

**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, 20 September 2017.

**SCHOOL INSPECTION COPY**

PRESENT

Mr D Claughton (Chair), Mrs RN Afzaal-Khan, Mrs P Cocker, Miss L Drummond, Mr A Powell, Mrs J Ryan, 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
2666.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Miss S Greenwood and Mr I Stone, both with consent. Apologies were not received from Mr A Blades.</p> <p>There were no declarations of interest.</p>	
2667.	<p><u>CODE OF CONDUCT</u></p> <p>All Governors present signed the register to confirm that the Code of Conduct had been agreed and adopted.</p> <p>Any Governors who were absent would need to sign at the next meeting.</p> <p><b>RESOLVED:</b> That the Governing Body adopt the NGA Code of Conduct.</p>	<p><b>Mr A Blades/ Miss S Greenwood/ Mr I Stone</b></p>
2668.	<p><u>DECLARATION OF BUSINESS INTEREST INFORMATION – 2017 REVIEW</u></p> <p>All Governors present provided updated information on the register of business interest form.</p> <p>Any Governors who were absent would need to provide their information to the next meeting or to the Head Teacher before this date.</p> <p>The Head Teacher confirmed that the Register of Business Interests of Governors information on the website would be updated if required.</p>	<p><b>Mr A Blades/ Miss S Greenwood/ Mr I Stone</b></p>

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2669.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS</u></p> <p>Two items were notified to be brought up under Any Other Business.</p>										
2670.	<p><u>REPRESENTATION</u></p> <p>The following matters of representation were noted:</p> <p>(a) <u>End of Term of Office</u></p> <table border="0" data-bbox="343 705 1077 862"> <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 D Cloughton</td> <td>Parent</td> <td>23.10.17</td> </tr> <tr> <td>Mr A Powell</td> <td>Parent</td> <td>23.10.17</td> </tr> </tbody> </table> <p>Miss S Greenwood would continue as Foundation Governor and was awaiting confirmation from the Diocese.</p> <p>(b) <u>Appointment of Co-opted Governors</u></p> <p>As they had relevant and much needed business skills, both Parent Governors Mr D Cloughton and Mr Powell would be invited to serve as Co-opted Governors, leaving vacancies for 2 Parent Governors.</p> <p>The skills needed and the process of election for the Parent Governor candidates would be discussed at the next meeting. Mr I Stone would be asked to look at the skills audit and formulate a communication with parents.</p> <p>RESOLVED: That Mr D Cloughton and Mr A Powell be appointed to the Governing Body as Co-opted Governors.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr D Cloughton	Parent	23.10.17	Mr A Powell	Parent	23.10.17	<p><b>Mr I Stone</b></p>
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>									
Mr D Cloughton	Parent	23.10.17									
Mr A Powell	Parent	23.10.17									
2671.	<p><u>MINUTES OF THE ANNUAL MEETING HELD ON 12 JULY 2017</u></p> <p>RESOLVED: That the minutes of the annual meeting held on 12 July 2017 be approved and signed by the Chair as a correct record.</p>										

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2672.	<p><b><u>MATTERS ARISING</u></b></p> <p>(a) <u>Governors with Specific Responsibilities (Minute 2644 refers)</u></p> <p>Role descriptions for Governors with specific responsibilities were still to be circulated.</p> <p>(b) <u>Governing Body Self Review (Minute 2648 (a) refers)</u></p> <p>These were still to be completed by some Governors. It was requested that this be done as soon as possible and returned to Mr I Stone.</p> <p>(c) <u>Special Educational Needs and Disabilities (Minute 2650 (c) refers)</u></p> <p><b>Q. How is the reported increase in numbers of children with complex needs, impacting on the School?</b></p> <p>A. Many children are calm and well settled, but there remains a core of 4, which can increase to 6-8 children, who have very challenging behaviour. Some of these children also have difficult circumstances at home. One child has an EHCP, and the other 3 pupils are currently on a My Support Plan. Evidence is being collected to refer them for an EHCP.</p> <p>They can cause a disruption to learning. Staff have been kicked, punched, spat on and verbally abused. Children are removed from the classroom to calm down and staff support each other, also staff from Specialist Provision offer support.</p> <p>The SENCO now does not have a classroom role, and this has proved really useful as she is able to support staff where needed.</p> <p>The challenging behaviour is managed very well, but it does affect staff morale and cause distress. It impacts on staff, the other children and the child in question.</p> <p>Exclusion is always considered in these circumstances, but it is not appropriate for every child. It can reward some children as they may want exclusion, and make things more difficult on their return to School. They may be temporarily excluded, but sometimes their circumstances at home may mean we would not exclude.</p>	<p><b>Mr I Stone</b></p> <p><b>Mr D Cloughton/ Rev K Young</b></p>

