

## 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 Wednesday, 30 January 2019.

SCHOOL INSPECTION COPY

### PRESENT

Mr I Stone (Chair), Mrs R N Afzaal-Khan (RAK), Mr D Cloughton (DC), Mrs P Cocker (Head Teacher), Mr T Cross (TC), Mrs K Dickinson (KD), Miss L Drummond (LD), Mr C Looker (CL), Mrs G Wright (GW) and Reverend K Young (KY).

### In Attendance

Mr Sean Dyer (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/date/ Action
2852.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Miss Sally Greenwood (consent) and Mr Ian Stone (late).</p> <p>There were no declarations of interest.</p>	
2853.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>The following item was notified to be brought under Any Other Business:</p> <ul style="list-style-type: none"> <li>♦ Ofsted Training</li> </ul>	
2854.	<p><u>REPRESENTATION</u></p> <p>(a) <u>Appointment of a Co-opted Governor</u></p> <p>There were no developments on the appointment of a Co-opted Governor.</p> <p>(b) <u>Appointment of a Foundation Governor</u></p> <p>Contact had been made with a new Advisor, Rupert Modely, Reverend Young had advised that she was to meet with him in within the next few weeks.</p>	

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2855.	<p><u>MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2018</u></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 27 November 2018 be approved and signed by the Chair as a correct record.</p>	
2856.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Outstanding Actions (Minute 2788 refers):</u></p> <p>The Chair and DC would continue to look at the Terms of Reference for each Committee.</p> <p>(b) <u>Governing Body Self Review (Minute 2821 refers)</u></p> <p>The Chair reported that he was now able to access The Key and had circulated the self-review to all governors.</p>	
2857.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Draft minutes of Children, Families and Community Committee held on 15 November 2018</u></p> <p><u>Traffic and Road Safety Issues (Minute 151 refers)</u></p> <p>The Head Teacher reported that the school was still having issues with parking but that parking was outside the remit of governors.</p> <p>(b) <u>Draft minutes of Finance, Resources &amp; Staffing Committee held on 20 November 2018</u></p> <p>The minutes had been received by governors prior to the meeting, there were no questions.</p>	
	<p><b>Chair Ian Stone entered 7.05 pm</b></p>	
2858.	<p>The Head Teacher circulated the Head Teacher's Report, Staffing List, School Improvement Visit Report, School Improvement Plan and Monitoring Report.</p> <p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>(a) <u>Vulnerable Pupils / Safeguarding</u></p> <p>The Head Teacher reported that the number of vulnerable pupils were on the rise.</p> <p>She also stated that the school had implemented wellbeing</p>	


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	<p>champions into the school, who were there to assist anyone who needed to discuss any issues.</p> <p>As well as this a worry box had been put in the KS2 library for students to put any personal or private issues in to, similarly worry monsters had been implemented into KS1 classes with the same function. All of these were checked daily by designated members of staff.</p> <p><b>Q. Are the wellbeing champions pupil focused?</b>  <b>A.</b> No, The wellbeing champions are there for pupils and staff alike.</p> <p>(b) <u>School Improvement Visit Report</u></p> <p>The Head Teacher broke down the School Improvement Visit Report.</p> <p><b>Q. Do you find the KLP Visit Report useful?</b>  <b>A.</b> Yes, as a serving Head Teacher Susan Davis understands the processes within primary schools. This brings more opportunity to challenge and discuss the School Improvement Plan and come to an agreement on how to best resolve any problems.</p> <p><b>Q. How will the Head Teacher monitor school attendance and make it a focus?</b>  <b>A.</b> If a pupil's attendance falls below 90% we will invite their parents/guardians into the school to discuss any underlying problems and see what support the school can offer to benefit the child. If attendance continues to fall, further action will be taken.</p> <p><b>Q. How will the school look at SEN Progress?</b>  <b>A.</b> We will put together case studies around PP and SEN Pupils to clearly outline and explain the progress and attainment achieved through additional support.</p> <p>(c) <u>School Improvement Plan</u></p> <p>The Head Teacher explained the five SIP targets and highlighted the following:</p> <p>(i) <u>Target 1</u></p>	

