

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, 20 March 2018.

SCHOOL INSPECTION COPY

PRESENT

Mr I Stone (Chair), Mrs RN Afzaal-Khan, Mr D Claughton, Mrs P Cocker, Miss L Drummond, Miss S Greenwood, Mr A Powell, Mrs J Ryan.

In Attendance

Jill Woodward (Minute Clerk)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ Action
2735.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Reverend K Young (consent).</p> <p>There were no declarations of interest.</p>	
2736.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>No items notified to be brought up under any other business.</p>	
2737.	<p><u>REPRESENTATION</u></p> <p>The Chair reported that 3 new Parent Governors had recently been elected. They had skills between them covering HR, Business Planning and Finance. The Governor Clerking Service would issue them with an appointment date and they would join the Governing body at the next Full Governing Body meeting.</p> <p>Mr Blades had decided not to apply for re-election.</p> <p><u>Appointment of Foundation Governors</u></p> <p>There was no word from Reverend Young regarding potential candidates for a Foundation Governor.</p>	

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2738.	<p><u>MINUTES OF THE MEETING HELD ON 24 JANUARY 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 24 January 2018 be approved and signed by the Chair as a correct record.</p>	
2739.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Representation (Minute 2716 refers)</u></p> <p>The Chair confirmed that he would update parents on the new Parent Governors recently elected.</p> <p>He reported that he had sent them a link to an Induction for New Governors on The Key. He felt it was a useful tool. Governor Clerking Service would also provide them with information on Governance.</p> <p>The Head Teacher confirmed that she would pass on their details to the Governor Clerking Service.</p> <p>The Chair would arrange to buddy up each new Governor with a more experienced Governor. New Governors would be given the opportunity to observe other Committees in addition to the Full Governing Body meetings to decide if they wished to join.</p> <p>A discussion took place regarding merging some Committees. It was decided that it may be more appropriate to look at the Terms Of Reference and seek to move some items to the Children, Families and Community Committee if possible. The Chair asked Governors to consider what items may be appropriate.</p> <p>The timing of the Children, Families and Community Committees would also be reviewed to ensure all could attend.</p> <p>(b) <u>Draft Minutes of Achievement and Curriculum Committee Meeting held on 11 October 2017 (Minute 2719 (c) refers)</u></p> <p>Miss Greenwood had confirmed that she could attend the next meeting of this Committee.</p>	<p>Mr I Stone</p> <p>Mrs P Cocker</p> <p>Mr I Stone</p>

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	<p>On the agenda for the next meeting would now be CPOMs. The presentation on EYFS would be moved to the Autumn term.</p> <p>(c) <u>Dealing with Concerns and Complaints against School (Minute 2719 (d) refers)</u></p> <p>The Head Teacher reported that they were awaiting further examples of Complaints Policies to be forwarded by the LA. These were used by other schools.</p> <p>(d) <u>Academisation (Minutes 2704 and 2719 (e) refer)</u></p> <p>The Head Teacher reported that Roberttown School had hosted meetings the CEOs of several MATS, which she had attended.</p> <p>(e) <u>School Improvement Monitoring Report January 2018 (Minute 2721 b) refers)</u></p> <p><u>Target 3</u></p> <p>The Chair reported that he was still to provide a written monitoring report on his visit regarding Spelling/Phonics.</p> <p>(f) <u>General Data Protection Regulation (Minute 2726 refers)</u></p> <p>The Chair confirmed that he had provided the Head Teacher with the details of a lawyer with knowledge of the regulations.</p> <p>The Head Teacher confirmed that she had raised the issue at the Trust Heads meeting. Heads had seemed interested in some form of sharing an Officer to oversee the regulations.</p> <p>The LA were also planning to issue a package on GDPR that schools could buy into.</p> <p>The Audit for GDPR was underway within School and would be completed soon.</p> <p>Governors would be made aware of any issues resulting from that audit.</p>	<p>Mr I Stone as soon as possible</p>

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	<p>(g) <u>Adverse Weather Conditions Policy (Minute 2732 refers)</u></p> <p>The Head Teacher reported that after her decision to close the School due to recent bad weather she had received one verbal complaint, but not written complaints.</p> <p>The Chair offered thanks to the Head Teacher and all who had helped in handling what had been a difficult situation and decision.</p> <p>The Deputy Headteacher reported that the Caretaker had been extremely diligent in keeping the site in as safe a state as possible. The Chair agreed that a letter of thanks would be sent from the Governors.</p>	<p>Mr I Stone</p>
2740.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Draft Minutes of Finance, Resources and Staffing Committee held on Wednesday 24 January 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 24 January 2018 be approved as a correct record.</p> <p>(b) <u>Children, Families and Communities Committee held on 19 March 2018</u></p> <p>The Chair gave verbal feedback from the meeting.</p> <p>An update had been given on Safeguarding and CPOMS. The level of information input to CPOMS would be monitored to ensure it was being used in the most efficient way.</p> <p>Governors had discussed the Governors' Award. The 4 categories were agreed as My World, My Community, Bravery and Personal Achievement.</p> <p>Parents would be sent a nomination form by 16 April 2018. Nominations could come from anyone. Information on the nomination including what, when and why they consider it is exceptional must be included.</p>	

