

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, 23 May 2018.

PRESENT**SCHOOL INSPECTION COPY**

Mr I Stone (Chair), Mrs RN Afzaal-Khan, Mr D Claughton, Mrs P Cocker, Mr T Cross, Mrs K Dickinson, Miss L Drummond, Mrs J Ryan, Mrs G Wright, Reverend K Young.

In Attendance

Jill Woodward (Minute Clerk)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ Action												
2756.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Miss S Greenwood and Mr A Powell (with consent).</p> <p>There were no declarations of Interest.</p>													
2757.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>Several items were notified to be brought up under Any Other Business.</p>													
2758.	<p><u>REPRESENTATION</u></p> <p>(a) <u>Appointments</u></p> <p>The following matters of representation were reported:</p> <table border="1"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With effect from</u></th> </tr> </thead> <tbody> <tr> <td>Kirsty Dickinson</td> <td>Parent</td> <td>3.4.18</td> </tr> <tr> <td>Tim Cross</td> <td>Parent</td> <td>23.4.18</td> </tr> <tr> <td>Gemma Wright</td> <td>Parent</td> <td>27.4.18</td> </tr> </tbody> </table> <p>(b) <u>Appointment of Foundation Governor</u></p> <p>Reverend Young reported that she was still working on finding a new Foundation Governor.</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Kirsty Dickinson	Parent	3.4.18	Tim Cross	Parent	23.4.18	Gemma Wright	Parent	27.4.18	
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2759.	<p><u>MINUTES OF THE MEETING HELD ON 20 MARCH 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 20 March 2018 be approved and signed by the Chair as a correct record, subject to the following amendment:</p> <p><u>Minute 2744 (Specialist Provision)</u></p> <p>After the 15th paragraph ending:</p> <p>The closure would be presented as a joint decision, based primarily around meeting the ongoing needs of the children in the most effective way.</p> <p>The following paragraph would be inserted:</p> <p>The LA confirmed that no extra budget would be provided for the provision over and above the settlement already agreed. There was some movement in terms of uplift in support staff salaries in line with costs and also increases in line with inflation for other budget areas. The LA also held a meeting with Head Teachers of SEND provisions across Kirklees and their views on funding being adequate differed from our own.</p>	
2760.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Representation (Minutes 2716 and 2739 (a) refer)</u></p> <p>The Chair confirmed he had informed parents of the new Parent Governors.</p> <p>Q. Would it be possible for us new Governors to have the Terms of Reference for each Committee?</p> <p>A. We will circulate these to you. We are happy for you to attend as observers and decide at the Annual Meeting which Committees you would like to part of.</p> <p>The School website would be updated to include the details of the new Governors.</p> <p>A discussion would take place at the next Children and Families Committee on 7 June 2018 around the structure of Committees. One suggestion has been to reduce to two Committees but another option may be to add to the Terms of Reference of Children and Families.</p> <p>Reverend K Young reported that she had not been informed of the change of date of the previous</p>	<p>Mr I Stone</p> <p>Mrs P Cocker</p> <p>Governor</p>

	<p>Children and Families Committee.</p> <p>Clerk's Note: At the Chair's request an email was sent by the Governor Clerking Service to all committee members, including Reverend Young, on 12 March 2018 notifying them of the date of the rescheduled committee meeting.</p> <p>(b) <u>School Improvement Monitoring Report January 2018 (Minute 2721 b) refers)</u></p> <p>The Chair reported that he had completed the report and would resend it to the School Office.</p> <p>(c) <u>Adverse Weather Conditions Policy (Minutes 2732 and 2739 (g) refer)</u></p> <p>The Chair confirmed that he had sent a letter of thanks to the Caretaker for his work during the bad weather. He had also written to Darryl, on behalf of the Governors, to thank him for his hard work on the IT system.</p>	<p>Clerking Service</p> <p>Mr I Stone</p>
2761.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>(a) <u>Draft Minutes of Finance, Resources and Staffing Committee held on 7 March 2018</u></p> <p>Mr Cloughton mentioned highlights of the minutes as a verbal report had been given at the previous Full Governing Body meeting.</p> <p>(i) <u>Monitoring of Incident Logs for Health & Safety (Minutes passim)</u></p> <p>The Finance, Resources and Staffing Committee has now added Health and Safety to its Terms of Reference. They would add the monitoring role to their schedule.</p> <p>Mr Cloughton confirmed that he had attended the School to do Health and Safety monitoring on 25 April 2018.</p> <p>(ii) <u>Agree the School's Financial Value Standard (Minute 260 refers)</u></p> <p>The Head Teacher reported that the Pupil Premium Strategy was now complete with just costings to be added.</p> <p>Once completed this information would be added to the School website.</p> <p>(b) <u>Verbal feedback from Finance, Resources and Staffing Committee held on 16 May 2018</u></p>	

Mr Cloughton gave verbal feedback from this meeting. The Budget was scrutinised by Governors and key figures were highlighted.

