

## **NEW BEWERLEY COMMUNITY SCHOOL GOVERNING BODY**

Minutes of the meeting held on Monday 7 March 2016

<b>PRESENT</b>	Heather Phillips (Chair)	Gary German (Headteacher)
	Becky Henshaw	Andrew Jarrold
	Lucy Knight	Abbey Lemboye
	Stacey Logan	Amy Milne
	Neil Rhodes	Kae Sinclair
	Janet Walker	Simon Gray

**IN ATTENDANCE:** Tracey Cunningham (Associate member)  
Julie Saunders (Governor Support Service)

### **1.00 APOLOGIES**

1.01 None.

### **2.00 MEMBERSHIP MATTERS**

2.01 Michael Price has resigned from the Full Governing Body.  
Simon Gray has expressed an interest in becoming a co-opted Governor.

2.02 The Full Governing Body unanimously agreed on the proposal for Simon Gray to become a co-opted governor.

#### **Resolved**

- that Simon Gray be appointed as a co-opted governor for a term of office of four years.

2.03 It was noted that following Michael Price`s resignation a new chair for the Pupil Support committee is required. It was agreed that this will be dealt with at the next meeting of the Pupil Support committee.

2.04 Andrew Jarrold indicated that due to work he would be moving out of the area and would therefore be resigning from the governing body from July 2016

### **3.00 GOVERNOR DEVELOPMENT**

3.01 The Chair referred to actions from the Governor Development Action Plan.

- Performance Management Training for three governors – the Chair advised that two governors had undertaken the training and she would rebook her training which had to be cancelled due to illness.
- Governors to be aware of their roles and responsibilities – all governors have undertaken induction training.

	<ul style="list-style-type: none"> <li>• Willingness to Challenge – the Chair advised that all papers are distributed prior to meetings allowing governors to pre-read and prepare questions for meetings. The Headteacher gave an example of some good challenge at a recent meeting.</li> </ul>	
3.02	The Headteacher advised that he would distribute a copy of the updated plan to all governors.	Head
3.03	Governors were asked to email details of all courses that they had undertaken to Neil for him to update the records. Governors were asked to book any future training courses through Ann, the Schools Business Manager.	ALL
<b>4.00</b>	<b>DECLARATION OF INTEREST</b>	
4.01	All now completed, there were no changes.	
<b>5.00</b>	<b>MINUTES OF THE LAST MEETING</b>	
5.01	<p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• that the minutes of the meeting held on Thursday 26th November 2015 were agreed as a correct record and</li> <li>• that the Chair be authorised to sign</li> </ul>	
<b>6.00</b>	<b>MATTERS ARISING</b>	
6.01	<u>Minute 3.18 refers – Cluster Value for Money</u> – reviewed by the Resources Committee.	
6.02	<u>Minute 4.08 refers - Induction Packs</u> – Now circulated.	
6.03	<u>Minute 9.03 – Safeguarding</u> – Training arranged for next full governing body meeting.	
<b>7.00</b>	<b>HEADTEACHER’S REPORT</b>	
7.01	The Headteacher presented his report, copies of which had been circulated previously. The following points were highlighted:	
7.02	<p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>• Amanda Newham has resigned from her post as class teacher.</li> <li>• Support is being given to a teacher on a phased return after a six month absence due to sickness.</li> <li>• Kelly McGill has been appointed as the School’s Speech and Language Therapist.</li> <li>• A member of agency staff is currently working in school supporting three children with additional needs</li> </ul>	

- Two Higher Level Teaching Assistants (HLTAs) are currently on sickness absence
- Plans in place for a Deputy Head Teacher to be appointed to start in September 2016
- There are currently two members of lunchtime staff but one is about to leave to take up a new job.

7.03

Pupils on roll

- The governors noted that the school is almost full; there have been five new starters since the last meeting and 28 since the beginning of the school year.

A governor asked what Fair Access was and the implications.

The Headteacher reported that this normally means that a child does not have a school place. Recently fair access new starters have been children from abroad.

A governor asked if a child had been excluded would this deem him/her as fair access. The Headteacher replied that this would not be the case.

7.04

Staff Training

- The majority of training undertaken is subject training
- All staff have undertaken Fire Safety Training

7.05

Policies

The following policies have been agreed by committees:

- Fire Management Plan
- Severe Weather Policy
- Premises Management Policy
- Capability of Staff
- Monitoring and Evaluation
- Early years Teaching and Learning

Draft Copies of the following policies were distributed prior to the meeting:

- Prevent/Radicalisation Policy
- Intimate Care Policy

- **Resolved**

that the following policies be agreed and adopted:

- Prevent/Radicalisation Policy
- Intimate Care Policy

7.06

Achievement

- The original dataset did not represent the level children are working at or the level being taught.

A governor asked if there was any national data that could be used to compare against. The Headteacher advised that due to the introduction of Assessment Without Levels there was no data.

- In comparing achievement in pupil premium to non-pupil premium it was noted that there are very few gaps. The biggest variance is in year three but this will be explored.

The Chair added that this was a positive data set.

7.07

#### Inclusion and Pupil Premium

- In comparing achievement in pupil premium to non-pupil premium, it was noted that there are very few gaps. The biggest variance is in year three, this will be explored.
- The Chair added that this was a positive data set.
- The PLASC completed in January 2016 indicates a drop in the number of FSM children which may mean a drop in funding of £60,000. There is some confusion regarding the position, to be reviewed by the resources committee.

T&L

Resources

7.08

#### Curriculum Development

- New music teacher in school who will teach instruments to each class, one hour per week.
- It was agreed that a Musical After School Tea Party will be arranged for the children to show their skills at playing musical instruments.  
Suggested dates to be emailed.

