

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, 21 March 2019.

PRESENT

Cllr P White (Chair), Mr C Aspey, Mr A Beaumont, Cllr K Buchanan, Mrs A Flooks, Mrs M Hinkin, Mr P Needham, Mr K Stephenson, Mrs H Travis, Mrs G Turner, Mr G Wainwright.

In Attendance

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

61. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr M Nolan and Mr A Bollard with consent.

There were no declarations of interest.

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

The following item was brought up under any other business

- i. The size of The Governing Board

63. REPRESENTATION

**RESOLVED:** That the following matters of representation be noted:

END OF TERM OF OFFICE

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs G Turner	Co-opted staff	31 August 2019

RESIGNATION

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs H Travis	Parent	12 July 2019

APPOINTMENT

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Rev J Dracup	Foundation Governor	21 March 2019

**Action:** The Clerk to the governing body to report back on the procedures to follow when electing the Foundation Governor.

Mr K Stephenson	Co-opted	23 March 2019
Mr M Nolan	LA	Pending

**RESOLVED:** That Mr P Needham and Mrs. A Flocks to continue in their roles as Co-opted Governors after 31 August 2019.

The Head is awaiting the votes to be counted for the appointment of a new Parent Governor.

64. MINUTES OF THE MEETING HELD ON 31 JANUARY 2019

**RESOLVED:** That the minutes of the meeting held on 31 January 2019 be approved and signed by the Chair as a correct record, subject to the following amendments:

Minute 50 (i)

Change the spelling of the word 'behavior' to 'behaviour' in the bullet point: 'To develop staff's knowledge of managing behavior and ensuring consistency'.

65. MATTERS ARISING

a) Website Provider (Minute 50 (1) refers)

The Head reported that the changeover of website provider may now be delayed longer than the anticipated date of April 2019. The cancellation clause on the contract with the existing provider means that the notice period may be longer than anticipated. The Head has instructed Kirklees Solicitors to look into the matter to ascertain if the agreement can be cancelled any earlier.

66. REPORTS FROM COMMITTEES

Reports were received from the Standards and Effectiveness Committee and the Resources and Finance Committee.

i. Standards and Effectiveness Committee

The following points were noted from the meeting:

- Gill Turner presented her EYFS Report to the committee. It was noted that the importance of the EYFS team should be celebrated with the rest of the staff and the EYFS provision was a credit to both teaching and support staff.
- The Governor Induction Handbook is to be updated.
- The school received a positive KLP report.

ii. Resources and Finance Committee

The following points were noted from the meeting:

- The committee scrutinised the budget update.
- The finances are looking healthy and spending is on track. There is a predicted carry over of £81,000.
- The 'Little Extras' money that was announced in the parliament for Heads to spend on little extras had now been put in the DFC pot meaning that it has to be spent under DFC rules – buildings and IT. The committee felt strongly that this money was extra and should be spent on items the school wouldn't normally be able to afford.
- The updated SFVS, Separation of duties and Terms of Reference were all agreed at the meeting and will be submitted to Kirklees as per requirements, by 31 March 2019.

#### 67. BUDGET MONITORING REPORT

**RESOLVED:** The Governing Body reported back to the Chair that they had read the report.

#### 68. FEEDBACK FROM SCRUTINY OF THE SINGLE CENTRAL REGISTER BY MR WHITE – Minute number 50, item 10 refers.

The agenda was taken out of order at this stage, and Mr White presented his feedback for Agenda item number 12. He explained to the governing body that he had completed the checklist for the register and reported it was all fine.

##### **Q: What is the Single Central Register?**

A: It is a register holding the data on all staff, volunteers etc who come into the school, and a list of the qualifications held by those people. It is Mr White's role to check it is all in order.

*Mrs. H Travis arrived at the meeting at this point at 8.15pm*

#### 69. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's Report to Governors from 31<sup>st</sup> January to 21<sup>st</sup> March 2019 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

The Head updated the governors on the targets of the School Development Plan. The targets are as follows:

- **To ensure all aspects of the computing curriculum are taught well and ICT embedded in all areas of teaching and learning.** All the staff have completed an 'unplugged' computer lesson and some lessons were observed as part of Teacher Appraisal. The school is looking into which web sites provide the best value for money and considering a subscription to 'Purple Mash' which encompasses all areas of software. A trainer has been in school to present to the staff and let them use the software.
- **To embed a mastery approach to Maths and address any weaker areas from National Tests** – The maths week was very successful and 2 outside companies ran sessions. The feedback on the maths evenings from parents was very positive.

- **The evaluation and improvement of the Personal, Social and Health Education Curriculum** – the draft government document contains much of what is already included in the school's curriculum. There will be 2 staff meetings in the next few weeks to start the planning process for the launch of the new curriculum in September.
- **To develop staff's knowledge of managing behaviour and ensuring consistency** – the staff have completed a survey on behaviour, and the Head presented the findings to the governors.

**Q: Is there a way to compare the data on the behaviour survey with other schools?**

A: No, we can only compare with the other Headteachers in the Honley Pyramid. We do know that there is an increase in all schools of a minority of poorly behaved pupils. Sarah Drake attends SENCO meetings where strategies are discussed for dealing with challenging behaviour.

