

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, 2 October 2019.

PRESENT

Mr D Cloughton (Chair), Mrs R N Afzaal-Khan, Mrs P Cocker, Mr T Cross, Mrs K Dickinson, Mrs L Drummond, Mr C Looker, Mrs G Wright.

In Attendance

Mrs A Jewell (Minute Clerk)
Mr C Midgley (School Improvement Partner)

Prior to the meeting Mr Midgley was welcomed and introductions were made

Agenda Item	Discussion and Decisions	Action
2946.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence had been received from Reverend K Young (consent).</p> <p>Apologies were not received from Miss S Greenwood.</p> <p>There were no declarations of interest.</p>	
2947.	<p><u>NEW OFSTED FRAMEWORK – PRESENTATION BY SCHOOL IMPROVEMENT PARTNER</u></p> <p>Mr Midgley tabled a presentation on the new Ofsted inspection framework. The following were noted:-</p> <ul style="list-style-type: none"> - Ofsted have done a lot of research into the effectiveness of the curriculum design. - Inspections for 'good' schools will increase from one to two days. Ofsted will continue to use a four-point grading scale in all inspections to make the principal judgements. - Schools will be given the opportunity to inform the narrative of an inspection, rather than wait to justify and contextualise decisions during the inspection. - Schools will not be judged on data alone. There will be specific focus on teacher workload with the amount and frequency of assessment needing to be justified through the quality of learning. - Inspectors will be looking for value being delivered across all subjects. 	

	<p>They will look at 'Intent' (what are schools trying to achieve through the curriculum?), 'Implementation' (how is the curriculum being delivered?) and 'Impact' (what difference is the curriculum making?).</p> <ul style="list-style-type: none"> - Ofsted will not ask to see internal assessment data and therefore it is likely that in most schools assessment data collection points will be reduced to two or three per year. - Appropriate policies should be in place that support staff to manage behaviour effectively - Inspectors will ask questions about behaviour (including questions directed to TAs, support staff, NQTs and admin staff), conduct work scrutiny, lesson observations, conversations with pupils and look at the nationally generated performance information. They will look at Pupil Premium and how it is used in the school. Mr Midgley agreed to assess Governors' progress towards meeting the Ofsted key issue relating to pupil premium in the Summer term 2020. - Governors and SLT, including middle leaders should all have very clear understanding on behaviour and monitoring. Attainment and progress and teaching and curriculum have now been put in one grade. <p>Q: What was the rationale for this? A: The lead inspector is keen to broaden the curriculum. She is keen that it reflects the area that the school is in.</p> <p>Ofsted inspectors will also be asking about staff workload and staff wellbeing.</p> <p>Mr Midgley was thanked for his presentation.</p> <p><i>Mr Midgley left the meeting at this point.</i></p>	
2948.	<p><u>DECLARATION OF BUSINESS INTEREST INFORMATION</u></p> <ul style="list-style-type: none"> (a) The register of business interest form was completed by all Governors present and passed to the Head Teacher. (b) It was confirmed that the school's record on 'Get Information about Schools' is up to date. 	
2949.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>The following item was notified to be brought up under Any Other Business:</p> <ul style="list-style-type: none"> • Volunteers for School Fair 	

2950.	<p><u>REPRESENTATION</u></p> <p>(a) The following matter of representation was noted:</p> <p><u>Resignation</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>Mr I Stone</td> <td>Co-opted</td> <td>30.9.19</td> </tr> </tbody> </table> <p><u>Appointment</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 L Drummond</td> <td>Staff</td> <td>28.9.19</td> </tr> </tbody> </table> <p>The Head Teacher confirmed that no other staff had put their names forward to be elected.</p> <p>(b) <u>Appointment of Co-opted Governors</u></p> <p>Mrs Drummond confirmed that she had spoken to a parent who seemed keen to join the Governing Body. It was agreed that Mr Cross will pass on the Chair's contact details to the parent.</p> <p>Governors discussed the vacancies and it was agreed that the Head Teacher will speak to Mr Midgley the following week to enquire if he knew of anyone who might be interested, ie a retired Head Teacher or ex-Ofsted inspector.</p> <p>The Head Teacher confirmed that she has already mentioned the vacancy to a retiring staff member from a local school.</p> <p>Mrs Dickinson agreed to ask the Chair of the Trustee Board at her work to see if they knew of anyone.</p> <p>(c) <u>Appointment of Foundation Governor</u></p> <p>The Chair agreed to pick this up with Reverend Young (Minute 2923 (c) refers)</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mr I Stone	Co-opted	30.9.19	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mrs L Drummond	Staff	28.9.19	<p>Mr Cross to pass contact details on.</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Mrs Dickinson to enquire at work.</p> <p>Chair</p>
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2951.	<p><u>MINUTES OF THE ANNUAL MEETING HELD ON 10 JULY 2019</u></p> <p>RESOLVED: That approval of the minutes of the meeting held on 10 July 2019 be deferred until the next Governing Body meeting.</p>	<p>Chair to send amendments to Governor Clerking Service</p>												

