

NEW BEWERLEY COMMUNITY SCHOOL GOVERNING BODY

Minutes of the meeting held on Tuesday 24 May 2016 at 4.30pm

PRESENT

Heather Phillips (Chair)	Gary German (Headteacher)
Simon Gray	Lucy Knight
Stacey Logan	Amy Milne
Neil Rhodes	Kae Sinclair
Janet Walker	

IN ATTENDANCE: Claire Burgess (Clerk – Governor Support Service)
Tracey Cunningham (Associate Member)
Julie Herbert (Learning Mentor & Child Protection Lead Officer)
– for Item 2 only

1.00	APOLOGIES	ACTION
1.01	Apologies were received and accepted from Becky Henshaw, Andrew Jarrold and Abbey Lemboye.	
1.02	It was reported that Neil Rhodes would be late in joining the meeting.	
2.00	KEEPING CHILDREN SAFE IN EDUCATION AND PREVENT TRAINING	
2.01	Julie Herbert, Learning Mentor and Child Protection Lead Officer for the school joined the meeting to update governors.	
2.02	She highlighted that all governors had been sent a copy of the Keeping Children Safe in Education document and confirmed that all had signed to say they had read Part 2 of the document. She outlined some of the key points within the document.	
2.03.1	<u>Female Genital Mutilation (FGM)</u> She outlined that it was a statutory duty for any member of staff to report to police any issues relating to FGM, if this is discovered through disclosure by a child. She added that FGM usually takes place on children aged between five and eight years, although children are at risk from birth.	
2.03.2	She noted that any member of staff being told of FGM, would firstly speak to a designated Child Protection officer in school, but that they would have to personally report it to the police.	
2.03.3	School are aware of the risk factors, which include: <ul style="list-style-type: none">• A child's mother/sister having been subjected to FGM• A child visiting their country of origin, in particular in North Africa and the Middle East• A child talking about a celebration in their country of origin	

The school has updated the Child Protection policy to include the statutory requirement for staff to report any issues relating to FGM to the police and it was noted that failure to report would result in disciplinary proceedings.

2.04.1 Radicalisation This relates to the supporting of terrorism and violent extremism. Governors were made aware that children can be drawn into radicalisation through various means, such as family members or via social media. Information on this will be added into the school's E-Safety policy.

2.04.2 The PREVENT strategy came into force in July 2015 and guidance for schools was provided. Staff have had PREVENT training and if they had any concerns they would report in the same way as any other safeguarding concern and the Child Protection Lead Officer would report this to the CHANNEL programme.

2.05 Children Missing in Education Julie outlined that this relates to knowing where children are, as missing school can be an indicator of abuse. The school must report to the local authority if children don't attend school regularly or if they are missing from school for ten days consecutively.

2.06 It was highlighted that the school had passed the recent Safeguarding audit and that all policies were in place.

2.07 **Q How are new staff informed of the Keeping Children Safe in Education document?**

A Reading and signing to confirm they have read the document is built into the induction process for all new staff.

2.08 **Q What about volunteers?**

A The same procedures are adhered to for volunteers and Supply staff as permanent staff.

3.00 MEMBERSHIP MATTERS

It was reported that Andrew Jarrold would be resigning from the governing body at the end of the academic year due to relocation. This would leave a vacancy for a co-opted governor. The Head agreed to advertise the vacancy through the School Governor One Stop Shop (SGOSS) and that he would also speak to Andrew's replacement at the Salvation Army once this person was in post.

4.00 GOVERNOR DEVELOPMENT AND TRAINING

It was highlighted that Neil Rhodes keeps a full record of all governor training and that if governors attend training they should provide Neil with the details and any feedback. All governors have now attended both Induction modules and a number of governors

had attended Preparing for Ofsted and Finance training.

5.00 DECLARATION OF INTERESTS

There were no declarations of interest in relation to this agenda to report.

6.00 MINUTES OF THE LAST MEETING

Resolved:

- that the minutes of the meeting held on Monday 7 March 2016 were agreed as a correct record and
- that the Chair be authorised to sign

7.00 MATTERS ARISING

7.01 Governor Development (minute 3.02 refers) An updated Governor Development Plan had been circulated to all governors by the Head. All actions were now complete.

