

**THE GOVERNING BODY OF FLOCKTON CE (C) FIRST SCHOOL**

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Monday, 1 April 2019

PRESENT

Mrs H Boyle (chair), Mr N Cappleman, Mr R Michael, Mrs S Pearson, Mrs L Coates and Rev V Keating,

In Attendance

Mrs A Sahota (Minute Clerk)  
 Sonia Latham (Associate Member)

Minutes		Action
Item	Minutes	Action
2756. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs S Rawling (consent), Mrs L Burnett (consent), Mrs E Hurst (consent) and Mrs R Woods (consent), Mrs J Metcalfe (consent)  There were no declarations of interest.	
2757. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	The following items were reported to be raised under Any Other Business: <ul style="list-style-type: none"> <li>• Letter</li> </ul>	
2758. REPRESENTATION	<u>Co-option of Governors - 2 Co-opted vacancies</u>  Mrs Boyle reported that there still remained 2 vacancies and had not received any interest since the last meeting.  Reverend Keating advised governors that she had spoken to the new curate regarding becoming a governor who had it was something which she was willing to consider. Mrs Boyle agreed to make contact with Debbie Nouwere to pursue this with a view to her taking on the role upon her appointment in June.  It was agreed to invite Debbie Nouwere to the July meeting.	<i>Invite Debbie Nouwere to the July meeting</i>

Item	Minutes	Action
2759. MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2019	RESOLVED: That the minutes of the meeting held on 11 February 2019 be approved and signed by the Chairman as a correct record.	
2760. MATTERS ARISING	<p>(a) <u>Governors Self Evaluation</u></p> <p>This would be covered under item 10 on the agenda.</p> <p>(b) <u>SEF/SDP (Minute 2747 refers)</u></p> <p>Mr Michael highlighted that he had read the SDP and passed on his feedback to Mr Cappleman, as requested.</p> <p>Mr Cappleman advised governors that the SEF and SDP were live documents and navigated governors to the appropriate area within Sharepoint. It was highlighted that governors were more likely to update/add comments to the SEF following a monitoring visit and also upload any relevant evidence which they felt linked to specific objectives into the appropriate evidence folder (a demonstration was provided). It was highlighted that each time a change was made to the SEF Mr Cappleman received an automatic alert which allowed him to monitor and keep abreast of all the changes being made by governors. Although governors could add to the SEF it had been suggested by the KLP that this continued to be managed by the Head.</p> <p>Governors were encouraged to use area going forward.</p>	
2761. REPORTS FROM COMMITTEES	<p>All available committee minutes had been placed on SharePoint in advance of the meeting.</p> <p><u>Minutes of the S &amp; E Committee Meeting held on 6 February 2019</u></p> <p><u>Minutes of the Resources Committee meeting held on 18 March 2019</u></p> <p><u>Minutes of the C &amp; F Committee meeting held on 6 March 2019</u></p> <p>Governors received and noted all minutes as a correct record of the meeting.</p> <p><u>Matters arising from C&amp;F Committee</u></p> <p>Mrs Pearson advised governors that the CFC committee had agreed to replace the governor's newsletter with monthly governor blogs, advising parents who governors were, what governors were doing in school, visits which had taken place and what was being discussed at meetings.</p> <p>Mrs Pearson asked governors to submit any snippets of visits etc for her to publish and suggested including</p>	

the governor profiles again (with or without photo's), this led to a brief discussion around whether the schools GDPR policy covered this element and sought clarification on the governors privacy notice. Mr Cappleman referred to this on Sharepoint and governors were reassured that this was all covered within the schools Policy and the privacy notice.

Reverend Keating agreed to provide Mrs Pearson with a snippet from a forthcoming collective worship visit.

#### 2762 HOUSING DEVELOPMENT UPDATE

The following update was provided:

- A response to the email sent by the GB in October was received from Gareth Lloyd (Land Manager DWH) in February
- Mr Cappleman advised that he had replied to this email in March indicating the following:
  - Continuous issues around the levels of lands where the culvert use to be to where it was now
  - concerns about Early Years play area
  - resurfacing of the culvert was taking place – asked about the impact of this when it overflows
- no response had been received to the follow up email to date
- Mr Cappleman had also written to Bradford Housing Association – no response received to date

**Q: What have we heard about having the fence put up?**

**A: In the reply we were sent a drawing indicating that a fence would be erected as part of the “Finishing off” (along the area of concern). We have also asked for further specification about what type of fence is being proposed and have not heard anything. The LA suggested contacting environmental health about this. Jason Shirazi was contacted who suggested filling in the online form.**

