

THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of a meeting of the Governing Body held at 6.30 pm at the School on Wednesday, 22 November 2017.

SCHOOL INSPECTION COPY

PRESENT

Mr I Stone (Chair), Mrs R N Afzaal-Khan, Mr D Claughton, Mrs P Cocker, Mrs L Drummond, 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												
2690.	<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>Apologies were not received from Mr A Blades or Miss S Greenwood.</p> <p>There were no declarations of Interest.</p>													
2691.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>One item was notified to be brought up under Any Other Business.</p>													
2692.	<p><u>REPRESENTATION</u></p> <p>(a) The following matters of representation were reported:</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 R N Afzaal-Khan</td> <td>LA</td> <td>10.12.17</td> </tr> </tbody> </table> <p><u>Appointments</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 R N Afzaal-Khan (Reappointed)</td> <td>LA</td> <td>11.12.17</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mrs R N Afzaal-Khan	LA	10.12.17	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mrs R N Afzaal-Khan (Reappointed)	LA	11.12.17	
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	<p>Mr D Cloughton Co-opted 24.10.17 (Reappointed - change of seat)</p> <p>Mr A Powell Co-opted 24.10.17 (Reappointed - change of seat)</p> <p>Miss S Greenwood Foundation- 1.11.17 (Reappointed) Diocesan</p> <p>(b) <u>Parent Governor Vacancies – Skills Needed and Process of Election</u></p> <p>The Chair reported that he had drafted a letter to parents and tabled this to Governors. They were asked to read and pass any comments on to the Chair. The Chair would then look at dates and deadlines for the process of election.</p>	<p>All Governors As soon as possible</p>
2693.	<p><u>GOVERNORS CODE OF CONDUCT REGISTER TO BE SIGNED BY GOVERNORS WHO WERE UNABLE TO ATTEND THE PREVIOUS MEETING</u></p> <p>There were two Governors still to sign the Code of Conduct Register.</p>	<p>Add to next Agenda</p>
2694.	<p><u>DECLARATION OF BUSINESS INTEREST INFORMATION TO BE PROVIDED BY GOVERNORS WHO WERE UNABLE TO ATTEND THE PREVIOUS MEETING</u></p> <p>One Governor had still to provide this information to the Head Teacher.</p>	<p>Mr I Stone As soon as possible</p>
2695.	<p><u>MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 20 September 2017 be approved and signed by the Chair as a correct record, subject to the following amendments:</p> <p><u>PRESENT</u></p> <p>Miss L Drummond, should read Mrs L Drummond.</p> <p><u>Minute 2675 (Specialist Provision)</u></p> <p>Should read: Questions were currently being collated around the funding and Governors were invited to supply any questions to Mr D Cloughton as soon as possible.</p>	

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	<p style="text-align: center;"><u>Minute 2678 (Dealing with Concerns and Complaints Against School)</u></p> <p>Should read: After discussion Governors agreed to defer the Policy to the next meeting.</p>	
2696.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Representation (Minute 2670 (b) refers)</u></p> <p>The Chair confirmed that he had circulated a draft letter to Governors regarding Parent Governor vacancies.</p> <p>(b) <u>Governors with Specific Responsibilities (Minutes 2644 and 2672 (a) refer).</u></p> <p>The Chair would check whether role descriptions had been sent to the relevant Governors.</p> <p><u>Governing Body Self Review (Minute 2672 (b) refers)</u></p> <p>One Governor was still to complete this and was asked to do so as soon as possible.</p> <p>(c) <u>SEND Update: 19.09.17 (Minute 2674 (b) refers)</u></p> <p>The Head Teacher reported that due to a change in how data is recorded, finding the comparison figures of pupils with Special Needs in other schools, (the School's being about 10% as at 19.9.17), had become a little harder. She would try to provide these to the next meeting.</p> <p>(d) <u>School Improvement Plan Monitoring Report July 2017 v Target 5 (Minute 2674 (e) (v) refers)</u></p> <p>Q. How has the specialist experience of the new Year 1 teacher been used to improve outcomes in Phonics and Spelling?</p> <p>A. She is now working with the KS2 Manager, looking at new spelling programmes. She has modelled teaching to other staff, looked at Phonics teaching in EYFS and given feedback.</p> <p>She is to lead next week's Phonics evening, and will be meeting with the Chair of Governors shortly to give an update on the changes and work done.</p>	<p>Mr I Stone before 24.1.18</p> <p>Mr D Claughton as soon as possible</p> <p>Mrs P Cocker by 24.1.18</p>

