

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, 26 March 2019.

SCHOOL INSPECTION COPY

PRESENT

Mr D Cloughton (DC) (Vice-Chair), Mrs R N Afzaal-Khan (RAK), 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).

In Attendance

Miss A Walker (Minute Clerk)

	Discussion and Decisions	Action – who/date/ Action
2873.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Miss Sally Greenwood, Mr Ian Stone and Reverend K Young (all with consent).</p> <p>There were no declarations of interest.</p>	
2874.	<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"> ♦ Governance Handbook ♦ Governor Skills Audit ♦ School Improvement Visit (covered under Continuous Improvement). 	
2875.	<p><u>REPRESENTATION</u></p> <p>(a) <u>Appointment of a Co-opted Governor</u></p> <p>There had been no developments on the appointment of a Co-opted Governor.</p> <p>Q. Is it worth the school putting the vacancy on one of the governor matching websites?</p> <p>A. This has already been done. The school also wrote to local businesses.</p>	

	Discussion and Decisions	Action – who/date/ Action
	<p>ACTION: Governors agreed to mention the vacancy to their network of professional contacts.</p> <p>Q. What skills are the governing body looking for?</p> <p>A. This skills audit will identify any gaps but governors should not wait for the results of the skills audit before sharing information about the governor vacancy. Many current governors have a connection to the school and it would be good to have a governor who is independent of the school.</p> <p>ACTION: A further call out to businesses for potential governors to be considered on a future agenda.</p> <p>(b) <u>Appointment of a Foundation Governor</u></p> <p>Governors noted there was no further update and this would be picked up with Reverend Young at the next meeting.</p> <p>ACTION: Update to be provided on the appointment of an additional Foundation Governor at the next meeting.</p>	<p>All</p> <p>Kirklees Governor Clerking</p> <p>Kirklees Governor Clerking</p>
2876.	<p><u>MINUTES OF THE MEETING HELD ON WEDNESDAY 30 JANUARY 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 30 January 2019 be approved and signed by the Chair as a correct record, subject to the following amendment.</p> <p><u>Minute 2868 (Governor Training and Governor Visits)</u></p> <p>The question asked to be amended to: <i>Are records kept of what training governors have undertaken?</i></p>	
2877.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Notification of items to be brought under any other business (Minute 2853 refers)</u></p> <p>Governors acknowledged the outstanding action to schedule Ofsted training.</p> <p>This session would allow governors to collectively prepare</p>	

	Discussion and Decisions	Action – who/date/ Action
	<p>for any future Ofsted visit, ensuring they are all clear on the process, their roles and the types of questions that they might be required to answer. The Head Teacher noted the need to do this as soon as possible.</p> <p>ACTIONS: Ofsted training to be scheduled for 9 April 2019 at 7:00pm (no clerk required) for all governors including staff. There will be a shortened meeting of the Achievement and Curriculum Committee 6:00-7:00pm (clerked). The EYFS presentation scheduled for the Committee on 9 April 2019 is to be postponed to the next Committee meeting.</p> <p>(b) <u>Governor Training and Governor Visits (Minute 2868 refers)</u></p> <p>It was clarified that the school does not review governor training gaps in general, but does this for safeguarding and safer recruitment training</p> <p>(c) <u>Circulation of Draft Minutes</u></p> <p>Governors discussed potential processes whereby they could view copies of the minutes from previous meetings early than currently is the case i.e. a couple of weeks before the next meeting. This would give them earlier sight/reminders of any actions on themselves, increasing the chances of those actions being completed</p> <p>DC asked the clerk to pick up with the Governor Clerking Service on how this could be best achieved, given the constraint that the Chair and Head Teacher first need to review the content for accuracy before sharing wider. DC/governor services to implement and can be discussed at next meeting.</p> <p>ACTION: Draft minutes of all meetings be circulated to all governors once they have been reviewed by Chair and Head Teacher.</p>	<p>Kirklees Governor Clerking</p> <p>Kirklees Governor Clerking</p>

