

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, 10 July 2019.

SCHOOL INSPECTION COPY

PRESENT

Mr D Cloughton (Chair), Mrs R N Afzaal-Khan, Mrs P Cocker, Mr T Cross, Mrs K Dickinson, Mrs L Drummond, Mr C Looker, Mr I Stone, Mrs G Wright.

In Attendance

Miss A Walker (Minute Clerk)

Agenda Item	Discussion and Decisions	Action
2920.	<p><u>ELECTION OF CHAIR</u></p> <p>RESOLVED: (i) That nominations be accepted from governors not present at the meeting.</p> <p>(ii) That the Chair be elected until the next annual meeting.</p> <p>(iii) That, in the case of a tie, a toss of a coin takes place.</p> <p>Nominations were taken from the meeting.</p> <p>RESOLVED: That Mr D Cloughton be elected Chair.</p>	
2921.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence had been received from Miss Sally Greenwood (no consent) and Reverend K Young (consent).</p> <p>(i) RESOLVED: That the Governing Body grant consent to Governor absence on an individual basis depending on the circumstances.</p> <p>(ii) RESOLVED: That Governors approve the school's own Governors' Code of Conduct and sign to confirm this.</p> <p>(iii) The Head Teacher confirmed that the school website is up to date with Declaration of Business Interest information, but new forms will be sent out in September and updates will be made where necessary.</p>	<p>Governor Clerking Service</p>

2922.	<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"> • Prevent training date (covered under Dates of Future Meetings). • SATS and attendance, which would be covered under the Head Teacher's Report. 													
2923.	<p><u>REPRESENTATION</u></p> <p>(a) The following items of representation were noted:</p> <p><u>End of Term of Office</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With effect from</u></th> </tr> </thead> <tbody> <tr> <td>Mrs L Drummond</td> <td>Staff</td> <td>27.9.19</td> </tr> </tbody> </table> <p><u>Appointment</u></p> <table border="0"> <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 I Stone (Reappointed)</td> <td>Co-opted</td> <td>7.7.19</td> </tr> </tbody> </table> <p>The Head Teacher confirmed a staff governor election will be held in September to allow new staff joining the school to step forward.</p> <p>(b) <u>Appointment of a Co-opted Governor</u></p> <p>Governors noted the vacancy for a Co-opted Governor and that a potential contact is being followed up.</p> <p>Governors noted that Mr I Stone would step down at the end of September 2019.</p> <p>(c) <u>Appointment of Foundation Governors</u></p> <p>The Chair confirmed he is following up with Reverend K Young on the appointment of a foundation governor.</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mrs L Drummond	Staff	27.9.19	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mr I Stone (Reappointed)	Co-opted	7.7.19	
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2924.	<p><u>ELECTION OF VICE-CHAIR</u></p> <p>RESOLVED: (i) That nominations be accepted from governors not present at the meeting.</p> <p>(ii) That the Vice-Chair be elected until the next annual meeting.</p> <p>Nominations were taken and a ballot held.</p>													

	<p>RESOLVED: That Mrs G Wright be elected Vice-Chair.</p>	
2925.	<p>REVIEW OF COMMITTEES</p> <p>(a) <u>Membership</u></p> <p>The Governing Body would continue to have three main Committees.</p> <p>RESOLVED: That membership of the Committees be agreed as follows:</p> <p><u>Achievement and Curriculum Committee</u></p> <p>Mr D Cloughton Mrs P Cocker Mr T Cross Miss S Greenwood Mrs L Drummond Mrs K Dickinson</p> <p><u>Children, Families and Community Committee</u></p> <p>Mrs R N Afzaal-Khan Mrs K Dickinson Mrs L Drummond Mrs P Cocker Reverend K Young Mr D Cloughton Representative of Friends of Headlands</p> <p><u>Finance, Resources and Staffing Committee</u></p> <p>Mr D Cloughton Mrs P Cocker Mrs G Wright Mr C Looker</p> <p><u>Performance Management Committee</u></p> <p>Mr D Cloughton Mr T Cross Mr C Looker Mrs G Wright (observer)</p> <p><u>Staff Dismissals Committee</u></p> <p>Mrs R N Afzaal-Khan Mrs G Wright With additional members drawn from a pool of eligible governors at the time, or from within the Trust Schools.</p>	

Dismissals Appeals Committee

Members of the Committee to be drawn from a pool of eligible governors at the time, or from within the Trust Schools

Pupil Discipline Committee

Any of the members of the Achievement and Curriculum Committee.

