

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2018

Date: 11th October 2018

Time: 6pm

Venue: The School

GOVERNORS PRESENT

Mrs G Simm (Chairperson), Mrs J Cliff (Headteacher), Mr N Kokkinis, Mrs M Ridd, Mrs Kreitzman, Mrs Hersford, Mrs Duckworth and Mr A Baguley (see item 1 below)

IN ATTENDANCE

Mrs N Jordan Associate Member (Deputy Headteacher)

Mrs K Nixon Governor Support Officer

Bold = Question from a governor

1. WELCOME AND APOLOGIES FOR ABSENCE

The meeting convened at 6.10pm. Governors were welcomed and brief introductions were made.

Apologies for absence were received from Mrs H Walters and Mrs M Ridd and accepted by the governing board. Apologies were received from Mrs E Owen via GovernorHub, prior to the meeting. No apologies had been received from Cllr Weekes-Holt by the time of the meeting. The Headteacher advised that Mrs Jordan would arrive late to the meeting.

The Chair informed the meeting that Mr A Baguley had been appointed as staff governor for a four year term, effective from the 19th September 2018.

2. BUSINESS INTERESTS

a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made. Governors were reminded that they should declare any interest which arose during the meeting.

b) Business Interest Form

Governors were requested to complete and sign the declaration forms to indicate any pecuniary interest. The Clerk returned the completed forms to the Headteacher for retention by the school. It was added that declaration forms would be provided to the governors absent from the meeting, at the next FGB meeting.

ACTION 1

c) DBS Checks

The Headteacher confirmed that DBS checks were in place for all governors and associate members.

3. BUSINESSa) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 11th July 2018, copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from Previous Governing Board Minutes

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

ACTION NUMBER	ACTION REQUIRED	ACTION FOR	UPDATE
1	Evaluate the proposed leave of absence practice for the school.	Pay committee	Governors were advised that the Pay committee had not met by the time of the meeting. Update deferred to spring FGB meeting. ACTION 2
2	Present the Parent and Visitor Behaviour Policy to Curriculum and Standards committee	Headteacher	See discussion below
3	Provide information to governing board on restorative practices	Headteacher	See discussion below
4	Circulate a copy of the governors visit report template to all governors	Mrs Simm	Governors were referred to the template circulated prior to the meeting. The Chair told the meeting that an example of a completed form was available for governors to reference.
5	Invite governors to termly monitoring and evaluation sessions	Headteacher	The Headteacher informed the meeting that the first term monitoring activities covered staff performance management observations and it was not appropriate to invite governors to attend. It was added that the Headteacher would circulate details of future monitoring opportunities to governors for the remainder of the year. ACTION 3 The Chair reminded governors to complete a visit form (see above), if they attended the school.
6	Review the Complaints Statement prior to adoption	All sub committees	See discussion below
7	Review practices for using 'pupil post' to issue end of year reports, with regards to GDPR	Headteacher	The Headteacher told the meeting that her initial discussions with other schools indicated that pupil post was a common means of sending letters home to parents. It was added that if the information was sensitive, such as school reports, the letters were sealed in

			envelopes and marked confidential. Are parents asked to acknowledge receipt? The meeting was told that parent were asked to sign and return the report feedback forms. Governors were told that the school did not follow up if parents did not return their feedback. Governors discussed the matter and it was AGREED to continue with the current practice.
8	Present a full summary of SAT results to Curriculum and Standards committee	Headteacher	Governors were told that the Curriculum and Standards committee would review the 2017-2018 performance data at the next meeting.
9	Present SDP to governing board	Headteacher	See discussions below
10	Return Monitoring form to LA Services to People	Clerk	Complete
11	Co-ordinate staff governor election	Clerk and Headteacher	Complete
12	Consider possibilities to recruit new members to the governing board	Mrs Simm and Headteacher	Ongoing see discussions below
13	Consider the appointment of a Wellbeing governor	All governors	Ongoing see discussions below
14	Confirm the meeting dates for 2018-2019	Mrs Simm and Headteacher	Complete

c) Committee Remits, Membership and Election of Chairs

Governors discussed and **AGREED** upon the committee remits for the year. It was agreed that the Clerk would issue the remits to each committee for their reference.

ACTION 4

The Chair circulated during the meeting, a proposed membership plan for both subcommittees. The meeting was told that where possible, there needed to be a balance of duties, skill and responsibilities across the board. Governors discussed the proposed plan and the issues created by governing board vacancies. The meeting **AGREED** the committee membership plan and link roles, as detailed in Appendix 1.