2878.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Draft minutes of Children, Families and Community Committee held on 7 March 2019</u></p> <p>(i) <u>Safeguarding (Minute 174 refers)</u></p> <p>Governors referred to the introduction of governor lanyards.</p> <p>ACTION: Any governor who has not received their lanyard is asked to speak to the office.</p> <p>(ii) <u>Any Other Business – Visit by Mrs K Dickinson (Minute 179 refers)</u></p> <p>It was confirmed the visit had not taken place prior to the Committee but had been arranged for 11 April 2019.</p> <p>(iii) <u>Any Other Business – Pride of Headlands Award Scheme (Minute 179 refers)</u></p> <p>It was noted that the awards launched in May last year and would be launched the same month this year.</p> <p>(b) <u>Resources Meeting held 13 March 2019</u></p> <p>DC provided an overview of the meeting, noting the carry forward position is on track at £84,000 (it was reported at £82,000 the previous half term). This is in line with governors' strategy to maintain a balance between effective use of the budget/resourcing of the school whilst retaining a level of carry forward for future security where possible. The budget for next year is up by £37,000 but there are increased expenditure costs to factor in. On costs will increase from 26 per cent to 34 per cent. The draft budget for next year will be reviewed at the Resources Committee and presented to the Full Governing Body for approval.</p> <p>The school now has a support staff appraisal system in place and this is becoming embedded. This was introduced to teaching assistant staff initially and will now be rolled out to other support staff in due course.</p> <p>Specialist provision had been a standing agenda item and was taken off the Resources agenda with the closure of the unit.</p>	All
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	<p>The 30-hour nursery provision is working well and there has been a lot of work from school to make this a success. Finances will continue to be closely monitored. The nursery is forecasted to break even for the current term. There are full-time and part-time places. The Head Teacher noted the desire to continue to offer part-time places, as these are likely to be taken up by the school's most vulnerable families.</p> <p>The SFVS was agreed at Resources.</p>	
2879.	<p>The Head Teacher circulated the Head Teacher's Report; Staffing List; Spenborough Cooperative Trust Triad Visit Reports; Spenborough Cooperative Trust – Schedule of Meetings and Events, 2018/19 School Improvement Plan and Monitoring Report; and Diocesan Education Team – Adviser Record of Visit; .</p> <p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>(a) <u>Number on roll</u></p> <p>The Head Teacher outlined numbers on roll and pupil mobility.</p> <p>Q. Is there still high demand for pupil places? A. Yes. The Head Teacher has been to several appeals. The nursery has very limited availability.</p> <p>(b) <u>Staffing</u></p> <p>The report provides an overview of staffing, including absence and recruitment.</p> <p>Q. Following recent recruitment, how many NQT and RQT teachers will there be in next year's staffing structure? A. There are two NQTs in KS2. There are RQTs in Nursery and Year 1. There are other teachers in school still in the early stages of their careers, but the school continues to have a good mix of experience.</p> <p>Q. Are there any pressures in staffing, where school has been unable to recruit to posts? A. This is not an issue currently, but it has been in previous years.</p> <p>Q. In terms of budget restrictions, are there any staffing roles that are needed in school but which we cannot recruit to due to financial pressures? A. The school must have a teacher in every classroom</p>	

and the school will always select the best candidates; recruitment decisions are not based on the salary scale of the applicant. The financial implications around staffing for next year will be clearer once the budget is set.

(c) Special Educational Needs and Disabilities

Item noted.

(d) Vulnerable Pupil Information/Safeguarding

Item noted.

(e) Policy Review

Item noted.

(f) Spenborough Cooperative Trust Partnership

Item noted.

(g) Monitoring

(i) Spenborough Cooperative Trust Triad Visit Reports

The Head Teacher provided an update on the visits, noting these provide an external view of the school. The autumn visit to Headlands included a review of the school's Self Evaluation Form and School Improvement Plan (SIP). The visit looked at teaching in classrooms and workbooks across the school, and was extremely positive in its findings. The one area of development identified by the visits is the variability of marking in books and the Head Teacher confirmed this had already been identified through internal workbook scrutinies.

Q. What is the objective of the Trust Triad visits?

A. The focus is school improvement and ensuring that schools in the Trust are improving all the time. This is an honest process and is about supporting the schools to improve.

Q. Other than marking, were there any areas of development identified from the visits?

A. No that was the only thing. However, marking is good across school and there will always be some variation. Marking is not poor but year group partners differed in the

effectiveness of marking. There is support in place to address this.

Q. Have steps been put in place as a result of feedback from the visit?

A. This is an issue school was already aware of.

Q. Are there clear definitions in the marking policy?

A. Staff follow the marking policy correctly. We let them know how things can be better. The issues with marking relate to feedback not always being as supportive as it could be, for example, a pupil being asked to 'remember' to do something rather than this learning being scaffolded.

