

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, 11 July 2019.

PRESENT

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

In Attendance

Ms H Blakeman (Meeting Clerk)

79. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Cllr K Buchanan and Mrs A Flooks, both with consent.

There were no declarations of interest.

80. REPORT ON SCHOOL DEVELOPMENT PLAN TARGETS BY PHIL GIBBINS (BEHAVIOUR) AND REBECCA MYERS (PSHE)

The agenda was taken out of order at this point, to allow Mr Gibbins and Ms. Myers to present their reports to the Governing Body at the start of the meeting.

(a) Behaviour Report – Mr Gibbins

Mr Gibbins presented a detailed and informative report to the governors on the issues of behaviour that were part of the School Development Plan. He reported that the plan had been implemented and all staff were more aware of how to deal with behaviour. Support staff and lunchtime supervisors had also received training. It was noted that the majority of incidents connected with behaviour are related to a very small number of pupils within the school. These incidents often occur during unstructured times such as lunchtime when children can become bored. Following on from this, Mr Gibbins explained that Playground Development will be on the School Development Plan for the next academic year. This will include ideas on how to invest and motivate pupils within a playground environment to help boredom and manage behaviour.

**Q: On the latest staff survey, have staff felt behaviour was being dealt with in a more consistent manner across the school?**

A: Yes, staff had commented that issues surrounding behaviour were being dealt with correctly and consistently.

The recent questionnaire for parents also provided positive feedback on general behaviour in the school.

The Governors commented that during the last Standard and Effectiveness Committee meeting, the Special Needs Teacher who presented her ways of dealing with behavioural issues was very impressive.

**RESOLVED: The Governors thanked Mr Gibbins for his report.**(b) PSHE Report – Ms Myers

Ms Myers explained to the governors that her role has been to evaluate the PSHE curriculum, although, the government only released the detail of the curriculum in June. The main areas of PSHE to teach will be relationships, health and well-being, and living in the wider world. The staff have submitted their long term planning and the school is well prepared to deliver the new syllabus. The majority of topic work will be cross-curricular or covered during assembly time.

Ms Myers also reported that the school has applied for finance that may be available to help with resources.

**RESOLVED: The Governors thanked Ms Myers for her report.**81. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following item was brought up under any other business:

- i. M.U.G.A – Multi-use Games Area for KS1

82. REPRESENTATION

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

END OF TERM OFFICE

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs G Turner	Co-opted Staff	31 August 2019
Mr P Needham	Co-opted	31 August 2019
Mrs A Flocks	Co-opted	31 August 2019
Mr A Bolland	Co-opted	31 August 2019

APPOINTMENTS

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs K Archer	Parent	15 April 2019
Rev J Dracup	Foundation Ex-Officio	21 March 2019
Mr K Stephenson	Co-opted	23 March 2019
Mr M Nolan	LA	Pending Refs
Mr P Needham	Co-opted	1 September 2019
Mrs A Flocks	Co-opted	1 September 2019
Mrs H Travis	Co-opted	1 September 2019

**Action:** Mrs H Travis to replace Mrs G Turner as Co-opted governor from her current role as parent governor. To be approved at the next meeting. A new parent governor is also needed and will be advertised in September.

The skills audit needs to be updated.

83. MINUTES OF THE MEETING HELD ON 21 MARCH 2019

**RESOLVED:** That the minutes of the meeting held on 21 March 2019 be approved and signed by the Chair as a correct record.

84. MATTERS ARISING

a) Resignation of Parent Governor (Minute 63 refers)

Mrs Travis will no longer act as parent governor and will start a new role as co-opted governor in September.

85. 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:

- The SEN review report was presented by Ms Drake and Mrs Wimpenny. There has been an increase in the number of children with social, emotional and mental health needs. The school is better at identifying SEN and targeted interventions were working well in all year groups.
- The Governor Meeting Timetable was planned for the next academic year.
- Anti-bullying policy was discussed and will be reviewed in September 2019.

ii. Resources and Finance Committee

The following points were noted from the meeting:

- The final budget for 2019/2020 was signed off by the Chair of Governors.
- There has been an increase in the cost of gas and electricity of 15% and 9% respectively.
- There is a reasonable contingency amount within the budget.

86. BUDGET MONITORING REPORT

**RESOLVED:** Jackie Oldham emailed the report to the governors. The governors confirmed that they had all studied it.

87. NEW OFSTED FRAMEWORK FROM SEPTEMBER 2019

The Head had sent the document to the Governors prior to the meeting. The document explains the new evaluation schedule to be implemented by OFSTED in September 2019. The new schedule will focus on Leadership and Management, Quality of Education, Behaviour and Attitudes, Personal Development and Early Years. There will be a focus on the 'intent', 'implementation' and 'impact' of the quality of education, and also considering the extent to which schools are equipping pupils with the knowledge and cultural capital they need to succeed in life.

## 88. SCHOOL STATUTORY ASSESSMENT RESULTS

The Head distributed the 2019 School Performance Data Graphs and the 2019 Results Overview to the Governors and went through all the results in detail.

- EYFS – The Good level of development for the school was 75%, up against the national of 71.6%. Overall the pupils had made very good progress.
- Phonics Check – Year 1 children’s pass rate was 85%, up against the national of 82.5%, and Year 2 children’s pass rate was 95%, up against the national of 92%.
- KS1 – Reading, Writing and Maths overall at expected level was 60%, slightly down on the national of 65.3%. However, those pupils achieving a greater depth on these subjects was above national rate at 15% compared to 11%. Writing was above national for both expected level and greater depth. Good progress has been made.
- KS2 – All areas of the SATS tests were above national average apart from Reading which was down slightly from 73% national to 70% at the school. It was noted, that this year’s Reading Test was challenging compared to previous years. Progress figures cannot be finalised until they are released in September, but the Maths scores are looking to be significantly above the national rank, and the Head was pleased with the excellent progress made by the KS2 pupils.