The Chair advised governors that she had been invited to attend the Nevill Road Infant School governing board FGB meeting, to continue the collaborative working practices already established between both boards.

Governors **RESOLVED** that Mr Kokkinis be elected Chairperson of the Resources committee for the agreed term.

Governors **RESOLVED** that Mrs Simm be elected Chairperson of the Curriculum and Standards committee for the agreed term.

d) Policy Review

The Headteacher informed the meeting that the school was reviewing the policies which would require attention over the course of the year. Governors discussed the school policies and said that where appropriate, the policies should be delegated to the Resources and the Curriculum and Standards committees for consideration, prior to going forward to the FGB.

e) Governing Board Code of Conduct Review

Governors were referred to the previously circulated document and considered the proposed amendments. It was AGREED that the Governing Board Code of Conduct 2018-19 would be adopted.

Is it possible to put the code on the school website? The Headteacher confirmed that this was feasible. The Clerk confirmed that a copy of the document would be sent to the school.

ACTION 5

f) Model Pay Policy

The Headteacher informed the meeting that the school had received the model Pay policy on 5th October and was in the process of updating the document with the school details. Governors were told that a copy of the draft Pay policy would be made available to them as soon as feasible. In addition to this, the Headteacher said that the staff consultation on the policy was planned to start on or before the 15th October. The Headteacher said that feedback from governors and staff would be included in the version of the Pay policy, which would be presented for approval by the Resources committee.

What about the timescales for approving pay changes for the staff? The Headteacher said that as the staff appraisals were nearly complete it would be helpful to have an approved Pay policy to complete the pay award process. Governors discussed the policy approval process. The meeting proposed and AGREED to holding an extra FGB meeting after the Resources committee meeting, to ensure that the Pay policy would be approved in good time.

g) Model Parent and Visitor Policy

Will the policy be accessible to parents? The Headteacher confirmed that the policy would be placed on the school website once approved. In addition to this, governors were told that the policy would be referenced in the next school newsletter to parents.

Does the policy link to the Complaints policy? The Headteacher confirmed this to the meeting.

The Model Parent and Visitor policy was duly APPROVED and RATIFIED by the governing board.

h) Model Recruitment and Selection Policy

The Model Recruitment and Selection policy had been circulated prior to the meeting and was duly APPROVED and RATIFIED by the governing board.

i) Model Job Share Policy and Guidance

Governors were invited to comment on the policy and guidance circulated prior to the meeting; none were received. The Model Job Share policy was duly APPROVED and RATIFIED by the governing board.

6.43pm Mrs Jordan joined the meeting

j) Safeguarding Policy

The Headteacher said that the Safeguarding policy issued by the LA was in the process of being reviewed by the school safeguarding team. Governors heard that the school wanted to ensure consistency across all policies and practices. The meeting was told that the policy would be presented to the next Curriculum and Standards committee and FGB for approval.

ACTION 6

k) Lettings Policy

Is the school happy with the arrangements in the Lettings policy? The Headteacher confirmed that the school was satisfied and the policy had also been adopted by the Infants School for consistency.

The Lettings policy was duly APPROVED and RATIFIED by the governing board.

l) Governor Visits to School Policy

Governors discussed the policy and it was highlighted that a number of governors had issues accessing the document on GovernorHub. The Clerk was asked to email a copy of the policy to all governors.

ACTION 7

The Chair asked that all governors respond to her with feedback on the policy by the 2nd October, with the aim of putting the policy forward for approval at the next FGB meeting.

ACTION 8

Will the policy include a blank template of the governor visits form? This was confirmed to the meeting.

The meeting discussed the need to link, where feasible, the objective of the school visit and an area of the SDP. In addition to this, governors were asked to share the experiences and outcomes of their visits at FGB meetings.

Will the monitoring timetable be sent to governors? The Headteacher confirmed that the timetable would be available on GovernorHub.

m) Joint School Behaviour Policy (with Nevill Road Infant School)

Are parents aware of this policy? The Headteacher said that the policy would be made available to parents via the website and referenced in the school newsletter. It was added that as both schools had the same policy, it would ensure families were aware of the same expectations and message from both schools.