7.02 Headteacher's Report (minute 7.07 refers) The Head updated that PLASC numbers have been reviewed by the Teaching and Learning committee and numbers have gone back to previous levels meaning that there is no decrease in funding for 2016/17.

7.03 Headteacher's Report (minute 7.08 refers) The 'Meet the Governors' Musical After School Tea Party has been arranged to take place on Thursday 9 June 2016 at 3.30pm.

8.00 HEADTEACHER'S REPORT

The Headteacher presented his report, copies of which had been circulated previously. The following points were highlighted.

School Context

8.01.1 There are currently 409 children on roll and from September 2016, the school will be full with 420 children on roll. The Head highlighted that now there are less vacancies throughout school mobility has stabilised, with three children joining and three children leaving since the last meeting of the governing body.

8.01.2 Q Why are there more than 60 children in Year 4?

A There is no class-size pledge in Key Stage 2, and children have been accepted either under fair access arrangements or where a sibling has wanted to join the school.

Staffing Update

8.02.1 Governors were reminded that the new Deputy Head, Clare Krazinski had been appointed and was due to start at the school in September 2016.

8.02.2 There are two vacancies for Level 3 Learning Support Assistants (LSA) and one vacancy for an SEN LSA. These will be recruited to depending on the needs of the children.

8.02.3 A teacher has resigned from her 0.6 FTE post and will finish in July, but there are enough staff in school to cover this post internally without having to recruit.

Achievement of Pupils

8.03.1 The Head outlined that Year 6 children had undertaken SATs tests in the week beginning 9 May 2016 and that Vicky Bluck from the local authority had undertaken an unannounced SATs administration monitoring visit where all standards were met. Simon Gray had also undertaken SATs administration monitoring during the week.

8.03.2 Teachers believe children found the Maths and Grammar papers ok but found reading hard. It is hoped that 65% of children will achieve Age Related Expectation (ARE) for Reading, Writing and Maths combined.

8.03.3 Other predictions were as follows:

- Key Stage 1 will be close to the targets set for ARE
- Year 1 Phonics – 70% predicted – this is due to the high level of Phonics interventions in place.
- Early Years Foundation Stage Good Level of Development is expected to be 47% which is lower than in previous years due to the number of children with emotional difficulties and SEN.

8.03.4 The Head added that the Early Years Foundation Stage had been moderated earlier in the day and that moderators were very complimentary towards staff.

Inclusion and Pupil Premium

8.04.1 There were currently 56% of children at the school who were eligible for Free School Meals and data shows that there are positive gaps between children eligible for Pupil Premium (PP) and those who are not in Year 6 Reading, Writing and Maths and a positive gap for Year 2 children in Reading.

8.04.2 However there is a gap of -17 between children eligible for PP and those who are not in Maths in Year 2 and new Maths interventions will be taking place for these children.

Curriculum Development

8.05.1 The Head highlighted that from next year the school would be involved in a Talk for Writing programme, which is a three-year project running alongside Sharp Lane Primary and Hunslet Carr Primary.

8.05.2 A new intervention for Maths will also be starting – the Every Child a Counter programme. A lead teacher and TA will be trained and children in Year 2 have been identified to take part in a 'catch-up' programme during Year 3.

8.05.3 A teacher will also be working alongside the local authority to support low-attaining Bangladeshi learners through the Arooj programme. Other schools who have participated in this programme have seen increased levels of attendance and attainment.

8.05.4 Children have been working with the Leeds Trinity Children's University which encourages children to make links with the University. Children receive a passport and get stamps for attendance at out-of-school clubs, visits to the Royal Armouries, etc. Children graduate if they receive 100 stamps.

Attendance

8.06.1 The Head outlined that attendance is only reported for government statistics for the Autumn and Spring terms and that when this was submitted the school figure had been 94.8%. He added that since Easter, attendance had risen to 95% and it is hoped that improvements will continue.

