

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the annual meeting of the governing body held at 7:00pm at the school on 19 September 2019.

PRESENT

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

IN ATTENDANCE

Ms L Lancaster, Minute Clerk.

1. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence.

There were no declarations of interest.

2. ELECTION OF CHAIR

Election of Chair.

RESOLVED: An election was not necessary because Mr P White was elected Chair for three years on 14 September 2017.

The Chair asked the Governing Body to note that he will not be up for election next year as he has completed nine years.

- (a) **RESOLVED:** That Governing Body agreed to continue to consent all apologies received (blanket consent) as is the current process.
- (b) **RESOLVED:** All Governors signed the NGA Code of Practice in confirmation that the Code of Conduct has been agreed and adopted.
- (c) Declaration of Business Interest information.

RESOLVED: That the Governing Body:

- i) Confirmed the update and publication of Declaration of Business interests on the school website to ensure compliance.
- ii) Completed the Register of Business interest forms which have been retained by the Head Teacher for inspection.

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

The Head Teacher offered the following items for discussion under Any Other Business (AOB).

a) Pupil use of the following technology in school:

- i) Mobile phones.
- ii) Smart watches.
- iii) Twitter.

b) Confirm/clarify dates of the Beer Festival.

4. REPRESENTATION

Appointments

Name	Category	With Effect From
Mrs H Travis	Co-opted	1 September 2019
Mr M Nolan	LA	Pending one reference

References are outstanding for Mr M Nolan. Verbal references were offered by the Chair to which there were no objections. Hence, Mr M Nolan's appointment is approved by the Governing body.

AUTHORITY NOTE: *written references are required and are subject to Service Director approval.*

5. ELECTION OF VICE-CHAIR

An election was not necessary as Mrs Hinkin was appointed Vice-Chair for three years on 14 September 2017.

6. MINUTES OF THE MEETING HELD ON 11 JULY 2019

RESOLVED: That the minutes of the meeting dated 11 July 2019, be approved and signed by the Chair as a correct record subject to the following amendments.

- a) Minute No 89b.
 - i) Mrs Varley should be amended to read Ms Varley.
 - ii) 'The Head Teacher explained to the Governors that the school of dyslexic friendly' should be amended to 'The Head Teacher explained to the Governors that the school was dyslexic friendly'.
- b) Minute No 97. 'Cllr Buchanan has done a SATS visit' should read 'Cllr Buchanan has visited the School to review the administration of SATS'.

7. MATTERS ARISING

A new parent governor is required. The Governing Body needs to complete a skills audit to evaluate gaps and, when identified, the role can be communicated for election.

A Governor said that whilst it may seem that the skills audit for the parent governor is irrelevant, it is still helpful to identify the skills gap. Although voted in, people put themselves forward based on what is communicated as required, which may influence voting. The consensus view of the Governing Body is that there is not a massive skills gap within the team. HR skills were perceived as being a gap; but this was not critical. The Governing Body would do another skills audit. Another skills audit to be actioned.

This is not top priority so will be added as a new agenda item for more in-depth discussion at the next meeting.

Action: Add as a new agenda item for the next Governing Body meeting.

8. REVIEW OF COMMITTEES

The Governing Body discussed and reviewed the following Committees in terms of (a) Membership and (b) Terms of Reference. The Head Teacher followed the model template used last year for committees, with each Committee and terms of reference being reviewed and agreed as follows:

RESOLVED: That committee membership for 2019/2020 will be as follows:

Name of Committee	Changes to be Noted
Standards and Effectiveness	Mr Carl Aspey, Cllr Kate Buchanan, Mr Alex Beaumont, Mrs Melissa Hinkin, Mr Phil Needham, Mr Michael Nolan, Mrs Helen Travis, Mr Paul White
Resources Committee	Mr Carl Aspey; Mr Alex Beaumont; Mr Anthony Bolland; Mrs Annette Flocks; Cllr Paul White; Mrs Kirsty Archer; Mr Kevin Stephenson Reverend John Dracup can engage as required.
Complaints Committee	No changes.
Staff Dismissal Committee	No changes.
Appeal Committee	No changes.
Head Teacher Performance Committee	No changes.

9. APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

The Governing Body generally reviewed the status of Governors' specific responsibilities with the following outcomes:

RESOLVED: That Governors with specific responsibilities be appointed as follows:

Title of Responsibility	Changes to be Noted
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Special Educational Needs Governor (SEN)	Mrs Helen Travis
Governor for Looked After Children	Mr Paul White.
Early Years Governor	Cllr Kate Buchanan
Safeguarding	Mr Paul White.
Wellbeing Governor	What does the role involve? This is not an optional role.

Action: Add review of the Wellbeing Governor as an Agenda item for the next meeting.