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2697.	<p data-bbox="268 271 756 304"><u>REPORTS FROM COMMITTEES</u></p> <p data-bbox="268 342 1126 450">(a) <u>Draft Minutes of Achievement & Curriculum Committee Meeting held on Wednesday, 11 October 2017</u></p> <p data-bbox="371 488 1038 557">Mr Cloughton gave highlights of the meeting to Governors.</p> <p data-bbox="371 600 1070 707">A presentation had been made by PE subject Leaders. This had been very detailed and gave a clear picture of future plans in this subject.</p> <p data-bbox="371 748 1114 817">The subject for next meeting's presentation is still to be confirmed.</p> <p data-bbox="371 857 1129 927">The first full set of attainment data was scrutinised by governors.</p> <p data-bbox="371 967 1123 1037">Dates of this committee had now been organised to tie in with when attainment data was to be produced.</p> <p data-bbox="371 1077 1094 1146">Governors discussed NQT support and asked how assessment was to be used.</p> <p data-bbox="371 1187 1070 1335">The SIP for this current year was scrutinised and discussed, and the Policy Review Schedule was reviewed. A list of Policies was sent to LA, and a reply was awaited for the next meeting.</p> <p data-bbox="371 1375 1114 1482">An invitation to the committee to Miss S Greenwood was discussed and Mr Stone has since agreed to speak to her about this.</p> <p data-bbox="371 1523 1031 1592">The minutes of the Achievement & Curriculum Meeting of 11 October 2017 were noted.</p> <p data-bbox="268 1632 1118 1740">(b) <u>Verbal Feedback from Finance, Resources and Staffing Committee meeting held on Wednesday, 15 November 2017</u></p> <p data-bbox="371 1780 1139 1850">Mr Cloughton gave verbal feedback from the meeting. Governors discussed Specialist Provision funding.</p> <p data-bbox="371 1890 1102 2107">The School Budget was reviewed, with the School Business Manager reporting that we are at the moment in line for around a £77,000 underspend. This is the result of various items including planned works being paid for from DFC rather than as budgeted.</p>	<p data-bbox="1174 1375 1374 1444">Mr I Stone before 7.3.18</p>

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	<p>We had budgeted for a zero underspend so we are comfortable with the picture at the moment. Obviously it is still early in the year and this figure may well change. Some bills do not arrive until the latter part of the year. We do still need to keep up the cautious attitude on spending as we need to consider future proofing the budget.</p> <p>The Head Teacher reported on the Appraisal Report. Two teachers had successfully applied to move onto Upper Pay Range.</p> <p>All teachers had met appraisal targets including the Leadership Team.</p> <p>(c) <u>Verbal Feedback from Children, Families and Community Committee meeting held on Thursday, 16 November 2017</u></p> <p>Mr Stone gave verbal feedback from the meeting.</p> <p>Governors discussed support to recruit new members to FOH, especially more from Lower School. The School offered use of the Hall for a Coffee Morning, the date of which is still to be arranged.</p> <p>Governors decided they would award a Pride Of Headlands award. They agreed criteria, nomination process and timelines. If there were many nominations it may mean other Governors may need to be called on to judge these.</p>	
2698.	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher had previously circulated Head Teacher's Report No 57, Staffing 2017-18, Outcomes for Pupils October 2017, Quality of Teaching Notes – October 2017 and The School Improvement Plan.</p> <p>(a) <u>Head Teacher's Report No 57</u></p> <p>(i) <u>Staffing</u></p> <p>A TA had resigned in EYFS. After recruitment the person appointed to fill this post, is an ex teacher specialising in reading support, phonics and intervention groups.</p>	

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	<p>A TA who was returning from Maternity Leave was to return on part-time hours, which would mean a TA on a temporary contract would leave at Christmas.</p> <p>A TA in Specialist Provision had left to return to study, and the post was currently being advertised.</p> <p>(ii) <u>Special Educational Needs and Disabilities</u></p> <p>The Head Teacher reported that there were recently a number of EHCPs applied for and the School were hoping for a favourable response.</p> <p>Exclusions were, from now on, to be included in this report. Two pupils had been excluded this term. One pupil for 5 days in total and one for 14.5 days in total. The Head Teacher reported that once a pupil reached 15 days exclusion, in total, then Governors must become involved in the process, so one pupil was near to reaching that number.</p> <p>Q. Is that a normal number of exclusions?</p> <p>A. This figure changes from year to year. Some years have been higher than currently. Last year there was only one pupil excluded in the whole school year.</p> <p>Q. What are the guidelines around exclusion?</p> <p>A. The decisions on exclusions are very much left to us(SLT).</p> <p>There are a lot of factors which are taken into account when deciding on the length of exclusion. Including what is best for the School and the pupil. We do consider very carefully each and every case of exclusion.</p> <p>(iii) <u>Vulnerable Pupil Information/Safeguarding</u></p> <p>The number of vulnerable pupils was ever increasing.</p> <p>The CPOMS electronic system was now successfully being used for Safeguarding records. Staff had been fully trained, and it seemed to be a very efficient way of working.</p>	