Q. Is there anything we can learn from the visits undertaken to other schools?

A. Yes, we have been impressed with the practice in other schools. All schools do things differently to meet the needs of their pupils. In maths, one school has a focus on fluency in calculations. Headlands does also but not in as structured a way (as this is not appropriate at Headlands), but this approach was discussed following the visit. Headlands does maths and English every day to keep skills up, whereas the other school does a full morning on maths. The schools have similar outcomes. It is good to look at and challenge current practice. It is positive for schools to take this time out to work collaboratively to support each other and school improvement is the focus on these relationships.

(ii) Diocesan Education Team – Advisor Record of Visit

Head Teacher noted there are some areas of work to do in preparation for the SIAMS and these will be the focus after Ofsted. Head Teacher will be attending further SIAMS training.

Q. What is the purpose of the Diocesan visits?

A. These reports are for information. The Diocese has a responsibility to oversee CofE schools but the Diocese do not have resources to help with school improvement.

They do have resources to support with developing Christian values within schools

and they have a responsibility to ensure C of E schools are performing well and supporting children.

Q. Will preparation for SIAMS be progressed in the autumn term?

A. Yes. The Head Teacher is going on SIAMS training in the summer term.

Q. In terms of developing the school's vision, will this be on the Full Governing Body agenda in autumn?

A. More will be known about the areas for development following the SIAMS training and these will be longer-term priorities. The school has a developed vision, which is based on '*aim high, work hard and have fun*'.

Q. The Diocesan Advisor suggested a renewed focus on spirituality, why?

A. The Diocesan Advisor was not saying the school does not do this but there is a renewed focus in the new SIAMS.

(iii) School Improvement Plan

Q. Some of the red actions do not have any commentary, why?

A. These items have not been done yet and this is intentional as they are actions that have been scheduled for the summer term.

Q. In respect of the monitoring report, will this identify what actions have led to, for example, attendance at a workshop resulted in a particular outcome?

A. The SIP monitors against the milestones. In some cases, it outlines the impact. The actions themselves often enable the improvement, and the outcomes are pupil outcomes at the end of the year. Governors receive the full SIP monitoring report at the end of every term

A governor commented that it might be difficult to assess whether the milestones/success criteria relating to SIP Target 5 had been achieved. Governors agreed it would be helpful for each SIP target to have a lead governor.

RESOLVED: That SIP target governor leads be established:

GW – Target 5 - Wellbeing
 CL – Target 3 - Reading
 TC – Target 2 – Writing
 EYFS and Non Core subjects leads to
 be agreed at Achievement and
 Curriculum Committee on 9 April.

Governors discussed the need to undertake governor monitoring training but agreed visits should not be delayed because of this. Governors acknowledged that they should be clear which aspect they are monitoring and be specific with questions. Governors reminded themselves of their role to hold the Head Teacher to account and that the purpose of monitoring visits is to see if what governors are told is happening, is happening. The Head Teacher also commented that the work of the School Improvement Partner is done on behalf of governors and provides other pieces of evidence to answer the '*how do you know*' questions.

All

ACTION: Governors agreed that monitoring visits should be limited to a maximum of one per half term and these need to fit in with the school calendar. All to let DC have dates of their planned visits.

(h) Documents for information

Governors noted the posters detailing emergency policies and procedures.

Q. The posters are helpful but very similar, what do you do to make sure everyone is clear which procedure needs to be followed?

A. The summary of the emergency procedure is for staff, the emergency policy is for pupils. The nature of a real event could require protocols to be slightly adapted on the day. The posters are based on the documents that sit behind them. The school has gone through the business continuity plan and every member of staff has a role. In each emergency procedure, there are emergency officers to lead on decision-making and there are checklists to go through.

There will be a pupil assembly on the lock down procedure, which will be done in a way as not to cause alarm and letters will be sent home to parents to explain this.

The site evacuation drill will not include the trip to Spen Valley High School as this is too high risk for a practice drill.

(i) Buildings

Q. The report confirms that reflagging the front of the school and refurbishment of the KS2 toilets will not be done due to budget constraints. Are either of these areas a health and safety risk?

A. No.

(j) School Budgets 2019/20

Item noted.

(k) DFC Funding

The Head Teacher drew governors' attention to the additional allocation of funding, which will potentially be used for whiteboards or in the long term the development of the hall.

(l) Continuing Professional Development

Q. How is staff training monitored and how does school ensure that staff undertake the training they should?

A. All teachers are required to complete a CPD feedback form, which captures any additional support they need or any opportunities that arise following the training, for example, to cascade this to other staff. Staff training is either linked to the SIP, specific to the appraisal needs identified for individuals or relevant to NQTs' needs. There are also training opportunities for staff to find out about new initiatives. Staff undertake specific training if they are new to a year group, for example, undertaking training around SATS procedures for year 6.