8.06.2 It was noted that children are ill more often in the Autumn and Spring terms.

8.06.3 The attendance governor reported that he had met with the school Family Support Worker earlier in the day and parent attendance panels will be set up, where he will represent the governing body.

8.06.4 It was highlighted that this year's attendance of 94.8% still showed a year-on-year improvement.

8.06.5 In terms of persistent absence (PA), the Head reminded governors that in the previous year this related to children with 85% or less attendance and from this year this had moved to children with 90% or less attendance. This year PA stood at 15.6%, however if this had still been the same as last year, PA would have been 5.6%, which was an improvement on the 7.2% PA figure last year.

8.06.6 The Family Support Worker had done an in-depth study on the 64 children who were PA, and the work she had done with these families was outlined, showing the impact she had made. There were 12 children with attendance between 85% and 90% and if their attendance continues to improve they will move out of the PA category by the end of the year.

Community and Parent Engagement

8.07.1 It had been agreed to offer places at the After-School provision run

by the school until 5.00pm for some identified families and this will begin on 6 June 2016.

8.07.2 The Head reported that 60 children had been offered places in Reception, of whom 27 were siblings. Two have FFI funding and one is in the process of applying for an Education and Health Care Plan and may be admitted to the resource provision. There are two other children who have been identified as possibly having additional needs.

8.07.3 There is a waiting list in place for Reception children and appeals are taking place.

Leadership and Management

8.08 Governors from the school, Sharp Lane and Hunslet Carr had met with the Co-operative regarding the possibility of forming a Trust. A further presentation will be given by Kathryn Wilkinson from Governor Support Service about how the schools could be supported through this process by the local authority. The Head from Hunslet Moor Primary School will be attending this to see if they are interested in joining the Trust.

Performance Management

8.09 The Head updates governors on performance management of staff termly. All staff have had their targets reviewed and where they were not going to meet them, support has been put in place. If a member of staff does not meet their targets, a Pay Committee will be convened.

9.00 COMMITTEE REPORTS

9.01 Teaching and Learning Committee

The minutes of the meeting held on Tuesday 25 April 2016 had been received by governors before the meeting and the following points were highlighted:

- Governors had received presentations on the Personal, Health, Social and Emotional curriculum, Geography curriculum and History curriculum
- A presentation on the 'Raving Readers' initiative also took place. It was noted that there would be a cost of £5,000 if all books, etc for this programme were purchased.
- Data had been considered in depth.
- The School Improvement Advisor report had been discussed.

9.02 Resources Committee

The minutes of the meeting held on Thursday 5 May 2016 had been received by governors before the meeting and the following

points were highlighted:

- The budget had been reviewed and approved. There would be a large carry-forward of £297,190 from 2015/16 due to a payment from the Children's Centre, staff not being replaced and building works being carried forward.
- There were ongoing issues with the security gates around school and Simon Gray had met with contractors to look at issues and agree changes to be made. The need to ensure that all issues were logged was highlighted. It was noted that these gates had represented a significant investment for the school and issues had been going on for more than a year. The Service Level Agreement payment for the year had therefore been withheld .
- Governors had looked at ways to improve the school and were considering extending into the Year 5/6 area to build an extra hall, as the school had moved from 1.5 - 2 form entry and all children cannot fit in the current school hall. The Head has contacted the original architect for the school to begin to look at this further.

9.03 Pupil Support Committee

The minutes of the meeting held on Wednesday 4 May 2016 had been received by governors before the meeting and the following points were highlighted:

- The SRE policy had been reviewed and approved
- The Child Protection ARM audit had been reviewed and submitted
- Parent and pupil surveys were considered
- The FGM policy had been reviewed and approved
- Exclusions were discussed
- Provision for SEN children was discussed

10.00 REPORT OF FORMAL BUDGET FOR THE YEAR

10.01 The budget had been set and approved at the meeting of the Resources committee which had taken place on 5 May 2016 and was reported as follows:

- Carry-forward from 2015/16 - £297,190
- 2016/17 In-year deficit of £11,870 predicted
- Predicted carry-forward to 2017/18 of £285,320

10.02 The Resources committee reported that the three-year budget forecasts currently looked very healthy.

11.00 PUPIL ATTENDANCE OVERVIEW

This had been reported under Item 8.06 above.