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	<p>Mrs Drummond reported that the planner system which can be used to set a reminder to follow up a child or event is proving to be useful.</p> <p>The system is also providing some interesting pictures of families as the system is multi organisational and also shows the picture of the whole family, such as siblings in other schools. It highlights data and trends.</p> <p>Data is also transferred as someone leaves/starts so this does save staff time.</p> <p>Q. Is that likely to increase the numbers of children needing support/intervention?</p> <p>A. It should not mean an increase in numbers, but does inform and reinforce the picture.</p> <p>The Head Teacher reported that she was now able to use CPOMS to give her the numbers for this report, whereas previously she had gathered this information manually.</p> <p>(iv) <u>Continuous Professional Development</u></p> <p>The Head Teacher reported that although the list of training courses did seem long, School were being very careful on training costs. They were booking what they felt to be essential.</p> <p>(b) <u>Monitoring Report</u></p> <p>Two monitoring documents created by Carlton Midgley were scrutinised.</p> <p>(i) <u>Outcomes for Pupils October 2017</u></p> <p>Governors had previously had figures for KS1 & KS2.</p> <p>The Head Teacher highlighted Foundation Stage results. She reported that 64% of children reached a Good Level of Development compared with 70% nationally. Overall 8.5% of children exceeded a Good Level of Development, which was in line or better than nationally.</p>	

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	<p>(ii) <u>Quality of Teaching Notes – October 2017 from Carlton Midgley</u></p> <p>The Head Teacher reported that members of the SLT had observed teaching alongside Carlton Midgley. Mr Midgley was an external moderator who produced the report as such. The grades were a picture of what they had seen on that day. Teachers were given verbal feedback. Governors scrutinised the information.</p> <p>Q. Why have some grades been estimated?</p> <p>A. The observations came earlier in the year than previously and the teachers in Foundation Stage were still measuring baselines. There are also 3 new teachers in Foundation Stage. We did a walkthrough of these classes but not a formal observation.</p> <p><u>Main Findings</u></p> <p>Outstanding teachers will not necessarily deliver outstanding lessons every day but 72% of teaching was judged good or better. All experienced staff were judged good or better and more teaching was now outstanding. The pairing of teachers in each year group was working effectively. Aspects to be improved in teaching which requires improvement were highlighted.</p> <p>The Head Teacher reported that there was still a lot of work to do in Foundation Stage. Although the findings showed a good start had been made by the NQTs and the new EYFS team, the improvement of teaching in EYFS had been agreed as a Priority on the School Improvement Plan.</p> <p>Governors felt that the information was helpful and also were reassured to know that the judgements of the SLT were being externally moderated and fed back to them.</p> <p>(c) <u>Dealing with Concerns and Complaints against School</u></p> <p>The Head Teacher had previously circulated the Draft Complaints Policy and the Complaints Policy Toolkit.</p>	

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	<p>One Governor gave reasons why he felt the flow chart was confusing to follow and that there were several discrepancies between that and the Policy.</p> <p>The Chair asked this Governor to detail his points on the procedure of the Policy and to raise these with the LA. The Chair agreed to forward the Complaints Policy Toolkit to Mr D Cloughton.</p> <p>It was agreed, however, that the Policy was to be adopted and as there were no changes the School would work to the same procedure until the issues could be resolved. Governors requested the addition of a review date and approval date to be added to the Policy.</p> <p>RESOLVED: That the Complaints Policy be adopted.</p> <p>The Chair thanked the Head Teacher for her report.</p>	<p>Mr D Cloughton by 24.1.18</p> <p>Mr I Stone</p>
2699.	<p><u>DEDICATED HEADSHIP TIME</u></p> <p>The Head Teacher confirmed that she was taking this time where needed.</p>	
2700.	<p><u>TEACHER APPRAISAL AND PAY POLICY</u></p> <p>The Head Teacher reported that she was still awaiting information for this item. She asked the Clerk to follow this up with the Governor Clerking Service.</p>	<p>Governor Clerking Service</p>
2701.	<p><u>WHISTLE BLOWING POLICY REVIEW</u></p> <p>The Whistle Blowing Policy for the School had been previously circulated to all Governors by Mrs S Walker.</p> <p>RESOLVED: That the Whistle Blowing Policy be approved.</p>	
2702.	<p><u>CONSULTATION ON ADMISSION ARRANGEMENTS</u></p> <p>The Governors reviewed the Admission Policy. There were no changes to the current PAN of 60, or admission arrangements.</p> <p>RESOLVED: That the Admission Policy be approved.</p>	
2703.	<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 Committee Meeting and the LA, around Specialist Provision Funding.</p>	