2952.	<p><u>MATTERS ARISING</u></p> <p><u>Governing Body Self-Evaluation (Minutes 2911 (c) and 2930 (e) refer)</u></p> <p>The Chair advised that this was still being formulated and would be on the Autumn 2 Full Governing Body agenda.</p>	
2953.	<p><u>REPORTS FROM COMMITTEES</u></p> <p>All Governors had received the draft minutes for the following committee meeting that had taken place:</p> <p><u>Finance, Resources and Staffing – 16 July 2019</u></p> <p>Mr Looker reported that all Governors have access to the financial budget monitoring reports.</p> <p>The Committee had also met on 12 September 2019. There were a couple of items on the budget which had changed around Sports Premium and an exclusion fee that had been sent through a long time after the event, and these had resulted in a reduction in the anticipated contingency figure under the budget.</p> <p>There have been some positive visits from the LA who looked at the Nursery area and specialist provision room and the school hall. A particular focus was the Nursery. The LA are engaged and looking at the options. The school were pleased that the LA had visited and had talked about the logistics of a modular building.</p> <p>Mr Looker reported that the new look agenda had worked well and good feedback had been received. It was agreed that the Full Governing Body would trial this for their agenda in November.</p>	<p>Chair/Governor Clerking Service</p>
2954.	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher gave a verbal report. The following items were noted:</p> <p>(a) <u>Number on Roll</u></p> <p>There are currently 432 on roll to date. The school is full in every year group apart from Y4, Y1 and Reception. There are a few places in Nursery but this will be over subscribed by Christmas. The lower part of school is causing concern with 11 spare places in Reception.</p> <p>The school is proposing to increase numbers by holding four meetings for prospective parents this term. It is thought some parents did not apply to the school as they live out of the catchment area and had assumed that their child would not be allocated a place.</p>	

(b) Attendance

Last year the attendance figure was 96.6% which was an increase of 0.8% on the previous year. The national figure for the previous year for 2017/18 was 95.5%.

Persistent absenteeism the previous year was 9.4% compared to 6.6% last year. The school has worked hard on this and as a result the figure has decreased to the lowest for five years.

One pupil has been excluded for 2½ days this year.

(c) FSM, SEN & PP

FSM figures are at 17.5%. This is above the national figure of 16.25% and has increased from 13.1% in 2015. A SEND report will be provided at the next meeting. There are currently 7 pupils with an EHCP and 43 on SEN support. A number of pupils will be assessed for an EHCP. Further information will be available at the Full Governing Body meeting in November.

(d) Staffing

The updated staff list was circulated with changes in Y3P, Y4B and Y5S. Five members of teaching staff will be taking maternity leave this year, with school working on staffing plans to ensure continuity of teaching & learning whilst working within the current budget.

(e) Data

End of year data results were tabled which had been discussed in the previous Governing Body meeting. Comparisons were made between the school and national figures. The school is very proud of their progress over the last few years.

(f) SIP Overview

The SIP and monitoring reports were tabled. The new SIP is still being written and will be discussed at the next Governing Body meeting. The overview covered four areas for focus:

- to review and develop the curriculum in light of the revised Ofsted framework;
- to continue to develop reading, writing and maths skills, particularly reading in KS1 and writing in KS2;
- to prepare for the SIAMS inspection; and
- to continue to support the emotional well-being of pupils and staff. This will include taking part in and responding to the Alex Timpson programme.

