

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the annual Meeting of the Governing Body held at 7.00 pm at the School on Thursday, 20 September 2018.

PRESENT

SCHOOL INSPECTION COPY

Cllr P White (Chair), Mr A Beaumont (Head Teacher), Mr A Bolland, Mrs A Flooks, Mrs M Hinkin, Mr M Nolan, Mr K Stephenson, Mrs H Travis, Mrs G Turner and Mrs G Wainwright.

In Attendance

Ms H Blakeman (Meeting Clerk)
Rev John Dracup (Observer)

1. ELECTION OF CHAIR

It was noted that no election of chair was necessary as Mr P White was elected Chair for three years at the meeting on 14 September 2017.

2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr C Aspey (consent), Cllr K Buchanan (consent) and Mr P Needham (consent).

There were no declarations of interest.

The Governing Body had been asked to confirm their protocol on apologies and consent to governor absence.

RESOLVED: That the protocol chosen was to 'decide on whether to grant consent on an individual basis depending on the circumstances.'

RESOLVED: That governors re-adopt the NGA Governors' Code of Conduct which had been distributed prior to the meeting. The Clerk circulated a register for governors to sign, in confirmation that the code has been agreed and adopted.

The governors completed the register of business interest forms which are a requirement as part of the LA's Financial Audit. These have been retained by the Head in case of inspection.

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

The following item was brought up under any other business:

- IT Server Issues

4. REPRESENTATION

Resignation

<u>Name</u>	<u>Category</u>	<u>With Effect from</u>
Mr G Latham	Co-Opted	01.02.18
Mrs J Biddle-Mogg	Co-opted	12.07.18

The vacancies for Co-opted and Foundation Governors were discussed, and will be left open at this stage. The new vicar at Helme, Rev J Dracup has expressed interest in joining the governing body. Mr M Nolan is considering moving from a Co-opted Governor to LA Governor.

5. ELECTION OF VICE-CHAIR

It was noted that no election of Vice-Chair was necessary as Mrs Hinkin was elected Vice-Chair for three years at the meeting in September 2017.

6. REVIEW OF COMMITTEES

(a) Membership

RESOLVED: That membership of committees be as follows:

i. Standards and Effectiveness Committee

Mr Aspey
Cllr Buchanan
Mr Beaumont
Mrs Hinkin
Mr Needham
Mr Nolan
Mrs Travis
Mrs Turner

ii. Resources Committee

Mr Aspey
Mr Beaumont
Mr Bolland
Mrs Flooks
Mr Stephenson
Mrs Wainwright
Cllr White

iii. Complaints Committee

Cllr Buchanan
Mrs Hinkin
Mr Stephenson

iv. Staff Dismissal Committee

Mrs Hinkin
Mr Stephenson
Mrs Travis

v. Dismissals Appeal Committee

Mr Bolland
Mr Needham
Cllr White

vi. Head Teacher Performance Management Committee

Mrs Flooks
Mr Needham
Mr Stephenson

(b) Terms of Reference

The Governors will review the terms of reference at the first Standards and Effectiveness Committee meeting and will ensure that a copy is made available to the Governing Clerking Service.

7. APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES.

RESOLVED: That the following governors be appointed with specific responsibilities as stated:

Special Educational Needs	Mrs Travis
Governor Training Contact	Cllr Buchanan
Governor for Looked After Children	Cllr White
Child Protection Governor	Cllr White
Early Years Governor	Cllr Buchanan
Safeguarding Governor	Cllr White
Health & Safety Governor	Mr Stephenson
Pupil Premium Governor	Mr Needham

8. CHAIR'S DELEGATED POWERS

The Governing Body were asked to review the Chair's delegated powers and resolve if any were to be granted.

RESOLVED: That the Governing Body re-adopted the power for the Chair to 'determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School'.

9. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its' behalf the following delegated duties:

(a) Planning and conducting the affairs of the school to remain solvent.

- (b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

RESOLVED: That the Head Teacher has delegated financial authority to a limit of £5,000.

10. MINUTES OF THE MEETING HELD ON 12 JULY 2018

RESOLVED: That the minutes of the meeting held on 12 July 2018 be approved and signed by the Chair as a correct record.

11. MATTERS ARISING

There were no matters arising.

12. REPORTS FROM COMMITTEES

There were no reports.

13. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's Report to Governors 12th July 2018 to 20th September 2018 was circulated to Governors. Mr. A Beaumont referred to his report and the following items were highlighted, and questions asked.

a) The School Development Plan

The final draft of the School Development Plan (2018-2019) was circulated to the Governors on 27th August for comments. No comments were received and the plan was formally approved at the meeting

RESOLVED: That the School Development Plan (2018-2019) be approved.

b) Staffing

There are currently 405 pupils on roll, the highest in over 8 years.

Ms Prendergast, an experienced EYFS teacher has been appointed to cover Ms Varley's maternity leave, and has been contracted each Wednesday until half term to help with the transition period.

Mr Turner, a retired British Gas engineer has been appointed for the vacant IT technician post.

The school currently has 11 lunchtime supervisors, rising to 12 for three days of the week. Due to the increase in numbers, the school may need to recruit an extra supervisor.

The Head's work as an LLE at Nields school has finished, but he is continuing to do a small amount of work with a reading project across Kirklees. The Head explained to the Governors that his experience in visiting other schools proves useful in validating judgements about Meltham CE.

