

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

Minutes of the meeting of the Governing Body held **remotely (via Microsoft Teams)** at 5:30 pm on Wednesday, 7<sup>th</sup> July 2021.

**PRESENT**

Mr C Looker (Chair), Mr D Claughton, Mrs P Cocker (Head Teacher), Mrs R Afzal, Mrs K Dickinson, Mrs L Drummond, Mrs S Marshall, Reverend K Young, Mr T Cross, Mrs G Wright

**In Attendance**

Ms N Finch (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who/date/ action
104.	<b>WELCOME PRAYER</b>  This was delivered by Reverend Young.	
105.	<b>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b>  All governors were present and there were no declarations of interest.	
106.	<b>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</b>  There were no items of notifications to be brought up under any other business.	
107.	<b>REPRESENTATION</b>  4.1 – there was no update on the appointment of a Co-opted Governor.  4.2 – Mr Looker advised that he has spoken to a potential Foundation Governor, He will update further at the next meeting.  4.3 – Governors were advised that the End of Term of Office for Mr Claughton was pending for 23/10/2021. It was agreed that this item will be picked up at the AGM in September.	<b>Mr Looker</b>  <b>GBS</b>
108.	<b>MINUTES OF THE MEETING HELD ON 18 MAY 2021</b>  <b>RESOLVED:</b> That the minutes of the meeting held on 18 May 2021 be approved by the Chair as a correct record and signed.	

109.	<p><b>MATTERS ARISING</b></p> <p>Governors confirmed that all of the action points had been dealt with.</p>	
110.	<p><b>HEAD TEACHER REPORT AND GOVERNOR QUESTIONS</b></p> <p>The report had been circulated to Governors prior to the meeting. All governors confirmed they had read it. Mrs Cocker talked through some of the highlights:</p> <p>(a) <u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Various changes to staffing line up for September. Staff have been told where they will be working next year.</li> <li>• Recent resignation of a TA and the slight changes required because of this.</li> </ul> <p>(b) <u>Premises Update</u></p> <ul style="list-style-type: none"> <li>• Roof repairs - not going ahead as contractor has pulled out.</li> <li>• Electrical work – there is a meeting with contractor next week.</li> </ul> <p>(c) <u>Spem Trust</u></p> <ul style="list-style-type: none"> <li>• Workbook moderation meetings have gone well, these were done remotely.</li> </ul> <p>(d) <u>CPD</u></p> <ul style="list-style-type: none"> <li>• TAs – phonics training</li> <li>• Teachers – reading comprehension inset</li> <li>• EYFS – new reforms</li> </ul> <p>(e) <u>Self-Evaluation Framework</u></p> <ul style="list-style-type: none"> <li>• The Learning Partner has supported the process of creating a new SEF.</li> <li>• 2 days were spent observing/monitoring in class</li> <li>• 2 further days were spent evaluating against the Ofsted framework.</li> </ul> <p>Mr Looker thanked Mrs Cocker and staff and the Learning Partner for the work that had gone into the report.</p> <p>Governors noted the summary of pupil and parent surveys.</p> <p><b>Q: KS2 responses 88% say they are safe and happy – 12% are therefore not, What are the thoughts on this?</b></p> <p><b>A:</b> Some responses were ‘don’t know’. We will explore these further but as they are anonymous it is difficult to follow up with individual children.</p>	

	<p>Governors discussed the results and what a difficult year it has been for pupils. It was noted that the commentary sent with the responses was particularly useful.</p> <p>(f) <b><u>SATS</u></b></p> <p>Informal SATs tests have been completed in Year 2 and Year 6 and some preliminary information was circulated to Governors before the meeting.</p> <p><b>Q: How do the scores for SATs compare and were there any surprises?</b></p> <p><b>A:</b> KS1 have been disrupted in both years so we should be pleased with the results we have seen. We have exceeded the numbers we wanted to achieve. KS2 was similar results, we have maintained the position across the Key Stage with little progression. No national figs for this year or last year. The high schools ask for attainment data which we can provide.</p> <p><b>Q: Writing in KS1 looks low, what will we do moving forward to improve this?</b></p> <p><b>A:</b> We have spoken with the Literacy Consultant to look at this, The DHT attended the assessment network and found that this is a challenge across many schools in the LA. The LA have acknowledged the issue and will be working with schools on this specific issue.</p> <p><b>Q: The outcomes in KS1 in particular were notable better than both the targets set in April and the expected level from April, why is this?</b></p> <p><b>A:</b> We were being cautious, we have used the catch up funding to support interventions so we are really pleased with the results.</p> <p><b>Q: KS2 reading results are higher than the targets even the greater depth, why is this?</b></p> <p><b>A:</b> The Y6 teachers have been working with pupils on drawing information from the text and giving better answers.</p> <p>The Head advised that the assessments were done at the end of June rather than mid-May, she felt that children needed that extra time.</p> <p>The Head was thanked for her report.</p>	
111.	<p><b>COMMITTEE UPDATES</b></p> <p>Minutes of the following meetings had been circulated:</p> <p>Children, Families and Community – 14/6/2021.  Finance – 12/5/2021.  Achievement &amp; Curriculum 4/5/2021.</p> <p>Verbal update – Finance 30/6/21.</p>	

