

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, 31 January 2019.

PRESENT

Cllr P White (Chair), Mr A Beaumont (Head Teacher), Mr C Aspey, Mr A Bolland, Cllr K Buchanan, Mrs A Flooks, Mrs M Hinkin, Mr P Needham, Mr M Nolan, Mr K Stephenson, Mrs G Wainwright.

In Attendance

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

44. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs. G Turner and Mrs H Travis, with consent.

There were no declarations of interest.

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

There were no items under any other business

46. REPRESENTATION

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr. K Stephenson	Parent	22 March 2019

ACTION: The Head will arrange for Nomination forms for a parent governor to be distributed to parents after the half term break.

47. MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2018

RESOLVED: That the minutes of the meeting held on 29 November 2018 be approved and signed by the Chair as a correct record, subject to the following amendments:

Minute 30 (i)

Add the word Finance to the sentence 'The Kirklees **Finance** Audit took place in July'.
Change the word devises to devices in 'Upgrades in IT across the school now enable all **devices** to run off Windows 10'.

Minute 31 (1.)

Change the wording on the first point of the School Development Plan to 'This will need further work in the Spring Term. The trainer postponed the initial staff meeting, however, the meeting has now taken place'.

Minute 41 (a)

To add at the end of the piece on headlice:

RESOLVED: The Governors' support the school on their advice to parents on headlice issues.

48. MATTERS ARISING

There were no matters arising.

49. REPORTS FROM COMMITTEES

Reports were received from the Standards and Effectiveness Committee. The Resources Committee are to report back to the Governors' once the budget figures are set at the end of February.

i. Standards and Effectiveness Committee

The following points were noted from the meeting:

- The draft English Policy was discussed.
- The new Phonics Handbook for parents / carers was reviewed.
- The committee reviewed the data for KS1 from the Fisher Family Trust.
- The committee reviewed the Inspection Data Summary Report.
- The committee reported to the Governors' that the pupils were making good progress.

50. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher's Report to Governors from 29th November – 31st January was circulated to Governors. There had only been a short period of time since the last governors' meeting and the preparation of the report. 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 teachers have been asked to use at least one 'unplugged' computing activity with their class before the next computing staff meeting. Unplugged activities use programming skill but without a computer. The school is also in the process of changing website provider which will be fully launched in April 2019. The Head explained how this will save the school £2000.
- **To embed a mastery approach to Maths and address any weaker areas from National Tests** – the Maths Evening held on 23rd January for both

pupils and parents was a great success and positive feedback was received. The governors' and Head discussed how much more effective it was for both children and parents when the children can show their methods for maths to their parents / carers. A parent governor noted that it was a pleasure to see the children enjoying maths.

- **The evaluation and improvement of the Personal, Social and Health Education Curriculum** – there were no updates to report.
- **To develop staff's knowledge of managing behaviour and ensuring consistency** – behaviour continues to improve and is closely monitored now at lunchtimes. Persistent inappropriate behavior during unstructured times will now result in contact made with parents. A new survey for staff to collect their views on behaviour will be completed after half term.
- **To sharpen SEN procedures** – there were no updates to report.
- **To continue to implement the school's vision for Early Years** – all assessment work was completed before Christmas and recorded on the electronic profile software '2Build a Profile'. Phonics Tracker assessments are up to date and the teachers have responded to the outcomes of the assessment and re-grouped the phonics sessions. Gill Turner will present a full report of the EYFS developments at the next Standards and Effectiveness meeting.

2. Staffing

There are currently 407 pupils on roll which is the highest in 10 years, with 62 children naming the school as their first choice for the Reception intake.

Ms Wimpenny is due to return to school from maternity leave on 11th March and will return on a job share for one term. Ms Kirby will remain until August to cover 3 days per week. This benefits the children who will have continuity with Ms Kirby.

Ms Needham is now working full time in Year 5 in both supporting a child and working across both classes in the afternoon.

In the absence of Ms Kinsey, Mrs Oldham has been excellent in training her cover replacement from an agency and working extra hours to ensure the smooth running of the office. The GDPR audit for the school will take place towards the end of March.

A lunchtime supervisor has been appointed and the team are doing a good job managing lunch times.

Mr Gibbins is scheduled to do Year 6 booster work in reading and writing and has been reappointed as Year 6 SATs moderator this year. Gill Turner has also been reappointed as Year 2 SATs moderator. The leadership team within in the school is highly skilled.