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	<p><b>Q. There are obviously Staff Well Being and Health and Safety Issues around this issue. How are we supporting staff? Are staff trained in the relevant restraining/handling techniques needed?</b></p> <p><b>A.</b> We do support staff well. They always have someone to talk to about these issues. A First Aider is always available. Staff are trained for these instances, but may still get hurt.</p> <p>Mrs Drummond reported that the main impact is on staff morale, as staff are putting time into building relationships with these children. It is the unpredictability of these children. A lot of time may have been spent on agreeing behaviour plans with the child, and the next day an incident occurs and the process must start again.</p> <p>Mrs Ryan reported that Specialist Provision staff are happy to support staff.</p> <p>The Head Teacher reported that this seemed to be a trend at most schools and may be an issue which continues to increase.</p> <p>Governors were concerned with any steps which they could take which would support staff in this and asked the Head Teacher to consider this.</p>	
2673.	<p><b><u>REPORTS FROM COMMITTEES</u></b></p> <p>(a) <u>Draft minutes of Finance, Resource &amp; Staffing Committee meeting held on 4 July 2017</u></p> <p>The minutes of the Finance, Resource &amp; Staffing Committee meeting held on 4 July 2017 were noted.</p> <p>(b) <u>Draft minutes of Children, Families &amp; Community Committee meeting held on 13 July 2017</u></p> <p>Pupils who took part in the Pupil Enquiry Report made a fantastic presentation to Governors. They used a Power Point presentation to explain the purpose of the Pupil Enquiry, what they did, and also what they found. They responded to questions from Governors. A letter was sent by the Chair to thank them for such an amazing presentation.</p> <p>The pupils also attended an assembly and presented to the School.</p> <p><b>Q. Is this something the School could do again in the future?</b></p>	

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	<p>A. It was quite expensive as we had an external person to lead this. With the current pressure on Budgets it may be that we cannot afford it. With a different School, she had also looked at the SIP with pupils and this may be of interest but depends on cost.</p> <p><b>Q. This sounds interesting, how much would this cost?</b></p> <p>A. The last exercise took 2 days so it was £1,000.</p> <p>The minutes of the Children, Families &amp; Community Committee meeting held on 13 July 2017 were noted.</p>	
2674.	<p><b><u>HEAD TEACHERS REPORT AND GOVERNORS' QUESTIONS</u></b></p> <p>The following documents were tabled to the meeting:</p> <p>Head Teacher's Report to Governors 19 September 2017  School Improvement Plan 2016-2017  School Improvement Plan Monitoring Report July 2017  End of Key Stage HEADLINE data  School Improvement Priorities- 2017-2018  and Diary dates Autumn Term 2017.</p> <p>These were scrutinised by Governors.</p> <p>(a) <u>Number on Roll</u></p> <p>The Head Teacher ran through class numbers.</p> <p>She reported that an appeal for a place in Reception was to take place next week.</p> <p>Children in Reception were this year made up mainly of children from other settings, which was a change from last year's position of mainly being from Nursery.</p> <p>(b) <u>SEND Update: 19/09/17</u></p> <p>The figures shown did not include Specialist Provision pupils.</p> <p>The Head Teacher reported that some children on My Support Plans recently had EHCP requests turned down. But it was hoped that they would move onto EHCPs in the future.</p> <p>The Head Teacher explained the breakdown of need for these children. Although children may have more than one need, their primary need is recorded.</p>	

