

**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, 11 July 2018.

**SCHOOL INSPECTION COPY**

**PRESENT**

Mr I Stone (Chair), Mrs R N Afzaal-Khan, Mrs P Cocker, Mr T Cross, Mrs K Dickinson, Miss L Drummond, Miss S Greenwood, Mrs J Ryan, Mrs G Wright.

**In Attendance**

Mrs N Addison (Minute Clerk)

| <b>Agenda Item</b> | <b>Discussion and Decisions</b>   | <b>Action</b>  |
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| 2778.              | <p><u>ELECTION OF CHAIR</u></p> <p><b>RESOLVED:</b> That this item be deferred to the next meeting.</p>   |  |
| 2779.              | <p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence had been received from Mr D Claughton and Reverend K Young (both with consent).</p> <p>(i) <b>RESOLVED:</b> That the Governing Body confirm that they will grant consent to Governor absence on an individual basis depending on the circumstances.</p> <p>(ii) <b>RESOLVED:</b> That Governors approve the school's own code of conduct and sign to confirm this.</p> <p>(iii) The Head Teacher confirmed that the school website was up to date with Declaration of Business Interest information, but new forms would be sent out in September and updates would be made where necessary.</p> | <p>(ii) ALL GOVERNORS NOT PRESENT TO ENSURE THIS IS COMPLETED AT/BEFORE THE NEXT MEETING</p> |
| 2780.              | <p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following items were notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> <li>• The Data Protection Policy</li> <li>• School Fund</li> </ul>   |  |

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| 2781. | <p><b><u>REPRESENTATION</u></b></p> <p>The Chair informed the Governing Body that he had received an email from Mr A Powell, giving notice of his resignation from his seat on the Governing Body with immediate effect. The Chair would write to Mr Powell on behalf of the Governing Body to thank him for his years of service to the school.</p> <p>Governors noted that this now left 1 Co-opted vacancy and 1 Foundation Governor vacancy. Reverend Young was going to make enquiries with the Diocese to look into filling the Foundation Governor seat and Mrs Afzaal-Khan made a suggestion to fill the Co-opted vacancy, which Governors were in agreement with.</p>  | <p>Chair – to write to Mr Powell.</p> <p>KY to make enquiries with the Diocese. RNAK to approach potential Co-opted Governor.</p> |
| 2782. | <p><b><u>ELECTION OF VICE-CHAIR</u></b></p> <p><b>RESOLVED:</b> That this item be deferred to the next meeting.</p>   |   |
| 2783. | <p><b><u>REVIEW OF COMMITTEES</u></b></p> <p>(a) <u>Membership</u></p> <p>The Governing Body would continue to have three main Committees.</p> <p><b>RESOLVED:</b> That membership of the Committees be as follows:</p> <p><u>Achievement and Curriculum Committee</u></p> <p>Mr D Cloughton (Chair)<br/>Mrs P Cocker<br/>Mr T Cross<br/>Miss S Greenwood<br/>Mr I Stone<br/>Mrs L Drummond</p> <p><u>Children, Families and Community Committee</u></p> <p>Mr I Stone (Chair)<br/>Mrs R N Afzaal-Khan<br/>Mrs K Dickinson<br/>Mrs L Drummond<br/>Mrs J Ryan<br/>Mrs P Cocker<br/>Reverend K Young</p> <p><u>Finance, Resources and Staffing Committee</u></p> <p>Mr D Cloughton (Chair)<br/>Mrs P Cocker<br/>Mrs K Dickinson<br/>Mr I Stone<br/>Mrs G Wright</p> |   |

