

**THE GOVERNING BODY OF HEADLANDS JUNIOR, INFANT AND NURSERY SCHOOL**

Minutes of a meeting of the Governing Body held at 6.30pm at the School on Tuesday, 27 November 2018.

SCHOOL INSPECTION COPY

**PRESENT**

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

**In Attendance**

Jill Woodward (Minute Clerk)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ Action												
2829.	<p><b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b></p> <p>There were no apologies for absence or declarations of interest.</p>													
2830.	<p><b><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></b></p> <p>One item was notified to be brought up under any other business.</p>													
2831.	<p><b><u>REPRESENTATION</u></b></p> <p>(a) The following matters of representation were reported:</p> <p><u>Resignation</u></p> <table border="0" data-bbox="384 1630 1134 1787"> <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 J Ryan</td> <td>Co-opted Staff</td> <td>1.10.18</td> </tr> </tbody> </table> <p><u>Appointment</u></p> <table border="0" data-bbox="384 1888 1134 2045"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mr Craig Looker</td> <td>Co-opted</td> <td>8.10.18</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs J Ryan	Co-opted Staff	1.10.18	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr Craig Looker	Co-opted	8.10.18	
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	<p>(b) <u>Appointment of a Co-opted Governor</u></p> <p>The Chair asked the Governing Body to promote the role with anyone they may consider suitable.</p> <p>(c) <u>Appointment of a Foundation Governor</u></p> <p>There were no developments on the appointment of a Foundation Governor.</p>	
2832.	<p><u>MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 19 September 2018 be approved and signed by the Chair as a correct record.</p>	
2833.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Declarations of Interest (Minutes 2779 (iii) and 2811 (a) refer)</u></p> <p>All Governors had now completed a Declaration of Business Interests form.</p> <p>(b) <u>Outstanding Actions (Minutes 2788 and 2811 (d) refer)</u></p> <p>The Chair and DC would continue to look at the Terms of Reference for each Committee.</p> <p>The Chair would provide his School Improvement Monitoring Report as soon as possible.</p> <p>(c) <u>Buildings (Minute 2813 (b) refers)</u></p> <p>The Head Teacher reported that after the roof leak at the end of the Summer Break, there was still a strong smell in that classroom. The LA had visited several times but there was still no resolution. Governors had visited the classroom and added their concern to that of the Head Teacher. If no resolution was found soon, it was agreed that the Chair would escalate the issue with LA.</p> <p>(d) <u>Governing Body Self Review (Minute 2821 refers)</u></p> <p>The Chair reported that he had been unable to access The Key so was still to circulate the Competency Framework to all Governors.</p>	<p><b>Mr I Stone</b>  <b>Mr D</b>  <b>Claughton</b></p> <p><b>Mr I Stone</b></p> <p><b>Mr I Stone</b></p>

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	Governors also requested an up to date Course List for Governors training to be circulated.	<b>Mrs L Drummond</b>
2834.	<p><u>The Agenda was taken out of order</u></p> <p><b>ANY OTHER BUSINESS</b></p> <p><u>Length of Meetings</u></p> <p>RAK raised the issue of length of meetings. Governors discussed ways to be more time efficient in meetings. It was agreed to set a time limit of two hours wherever possible.</p>	
2835.	<p><u>The Agenda reverted to order</u></p> <p><b>REPORTS FROM COMMITTEES</b></p> <p>(a) <u>Draft Minutes of Achievement &amp; Curriculum Committee held on 9 October 2018</u></p> <p>All Governors had received the draft minutes from this Committee.</p> <p>DC reported that the meeting had asked for the slides from the Computing and IT presentation to be sent to all Governors but these had not yet been received. LD agreed to chase this up.</p> <p>The next Teaching and Learning spotlight would be EYFS.</p> <p>(b) <u>Verbal feedback from Finance, Resources and Staffing Committee held on 20 October 2018</u></p> <p>DC gave verbal feedback. The School Business Manager had reported on the Budget. It appeared that the School was in a relatively healthy position with a revised remain of around £82,000.</p> <p>(c) <u>Verbal feedback from Children, Families and Community Committee held on 15 November 2018</u></p> <p>The Chair gave verbal feedback. The meeting had looked at Safeguarding, the E Safety Incident log and Road Safety issues.</p> <p>Reverend KY reported that it was hoped to develop more outreach into the community based from the Community Centre.</p>	<b>Mrs L Drummond</b>