K Sinclair

7.09

#### Quality of Teaching and Learning

- Newly Qualified Teachers (NQTs) are showing a good level of development

7.10

#### Behaviour

- There are currently two year 4 boys at the ILS. There is one child from Reception on a reduced timetable.
- From April 2016 New Bewerley will hold the Inclusive Learning Service (ILS) budget

A governor asked how education is monitored at the ILS? The Headteacher advised that it is monitored by the Area Inclusion Panel

A governor asked if the children remain to be accounted for in the schools data and commented that this could have a massive impact. The Headteacher advised that the children are still included in the schools data and if they

return to the school they have often not progressed which does have a detrimental effect on the schools data. He added that in such cases a case study is created.

- A Play Therapist is now working with the school and a positive impact has been noted.
- The results of a Behaviour /Safety Questionnaire completed by the children has indicated behaviour in school and bullying outside of school needs further exploration. Positive results indicated that 85% of children are happy at school.

7.11 Attendance

- The Headteacher reported that attendance for the year to date stood at 95%.

7.12 Community and Parent Engagement

- Hunslet Moor primary is to be extended to become a two form entry school from September 2016.
- An exploratory meeting has taken place with the Brigshaw Trust to discuss how the school could create a formal working relationship with other schools. A further meeting to gain information is planned with Kathryn Wilkinson from the Governor Support Service. The Headteacher advised that it would be in the interests of the children and the community to make the right choices now  
A governor asked for the information to be shared and it was agreed that there will be full consultation on any proposals.

7.13 After School Club

- The school is now temporarily offering before and after school provision in the absence of any other provision. There will be no half term care.

**8.00 COMMITTEE REPORTS**

**8.01 Pupil Support Committee**

The minutes of the meeting held on Monday 8 February 2016 had been received by governors before the meeting. The following points were highlighted:

- Sex education Policy discussed – further consultation required.
- Home School Agreement to be relaunched.

**8.02 Teaching and Learning Committee**

The minutes of the meeting held on Tuesday 2 February 2016 had been received by governors before the meeting. The following points were highlighted:

- Collective Worship Policy agreed
- Discussion on marking and feedback
- Opera North involvement in the school

**8.03 Resources Committee**

The minutes of the meeting held on Thursday 28<sup>th</sup> January 2016 had been received by governors before the meeting. The following points were highlighted:

- Undertaking cost comparisons re rates, electricity and insurance with other schools in the area, findings re higher costs to be discussed at next meeting
- Gates not working correctly
- Possibility of a joint site manager (if become a Trust)
- School is now a no smoking site.

**9.00 REPORTS FROM GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

**9.01 Child Protection**

The following information was noted regarding the children in the school

<b>Arrangement</b>	<b>Number of children</b>
Interim Supervision Order	3
Early Help	5 (+ possible 2)
Children in need	3
Children – Protection Plan	3
Looked after Children	6

**10.00 REVIEW OF THE INFORMATION ON THE SCHOOL WEBSITE**

10.01 An audit of the statutory and non-statutory information was carried out and gave good assurance. There was one point relating to voting rights of associate members which has been rectified. The Headteacher reported that feedback from the SMSC audit had given a positive review of the schools website.

**11.00 REVIEW OF THE INFORMATION ON THE SCHOOL IMPROVEMENT ADVISOR**

11.01 The report from the School Improvement Advisors was discussed and noted. The Chair commented on the positive feedback received within the report. All governors welcome to attend the spring monitoring

visit on 21 April 2016 at 9.30am.

## **12.00 SCHOOL FINANCIAL VALUE STANDARD (SFVS)**

12.01 The Chair confirmed that the Resources Committee had undertaken a check of the Schools Financial Value Standard of behalf of the Full Governing Body and they were satisfied that it was correct.

### **12.02 Resolved**

- that the chair be authorised to sign the SFVS on behalf of the Full Governing Body

## **13.00 REVIEW/APPROVAL OF POLICIES**

13.01 The Headteacher confirmed that there was a rolling plan for the review of policies in place.

## **14.00 CHAIRS BUSINESS**

14.01 None

## **15.00 CLERK'S BUSINESS**

15.01 The Clerk drew attention to the dates of the Governor briefing meetings

- Monday 14 March 2016 6pm to 8pm
- Thursday 17 March 2016 12 noon to 2pm
- Monday 18 July 2016 6pm to 8pm
- Thursday 21 July 2016 12 noon to 2pm

## **16.00 ANY OTHER URGENT BUSINESS**

### 16.01 Committees

The Chair recommended that Chairs of committees meet with the Headteacher prior to the committee meetings in order to be briefed

### 16.02 Visits

The Chair suggested that it would be beneficial for all governors to visit school to meet with teachers and teaching assistants

### 16.03 Ofsted Visit

A helpsheet of useful information is to be put together for Governors in preparation for the Ofsted visit

### 16.04 Parentview Questionnaire

Parents evening will take place on Wednesday 9 March, 2pm to 7pm, all governors are welcome to hand out parent view questionnaire to parents

16.05 Health and Safety  
Walk to take place on 8 March 2016

16.06 Pedestrian Access  
A governor feedback a comment from a parent asking if access could be allowed for buggies through a gate instead of having to walk all the way around. The Headteacher reported that the pathway had been designed in this manner to keep children safe and away from the carpark.

**17.00 SCHEDULE OF MEETINGS FOR 2015/16**

Meetings had been scheduled to take place as follows:

- Tuesday 24 May 2016 at 4.30pm
- Tuesday 12 July 2016 at 4.30pm