Complaints Committee

Mrs R N Afzaal-Khan

Mrs K Dickinson

With additional members drawn from a pool of eligible governors at the time, or from within the Trust Schools.

(b) Terms of Reference

Governors acknowledged that Mr Looker had recently reviewed the TOR for each committee and had included some minor changes. These had been circulated and would be adopted, subject to any further comments from governors.

RESOLVED: That the current Terms of Reference for each Committee be adopted, subject to further comments from governors.

Governors referred to the feedback from Ofsted in relation to tracking the impact of Pupil Premium. It was agreed PP is about the whole child and it is appropriate to monitor this at the Children, Families and Community Committee.

ACTION: Mrs K Dickinson to update the Children, Families and Community Committee TOR to reflect Pupil Premium as part of the Committee's remit.

ACTION: Pupil Premium and SIAMS to be included on the Children, Families and Community Committee agenda for the next meeting.

RESOLVED: That Chairs of Committees be agreed as follows:

Finance, Resources and Staffing Committee –

Mr C Looker

Achievement and Curriculum Committee –

Mr T Cross

Children, Families and Community Committee –

Mrs K Dickinson

Governors acknowledged that the changes made to committees represent a balanced split of workload. The Chair confirmed he will work with all Committee Chairs on the transition to their new role.

**Mrs K
Dickinson**

**Governor
Clerking
Service**

2926.	<p><u>TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES</u></p> <p>RESOLVED: That the following Governors be appointed with specific responsibilities:</p> <ul style="list-style-type: none"> • Special Educational Needs Governor – Mrs K Dickinson • Governor for Looked after Children – Mrs R N Afzaal-Khan • Governor Training Contact – Mr C Looker • Child Protection/Safeguarding Governor – Mrs R N Afzaal-Khan • Early Years Governor – Mrs G Wright • Equality Governor – Mrs G Wright • Health and Safety Governor – Mr D Claughton • Data Protection Governor – Mr T Cross 	
2927.	<p><u>CHAIRS DELEGATED POWERS</u></p> <p>RESOLVED: That the Chair be granted the following delegated powers:</p> <ul style="list-style-type: none"> (i) Change of date of a scheduled meeting for good reason. (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. (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. 	
2928.	<p><u>DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER</u></p> <p>RESOLVED: 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"> (i) Planning and conducting the affairs of the school to remain solvent. (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. (iii) Ensuring that funding from the LA and any other sources is used in accordance with the conditions attached to that funding. 	

	<p>(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.</p> <p>RESOLVED: That the spending limit for the Head Teacher remain at £10,000 with the budget virement at £30,000.</p>	
2929.	<p><u>MINUTES OF THE MEETING HELD ON 21 MAY 2019</u></p> <p>RESOLVED: That the minutes of the meeting held on 21 May 2019 be approved and signed by the Chair as a correct record.</p>	
2930.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Agenda Setting (Minute 2900 refers)</u></p> <p>Governors noted they had agreed different approaches in the last two meetings and agreed the following final approach to agenda setting and review of minutes.</p> <p>RESOLVED: That the Head Teacher and Chair only will be involved in the agenda setting process. Draft minutes will continue to be shared with the full Full Governing Body.</p> <p>(b) <u>Matters arising (Safeguarding) (Minute 2903 refers)</u></p> <p>ACTION: Governors without lanyards were asked to contact the school office.</p> <p>(c) <u>Matters arising (Skills Audit) (Minute 2903 refers)</u></p> <p>Governors agreed they should consider if there is a need for risk management training and the outcomes they would want from this.</p> <p>ACTION: Mr I Stone and Chair to review the skills audit to see what prompted the conclusion that risk management training is required.</p> <p>(d) <u>Report From Committees: Draft Minutes of the Achievement & Curriculum Committee held on 9 April 2019 (Minute 2904 refers)</u></p> <p>Governors referred to the action from the previous meeting for the School Improvement Partner to be asked to speak to the governors at their July or September meeting.</p>	<p>All</p> <p>Chair/ Mr I Stone</p>

