

**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, 19 September 2018.

**SCHOOL INSPECTION COPY****PRESENT**

Mr I Stone (Chair), Mrs R N Afzaal-Khan (RAK), Mrs P Cocker (Head Teacher), Mr T Cross (TC), Miss L Drummond (LD) and Mrs G Wright (GW).

**In Attendance**

Jill Woodward (Minute Clerk)

Mr C Looker (Observer - Prospective Co-opted Governor)

Chris Hammond (Data Protection Officer Data Tools for Schools)

The minute clerk advised that the meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/date/ Action
2804.	<p>The agenda was taken out of order.</p> <p><b><u>GDPR – PRESENTATION BY DATA PROTECTION OFFICER</u></b></p> <p>The Data Protection Officer from Data Tools for Schools made a presentation to Governors.</p> <p>He explained they had been contracted to provide advice and support around GDPR to the School.</p> <p>He explained to Governors that all staff had received training which covered how GDPR affected Schools, Subject Access Requests and Data Breaches.</p> <p>He explained the main points of the new regulations and also how requests and breaches would be handled.</p> <p>Governors themselves may receive Subject Access Requests, which they may receive on paper, electronically or by word of mouth. He explained how School would respond, investigate and respond to the requests.</p> <p>In many instances the requests were made where the relationship between School and parent had broken down, so the Data Protection Officer could be independent and identify the real issues. All data relating to other pupils other than the one in question would be redacted from documents provided.</p> <p>Data Breaches could include cyber-attack, leaving documents on a bus, misdirected communication.</p>	

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	<p>If Governors discovered a data breach had taken place, it must be reported as soon as possible to the Data Protection Officer in the first instance. It would be investigated and if necessary reported to the ICO, and the affected individuals. It must be referred within 72 hours of discovery of the breach.</p> <p><b>Q. Who polices whether all information has been given by the School, following a Subject Access Request?</b></p> <p>A. If a parent feels that they have not been provided with all data they can appeal to the ICO.</p> <p>The Governors' role was identified as monitoring compliance and ensuring actions are followed up. They should carefully review and agree Policies and Procedures.</p> <p>They should be aware of and follow evolving Data Protection guidance.</p> <p>Governors should also consider whether they require a Governor to specialise in Data Protection.</p> <p>He reported that the School was in good shape and had already trained all staff. Policies and Procedures had been produced. Auditing and mapping of data is currently taking place. Risk assessing will be the next step in the process.</p> <p><b>Q. Does the training to staff cover identifying and reporting phishing emails?</b></p> <p>A. Not as yet but this is something that we could look at.</p> <p>The Governors thanked Mr Hammond for his presentation.</p>	
2805.	<p>The order returned to that of the Agenda</p> <p><b><u>ELECTION OF CHAIR</u></b></p> <p>The Chair had been elected until the first meeting after the first anniversary at the meeting held on 11 July 2018.</p> <p>RESOLVED: That nominations would be accepted from Governors not present at the meeting.</p> <p>RESOLVED: That the Chair be elected until the first meeting after the first anniversary.</p> <p>RESOLVED: That in case of a tie a coin toss be held.</p> <p>One nomination for Chair was received.</p> <p>RESOLVED: That Mr I Stone be elected Chair.</p>	