After the Spring Term, Mr Gibbins will use part of his leadership time to do SATS preparation for Year 6, and Mrs Turner has a full day out of class for her leadership.

c) Premises

The KS1 playground was due to be done over the summer break, however, the contractors were unable to schedule the works in time. It has now been arranged to be done during the October half term.

The heating project was successfully carried out over the summer break and should see significant savings on the fuel costs.

The Year 5 and Year 6 unit was decorated and is a big improvement. Years 3 and 4 are hoping to be done next summer.

Paul White invited the Kirklees Neighbourhood Housing to look at the new heating project. As part of the visit, they suggested the school use the free labour from their apprentices to upgrade the staff room area. This would be a large saving as only materials would be needed. This is currently being planned.

d) Budget

The audit carried out on the school in July went well and the Head thanked Jackie Oldham for her hard work. The final audit report will be shared with governors shortly.

The increased numbers of pupils on the school roll should mean that the budget for April 2019 will be positive.

e) Teaching and Learning

The Head is pleased with the SATS results and the progress made has been good. In reading and writing the progress is above National standard, and in Maths it is significantly above National standard. All Year 6 pupils reached to 'where they were expected to'. The full data has yet to be formalised and will be shared with the Governors once finalised.

The PUMA (standardise maths tests) will now be completed each term, and the results shared with the Governors. This will help the Governors to have some understanding of the progress being made.

f) Policies

The English Policy is currently being reviewed and updated.

The Safeguarding Policy was distributed previously to the Governors and adopted.

RESOLVED: The Safeguarding Policy to be formally adopted.

g) Special Educational Needs

The number of the pupils on the SEND register has decreased, although there has been significant pressure on supervision over lunchtime due to SEN and medical needs.

New guidelines issued by the Catering Services now insist that pupils with food allergies must be accompanied by a member of the school staff when the food is served to the child. No food will be served to a pupil without the school staff present. This has already caused the school significant staffing pressures.

The Governors spent some time discussing this issue and agreed there was no easy solution. The Head commented that Christine from the Kitchen is very responsive to issues, but the Catering Services are tied to these guidelines. It was suggested that the Head speak to other schools regarding this.

h) Staff Appraisal

All teaching staff have completed their staff appraisals and were deemed to be successful. The targets have been set for all staff for their appraisals this year.

The Pay Policy needs to be approved and will be done at the next committee meeting.

i) Health & Safety

RESOLVED: That the Health & Safety Policy be formally adopted.

j) Safeguarding of Pupils

Kirklees are reviewing the Single Assessment Form which should be complete this term.

All staff are to read the new updated Safeguarding Policy.

k) Visits

The summer term was very busy for events and visits for the pupils. A sample of these included the swimming gala, Music Evening, PSA Summer Fair, Year 4 Sports Barn, Year 2 local walks and park visit and Year 1 Yorkshire Wildlife Park.

The Chair thanked the Head for his report.

14. ACADEMY STATUS

The Head reported that the proposed MAT for South Crosland and Brockholes primary Schools had been blocked by the diocese.

The proposed MAT incorporating Honley High, Meltham Moor, Netherton and Ryburn High is still going ahead with a changeover planned in January 2019.

The Rev John Dracup arrived at the meeting at this point.

15. HEADTEACHER WELLBEING

Mr A Beaumont reported that he was fine.

16. GOVERNOR FOR GDPR ROLE

There had yet to be a GDPR report to comment on. In future meetings, it was noted that the standing item 'Governor for GDPR Role' be replaced by 'GDPR Report'

Action: Alter wording on standing item to 'GDPR Report'

17. SAFEGUARDING

This was covered in Minute 2777 (j), Head teacher's Report.

18. FINANCIAL MANAGEMENT AND MONITORING

The School Fund Audit Report will be carried out at the start of 2019. Ms Wainwright has offered her help and the school is awaiting Jackie Oldham to discuss this. Once complete, the Audit Report will be shared with the Full Governing Body.

19. TEACHER APPRAISAL PAY & TEACHER PAY POLICY

This will be discussed at a further meeting.

20. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The Whistleblowing Policy is currently being reviewed and will be approved at a further meeting.

21. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21

The published admission numbers (PAN) for the school will remain the same.

22. GOVERNOR TRAINING AND GOVERNOR VISITS

Following on from the School Development Plan, there are 2 visits to be carried out this term. Target 4 of the SDP concerns behaviour, and it was agreed that this can be checked upon every visit made by a governor. The other visit is Maths focused and will be carried out by Ms Wainwright after half term.

- Mrs Travis will attend school for a SEN visit this half term.
- An Early Years visit will be planned after the Christmas break.
- The summer term will include visits for PHSE and IT.

Governor training course documentation had been distributed by Mrs Oldham and Ms Wainwright will attend a school finance school.

23. ANY OTHER BUSINESS

a) IT Servers

The Head reported that there had been a malfunction with the server and a problem with the backup. The system was restored but this took 1 week to fully work again. There is still an ongoing issue with the photocopier which is linked to the network. Some Wi-Fi issues have been reported by 'Schools Out' although nothing too serious. The Head will talk to 'Schools Out' to ascertain if there are still any problems.

Q: Is the Wi-Fi in the school big enough to cope with the size of the school?

A: Yes, the issues are not thought to be associated with the Wi-Fi and demand on it.

ACTION: To put as an agenda item for the next meeting 'Update on school IT and Wi-Fi'

24. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The following dates for future meetings were agreed as Thursday 29 November 2018 at 7pm.

25. 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 8.35pm.

Chair

Paul White

Date

29th November 2018.