	<p>ACTION: The School Improvement Partner to be asked to attend the September meeting to focus on the new Ofsted Framework and what this means for governors. This will be a half hour presentation at the beginning of the meeting.</p> <p>(e) <u>Governing Body Self-Evaluation (Minute 2911 refers)</u></p> <p>Mrs G Wright confirmed she would like to take this responsibility and to develop a plan that goes beyond self-evaluation, and she will share this with the Head Teacher initially. Mrs G Wright stressed this development is about articulating impact and will not represent additional work for school.</p> <p>ACTION: Governing Body Self-Evaluation to be on the Autumn 2 Full Governing Body agenda.</p> <p>(f) <u>Succession Planning for the Chair (Minute 2912 refers)</u></p> <p>The Chair provided an update on the outputs of the 360 degree feedback. Governors had acknowledged the strategic focus that had been maintained under Mr Stone's leadership.</p> <p>An area for the governing body to focus on is time management during meetings. Governor induction is another area for development.</p> <p>The Head Teacher stated on behalf of governors that Mr Stone would be missed and that his knowledge and understanding of the school had strengthened the governing body.</p>	<p>Head/ Governor Clerking Service</p> <p>Mrs G Wright</p> <p>Governor Clerking Service</p>
2931.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>All Governors had received the draft minutes from each of the three Committees that had taken place:</p> <p>(a) <u>Finance, Resources and Staffing – 15 May 2019</u></p> <p>The meeting had been postponed but governors had received the finance report and there were no concerns.</p> <p>(b) <u>Achievement & Curriculum – 9 May 2019</u></p> <p>There were no matters arising from the minutes.</p> <p>(c) <u>Children, Families & Community – 13 June 2019</u></p> <p>Q: Are the Friends of Headlands subject to financial audit?</p> <p>A: Yes, this is a requirement of their charitable status.</p>	

	<p>Q: The minutes reference outdoor funding, what is this for?</p> <p>A: The Friends of Headlands have a healthy balance and the discussion was about them exploring ways in which they can benefit the school. The group are keen to spread this evenly across the key stages.</p>	
2932.	<p>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</p> <p>The Head Teacher's Report had been circulated prior to the meeting. The Head Teacher drew Governors' attention to the following areas:</p> <p>(a) <u>Number on Roll</u></p> <p>There are currently 452 pupils on roll, with 50 pupils due to start in reception in September. The Head Teacher noted there has been a drop in reception numbers due to the birth rate and it is hoped reception numbers will increase as time goes on.</p> <p>Q: Are there budget implications for having reduced pupil numbers in reception.</p> <p>A: Yes, this will reduce funding which is on a per pupil basis.</p> <p>Q: Is there anything governors can do proactively to help increase pupil numbers?</p> <p>A: I do not think so. There are some schools who have received reception appeals so the school may receive additional pupils who are not successful at appeal.</p> <p>Q: When does the appeal process end?</p> <p>A: At the end of the summer holidays.</p> <p>Q: Could the school put up a banner to advertise its Ofsted rating?</p> <p>A: This could be done. Families who looked round the school this year, and who were not in the catchment area, were informed that last year the school received 60 pupils in reception and that the school also received a number of appeals. This may have deterred some families from applying.</p> <p>ACTION: Governors agreed the vacancies in reception need to be advertised to parents and the Head Teacher will add this to the school newsletter.</p> <p>Q: Has the nursery intake increased?</p> <p>A: The allocation of spaces has changed from 2 x 26 places at 15 hours to some 30 hour places. There are 13 children receiving 30 hours and 10 children receiving 15 hours. There are fewer children because some are accessing a greater number of hours than previously.</p>	<p>Head Teacher</p>

(b) SEND

Governors noted that one pupil in Year 2 has received two fixed term exclusions lasting 2.5 days. The Head Teacher stressed that exclusions are a last resort and that, in some instances, this needs to be done for the safety of pupils and staff.

