

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, 26 November 2018

PRESENT

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

In Attendance

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

Item	Minutes	Action						
2722. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs R Woods (consent) and Mrs E Hirst (consent) There were no declarations of interest.							
2723. 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"> • Governors Newsletter • Catering Service – Non-stunned Halal Meat 							
2724. REPRESENTATION	The following matters of representation were noted <table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Appointment Name</u></td> <td style="text-align: center;"><u>Category</u></td> <td style="text-align: right;"><u>With Effect From</u></td> </tr> <tr> <td>Mrs Jillian Metcalfe</td> <td style="text-align: center;">Co-opted</td> <td style="text-align: right;">29.9.2018</td> </tr> </table> <p>Mrs Boyle reported that Mr B Anderson had tendered his resignation due to work relocation and the difficulty of travelling and getting back in time for governors meetings. Governors accepted this with regret and thanked Mr Anderson for all his work during his time as a governor.</p>	<u>Appointment Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Jillian Metcalfe	Co-opted	29.9.2018	
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	<p><u>Co-option of Governors - 2 Co-opted vacancies</u></p> <p>The name of a potential governor had been put forward by the LA which Mrs Boyle had emailed to try arrange a meeting. Mrs Boyle agreed to pursue this.</p> <p>Q: What background does the potential governor come from? A: They are an Operations Manager for Kirklees Citizens Advice & Law Centre and lives near Earlsheaton</p> <p>Governors acknowledged that that they would still have a couple of co-opted seats vacant and put forward the following suggestions to try and fill these positions:</p> <ul style="list-style-type: none"> • Ask within the schools local community • Contact other schools within the pyramid to ask them to advertise/promote the schools vacancies on their website. 	
<p>2725. MINUTES OF THE ANNUAL MEETING HELD ON 10 SEPTEMBER 2018</p>	<p>RESOLVED: That the minutes of the annual meeting held on 10 September 2018 be approved and signed by the Chairman as a correct record.</p>	
<p>2726. MATTERS ARISING</p>	<p>(a) <u>Register of Business Interest (Minute 2701 refers)</u></p> <p>There was just one outstanding. Mrs Latham agreed to contact Mrs Wood to update her business interest and then replace this with the updated version on the website.</p> <p>(b) <u>S & E Committee (Minute 2703 (d) refers)</u></p> <p>The S & E committee would look at reviewing their meeting dates at their next meeting.</p> <p>(c) <u>Pupil Progress Data (Minute 2709 refers)</u></p> <p>This had been presented and discussed in detail by the S & E committee at their last meeting.</p> <p>(d) <u>Safeguarding Policy</u></p> <p>This had been reviewed at CFC and recommended for approval.</p>	<p>SL to update school website</p> <p>Item on next S & E committee</p>

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Item	Minutes	Action
	<p>(e) <u>Premises (Minute 2711 (f) refers)</u></p> <p>Review of H & S Action plan and CDC survey. Mr Cappleman reported that the CDC survey was a Government survey which had been completed by a company called Faithful and Gould however they were still awaiting feedback.</p> <p>It was agreed to refer any feedback received to the next Resources Committee.</p> <p>(f) <u>Teachers Pay Policy and Teachers Appraisal Policy (Minute 2715 refers)</u></p> <p>These had been reviewed by the resources committee and recommended for approval by the full GB.</p> <p>(g) <u>Staff Handbook</u></p> <p>The review of the staff handbook be deferred to the new year.</p>	<p>CDC feedback to be shared with Resources committee</p> <p>Defer to Spring term</p>
<p>2727. REPORTS FROM COMMITTEES</p>	<p>All minutes had been placed on SharePoint in advance of the meeting.</p> <p>(a) <u>Minutes of the S & E Committee Meeting held on 10 October 2018</u></p> <p>Governors noted and approved the minutes. There were no matters arising</p> <p>(b) <u>Minutes of the C & F committee meeting held on 7 November 2018</u></p> <p>Governors noted and approved the minutes. There were no matters arising</p> <p>(c) <u>Minutes of the Resources Committee meeting held on 12 November 2018</u></p> <p>Governors noted and approved the minutes. There were no matters arising</p>	
<p>2728 HOUSING DEVELOPMENT UPDATE</p>	<p>The following update was provided to governors:</p> <ul style="list-style-type: none"> • Mrs Boyle and Mrs Hirst had met with Gareth Lloyd (Land Manager DWH) in October at which they had taken all the points raised by the governing body: <ul style="list-style-type: none"> ➢ Boundary ➢ Fencing ➢ The drain ➢ Site etiquette 	

