

THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of a meeting of the Governing Body held at 6.30 pm at the School on Wednesday, 24 January 2018.

SCHOOL INSPECTION COPY

PRESENT

Mr I Stone (Chair), Mr A Blades, Mr D Claughton, Mrs P Cocker, Mrs L Drummond, Miss S Greenwood, Mr A Powell, Mrs J Ryan, Reverend K Young.

In Attendance

Jill Woodward (Minute Clerk)

Daniel and Johnathan (Trainee vicars who were shadowing Reverend K Young)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ Action						
2714.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mrs R N Afzaal- Khan (consent).</p> <p>Mr A Powell was currently on his way to the meeting.</p> <p>There were no declarations of interest.</p>							
2715.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>One item was notified to be brought up under Any Other Business.</p>							
2716.	<p><u>REPRESENTATION</u></p> <p>(a) The following matter of representation was reported:</p> <p><u>End of Term of Office</u></p> <table border="1"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With effect from</u></th> </tr> </thead> <tbody> <tr> <td>Mr A Blades</td> <td>Parent</td> <td>13.2.18</td> </tr> </tbody> </table> <p>Mr Blades confirmed he would seek to be re-elected in an upcoming election for a Parent Governor.</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mr A Blades	Parent	13.2.18	
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	<p>The Chair reported that he had now completed the skills audit of the Governing Body, and this happily showed that all the skills and competencies required were already in place. This would make the election process more straightforward as a more general skill set could be considered as suitable.</p> <p>The Head Teacher was hopeful that Governors would still set some basic skill requirements for prospective Governor candidates.</p> <p>Q. We are covered by our skill set at the moment, but do we need to consider succession planning and look at what skills may leave as Governors naturally end their terms.</p> <p>A. We do need to consider this. I will circulate the skills audit results. We need to look for people who are objective, and can understand complex data.</p> <p>The Chair agreed to put together a letter including the skill set needed.</p> <p>(b) <u>Appointment of Foundation Governors</u></p> <p>Reverend Young reported that she had sought confirmation from the Diocese about the guidelines around Foundation Governors. The candidate needed to be a practising Christian, but not necessarily C of E. They need not necessarily be from the congregation of their Church.</p> <p>Following this, she reported that she had a couple of suitable people in mind from the Church in Heckmondwike and would speak to them to see if they were interested in the post.</p>	<p>Mr I Stone As soon as possible</p> <p>Reverend K Young As soon as possible</p>
2717.	<p><u>GOVERNORS CODE OF CONDUCT REGISTER TO BE SIGNED BY GOVERNORS WHO WERE UNABLE TO ATTEND THE PREVIOUS MEETING</u></p> <p>All Governors had now signed the Code of Conduct Register.</p>	
2718.	<p><u>MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 22 November 2017 be approved and signed by the Chair as a correct record.</p>	

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2719.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Declaration of Business Interests (Minute 2694 refers)</u></p> <p>All Governors had now signed the Declaration of Business Interests.</p> <p>(b) <u>Governing Body Self Review (Minutes 2672 (b) and 2696 (b) refer)</u></p> <p>All Governors have now completed the Self Review.</p> <p>(c) <u>Draft Minutes of Achievement and Curriculum Committee Meeting held on 11 October 2017 (Minute 2697 (a) refers)</u></p> <p>A representation was also made from PSHCE leaders at this meeting along with PE Leaders.</p> <p>Mr Stone had not had the opportunity to speak to Miss Greenwood about her joining this Committee.</p> <p>Miss Greenwood reported that she would look at the planned dates for this Committee and let the Chair know before the next meeting whether she would be available to join.</p> <p>It was reported that at the next meeting of this committee on 28 February 2018, the presentation to the Governors would cover CPOMs, Counselling and the nurturing group. Mr Midgley would attend to report on monitoring of NQTs.</p> <p>The following meeting will include a presentation around EYFS.</p> <p>(d) <u>Dealing with Concerns and Complaints against School (Minute 2698 (c) refers)</u></p> <p>The Policy had been adopted but the Head Teacher reported that several queries around procedure had been forwarded to the LA. The LA were looking at feedback, both from ourselves and others. A reply was awaited.</p> <p>(e) <u>Academisation (Minute 2704 refers)</u></p> <p>The Head Teacher reported that Roberttown CE (VC) Junior and Infant School had recently put together a joint, mutually agreed letter to local MATs. A meeting would be arranged following their responses.</p>	<p>Miss Greenwood By 28 February 2018</p>

