

Directorate for Children & Adults

**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, 10 September 2019

PRESENT

Mrs H Boyle, Mr N Cappleman, Mr R Michael, Mrs S Pearson, Mrs S Rawling, and Mrs J Metcalfe

In Attendance

Mrs A Sahota (Minute Clerk)  
Sonia Latham (Associate Member)  
Mrs E Bulmer (Observer)  
Debbie Nouwen (Governor Designate)

Item	Minutes	Action
2814. <u>ELECTION OF CHAIR</u>	<p>The Clerk took the chair for this item</p> <p>Prior to the election of Chair, the Governing Body :</p> <ul style="list-style-type: none"> <li>(a) Determined that there were no further nominations coming forward from governors not present at the meeting for this position.</li> <li>(b) Determined the chair would have a term of until the next annual meeting</li> <li>(c) A tie would be resolved by a toss of a coin</li> </ul> <p>Nominations were sought. Mrs Hannah Boyle was proposed and seconded.</p> <p><b>RESOLVED:</b> That the Governing Body unanimously agree to the election of Mrs H Boyle as Chair of governors until the annual meeting next year.</p> <p>At this point Mrs H Boyle took the chair.</p>	
2815. <u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF</u>	<p>Apologies for absence were received from Rev V Keating (consent) and Mrs L Burnett (consent) and Mrs E Hirst (consent)</p> <p><b>The Governing Body also confirmed the following:</b></p>	

Item	Minutes	Action								
INTEREST	<p>(i) their protocols on apologies and consent to governor absence and agreed to decide on whether to grant consent on an individual basis depending on the circumstances of the absence and that apologies would need to be received for this to apply.</p> <p>(ii) That the Code of Conduct had been received and read by all governors. All governors signed the Code of Conduct register agreeing to adhere to the contents of the Governors Code. The chair would ensure that a copy was made available as part of a new governor's Induction process. It was also agreed to place the up to date copy of the code of conduct, on the school website</p> <p>(iii) Governors and staff to complete the declarations of business interest form and submit this to Mr Cappleman to retain in a file at school for Audit purposes.</p> <p>(iv) Any governor that had not already completed their business interest on SharePoint was asked to do in order that Mr Cappleman could place the updated Register of Governors Business Interest on the school website.</p> <p>(v) That Mrs S Latham would update the GIAS portal</p> <p>The following item was reported to be raised under Any Other Business:</p> <ul style="list-style-type: none"> <li>• Mrs L Coates</li> </ul>	<p>All governors to complete paper copy of the business interest (including staff)</p> <p>Electronic Register of Business Interest to be completed by those not yet completed asap</p>								
2816. NOTIFICATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS	<p>(a) <u>The following matters of representation were noted</u></p> <table border="1" data-bbox="869 996 1268 1980"> <thead> <tr> <th data-bbox="869 996 981 1220"><u>Appointment</u></th> <th data-bbox="869 1220 981 1377"><u>Name</u></th> <th data-bbox="869 1377 981 1601"><u>Category</u></th> <th data-bbox="869 1601 981 1980"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="981 996 981 1220"></td> <td data-bbox="981 1220 981 1377">Debbie Nouwen</td> <td data-bbox="981 1377 981 1601">Designate</td> <td data-bbox="981 1601 981 1980">Pending DBS check</td> </tr> </tbody> </table> <p>(b) <u>Appointment of Co-opted Governors (3 vacancies)</u></p> <p>It was reported that someone had expressed an interest in becoming a governor. They had been asked to write in to school indicating reasons why they wished to become a governor, their skill set and what they would bring to the Governing Body. This would then be considered alongside the Skills Audit and the gaps /governing body's requirements.</p> <p>It was noted that the school were still registered with Inspiring governance and the clerk agreed to</p>	<u>Appointment</u>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>		Debbie Nouwen	Designate	Pending DBS check	
<u>Appointment</u>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>							
	Debbie Nouwen	Designate	Pending DBS check							
2818. REPRESENTATION										