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	<p><b>Q. The figures amount to about 10% of pupils at the School having Special Educational Needs. Is it possible to find out this figure for other schools to compare?</b></p> <p>A. Yes we can find those figures to compare.</p> <p>(c) <u>Child Protection</u></p> <p>The Head Teacher again reported the difficulties when dealing with Social Care Services.</p> <p>She explained the breakdown of pupils with child protection concerns.</p> <p>When children are placed in a TAF, this should really mean that there is a multi-agency involvement with a lead professional. But it seems at the moment it ends up just being the School.</p> <p>The criteria for help is ever increasing, evidence is gathered and actions taken to escalate a case for a MAF but the outcome, which can take a long time, often is to just do a TAF.</p> <p>We regularly attend meetings when Social Workers don't turn up, which then has to be rearranged.</p> <p>It may be that several Social Workers are involved in a case, who may have differing views, and this leads to confusion and a lack of consistency for the parents. We do everything we can to support these families. If staff have concerns we act. We submit forms and evidence and attend meetings when needed. If we are waiting for other agencies to do their bit, we do as much as we can to support the family and keep the child safe.</p> <p><b>Q. Do you feel that the Safeguarding Training received by staff is adequate for the situation? Are we doing as much as we can to train staff?</b></p> <p>A. The training is good, but they tell us the ideal scenario which is not what is being experienced from Social Care at the moment.</p> <p>The Head Teacher reported that the newly acquired CPOMS system would be set up and shared with Staff.</p> <p>Safeguarding had also been made a SIP priority as work and numbers were increasing.</p>	<p><b>Mrs P Cocker</b></p>

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	<p>(d) <u>Staffing</u></p> <p>The Head Teacher reported that one TA in EYFS had resigned. School were in the process of recruiting to replace on a like for like basis, on a full time contract to August 2018.</p> <p>(e) <u>School Improvement Plan Monitoring Report July 2017</u></p> <p>Progress made towards targets for the end of the year was highlighted and discussed.</p> <p>(i) <u>Target 1</u></p> <p>The Head Teacher reported that lesson observations were done at the end of last term. Teachers who were consistently good or who were leaving the school were not observed. The figures shown as Requires Improvement are made up of our NQTs. We are still supporting them to improve the quality of teaching.</p> <p><b>Q. Have you taken the steps agreed previously to formalise and change the way NQTs are supported in School?</b></p> <p>A. These have already been put in place and started for this school year.</p> <p>(ii) <u>Target 2</u></p> <p>Key headlines given of progress for each year group were explained and discussed.</p> <p>The Head Teacher reported that a meeting with Year 6 teachers had made Maths a clear focus. After Year 6 had taken a KS2 SATs test, there were some challenges there. Booster groups and extra work would be planned.</p> <p>The Head Teacher reported that there were some children in the beginning of this Year 6 who were Meeting Expectations in Maths and Reading for the end of Year 6. Some were also already at Greater Depth.</p> <p><b>Q. How do we ensure progress continues for these children?</b></p>	

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	<p>A. We need to ensure that their progress continues. Most of these children were last measured under the old system, so their progress may seem greater.</p> <p>(iii) <u>Target 3</u></p> <p>The Head Teacher reported that a lot of progress had been made in this area. We intend this to continue. Skills in monitoring and scrutinies need to be developed further. Part of our role will be asking them to justify their actions.</p> <p><b>Q. Do Subject Leaders work across Year Groups?</b></p> <p>A. In English and Maths they don't but in other subjects they do.</p> <p>(iv) <u>Target 4</u></p> <p>Mrs Drummond reported that staff are more familiar with what evidence they need for pupil progress meetings. The handover of pupils is an area which we still need to work on.</p> <p>Data analysis was produced in May. Target Tracker was used to produce end of year reports.</p> <p>We feel we now have a clear way forward, with a revised schedule. With earlier baselining and assessment periods which tie in with Governor meetings. We are now back to having a clear picture of progress and can more easily produce data which is useful and detailed.</p> <p>The Chair expressed thanks on behalf of the Governing Body for all the work put into new assessment procedures this year by Mrs Drummond and all staff.</p> <p>(v) <u>Target 5</u></p> <p>Results in Phonics and SPAG were still below despite much extra work last year. Spelling has been identified as the aspect where most work is needed.</p> <p>The Head Teacher reported that the new teacher appointed to Year 1 has a specialism in Phonics. She will help to support and achieve the SIP priority in this area.</p>	