**Q: Will the wall be flush against the schools brick wall?**

**A: No. It does not show us on the plans exactly what they will be putting there or where it will go.**

- It was important that the school had some input re the fence. Governors were aware that planning permission was required to erect a fence higher than 6ft, therefore if a higher fence was required this would require new planning permission which could delay the fence being erected or permission could be refused.
- The school had a few other avenues to explore which included seeking advice from legal and safeguarding

**ACTION:** Mr Cappleman to resend the email to Gareth Lloyd (Land Manager DWH) and copy in the Regional Director

2763. HEAD  
TEACHERS REPORT  
& GOVERNORS  
QUESTIONS

Mr Cappleman had placed a copy of his report on SharePoint for all governors to access prior to the meeting.

(a) School Performance and Standards

Governors requested some clarification around School Performance and Standards.

**Q: What are the black and red figures on the KS1 and KS2 targets?**

**A: Black is our target for the summer and the Red is where the school is now. In November these will have been zero as no pupil would be expected, at the beginning of the year, to be reaching end of age related expectations.**

Mr Cappleman talked governors through this section and highlighted the following:

- There were 2 pupils in YR4 already showing in spring that they were at greater depth in Reading
- in YR2 already 31% of pupils were at expected or above in Maths - by the summer these pupils should be at 80% or more
- The information was in relation to Fisher Family trust (FFT) 50 or FFT20. The school should be somewhere between FFT50 and FFT20 however the targets set by the school were always challenging therefore was usually closer to FFT20 than FFT50. Have to be careful of the data in some cases due to the small numbers (only 10 to 15 in a cohort) also conscious of the YR4 cohort as this cohort was the 1<sup>st</sup> cohort to go through the new assessment system (schools were not too familiar with the format and how it worked). Therefore results looked poor and when moderated showed that the school did not have the evidence base required
- FFT always used YR2 results to project where the child should be at YR6 – In YR2 these pupils did not perform as well as expected therefore YR6 targets would also be lower than expected
- The school had the opportunity to go into FFT and change as situations altered and set their own individual targets however the FFT target could not be changed
- Governors were reminded that they also needed to be mindful of changes which could occur within the cohort (children in YR3 where not always the same children that were in YR2)
- In light of this it was suggested by the KLP to keep on top of FFT online data to keep this updated

**Q: Our Greater depth aspirational targets look lower than FFT, is this cohort specific?**

**A: Yes it is cohort specific. We have set those targets but are aiming to go for the FFT targets which were discussed at the Spring pupil progress meetings. The pupils we have on the target list are being tracked this part of the spring term and into the summer term to push them further.**

Mr Cappleman was thanked for the explanation.

(b) Attendance:

As of 25.03.19: September '18 to March '19 Actual attendance against target: 95.72%

Number of authorised and unauthorised absences figures were reported as follows:

**Authorised:** 3.33%. Comprising of: Illness: 3.04%, Medical/Dental: 0.23% and Other: 0.06%

**Unauthorised:** 0.85%. Comprising of: Family Holiday (not agreed): 0.84%, No reason yet provided: 0.01%  
**Lateness:** 0.07%

Mr Cappleman reported that there had been an extended period of sickness/diarrhoea related illnesses over the spring term that had impacted on attendance.

**Racist Incident Recording** - None recorded so far this term  
**Bullying Incident Recording:** None recorded so far this term

(c) Safeguarding

Number of safeguarding incidents: 1

Number of pupils with a child protection plan in place: 2

Mr Cappleman reported that there was currently one child protection case open.

Mr West and Mrs Forster had completed the online PREVENT training, meaning all staff were now up to date on PREVENT awareness. All teaching, support and LTS staff would be renewing their Team Teach positive handling training this half term. Mrs Boyle had completed Safer Recruitment training.

Mr Cappleman advised that Safeguard Training had been organised for the morning of Monday 2nd September, to be run by staff from Kirklees Safeguarding Team. All governors were invited to attend and were asked to contact Mrs Latham if they were available and would like to be booked on the training.