Item	Minutes	Action
2815. ELECTION OF VICE CHAIR	<p>place the school on the LA's list of schools requiring governors in the event they receive an influx of applications as part of their forthcoming recruitment campaign.</p> <p>Prior to the election of Vice Chair, the Governing Body :</p> <p>(a) Determined that there were no further nominations coming forward from governors not present at the meeting for this position.</p> <p>(b) Determined the Vice chair would also have a term until the next annual meeting</p> <p>Nominations were sought. Mr R Michael was proposed and seconded.</p> <p>RESOLVED: That the Governing Body unanimously agreed to the election of Mr R Michael as Vice chair of governors until the annual meeting next year</p>	
2819. REVIEW OF COMMITTEES.	<p>(a) That the membership of committees be confirmed as follows:</p> <p><u>Standards and Effectiveness</u></p> <p>Emily Hurst  Hannah Boyle  Neil Cappleman  Lisa Burnett (Ch)  Jill Metcalfe  Sylvia Pearson</p> <p><u>Resources and Pay Committee</u></p> <p>Rebecca Woods  Neil Cappleman  Sonia Latham (A)  Robert Michael (Ch)  Hannah Boyle</p> <p><u>Children and Families</u></p> <p>Sue Rawlings  Rev Val Keating</p>	

Item	Minutes	Action
	<p>Sylvia Pearson (Ch) Emily Hurst Debbie Nouwen (on appointment)</p> <p><u>Head Teacher Appraisal</u></p> <p>Mrs H Boyle Mrs L Burnett Mr R Michael Mrs S Pearson</p> <p>(b) <u>Membership of Essential Committees</u></p> <p>Staff Dismissal, Dismissal Appeal, Complaints and Pupil Discipline that the membership of these committees be selected from amongst the whole governing body from governors who are eligible and available.</p> <p>Governors agreed to continue with the reciprocal agreement in place with Skelmanthorpe Academy should the need arise for any independent panel.</p> <p>(c) <u>Terms of Reference of Committees</u></p> <p>RESOLVED: That the terms of reference of committees remain unchanged and be agreed as those listed within the schools committee structure document 2019-2020 on SharePoint which were based on the LA model terms of reference</p> <p>(d) <u>Governors Annual Planner 2019/2020</u></p> <p>Mr Michael agreed to review the governor's yearly planner for 2019/20 and make the link available to all governors.</p>	
2820. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES	<p>The following appointments be agreed:</p> <p>Special Educational Needs Governor - Lisa Burnett Governor Training Contact - Sonia Latham Governor for Looked After Children - Lisa Burnett Safeguarding Governor – Hannah Boyle (with a view of Debbie Nouwen taking this role once confirmed with</p>	

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	<p>Rev V Keating)  Child Protection Governor – Hannah Boyle (with a view of Debbie Nouwen taking this role once confirmed with Rev V Keating)  Early Years Governor – Jill Metcalfe and Sylvia Pearson  RE / Collective Worship Governor - Sue Rawling / Rev Val Keating  Curriculum Focus Governor - Sylvia Pearson  Curriculum Focus Governor – Jill Metcalfe  Pupil Premium Governor - Lisa Burnett  Safer Recruitment Governors - Sonia Latham and Neil Cappleman (Jan'16) Hannah Boyle (2018)  <b>School Council Governor – Mr Cappleman to check if the facilitation of the School Council could be covered on by a staff member and the link governor be determined at a future meeting</b>  Future Options Link - Bob Michael  H &amp; S Governor – Bob Michael  Equality Governor - As equality is part of remit for all above posts the FGB will have responsibility for this post  Wellbeing Governor – Hannah Boyle</p>	<p><i>Defer to a future meeting</i></p>
<p>2821. CHAIRMAN'S DELEGATED POWERS.</p>	<p>The Governing Body reviewed and agreed the Chairman's delegated powers concerning the following:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting, for good reason.</li> <li>(ii) Chair's powers 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.</li> <li>(iii) 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.</li> </ul>	
<p>2822. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER.</p>	<p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <ul style="list-style-type: none"> <li>(i) Planning and conducting the affairs of the school to remain solvent.</li> <li>(ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.</li> <li>(iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.</li> </ul>	