3. Premises

The staffroom refurbishment will take place over February half term.

4. Budget

The Resources Committee meeting on 17th January was cancelled due to not enough information available for the discussions. The Head predicted that the school should go into the new budget year in a healthy state and would update the governors' once all information was to hand.

5. Teaching and Learning

The National Primary School Performance Tables published at the end of 2018, showed low attainment, yet good and better progress for last year's Year 6. The three year progress showed that reading was average or above (2017), writing progress was average and maths was average or above (2018). The Head commented that the progress made over the three years was good.

The School Evaluation Form (SEF) has just been updated, and the Chair asked the governors' to read through it and email the Head if they had any questions. The Head explained that OFSTED are currently undergoing changes to the framework for inspection which will become statutory in September 2019. The key focus will be to look at the quality of the school's curriculum, the intent, the implementation and the impact of the curriculum. The consultation outcome would be known in the summer, and the Head suggested it would be fully explained to the governors' at a future meeting.

The Pupil Premium Strategy has been completed and published on the website. The Head held a lengthy discussion with the governors' to explain the data in the document and how it is measured. The report compares the data of attainment of Pupil Premium children within the school, with the national average of non - pupil premium children. The governors' and Head felt this was not a fair reflection, as it would be more useful to compare the school's pupil premium children with other pupil premium children in similar schools. However, the framework of the report and data collected does not make this possible for schools to analyse.

The senior leadership team have completed their scrutiny of work across the school and no major concerns were found.

6. Policies

A number of policies were reviewed at the Standards and Effectiveness Committee meeting and formally approved by the governors.

RESOLVED: That the following policies be approved:

- English Policy
- Attendance Policy

7. Special Educational Needs

There are currently 32 pupils on the SEND register in the school. A senior CAMHS practitioner and a member of the Autism Outreach team have been in school supporting the school's work with pupils. Sarah Drake, SENDCo has met with the Education Psychologist to plan the EP's work for the term.

8. Staff Appraisal

All teaching staff are to be observed teaching this term as part of their appraisal process.

9. Health & Safety

An incident was reported to the Standards and Effectiveness Committee before Christmas, where an accident occurred in the ball court which required the pupil to visit hospital. The school risk assessed and contacted the company which installed the equipment on the ball court. They have returned to school and placed post toppings on the equipment. Following on from the incident, a Health and Safety Adviser visited the school and agreed that all procedures were followed correctly and there were no safety concerns on the installation of equipment in the ball court.

10. Safeguarding of Pupils

Paul White is to scrutinise the Single Central Register on February 6th.

ACTION: To minute in the next meeting

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.

RESOLVED: The Chair thanked the Head for his report.

51. ACADEMY STATUS

The proposed MAT incorporating Honley High, Meltham Moor Primary, Netherton and Ryburn High school has been put back till September 2019.

52. HEADTEACHER WELLBEING

Mr A Beaumont reported that he was fine.

53. GDPR REPORT

There was nothing to report and the audit is booked in for March 2019.

54. SAFEGUARDING

The Reverend Dracup and the governors' engaged in a discussion on how other institutions such as the church, supplement a safeguarding policy by combining it with

reference to the 'ethos' and 'culture' of their institution. It was discussed that the school could look in to this in more depth with their Safeguarding Policy.
In future meetings, Safeguarding will be included in the Head Teacher's Report.

Action: To include Safeguarding in the Head Teacher's Report and not as an agenda item.

55. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY

The documents were sent out to the governors' on 30th November 2018.

RESOLVED: That the Teacher Appraisal Policy and Teacher Pay Policy be approved.

56. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The policies for review were covered under Minute 50(6), Headteacher's Report – Policies.

The Whistleblowing Policy has been distributed to the governors' and approved.

RESOLVED: That the Whistleblowing Policy be approved.

57. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Nolan is to visit the school during the next half term.

Mr Stephenson has visited the school and spent time with Mrs Oldham. He helped design an 'on the spot' risk assessment form for the whole school to use. This will be quick and easy for the staff to use. The Chair thanked Mr Stephenson for his visit.

Cllr Buchanan is visiting the school in the coming week for EYFS and to look at behaviour.

58. ANY OTHER BUSINESS

There was no other business.

59. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The following dates for future meetings were agreed as:

Thursday, 21 March 2019 at 7pm.

2807. 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.