12.00 PUPIL PREMIUM REPORT

- 12.01 Pupil Premium funding of £294,880 had been received into school for the academic year 2015/16. The Head reported that spending would be similar to that of the previous year, with additions for the Junk Food project, Before and After School Club, Raving Readers and the Easter School.
- 12.02 A full report would be provided at the next meeting of the governing body.

Agenda

13.00 PRIMARY SPORTS FUNDING

- 13.01 Primary Sports funding of £9,665 had been received into school for the academic year 2015/16 and the Head reported that spending would be similar to that of the previous year with an additional Leadership responsibility TLR added to this.
- 13.02 A full report would be provided at the next meeting of the governing body.

Agenda

14.00 CLUSTER UPDATE

- 14.01 Governors were reminded that Cluster Managers had attended a previous meeting of the full governing body to provide governors with information on the work undertaken within the Cluster.
- 14.02 Currently the school has £31,703 top-sliced from the budget which funds the Cluster, but from April 2017, governors will need to decide whether Cluster support should be bought in.
- 14.03 The Head outlined that at the last JESS Cluster meeting a new staffing structure had been proposed and agreed. He added that he felt it would be worthwhile buying into the Cluster services, which would require being tied into a three-year SLA.
- 14.04 **Q How would the school be affected if it became an Academy?**
A Academies can still choose to buy in to Cluster Services and the school wants to continue to work with other local schools.
- 14.05 **Q When would the decision need to be made?**
A By March 2017
- 14.06 The support offered by the Cluster was highlighted to governors, including behaviour, attendance, educational psychologists, speech and language services, etc and governors agreed that the school draws heavily on these services. The school also receives £6,000 back from the Cluster as it employs a Family Support Worker.
- 14.07 Governors agreed to discuss Cluster funding further at future meetings of the governing body.

15.00 CHAIR'S BUSINESS (including correspondence)

- 15.01.1 The Chair reported that a letter had been received from Andrew Eastwood, Head of Learning Improvement, regarding the service provided to schools. The letter stated that the local authority will work with schools to make proactive choices regarding moving to Academy status or working as Trusts or Federations and groups of schools will then be supported by one School Improvement Advisor.
- 15.01.2 The Head informed governors that Di Lightowler is currently the SIA for New Bewerley and Hunslet Carr and they would like her to work with Sharp Lane as well and a plan will be devised for moving forward.
- 15.02.1 The Chair reported that she had received a letter of concern from a grandparent of a child at the school which she had dealt with via the informal stages of the Complaints policy.
- 15.02.2 A further letter had been received by the Chair on arrival at the meeting which she would deal with appropriately and inform governors if required.
- 15.02.3 The Head noted the need to ensure due process is followed in all cases and that any concerns should be raised via the class teacher to the Head before they go to the Chair of Governors, as outlined in the school Complaints policy.

16.00 CLERK'S BUSINESS

- 16.01 The Clerk provided details of the governor briefing sessions which were due to take place on:
Monday 18 July 2016 – 6.00pm-8.00pm
Thursday 21 July 2016 – 12.00pm – 2.00pm
- 16.02 She also provided details on the Health and Wellbeing Conference for Governors and Headteachers which was due to take place on 24 June 2016.

17.00 ANY OTHER URGENT BUSINESS

- 17.01 Governors discussed the High Court ruling which had related to fining for unauthorised attendance and asked how this might affect the school.
- 17.02 A governor, who works in this area, outlined that schools can still put forward referrals for fining, but no decisions can be made at this stage so all fines are on hold.

17.03 It is likely that there will be a change in the law brought in by the Government and local authorities are currently seeking legal advice.

17.04 **Q Will this affect attendance at the school?**
A It is unlikely that absence will increase as it will still not be authorised. Generally, the problem is not with children going on holiday during term-time, but persistent absenteeism.

18.00 DATE AND TIME OF THE NEXT MEETING

The next meeting of the full governing body was scheduled to take place on **Tuesday 12 July 2016 at 4.30pm**