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	<p>To ensure that pupils in EYFS make good progress so that attainment was in line with national figures as pupils move into Year 1.</p> <p>The EYFS Manager was on track to achieve milestones.</p> <p>Nursery and Reception were working closer together. A new EYFS Learning Partner from the LA had been appointed and had a lot of knowledge.</p> <p>(ii) <u>Target 2</u></p> <p>To raise pupils' attainment in Writing.</p> <p>The boys' attainment gap at greater depth seemed to be a national picture.</p> <p>All teachers were set a target linked to Writing and narrowing the gap of boys to girls, whilst maintaining the progress of girls. Except Year 6, where the target was around getting more pupils to Greater Depth.</p> <p>(iii) <u>Target 3</u></p> <p>To ensure that pupils make good progress in Reading.</p> <p>All progress scores were positive, but the Reading progress was 0.4% so was lower than others. It was the only area where the School scored lower than National for Greater Depth. It was important that the school ensured a developing enjoyment for Reading, along with Progress.</p> <p>(iv) <u>Target 4</u></p> <p>To continue to develop the role of subject leaders and embed systems for assessing pupils' progress and attainment in non-core subjects.</p> <p>A staff meeting was held at the beginning of the Autumn term, developing one grid per subject. Teachers completed per cohort, not individual pupils. This made the process more manageable.</p> <p>(v) <u>Target 5</u></p>	

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	<p>To support the emotional well-being of pupils and staff by developing resilience and promoting good mental health.</p> <p>The school had done this by implementing wellbeing champions and worry boxes into school to give pupils and staff the resources and confidence to talk about any issues.</p>	
2859.	<p><u>SPECIALIST PROVISION</u></p> <p>There was no update at present</p> <p><b>ACTION – Chair to chase up</b></p>	<b>Mr I Stone</b>
2860.	<p><u>ACADEMISATION</u></p> <p>There was no update at present</p>	
2861.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This item was covered at Minute 2857.</p>	
2862.	<p><u>SAFEGUARDING</u></p> <p>This item was covered at Minute 2857.</p>	
2863.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p><u>School Fund Audit Report (Minute 2818 refers)</u></p> <p>The Chair detailed that last year's school fund audit report had been completed and next year's was due to be completed in the summer term.</p>	
2864.	<p><u>SFVS</u></p> <p>This item was deferred until the next Resources Committee meeting.</p>	
2865.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>There was no update at present</p>	
2866.	<p><u>GOVERNING BODY SELF REVIEW</u></p> <p>The Head Teacher detailed that with the upcoming Ofsted review,</p>	

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	<p>self-reviews were more rigorous. Staff and governors alike were prepared for the Ofsted review and current results were good.</p> <p>The Head Teacher tabled folders to all governors and broke down the contents of the folder explaining each item.</p> <p><b>ACTION: Material regarding budgets to be added to the Ofsted Pack (Resources Committee Meeting)</b></p>	<p><b>Mrs P Cocker</b></p>
2867.	<p><u>POLICY REVIEW</u></p> <p>There was no update at present.</p>	
2868.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>All mandatory training had been completed.</p> <p><b>Q. Are records kept of what outstanding training governors have?</b> <i>undertaken</i></p> <p><b>A.</b> Yes, the school keeps records of each governor covering both outstanding training and training that has previously been undertaken.</p>	
2869.	<p><u>CORRESPONDENCE</u></p> <p>There was no correspondence.</p>	
2870.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Ofsted Training</u></p> <p>This item was covered at Minute 2865.</p>	
2871.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p><b>RESOLVED:</b> That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p>Tuesday, 26 March 2019  Tuesday, 21 May 2019  Wednesday, 10 July 2019</p>	

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2872.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> 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>	

  
Chair  
26/3/19