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	<p>(f) <u>Continuous Improvement (Minute 2705 refers)</u></p> <p>The Head Teacher confirmed that the agreed changes had been made to the SIP.</p> <p>(g) <u>Safeguarding (Minute 2706 refers)</u></p> <p>The Head Teacher confirmed that the Specialist Safeguarding Governor had attended on 30 November 2017. She had also attended a further meeting to view the Single Central Record.</p> <p>(h) <u>Spen Valley Trust Update (Minute 2708 refers)</u></p> <p>Governors had attended a joint Carol Service. A Car Boot Sale would shortly be held.</p>	
2720.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Draft Minutes of Finance, Resources and Staffing Committee held on Wednesday 15 November 2017</u></p> <p>The minutes were studied by Governors.</p> <p><u>Draft Minutes of Children, Families and Community Committee held on 16 November 2017</u></p> <p>The minutes were studied by Governors.</p>	
2721.	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher had previously circulated Head Teacher's Report No 58, Staffing 2017-18, Headlands School SEF January 2018, Linking Schools Leaflet, LA School Improvement Visit Report, The School Improvement Plan Monitoring Report and the School Improvement Plan 2017-18.</p> <p>The Head Teacher spoke to the report.</p> <p>(a) <u>School Improvement Plan 2017-18</u></p> <p>The Head Teacher reported that the Senior Management Team had recently updated progress on the SIP. This had been shown using the Traffic Light System. Governors scrutinised progress as shown in the SIP.</p> <p>Q. Are there any Governors' actions that are behind/outstanding?</p>	

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	<p>A. We did not specifically look at that but we can check and let you know.</p> <p>Mr A Powell arrived at this point in the meeting.</p> <p>(b) <u>School Improvement Monitoring Report January 2018</u></p> <p>Mrs Drummond spoke to the Report.</p> <p><u>Target 1</u></p> <p>A good deal of Governors' monitoring was recorded. The Chair reported that, along with the recently recorded monitoring of Phonics, he had also looked at Spelling.</p> <p>Two members of staff had recently attended a Trust Training event around Oracy.</p> <p><u>Target 2</u></p> <p>The Head Teacher reported that an audit of EYFS had recently taken place, and the SIP target now incorporated this audit.</p> <p>Q. Did they find similar things to the KLP Audit?</p> <p>A. Broadly the same. They were aware that we could see where action needed to be taken.</p> <p>The Head Teacher reported that EYFS staff were now holding a team meeting on Friday mornings to carry out further training and Continuous Personal Development.</p> <p><u>Target 3</u></p> <p>Information on SPAG had previously been sent out to parents. However, rather than repeating this method, staff had decided that offering an evening event for both Parents and children to attend may be effective. This was currently being considered.</p> <p>A further Phonics evening was planned for Years 1 & 2. The Chair confirmed that he would provide a written monitoring report on his visit regarding Spelling/Phonics.</p> <p><u>Target 4</u></p> <p>Recent monitoring of NQT and RQT teaching was discussed. Overall judgements had improved.</p>	<p>Mrs Drummond as soon as possible.</p> <p>Mr I Stone As soon as possible</p>

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	<p>Q. How much of the overall judgement is due to individual teachers, and how much is due to the improved support processes?</p> <p>A. I believe it is both. We will find out shortly when Carlton Midgley talks to the NQTs. We feel this year we have used smarter methods of support which has been more targeted.</p> <p><u>Target 5</u></p> <p>The milestone around the Prevent risk assessment had not been met as yet. The Head Teacher reported that it would be completed by the end of this term.</p> <p>Healthcare plans for all pupils had been partially met. Priority had been given to those with life threatening food allergies but would be continued for other pupils. An E-Safety event was planned for the Spring Term.</p> <p><u>Target 6</u></p> <p>The counselling taking place had proved successful. Recent feedback from pupils and parents had been positive.</p> <p>An audit of Pupil Premium spending was to be actioned in the Spring Term.</p> <p>(c) <u>Monitoring Reports</u></p> <p>The Head Teacher highlighted the KLP School Improvement Report.</p> <p>Q. What do you think was the value of this review?</p> <p>A. It was good to be challenged. Lots of questions were asked of us, but they were supportive and complimentary. Mrs Drummond reported that it had encouraged them to reflect on certain issues. They gave us some pointers on how to better reflect ourselves in our SEF.</p> <p>Q. It mentions that the website was not compliant. What was missing? Has this now been actioned?</p> <p>A. There were a few items, some of which have been updated. Some of this was around new guidance and it is planned to update this information as soon as possible.</p> <p>(d) <u>Self Evaluation Document</u></p> <p>The Head Teacher reported this had recently been updated. Governors scrutinised the form.</p>	<p>Head Teacher By end of term</p> <p>Head Teacher By the end of spring term</p> <p>Head Teacher As soon as possible</p>

