

**NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**

**SPRING TERM 2019**

Date: 6<sup>th</sup> February 2019

Time: 6pm

Venue: The School

**GOVERNORS PRESENT**

Mrs G Simm (Chair), Mrs J Cliff (Headteacher), Mr A Baguley, Miss J Harrop, Mrs R Hesford, Mr N Kokkinis, Ms S Kreitzman, Mr C Smith.

**IN ATTENDANCE**

Mrs N Jordan Associate Member (Deputy Headteacher)  
Ms J Castledine Governor Support Officer

***Bold=question***

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Cllr Weekes-Holt, Ms Owen, Mrs Walters, Mrs Duckworth and accepted by the governing board.

It was noted that Cllr Weekes-Holt had been unable to attend the majority of governor meetings over the past two years; leave had been granted for non-attendance during her year of service as mayor (ending May 18). The Clerk undertook to seek advice regarding the governing board's next steps. Governors agreed that they would be happy to send a letter advising that apologies would no longer be accepted, should that be the correct course of action.

**ACTION 1**

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests in any agenda items:

Mrs J Harrop – family connection to Harfield Components Ltd who have undertaken work for the school.

Governors were reminded that they should declare any interest which arose during the meeting.

At this point, Mr Christian Smith was introduced to the meeting as a prospective Co Opted governor. The Chair explained that a message had been placed in the school newsletter advising that prospective governors with a financial background were being sought, and Mr Smith had expressed an interest in the role. Brief introductions were made round the table and Mr Smith spoke about his background and experience. He was invited to leave the room whilst governors discussed his appointment.

Mr Smith re-joined the meeting and was unanimously APPROVED as a Co Opted governor for a four year term of office. The Clerk undertook to send a welcome pack to Mr Smith.

**ACTION 2**

3. BUSINESSa) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 11.10.18 and 28.11.18, copies circulated previously, be approved and signed by the Chair and authorised for publication.

b) Action Points from the Previous Minutes

The actions raised at the autumn term meeting on 11.10.18 were duly reviewed as follows

<b>ACTION NUMBER</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>UPDATE</b>
1	Complete business interest forms and return to school office	Mrs Walters, Mrs Ridd, Mrs Owen & Cllr Weekes-Holt	Form to be posted to Mrs Owen
2	Evaluate the proposed leave of absence practice for the school.	Pay committee	Completed
3	Circulate details of monitoring activities to governors	Headteacher	Completed
4	Circulate revised committee remits to the Chairs of Committee	Clerk	Completed
5	Publish Governors Code of Conduct 2018-2019 on school website	Headteacher and Clerk	Completed
6	Present Safeguarding Policy to Curriculum and Standards committee and FGB for approval	Headteacher	Completed
7	Circulate copy of Governor Visits Policy to all governors by email	Clerk	Completed
8	Feedback comments on Governor Visits policy to Chair (policy approval at spring FGB meeting)	All governors	Completed
9	Present school fund audit details to FGB	SBM	Carry fwd <b>ACTION 3</b>
10	Feedback on governing board strategy (action plan)	Steering Committee	Completed –Full review & rewrite in summer term <b>ACTION 4</b>
11	Feedback on possible new governor candidates and board vacancies	Chair	Ongoing
12	Present summary of governing board development plan	Mrs Hersford	Bring to Summer FGB <b>ACTION 5</b>
13	Arrange governor training on Restorative Practices	Chair and Headteacher	Governors session to be arranged <b>ACTION 6</b>
14	Arrange school INSET dates at Joint Schools committee	Headteacher and Mrs Walters	Dates to be approved later in meeting

c) Matters Arising

It was confirmed that all staff were able to enjoy half a day TOIL (time off in lieu) to prepare for Christmas.

d) Action Points from the Previous Minutes

The actions raised at the autumn term meeting on 28.11.18 were duly reviewed as follows:

ACTION NUMBER	ACTION REQUIRED	ACTION FOR	UPDATE
1	Headteacher to circulate SEND policy to be approved at Spring term Governing Body Meeting	Head	Completed
2	Headteacher to get in touch with SGOSS with regards to interested candidates for co-opted governor position	Head	Ongoing
3	Chair to pursue governing body interest in Ethical Leadership Programme	Chair	Completed

e) Committee Minutes

The minutes of the following meetings were noted by the governing board:

Resources 28.11.18

Curriculum and Standards 21.11.18

Joint committee 5.11.18

Matters Arising were raised:

Curriculum and Standards – ***Has the impact of the reading diaries been assessed yet?***

The Headteacher advised that the impact will be discussed during next half term's curriculum monitoring session.