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	<p>(iv) 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.</p> <p>(vi) Following LA advice the HT's authorisation expenditure limit for day to day financial management of the school be as set in the terms of reference for the resources committee and be agreed at £5, 000K.</p> <p>(vii) The virement between budget headings be agreed at £10,000K</p>	
<p>2823. MATTERS ARISING FROM THE INQUORATE MEETING HELD ON 1 JULY 2019</p>	<p>(a) <u>Housing Development update (Minute 2799 refers)</u></p> <p>Mr Cappleman advised that he had made some enquiries regarding any monies owed to the school and found it only to be hearsay within the village, there was no money owed to the school.</p> <p>(b) <u>Buildings (Minute 2801 (e) refers)</u></p> <p>Mr Cappleman reported that he had received an email back from Building Services arranging a site meeting for either this Thursday or next Wednesday. It was hoped he would have a clearer understanding of the finer details; what, when and how following this meeting.</p> <p><b>Q: How long have they proposed the work will take?</b>  <b>A: We don't know yet</b></p> <p><b>Q: If you decide that having the work carried out whilst children are in school is not a feasible option what will happen?</b>  <b>A: The LA will have to reschedule the work during a holiday and we may therefore lose the funding as the works need to be done in this financial year.</b></p> <p><b>Q: Are the school paying for this?</b>  <b>A: No, however we will be making a small contribution towards it</b></p> <p><b>Q: Is there a part of the school that has no heating now?</b>  <b>A: There is a backup boiler. Previously we had 2 boilers as the school, at one time, was 2 buildings. We then had a new system fitted, they only kept one boiler with the backup boiler. One of these has now been condemned and capped.</b></p>	

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2824. MINUTES OF THE MEETING HELD ON 9 JULY 2019	<p>Mr Cappleman agreed to keep governors updated.</p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 9 July 2019 be approved and signed by the Chairman as a correct record.</p>	
2825. MATTERS ARISING	<p>There were no matters arising.</p>	
2826. HEAD TEACHERS REPORT & GOVERNORS QUESTIONS	<p>Mr Cappleman had placed a copy of his report on SharePoint for all governors to access prior to the meeting.</p> <p>The following areas were reported upon/questions raised :</p> <p>(a) <u>Number on Roll</u></p> <p><b>Q: Does the number on roll include the YR3 appeal and the child who was expected to have moved elsewhere?</b></p> <p><b>A: The child that was expected to leave has gone to the academy which has its own admissions policy. The family didn't inform the LA that they no longer needed the place so we have taken one child on an appeal. When a child comes in on an appeal the place becomes protected for the duration of that child being at the school so the place adds on top of our PAN. Theoretically we therefore still have a spare place in Reception.</b></p> <p><b>Q: Are their children on a waiting list who want to come to Flockton or who appealed and didn't get a place?</b></p> <p><b>A: There were 3 appeals, 2 of which didn't get a place. They can re-apply for a place but not appeal again</b></p> <p><b>Q: If we do have a spare place would that go to the pupil on the list or to one of the 2 unsuccessful appeals?</b></p> <p><b>A: Yes it would go to the pupil next on the waiting list not the unsuccessful appeals</b></p> <p>Mr Cappleman advised governors that he had received a number of enquiries to date from families moving on to the new estate and that he also had an appeal for a place in YR3 which would go through as a key stage appeal rather than a class size appeal.</p> <p><b>Q: Do we decide on the position of the appeal?</b></p> <p><b>A: The document sent through to admissions from the school stated quite clearly that although the</b></p>	

school was above PAN it was a church school in a village which serves a community and that governors feel strongly about pupils in the village having the right to be able attend their local school. It was also made clear that something needed to be done about this quickly. Although the school recognise that we do not have the space for any more pupils they could be accommodated with LA support. Unfortunately, the LA are not in favour of us raising our PAN as it will have a knock on effect on the middle schools within the pyramid.

Mr Cappleman advised governors that he had also been in touch with Mr Wilby, Senior Strategic Manager - Education Places and Access, again who had agreed to get back in touch with the school as soon as the Pupil Placement document had been completed, which was expected sometime later in the term.

(b) Attendance

**Attendance: (Target 98% by 2020)**

Actual attendance against target 2018/19: 95.62%. 17/18: 96.28%

Number of authorised and unauthorised absences: **Authorised: 3.19% [2.76%] / Unauthorised: 1.18% [0.96%]**

**Q: How are going to get the absence up to the expected target by 2020 – is it only one or 2 pupils that we know of or is it a broad spectrum of pupils contributing to the absence?**

**A: The problem last year was that we had a number of bug/viral infections that impacted on attendance with many children having a period of absence due to illness and there were also some pupils who had taken a holiday and also got poorly. If we look at the unauthorised absences this is in line with the LA's target. It's the authorised absence which is a problem and was mainly down to the illnesses.**

**Q: If we are beset by sickness but also rewarding pupils on a weekly basis for being in school do we send out a mix message that you should come to school regardless and that you are coming to school and spreading germs and making the problem worse?**

**A: We did introduce an attendance reward to improve attendance, however the difficulty is whether this was causing a problem by pupils coming back too soon. We have taken out the class reward system now and replaced it with a tree. The goal is to get as many leaves on the tree from each class and is a much fairer system.**

**Q: What does the attendance picture look like if we take out the one child with persistent absence out of the figure?**

**A: It does not really make any significant difference.**



Q: What are the sanctions on the school for not hitting the target?