The Joint School Behaviour policy was duly APPROVED and RATIFIED by the governing board.

n) Complaints Statement

Governors were invited to comment on the complaints statement circulated prior to the meeting; none were received. The statement was duly APPROVED by the governing board.

4. RESOURCES

a) Budget Update

Governors were reminded that the Resources committee had not met by the time of the meeting.

The Headteacher advised the meeting that a supply school business manager had recently started at the school. Governors were told that the new SBM would present a budget update to the Resources committee and spring FGB meeting.

b) Presentation of School Fund Audit Certificate OR Approval of School Fund Auditor

The meeting was told that details of the school audit would be presented by the SBM, as soon as feasible.

ACTION 9

5. HEADTEACHERS TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting. Governors were reminded that the report was in a new format and feedback was invited.

The meeting was told that the inspection summary data report would be available in November.

Can this data be presented to the Curriculum and Standards committee? This was confirmed to the meeting.

Governors were told that the LA data pack had already been issued to schools. It was added that based on the data reviewed so far, it had been identified that more pupils should be challenged to make quicker progress.

What about the progress of SEN? The Headteacher told the meeting that this had already been captured on the SDP.

Any reason why it is so far below? Governors were told that the SEN provision was evolving, with last year being the first year of real focus within the school. The Headteacher said that provision was still being developed and improved, to meet the SEND pupil's needs as set out in their new learning plans. The meeting heard that with plans now in place, it was feasible for the school to more accurately report on the overall SEND progress for the school and highlight areas for improvement more precisely.

What sort of provision is in place now? The Headteacher informed the meeting that the school had a programme of interventions, both based in the classroom and for small groups. Governors were told that staff worked hard last year to narrow the gap for the seven SEND pupils in the Year 6 2017 cohort.

What about the new intake from the Infant school, have the handovers helped? The meeting was told that information was being passed from the Infant school to the Year 3 teachers as part of the transition process. It was added that the school was also conducting their own baseline assessments on entry and not just using the Year 2 teacher data. The Headteacher said the aim was to target SEND and other pupils who required additional support as soon as possible.

Is the baseline information being passed onto parents? The Headteacher explained that areas of need would be flagged to parents as part of the parents evening discussions with teachers.

Have pupil premium (PP) pupils been performing better than anticipated? This was confirmed to the meeting and that the school would continue to work on closing the gaps.

The Headteacher highlighted the maths scores to governors. The meeting was told that boys had scored 68%, with the national score at 75% and the girls had achieved 80%. It was added that there was an increased focus on maths across the whole school and the phase leaders had set up processes to better monitor progress this year.

Why is there a gender gap? The Headteacher explained that there were more SEND boys in the cohort last year, which affected the overall picture. Additionally, there were 18% boys at greater depth (GD) and 22% of girls at GD. Governors discussed the results and it was AGREED that the matter should be evaluated by the Curriculum and Standards committee.

The Headteacher told the meeting that the school identified last year's Year 5 writing, as an area for improvement and that interventions had already been put in place. The impact of this would be raised at the next Curriculum and Standards committee. Governors were told that a programme of additional moderation of results, planning and teaching practices had been started to support staff. It was added that as a result of the intensive work with staff, some positive improvements had already been observed in outcomes and progress scores, however it would be an area for development over the year.

What is different for this cohort? The Headteacher told the meeting that the cohort had been highlighted when at the Infants school, as a group that needed extra support in self-esteem, confidence and attitudes to learning. Governors were told that the school had focused some additional resources to help the cohort's development after the SATs.

Are parents being involved? The Headteacher confirmed and said that parent workshops have been planned and information events are in place to keep them informed.

Governors heard that the Year 6 parents evening had been moved to January to enable staff to share information on pupil progress and learning goals. The Headteacher explained that the most of the evidence would be based on practice SAT papers for the Year 6 groups.

What out of school support is being offered? The Headteacher told the meeting that elements of the practice papers were being sent home along with regular homework pieces. In addition to this, information was available to parents on the school website and support materials had been ordered for parents to use at home.

What about the pupils getting life skills support? Governors heard that the group had not been set up yet. The Headteacher explained that key staff were gathering ideas and suggestions from other schools experiences, on how to effectively deliver the life skills classes.

How many pupils are being considered? The meeting was told that there were five or six pupils with specific learning and development needs who had already been identified.

The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

6. STANDING ITEMS

a) School Development Plan (SDP) Update

Governors were informed that the latest version of the SDP would be presented to the Curriculum and Standards committee meeting for consideration.