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2704.	<p><u>ACADEMISATION</u></p> <p>The Chair reported that there had been no developments of late on academisation.</p> <p>The Head Teacher reported that Roberttown CE (VC) Junior and Infant School would shortly be meeting with some of the local MATs. As they were also a church school it was hoped the School would also be able to attend this meeting. The Head Teacher would confirm the date when arranged. She hoped that as many Governors as possible would be able to attend.</p>	<p>Mrs P Cocker When meeting arranged</p>
2705.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>The Head Teacher had previously circulated the School Improvement Plan to all Governors. The Governors scrutinised the Plan.</p> <p>The Head Teacher spoke to the report. The following additions were agreed, and the following questions were asked by Governors:</p> <p>Target 1. To add an action around success planning for Subject Managers.</p> <p style="padding-left: 40px;">To add an action to show the impact on staff of Support Staff appraisals, of their professional development and the outcomes from this</p> <p>Target 2. To add to success criteria that non-negotiables are consistently embedded.</p> <p>Q. Do we need to look at success criteria around EYFS Leadership?</p> <p>A. We would like to appoint a Leader for EYFS, but the budget may not allow. The teacher leading is currently in Year 2 so is in a good position to define readiness for Year 1.</p> <p style="padding-left: 40px;">To add to success criteria that the structure in place ensures consistency of leadership.</p> <p>Target 3.</p> <p>Q. We have a breakdown on Phonics for Year Groups but are we looking at the school as a whole?</p> <p>A. We are currently working on producing this figure.</p>	<p>Mrs P Cocker By 24.1.18</p>

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	<p>To add a figure to the Position Statement of Whole School Phonics results.</p> <p>Target 4.</p> <p>Q. Is there any value in looking at peer support opportunities for NQTs and RQTs?</p> <p>A. They do attend training together, and attend meetings together. We may need to look at ways for them to share good practice between each other.</p> <p>To add to facilitate NQTs and RQTs to meet together and support each other.</p> <p>To add to success criteria that NQTs and RQTs would become securely good practitioners.</p> <p>Target 5. To amend to rename to School Safeguarding Audit.</p> <p>To add that the Safeguarding Audit would be shared with Governors.</p> <p>To add success criteria around ensuring staff welfare and support.</p> <p>To add action to ensure Governor specialising in Safeguarding is made aware of clear role and responsibilities.</p> <p>To add action to meet with Safeguarding Governor.</p> <p>To add a review and impact measurement of CPOMS system in Term 3.</p> <p>Target 6. To add an action to ensure Pupil Premium Strategy is shared with Governors in Term 1.</p> <p>To add an action to ensure Pupil Premium Strategy is reviewed by Governors in Term 2.</p> <p>To add an action to ensure Pupil Premium Strategy is published on the School website.</p> <p>The Head Teacher highlighted that this SIP included the projected costs of each Target. Governors welcomed the addition.</p> <p>RESOLVED: That the SIP be amended as agreed.</p>	

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	The Chair thanked the Head Teacher for her comprehensive information.	
2706.	<p><u>SAFEGUARDING</u></p> <p>The Specialist Safeguarding Governor was shortly to meet with the Head Teacher</p>	<p>Mrs R N Afzaal-Khan on 30.11.17</p>
2707.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>This item was covered under Minute 2697 (b).</p>	
2708.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>The Head Teacher reported that Year 2 and Year 6 moderation had taken place. Specialist Provision teachers had lead a Trust Day on Social Stories.</p> <p>There were several upcoming dates on the calendar including a Carol Service and Car Boot Sale.</p>	
2709.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>One Governor would visit to look at Phonics on 11 December and also attend a class assembly.</p> <p>Governors would attend the Christmas Fair.</p> <p>Governors had attended for the Head Teacher's Appraisal. The information from the appraisal had been sent to the LA.</p>	
2710.	<p><u>CORRESPONDENCE</u></p> <p>The Chair reported that an email had been received from an individual who had remained anonymous. On investigation the Chair felt that there was no substance to the allegation, and may indeed have been malicious. He had contact with the sender, who had decided not to take the issue any further. The Chair felt that the matter was now resolved.</p>	
2711.	<p><u>ANY OTHER BUSINESS</u></p> <p>The item notified to be brought up under Any Other Business was covered under Minute 2698 (c).</p>	
2712.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p>Wednesday, 24 January 2018</p>	

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	<p>Agenda items to include:</p> <p>(i) Specialist Provision (ii) Governors' Code of Conduct register to be signed by governors who were unable to attend the previous meeting</p> <p>Wednesday, 14 March 2017 Wednesday, 23 May 2017 Wednesday, 11 July 2017</p>	
2713.	<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 rewording of the following minute:</p> <p>2703. <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 Committee Meeting and the LA, around Specialist Provision Funding.</p>	



Chair

24/1/18