The same CDP feedback is carried out by support staff. The focus this year has been safeguarding but, from the summer term, there will be more focus on development training.

Q. Could governors have access to the online safeguarding training?

A. All training is available on the Kirklees Safeguarding Board website and governors can set up their own log in from there.

ACTION: Governors to note the training available via the Kirklees Safeguarding Board website.

ACTION: Governors noted the need to find an

All

	<p>alternative date for the face-to-face Prevent training (which will start at 6:00pm). The Full Governing Body date will remain as 21 May 2019. The Head Teacher suggested that the invite be extended to other schools. LD to schedule the training.</p>	LD
2880.	<p><u>SPECIALIST PROVISION</u></p> <p>DC noted this has now concluded and there is no longer specialist provision in the school. The relevant budget has been clawed back and staff have been deployed or have moved on to new roles. A notice has gone out to parents to inform them. The Head Teacher noted she is in discussions with the LA about using the resources room in a different way.</p> <p>ACTION: This item will come off the agenda for Full Governing Body meetings and Resources.</p>	Kirklees Governor Clerking
2881.	<p><u>ACADEMISATION</u></p> <p>DC noted that governors have previously agreed to maintain a watching brief on academisation and asked if governors should agree a formal review point for this topic. The Head Teacher noted that the other Head Teachers discussed this at the Trust Head Teacher meeting and none of the local schools want to progress at this stage.</p> <p>Reference was made to CofE schools only being able to join CofE MATs and that non-faith schools can join these trusts. Reference was made to the canvassing of CofE schools which was done three years ago and that there had been no appetite to form a CofE MAT.</p> <p>As a result of the conversations above, governors agreed that academisation did not need to be a standing item on every Full Governing Body meeting, and that the frequency of discussions/review of the situation should be reduced to once a term</p> <p>ACTION: Academisation to be a standing item on the first Full Governing Body agenda of each term.</p>	Kirklees Governor Clerking
2882.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>DC noted that the Achievement and Curriculum Committee had undertaken a self-evaluation, this will also be done by Resources.</p>	

	<p>LD explained the work done with the School Improvement Partner had focused on subject management and some discussions relating to the imminent Ofsted inspection.</p> <p>Ofsted preparation with subject managers. Key findings/outcomes included:</p> <ol style="list-style-type: none"> 1. It was recognised that the embedding of non-core subject leadership and management has developed significantly over recent years. Subject leaders have developed in depth knowledge of their subjects and are now knowledgeable regarding monitoring procedures. 2. A huge amount of work has been done over the last few years to define and embed the new assessment and tracking systems for both core and non-core subjects in school. The School Improvement Partner confirmed that subject managers now had detailed information regarding the attainment and progress of pupils in their subject areas. He suggested some minor changes to the format of the reports, which, using the existing data, will allow areas of strength and development to be more easily identified and reported. Governors understood and welcomed the new reporting approach, which will be first reviewed at the next Achievement & Curriculum Meeting in May. <p>Q. Do the minor changes to report formats represent a lot of work?</p> <p>A. No, this will be turned around by the end of this week.</p> <p>Q. Has the methodology of tracking pupil attainment changed?</p> <p>A. No, there are only minor changes to the formats of the reports using the existing data and methods.</p> <p>It was noted that staff have come a long way in subject management and are very keen. The School Improvement Partner will continue to work with subject leaders to maintain a culture of continual improvement around monitoring.</p>	
2883.	<p><u>SAFEGUARDING</u></p> <p>Governors noted the Safeguarding Action Plan.</p> <p>The Safeguarding Governor confirmed they had scheduled a safeguarding visit.</p>	
2884.	<p><u>CYBER SECURITY</u></p> <p>DC noted the recent phishing attack and that a report had been produced which outlines the incident and the steps taken as a result, including training and log on changes.</p>	<p>Kirklees Governor Clerking</p>