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	<p>(f) <u>School Improvement Priorities – 2017/18</u></p> <p>Six targets had been identified for the upcoming School Year. They were not necessarily in order of importance. These were explained and discussed.</p> <p>T1. To continue to further improve the impact of leadership and management at all levels by developing the role of subject managers, middle leaders and governors.</p> <p>The Head Teacher reported that they may also be asked to do some support staff appraisal. Governors would discuss what contributions they would make.</p> <p>T2. To ensure pupils in EYFS/KS1 make good progress and that attainment of pupils is in line with national figures.</p> <p>The Head Teacher reported that clear non-negotiables for practice had been agreed to achieve higher attainment. We are working on developing these to fit into EYFS/KS1.</p> <p>T3. To ensure that pupils make good progress in Phonics and Spelling.</p> <p>T4. To ensure that the quality of teaching and learning in school remains consistently good with outstanding features by supporting and developing the practice of NQTs and RQTs.</p> <p>To make sure standards continue to rise, a structured development programme of support has been put in place and was started at the end of last School Year.</p> <p>T5. To further develop safeguarding procedures and practice within School.</p> <p>As numbers of cases and risk increase, the School need to make sure practices and procedures continue to be good or better. These include introduction of CPOMS, also Health and Safety and medical procedures. Governors would support and monitor School</p> <p>T6. To further develop provision in school for vulnerable groups in order to ensure they make good progress.</p>	

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	<p>The Head Teacher reported that she would also look at how support staff contribute to that provision and also measure the impact of interventions used.</p> <p>(g) <u>Diary Dates Autumn Term 2017</u></p> <p>Some event dates were highlighted for possible Governor attendance.</p> <p>(h) <u>End of Key Stage Headline Data</u></p> <p>All School results and National results had been verified. The results were explained and discussed.</p> <p>Foundation Stage results showed 64% of pupils attained a good level of development on 2017 compared to 71% nationally. This was measured by teacher assessment and it has been shown by external moderators to be accurate.</p> <p>Progress figures showed that progress is good compared with the floor standard required.</p> <p>The Chair thanked the Head Teacher for her report and Mrs Drummond for her contribution.</p>	
2675.	<p><b><u>SPECIALIST PROVISION</u></b></p> <p>The Chair advised on the position regarding Specialist Provision funding. Questions were currently being collated around the funding and Governors were invited to supply any questions to Mr I Stone as soon as possible.</p> <p>More information on figures and budgets is being sought from the School Business Manager.</p> <p><b>Q. Have we been copying in Council members and MPs in the difficulties we have had with Specialist Provision funding?</b></p> <p>A. The Chair explained that as negotiations were still ongoing with the LA it may not be appropriate at this stage, but it was certainly something which may be useful in the future should the need arise</p> <p>Mrs Ryan offered the opportunity to the Head Teacher or Mrs Drummond to accompany Specialist Provision Staff on an Outreach visit to increase their knowledge of the work they do.</p> <p><b>Q. Would it be appropriate for a Governor to also accompany on these Outreach Visits.</b></p>	<b>All Governors</b>