10. CHAIRS DELEGATED POWERS

RESOLVED: That the Governing Body give the Chair the following powers.

- a) To change of date of a scheduled meeting, for good reason.
- b) To grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- c) 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.

11. DELEGATION OF FINANCIAL POWERS TO THE HEADTEACHER

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 (LA) 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: The financial limits of this delegated authority remain as £5,000.

12. REPORTS FROM COMMITTEES

RESOLVED: None.

13. HEADTEACHERS REPORT

a) School Development Plan

The School Development Plan has been despatched to everyone. The plan is limited to three targets:

1. Curriculum Review. This is a large project and will take time to complete.
2. Developing reading comprehension. This target was identified before SATS results were received but as they were lower, the focus on reading is correct

3. Playground development and behaviour link. Key Stage 2 will be the focus. There is positive research on the overall benefits of playtime on behaviour. This will be led by Andy Grant who will be allocated to the school for 8 or 9 days. NPQH will need to research and write an action plan to highlight actions which have an impact on play and the playground in KS2, including playground behaviour. These actions will become part of the Development Plan. There is a need to discuss in detail the content of the School Development Plan and duly approve it.

Q: New Ofsted regime. Learning effectiveness. Is the curriculum review aligned to the new Ofsted framework? Why is it important now?

A: The curriculum has been in place for 5 years; it was designed in 2014. The school curriculum has always been 'broad and balanced' rather than narrow. Ofsted should be happy with the school's strong curriculum; but this has not been reviewed for five years and there could be an inspection in 2021 (March).

The new Ofsted regime has a very specific curriculum focus. It is critical that everyone is clear of end points and progression of the learning. Ofsted will want a quick surface view of the curriculum and then one area for deep dive.

Q: How does OFSTED choose which areas for deep dive?

A: The precise strategy is unclear. There will be preparation required for OFSTED. The School's cross curricular links could be improved.

Q: Is the deep dive referenced to research and e.g. advice on the quality of the teaching?

A: Ofsted will talk to subject leader(s) and review pupil books for evidence of actual learning, as per the curriculum. They will enter lessons and assess whether what is being said fits the practical application e.g. that will be the deep dive. They will always deep dive into maths and English; and choose other curriculum areas. For example, IT and links to Purple Mash. It is unclear what the deep dive strategy will be at this stage. If Ofsted chooses weak areas they may get a poor report.

Q: Will there be a curriculum mapping process?

A: There should be a learning path across the years from year 2 to 4, put into context of the big picture.

Q: Could the Head Teacher state what he sees as the future model?

A: By the end of the curriculum review, the curriculum strengths and weaknesses should form the School Development Plan for the next 2/3 years. For example, there has been no training on design and technology for 11 years, so the school must address areas which have not had much focus. The plan must show progression and appropriate methods to show progression. It must ensure there is a progression of skills e.g. between year 4 and 5. To build on a strong curriculum with continuous improvement are the objectives.

Q: Is there a way of celebrating what we do?

A: This school has not narrowed the curriculum and must celebrate it. This has been in place long term and is part of the school ethos.

RESOLVED. The Governing Body approved the Draft Development Plan.

b) Staffing

Great news about numbers. The total on roll is 413 which was as forecast. The Head Teacher is writing the School Evaluation Form to the new Ofsted framework. There are 70 pupil premium children. Of those 70, 52 are in years 5 and 6. When year 5 leave, pupil premium funding will drop. There are 22 children out of a total of 40 on the Special Needs Register in years 5 and 6. There has been an increase in the total on roll figures from 402 last year to 413 this year.

Q: Why are those receiving free school meals dropping from 16% to 11%?

A: There are fewer children on pupil premium and free school meals entering the school, which is different to the national figures. The Head Teacher does not know precisely why. KS1 Children is an accurate representation. Upon entry at the school there had been a spike of deprivation in Meltham due to the recession/unemployment. During the last few years the local economy has improved which is reflected in the figures. In the current Foundation year all parents are in work.

c) Premises

The roofing project has caused problems with sloppy work. Contractors did not work over summer. As the contractors are not working during school time, they have had to cut off the GRP roof covering using circular saws, with weekend working. Kirklees Council is paying. The contractors dropped off skips and blocked the kitchen, which is a health and safety hazard.

Basketball court resurfacing was problematic. There was a weather issue. It is now finished and will open on Monday, 23 September 2019. It is a better quality surface than previously.

The Library refurbishment has been started. A tree sculpture is to be installed. It should be an excellent job. There has been a reduced book stock in the library. The books are in boxes and will go into classrooms. The Library is a much improved environment for reading, with comfortable furnishing. The school will celebrate this new library and invite the Mayor to an opening ceremony.

d) The Beer festival

Meltham Memories has asked to use the premises during the Easter weekend for a Beer festival and for the Meltham Memory event in July. 2020. The Head Teacher is supportive of this. They gave a £2k donation last year. The Governing Body agreed to support these events.

