

Kirklees Children & Young People Services

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the Meeting of the Governing Body held at 7.00 pm at the School on Thursday, 24 May 2018.

PRESENT

Cllr P White (Chair), Mr. A Beaumont (Head Teacher), Mr. C Aspey, Mrs. J Biddle-Mogg, Mr. A Bolland, Cllr K Buchanan, Mrs. M Hinkin, Mr. P Needham, Mr. M Nolan, Mr. K Stephenson, Mrs. G Turner, Ms. G Wainwright

In Attendance

Ms. H. Blakeman (Minute Clerk)
Mr C Hammond (Data Tools Officer)
Ms S Drake (SENCO)

2734. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs. A Flocks and Mrs. H Travis, both with consent.

There were no declarations of interest.

2735. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items were notified:

- The Chair requested the agenda of the meeting to be taken out of order to bring forward item 12 – GDPR followed by item 9 – SEN Annual Report from SENCO.

RESOLVED: That the agenda be taken out of order at this point.

2736. GDPR (General Data Protection Regulation)

Mr. C Hammond, the Data Protection Officer for the school, presented a detailed and comprehensive overview of the key changes taking place with the introduction of the new laws on data protection. Key changes for schools will be:

- Parents and staff will have increased rights.
- Schools must appoint a Data Officer.
- All data processing activities must be documented.
- Increased accountability.
- Data breaches must be reported.
- Regular audits of practice.

It is the role of the Data Protection Officer to advise the school on its' responsibilities. Staff awareness of GDPR is the most important aspect of the new changes taking place.

Q: What is the role of governors in relation to GDPR in schools?

A: Governors should monitor compliance through the reports made to the governing body and ensure any actions are followed up.

The Data Officer will meet annually with the governing body.

ACTION – To discuss at a later stage the idea of a named governor to deal with GDPR.

2737. SEN ANNUAL REPORT FROM SENCO

Ms. S Drake presented her annual report to the governing body and the key points highlighted were:

- There has been a rise in children with social, emotional and mental health needs in the school. There has also been an increase on a national level.
- Nurture work has been put in place on a 1:1 basis, and a nurture group is now held over lunchtimes. The feedback on this has been positive.
- Lego Therapy has been used as a trial with 3 children. This has proved to be successful and will be continued next year to hopefully include more children. Also used has been Boxhall profile, which is an online assessment tool for children with behaviour and social difficulties.
- Ms Drake has worked closely with the foundation stage to help identify needs early. Children have been helped with the social use of language and motor skills.
- Training sessions have been held for staff.
- The school has a good relationship with all the external and support agencies currently used. All the agencies provide up to date reports on children they are working with.

Q: Are all our SEN children making good progress?

A: Yes, they are making progress in school.

Ms S Drake left the meeting.

2738. REPRESENTATION

It was discussed that Mr. Anthony Bolland be appointed as a Foundation Ex-Officio governor commencing his resignation as a co-opted governor and application form from the Diocese.

There will be a vacancy open for a co-opted governor.

RESOLVED: That Mr. Anthony Bollard serve as the Foundation Governor.

Discussions still ongoing for the LA vacancy.

2739. MINUTES OF THE MEETING HELD ON 22 MARCH 2018.

The minutes of the meeting held on 22 March 2018 were approved as a true and correct record of the meeting, subject to the following amendment:

Minute 2724

The change of the phrase 'unannounced visits' to 'unscheduled visits'.

Minute 2730

Mrs Turner to be removed and replaced by Mrs Wainwright.

2740. MATTERS ARISING.

There were no matters arising.

2741. REPORTS FROM COMMITTEES.

Reports were received from the following committees:

i. Standards and Effectiveness Committee

The Kirklees Learning Partner (KLP) School Improvement Report was discussed at the meeting. There is a focus on Early Years and the need to link provision to the Year 1 curriculum which is now more challenging.

The Safeguarding Review is ongoing and governors are confident that all areas are being addressed. The online safety policy will be re-viewed in September, and IT is on the development plan for the next academic year.

Gifted and Talented has ceased and has been replaced in secondary schools with Higher Prior Attainment (HPA).

The Intimate Care Policy was approved.

ii. Resources Committee

The committee reported that finances were in good position. The budget had balanced without the need to use any carry forward from the previous year, enabling further spending to be agreed in 2018/2019. The numbers of pupils on roll at 400 is higher than it has been previously and has had a big impact on funding. It has been recommended that outturn figures should be considered earlier in the year during the first Autumn half term to give more time for projects to be undertaken and completed.