A: There isn't any sanctions on the school for not hitting the target. It is an OFSTED target. When the school is inspected as long as we are able to demonstrate that the school is doing something about the absences and has policies and strategies in place to deal with persistent absentees, lateness etc then they will not be penalised especially if the absence is down to genuine pupil illness

Q: The absence figure also includes lateness, have we something in place to address this?

A: We do regularly inform parents that lateness counts towards a pupils absence. We also do a half termly report when we look through integris and identify those pupils close to the boundary of being a persistent non-attender /late arrivals and a letter is sent to the parents advising them. We can also, if felt necessary, obtain support from pupil attendance to work with any family if the absence is getting to a point of concern. We may need to start also putting a message on facebook. Absence information is also included on a pupils report.

(c) Special Educational Needs (Sen) And Looked After Children (Lac)

**Number of pupils on the SEN register: 15** (Includes 1 pupil with an education, health and care (EHC) plan)

Q: How is this figure in proportion to the number of pupils in school - it seems quite a high number Governors were referred to the school profile 2018/19 (historical data based on Jan 2019 census)

A: Although the figure looks high it is well below National and LA targets. The 15 pupils are actually the number of pupils we are watching. Out of the 15 pupils this includes pupils just being observed in Reception, 1 EHCP, 3/ 4 pupils who are getting additional support (their cases have gone to the additional needs group and being discussed with Ed Psychologist therefore getting external support) and the rest of the pupils will be getting support within class (delayed learning) so the pupils are being tracked. In effect the 15 is not the same percentage as last year.

(d) LA National Comparative Data

The following observations were shared:

- Early years data looked really good
- KS1 (YR2) were slightly lower than LA /National – This was cohort specific. Based on this cohorts starting points progress had been made from their Early Years scores however this was a weaker cohort than the cohort before and some pupils had failed to meet the test standards
- This YR2 cohort had a group of low ability pupils who had not shown high scores at early years although

- they had made good progress they were still behind their peers
- Trends over time – only 15 /16 pupils max in the cohort difficult to compare. These are bulked together to provide a 3 years average. There had been a **dip** in the percentage of children achieving EXS this year but this was most likely to be cohort specific (see progress made from EYFS for this cohort)
  - There had been an increase in reading and writing at GDS. Slight dip in mathematics.
  - School's **three year average** compared with (18/19 National) the results looked as follows: **EXS+** Reading: 79.3% (+4.4% above Nat) Writing: 72.6% (+3.4% above Nat) Maths 75.2% (-0.4% below Nat) at **GDS** Reading: 20.7% (-4.3% below Nat) Writing: 13.5% ( -1.3% below Nat) Maths 13.5% (-8.2% below Nat)
  - Greater Depth would continue to be a target in the SDP this year
  - Outcomes in Maths were a little disappointing especially in light of all the effort and work which had been put into maths this year with the introduction of a new maths scheme and training etc.
  - Mrs Pearson provided the following feedback from her Maths Monitoring visit carried out at the end of term:
    - There was even more tweaking required - White Rose had acknowledged there were still issues and were looking at the transition between year 5 and 6 teaching of Maths.
    - More support was needed to give staff the confidence to overview the whole curriculum and rearrange the modules to best fit the year and embed before the end of term SATs
    - White Rose were also creating end of block assessments templates and not just end of term ones to enable teachers to track pupil progress and understanding after each module (and modify the order of the terms curriculum and utilise 'free blocks' as needed).
    - White Rose are constantly getting feedback from schools and are due to provide new documents for Reception classes on practical and objective teaching and age appropriate recording. Dionne to attend training on this when White Rose release dates.
    - Mrs Hurst to look into the Mathletics programme (£440 per year) which works alongside Mastery and can be accessed in class and at home. The Mathletics programme has weekly challenges and certificates (reset each week so one pupil doesn't always win).
    - Governors needed to be mindful that this YR2 cohort were the first cohort to work under the new maths scheme. When discussed with the KLP it was realised it would not be a quick fix but a development over time
    - this year's YR1 results were showing an improvement on last year's YR1 results therefore next year's YR2 results would hopefully be an improvement on this years and would start becoming embedded
    - Mrs Bulmer agreed to support Mrs Hurst going forward and introduce her to some of the links she had made as part of the West Yorkshire Hub and all the initiatives introduced with her federation