Joint committee – a governor commented positively upon the new website and stated that it was very easy to navigate. The Headteacher is encouraging parents to refer to the website more often. It was noted that the school is about to launch a new app and a Twitter feed.

f) Model Policies for Approval

- Anti-Bullying
- Drugs
- Consent
- Safeguarding
- SEND

The above-named policies had been circulated prior to the meeting and were duly APPROVED by the governing board.

- Health and Safety

Consideration of the Health & Safety policy to be deferred to the summer term meeting.

**ACTION 7**

e) Section 128 Checks for Governors

The local authority (LA) has recommended that Section 128 checks are carried out by the school and that the Single Central Record is updated with this information. The Clerk undertook to upload the information upon this to GovernorHub and add the item to the summer term agenda.

**ACTION 8**

#### 4. RESOURCES

##### a) Budget Update

The school has kept within its budget and there are currently no areas of concern. Minutes from the finance meeting held earlier today will be circulated as soon as possible.

##### b) Approval of Budget 2019/20

Budget approval to be deferred to the summer term meeting.

**ACTION 9**

##### c) Approval of School Fund Audit Arrangements

To be deferred to the summer term meeting.

**ACTION 10**

##### d) To Consider and Approve Any Changes to the Buyback of LA Services

The Headteacher advised that no changes were anticipated.

##### e) Scheme of Delegation Form 2019/20

To be deferred to the summer term meeting.

**ACTION 11**

#### 5. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:

***Are PIRA and PUMA assessments applicable across the school or only to specific year groups?*** They work across the school to support the assessment of end of year expectations. Another type of assessment – NFER (National Foundation for Educational Research) is being phased in at the end of the spring term for reading, maths and SPAG.

***What are the pre and post learning activities now in place for geography and history?*** A short assessment is undertaken on a pink piece of paper at the beginning of a unit of work in order to capture what the children know/don't know so that the learning can be tailored to reflect this. A similar assessment is undertaken on a green piece of paper at the end of the topic; pupils enjoy seeing their progress so powerfully represented. The system has already been embedded in reading, writing and maths, and is now being rolled out into the core subjects. It was noted that the system has been shared by teachers in external sessions and has been very positively received. ***Can parents see the sheets?*** The sheets will be shared at parents evening; parents are also invited to Fantastic Finish activities to bring a topic to a close.

***What are strategic tool kits?*** The Headteacher explained that they had been put together by the School Improvement Adviser, Howard Bousfield, in order to support middle leaders' discussions about their subject area.

The Headteacher advised that the school was working hard on attendance; the School Action Plus worker was now supporting a family in this respect.

***Is name-calling a racist incident?*** The Headteacher explained that it would be a racist incident if perceived by the victim to be so. The Headteacher confirmed that there had been no racist or bullying incidents recorded during the autumn term.

The recent e-safety meeting was very poorly attended by parents. It was noted that childcare could be an issue for some families; children could not be in the session due to its content. 45 parents had indicated that they would be at the session, but only 15 had actually attended. A brief discussion was held; it was agreed that the school would schedule future sessions for parents at different times to spread the opportunity for attendance.

The Headteacher took the governors through the key data. The Chair commented that the figures looked very promising. It was noted that Year 6 is a challenging cohort at present; staff are working very hard with them. Data for disadvantaged pupils was also shared; it was noted that this data also includes pupils with a SEN.

The Headteacher updated the governors upon Team Around the School:

The school has a linked social worker who meets regularly with the Headteacher and the Learning Mentor. Concerns about a family (for example regarding attendance) can be raised at the meetings and the best ways to provide support are discussed.

The Headteacher spoke briefly about the Wearable Devices Advisory Note which had been circulated to all staff in order to raise awareness around this issue. Three 'Besties' have been confiscated from pupils to date and parents contacted; the Headteacher stated her intention to address the issue in the next school newsletter. It was noted that parents were supportive of the school's approach to this technology.

***What is the school's phone policy?*** Year 6 pupils are allowed to bring phones onto the premises if they are walking independently to and from school. Parents are required to sign a consent form stating that the pupil is allowed to bring their phone into school; it is then collected from the pupil, switched off, and placed in a box to be returned at the end of the school day.

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 Improvement Plan (SIP) Update

The SIP was discussed at Curriculum and Standards committee. Governors were encouraged to download the document from GovernorHub.