	<p>Mr Looker gave a brief update from the meeting. He advised Governors that the committee had looked at the budget for the first 2 months of the financial year and reported it was on track.</p> <p>It was noted that the premises update had been covered in the Head's Teachers report.</p>	
112.	<p><b>ACADEMISATION</b></p> <p>Following a recent Government announcement and Diocese note:</p> <p>Governors briefly discussed this and agreed that this item should be deferred to a future meeting, at that point Governors can look at exactly what academisation might mean for the School. The Diocesan Learning Partner would be invited.</p> <p>Governors also anticipated that the Diocese would provide further training and updates on this. (<i>Shortly after the meeting the Diocese provided details of upcoming training courses and briefings on Academisation.</i>)</p>	
113.	<p><b>APPROVAL OF THE 2020/21 SCHOOL FUND AUDITED ACCOUNTS</b></p> <p>The Audited School Fund Accounts for 20/21 had been presented to the Finance Committee, these have been reviewed and Mr Looker gave a brief summary of the discussion with the SBM. He asked that the Governors approve the audited accounts which had been recommended for approval by the Finance Committee.</p> <p><b>RESOLVED:</b> Governors approved the 2020/21 audited accounts.</p>	
114.	<p><b>ANNUAL REVIEW AND APPROVAL OF THE RISK REGISTER</b></p> <p>The Chair explained the background to this document, he advised Governors that the document had been discussed in full at the Finance Committee and that they had asked for some amendments prior to being brought to Governors for approval.</p> <p>Governors discussed if an annual review of risks is enough and should they be looked at on a more regular basis. It was noted that the Headlands specific risks may need looking at again.</p> <p><b>ACTION:</b> Mr Looker will look at which committee will review the risks and advise each committee chair.</p> <p><b>RESOLVED:</b> Governors agreed to approve the register in its current form with an amendment to the final risk (new SLT) moving from green to yellow rating.</p>	Mr Looker
115.	<p><b>GOVERNING BODY SELF EVALUATION</b></p> <p>Governors agreed to postpone this action to the November meeting, at that point a Governor audit and skills matrix will have been completed.</p>	

116.	<p><b>STAFF AND PUPIL WELLBEING</b></p> <p>Mrs Cocker and Mrs Drummond gave a verbal update:</p> <ol style="list-style-type: none"> <li>1. Mrs Cocker reported that everyone is tired, but they are all doing amazing, it is a very busy time for staff. SLT door is always open and they have been having lots of individual support sessions with staff.</li> <li>2. Transition was completed in the best way possible in line with covid restrictions.</li> <li>3. The SENCo at Spen Valley High School has been involved to help with transition of vulnerable pupils.</li> <li>4. Some self-care packs have been given out which include mindfulness activities.</li> <li>5. A party day is planned for the last Thursday of the term for a School celebration day.</li> </ol> <p>A big thank you from Governors to all staff was given by Mr Looker.</p> <p>Mrs Wright works within the NHS and will send any useful staff wellbeing resources as she gets them.</p>	
117.	<p><b>GOVERNOR TRAINING</b></p> <p>Mrs Marshall confirmed that she has sent an email to Governors today, if anyone is interested in any of the training please let her know.</p>	
118.	<p><b>SAFEGUARDING</b></p> <p>Mrs Afzal attended a monitoring meeting with the Head and SBM on 17/6/21 she advised that the report will be uploaded shortly. This covered the Single Central Record review. There were no issues reported.</p> <p><b>ACTION:</b> Mrs Afzal to circulate her Safeguarding Monitoring Report.</p>	<b>Mrs Afzal</b>
119.	<p><b>REPORT ON CHAIR'S ACTIONS</b></p> <p>There was nothing to report.</p>	
	<p><b>ANY OTHER BUSINESS</b></p> <p>The Governors thanked Mrs Cocker for her 14 years of service to the School as she leaves to go on to pastures new and presented her with a gift from the Governors. A donation had also been made by Governors to her chosen charity, Christian Aid.</p>	
120.	<p><b>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</b></p> <p>The chair has circulated a list of potential meeting dates for the next academic year. This will be forwarded once finalised.</p>	

	<p><b>RESOLVED:</b> That the next Full Governing Body meeting will be held at <b>5:30 pm</b> on Tuesday, 21 September 2021.</p> <p>It is hoped that this meeting will be held in School.</p>	
121.	<p><b>IMPACT STATEMENT</b></p> <p>Governors have questioned and challenged in the following areas:</p> <ul style="list-style-type: none"> <li>• Head report and Questions.</li> <li>• Staff and pupil wellbeing discussion.</li> <li>• Risk register.</li> </ul>	
123.	<p><b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b></p> <p><b>RESOLVED:</b> That nothing be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

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30/1/22