(d) Premises and H&S

**Q: How was the small package of marijuana disposed of?**

**A: The police were contacted and the advice received was to either take to the package to the police station or for it to be disposed of safely. Police could not make any enquires as there was no indication who the package belonged to**

(e) Community

Governors were reminded of the Easter festival taking place on 10<sup>th</sup> April at St James' Church at 10am

Item	Minutes	Action
	<p>Other points covered in the report included:</p> <ul style="list-style-type: none"> <li>• School Context (Data)</li> <li>• SEN</li> <li>• Behavioural reports</li> <li>• School performance and Standards</li> <li>• School Improvement Priorities</li> <li>• Curriculum opportunities</li> <li>• Staff /Governor CPD opportunities</li> <li>• Staffing</li> <li>• Premises and Health &amp; Safety</li> <li>• Finance</li> <li>• Parents and community</li> </ul> <p>Mr Cappleman was thanked for his comprehensive report.</p>	
<p>2764. HEADTEACHER WELLBEING</p>	<p>Mr Cappleman provided governors with the following update:</p> <p>Since the last meeting he had taken 3 days headteacher non-contact time which equated to half a day a week (over 6 weeks). Work which he had covered during this time included:</p> <ul style="list-style-type: none"> <li>• Preparing for KLP meeting</li> <li>• Follow up work following KLP visit</li> <li>• SDP and SEF</li> <li>• HT report</li> <li>• Catching up on other general jobs due to recent staff absence (especially these last couple of weeks)</li> </ul> <p>Mr Cappleman agreed to diarise his non-contact time for Summer 1 and Summer 2 before the end of term.</p> <p><b>Q: Have you got a better plan for dealing with Mrs Latham's impending absence due to further surgery?</b>  <b>A: Yes I have a much better plan and we will have greater support available. We have also tried to pre plan.</b></p>	

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2765. GOVERNORS SEF	<p>It was reported that at the last steering committee meeting it was agreed to use the governor's self-evaluation toolkit from The Key which included model questions and a suggested template.</p> <p>Mr Michael advised that since this meeting he had converted the material into a format similar to an online survey monkey which would be emailed out to all governors shortly to complete, by a given date. Governors were asked to answer the questions to the best of their ability and leave any questions which they were not sure about blank.</p> <p>It was agreed that responses would be analysed by Mrs Boyle and Mr Michael and shared with governors in the summer term.</p> <p><b>Q: What do we do with the information once completed?</b>  <b>A: The idea of a governor's self-evaluation is very similar to the school SEF. The survey should help us determine our effectiveness and identify what we are strong at as governors and what we need to improve. It will provide an overview of the strengths and areas for development and an action plan drafted with key actions going forward.</b></p> <p>Mrs Boyle reported that the chairs 360 performance review would also be completed before the end of the summer 1. Mrs L Burnett had agreed to lead on this and circulate the questionnaire to appropriate selection of governors.</p>	
2766. SAFEGUARDING	<p>This had been covered as part of the Head teachers report.</p>	
2767. KLP REPORT	<p>The KLP's report was available for governors on SharePoint.</p> <p>Mr Cappleman reported that it had been a positive meeting and he felt the KLP was very supportive of the school and especially understanding of the impact of the housing development on the school.</p>	
2768. FINANCIAL MANAGEMENT AND MONITORING	<p>Budget and financial monitoring had been covered within the recent resources committee meeting.</p> <p>Mr Michael gave a brief summary of the points addressed at the meeting:</p> <ul style="list-style-type: none"> <li>• The school were still looking at running at a surplus</li> <li>• Benchmarking marking</li> <li>• Discussion around Teaching Resources – expect to see school move up the benchmark next year</li> <li>• Planning around new funding formulae - with surplus positive picture for next 3 years despite a decline in funding</li> </ul>	

## 2769. POLICY REVIEW

(a) Complaints Policy

Mr Cappleman reported that he had read the LA guidance which recommended to schools to adapt the DfE's new model complaints policy. This had been personalised to the school and presented to governors on the white board. Governors worked through the areas highlighted by Mr Cappleman and sought clarification.

The following changes were agreed to be included/deleted:

- Third parties – to include “*only if appropriate written consent received*”
- Timescales – these were agreed and inserted to each appropriate area
- Format of hearing – it was agreed to include within the policy “*that all parties would be present in the room at the same time during the hearing*”
- To include within the policy that “*A complaint would need to be made identifiable when received in the school office by including COMPLAINT on the envelope*”
- To include - *all complaints would be logged by the school office*
- Having a reciprocal agreement with a neighbouring school if an independent panel was required
  - this would be agreed at the annual meeting in September
- remove section re complaints co-ordinator

RESOLVED: That the DfE model policy be adopted with the amendments agreed and be recommended for approval by the full GB at the next meeting

(b) Unreasonable and Serial Complaints Policy

Mr Cappleman advised that it was now recommended that schools consider having a separate policy for dealing with unreasonable and serial complaints had been adapted and personalised

RESOLVED: That this be adopted and recommended for approval by the full GB at the next meeting.