~~Governors~~

	<p>This programme has paid for a lot of research to be undertaken to give evidence to show how some children can be supported based around attachment theory.</p> <p>(g) <u>Safeguarding</u></p> <p>An updated safeguarding action plan was tabled.</p> <p>(h) <u>Diary Dates</u></p> <p>The annual diary dates were circulated. Governors were asked to notify the school if they wished to attend any event in the calendar, ie church service, concerts, Christmas Fair etc.</p> <p>It was noted that Prevent training is being held on 15 October 2019 at 6.15 pm. Governors were asked to advise the Chair if they were able to attend the parents' evening.</p>	
2955.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This item will be discussed further at the next Full Governing Body meeting with Mrs Wright leading the item. Mrs Wright advised that she would email Governors in advance of the meeting to request suggestions from governors for potential areas of continuous improvement.</p>	Mrs Wright
2956.	<p><u>SAFEGUARDING</u></p> <p>Mrs Afzaal-Khan reported that she would be visiting the school for a safeguarding meeting this term.</p> <p>The Head Teacher advised that she had completed the LA Safer Recruitment course and NSPCC module.</p>	
2957.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>This was reported under Minute 2953 above.</p>	
2958.	<p><u>SCHOOL FUND AUDIT</u></p> <p>RESOLVED: That the school fund audit report be approved.</p>	
2959.	<p><u>TEACHER APPRAISAL POLICY & TEACHER PAY POLICY</u></p> <p>This item was noted.</p>	
2960.	<p><u>POLICIES FOR REVIEW BY FULL GOVERNING BODY</u></p> <p>Governors agreed that they would be happy to approve this policy if the word 'genuine' was removed from the third paragraph of the policy.</p>	

	<p>Governor Clerking Service to respond on whether the policy is able to be amended as such, and any implications of doing so.</p> <p>It was then agreed to defer approval of this to the next Governing Body meeting.</p>	Governor Clerking Service
2961.	<p><u>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22</u></p> <p>RESOLVED: That the PAN be kept at 60.</p>	
2962.	<p><u>CCTV POLICY</u></p> <p>RESOLVED: That the CCTV policy be approved.</p>	
2963.	<p><u>CONSULTATION ON FAIR ACCESS PROTOCOLS</u></p> <p>This item was noted.</p>	
2964.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>There were no updates. It was noted that Sarah Breeze was not re-employed due to funding cuts. A full report had been made at the Resources Committee meeting.</p>	
2965.	<p><u>SKILLS AUDIT (Minute 2929 refers)</u></p> <p>This will be covered within the Governor Self Evaluation at the next Governing Body meeting.</p>	Mrs G Wright
2966.	<p><u>ACADEMISATION</u></p> <p>There were no updates available.</p>	
2967.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>Mr Looker advised that he had attended safer recruitment training and conducted a governor monitoring visit on reading. A report will be available in due course. Mr Looker had been very impressed during his visit.</p> <p>Mr Cross will be conducting a monitoring visit the following week.</p> <p>Prevent training for all Governors is on 16 October 2019 at 6.15 pm.</p>	
2968.	<p><u>CORRESPONDENCE AND REPORT ON CHAIR'S ACTIONS SINCE THE LAST MEETING</u></p> <p>The Chair agreed to write an introductory letter to parents.</p> <p>Mr Looker is to coordinate Governor biographies to be uploaded on to the website.</p>	<p>Chair</p> <p>Mr Looker</p>

	It was agreed that the Head Teacher would consult staff to see if they would like Governors to attend some future staff meetings (ie one per term). Mrs Wright agreed to investigate options with the Head Teacher.	Head Teacher
2969.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Christmas Fair</u></p> <p>The Chair asked if any Governors could contact the school to advise if they can help at the school fair.</p>	Governors
2970.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the meeting dates of the Governing Body and Committees be agreed as below:</p> <p>Full Governing Body – 6.30pm start: Tuesday, 26 November 2019 Tuesday, 4 February 2020 Tuesday, 24 March 2020 Tuesday, 19 May 2020 Wednesday, 8 July 2020</p> <p>Finance Resources and Staffing – 6.30pm start: Wednesday, 20 November 2019 Tuesday, 10 March 2020 Wednesday, 13 May 2020 Wednesday, 1 July 2020</p> <p>Children, Families and Communities Committee – (1.30pm start but start times will be discussed at the first meeting) Monday, 11 November 2019 Monday, 2 March 2020 Monday, 8 June 2020</p> <p>Achievement and Curriculum Committee – start 6.15pm Tuesday, 8 October 2019 (agenda to include summer data and target setting) Tuesday, 21 January 2020 Tuesday, 5 May 2020</p>	
2971.	<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>	

The meeting closed at 9.27 pm

[Handwritten Signature]
Chair

26/11/19