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	<p>➤ The release of the phases of the houses</p> <ul style="list-style-type: none"> Mr Lloyd seemed interested and listened at the meeting and the discussions held were all followed up by an email To date no reply had been received despite a further email being sent in which Jo-Anne Sanders and the Diocese had been copied into As no written response had been received governors were now minded to contact Kirklees legal depart for any advice re next steps In terms of the Fencing – Mr Lloyd had advised that the land would eventually belong to the Richard Carter Trust. Mr Michael had been asked to relay this back to the trust as it appeared the contractors were shifting responsibility and also struggling to understand the issues around the drainage problem <p>ACTION : Contact Kirklees legal department for advice and also get in touch with the local councillors to ascertain what support they can provide.</p> <ul style="list-style-type: none"> Mr Cappleman advised that he had been in touch with Martin Wilby, School Place Planning Manager, regarding the Capacity Survey and Section 106 funding Section 106 funding would be considered when a certain amount of housing had been developed and put onto the market. At this moment in time there was no clear picture of when that would. As soon as this did happen it would trigger the 106 funding and there would then be discussions regarding whether there would be any need at that moment in time for the funding to be made available. If there was no need it would be held until there was a need. Advised that a net capacity survey would not be of any benefit at the moment as this only looked at the classroom spaces/teaching and learning spaces. It did not look at corridors, toilets or cloakrooms etc. which were the only significant changes in school since the last survey. Therefore one was not necessary. The LA were currently reviewing the School Place Planning document which should be completed by the end of this term. Once this had been completed Mr Wilby had agreed to meet with the HT and Chair to go through the document. It was highlighted that the forecast from the last School Place Planning document showed that across the area there would be a decline in population. However the LA were conscious that there was an increase in development therefore they were specifically keeping a close eye on Flockton as well as the pyramid in general Once the document had been reviewed it was agreed to arrange a meeting. It was also suggested that at this meeting that Mr Wilby look at the site and the implications that the site would have on the village and the school, which he was willing to do. Mr Wilby did indicate that he recognised that the problems Flockton were having were different to other schools due to the proximity of the development to the school 	<p>Kirklees legal and local councillors be contacted for further advice and support</p>

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2729. HEAD TEACHERS REPORT & GOVERNORS QUESTIONS	<ul style="list-style-type: none"> The message coming across from the LA was that at the current time they still did not recommend that the school increase their PAN. They didn't feel there was a need at this moment - if increased the school could leave themselves open to receiving out of area pupils which would not help. It was suggested that the school would need to go through a period of increased numbers within classes before consideration would be given to the school changing its PAN <p>Q: Is that the emergency PAN they refer to? A: Yes.</p> <p>Q: Is there a time limit given to this? A: That is not something which was mentioned. We could ask at the meeting we arrange with Mr Wilby.</p> <p>It was felt that the whole approach from the LA was disappointing as it was reactive and not proactive. The governors were trying very hard to have a plan in place reduce any detriment to the school or pupils, however the LA were just wanting the school to maintain the status quo regardless of the fact that there were over 700 houses being developed.</p> <p>Mr Cappleman highlighted that he was in agreement with this however as governors they were looking at the situation in a microcosm of the village and the LA were looking at the situation as the entire LA (the bigger picture) and specific wards and had to consider what capacity was available within other wards and the effect any decision of increasing the schools PAN would have on other schools and the effect on the middle school and high school with the pyramid.</p> <p>Q: Have we had any pupils from the development yet? A: We have had a few pupils but a lot of the houses have not yet been released. The next tranche is the social housing which has been sold to a housing association in Bradford. That could have an impact and possibly be young families that move in. We have not had any enquiries yet from any perspective parents.</p> <p>It was envisaged that due to the phased release of the houses pupil intake would fluctuant during the year and pupils would not all just be enrolled in September.</p> <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 questions had been received:</p>	