**Q: How widely is maths mastery used across the pyramid?**

**A: Everyone is taking on the maths mastery approach. White Rose isn't everything though and**

**you don't have to stick to it because with the White Rose hub if you do not have the fluency aspect of it you cannot access the White Rose and therefore have to build on fluency and practice the skills**

- The Governments timetables testing for pupils would be introduced this year from YR4 – Mrs Bulmer advised that her school had been involved in the pilot and explained to governors how difficult the test was. Pupils were expected to answer 25 questions and where given 6 sec's per question. Pupils needed to obtain full marks and were awarded a pass or a fail. The outcomes were featured as part of the schools results
- A review of the school's curriculum was required – there was a need to identify what could be taken out as it was currently overloaded

**Q: Is there anything we will be putting into place to get the YR2 results which are below National/LA to the expected target?**

**A: Governors need to remember these results are cohort specific so the needs of the children will be considered when they go into YR3. We often find that although some pupils may not have performed well at YR2 by the time they get to YR5 they are usually at or above expected. If you look at the % of pupils achieving Greater depth at YR5 to the % achieving at YR2 there is a big difference as some pupils are just not ready in YR2 and sometimes there is insufficient evidence.**

(e) Safeguarding

Racist Incident Recording: None recorded so far this term

Bullying Incident Recording: None recorded so far this term

Number of safeguarding incidents: 0

Number of pupils with a child protection plan in place: supporting one family on a child protection plan and one family on a TAF.

All staff and two governors had completed Face to Face Basic Safeguarding Awareness training on Monday 2<sup>nd</sup> September 2019. The session was organised and run by KSCB.

**Q: Does the caretaker have the opportunity to access any safeguarding training?**

**A: The caretaker will access online training regularly and catering staff receive their training from Kirklees catering**

(f) Head Teachers wellbeing

Currently all was reported to be going well

Item	Minutes	Action
2827. SAFEGUARDING	This had been covered as part of the Head teachers report.	
2828. FINANCIAL MANAGEMENT AND MONITORING	<p>There were no changes to report on the budget since the last meeting as the school was only in the second week of the new term. This would be considered at the next resources committee.</p> <p><u>School Fund Audit Report</u></p> <p>Governors noted that there was a requirement that the School Fund Audit report be shared with the Full Governing Body and minuted to this effect. Mrs Latham reported that once the accounts were completed, which was normally around November, they would be passed to the auditor and brought to the resources committee and approved by the full governors at a future meeting.</p>	<p><i>Item on a future Resources agenda &amp; Full GB</i></p>
2829 HOUSING DEVELOPMENT UPDATE	<p>Mr Cappleman, Mrs Bulmer, Mrs Boyle and Mr Michael had met with Mr D Morgan, Chair of Richard Carter Trust. The following update was provided by Mr Cappleman:</p> <ul style="list-style-type: none"> <li>• Despite numerous attempts the school was not getting any further with obtaining any answers from the developers or from planning.</li> <li>• Mr Morgan had been contacted – he shared the schools concerns and was asked to support the school in trying to move things forward especially in terms of the 3 main areas of concern: <ul style="list-style-type: none"> <li>(i) H&amp;S regarding things the builders had left around the school site</li> <li>(ii) Site security – the lack of fencing</li> <li>(iii) Concerns around lowest plot - land grabbing</li> </ul> </li> <li>• Mr Morgan had access to senior management contacts within DWH and also legal and agreed to draft and send a letter. If no response was received he would contact the H&amp;S executive.</li> <li>• The site was developing rapidly and the majority of the development next to the school was almost complete – there was a worry that developers would not return.</li> <li>• Mr Michael and Mrs Boyle had agreed to contact local councillors for some advice/support. Mr Michael advised that he had contacted 2 local councillors to try and arrange a meeting to discuss the schools concerns around Section 106 monies and how the school could access this (especially from the 106 contract where the school had been named).</li> <li>• Section 106 was explained for the benefit of the new governor.</li> </ul>	
2830. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY	<p>The policy was not yet available from the LA.</p> <p>This item be deferred to a future meeting.</p>	<p><i>Item be placed on next agenda</i></p>

2831. POLICY REVIEW

Whistleblowing Policy

Governors acknowledged that there was a requirement as part of the LA's Financial Audit for the Whistleblowing Policy to be reviewed and approved by the full GB annually. The LA had made available a revised policy.