The Headteacher told the meeting that all members of staff had opportunities to input to the SDP. In addition to this, governors heard that staff had been briefed on the main SDP priorities. The meeting was advised that SDP priorities were also linked to staff performance management targets, as appropriate.

b) Appraisal and Pay Update

The Headteacher informed the meeting that most of the staff appraisals had already been completed by the time of the meeting. Governors heard that the remainder of the appraisals and Headteacher performance review would be completed before the Pay committee meeting. Mrs Hersford confirmed that she could attend the Pay committee meeting in the event that Mrs Kreitzman was unavailable.

c) Behaviour in School Update

The Headteacher reported that there had not been any; racist incidents, incidents where the use of physical intervention procedures had been necessary, or incidents of bullying or homophobic behaviour, during the summer term. In addition to this the Headteacher informed the meeting that there had not been any pupil exclusions during the summer term.

d) Young Carers Update

Governors were informed that the school was supporting a number of pupils as young carers. The Headteacher told the meeting that as a result of the success of the young carer initiatives last year, the school would be holding a number of assemblies and information events to promote awareness of young carer criteria with pupils, families and staff.

The meeting heard that further details on young carers would be presented to the Curriculum and Standards committee.

e) Stage on the LA School Protocol (School Improvement Adviser's Report)

The Headteacher told the meeting that the school senior improvement advisor (SSIA) had published their summer term report on the school and this had been circulated to governors via GovernorHub. Governors were invited to comment on the report; none were received.

When will the autumn term report be available? The Headteacher said that the report would be issued by the end of the term.

7. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan, Induction and Succession Planning

Governors were advised that the Steering subcommittee would consider the current status of the board and feedback to the spring term FGB meeting.

ACTION 10

The Chair informed the meeting that a letter had been sent by the school to all families encouraging family members or friends to join the governing board. Governors were informed that there had been two responses received by the school by the time of the meeting. The meeting was told that the Chair was co-ordinating communications with the potential candidates and would feedback on her progress to the governing board.

ACTION 11

What about circulating the letter to 'I love Bramhall'? Governors discussed the matter and it was AGREED that this could be useful in advertising board vacancies within the community.

b) Training Feedback

The meeting was told that the development plan was in the process of being reviewed to identify and match skill gaps with associated training and development opportunities. Governors were encouraged to attend training courses made available by Governor Services and the National Governance Association (NGA).

Governors were told that a summary of the board's skills strengths and weaknesses would be presented at the spring term FGB meeting.

ACTION 12

c) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference would take place on Saturday 23rd March 2019 at Marple Hall School.

7.30pm *Mrs Duckworth left the meeting*

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Safeguarding Update

Governors noted the publication of a revised version of *Keeping Children Safe in Education* (KCSIE), effective from September 2018. The Headteacher confirmed that all staff had read and understood the revised document.

Governors noted the requirement for a mobile phone policy covering pupils' use of mobile data whilst on school premises. The Headteacher outlined the schools practices for managing pupil's mobile phones.

b) Facilitated Learning Opportunities for the Primary Sector

Governors noted the range of opportunities available from the Primary School Improvement Team.

c) Schools' Finance

Governors noted the guidance.

d) HR Update

Governors noted the guidance.

e) Restorative Approaches

Governors noted the guidance and the training opportunities detailed within the Governor Training Brochure 2018-19. The Headteacher informed the meeting that she was a

Restorative Approach champion as such, would be willing to hold a training session for governors.

ACTION 13

f) Hate Incidents – Recording and Reporting

Governors noted the guidance.

g) Governance Update

Governors noted the guidance.

9. DATES

Governors discussed the upcoming board meetings and it was AGREED;

The Curriculum and Standards committee would meet on 21st November, 4pm

The Resources committee would meet on 28th November, 10-12pm.

There would be an extra FGB meeting to consider outstanding policies and board vacancies on 28th November, 12-1pm.

Governors were reminded that the spring term FGB meeting had been arranged for 6th February at 6pm.

The meeting was informed that no date had been agreed for the Joint committee with Nevill Road Infant School by the time of the meeting.

a) INSET Dates for 2019-20

Governors noted that the deadline for submission of the school inset dates was May 2019. The meeting discussed the need to align term dates with the Infant School and deferred the matter to the Joint committee for consideration.