(c) Administration of Medicine Policy

Mr Cappleman reported that the school had always adopted the LA's model policy for Administration of Medicine however this was currently under review by the LA and was not yet available for schools to adopt. This policy was in need of review therefore Mr Cappleman advised that he had been in touch with Kirklees H&S, Safeguarding and a few other services to clarify some technical points to tighten up on procedures and had received some recommendations.

The policy had been revised in line with guidance received, the changes were shared with governors and the



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	<p>policy presented to governors for approval.</p> <p><b>Q: Is there a section which covers procedure on school trips?</b>  <b>A: Yes - if we take any medicine for pupils on school trips it is stored in a cool box</b></p> <p><b>RESOLVED:</b> That the revisions made to the policy be agreed and the policy recommended for approval by the full GB at the next meeting.</p>	
<p>2770. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p><b>Jill Metcalfe – Hand to Mouth</b>  Mrs Pearson read out Mrs Metcalfe’s report from her visit.</p> <p><b>Hannah Boyle - Safer Recruitment training</b>  Mrs Boyle reported that she had recently completed a Safer Recruitment training course which included taking an exam at the end of the training session</p> <p><b>Sylvia Pearson – Progress and Attainment (Using data to improve education outcomes)</b>  Mrs Pearson advised governors that she had now successfully completed the online NGA module and received a certificate of completion for evidence. She highlighted that it was a useful module which provided suggested questions governors should be asking, sharing good practice, what sources to look for and included a section on governors “looking back”, “looking in”, “Looking out” and “Looking forward.</p> <p><b>Linda Coates and Sylvia Pearson – observed “Carry my Story”</b>  Mrs Pearson provided the following summary:</p> <p>Kim and Jonathon from Yorkshire Spirit were present on the day, the translator and the Syrian refugees explained the thoughts and hopes behind the Carry My Story project. The children all asked the Syrian Refugees questions about the country they come from, their experiences and their journey to England. The children had to be patient while their questions were translated, answered and translated back to them.</p> <p>The children showed great respect for their visitors and empathy when they got upset. It was lovely to see how interested they were and their caring nature</p> <p><b>Mrs Pearson</b> advised that she had also visited the school to meet with Mr Cappleman to go through the feedback from the parent and pupil survey and draft a response to parents. Responses were fully analysed at the last CFC committee and on the whole feedback received was very positive.</p> <p>It was highlighted that one of the key areas from the pupil’s response to the survey was the overwhelming number of pupils who highlighted that they felt safer at school with online safety than they did at home and</p>	

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<p>2771. ANY OTHER BUSINESS</p>	<p>indicated the reasons why.</p> <p><u>Retirement of Head Teacher</u></p> <p>Mrs Boyle advised governors that prior to the start of the meeting Mr Cappleman had handed her a letter of resignation and informed her of his decision to take early retirement, with effect from the end of the summer term 2019. This was accepted with regret.</p> <p>Mr Cappleman advised governors that it had not been an easy decision to make. Having been in post 10 years, this Easter, he felt it was the right time for himself and the school for someone new to take the school into its next chapter. Flockton was a vibrant and successful school community which he believed was well placed for growing even stronger in the future.</p> <p>Mrs Boyle congratulated and thanked Mr Cappleman for the continuity he had given the school over the 10 years and wished him much happiness in what would be a new phase in his life.</p> <p>Mrs Boyle reported that the next step for the governing body was to start the recruitment process to appoint a new head teacher for the school for September 2019. She was aware that the recruitment timeline would be very tight and therefore agreed to contact David Raven-Hill (KLP) to discuss and request a copy of the recruitment guidance as soon as possible.</p> <p>It was highlighted that it would be necessary to call a special full governors meeting to start the recruitment process at which the governors would discuss and agree the following:</p> <p>Definition of the needs and vision for the school,  review the ISR,  appoint a recruitment panel  an advert,  the JD, personnel spec,  Timeline</p> <p>Mrs Boyle agreed to contact governors by email once she had spoken to Davin Raven-Hill.</p>	
<p>2772. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</p>	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on :</p> <p>(i) 13 May 2019  (ii) 1 July 2019</p>	

Item	Minutes	Action
2773. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.	

H. Boyle  
 Chair  
 13/5/19  
 Date