RESOLVED: That the LA Whistleblowing policy be adopted.

CCTV Policy

The LA's model CCTV policy was considered and the following points adapted and personalised to the needs of the school:

- 2.2 - *CCTV warning signs will be clearly and prominently placed,*
  - 2.3 - *CCTV is included in the school's privacy notice on the school website*
  - 3.3 – remove *"with the exception of the isolation unit and, for security purposes, ICT and other classrooms where there are a lot of high value items."*
  - 5.1 – the inclusion of *" 4 weeks"*
  - 7.5 – the deletion of *"A fee of £10 will be charged per request. (OPTIONAL AT SCHOOL'S DISCRETION)"*.
  - 8.2 – to read *"Head Teacher"*
  - 9.1 – to read *"Head Teacher"*
- Appendix D – Add schools name

**Q: Do we have the mechanism to save a piece of footage that may be needed?**

**A: Yes**

RESOLVED: That the LA be asked whether point 7.5 is lawful – GDPR legislation states that a person has free right to see any data anyone holds on them

RESOLVED: That the LA model CCTV policy be approved subject to the above amendments and approval from the schools GDPR officer

2832. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22

Mrs Boyle reported that in previous years the governors had considered the contents of the document and felt they had no need to change the PAN set for the school. This year there were a number of questions governors had regarding this item, a number of these questions had already been raised with the LA.

**Q: Can we realistically vary the PAN given the potential impact this would have on other schools within the pyramid?**

Item	Minutes	Action
	<p><b>A: The LA's advice was that the school shouldn't consider changing the PAN until the school is in a situation that they need to change the PAN. Changing too soon would open the school to filling with pupils from out of area.</b></p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The consultation was for 2 years in the future which made planning a big challenge – there was too much uncertainty</li> <li>• The school was already receiving more applications than they could admit therefore were already able to fill an increased PAN</li> <li>• There was no extra teacher to teach an increased PAN</li> </ul> <p><b>A: Is there a minimum number we can increase our PAN by which the LA will insist on or do we decide?</b></p> <p><b>Q: There will be a minimum number. Mr Wilby did indicate that there was a possibility of having an emergency PAN assigned to the school and then changing the PAN. With an emergency PAN the school would receive funding. Discussions have already been held whether a HLTA would be a short term solution for the school depending on the need.</b></p> <p><b>Q: When will all the houses be completed?</b></p> <p><b>A: The schedule was set for June/July, however the developers have failed to provide us with this information.</b></p> <p>Once the consultation opens the matter be discussed further by the Resources committee.</p>	<p><i>Item to be included on the Resources committee agenda</i></p>
<p>2833. CONSULTATION ON FAIR ACCESS PROTOCOLS</p>	<p>Mr Cappleman reported that most of the information in the document was standard and had been unchanged to previous years. However there were some areas to which he had paid particular interest.</p> <p><b>Q: Will the in- year applications for pupils who are coming from outside of Kirklees be relevant for us as part of this protocol (point J in the document) as the school is not fair from Wakefield?</b></p> <p><b>A: Fair access is different to in year admissions. Fair Access mainly covers making sure that all vulnerable children have fair access to schools and to ensure that these pupils are found a suitable school quickly. All schools have a collective responsibility to all pupils within the LA. The protocol document lists a number of children who fall into this category eg: with behavioural issues, excluded, attendance, SEN etc it</b></p> <p>Governors highlighted that they found some of the content of the protocols confusing and felt that some clarity was required.</p>	<p><i>This item be</i></p>