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2836.	<p><b><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></b></p> <p>The Head Teacher had previously circulated the Head Teacher's Report, Quality of Teaching Notes - October 2018 and the Pupil Premium Strategy Statement to all Governors, who scrutinised the report.</p> <p>(a) <b><u>Head Teacher's Report</u></b></p> <p>(i) <b><u>Vulnerable Pupils/Safeguarding</u></b></p> <p>The Head Teacher reported that the number of vulnerable pupils can fluctuate daily.</p> <p><b>Q. For those children who need the input from Social Services, has there been any positive changes to your interactions with them?</b></p> <p><b>A.</b> It seems to depend on the person you have initial contact with and which Social Worker is allocated.</p> <p>We must also acknowledge that the criteria to receive help has gone up, and staff find this difficult. Especially when voluntary engagement from parents is non-existent or it stops, then it often means staff are facing a battle to get support for that child. Also the support doesn't seem to continue as long as it used to. The Independent Reviewing Officer can make a decision that help should end, when we really feel the family need to continue.</p> <p>The need continues to rise with the School Deprivation Index at 35% in the next to bottom criteria.</p> <p>(ii) <b><u>Nursery</u></b></p> <p>The Head Teacher reported that, as numbers were so low in Nursery, it was not viable to run more than a morning session, it had been decided to look into offering the 30 hours free funded childcare. Nursery would be offering this from January, with sessions either 9am-3pm, 9am-12pm or 12pm-3pm. Sessions would be full in the morning, with around 18-19 in the afternoon as things stood at the moment.</p> <p><b>Q. Where will the children have their lunch?</b></p>	

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	<p>A. We have had various options but the agreement is that they will bring in their own lunch and eat in Nursery. To move the children to another area is difficult due to ratios. We have had a good response from parents.</p> <p>Governors thanked the Head Teacher and School Business Manager for all their hard work on this issue.</p> <p>(b) <u>Quality of Teaching Notes - October 2018</u></p> <p>Governors scrutinised the document. Carlton Midgley had observed teachers. The Head Teacher reported that the results were largely very favourable.</p> <p><b>Q. Of the teaching which requires improvement, are there steps in place for this?</b></p> <p>A. This is NQTs and RQTs, some of which will be moving to Good shortly. Plans are in place to support these staff.</p> <p><b>Q. There doesn't seem to be any reference back to previous reviews.</b></p> <p>A. Carlton looks back at previous reviews before observations are done. The document is a summary of findings, but teachers get individual feedback, both written and verbal. Some staff get no areas for improvement.</p> <p><b>Q. Are the new staff members meeting expectations?</b></p> <p>A. Yes. We also ensure that we discuss support for NQTs regularly at Senior Leadership Team meetings.</p> <p><b>Q. Have any of the new experienced teachers applied for Subject Leader Posts?</b></p> <p>A. All staff were asked at the beginning of the school year. New staff were also asked what their areas of interest were. It has been an easy decision this year and has all just fitted into place.</p> <p>The new Lead in Maths has recently attended training and the IT Lead has attended an effective Subject Leader course.</p>	