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	<p>The overall rating was claimed to be Good.</p> <p>The Head Teacher explained that although the School believed it had some Outstanding practice, it was more difficult to demonstrate and prove this overall. They were confident they could prove the evaluations included.</p> <p>The Head Teacher invited Governors to scrutinise the SEF further and invited any questions to be supplied to her for the next Full Governing Body meeting.</p> <p>(e) <u>Policy Review</u></p> <p>The Appraisal and Pay Policies had now been updated and will be discussed at the Resources Committee Meeting on 7 March 2018.</p> <p>(f) <u>Links with Mara</u></p> <p>The Head Teacher reported that School had recently become one of the link schools with a school in Mara. This was Kirumi School. A little money is paid each month towards this school.</p> <p>It was hoped that our pupils could send photos, messages etc. to the school, but the logistics may prove difficult as their infrastructure is not the best, for example they only have one printer.</p> <p>The Head Teacher reported that the Diocese had offered the opportunity for a staff member to travel to Tanzania, to work there for 2 weeks. The trip cost £2,500 for each person, plus the School's costs of covering one week's supply which was £1,000 (as the second week was within school holidays). Added to this the candidate would need to pay for insurance and inoculations. It would be possible for staff to pay all their own costs if they were able to, but School would still have the supply costs.</p> <p>The Chair pointed out that the dates would fall within the Ofsted window.</p> <p>Discussion took place as to whether this amount should be spent by School, bearing in mind current Budget pressures and restraints. Governors decided they could not sanction this amount from the Budget.</p> <p>The Head Teacher agreed she would let the Diocese know of the Governors decision to decline.</p>	<p>All Governors before 14 March 2018</p> <p>Head Teacher</p>

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	<p>(g) <u>Diary Dates and Community Links</u></p> <p>The Head Teacher highlighted upcoming diary dates. Reverend Young confirmed that there were now further dates planned. She would be attending an Ash Wednesday Service at the School, attending before Mothering Sunday and holding an RE session for Year 2 on 12 February 2018.</p>	
2722.	<p><u>TEACHER APPRAISAL AND PAY POLICY</u></p> <p>This was covered at Minute 2721 (e)</p>	
2723.	<p><u>SPECIALIST PROVISION</u></p> <p>Mr D Cloughton reported on the discussions which had taken place at the recent meeting of the Finance, Resources and Staffing Committee Meeting and around Specialist Provision Funding.</p>	
2724.	<p><u>ACADEMISATION</u></p> <p>This was covered at Minute 2719 (e).</p>	
2725.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This was covered at Minute 2721 (a).</p>	
2726.	<p><u>SAFEGUARDING</u></p> <p>This was covered at Minute 2719 (g).</p>	
2727.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>This was covered at Minute 2720.</p>	
2728.	<p><u>GENERAL DATA PROTECTION REGULATION (GDPR)</u></p> <p>The Chair reported that he had previously circulated information regarding GDPR. Data Protection would need to be amended to comply with the Regulation by the end of May 2018.</p> <p>The Head Teacher reported that a meeting was due to take place with a legal firm in Leeds, to get an expert view on policies in School. Guidance meant schools must have an external review.</p> <p>Q. What is the LA response to this guidance? A. Although the LA may offer some training on this issue, they are not taking responsibility for its compliance.</p>	

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	<p>The Chair reported that Government guidance for education in relation to these regulations was still awaited. He agreed to provide to the Head Teacher, the contact details of a lawyer previously used at his place of work.</p> <p>Governors recognised that these regulations would incur a financial cost to School. The Head Teacher reported that she would raise the issue at the Trust meeting, in the hope that some of these costs could be shared.</p>	<p>Mr I Stone By 26 January 2018</p> <p>The Head Teacher At next Trust meeting</p>
2729.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>This was covered at Minute 2719 (h).</p>	
2730.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>Five Governors had attended events including Phonics / SPAG monitoring, Christmas Fair, Christmas Concerts and Safeguarding Monitoring.</p> <p>One Governor would attend the upcoming Year 2 SATS meeting.</p>	
2731.	<p><u>CORRESPONDENCE</u></p> <p>There was no correspondence.</p>	
2732.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Adverse Weather Conditions Policy</u></p> <p>The Adverse Weather Conditions Policy was tabled to the meeting by the Head Teacher.</p> <p>Q. What steps do we take to ensure parents know of the procedure in inclement weather?</p> <p>A. The procedure was on the last newsletter to parents and will be on the next newsletter.</p> <p>RESOLVED: That the Adverse Weather Conditions Policy be approved and adopted.</p>	
2733.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p>Wednesday, 14 March 2018 Wednesday, 23 May 2018 Wednesday, 11 July 2018</p>	

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2734.	<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 with the exception of the rewording of the following minute:</p> <p>2723. <u>SPECIALIST PROVISION</u></p> <p>Which should read:</p> <p>Mr D Cloughton reported on the discussions which had taken place at the recent meeting of the Finance, Resources and Staffing Committee Meeting and around Specialist Provision Funding.</p>	



Chair

20/3/18

Date