Q: Has the School ever asked for a rent?

A: The School has never asked for rent. The school has been happy to receive donations in the past. The Beer Festival was very successful this year; but not last. No income from the previous year. The question is whether we should hold these committee events even if unprofitable as they do highlight the school positives.

The Governing Body agreed this was an excellent way to raise publicity and goodwill. It can be used as a fund raising platform into the future should the school so wish.

Q: Does Meltham Memories have access only to the grounds and not the building?

A: Yes.

e) KS2 SATs progress measures

The School has above average progress in KS2 Maths and English. Reading progress is average. These are confidential until published.

f) Teaching and Learning

The daily Km running, although physical, has had a great impact on emotional health. Teachers run alongside the pupils so children talk about things they would not usually talk about.

g) Special Educational Needs

Mr Tom Mosley is taking on the SENDCo role from Sarah Drake whilst she is on maternity.

h) Football Team

PE is being looked after by Tracy Aspey as PE lead whilst Tom Mosley covers SENDCo. The Football Team were playing their first game today and the team was being coordinated by Phil Gibbins. Parents have been asked to help. There is a lot of administration involved. Miss Ellis will take a lead on girls' football; so it is all covered. The Head Teacher has spoken with Tracy Aspey regarding the sports events this term and has allocated a lead person for each event.

i) Safeguarding of Pupils

There are no children on the Child Protection Plan. There continues to be safeguarding work but this work is not as pressured.

j) Policies for review

The new maths policy is in draft to go to the Standards and Effectiveness Committee.

There is a requirement to update, and approve, the Admission and Safeguarding policy which is an annual requirement. Kirklees have completely re-written the Safeguarding Policy as one single policy. The draft (72 pages) has been produced 10 days ago and the Head Teacher has given feedback. All staff members must read it. This policy has not yet been agreed by Kirklees and will not be available until next week. Upon completion it will be despatched to governors for approval for agreement at the next full governors' meeting.

Keeping Children Safe in Education has not changed much but staff must sign it to confirm they have read it.

ACTION. Head Teacher to circulate to Governors' prior to next meeting. Item to be tabled on the Agenda.

k) Health and Safety.

The Governors discussed the Health and Safety policy and it was resolved to once again adopt the Kirklees Policy.

RESOLVED: That the Health and Safety policy was approved and adopted by the Governing Body.

I) School Reward Systems

The Head Teacher discussed a reward issue with the Governing Body which occurred on the last week of term. For over 10 years certain children have been given an Always Card recognised as being 'Always' good performers. As more children were achieving it, there was a need for extra recognition for the children in this category. Ideas were discussed with the children whom favoured food and an event. Children had chosen this reward when reward systems were reviewed. On the last Monday of term, the School held an event for 'Always' children. The reward was to be taken off timetable with those not rewarded staying in lessons. The children were also rewarded with an ice-cream. The event was posted on Facebook. Next morning there were 27k hits on Facebook, including negative comments. The Examiner had called wanting information. The Kirklees media advisor helped with the PR. The Head Teacher engaged with the reporter and it was subsequently reported well on the Examiner website. Positively, the School was inundated by parental support. There are large number of reward systems at the school, including verbal feedback which can be the best reward. The Always Card objective was to identify children in the middle. SEN children get lots of rewards to build self-esteem; high achieving children get awards. Weekly celebration assemblies. Roll of honour for good manners.

The Chair suggested that it appeared that the school had policy of rewarding ice-cream and punishing with English and maths. Two parents contacted the Chair to make a formal complaint. Chair spoke to both of them. They were not going to make a formal complaint provided it was discussed at the Governing Body meeting in September. The Chair thinks it did send out the wrong message about the school culture. The School is inclusive. The pros and cons of the use of the Always Card were discussed in detail:

Q: Does it need a change of title? Is there consistency in the way it is dealt with from class to class?

A: Consistency needs to be discussed with staff as it is important.

Q: A Governor asked if the way forward is to have the reward ceremony immediately after school?

A: It has raised the status of the Always Card; which was the objective.

A Governor thought there would always be some children who don't get rewarded, which is a reflection of how society works and this type of reward is bound to create controversy from some parents. The Head Teacher believes communication was the root of the problem. There is a requirement to communicate with staff what it means. There must be consistency with internal reporting and the reward card. Need to communicate with parents.

A Governor asked if it was possible to track progress through the year so there are no surprises. Could this demotivate children who are not on track?

Q: Are children being set up to fail?

A: Children who didn't get the Always Card have other rewards. There are many layers to the school reward system.