Q: Are there any additional steps being taken with the pupil who has received the two fixed term exclusions?

A: The school has contacted the PRU to see if they have any advice, over and above the strategies already being deployed in school. The school has a lot of experience and strategies for dealing with challenging behaviour but further steps are required in this case.

(c) Vulnerable Pupil Information/Safeguarding

The report provided a breakdown of the different categories and numbers of vulnerabilities.

Q: There are 117 pupils on the vulnerable register, how does this figure compare year on year?

A: This increases every year. Staff are skilled at identifying vulnerability and this is one factor in the numbers being so high. The demographic of the intake is also changing and this is another factor. Other schools are also finding the same increases.

Q: Does the high level of vulnerability in school create a strain on the school?

A: The strain is considerable. Time and resources are required to deal with these issues and all issues/incidents need to be recorded. The correlation between vulnerabilities and pupil data are measured.

Q: What can the governing body do to support the school with these challenges?

A: Support for the staff dealing with these issues is very important. As there are three Designated Safeguarding Leads/Deputy DSLs these staff can support each other.

Q: Is there anything that can be done in terms of the support structure or wider support for the school?

A: There are pressures within Social Services also. There are often changes to social workers and there can be case conferences where the social worker attending has never met the family. The threshold for Social Services involvement has risen, resulting in fewer cases being taken on by Social Services. On contacting Social Services for advice, school is always directed to speak to the family first.

The workload balance of the SLT is shifting from education to family issues. Families also see the school as the first point of contact and the school's full time SENDCO supports this work.

(d) Attendance

An attendance update was provided by the Head Teacher. Last year, for the full year, attendance was 95.26 per cent. For the current year, up to 10 July, attendance is 96.43 per cent, so there is potential for the full year figure to reduce but this may change once data for the full year is available.

Persistent absence (less than 90 per cent attendance) for last year was 9.8 per cent and this has increased on previous years. Of the 55 families with persistent absence in 2017/18, only nine were still persistently absent in 2018/19.

The Head Teacher noted that the school does not grant requests for term time holidays and initiates the penalty notice process to fine parents. Parents are invited to meetings when attendance becomes an issue.

ACTION: Absence trends will be explored as part of the remit of Children and Families Committee and not at Full Governing Body.

(e) Monitoring Report for Governors

Governors noted the KS1 Moderation Report and Subject Leadership Report.

Q: What model is being followed for subject leadership monitoring?

A: Subject leaders were finding it difficult to identify opportunities to carry out monitoring and monitoring will now be built into every term calendar. There will be a set two weeks for monitoring and these dates will be scheduled by SLT.

(f) Results

Governors noted the results for 2019. The Head Teacher noted that the SATS results are still provisional and validated data will be presented next term. The Head Teacher noted that Year 6 are a lower attaining cohort and the results are pleasing. The quality of teaching and learning in school is very high. There have been developments in subject areas and interventions. There was additional support put in place to support achievement at greater depth.

Governors referred to the positive provisional KS2 progress scores: reading 1.6; writing 0.8; and maths 1.5.

**Mrs K
Dickinson/
Governor
Clerking
Service**

Governors commented on the well-rounded education that pupils receive in school and that a broad and balanced curriculum is in place. Governors thanked the Head Teacher for all the work done this year.

KS2

	Reading	SPaG	Maths	Writing	RWM Combined
% Expected and above	75 (NAT 73)	78 (NAT 78)	81 (NAT 79)	70 (NAT 78)	61 (NAT 65)
% Provisional Greater Depth Based on SS of 110	24 (NAT 27)	31 (NAT 34)	17 (NAT 27)	19 (NAT 20)	5 (NAT 11)

KS1

	Reading	Maths	Writing	RWM Combined
% Expected and above	63 (NAT 75)	75 (NAT 76)	63 (NAT 69)	62 (NAT 65)
% Greater Depth	23 (NAT 25)	17 (NAT 22)	10 (NAT 16)	7 (NAT 12)

KS1 Phonics Results

83 per cent Year 1 met the required standard (82 per cent national).
12 year 2 pupils were required to retake and seven met the required standard.