Item	Minutes	Action <i>placed on the next resources committee agenda</i>
2834. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>RESOLVED: That some clarification be sought by the LA about point 3 (J) when feedback is submitted</p> <p>That any governor wishing to provide feedback on the Fair Access Protocols consultation was asked to send this to Mr Michael who agreed to collate and bring back for further discussion at the next resources committee at which a response would be drafted to submit to the LA by the given date.</p> <p><b>Safeguarding - Sylvia Pearson</b></p> <p>Notes would be written up and placed on Sharepoint. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The course was good and was facilitated by Maxine Wood</li> <li>• very knowledgeable</li> <li>• The contents of the course was interesting but upsetting</li> <li>• The LA was currently at the final stages of reviewing their model safeguarding policy, in light of changes to KCSIE, this would be circulated to schools and require adopting by the Governors and sharing with staff</li> </ul> <p><b>Getting Ready for OFSTED – Sylvia Pearson and Sue Rawling</b></p> <p>A copy of their report was on Sharepoint for information and some handouts from the training were circulated. The following summary was provided:</p> <ul style="list-style-type: none"> <li>• The course was facilitated by Dughall McCormick</li> <li>• The course was very interesting</li> <li>• Governors needed an OFSTED folder containing all key information for the school</li> <li>• It was important that governors ensured they had ready evidence of them challenging the leadership team (eg collate evidence from the minutes where the governors have questioned and challenged</li> <li>• Look at next steps for school from the last inspection report and show that the actions have been covered</li> <li>• Governors needed to know their SDP and priorities</li> <li>• This had been a course worth attending</li> </ul> <p><b>Sylvia Pearson – Maths monitoring visit</b></p> <p>Most of the points from the visit had been covered earlier, the additional points were shared:</p> <ul style="list-style-type: none"> <li>• Mrs Hurst was looking into the Mathletics programme (£440 per year) which worked alongside Mastery and could be accessed in class and at home. The Mathletics programme had weekly</li> </ul>	

Item	Minutes	Action
	<p>challenges and certificates (reset each week so one pupil doesn't always win).</p> <ul style="list-style-type: none"> <li>• She had questioned how Pupil Premium (and every child) children might have access to this at home. Mrs Hurst was to look into the Pupil Premium budget to see if there was resources for a lunch club option.</li> <li>• The maths mastery approach had benefited the PP children as they could receive same day intervention when needed, meaning that they were working alongside and on the same activities as their peers.</li> <li>• discussed whether there were enough resources for the Pupils working at greater depth and GD pupils had access to a variety of extra questions/problems and scenarios</li> </ul> <p><b>Sue Rawling – SIAM monitoring visit (meeting with Mrs E Hurst)</b></p> <p>Mrs Rawling reported the following:</p> <ul style="list-style-type: none"> <li>• The report had been sent to Mr Cappleman to check – it was agreed to place this on Sharepoint</li> <li>• Looked at the new SIAMs plan - good working document in place</li> <li>• It a concern that the school no longer meet any of the outcomes (there were 7 in total now – 2 new)</li> <li>• There was quite a bit of work to do in this area now</li> <li>• The Ethos group were amazing</li> </ul> <p><u>GLAD</u></p> <p>For the benefit of the new governor Mrs H Boyle explained that the school bought into the LA GLAD training programme and explained how this worked. The programme of courses was shared and it was suggested that Debbie Noumen consider booking onto the New Governor induction course and also the safeguarding training once her appointment was confirmed. It was also highlighted that all governors had access to the NGA online training modules which could be completed at their own convenience.</p> <p>All other Governors were encouraged to attend any course they felt relevant to their role.</p> <p><b>Q: How often should governors do the safeguarding training</b>  <b>A: Depending on changes to any legislation annually is good practice, this can be online just to refresh</b></p>	
2835. ANY OTHER BUSINESS	<p><u>Linda Coates</u></p> <p>Mrs Boyle reported that she had taken a bunch of flowers and a card as token of the Governing Bodies appreciation to Mrs Coates for her time as a governor. Mrs Coates was very grateful and had asked for her</p>	



Item	Minutes	Action
2836. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<p>good wishes to be passed back to all governors.</p> <p>RESOLVED: That the next meetings of the Governing Body be held at 6.30 pm at the School on :</p> <ul style="list-style-type: none"> <li>(i) 25<sup>th</sup> November 2019</li> <li>(ii) 10<sup>th</sup> February 2020</li> <li>(iii) 30<sup>th</sup> March 2020</li> <li>(iv) 11<sup>th</sup> May 2020</li> <li>(v) 29<sup>th</sup> June 2020</li> </ul>	
2837. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes be excluded from the copy to be made available at the School.</p>	

*Hannah Dyer*  
 25/11/19