	<p>ACTION: Governors agreed that the review of cyber security incidents and resulting actions, sits within the remit of the Resources Committee and this would be added to the Committee's agenda and the report received there.</p> <p>General cyber security policies, communication etc will remain in the remit of the Children, Families & Community Committee.</p>	
2885.	<p><u>ROAD SAFETY AND HEADLANDS ROAD DEPOT</u></p> <p>Head Teacher noted her meeting with the manager of the depot and that the manager wants to work with the school on these issues. The company have already put in steps to improve safety at the site, for example, to tarmacing the yard to reduce dust and increasing the size of the waste bay. Deliveries that arrive at school start or home times, do not come past the school. The company has their own car park and no staff park on the road, apart from the cleaner at 6.30am. The company are keen to work with the school and ensure the road is safe.</p> <p>Governors acknowledged the issues have been raised with the council and governors were copied in to the response from the LA which stated there are no safety issues. Governors acknowledged that parent parking does cause some problems and that the traffic officer letter has gone out to all parents.</p> <p>Governors agreed road safety will continue to be dealt with by the Children And Families Committee but that there is no further action to take at this point.</p>	
2886.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>Governors noted the update already provided under the Resources Committee.</p>	
2887.	<p><u>SFVS</u></p> <p>Governors noted the review process undertaken by the Resources Committee, which included a meeting between Committee Chair and School Business Manager. No questions within the dashboard require any further action or follow up</p> <p>RESOLVED: That the SFVS be approved.</p>	
2888.	<p><u>COMPLAINTS POLICY</u></p> <p>Governors considered the LA model Complaints Policy.</p> <p>Q. Are there any material changes to the Policy?</p>	

	<p>A. No.</p> <p>Q. Will the Policy go on the school website?</p> <p>A. Yes.</p> <p>Q. Who is the designated complaints governor?</p> <p>A. If a complaint is escalated, this is sent to the Chair of Governors.</p> <p>Q. Other school policies refer only to the designation of the person carrying out a role, do colleagues need to be named in the Complaints Policy?</p> <p>A. Yes and the Policy is reviewed every year.</p> <p>Governors agreed the complaint form should advise the complainant to return this to the 'relevant person' instead of the Head Teacher. Governors highlighted the incorrect wording on page 5 and that the sixth paragraph should state <i>Chair of Governors</i> not Head Teacher.</p> <p>RESOLVED: That, subject to amendment of the Complaint Form (to ask the complainant to return the form to the <i>relevant person</i>); and correction of page 5, sixth paragraph, to state <i>Chair of Governors (not Head Teacher)</i>, the Complaints Policy be approved.</p>	
2889.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>Item covered in other updates.</p>	
2890.	<p><u>GOVERNING BODY SELF REVIEW</u></p> <p>Item covered under earlier agenda items.</p>	
2891.	<p><u>POLICY REVIEW</u></p> <p>Item covered under Complaints Policy.</p>	
2892.	<p><u>GOVERNORS TRAINING AND GOVERNOR VISITS</u></p> <p>There had been a monitoring visit with the SENCO. The report was with the SENCO for an accuracy check and would be circulated to governors.</p> <p>DC, CL and IS had undertaken safeguarding training.</p> <p>CL had undertaken Governor Induction training.</p>	
2893.	<p><u>CORRESPONDENCE</u></p> <p>There was no correspondence.</p> <p>ACTION: Governors discussed whether the scope of this item</p>	DC/IS

	should also include Chair's actions and DC and Chair would discuss this further.	DC/IS
2894.	<p><u>GOVERNOR ICT SKILLS AND ACCESS</u></p> <p><u>ICT Skills</u></p> <p>CL talked governors through the Office 365 account access and file structure. It was agreed that any uploads would be sent to CL who would update the files.</p>	
2895.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>Governor Handbook</u></p> <p>CL reminded governors of the updates to the Governance Handbook, which is available on Office 365.</p> <p>(b) <u>Skills Audit</u></p> <p>ACTION: Governors were reminded to send their completed questionnaires to Chair.</p> <p>(c) <u>Ofsted Meeting</u></p> <p>ACTION: Governors discussed the Ofsted preparation meeting on 9 April and the questions they would focus on. Governors will come to the meeting with the questions they are not sure how to answer. CL to capture the outputs of the meeting.</p> <p>(d) <u>Induction training</u></p> <p>CL recommended the induction training both for new governors and existing governors as this would be a useful refresher course. CL reminded governors of their core functions:</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction; • Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and • Overseeing the financial performance of the organisation and making sure its money is well spent. 	<p>All</p> <p>All/CL</p>
2896.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meetings of the Governing Body be</p>	

	held at 6.30 pm at the School on: Tuesday, 21 May 2019 Wednesday, 10 July 2019	
2897.	<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.	

The meeting closed at 9.20pm


Chair
10/7/19