

THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL

Minutes of the meeting of the governing body held at 7:00pm at the school on Thursday, 7 November 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 M Nolan, Mr K Stephenson, Mrs H Travis, Mrs G Wainwright.

IN ATTENDANCE

Ms L Lancaster, Minute Clerk

26. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received on behalf of Mr P Needham.

There were no declarations of interest.

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

The following items were offered for discussion under Any Other Business:

- a) Report from School PSA.
- b) Staff Well Being should be included in Governors' responsibilities, and be recorded in the Minutes.

28. REPRESENTATION

RESOLVED: That the following matters of representation be noted:

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect from</u>
Mr M Nolan	LA	Pending Service Director approval

Re-appointment

<u>Name</u>	<u>Category</u>	<u>With Effect from</u>
Mr A Bolland	Co-opted	7 November 2019

Although references are outstanding for Mr M Nolan, they are with the Service Director for final sign off. Verbal references were offered by the Chair, to which there were no objections.

29. MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2019

RESOLVED: That the minutes of the meeting held on 19 September 2019 be approved and signed by the Chair as a correct record subject to the following amendments.

Minute 6 (b)

'Cllr Buchanan has done a SATS visit' should read 'Cllr Buchanan visited the School to review the administration of SATS'.

Minute 13 (a) Question 3

'If Schools choose weak areas' to be replaced by 'If Ofsted chooses weak areas'.

Minute 20

Replace the sentence 'There is CCTV at the back doorway of the school for security' with 'There are three cameras in school, two at the back and one at the front'.

Minute 23

Replace the sentence 'It is believed that if mobile phones are banned, they would become hidden' by 'The Head Teacher is keeping the use of mobile phones under review and seeking Governor opinions'.

30. MATTERS ARISING

None.

31. REPORTS FROM COMMITTEES

(a) Standards & Effectiveness

The Terms of Reference were agreed at the meeting, and circulated. The Committee discussed, and agreed the Governor visit and timetable. A visit had been arranged this half term followed by another at half term.

The SEN focus visit had been completed by Mrs Travis. The Anti-Bulling Policy had been agreed but had not yet been circulated.

32. HEADTEACHER'S REPORT

a) School Development Plan

The first Curriculum Review Staff Meeting took place. The following items were discussed:

- i) The National Curriculum strategy.
- ii) The OFSTED framework/deep dives, and

iii) Subject leadership.

b) The Reading Strategy

Vicky Taithe, the Enjoyment of Reading lead had been raising the profile of the new library. Vicky Taithe is doing an excellent job. It was an inspiring social space, containing lovely books for children. The Kirklees Advisor for Reading, Paul Lomas, led three staff meetings around reading comprehension. Staff are refocused on whole class guided reading, following suggestions from Paul Lomas.

c) Playground Development

Andy Grant has only managed one visit to school this half term; but, in his absence, the Head Teacher has taken on that role. Dawn Wimpenny and Sian Allen ran a coffee morning for parents, at which 14 parents attended. This meeting produced some good ideas for refreshing the lunch time KS2 playground. Dawn Wimpenny and Sian Allen will meet with the Council this week to formulate those ideas into a plan. There are funds available. Year 5 and 6 are bringing scooters to school and using those at playtime (in one quadrant of the playground). The school is on track with the Development Plan.

Q: The objective is to improve behaviour during out of lesson social times. With development such as scooters, conkers etc. are the outcomes as desired?

A: Yes. The instances of poor behaviour have reduced. Year 6 behaviour logs have decreased since last term. So far, only the introduction of the use of conkers and scooters has been introduced. As more initiatives are introduced, the expectation is that behaviour will improve more.

Q: A governor suggested that wider benchmarking across other schools would be beneficial. A suggestion is to take children to Broadlands Recreation Ground

d) Teaching Staff

The school has appointed two more members of staff for the playground, one permanent and another temporary until summer to cover maternity leave. The increase in numbers is to reflect the increasing size of the school, and to offer some indoor provision in the winter months. During winter, some older pupils do not want to play outside, and hang around in the cloakroom. They will be offered indoor opportunities as an alternative. There are sufficient lunchtime staff to provide that option.

The interview for Tom Mosley's permanent replacement took place on 25 October, 2019. Jenny Osborne has been appointed, although she is already working at the School as maternity cover. For stability, the intention is to retain Jenny Osborne in Year 6 until the end of the Academic Year. Another advert is in the pipeline for maternity cover for the Year 1, until Sarah Drake returns, possibly in early June. The School is looking to appoint before Christmas. Ms Drake's return date has not been confirmed formally. If she returns early June, she could return part time, with a view to returning full time in September 2020. That would provide 2/3 days per week SENDCO support. Rebecca Myers is taking on SENDCO role until Sarah Drake returns. The changeover of teachers working within the SENDCO role, is creating turbulence.