	<p>(a) <u>Attendance</u></p> <p>Q: Persistent absentees – is this historical or linked to specific children? A: Yes it is historical and has been linked with specific pupils and those pupils are no longer on role. We are currently monitoring a few families where absenteeism through lateness is beginning to increase so we are speaking to the families.</p> <p>Q: Does lateness feature in these statistics, if so what category do they fall in? A: Yes lateness comes under unauthorised absence. That is often why our absenteeism looks high. It's not that pupils are not here it is that they turn up late.</p> <p>(b) <u>School Improvement</u></p> <p>Mr Cappleman highlighted that there was a lot of information under this section and briefly highlighted the following points:</p> <p>(i) <u>Leadership and Management</u></p> <ul style="list-style-type: none"> Some of the information within this section would be useful for the steering committee when it carried out the heads appraisal in a few weeks' time as it all linked together. The heads targets and staff targets also linked in with the SDP priorities for last year. <p>Q: Having read the report what do governors feel are the schools standout priorities? A: Maths Curriculum. Reading at Greater depth</p> <ul style="list-style-type: none"> Mr Cappleman highlighted that the Maths objective had been started and was already showing positive results however this still needed to be embedded. Most of the schools targets were not a simple fix they would take a few years to show impact. However he felt it would be interesting to see how this would impact on the YR1 pupils coming through to YR5 having been through the whole school with the strategy <p>(ii) <u>Data analysis</u></p> <p>Although data showed that the school had done really well. Mr Cappleman reported that when looking at percentage points 7% represented one pupil. Therefore if the school was 7% below national averages this was only one pupil and often there would be a case study behind that pupil.</p> <p>Governors were advised that having analysed the data it had identified a need to look at Reading at</p>	
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Greater Depth. Although this was only slightly lower (possibly only 2 pupils) it showed that the school was good at getting pupils up from working towards expected to expected; however not enough was done to get those pupils at the top end of expected to Greater depth (especially at a younger age)

It was highlighted that this was difficult however they needed to look at the higher order reading skills, comprehension, inference and deduction (reading behind the words). Also Guided Reading and opportunities for discussion and comprehension at YR1 – this would be a key focus along with other areas.

Staff were setting challenging targets for Reading and pushing this – A question analysis (questions pupils did not answer very well) had been carried out on last year's KS1 SATs which had identified 2 points: Higher order questions and vocabulary. Mr Cappleman highlighted that this linked in nicely with areas being looked at by the pyramid. A key focus area for the pyramid was disadvantage pupils – pupil premium and low ability pupils and ways to identify what was holding these pupils back and why.

Mr Cappleman reported that this also linked in nicely with what the school felt they needed to be looking at and what they saw were pyramid and LA priorities (gap between disadvantaged and non-disadvantaged pupils and how the gap could continue to be narrowed)

Key Focus Areas:

- Continue to develop Maths
- Look at how to support more able pupils in Reading and pushing other pupils to achieve Greater depth
- Early Years – looking at Reading and Maths
- Disadvantaged children

It was highlighted that all the above would underpin the monitoring system which was currently being fine-tuned. Staff had looked at what they felt where the key questions which needed to be addressed and these placed into a monitoring diary.

Q: Are there any other specialist resources the school is short of in terms of meeting these priorities eg in Reading?