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|       | <p><u>Performance Management Committee</u></p> <p>Mr D Cloughton<br/>Mr I Stone<br/>Miss S Greenwood (as stand by)</p> <p><u>Staff Dismissals Committee</u></p> <p>Mrs R N Afzaal-Khan<br/>Mrs G Wright<br/>With additional members drawn from a pool of eligible Governors at the time, or from within the Trust Schools.</p> <p><u>Dismissals Appeals Committee</u></p> <p>Members of the Committee to be drawn from a pool of eligible Governors at the time, or from within the Trust Schools</p> <p><u>Pupil Discipline Committee</u></p> <p>Any of the members of the Achievement and Curriculum Committee.</p> <p><u>Complaints Committee</u></p> <p>Mrs R N Afzaal-Khan<br/>Mr D Cloughton<br/>With additional members drawn from a pool of eligible Governors at the time, or from within the Trust Schools.</p> <p>b) <u>Terms of Reference</u></p> <p><b>RESOLVED:</b> That the school's current Terms of Reference for each Committee be adopted.</p> <p>Governors commented that they felt that the workload was not spread evenly across the main three Committees and in light of this, it was proposed and agreed that the Terms of Reference for each Committee would be reviewed in the Autumn term to allow work to be more evenly distributed between them.</p> |  |
| 2784. | <p><u>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u></p> <p><b>RESOLVED:</b> That the following Governors be appointed with specific responsibilities:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs Governor – Mrs K Dickinson</li> <li>• Governor for Looked after Children – Mrs R N Afzaal-Khan</li> <li>• Governor Training Contact – Mrs J Ryan</li> <li>• Child Protection/Safeguarding Governor – Mrs R N Afzaal-Khan</li> <li>• Early Years Governor – Miss S Greenwood</li> <li>• Equality Governor – Mrs G Wright</li> <li>• Health and Safety Governor – Mr D Cloughton</li> <li>• Data Protection Governor – Mr T Cross</li> </ul>   |  |

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| 2785. | <p><b><u>CHAIRS DELEGATED POWERS</u></b></p> <p><b>RESOLVED:</b> That the Chair be granted the following delegated powers:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting for good reason.</li> <li>(ii) Chair's powers to grant retrospective consent to absence in the event that a Governor would have become disqualified if the matter had to wait for the next Governors' meeting.</li> <li>(iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school.</li> </ul>   |  |
| 2786. | <p><b><u>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</u></b></p> <p><b>RESOLVED:</b> That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> <li>(i) Planning and conducting the affairs of the school to remain solvent.</li> <li>(ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's standing orders, and maintaining a sound system of internal controls.</li> <li>(iii) Ensuring that funding from the LA and any other sources is used in accordance with the conditions attached to that funding.</li> <li>(iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.</li> </ul> <p><b>RESOLVED:</b> That the spending limit for the Head Teacher remain at £10,000 with the budget virement at £30,000.</p> |  |
| 2787. | <p><b><u>MINUTES OF THE MEETING HELD ON 23 MAY 2018</u></b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 23 May 2018 be approved and signed by the Chair as a correct record.</p>  |  |

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| 2788. | <p><b><u>MATTERS ARISING</u></b></p> <p>(a) <u>Outstanding Actions</u></p> <ul style="list-style-type: none"> <li>• The Chair to circulate the Terms of Reference to new Governors for each Committee.</li> <li>• The Chair to send the completed School Improvement Monitoring Report to the school office.</li> </ul> <p>(b) <u>Pride of Headlands Awards (Minute 2761 (c) (ii) refers)</u></p> <p><b>Q: Has the awards ceremony taken place yet?</b><br/> <b>A:</b> It is tomorrow. The Chair had written to parents inviting the winner and runners up to the ceremony. It was hoped that there would be more nominations next year.</p> <p>(c) <u>School Office 365 (Minute 2775 (b) refers)</u></p> <p><b>Q: Have all Governors now got log-ons for Office 365?</b><br/> <b>A:</b> Some Governors reported some issues with doing this. The IT technician would re-send the user guide and information on password resets to Governors (ACTION).</p> | Chair<br>Chair |
| 2789. | <p><b><u>REPORTS FROM COMMITTEES</u></b></p> <p>All Governors had received the draft minutes from each of the three Committees that had taken place;</p> <p>Finance, Resources and Staffing – 16 May 2018<br/> Achievement &amp; Curriculum – 6 June 2018<br/> Children, Families &amp; Community – 7 June 2018</p> <p>There were no matters arising from the minutes.</p>   |                |
| 2790. | <p><b><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></b></p> <p>The Head Teacher's report had been circulated prior to the meeting. Mrs Cocker drew Governors' attention to the following areas:</p> <p>(a) <u>Number on Roll</u></p> <p>There were currently 465 pupils on roll; with 58 pupils due to start in Reception in September and Nursery would start with pupils in on a morning only until after Christmas.</p> <p><b>Q: Can a child who attends a morning Nursery session move to an afternoon after Christmas if they wish?</b><br/> <b>A:</b> Yes, this would be possible.</p>   |                |

(b) Staffing

There would be a full complement of staff in September and all new staff had visited the school several times already. The Senior Leadership Team would see some changes in September, including two new Assistant Head Teachers and an EYFS Manager. New Teaching Assistants had been appointed to support children with additional needs. Two further members of staff had been appointed to run the breakfast club now that Legacy Sport were not being used anymore and they already had lots of ideas of positive changes that could be made.

