

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**SUMMER TERM 2016**

Date: 7th July 2016
 Time: 7 pm
 Venue: The School

GOVERNORS PRESENT

Mr R Reece (Chairperson), Miss S Harrison (Headteacher), Cllr L Weekes-Holt, Ms M Ridd, Ms E Owen, Ms J Bell, Mrs S Cusack, Mrs S Kreitzman, Mr M Bush, Mrs G Simm, Mr G Madeley, Mrs H Walters

IN ATTENDANCE

Mrs N Jordan Associate Member and Deputy Headteacher
 Mrs C Davies Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

The meeting opened at 7.07pm. Governors were welcomed to the meeting. Apologies for absence were received from Mrs H Foster-Grime.

2. **DECLARATION OF INTERESTS**

Governors were reminded that they should declare any interest at the start of each meeting.

Governors were asked to declare any personal, business or financial interest in any agenda items; no declarations were made.

3. **BUSINESS**a) **Previous Governing Board Minutes**

It was RESOLVED that the minutes of the meeting held on 22nd March 2016, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

b) **Matters Arising from Previous Governing Board Minutes**

There were no further matters arising.

c) **Action Points from Previous Governing Board Minutes**

The actions raised at the spring term meeting were duly reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
4c	To circulate the NGA's list of Twenty Questions for Governing Bodies	JB	Not completed. C/f to post-meeting ACTION
4e	Joint letter to be sent to parents regarding parking	Chairs of Governors	Not completed (though noted the situation has improved). C/f to post-meeting ACTION

4e	Submit SFVS	Headteacher	Completed
5b	Circulate new budget by email for approval	Ms Kyne / Headteacher	Completed
5e	Review Scheme of Delegation Form	Resources Committee	Completed-see 4e below
6	Letter regarding children not coming in to the playground before 8.40am	Headteacher	Completed via messages in newsletter
11d	Academy Status to be added to the agenda for the full Governing Board meeting	Clerk	Completed

d) Committee minutes

It was RESOLVED that the minutes of the following meetings:

- Monitoring committee on 10th May
- Resources committee on 21st June
- Pupil Progress on 28th June (subject to a minor amendment—see below)

copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

e) Matters Arising from Previous Committee Meetings

Monitoring

The next meeting was on 12th July and a number of the actions from the last meeting had not yet been completed. The Headteacher requested that the agenda for meetings of this committee be supplied earlier, in order to allow the information requested to be obtained. Governors agreed to discuss this after the meeting.

The Chairperson asked if the minutes of the meeting on 12th July could be circulated before the end of term. The committee chair confirmed this. **ACTION**

Resources

No matters arising.

Pupil Progress

Governors discussed the timing of the SATs results and the consequent need for a second meeting of the committee later in the term. A minor amendment to the minutes was noted at no.7 where the term “math” had been used instead of “maths”. **ACTION**

There were no further matters arising.

f) Action Points from Previous Committee Meetings

No further actions were raised.

g) Confidential Reporting policy

The Headteacher proposed and Governors AGREED to adopt the LA model policy. The Headteacher agreed to add the school's name and logo to the policy document. **ACTION**

h) Dignity at Work policy

The Headteacher proposed and Governors AGREED to adopt the LA model policy. The Headteacher agreed to add the school's name and logo to the policy document. **ACTION**

i) Health and Safety Policy

This is carried forward for review to the autumn term. **ACTION**

4. RESOURCES

a) Budget Update

The Headteacher updated governors as to the staffing changes that had been made since the Resources committee met. A proposed pay increase was discussed for the office staff shared with the Infants School due to an increased workload. Governors broadly supported the idea in principle but requested further details in order to discuss further.

The Headteacher agreed to contact HR at the LA to ascertain the terms and conditions currently applicable to the staff in question and to discuss how best to remunerate them appropriately. **ACTION**

The Chairperson agreed to liaise with the Chair of the Infants School governing board to discuss the decision. **ACTION**

The Chair of the Resources committee outlined the small surplus in the budget and the cost of items such as the roof replacement, the rewiring and the use of supply teachers (the latter was not covered in full by insurance payments). He reminded governors that only the figures for the first year of the budget plan were reasonably certain, as the number of variables made the figures in the second and third years less reliable. Expenditure would need to be closely scrutinised in the coming year.