A: We already use "the power of reading" which is a powerful resource 2 members of staff trained in. This links to proper books and is about cross curricular writing, reading, speaking and listening approach. We have those books and resources but as years have gone on we need to remember

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	<p>we have them so we have completed and audit for reading resources for more able and SEN pupils and realised we have sufficient resources already in school</p> <p>The monitoring plan was now in place and would be added to the SDP. Mr Cappleman reported that a lot of the information within the report was taken from the work carried out to review the SDP and had been shared with all teaching staff. Teaching staff had also completed their curriculum action plans, which had been shared with the chair, and would feed into the SDP.</p> <p>(c) <u>Premises</u></p> <p>Q: Has a date been set for the fire drill? A: No not yet but will be this term.</p> <p>(d) <u>Governor Monitoring Visits</u></p> <p>Governors were reminded of the dates for the carol service and Christmas performances and all governors invited to attend.</p> <p>(e) <u>Christmas Fayre</u></p> <p>Thursday 6th December - A plea was made for any volunteers willing to help out on the stalls. Also Mrs Coates asked for any donations from governors which could be used as prizes for the school council's stall</p> <p>Mr Cappleman was thanked for his comprehensive report.</p>	
<p>2730. SAFEGUARDING</p>	<p>This had been covered as part of the Head teachers report.</p> <p>It was noted that there was no named safeguarding governor due to Mr Anderson's resignation. Mrs H Boyle highlighted that she had recently attended some safeguarding training and unless there was anyone else interested in taking on the role of safeguarding governor she was happy to temporarily oversee this role until a new appointment was made.</p> <p>Mrs Boyle reported that she had already arranged to come into school to go through the schools single central records with Mrs Latham.</p> <p>Safeguarding Audit – The first phase of the audit had been completed and had been reviewed by the LA's</p>	

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<p>2731. HEAD TEACHER WELLBEING</p>	<p>Safeguarding officer which was now ready for further updates/review. Mr Cappleman agreed to arrange a date with Mrs Boyle in the Spring term to look at this.</p> <p>Claire had been on DSL training</p> <p>Mr Cappleman provided the following update:</p> <p>Mr Cappleman reported that following his recent absence, which was due to illness, he had completed a return to work meeting after half term. He advised governors that his health had improved however he still had difficulty speaking for long periods of time. Instead of a phased return it was agreed for him to work from home for a few days during the week. This was working well.</p> <p>Mr Cappleman reported that he had a strong supportive team in terms of staff, including governors, and had brought more to the forefront the need to be mindful of staff wellbeing and self-wellbeing. This had made him a lot more conscious of returning to work until feeling completely better. It was agreed to review his current arrangements at the end of this week.</p> <p>Governors were fully on board and reminded Mr Cappleman that he needed to make sure he did not return to work until he was 100% and when he did return needed to be mindful of his workload and only do what was achievable and not to overdo it.</p> <p>Mr Cappleman reported that he had managed to catch up with a number of things at home however was now mindful that staff appraisals needed to be completed before his appraisal, which was due in a few weeks. The KLP meeting had been re-arranged to the spring term.</p> <p>Q: Do you do all the teachers appraisals?</p> <p>A: I do the teacher appraisals and Mrs Hurst carries out the support staff appraisals and Mrs Latham does the business assistant and lunchtime supervisor. Mrs Hurst had also helped with the observations this term which has been helpful.</p> <p>Q: Did splitting the observations work well?</p> <p>A: Yes it did. Increasing delegation - As Mrs Hurst has matured into her role of assistant head this has been ideal opportunity for some more responsibilities to be handed over which she is capable of doing and is good for her own development. Also you get a different perspective /focus with observations being split</p> <p>Mr Cappleman agreed that after Christmas he would think about diarising and planning dedicated headship time so that it happened regularly on a weekly basis and would plan other commitments around this.</p>	