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2806.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>Apologies for absence were received from Mr D Claughton, Mrs K Dickinson and Reverend K Young (all with consent). No apologies were received from Miss S Greenwood.</p> <p>There were no declarations of interest.</p>							
2807.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>							
2808.	<p><u>REPRESENTATION</u></p> <p>(a) The following matter of representation was noted:</p> <p><u>Resignation</u></p> <table data-bbox="375 1010 991 1122"> <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 A Powell</td> <td>Co-opted</td> <td>23.7.18</td> </tr> </tbody> </table> <p>The Chair also reported the resignation of Mrs J Ryan (Co-opted Staff). The Governors wished to pass on their good wishes and thanks to Mrs Ryan.</p> <p>(b) <u>Appointment of a Co-opted Governor</u></p> <p>RESOLVED: That Mr C Looker be appointed as a Co-opted Governor.</p> <p>The Chair will confirm the details with the Governor Clerking Service.</p> <p>(c) <u>Appointment of Foundation Governor</u></p> <p>There were no developments to report on the appointment of a Foundation PCC Governor.</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mr A Powell	Co-opted	23.7.18	<p><b>Mr I Stone</b></p>
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Mr A Powell	Co-opted	23.7.18						
2809.	<p><u>ELECTION OF VICE-CHAIR</u></p> <p>The Vice-Chair had been elected until the first meeting after the first anniversary at the meeting held on 11 July 2018.</p> <p>RESOLVED: That nominations would be accepted from governors not present at the meeting.</p> <p>RESOLVED: That the Vice-Chair be elected until the first meeting after the first anniversary.</p>							

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	<p>One nomination for Vice-Chair was received.</p> <p>RESOLVED: That Mr D Cloughton be elected Vice-Chair.</p>	
2810.	<p><u>MINUTES OF THE MEETING HELD ON 11 July 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 11 July 2018 be approved and signed by the Chair as a correct record.</p>	
2811.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Declarations of Interest (Minute 2779 (iii) refers)</u></p> <p>Governors present completed a Declaration of Interest form and submitted this to the Head Teacher. All Governors not present would need to complete this as soon as possible.</p> <p>(b) <u>Review of Committees (Minute 2783 refers)</u></p> <p>Mr Looker confirmed that he would join the Finance, Resources and Staffing Committee once appointed as a Governor.</p> <p>(c) <u>To appoint Governors with Specific Responsibilities (Minute 2784 refers)</u></p> <p>Due to her resignation Mrs Ryan would no longer be Governor Training Contact. It was agreed that the contact would now become the School Office, with no single Governor being responsible.</p> <p>(d) <u>Outstanding Actions (Minute 2788 (a) refers)</u></p> <ul style="list-style-type: none"> <li>• The Chair explained that it had been planned to update the Terms of Reference for each Committee, but this had now been deferred. He reported that he would circulate them to new Governors as soon as possible.</li> <li>• The Chair agreed to send the completed School Improvement Monitoring Report to the School Office as soon as possible.</li> </ul> <p>(e) <u>Office 365 (Minutes 2775 (b) and 2788 (c) refer)</u></p> <p>GW reported that she had not received the details to set up Office 365. LD agreed to follow this up with the IT Technician.</p>	<p><b>All Governors</b></p> <p><b>Mr I Stone</b></p> <p><b>Mr I Stone</b></p> <p><b>Mrs L Drummond</b></p>

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	<p>(e) <u>Specialist Provision (Minute 2791 refers)</u></p> <p>The Chair reported that the LA had held a Consultation evening at the School today. No parents had attended but staff had spoken to Jayne Whitton, Principal Educational Psychologist and the Chair to Martin Wilby, Acting Deputy Assistant Director.</p> <p>The Chair reported that all staff from the Unit had now found alternative employment, in parallel roles. All children had successfully got places at alternative settings.</p> <p>The next steps were that a report would be put in front of the LA Cabinet meeting in November. The last stage of consultation would take place and then hopefully a formal decision would be made by the end of December or beginning of January. These dates were subject to change, and there was still a possibility that the Cabinet would not agree to the closure, but this was felt to be unlikely.</p>	
2812.	<p><u>REPORTS FROM COMMITTEES</u></p> <p><u>Draft Minutes of Finance, Resources &amp; Staffing Committee held on 4 July 2018</u></p> <p>All Governors had received the draft minutes from this Committee.</p> <p>There were no matters arising from the minutes.</p>	
2813.	<p><u>HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</u></p> <p>The Head Teacher had previously circulated the Head Teacher's Report to all Governors. The Head Teacher drew attention to the following areas:</p> <p>(a) <u>Number on Roll</u></p> <p>There was currently one place left in Reception and one place left in Year 6, so School was almost full to capacity.</p> <p>(b) <u>Buildings</u></p> <p>The LA have completed their programme of general repair on the School.</p> <p>In addition to this a classroom had been damaged by</p>	