Foundation Stage Results

68 per cent attained a good level of development compared to 72 per cent nationally.

The Head Teacher was thanked for the comprehensive report.

2933. DEDICATED HEADSHIP TIME

ACTION: This would be dealt with by the Head Teacher Performance Management Committee to give this topic appropriate focus.

**HTPM
Committee**

2934. CONTINUOUS IMPROVEMENT

This had been covered under the Head Teacher's Report.

2935.	<p><u>SAFEGUARDING</u></p> <p>Governors discussed the safeguarding comments in the Ofsted report. The safeguarding governor visit had been rescheduled.</p>	
2936.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>The budget had been reviewed by members of the Finance and Resources Committee and was on track.</p>	
2937.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>The Head Teacher noted that, in view of Mr Stone's departure, a governor representative is required on the Trust. Mrs Afzaal-Khan put her name forward.</p> <p>RESOLVED: That Mrs Afzaal-Khan be appointed as the representative on the Spen Valley Trust.</p>	<p>Mrs R N Afzaal-Khan</p>
2938.	<p><u>TRAVELLING AND SUBSISTENCE ALLOWANCES REVIEW</u></p> <p>There were no changes to the policy, but Governors were reminded that the allowance is there if they wish to make a claim and that all expenditure should be referred to the Chair before being incurred.</p>	
2939.	<p><u>SKILLS AUDIT</u></p> <p>ACTION: As part of the handover, the Chair and Mr Stone would review the skills audit.</p>	<p>Chair/ Mr I Stone</p>
2940.	<p><u>GOVERNING BODY SELF-EVALUATION</u></p> <p>This was covered under Matters Arising.</p>	
2941.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <ul style="list-style-type: none"> • Mr Looker volunteered to be the training contact and he will upload the training log to the shared area. <p>ACTION: All to let Mr Looker know of any training attended. Mr Looker would circulate the training schedule.</p> <ul style="list-style-type: none"> • Mr Cross would be attending the monitoring training in October. • Mr Stone would be attending the awards ceremony in school. • The Chair did the Prevent training. • There had been a good governor presence at the summer fair. • Governors had attended the Ofsted feedback meeting. 	<p>All / Mr C Looker</p>

2942.	<p><u>CORRESPONDENCE AND REPORT ON CHAIR'S ACTIONS SINCE THE LAST MEETING</u></p> <p>There had been no further correspondence since that relating to the Ofsted.</p> <p>There were no actions to report.</p>	
2943.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Acknowledgement</u></p> <p>On behalf of governors, the Chair thanked Mr Stone for his commitment and work with the governing body over the last 15 years.</p> <p>Governors made a leaving presentation to Mr Stone and gave this with thanks for his support to the school and governing body.</p>	
2944.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the meeting dates of the Governing Body and Committees be agreed as below, subject to any further feedback on these which will be collated by Mr Looker:</p> <p>Full Governing Body – 6.30pm start: Tuesday 17 September 2019 Tuesday 26 November 2019 Tuesday 4 February 2020 Tuesday 24 March 2020 Tuesday 19 May 2020 Wednesday 8 July 2020</p> <p>Finance Resources and Staffing – 6.30pm start: Wednesday 11 September 2019 Wednesday 20 November 2019 Tuesday 10 March 2020 Wednesday 13 May 2020 Wednesday 1 July 2020</p> <p>Children, Families and Communities Committee – (1.30pm start but start times will be discussed at the first meeting) Monday 11 November 2019 Monday 2 March 2020 Monday 8 June 2020</p> <p>Achievement and Curriculum Committee – start 6.15pm Tuesday 8 October 2020 (agenda to include summer data and target setting) Tuesday 21 January 2020 Tuesday 5 May 2020</p>	

	RESOLVED: That Prevent training be held 15 or 16 October 2019 at 6.15pm.	
2945.	<u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u> 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.	

Deloughan
Chair
26/11/19
Date