**Q: Is staff training available to deal with challenging behaviour?**

A: Yes, staff are trained. It is often the case though, of getting the right balance of meeting the needs of a child misbehaving and the needs of the other pupils in the classroom.

**ACTION: It was suggested that Phil Gibbins attend the next full Governors' meeting to discuss behaviour with the governors.**

- **To sharpen SEN procedures** – there were no updates to report.
- **To continue to implement the school's vision for Early Years** – Gill Turner is to give a full report to the Standards and Effectiveness Committee.

## 2. Staffing

There are currently 406 pupils on roll.

Ms Wimpenny and Ms Kirby have started their job share in Class 1.

The post of Cover Supervisor was unable to be filled so Sian Allen has agreed to stay on in the post for 3 days and Dawn Stier has increased her hours to cover the difference.

Lunchtime cover remains a challenge to have it fully staffed.

The leadership team meet regularly on an informal basis with formal meetings taking place at least half termly.

## 3. Premises

The staffroom refurbishment is now complete and much improved. A special thank you to be given to both Margaret Widdop and Jackie Oldham for planning and coordinating the job.

The surface on the basketball court is to be replaced at no cost to the school.

The school is on the capital plan for some re-roofing. The Resources Committee is in discussions with Kirklees on this.

KS1 playground needs to be remarked and then ideas for the KS2 playground can be looked at.

Meltham Memories will use the school grounds again for the Beer Festival over the Easter weekend.

4. Budget

The Resources Committee have met to discuss the budget allocated for 2019-2020. The Head explained that there are some concerns for the future as it is unclear whether the next teachers' pay rise in September 2019 will be funded, and there will be some loss of funding when the National Funding Formula comes in for 2021. There is a meeting scheduled with the Kirklees Finance Officer.

5. Teaching and Learning

The targets for Year 6 and Year 2 have been reviewed and both year groups are on track to meet them.

The Phonics Tracker used in Reception and Year 1 has been very useful and the school are confident that they will reach the national percentage for the Phonics Check in Year 1.

Recent changes from OFSTED mean that internal data will no longer be looked at during an inspection. The school will continue to complete standardised testing at the end of each year group and the Head will explore the best way to format the data to share with the governors.

6. Policies

The Online Safety Policy was reviewed at the Standards and Effectiveness Committee meeting and formally approved by the governors.

**RESOLVED:** That the following policy be approved:  
Online Safety Policy

7. Special Educational Needs

There are currently 32 pupils on the SEND register in the school. Sarah Drake and Dawn Wimpenny have spent an afternoon at Rowley Lane School, Lepton, working alongside an experienced SENDCo to look at how to successfully submit a request for assessment for an EHCP. There are two potential requests for assessment to be completed in the next 6 months.

8. Staff Appraisal

Teaching staff lesson observations will be completed by the end of term.

9. Health & Safety

There was nothing to report.

10. Safeguarding of Pupils

See Minute 68 – Mr White had scrutinised the Single Central Register

11. Four Term Exclusion Summary

In Autumn 2017, there was 1 day a pupil was excluded, Spring 2018 – 1 day, Summer 2018 - there were 2 fixed term exclusions of 1.5 days and Autumn 2018 – 2 exclusions of 1.5 days.

## 12. Findings from the Parent Survey

The survey had been circulated to all parents in February 2019 and the Head presented the findings from the data to the governors. The governors' spent some time discussing the school's anti bullying policies. The governing body suggested that an item could appear on the next newsletter to inform parents that if they ever have any concerns then they can always talk to the class teacher or Head.

**Q: What percentage of poor behavioural incidents happen in the classroom?**

**A:** Almost 98% happen at lunch time and less structured times.

**ACTION: To look at other schools' policies and surveys on anti-bullying**

**ACTION: A review of the anti-bullying policy to be done in the summer term.**

**Resolved:** The Chair thanked the Head for his report.

## 70. ACADEMY STATUS

There was nothing to report.

## 71. HEADTEACHER WELLBEING

Mr A Beaumont reported that he was fine.

## 72. GDPR REPORT

The audit has been completed and the report sent out to the governors. It was a positive report to date.

## 73. SAFEGUARDING

This was covered under Minute 68

**Action: To remove Safeguarding as an Agenda Item as it will be covered in the Head Teacher's Report.**

## 74. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The policies for review were covered under Minute 69(6), Headteacher's Report – Policies.

## 75. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Nolan is to visit the school and observe a singing assembly.  
Mrs Hinkin is to carry out an IT visit after the Easter break.

## 76. ANY OTHER BUSINESS

The Chair and the governors held a discussion on the size of the governing body which currently stands at 16, and if it should be reduced to 12 or 14.

The general consensus was that the skills and expertise needed for a governing body were already well covered and the numbers of governors would stay at this level for the moment. The Chair, however, would look into altering the constitution to decrease if needed.

77. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The following date for the next meeting was agreed as:

Thursday 11 July 2019 at 7pm

78. 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 9.05pm.

*Paul Chilton*  
Chair  
11th July 2019