The committee Chair reported to governors that the rewiring project had been put out to tender and the bids were awaited. The work would start in the summer holidays but would be likely to continue into the first half of the autumn term, with the contractors limited to working nights and weekends during term-time.

It was also noted that the Resources Committee had considered the budget.

b) Approval of the Budget 2016/17

Governors AGREED the proposed Budget for 2016/17.

c) Approval of School Fund Audit/Audit Arrangements

A new auditor (Mr Male) had been identified and accordingly governors AGREED to his appointment as the auditor. The Chairperson confirmed he would sign the appointment document after the meeting.

d) To Consider and Approve any Changes to the Buyback of L.A. Services

The Resources committee considered this item previously and governors AGREED the proposed buy backs. It was noted these included the level 2 of the school sports partnership; the sports premium would pay for repairs to the gym equipment and the costs of entering sports competitions, plus the associated transport costs.

e) Scheme of Delegation Form 2016/17

The Chairperson confirmed this had been signed.

5. HEADTEACHER'S TERMLY REPORT

a) Questions and Discussion

The Headteacher's Report had been circulated to the governors prior to the meeting and the following points were discussed:-

The Headteacher explained that she had tried to limit the items updated this term with pertinent information only and to refer to committee minutes where appropriate.

Achievement of pupils at the school

This term's focus has been the realignment of the curriculum to ensure achievement through engagement, a process in which Howard Bousfield had provided input.

A governor asked about the impact made by the Learning and Pastoral Care Manager. The Headteacher explained that a detailed report was being prepared for the Resources committee regarding this appointment; she commented that he had worked well with Y2 pupils from the Infant School in recent weeks to prepare them from transition, and that he had attended the introduction evening for new parents.

Quality of teaching in the school

The staff structure for September had been discussed by the Resources committee. The Headteacher believed the new structure would result in a strong teaching team. **A governor asked if it was a deliberate policy to keep all the members of staff who job-shared within one year group.** The Headteacher confirmed this and explained that either English or maths would be the sole responsibility one teacher in each Y5 class. It was believed this would ensure consistency of lesson planning and delivery in both core subjects and was a way of easing parental concern.

A governor asked for more details on the decision to remove the use of ability sets in maths from September. The Headteacher explained that a letter would shortly go out to parents concerning this change, which would allow staff to teach to the highest level of all the pupils in a class and would allow pupils to find their own level and to accept a challenge. It would also provide for better cross-curricular teaching. The Headteacher informed governors that the use of ability sets resulted in pupils having a different teacher for a number of subjects and consequently the class teacher would not always have a full understanding of each child. Governors commented that relationships with parents would be improved if the school's communication of an important change such as this was sent ahead of the implementation.

A governor asked for more information regarding the “issues” raised during the lesson observations. Mrs Jordan explained these were issues reported by the teachers themselves during this process and that Howard Bousfield was aware of these. Some will be picked up further during the appraisals process but it was confirmed that none were issues of a serious nature.

Behaviour and safety of pupils at the school

A governor asked as to the number of recent authorised absences which seemed high. The Headteacher explained this was due to the figures for Spring (2) and Summer (1) shown in one table rather than split into two half terms. The recent figures showed further details of the recorded absences, as previously requested by governors.

A governor asked if the two exclusions this term concerned the same child. The Headteacher reported this was not the case and that the children involved were from different year groups.

A governor asked if the Farm to Fork project would continue. The Headteacher confirmed that the school planned to continue with this as it was proving to be a useful tool; she informed governors that the school had received reports of the pupils’ excellent behaviour during their participation.