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	<p>A. It may be possible, but as they are dealing with very personal information, permission from parents would need to be gained prior to the visit. It's something we could consider.</p>	
2676.	<p><u>ACADEMISATION</u></p> <p>The Chair reported that there had been no further developments around academisation.</p> <p>The next step would be to visit other MATs in the area.</p>	
2677.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This was covered at Minute 2674.</p>	
2678.	<p><u>DEALING WITH CONCERNS AND COMPLAINTS AGAINST SCHOOL</u></p> <p>Governors agreed to adopt the Kirklees model schools complaints policy.</p> <p>Either Mr D Claughton or Mrs Afzaal Khan would attend necessary training when dates are made available.</p> <p>The Head Teacher confirmed that the information would be made available on the website and to staff.</p> <p>The Policy would be added to the Full Governing Body timetable of Policy review.</p> <p><b>RESOLVED:</b> That the Kirklees model schools complaints policy be adopted.</p>	<p><b>Mrs P Cocker</b></p> <p><b>Mr I Stone</b></p>
2679.	<p><u>SAFEGUARDING</u></p> <p>The Governor with specific responsibility for Safeguarding, Mrs Afzaal-Khan will shortly meet with the Head Teacher.</p> <p><b>Q. As further developing safeguarding procedure and practices have been highlighted as a priority. can the Head Teacher ensure that this priority is worded to ensure the reason for it becoming a priority is clear? That the School's procedures and practices are, we feel, good and not of concern. But the increase in need and numbers of pupils, and the concerning position of local Social Care support mean it is an area of priority.</b></p> <p>A. Yes that is a good point. We will hope to embed the new CPOMS system, but our systems are good.</p>	

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	<p>Workload and time spent on this issue is increasing, sometimes solely due to Social Care not turning up or rearranging appointments. Criteria and levels of evidence are both increasing, when we feel support is needed but Social Care pass them back to School. We are working to meet greater demand in a changing environment.</p>	
2680.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p>This item was covered at Minute 2673 (a).</p>	
2681.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>The Head Teacher reported that she had attended a recent meeting of the Trust Heads. A new programme of events had been put together. An Action Plan with 4 areas of concern to various settings had been agreed.</p> <p>Trust Schools had attended the School yesterday for Play In The Park. They had attended the Woodland area and outdoor classroom.</p> <p>The Head Teacher believed that schools in the Trust were still moving forward to form a MAT, which the School could not be part of.</p> <p>A Trust training day is to held, with staff from Specialist Provision attending to present training workshops.</p> <p>The Head Teacher would attend the Trust AGM tomorrow.</p>	
2682.	<p><u>TEACHER APPRAISAL POLICY &amp; TEACHER PAY POLICY</u></p> <p>Governors would await the reviewed policy.</p>	
2683.	<p><u>POLICIES BY REVIEW BY FULL GOVERNING BODY</u></p> <p><u>Whistleblowing Policy</u></p> <p>The Policy had recently been updated and circulated to all staff. The Head Teacher would circulate this to all Governors to review at the next meeting.</p>	
2684.	<p><u>CONSULTATION ON ADMISSION ARRANGEMENTS</u></p> <p>This item was deferred to the next meeting.</p>	

2685.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>Reverend Young had attended an assembly and also a meeting regarding Harvest Festival.</p>	
2686.	<p><u>CORRESPONDENCE</u></p> <p>There was no correspondence.</p>	
2687.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>Committee Meetings</u></p> <p>The following meeting dates were confirmed:</p> <p>Finance Resources &amp; Staffing Committee to be held at 6.30pm at the school on:</p> <p>Wednesday, 15 November 2017  Wednesday, 7 March 2018  Wednesday, 16 May 2018  Wednesday, 4 July 2018</p> <p>Achievement &amp; Curriculum Committee to be held at 6.30pm at the school on:</p> <p>Wednesday, 11 October 2017  Wednesday, 28 February 2018  Wednesday, 6 June 2018</p> <p>(b) <u>Memorial Bench</u></p> <p>The Head Teacher reported that a bench had been purchased and placed in front of the school in memory of Mrs A Greenwood.</p>	
2688.	<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, 22 November 2017</p> <p>Agenda items include:</p> <p>Whistle Blowing Policy Review  Consultation on Admission Arrangements  Teacher Appraisal Policy &amp; Teacher Pay Policy</p> <p>Wednesday, 24 January 2018  Wednesday, 14 March 2018  Wednesday, 23 May 2018  Wednesday, 11 July 2018</p>	

2689.	<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.	
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Chair

Date

22/11/12