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	<p>This information will be cascaded down to other Leaders.</p> <p>(c) <u>Pupil Premium Strategy Statement Update</u></p> <p><b>Q. As the Multiple Deprivation Index has changed, are we confident that School is identifying PP eligible children?</b></p> <p>A. We are regularly asking and sending letters. We have recently discussed at Finance, Staffing and Resources meeting how to increase uptake of PP children in after school Clubs.</p> <p>Governors discussed the need to ensure the focus of PP planning is to impact directly the Progress of PP children.</p> <p>The Head Teacher explained that the attainment of PP children is very cohort specific. In Yr6, PP children did well, and better than other PP children nationally.</p> <p>Governors wished to see data in detail on PP results and the impact that interventions may have had. LD agreed to circulate data to October to all Governors.</p> <p>Governor scrutinised the document.</p> <p>The Head Teacher explained that for certain targets we are able to show quantitative data, but others are more qualitative.</p> <p><b>Q. Do you know what percentage of PP children are accessing clubs?</b></p> <p>A. Autumn1: 17%, Autumn2:19%. We are trying to increase that.</p> <p>(d) <u>School Improvement Plan</u></p> <p>The Head Teacher explained the five SIP targets and highlighted the following.</p> <p>Target 1</p> <p>To ensure that pupils in EYFS make good progress so that attainment is in line with national figures as pupils move into Year 1.</p> <p>The new EYFS Manager was on track to achieve milestones.</p>	<p><b>Miss L Drummond</b></p>

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	<p>Nursery and Reception were working closer together. A new EYFS Learning Partner from the LA has been appointed and has a lot of knowledge.</p> <p>It was agreed to add Governor monitoring in Spring Term, to actions.</p> <p>Target 2</p> <p>To raise pupils' attainment in Writing.</p> <p>The boys' attainment gap at greater depth seemed to be a national picture.</p> <p>All teachers were set a target linked to Writing and narrowing the gap of boys to girls. Whilst maintaining the progress of girls. Except Year 6, where the target is around getting more pupils to Greater Depth.</p> <p>Target 3</p> <p>To ensure that pupils make good progress in Reading.</p> <p>All progress scores were positive, but the Reading progress was 0.4% so was lower than others. It was the only area where the School scored lower than National for Greater Depth. It is so important that we ensure a developing enjoyment for Reading, along with Progress.</p> <p>Target 4</p> <p>To continue to develop the role of subject leaders and embed systems for assessing pupils' progress and attainment in non-core subjects.</p> <p>Last year there was a big focus on developing Core Subject Leaders, but this will now filter down to non-core Subject Leaders. This will involve assessment and embedding the grids used.</p> <p>A staff meeting was held at the beginning of the Autumn term, developing one grid per subject. Teachers complete per cohort, not individual pupils. This makes the process more manageable.</p> <p>Target 5</p> <p>To support the emotional well-being of pupils and staff by developing resilience and promoting good mental health.</p>	<p><b>Mrs L Drummond</b></p>

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	<p>The LA had recently produced an Audit on this subject, which the School had completed. This was used as the basis on which to evaluate the target, but was adapted to the classroom.</p> <p>Governors welcomed the inclusion of this subject. They were concerned that there did not seem to be as much emphasis on staff well-being.</p> <p>After discussion it was decided that some of the actions already being taken to support staff mental health were not included, such as the integrated care package which staff have access to. It was agreed to include these.</p> <p><b>Q. How do we equip staff to recognise mental health problems in each other, parents or even in themselves?</b></p> <p>A. We held two twilight sessions to talk about these issues. Also how to recognise and support their own emotional well-being.</p> <p>The Head Teacher invited any Governors who were available to attend a session on Friday morning for Support Staff around emotional well-being.</p> <p>(e) <u>Self Evaluation Form</u></p> <p>The Head Teacher explained that the Self Evaluation included a rating of Grade 2 across all areas.</p> <p><b>Q. What does the term “there is insufficient modelling” mean, as a reason for teaching which requires improvement?</b></p> <p>A. During a couple of observation, it was seen that teaching was not as clear and precise as it should be.</p> <p>The Head Teacher explained that there would be a meeting soon with the School Improvement Partner, so that may mean we make some updates.</p> <p>(f) <u>Social Media Policy Review</u></p> <p>The Social Media Policy had been previously circulated to all Governors.</p> <p>Governors agreed the Policy was concise and clear.</p>	<p><b>Mrs L Drummond</b></p> <p><b>All Governors</b></p>



