies including the Educational Psychologist and there are long waiting lists but even with an EHCP the funding contribution from Kirklees is not significant, it used to be fully funded but the school has to pay the first £6K before Kirklees would consider topping this up. Nevertheless, the children may still need the one to one support to be able to access their learning and this is an issue for all schools.

	<p>The Finance, Resources and Staffing Committee had agreed £70K funding for support staff to support children without EHCPs to ensure there is not a detrimental impact on other children's learning. This funding will provide x5 full time teaching assistants who will support a total of 9 children. The school spends proportionally more on teaching assistants than many other schools, as indicated in the most recent benchmarking report.</p> <p>Q. We talked about an algorithm that could be created and you said we'd done ranking. If you take all the vulnerable groups, year 1 is massively over as are years 2 and 3 are, years 4 and 5 are slightly under. Year 1 is significantly above all the others, so it is useful for us to have this knowledge when we're considering performance isn't it?</p> <p>A. It depends on the cohort, you may have smaller numbers of pupils in one group, but they are more challenging than another cohort with higher numbers of vulnerable pupils.</p> <p>(d) <u>Attendance</u></p> <p>Despite a number of absence and sickness-related challenges during the Autumn term, overall attendance was 94.78%.</p> <p>(e) <u>Diary Dates and Community Links – Spring Term 2020</u></p> <p>Governors discussed their attendance at school events for monitoring or information purposes.</p> <p>The Head Teacher requested governors' assistance and attendance at Parents' Evening taking place 12 February 2020 3:30pm-6pm.</p> <p>It was suggested that Mr Cross as writing monitor, attends the Twilight Vocabulary Training staff meeting on 9th March 2020.</p> <p>ACTION: That Mr Cross confirms whether he is able to attend.</p> <p>Q What is an Yvonne Froud assembly?</p> <p>A. Yvonne worked for Spen Valley Faith and Schools Trust, she did various events/activities with us through the Trust funding, but these ceased and she is now receiving funding from Zephaniah Baptist Trust and runs events which include discussion, interactive prayer workshops, assemblies etc.</p>	Mr Cross
3004.	<p><u>SCHOOL CROSSING PATROL</u></p> <p>The Chair advised that discussions have taken place with Joe Walker from Kirklees Highways and Mr Walker is undertaking a feasibility study for a crossing outside the school and the suggestion is that a zebra crossing rather than a pelican crossing would be the best option. If this went ahead the crossing would replace the possibility of having a dedicated School Crossing Patrol at the location.</p>	

	<p>Q. Is this on Headlands Road? A. Yes.</p> <p>Q. Does the school have to contribute financially? A. No and the work would be done during school holidays.</p> <p>The Head Teacher talked through the draft proposals and noted there would be no reduction to on street parking.</p> <p>Q. Do we have timescales? A. It is just in the feasibility study stage at the moment so it could be a while and may ultimately not go ahead.</p> <p>RESOLVED: That governors agree to the draft proposals for a zebra crossing on Headlands Road.</p> <p>ACTION: That the Head Teacher contacts Joe Walker to inform him of the Governing Body's decision.</p>	<p>Head Teacher</p>
<p>3005.</p>	<p><u>SCHOOL IMPROVEMENT PLAN 2019-20</u></p> <p>The School Improvement Plan had been circulated prior to the meeting and the following sections of the plan were discussed at the meeting, the following points were noted:</p> <p><u>(a) Target 1 – to continue to develop the school's distinctive Christian Vision to enable pupils and adults to flourish</u></p> <p>The statement comes from the SIAMs framework and Reverend Young will be heavily involved with this objective. The last SIAMS inspection was graded Outstanding but there have been substantial changes since then. Objectives will include creating a vision for the school based on a quote from the bible or a bible story which supports the vision, ensuring the school is developing children's spirituality.</p> <p>The Head Teacher has attended Diocese training and some schools have come up with good models about the big question and developing spirituality, but this needs to be conducive to the school curriculum, be manageable and purposeful.</p> <p>The Chair suggested involving staff, governors and the children to contribute to developing the school's vision and the Head Teacher advised that the Curriculum and Achievement Committee will be developing a spotlight for this priority for the May meeting about Christian values and the Christian ethos in school. An audit has been produced which staff have started to work through and things may change as this is developed.</p> <p>A discussion followed about 'Carry My Story' an initiative with Roberttown school.</p> <p>Q. It is a shame you can't meet up with schools from other parts of Kirklees?</p>	

A. We have met up with High Bank, and it is interesting to work with schools with different demographics to ours

Q. Is there a connection with SIAMS criteria and British values/citizenship?

A. It is about them having an understanding of the world, community, other people and other cultures from the Christian perspective.

Q. Is the SIAMS audit tool something you can share with us?

A. It is not complete yet; we have things we want to action first and the SEF to work on. Once the SIAMS SEF is complete it can be shared with Governors.

ACTION: That the Head Teacher circulates the SIAMS SEF once it is ready to be shared.

Head Teacher

(b) Target 2 – To review the curriculum in response to the 2019 Education Inspection Framework (EIF).

