

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, 21 May 2019.

SCHOOL INSPECTION COPY

PRESENT

Mr I Stone (IS) (Chair), Mrs R N Afzaal-Khan (RAK), Mr D Claughton (DC), Mrs P Cocker (PC) (Head Teacher), Mr T Cross (TC), Mrs K Dickinson (KD), Miss L Drummond (LD), Mr C Looker (CL), Mrs G Wright (GW), Reverend K Young (KY).

The minutes were prepared by Craig Looker as no clerk was available.

	Discussion and Decisions	Action – who/date/ Action
2898.	<p><u>PREVENT TRAINING</u></p> <p>This had been rearranged for Thursday, 6 June 2019.</p>	
2899.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>As no apologies had been received from SG, it was agreed that her absence was without consent.</p> <p>ACTION: Chair to contact SG to ask how the Governing Body can support her to improve her attendance and inform KY when he has done so.</p> <p>There were no new declarations of interest.</p>	Chair
2900.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p> <p>A request was made for the draft Agenda of Full Governing Body meetings to be circulated to all Governors for comment before it is finalised.</p> <p>ACTION: Governor Clerking Service to circulate for comment once Agenda agreed by Chair.</p>	GCS

	Discussion and Decisions	Action – who/date/ Action
2902.	<p><u>MINUTES OF THE MEETING HELD ON 26 MARCH 2019</u></p> <p>RESOLVED: That the minutes of the meeting held on 26 March 2019 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>Minute 2877 (c)</u></p> <p>To read: “Draft minutes are circulated to Governors for comment before they are sent to the Head Teacher”.</p> <p><u>Minute 2879 (l)</u></p> <p>1st paragraph - Correct typo on “CPD”.</p>	
2903.	<p><u>MATTERS ARISING</u></p> <p>The action points were reviewed and were complete apart from the following minutes:</p> <p>(a) <u>Appointment of a Foundation Governor (Minute 2875 (b) refers)</u></p> <p>No update had been received on the appointment of an additional Foundation Governor.</p> <p>(b) <u>Safeguarding (Minute 2878 (a) (i) refers)</u></p> <p>Governors without lanyards were asked to contact the school office.</p> <p>(c) <u>Monitoring (Minute 2879 (g) (iii) refers)</u></p> <p>Monitoring visits were ongoing for the next Half Term as well.</p> <p>(d) <u>Correspondence (Minute 2893 refers)</u></p> <p>ACTION: Governor Clerking service to change the “Correspondence” standing agenda item to “Correspondence and Report on Chair’s Actions Since Last Meeting”</p> <p>(e) <u>Skills Audit (Minute 2895 (b) refers)</u></p> <p>The Chair reported that all but two Governors had completed the Skills Audit.</p>	GCS

	Discussion and Decisions	Action – who/date/ Action
	<p>The draft Budget was reviewed at that meeting and would be taken as a later Agenda item.</p> <p>(c) <u>Draft Minutes of the Achievement & Curriculum Committee held on 9 April 2019</u></p> <p>Q. The minutes of the Achievement & Curriculum Committee refer to a monitoring visit by Carlton Midgley, the School Improvement Partner. How is the decision made on when he will make a monitoring visit and what he will monitor?</p> <p>A. These decisions are made in partnership between the Governors and the SLT, including a recent example where the Achievement & Curriculum Committee requested an area for monitoring.</p> <p>A discussion took place regarding the School Improvement Partner's roles for the school and the Governing Body and the value of his independent monitoring for the Governors. His high credibility and frankness with the SLT and other teachers were noted.</p> <p>ACTION: It was agreed that Carlton would be asked to come to speak to the Governors at their July or September meeting, focusing on School Improvement Plan objective 4 on subject leaders.</p> <p>(d) <u>Achievement & Curriculum Committee held on 9 May 2019</u></p> <p>Governors heard a verbal report of the most recent meeting of the Achievement & Curriculum Committee, which included an excellent presentation from the EYFS Lead.</p>	Chair
2905.	<p><u>HEAD TEACHER'S REPORT</u></p> <p>Governors noted the Head Teacher's Report</p> <p>(a) <u>Number on Roll</u></p> <p>Governors noted a current lower intake in Reception of 50 out of 60 places and the need under the 2019/20 Budget for a reduction in the support staff by two, both of whom were on temporary contracts.</p> <p>Q: Could more children join Reception after the appeals process?</p>	


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	<p>A. Yes, where parents are not happy with the place allocated to them. Through this process and other factors, it is anticipated that some of the remaining ten places will be filled.</p> <p>Q. How many children go from Headlands to Heckmondwike Grammar School and could this be used as a “selling point” to attract more to Reception?</p> <p>A. This varies each year and this year two children are going to the Grammar School, but children go to a wide range of secondary schools after Headlands. It was noted that Headlands should be cautious about being seen to be preferring any particular secondary school.</p> <p>(b) <u>School Improvement Plan</u></p> <p>Governors noted the update as at the end of the Spring Term, which had been reviewed by the Achievement Sub-Committee.</p> <p>Q. Which are the SIP Targets where the school is ahead of where anticipated at the end of Spring Term and which are the Targets where the school is not where expected?</p> <p>A. Number 1, EYFS, is well ahead, which reflects the quality of the leadership from the new EYFS Lead as demonstrated in her presentation to the Achievement & Curriculum Committee. Great progress was made in the Spring Term on Number 4, around development of Subject Leaders, with release time provided to allow for this. On Number 5 on mental wellbeing etc. The school has made a lot of progress in this area. Further developments will be planned for as part of the next School Improvement Plan. The Deputy Head reported on an excellent conference which she had attended that day.</p> <p>Numbers 2 and 3, narrowing the gap between boys and girls will always be a gradual process which will take time. There are no quick fixes and this is something to be addressed as children move through the school. Governors noted that the focus on EYFS now will show through in development in future years.</p> <p>Q. Why was release time not able to be provided in the Spring Term around the writing and reading targets?</p>	