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	<p>The Head Teacher reported that at the start of the school year, a meeting was held with all staff which included reminders of using Social Media very carefully.</p> <p>The same reminders are also given to Governors as the Policy also covers them.</p> <p>The appendices showed good and bad examples of Social Media use.</p> <p>RESOLVED: That the Social Media Policy be approved and adopted.</p>	
2837.	<p><u>DEDICATED HEADSHIP TIME</u></p> <p>The Head Teacher confirmed that she would take the time if needed.</p>	
2838.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>This item was covered at Minute 2833 (a).</p>	
2839.	<p><u>SOCIAL MEDIA POLICY REVIEW</u></p> <p>This was covered at Minute 2836 (f).</p>	
2840.	<p><u>SPECIALIST PROVISION</u></p> <p>The Chair reported that a formal consultation period was now underway, which ended on 20 December 2018. Notices had been put up outside School.</p> <p>Further progress would be reported at the next meeting.</p>	
2841.	<p><u>ACADEMISATION</u></p> <p>The Chair explained there was nothing to report on this subject.</p>	
2842.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This was covered at item 2836 (d).</p>	
2843.	<p><u>SAFEGUARDING</u></p> <p>At the last Children, Families and Community Committee meeting, Governors looked at the Safeguarding Policy and the Child Protection Policy. Both were approved and adopted.</p>	

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2844.	<p><b><u>FINANCIAL MANAGEMENT AND MONITORING</u></b></p> <p>The School Business Manager would send all Budget Papers to Office 365 for all Governors.</p> <p>This item was deferred to the next meeting.</p>	<b>SBM</b>
2845.	<p><b><u>SPEN VALLEY TRUST UPDATE</u></b></p> <p>The Head Teacher reported that the next Trust Heads meeting was this week. Both the Head Teacher and the Chair would attend. The current thought is that there has been too much work on working as a community and not enough action on School Improvement.</p> <p>Recently Heads had got together and visited each other's schools. Some visits had included Learning Walks. Next week two Heads would visit the School to share practice around the SEF and the SIP.</p>	
2846.	<p><b><u>GOVERNING BODY SELF REVIEW</u></b></p> <p>This was covered at Minute 2833 (c).</p>	
2847.	<p><b><u>POLICY REVIEW</u></b></p> <p>The Teacher Appraisal Policy and Teacher Pay Policy were both reviewed at the last Finance, Resources and Staffing meeting.</p>	
2848.	<p><b><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></b></p> <p>New Governors visited the School on 3 October 2018. One Governor gave feedback from a course around preparing for Ofsted.</p> <p>The Chair agreed to ensure all key data and documents are uploaded to Office 365 for Governors.</p>	<b>Mr I Stone</b>
2849.	<p><b><u>CORRESPONDENCE</u></b></p> <p>There was no correspondence.</p>	
2850.	<p><b><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></b></p> <p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on:</p> <p>Wednesday, 30 January 2019  Tuesday, 26 March 2019  Tuesday, 21 May 2019</p>	

Agenda Item	Discussion and Decisions	Action – who/date/ Action
	<p>Wednesday, 10 July 2019</p> <p><u>Achievement and Curriculum Committee</u></p> <p>Tuesday, 5 March 2019</p> <p>Agenda item: EYFS Policy</p>	
2851.	<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 following amendment to Minute 2840.</p> <p>2840. <u>SPECIALIST PROVISION</u></p> <p>Which should read:</p> <p>The Chair reported that a formal consultation period was now underway, which ended on 20 December 2018. Notices had been put up outside School.</p> <p>Further progress would be reported at the next meeting.</p>	

  
 Chair  
 30/1/19