The Head has achieved Local Leader in Education status through West Yorkshire Anglican Teaching Alliance and can support local Heads where there is a need.

There is a need for additional senior leadership time and the Deputy Head is to be given more time out of class for this.

There is money allocated to improve the KS1 playground, and the committee have spoken with KS1 staff for their ideas. Suggestions include a 'mini muga' (a ballcourt area with a low fence), playground markings and replacing the green carpet near to FS. The committee are looking into pricing these.

There are surplus funds available to purchase 4 additional white boards for the classrooms and to decorate the school in those areas that look tired. The Head will report back to the committee with a quote for this.

RESOLVED: The Chair thanked the Committee's for their reports.

2742. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS.

The Head Teacher's Report to Governors 16th March 2018 to 11th May 2018 was circulated to Governors. Mr. A Beaumont referred to his report and the following items were highlighted, and questions asked.

1. The School Development Plan

There will be alterations to the testing schedules for the next academic year. Currently the White Rose Maths tests do not give a standardised score and the PIE (Progress in English) is taken too late in the year. They will be replaced by termly PIRA (Progress in Reading Assessment), and the end of year PUMA (Progress in Understanding Maths Assessment). White Rose Maths will now be used in the Autumn and Spring. The Head reported that the new standardised testing on a termly basis will allow the school to identify quicker those pupils making slower progress. The progress data will also be easier to report to the governors.

The Head had circulated the report on 'A Vision for EYFS' which will be the basis for Early Years development. Mrs. Turner will meet with the Early Years staff to present and discuss the report. This will remain a significant element of the School Development Plan in the next year.

The teachers and ETAs have been working hard with KS1 on phonics in preparation for the forthcoming phonics test in June.

A meeting has been held with staff to review the progress of the White Rose Maths scheme. The staff and pupils are positive about the scheme and there is a plan to get parents and extended family involved during a proposed Maths Week.

2. Staffing

All members of teaching staff and lunchtime supervisors have completed a staff survey compiled by the LA. The survey was used to collate the views of staff on the school and to help with the school development planning. The behaviour policy being consistent was highlighted in the survey as an issue for some staff members.

Q: Is the consistency of the behaviour policy an issue?

A: The Head asked the governors what they felt about the behaviour when they were in school. All felt that classroom behaviour was good. Maybe there were some slight behavioural issues during playtimes but nothing of any concern. The Head and governors believe the school has a calm atmosphere.

Action: The Head will look into the findings of the survey in greater depth and, if necessary, do an additional survey compiled by the school to gain a clearer picture.

3. Teaching and Learning

The Year 6 pupils are well prepared for the SATS and the Head thanked the teaching staff for planning the timetable to provide additional support to those with special needs.

Miss Drake and Miss Mitchell attended a moderation day for the Honley Pyramid Schools.

4. Staff Appraisals

All staff appraisals have been completed and no performance concerns have been highlighted.

Resolved: To thank the Head Teacher for his report.

2743. HEADTEACHER WELLBEING

Mr A Beaumont reported that he was fine.

2744. ACADEMY STATUS.

The Head explained that the current government policy on academisation was changing, and only schools in special measures will be forced into academies by 2020. All other schools in the Honley Pyramid are in the process of becoming academies apart from Honley JIN who share similar concerns to Meltham CE. There is a strong concern about the future relationship of the current Honley Pyramid primary schools. The Head of Meltham CE and Honley JIN are in discussions to look at options of other support schools locally who are not in a MAT if such relationships deteriorate.

RESOLVED: The Head and governors policy is still a wait and see approach.

2745. APPROVE THE BUDGET

RESOLVED: The governors approved the budget for the next financial year.

2746. GOVERNOR TRAINING AND GOVERNOR VISITS.

Cllr K Buchanan has been school to play the flute for pupils.
Mr P Needham will be in school for the Rewards at the end of the year.
Mr K Stephenson is waiting for a course to attend in finance,

2747. ANY OTHER BUSINESS

There were no items.

2748. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The following dates for future meetings were agreed as:

Thursday 12 July 2018 at 7pm

2749. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: No part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The meeting closed at 9.00pm.


Chair


Date