(i) Budget

Mr Cloughton reported that last year's carry forward had been around £120,000. After a very cautious year, where support staff had been reduced and resources provided strategically, the School had more or less broken even.

This year's budget was a little more favourable, partly due to minimum funding allocation and increasing numbers.

This meant that the School could return to previous numbers of support staff and ease the pressure on the resources budget.

There were no big capital projects planned as these had been done over the last few years. There were no big IT spends needed this year, apart from normal attrition.

The SENCO role was expanding and a further Assistant Head Teacher role to bolster the Senior Leadership Team would both mean a budget impact.

(ii) Pupil Premium strategy

The Pupil Premium Strategy had been scrutinised and was awaiting costings. It had comprehensive links to the SIP.

(iii) The Governor Learning and Development Package was included in the LA buyback this year. A list of courses was circulated to all Governors. Governors were asked to contact the office if they were interested in any courses. Mr Cloughton highlighted the Course Governors Ready for Ofsted. He felt it may be useful for someone to attend this.

(c) Draft minutes of Children, Families & Community Committee held on 19 March 2018

(a) Matters Arising(i) More In Common (Minutes passim)

The Head Teacher reported that pupils are to attend an event to mark Jo Cox's birthday. This will be on 21 June 2018 not 22 June 2018 as stated.

(ii) Governors Awards Criteria (Minutes passim)

Mr Stone confirmed that application forms and letters had been sent to all parents.

Nominations for the award will be looked at in the next meeting on 7 June 2018.

The Head Teacher reported that there were currently 3 nominations. The closing date had been extended for a further week.

(b) Traffic and Road Safety

There had been no applications for the School Crossing Patrol vacancy.

Kirklees have been attending to monitor, but parents seem to park better on that day.

Both Staff and Governors have been put under pressure to resolve this issue and, although we want to ensure the children's safety, it is really a Police issue. Staff have been asked not to challenge parents on the street. If a member of the public/a parent has a complaint they will be asked to ring the Police.

(d) Draft minutes of Achievement and Curriculum Committee held on 25 April 2018(i) Teaching and Learning Spotlight (Minute 186 refers)

Mr Cloughton reported that the Designated Safeguarding Leads had presented information on CPOMS.

Q. Are there GDPR implications of CPOMS?

A. This is being looked into at the moment, but it

is a very secure system. The information collected is a statutory requirement for schools and other agencies.

Q. Could parents request sight of the information held on CPOMs?

A. I think they could certainly do this. Parents should already know about any events / information that is input.

The presentation included other steps taken to support children's mental health including the nurturing group and counselling.

There had been an increased need in this support so School were responding. An Educational Psychologist had attended to speak to all staff on how to identify mental health issues in children.

(b) SIP Progress Presentation from Carlton Midgley (Minute 187 refers)

NQT support had been highlight as an area of needed improvement. Support was always good but has now been improved. Governors asked Mr Midgley to monitor the effectiveness of the new measures taken to improve NQT support.

Mr Midgley was extremely pleased with the standard of support and expressed the opinion that it was now exemplary. Changes now embedded included mentors allocated to give the NQTs one voice and not mixed messages, front loading help in the first term, especially on behaviour management and allowing NQTs to share and meet together to share best practice. High expectations are placed on NQTs in terms of teaching and learning, and the new appraisal/support system is meaning they are reaching a Good standard of teaching sooner, or at least any barriers to that are being identified sooner, to allow help to be given.

The Head Teacher reported that good progress is being made on an appraisal cycle for TAs. Work has begun on having the conversations around where progress needs to be made. Individual objectives will be set in September once staff placements are decided.

2762.

HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher had previously circulated Head Teacher Report to Governors (No 60 for 23 May 2018), Staffing Update 16 May 2018, School Improvement Plan 2017-18 and School Improvement Plan Monitoring Report April 2018.

(a) Head Teacher Report

The Head Teacher spoke to her report.