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	<p>a leak from the school roof. Luckily a staff member had been in the building during the holidays and spotted it. The roof had been made waterproof and the classroom put to rights just the afternoon before school reopened. Staff had worked hard to get it ready for pupils. Further work was still needed to the roof.</p> <p>Governors wished the Head Teacher to pass on their thanks to the staff involved.</p> <p>(c) <u>Updated Data results</u></p> <p>(i) <u>KS2</u></p> <p>The national percentage can now be shown against results for the School. The Head Teacher pointed out that for Expected Attainment, in every case the School's results are above national percentages.</p> <p>At Greater Depth, the School's results are above in all but Reading.</p> <p>The Head Teacher reported that results of Expected Attainment had changed slightly as applications of special consideration had been made for some children and had been successful in some cases.</p> <p>(ii) <u>KS1</u></p> <p>National percentages can now be shown against School results.</p> <p>Reading and Writing are slightly below, which means the Combined is lower than National. The Head Teacher reported that staff will target children who are achieving in 2 areas but not in a third area to improve the Combined score.</p> <p>(iii) <u>Phonics</u></p> <p>Phonics results for KS1 were very close to National percentages.</p> <p>(iv) <u>Progress In KS2</u></p> <p>The Head Teacher explained that the National figure for progress is zero. Results show the School is achieving better progress than National.</p>	

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	<p style="text-align: center;"><b>Q. What factors can affect the change in progress shown Year on Year?</b></p> <p>A. It is very often about the cohort and can be very varied. It may be that the results of our new Year 6 may not be quite as high. We have just done a week of assessments and we will do everything we can, in terms of interventions and targeting to improve their Progress.</p> <p style="text-align: center;"><b>Q. Although we know budgets are tight, is there anything else we can do in terms of resources not already budgeted for, to support these interventions?</b></p> <p>A. Interventions are already in place, but we are meeting with staff shortly to formulate a plan and will look at what is needed.</p> <p>(d) <u>School Improvement Plan Monitoring Report July 2018 and School Improvement Plan 2017-2018</u></p> <p>The School Improvement Plan had been updated.</p> <p>Monitoring had taken place against milestones and the School Improvement Monitoring Report had been updated against the third term. Any items marked as reds will carry over into this school year.</p> <p><b>Q. At Target 5, monitoring of the accident logs has been marked as amber. What is the reason for this marking?</b></p> <p>A. We had agreed to look at patterns to see if anything could be learned from them, so this remains an ongoing action.</p> <p>(e) <u>Proposed School Improvement Priorities – 2018/19</u></p> <p>The Head Teacher reported that the detailed School Improvement Plan for 2018-19 had yet to be drawn up, but priorities had been identified. She highlighted the Priorities to Governors.</p> <p>Priority 5: To support the emotional well-being of pupils and staff by developing resilience and embedding mindfulness.</p> <p>Governors welcomed this subject becoming a priority for the School.</p> <p>LD reported that the list of vulnerable children had recently been updated and now numbered some 80 children across the school as a whole. The issue was</p>	

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	<p>increasing and Governors expressed their support and several areas of knowledge and resources, which they themselves had which may be of help.</p> <p>Governors expressed their thanks to the Head Teacher for her report.</p>	
2814.	<p><u>SPECIALIST PROVISION</u></p> <p>This item was covered under Minute 2811 (e).</p>	
2815.	<p><u>ACADEMISATION</u></p> <p>The Head Teacher reported that there were no new developments on academisation for the School.</p> <p>Other Spen Valley Trust Schools had made a proposal to the Regional Schools Commissioner, regarding them forming a MAT. It was currently being looked at but there has been no decision by either the Commission or the Trust Schools on whether it may go ahead.</p>	
2816.	<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>This was covered under Minute 2813.</p>	
2817.	<p><u>SAFEGUARDING</u></p> <p>The Safeguarding Governor had planned a visit to School shortly.</p> <p>The Head Teacher reported that there was a new LA Safeguarding Policy and Child Protection Policy. If any changes to the School Policies are needed they would be brought before Governors.</p>	
2818.	<p><u>FINANCIAL MANAGEMENT AND MONITORING</u></p> <p><u>School Fund Audit Report</u></p> <p>This item was deferred to the next meeting.</p>	
2819.	<p><u>TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY</u></p> <p>The Head Teacher reported that information had not yet been received on the revised Pay Policy. This would be brought to Governors when received.</p>	