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	<p>A. The development of Subject Leaders was prioritised in the Spring Term. Later in the Summer Term additional release time would be provided for these targets.</p> <p>RAK left the meeting at this point.</p> <p>Q. Under SIP Target 2 on reading, what evaluation will be carried out on the vocabulary training?</p> <p>A. The SLT will sit down and look at the ideas from the training which are likely to have the most impact in school and arrange for these to be trialled.</p>	
2906.	<p><u>REPORT ON THE HEAD TEACHER'S APPRAISAL FOR 2018/19</u></p> <p>The Performance Management Committee made up of the Chair and Vice-Chair of Governors carried out the appraisal. It reported that the Head had achieved her objectives during the last appraisal cycle for the academic year 2017/18.</p> <p>Q. What are the Terms of Reference for the Performance Management Committee?</p> <p>A. The standard Terms from the Kirklees Committee Matters document.</p> <p>Q. Does a mid-year review take place with the Head?</p> <p>A. Not at present, but Governors noted the potential benefits of this for the Head in the first instance, and also for the Governors.</p> <p>ACTION: The Governors would consider introducing a mid-year review in the 2019/20 school year.</p>	
2907.	<p><u>ACADEMISATION</u></p> <p>There was nothing to report on which might make Governors reconsider this option.</p>	
2908.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This was covered by the SIP update (Minute 2905 refers).</p>	

2909.	<p><u>SAFEGUARDING</u></p> <p>Governors noted RAK's latest Monitoring Report on safeguarding following her meeting with the Head and recorded their thanks for RAK's work on this and the quality of her Report.</p>	
2910.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p><u>APPROVAL OF 2019/20 BUDGET</u></p> <p>These items were taken together. The Vice-Chair, as Chair of the Resources Committee, gave a verbal update on the draft Budget for the new financial year, supported by other members of the Committee. It was noted that the Committee had reviewed the draft Budget in detail and raised a number of questions around it.</p> <p>The carry-forward from 2018/19 had been £98k. The 2019/20 Budget showed an increase in the grant of £38k to a total Budget of around £1.8m, but with a substantial increase in costs the Budget was much more challenging than in previous years.</p> <p>The Committee had recommended approval of the Budget.</p> <p>RESOLVED: That the Governing Body approve the 2019/20 Budget.</p> <p>Q. Would the school benefit from some external suggestions on possible uses of its share of the Apprenticeship Levy?</p> <p>A. Yes, the Business Manager had spent time previously trying to identify possible uses of the Levy but to date the likely time and other costs would outweigh the benefits.</p> <p>ACTION: GW to investigate possible suggestions from her workplace.</p>	GW
2911.	<p><u>GOVERNING BODY SELF-EVALUATION</u></p> <p>Governors considered whether to use the School Improvement Partner for this process, but concluded that this was not a priority for the School at present with an Ofsted inspection imminent, which should be the School Improvement Partner's main focus.</p> <p>ACTION: GW to look at the documents available on One Hub and elsewhere and report back on a possible approach to self-evaluation at the July meeting.</p> <p>ACTION: Governor Clerking Service to include this on the Agenda for July.</p>	GW GCS

2912.	<p><u>SUCCESSION PLANNING FOR THE CHAIR</u></p> <p>The importance of this was noted given the Chair's earlier announcement that he would step down at the end of Summer Term.</p> <p>Q. What succession planning had been carried out?</p> <p>A. The strengthening of the committees and the fact that most of the key work of the Governing Body is carried out at these has been a key part of succession planning. It ensured that the work of the Governing Body is not just concentrated in the Chair.</p> <p>The importance of handover was noted, which the Chair had already begun to work on. The Chair also welcomed a proposed 360 degree review, both for his own development and to feed into the upcoming choice of a new Chair.</p> <p>ACTION: CL to circulate the standard 360 degree review form from the Key, with Governors to return their completed forms to the Vice-Chair.</p> <p>ACTION: The Chair to continue his ongoing work on preparing for handover.</p> <p>ACTION: All Governors to consider whether they might be interested in taking on Committee and other roles at the Annual Meeting in July.</p> <p>ACTION: Governor Clerking Service to include election of a new Chair on the Agenda for the July meeting.</p>	<p>CL/ALL</p> <p>Chair</p> <p>ALL</p> <p>GCS</p>
2913.	<p><u>SPEN VALLEY TRUST</u></p> <p>There was nothing to report at present.</p>	
2914.	<p><u>POLICY REVIEW</u></p> <p>ACTION: Governor Clerking Service to remove this from the Full Governing Body Agenda, as these are now reviewed at Committee meetings.</p>	GCS
2915.	<p><u>GOVERNOR MONITORING</u></p> <p>Governors noted the four Monitoring Reports from the Governors who acted as Independent Observers at the Key Stage 2 SATS. These were highly positive, and supported by the LA's independent inspection which provided a very positive report.</p>	

	The safeguarding Monitoring Report was covered earlier in the meeting.	
2916.	<u>CORRESPONDENCE AND REPORTS ON THE CHAIR'S ACTIONS</u> There was nothing to report.	
2917.	<u>ANY OTHER BUSINESS</u> There was no other business.	
2918.	<u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u> RESOLVED: That the next meeting of the Governing Body be held at 6.30 pm at the School on Wednesday, 10 July 2019 (Annual Meeting).	
2919.	<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.	


Chair
10/7/19