(i) Staffing

Q. Has there been a lot of interest in the Grade 5 & 6 posts recently advertised?

A. There have been 9 applicants so far, but we have not reached the deadline. 20 or more applications is not unusual.

Q. Are the Special Provision staff ring fenced for redeployment?

A. The decision must go before LA cabinet first. Until that happens it is still only a proposed closure.

Q. Is there a date for this yet?

A. None has been given as yet.

The Head Teacher had met with all SP staff and the situation had been made clear. Mrs Ryan was currently leading and supporting staff. The needs of the children were being very effectively met.

Q. Has there been much feedback from parents following the announcement of the closure of the Unit?

A. There has been none as yet.

Reverend Young reported that she had been stopped by a couple of parents. She had asked them to contact the Head Teacher with their comments.

Mrs Ryan reported that all staff had recently met with HR. They had asked staff to consider what they would like to do in the future. They did get some answers but were still left with a lot of questions. The Central Team are also supporting the Unit. A lot of work had been done already with the affected parents, helping them to consider their options.

The Head Teacher reported that Leadership in the School will be moving back towards the old structure; the Head Teacher supported by an Assistant Head Teacher in KS2 and KS1 and also for Inclusion. Two vacancies have been advertised for the posts KS2 and Inclusion.

A Yr 6 teacher had recently resigned and an advert had been placed last week.

Q. With the other Yr6 teacher retiring, are we looking for an experienced teacher?

A. We would be unlikely to get an experienced teacher at this point in the year, so the chances are that it will be an NQT. But we do not know where people will be next year and like to move staff around to give them experience. Also, in March we appointed two experienced teachers. We have flexibility in the system.

Mrs Drummond assured Governors that the School would preserve its spine of strength and try wherever possible to place an NQT alongside a more experienced teacher.

Q. If both Yr6 teachers are leaving, how does this affect transition day?

A. We will have appointed new staff by then. It is normal practice to release staff to cover transition days. We have already agreed with staff starting in September that they will attend for transition day. It's likely that this new appointee will attend unless they have a pre booked holiday.

New staff also attend for other important dates such as staff meetings. They are all keen to attend.

The Head Teacher reported that numbers in Nursery were low, with 24 children at present in September. There are usually children joining at Christmas and Easter, but the proposal is to have morning sessions only for the upcoming Autumn Term. It is not cost effective to staff the Nursery for both sessions for this number of children. We will use staff in other areas for afternoons.

Q. Has it been an internal decision to not offer any more than 15 hours?

A. That is how it has been for a long time. We

have looked previously at offering the 30 hours but the lunchtime is the problem. We do not have a big enough hall to accommodate any more children. We already run two sittings. There is nowhere else appropriate for them to eat lunch. But we may need to continue to look at all options.

The Chair asked Governors to consider whether it may be useful to get some external expertise, to look at the viability of different options. This would be looked at once decisions on the Specialist Provision have been actioned.

(ii) Buildings

The Head Teacher reported that works were planned to secure the KS2 playground by erecting a fence with a gate.

(b) SIP Monitoring Report April 2018

The Head Teacher spoke to the Report.

Target 1

Q. Can we look at the TA Appraisal Policy at the Finance Resources and Staffing meeting in July?

A. Mrs Drummond agreed to circulate to Governors before the July meeting.

Target 2

Mrs Drummond reported that there had been some issues regarding moderation in EYFS, resulting in lower data than expected. A lot of work had been done on getting to grips with target tracker and it was hoped results should show a truer reflection of progress. All EYFS Staff had attended a Trust moderation event.

Q. As there have been some concerns about moderation in EYFS, do we have everything in place for the external moderator? (As an NQT will be externally moderated)

A. We were concerned. We have put a HLTA in there every morning, and 2-3 extra staff in the afternoon. This is so we can get the evidence we need to show the progress made. Staff feel better about moderation.

Mrs Drummond reported they were determined that


**Governor
Clerking
Service /
Mrs
Drummond by
3 July 2018**

	<p>children would have the best possible outcomes and move onto KS1 at their best level.</p> <p>Q. Who provides the moderation?</p> <p>A. The LA. Our moderator will be Rachael Singleton.</p> <p>The Head Teacher said they were excited and confident about the new appointment in EYFS. The teacher would speak to Governors in the Spring Term.</p> <p><u>Target 4</u></p> <p>One NQT/RQT member of staff had recently needed extra support with the Teaching and Learning objectives. They were now back on track.</p> <p><u>Target 6</u></p> <p>It was agreed that at the next Achievement and Curriculum Committee meeting on 6 June they would look at vulnerable group data. Mrs Drummond would discuss with Mr Cloughton and circulate the data prior to the meeting.</p> <p>Q. The SIP Monitoring Reports are useful to see positive progress towards SIP Priorities. Could we ask that you flag key areas of challenge, and how we are tackling them? Any red areas in the SIP could be added to monitoring</p> <p>A. We will include this in future.</p>	<p>Mrs Drummond by 5 June</p>
2763.	<p><u>DEDICATED HEADSHIP TIME</u></p> <p>The Governors affirmed that this time was available should the Head Teacher require to use it.</p>	
2764.	<p><u>SPECIALIST PROVISION</u></p> <p>The Chair reported that the School was now waiting for the formal decision from the LA. As things move forward a clearer timeline would develop in terms of staff and pupil support.</p> <p>The Chair would follow up with the LA to get a clearer picture of the possible timeline.</p>	<p>Mr I Stone</p>
2765.	<p><u>ACADEMISATION</u></p> <p>The Head Teacher reported that they were awaiting a meeting at Roberttown School with local MATs.</p>	