The main change is the new curriculum framework and designing this to meet the needs of the children, ensuring they have a broad and balanced curriculum. This year the focus will be setting the vision for the curriculum and designing a set of principles on which the review of the curriculum will be based.

Q. So this year is about preparing to make changes rather than making any changes?

A. It has to be manageable because for each of the subject leaders it will be quite an undertaking for them. We want to look and learn from other schools and would look at one or two subject areas first, getting this right and then using this as a model for other subjects.

Q. Will this all be developed within school or is there external support with this?

A. Each school has to do their plan for their school. It is based on the national curriculum, but each school has to do it for themselves in their own school context to meet the needs of their children. We have been on some training for this, we want to do it properly and do it well. I expect staff will be released quite a lot in preparation

Q. Following the training you've had, when will you disseminate the training to subject leaders?

A. Within this term.

(c) Target 3 – To raise pupils' attainment in Writing

Data and trends illustrate why writing is a target as the school is struggling to get children to the expected standard. There are a lot of technical aspects with writing that the children have to manage so, as they focus on acquiring new skills, some other aspects tend to slip.

Workbook scrutinies which have highlighted key areas for development and whole school considerations but show very good progression and quality of work, standard and presentations which have been substantiated by school to school moderation.

Lesson observations are very positive, attainment and progress are monitored three times per year and Pupil Progress meetings have rigorous discussion. Year 6 are pleased with progress in reading, SPAG and maths and there will be time after SATs to focus on writing but, because reading and maths are currently strong, writing interventions will begin sooner and this will happen for Year 3 as well.

Children are responding and engaging well to modelling and have a good use of vocabulary and grammar.

Mr Cross noted his confidence in the actions and impact of interventions so far and noted thanks to staff for their continued efforts.

(d) Target 4 – To continue to support the emotional wellbeing of pupils and staff by promoting good mental health

This target is continuing from last year as an increasing number of children are finding it difficult to regulate and understand their emotions.

Q. The measures seem heavily weighted towards children rather than staff, but the target is for both children and staff isn't it?

A. Staff are provided with lots of information about employee healthcare services; staff are accessing these services and we can refer in if we see a need. Schools usually are already quite a nurturing place; staff will come to chat or seek help from the Senior Leadership Team or each other when needed. We've got motivational messages on the doors; staff are doing a secret friend activity and we have a briefing every Tuesday. This year has been particularly difficult with staff being moved and we are mindful to thank staff. We use meeting time to allow staff to have time to prepare for things and we've been working on workload reduction for a while. We've always allocated a training day for report writing and if a member of staff is struggling and we know this, we will give them time out of class. Staff who are going through difficult circumstances we're very supportive allowing them flexibility to deal with things. We are trying to organise more social functions, last week we had a curry night and we had a nice Christmas party. Staff put buns out in the staffroom, we're very female heavy and people are good at supporting each other. Carly has undertaken a Mental Health First Aid course.

	<p>Q. I mentioned at the Achievement and Curriculum Committee that a colleague of mine is a governor at another school and they have staff appreciation breakfast and I didn't know if that was something we could do here?</p> <p>A. Maybe we could have this as an agenda item for the Finance Resources and Staffing Committee – we've wanted a staff wellbeing budget for a long time, staff have investigated this with the Finance Team at Kirklees who say we can't use school funding to provide for this.</p> <p>Governors discussed potential funding ideas.</p> <p>ACTION: That 'Staff Wellbeing Budget' is listed as an agenda item for the Finance, Resources and Staffing Committee meeting to be held on 10 March 2020.</p> <p>ACTION: That Reverend Young investigates whether there is any Church funding available for Staff Wellbeing.</p> <p>(e) <u>Governor Monitoring of SIP Targets</u></p> <p>Governor SIP monitoring responsibilities were confirmed as follows:</p> <ul style="list-style-type: none"> • Target 1 Mrs Dickinson • Target 2 Mr Looker • Target 3 Mr Cross • Target 4 Mrs Wright <p>Q. Why do we have a SIP monitoring report and a SIP?</p> <p>A. At the end of every term we provide you with a monitoring report against the milestones. There will be crossover, but the SIP is more of a narrative and working document. Governors need to know the milestones are being met.</p>	<p>Agenda Item (FRS Committee)</p> <p>Reverend Young</p>
3006.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>There was nothing to report for this standing item.</p>	
3007.	<p><u>SAFEGUARDING</u></p> <p>There is a Safeguarding meeting arranged for next term and Safeguarding data is included within the Head Teacher's report.</p>	
3008.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>There was nothing further to report.</p>	
3009.	<p><u>DATA PROTECTION POLICY (Minute 2993 (c) refers)</u></p> <p>Q. Will there be any changes to GDPR with Brexit?</p> <p>A. I don't think so.</p> <p>Q. Are we still consulting with Chris Hammond?</p> <p>A. Yes.</p>	