ACTION 14

10. ANY OTHER BUSINESS

a) Sharing of Email Addresses

Governors AGREED to sharing their email addresses with GOVAS and the NGA.

b) Inclusion of Contact Details on GovernorHub

The Clerk explained that the annual request to share their email information was made to ensure that GOVAS and NGA had up to date records; this information would not be used or shared in any other way.

Governors duly AGREED the request to pass email information to GOVAS and NGA.

c) End of Term of Office

The meeting was informed that there were no upcoming end of terms of office.

d) Proposal for Time Off In Lieu

The Headteacher proposed that staff were given the opportunity to have half a day off over the course of the autumn 2 term. The purpose of this, governors were told, was to say thank you, on behalf of the governors and SLT, to all teaching staff for their commitment to the school and hard work during the recent Ofsted inspection.

How will the time off be covered? The Headteacher explained that she had a provisional plan in place to cover the staff absences using internal resources.

Will SLT and Headteacher also have time off in lieu? This was confirmed to the meeting.

Governors discussed the Headteacher's proposal and unanimously AGREED that staff should have half a day off during the autumn 2 term.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 7.53 pm.

DRAFT

NEVILL ROAD JUNIOR SCHOOL
AUTUMN TERM 2018 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	2b	Complete business interest forms and return to school office	Mrs Walters, Mrs Ridd, Mrs Owen and Cllr Weekes-Holt	Spring FGB meeting
2	3b	Evaluate the proposed leave of absence practice for the school.	Pay committee	Spring FGB meeting
3	3b	Circulate details of monitoring activities to governors	Headteacher	Post meeting
4	3c	Circulate revised committee remits to the Chairs of Committee	Clerk	Post meeting
5	3e	Publish Governors Code of Conduct 2018-2019 on school website	Headteacher and Clerk	Post meeting
6	3j	Present Safeguarding Policy to Curriculum and Standards committee and FGB for approval	Headteacher	Spring FGB meeting
7	3l	Circulate copy of Governor Visits Policy to all governors by email	Clerk	Post meeting
8	3l	Feedback comments on Governor Visits policy to Chair (policy approval at spring FGB meeting)	All governors	2 nd October
9	4b	Present school fund audit details to FGB	SBM	Spring FGB meeting
10	7a	Feedback on governing board strategy	Steering Committee	Spring FGB meeting
11	7a	Feedback on possible new governor candidates and board vacancies	Chair	Spring FGB meeting
12	7b	Present summary of governing board development plan	Mrs Hersford	Spring FGB meeting
13	8e	Arrange governor training on Restorative Practices	Chair and Headteacher	Post meeting
14	9a	Arrange school INSET dates at Joint Schools committee	Headteacher and Mrs Walters	Spring FGB meeting

APPENDIX 1

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD**COMMITTEE MEMBERSHIP 2018/19**

CHAIRPERSON
Gillian Simm
VICE-CHAIRPERSON
Nick Kokkinis

RESOURCES	CURRICULUM AND STANDARDS
Nick Kokkinis (Chair) Judi Cliff (Headteacher) Elizabeth Owen Sophie Kreitzman Rita Hersford Linda Weekes Holt Nicola Jordan (Associate Member)	Gillian Simm (Chair) Judi Cliff (Headteacher) Marion Ridd Helen Walters Adam Baguley Nicola Jordan (Associate Member)
PERFORMANCE MANAGEMENT GROUP	STEERING COMMITTEE
Gillian Simm Rita Hersford	Gillian Simm Judi Cliff (Headteacher) Helen Walters Rita Hersford Nick Kokkinis
PAY COMMITTEE	JOINT COMMITTEE
Nick Kokkinis (Chair) Marion Ridd Sophie Kreitzan	Helen Walters (Chair) Judi Cliff (Headteacher) Estelle Duckworth
STAFF DISMISSAL/COMPLAINTS/PUPIL DISCIPLINE	APPEALS COMMITTEE
Three governors to be selected as required, subject to availability and no conflict of interest	Three governors to be selected as required, subject to availability and no conflict of interest

SAFEGUARDING GOVERNOR	NUMERACY GOVERNOR	SEND GOVERNOR
Marion Ridd	Helen Walters	Gillian Simm
HEALTH & SAFETY GOVERNOR	DEVELOPMENT GOVERNOR	LITERACY GOVERNOR
Nick Kokkinis	Rita Hesford	vacancy

Effective 11th October 2018