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	<p>The closing date for nominations would be 18 May 2018.</p> <p>Governors would consider the nominations at the meeting on 7 June. If there were many nominations it may need that Governors from outside this committee may be required to help in this process. There were no pre-agreed number of awards for this first time. As it was the first time it was uncertain how many may be required. It may be that the criteria and rules would be changed for further awards.</p> <p>The E Safety log had been scrutinised.</p>	
2741.	<p><u>HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS</u></p> <p>The Head Teacher had previously circulated Head Teacher’s Report No 59 and Spen Trust Schedule of Meetings and Events 6 March 2018 to all Governors.</p> <p>The Head Teacher spoke to the report.</p> <p>(a) <u>Staffing</u></p> <p>The Head Teacher reported that the EYFS Teacher would leave at the end of term. This would be covered by existing staff and experienced supply staff until the end of the academic year. An EYFS Manager had recently been recruited to start in the next academic year.</p> <p>The Head Teacher reported that it was becoming increasingly difficult to find support for pupils when staff are absent especially with what appears to be an increasing number of children with additional needs at the School. If the budget allows, more TAs would need to be recruited.</p> <p>(b) <u>Special Educational Needs and Disabilities</u></p> <p>There were 9 pupils within mainstream provision with EHCPs, a further 3 requests had been made this term for pupils in Years 2, 3 and 4.</p> <p>There were 4 pupils with EHCPs within the Specialist Provision.</p> <p>There were 12 pupils with My Support Plans.</p>	

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	<p>There were 38 pupils with a Provision Map.</p> <p>4 pupils were being supported by a TA for 1:1 support. None of these children receive funding as part of an EHCP to support this.</p> <p>There had been one pupil excluded on 3 separate occasions for a total of 5.5 days as a result of challenging behaviour.</p> <p>Q. Is this the same pupil who was excluded previously?</p> <p>A. No this is a different pupil.</p> <p>(c) <u>Vulnerable Pupil Information</u></p> <p>Number of pupils subject to recording and monitoring within School – 30. Number of pupils subject to a TAF – 10 (7 families). Number of pupils subject to a Child in Need Plan – 8 (4 families). Number of pupils subject to a Child Protection Plan – 1 (1 family). Number of pupils who are looked after children – 2. Number of pupils who are living in a privately fostered arrangement – 0. Number of pupils who are a young carer – 0.</p> <p>(d) <u>Spenborough Co-operative Trust Partnership</u></p> <p>The Head Teacher highlighted the events detailed on the Schedule of meeting and events.</p> <p>(e) <u>School Budget 2018/19</u></p> <p>The Head Teacher reported that the expected carry forward into the next financial year was approximately £117,000. This was similar to the previous year, meaning that School had broken even. The decisions made to tighten belts and spend carefully on resources have helped.</p> <p>The allocation for next year had increased by £93,000. This was mainly due to additional pupils and more pupils receiving free school meals, as well as the minimum funding guarantee adjustment being in the Schools favour.</p>	

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	<p>Planned changes in funding in future will mean that the LA will not have a say in how funding is allocated, it will be dictated by Government, so this adds to the uncertainty.</p> <p>The Chair reported that the next financial challenge may well be an upcoming pay award. It was rumoured to be larger than of late. There was no guarantee that the government would fund all the costs of the award.</p> <p>(f) <u>Health and Safety Audit</u></p> <p>A Health and Safety Audit had been carried out by the LA last week. It was envisaged that the report would be positive with some areas of development. Once the report was produced it would be shared with the Finance, Resources and Staffing Committee.</p> <p>The Chair thanked the Head Teacher for her report.</p>	
2742.	<p><u>SEF- GOVERNOR QUESTIONS</u></p> <p>The SEF had been previously circulated to Governors by The Head Teacher.</p> <p>Governors had scrutinised the document.</p>	
2743.	<p><u>TEACHER APPRAISAL AND PAY POLICY</u></p> <p>This had been raised at the Finance, Resources and Staffing Committee Meeting.</p>	
2744.	<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 Meeting and around Specialist Provision Funding.</p>	
2745.	<p><u>ACADEMISATION</u></p> <p>This item was covered at Minute 2739 (b) (iii).</p>	
2746.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This item was deferred to the next meeting.</p>	

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2747.	<u>SAFEGUARDING</u> This item was covered at Minute 2741 (c).	
2748.	<u>FINANCIAL MANAGEMENT AND MONITORING</u> This item was covered at Minute 2741 (e).	
2749.	<u>GDPR</u> This item was covered at Minute 2739 (d).	
2750.	<u>SPEN VALLEY TRUST UPDATE</u> This was covered at Minute 2741 (d).	
2751.	<u>GOVERNOR TRAINING AND GOVERNOR VISITS</u> This item was deferred to the next meeting.	
2752.	<u>CORRESPONDENCE</u> There was no correspondence.	
2753.	<u>ANY OTHER BUSINESS</u> There was no other business.	
2754.	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u> RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on: Wednesday, 23 May 2017 Wednesday, 11 July 2017	

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2755.	<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 wording of the following minute:</p> <p>2744. <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 Meeting and around Specialist Provision Funding.</p>	



Chair

23/5/18

Date