	<p>Governors queried whether they should have GDPR refresher training.</p> <p>ACTION: That the Head Teacher checks with Chris Hammond whether governors need GDPR refresher training.</p> <p>Q. I had a query regarding rights having a gap and people submitting Subject Access Requests?</p> <p>A. If we're unsure we'd consult the DPO. The procedure would be to consult and get advice.</p> <p>RESOLVED: That the Data Protection Policy be adopted.</p>	Head Teacher
3010.	<p><u>DEDICATED HEADSHIP TIME</u></p> <p>The Head Teacher reported that she has taken 1.5 days dedicated headship time at home to write the SIP. SLT staff have spent some half days at home working on EHCP applications and SIP development. Any other staff member requests to work from home would be considered.</p>	
3011.	<p><u>ACADEMISATION</u></p> <p>There was nothing to report for this item.</p>	
3012.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>The last Spen Valley Trust meeting was cancelled, the next meeting is scheduled for March. Moderation events have been continuing and writing moderation meetings have been increased and include more year groups - teachers are finding these really useful.</p> <p>There are various events related to the Trust on the school calendar. The Head Teacher and Mrs Drummond are attending another Ofsted briefing which has been organised by the Trust.</p> <p>The Head Teacher reported that she is supporting the Governing Body of Heckmondwike School with their recruitment of a new Head Teacher.</p>	
3013.	<p><u>KIRKLEES FAIR ACCESS PROTOCOL (2020)</u></p> <p>Q. Has the school come across anything that would cause particular concern?</p> <p>A. I've read it, I feel we do need a protocol to support children and families. We're already supporting some children who have come from other schools and some with behavioural challenges.</p> <p>RESOLVED: That the Governing Body adopts the Fair Access Protocol and agrees with the process.</p> <p>ACTION: That the Head Teacher emails Kirklees Admissions to confirm the Governing Body's acceptance of the protocols.</p>	Head Teacher

3014.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>The following training and visits were reported:</p> <ul style="list-style-type: none"> • Ms Marshall had attended Governor Induction Training. • Mr Looker has had training relating to school visits (trips) and health and safety. • Mr Looker has undertaken an ICT visit and will write a written report. • Mrs Dickinson undertook a SEND visit and has produced a written report for this which has already been circulated. <p>The Chair suggested Ms Marshall visits the school/has a tour of the school to familiarise herself.</p> <p>ACTION: That Mr Looker and Ms Marshall will discuss a visit to school as part of formalising an induction process for new governors.</p>	Mr Looker Ms Marshall
3015.	<p><u>CORRESPONDENCE AND REPORT ON CHAIRS ACTIONS SINCE LAST MEETING</u></p> <p>The Chair reported that he is meeting with a prospective governor this week and has met with Ms Marshall (new governor).</p> <p>The Chair reported receipt of correspondence from a parent who had suggested provisions for refrigerating medicines in school. Governors discussed the current policy and management of medication in school and possible solutions to the request.</p> <p>RESOLVED: That the school will provide a lockable box which will be stored within a refrigerator for a short-term need. If a long-term medical need arises and a refrigerator is required, the school will agree a solution at that time.</p> <p>Governors discussed having a parental engagement app and it was noted that the ICT technician is currently researching options.</p>	Action on school
3016.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Remote Governors</u></p> <p>Mr Looker advised that the law states governors can dial into meetings, but that prior approval should be given by the Governing Body. This had actually been discussed and approved by Headlands governors in a previous year, and there had been a number of occasions where governors had dialled into meetings</p> <p>RESOLVED: That the Governing Body confirms approval for governors to participate in meetings remotely, subject to prior consent.</p>	

3017.	<p><u>IMPACT STATEMENT</u></p> <p>Governors summarised the outcomes/impact from today's meeting as follows:</p> <ul style="list-style-type: none"> • Progress with formalising a Governor Induction process. • Improved understanding of the school's challenges in relation to: SEND, Fair Access and funding. • Recruitment of new governors (potential) and that this is a skills-based approach to fill skills gaps. • Review and challenge in relation to the SIP report and SIP targets. • Adoption of the Fair Access Protocol and Data Protection Policy. • Consideration and questioning of the emotional wellbeing of staff and efforts to look at funding for staff wellbeing. • Consideration of pupil wellbeing including health/medical needs and a decision to improve medicine storage in school. • Decision to approve the proposal to install a zebra crossing to improve road safety outside the school. • SLT having dedicated time to work on strategic matters – links to SIP and staff wellbeing. • Direct governor input with SIP targets and agreed governors' monitoring responsibility for all SIP targets. 	
3018.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That future meetings of the Governing Body be held at 6:30pm at the school on:</p> <p style="padding-left: 40px;">Wednesday, 18 March 2020 (Note change of date) Tuesday, 19 May 2020 Wednesday, 8 July 2020 – Carlton Midgley attending</p> <p>ACTION: That the Chair circulates the change of meeting date for the March meeting to confirm all governors are able to attend.</p>	<p>All governors</p> <p>Chair</p>
3019.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School in accordance with the Freedom of Information Act.</p>	

The meeting closed at 9:25pm

CALoder
Chair
2/10/20