Other matters

A governor asked if the Headteacher’s Report was onerous to prepare. The Headteacher confirmed that the report itself was not but that there was a large degree of overlap between it and the information provided to the three committees. Governors AGREED that there were happy for the report in future to provide an update only on matters previously reported to them.

The Headteacher informed governors that the interim KS2 SATs results had been received, with surprising variations in the scores and that some papers would be submitted for remarking where children had missed achieving their expected grade by a few marks. **A governor asked if the school’s predictions had been accurate.** The Headteacher replied some were but others were not and that the school scored above the benchmark level in some subjects but below in others; she informed governors that the national average had not met the government’s prediction. The scores had not yet been reported to parents but would be included with reports on 18th July. The best format for reporting the results was discussed, as was the message school wanted to convey with these scores. Governors discussed a covering letter to go with the results to help answer the questions parents were most likely to ask, including how the scores were used by high schools and how progress data would be measured.

The Headteacher thanked Mrs Jordan for her help and hard work in recent months during her absence; governors gave their thanks also.

b) Team Around the School

The Headteacher informed governors that the school’s designated social worker attended for a half-day every fortnight and was engaged in identifying families who might be in need of extra support. The Family Link Worker had not yet visited the school.

The Headteacher was thanked for her report and there being no further questions it was RESOLVED that the Headteacher’s report be received.

6. STANDING ITEMS

a) School Improvement Plan (SIP)/ School Development Plan (SDP) Update

The new SIP was under review by the Monitoring committee.

b) Appraisal Update

The Headteacher reported that the mid-year appraisals had been completed in her absence and that she was in the process of writing an appendix to these regarding teaching standards and the use of self-reflections. The pay committee was due to meet in the autumn term to discuss the outcomes.

c) Report on Racist, Bullying, Homophobic Incidents

The Headteacher reported that there had been one incident of racist behaviour during the spring term; this these had been reported to Services to People using the approved recording methods.

The Clerk provided a Governors' Monitoring form, which was completed and signed by the Headteacher and Chairperson; the Clerk then undertook to return the form to the appropriate section within Services to People.

ALSO

The Headteacher reported that there had not been any incidents of bullying or homophobic behaviour during the spring term.

d) Report on Physical Incidents

The Headteacher reported that there had been several incidents during the spring term where the use of physical intervention procedures had been necessary; these had been reported to Services to People using the approved recording methods.

Governors were referred to the Headteacher's Report in this regard.

e) Young Carers Update

As reported to governors previously, one child was a designated Young Carer.

f) Academisation

Governors agreed that there was no need to discuss this at the present time.

7. GOVERNOR DEVELOPMENT

a) Governing Body Development Plan

The Development Governor informed the meeting that she would like to pass the role to another governor who was able to devote more time to this enjoyable role.

Governors noted that the roles of Safeguarding governor and Community Engagement governor (plus a seat on the Joint committee) would become vacant from next term after Mrs Cusack's departure. Governors discussed the difficulty in attracting a non-parent governor to join the governing board. The Chairperson agreed to try and source governors

via a different route and in particular ones who could drive community engagement.

ACTION

Governors discussed the responsibilities involved with the differing roles associated with the governing board. The Clerk agreed to circulate the current LA's Governor Roles and Responsibilities document to all governors.

ACTION

b) Induction Plan and Process

c) Succession Planning

d) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services.

e) Terms of Office for Chairperson/Vice Chairperson and End of Term Date

The Clerk advised governors of the requirement to approve the date of the end of the term of office of the Chair and Vice Chairperson. It was AGREED that the Chair and Vice Chair would remain in office until the autumn term 2017 meeting date.

Governors duly AGREED a continuation of the current arrangements and terms of office would remain at one year from the date of the autumn term meeting.

f) Expressions of interest for Chairperson/Vice Chairperson

Governors were asked to consider the posts and forward their declarations of interest to the Clerk at least three weeks prior to the date of the autumn term governing board meeting.

g) Expressions of interest for Chairs of Committees

Governors were asked to consider the posts and forward their declarations of interest to the Clerk at least three weeks prior to the date of the autumn term governing board meeting.

h) GovernorHub

The Clerk was invited to update the meeting. Governors noted the information but asked that papers continue to be distributed via email.