RESOLVED: Mrs Helen Travis volunteered to support Rebecca, as/if required, to complete the 'My Support' Plans. Rebecca lacks experience in this area.

Raven Webster started work as ETA in Year 3. The School was also able to offer 5 mornings a week to Danielle Durie; to support a pupil in Reception with an EHCP.

e) Head Teacher Retirement

The Head Teacher is retiring in August, 2020. It has not been communicated to parents yet but it will be communicated shortly. The Governing Body offered their sadness on receiving that news. It is necessary to act quickly to recruit the new head teacher, with a panel established as a priority. The Governing Body suggested that Mr K Stephenson and Mrs Melissa Hinkin are good choices for the panel.

The Head Teacher has spoken to Val Flintoff who has agreed to send the Recruitment Pack to the Head Teacher. The pack will be shared with the Governing Body. The process is lengthy and time consuming. The Governing Body may need to put non priority items on the back burner whilst prioritising with the Head Teacher Recruitment.

Q: Is there a rule that any governor who wants to be involved in the recruitment of the head teacher can be included?

A: The Chair says he has not reviewed the detailed process yet as guidance will come from Val Flintoff. The Diocese and Val Flintoff will be involved. Val Flintoff has just recruited a head teacher so experience is available.

The Head Teacher believes that the process states that it is not advisable for all governors to be involved. But there are two jobs. Namely, set up the interview process, followed by the interviews.

Q: A Governor questioned whether it consists of just an interview?

A: Governors decide on the process, which is likely to require development of a person specification, agree timetables for adverts and conduct interviews. These events need to occur before Christmas.

Q: A Governor questioned the length of the notice period.

A: Senior Leadership is a full term's notice.

Action: The Head Teacher to send full process information to Governors for review. Rupert Madeley is the Leeds Diocese contact. He has been duly advised and will support Governors.

Governors questioned the following:

Q: How strong is the recruitment market for Head Teachers?

A: The current candidate market is strong so there may not be difficulties finding a replacement.

Q: Who agrees the pay range?

A: It is agreed by the full governing body.

Q: When should this be advertised to meet the deadline?

A: Adverts could go out before Christmas or just after Christmas. Val Flintoff will bring sample adverts and personal specifications.

Q: Does anyone have the original data from when Mr Alex Beaumont was recruited?

A: Cllr Paul White to discuss with Val Flintoff quickly, and try to source benchmark data.

Q: Is Head Hunting allowed?

A: Yes.

Q: Could Cllr Paul White contact Val Flintoff and ask for the process?

A: Yes. And, Paul to determine dates and advise Governors of the meetings.

Action: The Full Governing Body must meet quickly e.g. within the next two weeks. The best date would be 21 November, 2019 after the STEFFI and Resources Meeting, which should be reduced to 15 minutes, at 6.00pm and 6.30pm respectively. This date to be confirmed formally when more process details are determined. Cllr Paul White to formally confirm the meeting date.

Action: A working party is urgently required to present at the Full Governing Body Meeting. To be agreed once formal process details are understood. Cllr Paul White to lead on this area.

Action: Cllr Paul White to obtain the process from Val Flintoff and disseminate to the Governors prior to the Full Governor Meeting.

f) Premises

The roofing project continues to be a problem and is unfinished.

g) Teaching and Learning

The Head Teacher continues his LLE work with Skelmanthorpe and Denby Dale Schools, which have just completed being inspected by OFSTED. The Head Teacher will continue working half a day a week at Skelmanthorpe School until the end of January 2020. This brings £450 per day into Meltham School.

Data from KS1 SATs was low for current Y6 cohort. Jenny Osborne has made a great start with the new Year 6 group. This is an interesting cohort which requires vigilance. Within this cohort there are 28% on Pupil Premium and 33% with Special Needs.

h) Sports Staff Appraisals

The Sports Staff Appraisals are complete.

i) Health and Safety

Reporting of first aid is causing problems at lunchtime. Many children seeking first aid to gain adult attention. A boy fell and hurt his elbow - then his mother complained when he was sent home.

j) Safeguarding of Pupils

Governors must be very familiar with the briefing note on Keeping Children Safe in Education in 2019.

Action: The Head Teacher to e-mail to governors to ask for confirmation this document has been read.

Q: Do all Governors have to access safeguarding training?

A: Cllr Paul White and the Head Teacher to review that requirement, the availability of safeguarding training and options available.

33. REVIEW OF WELL BEING GOVERNOR

The Head Teacher despatched a document outlining the Roles and Job Descriptions of Governors. It includes the Well Being Governor role. It is a very large role, which is wider than employees as it includes pupils also. A governor showed interest in the role. A motion was passed, and agreed, to postpone this discussion given current priorities.