	<p>Spen Valley Trust were still considering forming their own MAT, but the School could not be part of this as it was not a church led MAT.</p> <p>The climate seemed to have changed a little for the moment. Governors agreed it was still prudent to continue looking into MATs, and to be open to options. There would need to be a clear benefit to the School to consider taking any action. It may be that if the Trust do form a MAT the picture may change.</p>													
2766.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This was covered at Minute 2762 (b).</p>													
2767.	<p><u>SAFEGUARDING</u></p> <p>This was covered at Minutes 2761 (d) (i), 2762 (b) and 2773.</p>													
2768.	<p><u>POLICY REVIEW – SOCIAL MEDIA POLICY</u></p> <p>Mrs Drummond reported that this item would be deferred to the next meeting as it had come to light that there may be duplication and repetition in some of the similar policies such as Social Media Policy and IT Policy. This would be looked at to decide whether amalgamation or amendments were needed.</p>													
2769.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>This was covered at Minute 2761 (b) and 2770.</p>													
2770.	<p><u>APPROVE THE BUDGET</u></p> <p>The Final Budget Summary 2018/19 was tabled to Governors and was scrutinised.</p> <p>Key figures included</p> <table> <tr> <td>Staff costs</td> <td>1,520,742</td> </tr> <tr> <td>Premises costs</td> <td>160,163</td> </tr> <tr> <td>Supplies and services</td> <td>262,054</td> </tr> <tr> <td>Contingency</td> <td>26,381</td> </tr> <tr> <td>Total Expenditure</td> <td>1,970,090</td> </tr> <tr> <td>Income</td> <td>36,950</td> </tr> </table> <p>RESOLVED: That the Balanced Budget for 2018/19 be approved.</p>	Staff costs	1,520,742	Premises costs	160,163	Supplies and services	262,054	Contingency	26,381	Total Expenditure	1,970,090	Income	36,950	
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2771.	<p><u>GDPR</u></p> <p>The Chair reported that due to the lack of any LA support, an external consultant had been employed to work on the implications of GDPR for the School at a cost of £2,650. It</p>													

	<p>seemed a comprehensive package at a reasonable cost. The Consultant would report to Governors at a future meeting date.</p>	
2772.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>The Head Teacher had previously circulated the calendar of Trust Events to Governors.</p>	
2773.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>The Safeguarding Governor had attended to monitor Safeguarding systems on 27 March 2018.</p> <p>One Governor had attended to do SATs monitoring on 15 May 2018.</p> <p>Governors discussed having a presence at the Summer Fair, and volunteers were sought to attend. The cost of T shirts, or badges for them to wear, would be considered.</p> <p>It was agreed that all new Governors would attend School for a tour in September. The date would be agreed at the next Full Governing Body meeting on 11 July 2018.</p> <p>Two Governors had attended Governor Induction Training.</p>	
2774.	<p><u>CORRESPONDENCE</u></p> <p>The Chair reported that he had received an item of correspondence by email. The issue was still ongoing and he would report back at the end of the process.</p>	
2775.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>NGA Learning Link</u></p> <p>Instructions on the NGA Learning Link had been circulated to all Governors.</p> <p>(b) <u>School Office 365</u></p> <p>Information on the School Office 365 document share was sent to all new Governors.</p> <p>(c) <u>SATS</u></p> <p>Mrs Drummond reported that she had received an email from a parent regarding SATS, thanking all involved for the positive experience their child had.</p>	

<p>2776.</p>	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meeting of the Governing Body be held at 6.30 pm at the School on Wednesday, 11 July 2018.</p> <p>Possible agenda items: Policy Review: Social Media Policy</p>	
<p>2777.</p>	<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.</p>	


 Chair _____
 12/7/18
 Date _____