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Schools' Finance Update

- Governors noted the guidance. Information on the second stage consultation documentation to be provided later in the summer term.

b) Early Years

- Governors noted the guidance.

c) DBS Update

- All governors to have DBS checks in place by 1.9.16.
- The Headteacher confirmed that Mrs Bruce would contact governors to ensure this had been completed.

d) Safeguarding

- The Prevent Duty guidance was noted.

e) Stockport Family

- The guidance was noted.

9. DATESa) Full Governing Board

Thursday 8th December at 7pm.

b) Committee Meetings

The Chairperson asked the chairs of committees to circulate proposed dates.

10. ANY OTHER BUSINESS(a) Parent Survey Results

The Monitoring committee has reviewed this year's parents' survey results. In particular, concerns were raised by the lower levels of satisfaction expressed in two key areas: (1) whether parents felt the school met the particular needs of their child, and (2) whether they would recommend the school to another parent.

It was reported that a meeting had already taken place between staff and several governors. As a result, a number of matters had already been addressed, e.g. the homework policy had been reviewed and an updated policy would be implemented from September. The Headteacher informed governors that a letter would be sent to parents shortly, informing them of improved opportunities for them to come in and discuss informally any aspect of their child's progress, plus details of the parental engagement days to take place before the end of term.

Governors discussed how best to respond to parents that (1) their concerns had been dealt with, and (2) how to make progress in the key areas. The possibility of parental workshops to assist parents when helping with homework were discussed. Governors suggested that parents be reminded as to the number of extra-curricular activities offered by the school. The Headteacher and Mrs Jordan agreed to produce a list of the actions undertaken in response to the survey results.

ACTION

(b) Water and Sewerage Charges to the School

Governors discussed the report and the Chairperson agreed to send the suggested letter on behalf of the governing board.

ACTION

(c) Mrs Cusack

Governors expressed their sincere thanks to Mrs Cusack for all her hard work during her time as a governor and details of a social event to mark her departure were shared.

(d) Pen Portraits

Mr Madeley reminded governors that he was still awaiting pen portraits for the website from a number of them. **ACTION**

(e) Governor Visits Policy

In response to a discussion at the Monitoring committee, governors reviewed some example policies of governor school visits. The need to collaborate and discuss this with school staff was discussed, in order to ensure that all participants were clear as to the purpose of the visits and the outcomes. Mrs G Simm agreed to convene a small working party of staff and governors in early September to discuss this. **ACTION**

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 9 pm.

NEVILL ROAD JUNIOR SCHOOL**SUMMER TERM 2016 GOVERNING BOARD MINUTES****MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
3c	Circulate NGA's List of Twenty Questions for Governing Boards	JB	Post-meeting
3c	Joint letter to parents re: parking	Chairs of Governors	Post-meeting
3e	Circulate minutes of Monitoring committee meeting on 12 th July	HT	Before end of summer term
3e	Minor amendment to Pupil Progress committee meeting minutes	PP committee	Post-meeting
3g	Personalise the model Confidential Reporting policy with school's name & logo	HT	Post-meeting
3h	Personalise the model Dignity at Work policy with the school's name & logo	HT	Post-meeting
3i	Review the school's Health and Safety policy	GB	Autumn term meeting
4a	Contact HR re: pay for office staff	HT	Post-meeting
4a	Liaise with Chair of Infants school re: pay for office staff	Chair	Post-meeting
7a	Source potential governors with interest in community engagement	Chair	Post-meeting
7a	Circulate Roles & Responsibilities document	Clerk	Post-meeting
10a	Produce list of actions as response to results of parent survey	HT & NJ	Post-meeting
10b	Send water & sewerage letter on behalf of GB	Chair	Post-meeting
10d	Send pen portrait to GM for website (if not already done so)	Governors	Post-meeting
10e	Convene working party on Governor Visits	GS	September