(c) SEND

There were currently 9 pupils with an EHCP, with a further 3 being assessed. 4 pupils were being supported by a Teaching Assistant on a 1:1 basis (without EHCP funding).

(d) Safeguarding

**RESOLVED:** That Governors note the vulnerable pupil information.

The MP Tracy Brabin was aware of the issues that many schools were having with the current lack of support from the LA for families in need, due to the high thresholds currently in place. The school, along with many others, had an increased workload due to this and this was being spread between the three DSLs at school who were Mrs Cowling and the SLT. There were some improvements being made around domestic violence response times.

The Safeguarding Governor, Mrs Afzaal-Khan had made two visits to school. The first was to look at procedures relating to first day absence and talking to staff about protocol and looking in detail at the Safeguarding audit, which Governors were given a summary of. Mrs Afzaal-Khan reported to Governors that the audit was very thorough and would feed into the Safeguarding Action Plan for next year.

(e) 2018 Results

Governors were given the results of the KS1 and KS2 SATs, which were as follows:

**KS2**

|  | Reading          | SPaG             | Maths            | Writing          | RWM Combined    |
|--|------------------|------------------|------------------|------------------|-----------------|
| % Expected and above                           | 81 (NAT 75)      | 87 (NAT 78)      | 87 (NAT 76)      | 89 (NAT 78)      | 77 (NAT 64)     |
| % Provisional Greater Depth Based on SS of 110 | 24 (2017 NAT 25) | 35 (2017 NAT 31) | 31 (2017 NAT 23) | 26 (2017 NAT 18) | 11 (2017 NAT 9) |

**KS1**

|                      | Reading          | Maths            | Writing          | RWM Combined |
|----------------------|------------------|------------------|------------------|--------------|
| % Expected and above | 74 (2017 NAT 76) | 80 (2017 NAT 75) | 62 (2017 NAT 68) | 54           |
| % Greater Depth      | 25 (2017 NAT 25) | 23 (2017 NAT 21) | 15 (2017 NAT 16) | 8            |

Governors were delighted at the results and asked for their thanks to be passed on to all staff throughout school for their hard work. Progress scores were expected to be good, but these would not be due until the end of the Summer.

**KS1 Phonics Results**

80% of Year 1 pupils passed the Phonics screening check in 2018 compared to 81% nationally in 2017.

95% of Year 2 pupils passed the Phonics screening check in 2018 compared to 92% nationally in 2017.

The Head Teacher told Governors that these were the best Phonics results the school had ever got; partly due to the work of the Year 2 Teaching Assistants and the 'buddying up' scheme, where Year 5/6 pupils gave up part of their lunchtimes to work with Year 1 pupils to read together.

**2018 Foundation Stage Results**

67% of pupils attained a Good Level of Development in 2018 compared to 71% Nationally in 2017. Although under the National from 2017, Governors were pleased that this had increased from last year.

Miss S Greenwood left the meeting at this point.

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|       | <p>(f) <u>EYFS Moderation</u></p> <p>EYFS had been moderated again on 15 June 2018 by the LA because there was now an NQT in Reception. The report was circulated to all Governors. The moderator had confirmed the expected judgements to be accurate but had felt that the school had underestimated attainment around physical development, and communication and language and therefore some children had been moved to exceeding in these areas. The moderator, Rachael Singleton had commented that it had been very refreshing to have open and honest conversations with staff.</p> <p>(g) <u>SIP Visit</u></p> <p>Carlton Midgley had spent a day in school observing all staff who will continue to be employed at Headlands in September. His report was circulated to all Governors. The visit had been very positive, with the quality of teaching being at least securely good; the majority being very good or outstanding. Aspects for the school to look at included the level of challenge for the very best pupils in the class and how soon they were asked to start their challenging tasks.</p> <p>The Head Teacher was thanked for the comprehensive report.</p>  |  |
| 2791. | <p><u>SPECIALIST PROVISION</u></p> <p>The Head Teacher and Mrs Ryan gave Governors an update of the next stage of the process to close the unit. The LA were in agreement with the decision to close the unit and had been in contact with Governors to confirm this. The staff consultation had been passed by Kirklees and the next step was for them to consult the views of parents, carers and Governors. Consultation letters had been sent out this week.</p> <p>The members of staff who worked in the unit had all secured positions either in school or elsewhere. Mrs Cocker told Governors that Mrs Ryan and her team had managed the provision very well this last term and wanted to thank them and applauded their dedication to the pupils.</p> <p>Of the four pupils who were currently in the unit, two were moving on to other schools regardless of the unit closing. Other specialist provisions were being considered by the families and the school for the other two pupils, and the unit would not close until they had places secured and transitions had taken place.</p> <p>A consultation event for Governors would take place on 19 September at 5.30pm (prior to the Governing Body meeting at 6.30pm). The parent and staff consultation event was due to take place on 20 September. The unit would be formally closed in January 2019.</p> <p>Mrs Ryan wished to thank Mrs Drummond, Mrs Cocker and Esther</p> |  |