*Phil Needham left the meeting at 8.15pm*

## 89. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

The Head Teacher’s Report to Governors from 21<sup>st</sup> March to 11<sup>th</sup> July 2019 was circulated to Governors. Mr Beaumont referred to his report and the following items were highlighted.

### (a) The School Development Plan

The plan is currently being produced for September 2019. The targets are as follows:

- **Curriculum Review**
- **Development of Reading Comprehension and the enjoyment of reading**
- **Playground Development KS2**

### (b) Staffing

In September, there should be 413 pupils, up from 404 a year ago. The numbers are excellent and as the census for the budget takes place in September, there should be a healthy budget in April 2020.

Ms Prendergast had received an offer of another post and had done a wonderful job at the school. Ms Varley will return from maternity leave to work 4 days per week, with the extra day covered by Mrs Haynes. Mrs Wimpenny will return to her full-time post in September, and Ms Osbourne will move from Reception to Year 6. The school admin team has remained understaffed due to illness and the Head wanted to say a special thank you to Jackie Oldham who has kept things running smoothly.

**RESOLVED:** The Governors' and Head thank Jackie Oldham for all her hard work and especially with going above and beyond in her role. It is much appreciated.

In other staff posts, Kate Watson has been given the post to lead pupil wellbeing next academic year, and Tom Mosley will take on the SENDCo role from Sarah Drake while on maternity leave.

The discussion on the SENDCo role led to a lengthy and detailed discussion on dyslexia within education. There has been a rise in the number of private companies offering testing for parents who may think their children are dyslexic and the implications of this was debated. Governors felt concerned that a parent may opt for this route without any prior conversation with the school teaching staff. The Head explained to the Governors' that the school is dyslexic friendly and already works closely with parents' and pupils who may need extra support.

**Q: Does the school have a section on their website to offer information to parents needing to know about dyslexia?**

**A:** There is a section on SEND on the school's website, but it could be added into the prospectus too.

*Mr. A Bolland left the meeting at 9pm.*

(c) Premises

The kitchen servery area and Year 4 classrooms are to be re-roofed over the summer holidays.

Funding from the Government's 'little extras' is to be used towards the KS2 playground, ipads for staff and refurbishment work for the library.

The basketball court surface is due to be replaced, but the Head is still awaiting confirmation of a time scale.

KS1 playground will be remarked over the summer, and KS2 playground will be marked into quarters for the use of different activities. The PSA have funded a climbing traverse wall which will be installed in KS2 playground.

(d) Budget

This was covered by the report from the Resources Committee in 82 (ii).

(e) Teaching and Learning

The statutory tests were covered under agenda item 88 – School Statutory Assessment Results.

The school library is to be refurbished, and Ms Taithe is leading the project and plans to create a social reading space with new seating and the installation of a tree in the centre of library.

(f) Policies

The School Volunteers Policy, Music Policy, Feedback Policy, Fairtrade Policy and Teaching and Learning Policy were all reviewed at the Standards and Effectiveness Committee meeting and formally approved by the governors.

**RESOLVED:** That the following policies be approved:

School Volunteers Policy  
Music Policy  
Feedback Policy  
Fairtrade Policy  
Teaching and Learning Policy

(g) Special Educational Needs

There are currently 39 pupils on the SEND register.

(h) Staff Appraisal

Preparations are in place for all the teachers to have a staff appraisal in September, and the Support Staff by October half term.

(i) Health & Safety

It was reported that another KS1 pupil had had an accident on the MUGA at lunchtime. Once again it was a bump to the head. The Corporate Health and Safety were contacted and they concluded it was an accident. Mr Stephenson came into school to look at the installation and checked with the school equipment company that the court was installed correctly and safe to continue to use. It was agreed that it was indeed safe.

(j) Safeguarding of Pupils

The Single Central Register has been changed and Jackie Oldham is to enter the information onto the new format.

(k) Four Term Exclusion Summary

In Autumn 2018, there were 2 fixed term exclusions of 1.5 days, Spring 2019 – no exclusions, Summer 2019 – one pupil had a half day exclusion, one pupil had 1 day exclusion and 1 pupil had 1.5 day exclusion.

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

90. ACADEMY STATUS

There was nothing to report.

**ACTION:** Remove as a standing item from the Agenda

91. HEADTEACHER WELLBEING

Mr A Beaumont reported that he was fine.

92. GDPR REPORT

There was nothing to report

93. SAFEGUARDING

This was covered under Minute 89(j)

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

94. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The policies for review were covered under Minute 89(6), Headteacher's Report – Policies.

**Action: To remove Policies for Review by Full Governing Body as an Agenda Item as it will be covered in the Head Teacher's Report.**

95. COMPLAINTS POLICY

**RESOLVED:** The Governing Body have reviewed their Complaints Policy in line with guidance issued by DfE.

96. EVALUATION AND IMPACT

The Governing Body agreed that the evaluation and impact they have made on school improvements over the year is covered under the Head Teacher's reports.=

97. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Hinkin has carried out an IT and behaviour visit.  
Cllr Buchanan has done a SATS visit.

98. ANY OTHER BUSINESS

The safety of the Multi Use Games Area (MUGA) was covered under Minute 89(9).

99. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

The following date for the next meeting was agreed as:

Thursday 19 September 2019 at 7pm

100. 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 9.25pm.