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2820.	<p><u>SPEN VALLEY TRUST UPDATE</u></p> <p>The Head Teacher had previously circulated the Diary Dates/Community Links Autumn Term 2018. These included Trust events</p>	
2821.	<p><u>GOVERNING BODY SELF REVIEW</u></p> <p>The Chair reported that he would circulate the Competency Framework to all Governors. Upon completion he would look at the skills within the current Governing Body in order to identify any gaps.</p> <p>LD agreed to forward the Course List for Governors to the new Governors.</p>	<p><b>Mr I Stone</b></p> <p><b>Mrs L Drummond</b></p>
2822.	<p><u>POLICY REVIEW</u></p> <p>(a) <u>Social Media Policy</u></p> <p>The review of this Policy would be deferred until work on it had finished.</p> <p>(b) <u>Whistleblowing Policy</u></p> <p>The Policy had been previously circulated to all Governors.</p> <p>No changes were required following review.</p> <p><b>RESOLVED:</b> That the Whistle Blowing Policy be approved.</p>	
2823.	<p><u>CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21</u></p> <p>The Head Teacher reported that information on this item had not yet been received.</p> <p>After discussion Governors agreed that the PAN should remain the same. The School was full to capacity with the main area of concern being the School Hall. The Head Teacher reported that children are having to be rushed through at lunchtime in order that all children are fed. The lack of hall space also means that whole school events/activities are difficult to hold.</p> <p>The Nursery was unable to offer more hours to children due to the lack of hall space for the extra pupils to have lunch. More space for Nursery, and in a position within School was also becoming an issue.</p> <p>It was agreed that the issues would be passed to the</p>	

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	Resources, Finances and Staffing Committee to look at the options.	<b>To add to next Resources Committee Agenda</b>
2824.	<p><u>GOVERNOR TRAINING AND GOVERNOR VISITS</u></p> <p>New Governors were to visit the School on 3 October 2018.</p> <p>They had already identified some areas into which they would like to look further.</p> <p>A full list of training available would be sent to all Governors.</p>	
2825.	<p><u>CORRESPONDENCE</u></p> <p>There was no correspondence.</p>	
2826.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business.</p>	
2827.	<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>(i) Tuesday, 27 November 2018</p> <p>Possible agenda items: Policy Review Social Media Policy Declarations of Interest Financial and Monitoring</p> <p>(ii) Wednesday, 30 January 2019 (iii) Tuesday, 26 March 2019 (iv) Tuesday, 21 May 2019 (v) Wednesday, 10 July 2019</p> <p>The next meetings of the Finance, Resources and Staffing Committee to be held at 6.30pm on:</p> <p>(i) Tuesday, 20 November 2018</p> <p>Agenda item Space issues in School Hall and Nursery</p> <p>(ii) Wednesday, 13 March 2019 (iii) Wednesday, 15 May 2019 (iv) Wednesday, 3 July 2019</p>	

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	<p>The next meetings of the Achievement and Curriculum Committee to be held at 6.15pm on:</p> <ul style="list-style-type: none"> <li>(i) Tuesday, 9 October 2018</li> <li>(ii) Tuesday, 5 March 2019</li> <li>(iii) Tuesday, 7 May 2019</li> </ul> <p>The next meetings of the Children, Community and Families Committee to be held at 2.00pm on:</p> <ul style="list-style-type: none"> <li>(i) Thursday, 15 November 2018</li> <li>(ii) Thursday, 7 March 2019</li> <li>(iii) Thursday, 13 June 2019</li> </ul>	
2828.	<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>	



Chair

27/11/18

Date