All interpretations of social media postings need to be reviewed for consistency prior to publishing. Improved communication is vital; ensure the schools' reward policy is understood by all parents.

Q: Should children be asked again what is required?

A: Children can be consulted but they cannot dictate policies. There are always people with different views.

RESOLVED: The Governing Body approved continuation of the current Always Card, provided that the Head Teacher takes action to develop a communication strategy for staff and parents.

14. HEAD TEACHER WELLBEING

Mr A Beaumont reported that he was fine.

15. GDPR REPORT

The School is using a different firm for GDPR but the Head Teacher needs to research requirements and discuss at the next meeting.

ACTION: Head Teacher to research for discussion at the next Governing Board Meeting.

16. FINANCIAL MANAGEMENT AND BUDGET MONITORING REPORT

Kirklees has requested regular updates. The full Governing Body needs to see budget monitoring reports three times per year. No report yet available; it will be available by November. The School Fund audit is in January, 2020.

ACTION: Mrs Wainwright: Audits are to be done now for discussion at the next meeting.

ACTION: Add as new Agenda item. Mrs Wainwright to audit PSA accounts.

17. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

The Governing Body always adopts the Kirklees policy.

18. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The Head Teacher needs to send out details of the new Whistleblowing Policy. The Head Teacher will send it out again.

ACTION: New agenda item for the next meeting for the Governing Body to approve the Whistleblowing Policy.

19. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22

These arrangements are to be communicated. The following questions were discussed:

Q: Does the School want to change its planned admission number?

A: 60 is the correct number as it is related to premises.

Q: Is 60 the legal number?

A: No. It is related to premises.

Q: Is it necessary to discuss class size with foundation staff?

A: Class size must be reviewed as, legally, there can be no more than 30 in KS1.

The Head Teacher explained that there are 61 in Reception because a child has been admitted on appeal and if successful these children must be taken. It is rebalanced if a child leaves.

20. CCTV POLICY

The Head Teacher has not read the CCTV Policy. There are three cameras in school, two at the back and one at the front. CCTV in the school is not used to monitor staff or pupils.

ACTION: The Head Teacher to look at the policy and discuss with Governors.

ACTION: Add as a new Agenda item for the next meeting.

21. CONSULTATION ON FAIR ACCESS PROTOCOLS

If child is excluded there is managed transfer and the process has to ensure that these children are not always sent to the same school. The Head Teacher has signed up to it. If any Governor wishes to read the policy for comment, please return to the Head Teacher and Chair.

RESOLVED: That the Governing Body approved the policy.

22. GOVERNOR TRAINING AND GOVERNOR VISITS

No training schedule has been seen yet. The Head Teacher will discuss with Jackie Oldham and report back to the Governing Body. If anything comes up on SIAMS, Reverend John Dracup to be advised.

ACTION: Governor visits: plan STEFFI meeting.

23. ANY OTHER BUSINESS

Smart Watches, Mobile and Twitter

Only year 6 children can bring mobiles into school and only with exceptional need, and agreed with the Head Teacher. Mobile phones must be handed in to the year 6 class teacher and these are put into the drawer. There has been a view in the press that mobile phones should be banned in schools. The Head Teacher discussed this with Joe Mitchell, Year 6 teacher. The Head Teacher is keeping the use of mobile phones under review and seeking Governor opinions.

RESOLVED: That the Governing Body agreed to adhere to the current policy.

Smart Watch with Camera

A child in school has a smart watch with a camera. The Head Teacher is concerned about the camera and believes this should follow the same policy as that for mobile phones. The Head Teacher believes the policy requires alteration for circulation and approval.

Twitter

A discussion took place as to whether Twitter should be private or public. A parent has suggested that the use of Twitter by the School should be private because of the potential misuse of pupil data, including names. For example, under reverse technology, if a photo of a child is taken in Morrison's it will track on Twitter and potentially link to that child's school. The Head Teacher agreed to discuss this policy with the Governing Body. It was discussed that there is a skills gap on the Governing Body for GDPR and social media.

ACTION: the Head Teacher to remind staff not to publish names on Twitter.

RESOLVED: Governors agreed to leave this policy as it is. It should not be private and is good PR for the school.

24. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held on the following dates:

Meeting Title	Date and Time	Notes
STEFFI	26 September 2019, 6.00pm	Financial information will be available at half term.
Full Governing Body Meeting	7 November, 7.00pm	The first STEFFI report will be available.
STEFFI	21 November, 6.00pm	
Resources Committee	21 November 7.00pm	

25. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

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

Action: Mrs Gillian Wainwright and Mr Anthony Bolland did not receive Minutes prior to this meeting and need to be added to the distribution list. Mr Anthony Bolland had been omitted from the Governor's Attendance Record.

The Chair closed the meeting at 9.30pm.