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|       | Marper for their support in the process.   |                               |
| 2792. | <u>ACADEMISATION</u><br><br>There was no update to this item.  |                               |
| 2793. | <u>CONTINUOUS IMPROVEMENT</u><br><br>This had been covered by the Head Teacher's report, SATs results and the SIP review.  |                               |
| 2794. | <u>SAFEGUARDING</u><br><br>Governors discussed the 'smooth wall' that was in place at the school, where the school would be alerted if a pupil searched for an inappropriate topic on the internet. The Data Protection Officer had reviewed the IT security in school and had commented that it was 'high level'.   |                               |
| 2795. | <u>FINANCIAL MANAGEMENT AND MONITORING</u><br><br>The budget had been reviewed at the Finance and Resources Committee and was on track.  |                               |
| 2796. | <u>SPEN VALLEY TRUST UPDATE</u><br><br>Mrs Cocker had been appointed as the new Chair of the Trust.  |                               |
| 2797. | <u>TRAVELLING AND SUBSISTENCE ALLOWANCES REVIEW</u><br><br>There were no changes to this policy, but Governors were reminded that the allowance was there if they wished to make a claim.  |                               |
| 2798. | <u>POLICY REVIEW – SOCIAL MEDIA POLICY</u><br><br><b>RESOLVED:</b> That this item be deferred to the next meeting as more information relating to GDPR was needed.<br><br><b>Q: Is the policy for staff or pupil use?</b><br><b>A:</b> Both. We are considering using social media as a platform in the future to promote the school and communicate with parents, but consideration to GDPR is needed prior to this.<br><br>A Governor commented that they did not feel that the school was as prominent in the media e.g. local newspapers as much as other schools.<br><br><b>ACTION:</b> The Children, Families & Community Committee to look at a communications strategy for this. Mrs Wright indicated that she had knowledge of writing these and would be happy to help school produce one. | C, F & C Committee to review. |
| 2799. | <u>GOVERNOR TRAINING AND GOVERNOR VISITS</u>   |                               |

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|       | <p>Several Governors had been present at the school Summer Fair which had been well attended and raised over £1,800.</p> <p>Training was arranged for new Governors for 3 October 2018 for a learning walk around school.</p>   |          |
| 2800. | <p><u>CORRESPONDENCE</u></p> <p>The only correspondence the Chair had received was regarding the consultation process for the Specialist Provision closure.</p>   |          |
| 2801. | <p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>School Fund Audit</u></p> <p>Governors were informed that the School Fund had been properly audited and had been co-signed by an external reviewer – Michelle Stanley from the Spen Valley Trust.</p> <p>(b) <u>Data Protection Policy</u></p> <p>The Data Protection Policy had been reviewed at the Finance and Resources Committee who had recommended it be approved by the full Governing Body.</p> <p><b>RESOLVED:</b> That the Data Protection Policy be approved and adopted by the school.</p> <p>(c) <u>Budget Information</u></p> <p><b>ACTION:</b> The budget information that was discussed at Committee to be shared with all Governors.</p> | HT/Chair |
| 2802. | <p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p><b>RESOLVED:</b> That the next meetings of the Full Governing Body be held at 6.30pm at the school on:</p> <p>Wednesday, 19 September 2018 – with a GDPR presentation by the DPO (Preceded at <b>5.30pm</b> by the Governors' consultation meeting regarding the specialist provision)</p> <p>Tuesday, 27 November 2018</p> <p>Wednesday, 30 January 2019</p> <p>Tuesday, 26 March 2019</p> <p><b>RESOLVED:</b> That the next meetings of the Children, Families and Communities Committee be scheduled to take place</p>   |          |

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|              | <p>at 2.00pm at the school on:</p> <p>Thursday, 15 November 2018<br/>         Thursday, 7 March 2019<br/>         Thursday, 13 June 2019</p> <p><b>ACTION:</b> The dates of the other two Committees to be arranged.</p>                                       | <p>HT/Chair</p> |
| <p>2803.</p> | <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  
 19/9/18  
 Date