### b) Appraisal Update

Interim meetings have been scheduled for later in the term.

### c) Update upon Hate Incidents

The Headteacher reported that there had not been any incidents in school during the autumn term.

### d) Update on Physical Interventions

The Headteacher reported that there had been no incidents during the autumn term where the use of physical intervention procedures had been necessary.

e) Young Carers Update

Some pupils do have young carer responsibilities; an assembly upon this topic is scheduled to take place in the near future.

7. GOVERNOR DEVELOPMENTa) Governing Board Development Plan

A skills audit will be undertaken in order to capture the skills of the newer governors. The GovernorHub Health Check has been completed. It was agreed that governor development was important in order to ensure that the board is effective as possible.

The Chair invited governors to view the Visits to School policy which has been uploaded to GovernorHub. A Visits to School proforma was circulated. The Chair explained that the governor role was strategic rather than operational; visits to school would enhance knowledge of the setting and allow for the observation of processes. She stressed that the distinction between the strategic and operation role was very important; governors should be able to receive and examine data feeling confident that it has been triangulated correctly.

***How many visits should we undertake?*** The Headteacher advised that governors are invited to attend specific monitoring sessions which are linked to the curriculum teams. Governor feedback from these sessions is appreciated. Governors wishing to make an informal visit to the school should contact the Chair in order to make an appointment.

The Chair made the meeting aware that she would be willing to lead a Visits to School training session if that would be useful in the future.

b) Training Feedback

The Development governor advised governors of the requirement to attend training in order to enhance their knowledge, support the school's needs and also to support the needs of the governing board. Governors were encouraged to attend a Safer Recruitment session when next available.

c) Stockport Governor Conference

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

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- SEND – Local Area Inspection Update
- Governance Update
- GOVAS – Stockport Governor Conference

Governors noted the guidance within the reports.

The Chair reminded governors of the requirement to read the relevant section of Keeping Children Safe in Education. The Clerk undertook to upload this to GovernorHub. The Headteacher agreed to add the governors' names to the staff signature list – governors would be asked to sign the list to confirm that they had read and understood the document.

**ACTION 12**

9. DATES

a) Full Governing Board

11<sup>th</sup> July 2019

Governors will convene at 3.30pm to meet with staff and enjoy refreshments together.

4pm – 4.30pm an activity will take place, prior to the governing board meeting starting at 5pm.

b) Committee Meetings

Resources – 19<sup>th</sup> June, 2pm

10. ANY OTHER BUSINESS

a) End of Term of Office

There were no end of terms of office to discuss.

b) School Residential Trips

The governing board duly APPROVED the following residential trips:

Year 5 – one night in Castleton after the spring half term holiday

c) Approval of INSET days

Governors duly APPROVED the following INSET days for the academic year 2019-20:

2<sup>nd</sup> & 3<sup>rd</sup> September, 14<sup>th</sup> February, 3<sup>rd</sup> May, 27<sup>th</sup> July.

d) Handing Out Questionnaires at Parent Evenings

The Chair encouraged governors to sign up for a slot handing out questionnaires.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8.09 pm.

**NEVILL ROAD JUNIOR SCHOOL**  
**SPRING TERM 2019 GOVERNING BOARD MINUTES**  
**MEETING ACTION POINTS**

<b>ACTION NUMBER</b>	<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
1	1	Seek advice regarding non-attendance of a governor.	Clerk	Post meeting
2	2	Send a welcome pack to Mr Smith	Clerk	Post meeting
3	3b	Presentation of School Fund Audit certificate to be added to the summer term agenda	Clerk	Summer term meeting
4	3b	GB strategy plan to be rewritten during the summer term	Steering committee	End of summer term
5	3b	GB development plan to be shared at summer term meeting – add to agenda	Clerk/Mrs Hersford	Summer term meeting
6	3b	Restorative Practices training to be arranged for governors	Chair & HT	Post meeting
7	3d	Approval of H&S policy to be added to summer term FGB agenda	Clerk	Summer term meeting
8	3e	Information upon Section 128 checks to be shared on GovernorHub and added to the summer term agenda	Clerk	Summer term meeting
9, 10 & 11	4b,c,e	Approval of budget, School Fund Audit arrangements and Scheme of Delegation to be added to the summer term agenda	Clerk	Summer term meeting
12	8	Clerk to upload KCSIE to GovernorHub. Governors to read the appropriate section and sign on the staff list to confirm (Headteacher to provide)	Clerk/all governors	Post meeting