Action. To add the review of the role of Well Being Governor to a future Full Governor's Meeting.

A Staff Governor commented that a supply teacher was impressed by the harmony between staff and stated that it is a great school.

Q: Could anonymous staff surveys be completed?

A: This already happens e.g. 360 degree feedback.

34. GOVERNING BODY SKILLS AUDIT

All Governors have completed the Skills Audit which shows there is a good representation within the team. The gap is HR and social media communication. As there is a vacancy for a parent governor, it is suggested that a parent governor is sought with that expertise? There is also a gap with social media/communications expertise.

RESOLVED: The Governing Body approved a motion to advertise on that basis. It was agreed to defer the advertisement until after Christmas.

35. AUDIT OF THE PSA ACCOUNTS

Action: It was agreed to move this review to the next Full Governing Body meeting.

36. POLICIES FOR APPROVAL

a) The CCTV Policy

RESOLVED: The Governing Body approved the CCTV policy as written.

b) The Whistleblowing Policy

RESOLVED: The Governing Body approved the Whistleblowing Policy.

c) The Safeguarding Policy had been despatched for review. Staff were expected to read the Safeguarding Policy every year, which includes a half term quiz.

d) The Maths Policy was attached for review

RESOLVED: That the Governing Body approve the maths Policy.

- e) The Anti Bullying Policy will be agreed by the STEFFI Committee

Action: The Anti Bullying Policy to be circulated to Governors.

37. HEAD TEACHER WELLBEING

Mr A Beaumont reported that he was fine.

38. GDPR REPORT

The GDPR Report to Governors of November 2019 was distributed during the meeting. 'Satswana' has been appointed as Data Protection Officer. There have been three data breaches. One was data held on an anonymous computer in school and two related to anonymous photographs of pupils being loaded onto social media. Breaches were reported by the School straight away. Action has been taken by the School to prevent further breaches of this type. The breach did not warrant being reported to the Information Commissioner's Office.

39. GOVERNOR TRAINING AND GOVERNOR VISITS

- a) Next term a governor is required to review reading. Mrs Melissa Hinkin volunteered.
- b) KS2 playground behaviour. Mr Michael Nolan volunteered; but to call next week to discuss this with Mr Phil Needham. Mr Andy Grant took a lead but he has not been available.
- c) Curriculum Review Subject visit. (Review next term). Two visits to be scheduled to review outcomes. Mr Phil Needham is allocated for the second half term. Cllr Kate Buchanan volunteered for summer.
- d) Pupil Premium Outcomes. This may need to be postponed as achievement data is unavailable.
- e) A discussion took place regarding the large amount of time and resources required to manage SEN children. Kirklees has ramped up early intervention work with families but the scale of school communication is unclear. It is being promoted and support is available.
- f) Outside agency is an issue. KIAS (autism support) came in to support the school and spent time in four classrooms. No constructive feedback regarding performance was offered. A Speech and language therapist came in and gave negative feedback to the class teacher who was very upset. A child needs to be happy and comfortable without such a focus on speech and language. SENDCO should have feedback or Head/Deputy at least.

Q: Is there contact information to chase feedback?

A: Yes, but it is the amount of time required.

Action: The Head Teacher will chase and ask for feedback which can be shared.

Action: Governor Training – The Head Teacher to ask Jackie Oldham to find out the system.

Q: Does OFSTED expect Governors to go on training courses?

A: They will expect training but this is not the only way to ensure expert Governors.

Action: Governors have to register with SLA online.

Action: The Head Teacher to check all Governors have been registered as users and to confirm the process.

40. ANY OTHER BUSINESS

PSA

Jo Hilton-Jones, Chair of the PSA sent a report on PSA Action over the last year. The PSA Report was distributed during the meeting. Funds raised paid for the traversing wall. The Head Teacher is being supported with KS2 outdoor activities. There is a healthy budget. The objective is to help fund capital projects in cash. Fund raising has included discos, summer and winter fayres, Christmas cards, tea towels and coffee mornings. There is another coffee morning on 9 November. The team was formally thanked for its efforts.

Q: Is there a PSA Section on the website?

A: Send the information to Mr Carl Aspey to upload.

Action: Send the PSA information to Mr Carl Aspey.

41. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Full Governing Body will be held on:

Thursday, 16 January 2020 at 7:00pm

Further dates would be agreed once the precise requirements for the Head Teacher recruitment had been established.

RESOLVED: That the meetings noted below would take place on the following dates:

STEFFI – Thursday, 21 November 2019 at 6:00pm

Resources Committee – Thursday, 21 November 2019 at 6:30pm.

A letter will be despatched to parents on 8 November regarding the Head Teacher's retirement. It must be kept confidential until then.

42. 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.

The Chair closed the meeting at 9.30pm.