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	<p>Q: Has Mrs Hurst got the capacity, can she take on extra? A: After the 2nd day as part of the insurance Mrs Hurst could be released certain times during the day and also Mrs Hurst has Leadership and management time (am every other week to cover her role of assistant head)</p> <p>It was agreed that there was another key area which perhaps needed to be included within the SDP around Staff wellbeing and staff workload including the curriculum in terms of looking at smarter ways of working.</p>	
<p>2732. FINANCIAL MANAGEMENT AND MONITORING</p>	<p><u>School Fund Audit Report</u></p> <p>This had been presented to the resources committee and recommendation made for approval by the full GB.</p> <p>RESOLVED: That the governors approve the school fund audit.</p>	
<p>2733. POLICY REVIEW</p>	<p>The following policies had all been considered and reviewed by the appropriate committees (CFC and Resources) and a recommendation made for approval by the full GB</p> <ul style="list-style-type: none"> • Teacher Appraisal Policy & Teacher Pay Policy. • Staff Capability • Staff Code of Conduct • Freedom of Information Policy • Charging and Letting Policy • Induction Policy • Child Protection Policy • Safeguarding Policy • Online Safety Policy <p>RESOLVED: That all the policies above be approved by the full GB for adoption.</p> <p>The staff handbook would be deferred to the next Resources committee meeting.</p>	
<p>2734. CONSULTATION ABOUT ADMISSION ARRANGEMENTS 2020/2021</p>	<p>This had been discussed at resources committee. The consultation was still live.</p> <p>The recommendation from the LA was for the school to retain the Status Quo.</p> <p>Observation: Both middle schools are academies and therefore not in the same admissions situation from a LA point of view so can set their own PAN which will have an effect. Mr Cappleman reported that despite</p>	

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<p>2735. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>Notes from the following visits where all uploaded on sharepoint prior to the meeting and were available for governors to refer to:</p> <p>Sue Rawling – 15 October 2018 <i>Collective Worship/meet with Mrs E Hurst</i></p> <p>Linda Coates – 22 October 2018 <i>School Council Minutes</i></p> <p>Hannah Boyle – 3 October 2018 Safeguarding Awareness Training</p> <p>Sylvia Pearson – 24th October 2018 To get an up to date report on the Maths Curriculum</p> <p>Sylvia Pearson – 22 October 2018 To be interview by the School Council</p> <p>Hannah Boyle & Jill Metcalfe – 14th November 2018 Initial Literacy Curriculum Governor Meeting</p> <p>Mr R Michael – Online NGA H& S Training The certificate of completion had been forwarded to the school for their records</p> <p>Despite a few concerns that the governors were unable to carry out all the visits they had planned for this term they were thanked for their time and commitment in coming into school and carrying out all the above visits.</p> <p>Thanks to Linda Coates as part of the School Council minutes for all her hard work on Government week. The school council had taken part in collective worship and talked about their role and also Paula Sheriff had come into school that week to talk to pupils on her role as local MP.</p>	

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2736. ANY OTHER BUSINESS	<p>(a) <u>Governor Newsletter</u></p> <p>The draft newsletter was on SharePoint and was referred to for discussion. The following points were made:</p> <p>Mrs Pearson advised that she had revamped the information placed in the previous edition – it was felt parents needed a further reminder on the role of the governors and what governors did, as well as introducing the newly appointed governors. It was agreed that there were a few changes required in terms of an up to date list of the governors as some details included were slightly out of date.</p> <p>It was reported that the intention had been to include the governor interviews carried out by the school council (Mr Michael and Mrs Pearson) – however it was decided to leave this for the 2nd edition in the school year.</p> <p>Ideas were sought for future newsletters:</p> <ul style="list-style-type: none"> • The School councils perspective of the role of the School Governors • Encourage pupils to visit the school website – alert them to governors and school council meeting minutes being available • Consider blogging instead of a termly newsletter – training to be set up and perhaps look at in the new year • Any other suggestions were always welcome <p>(b) <u>Catering – Non Stunned Meats</u></p> <p>Three model letters had been made available by the LA's catering service for schools to send out, appropriate to area and their arrangements. Mr Cappleman advised that the appropriate letter had been sent out to parents today which he felt clarified the situation in terms of what happens at the school and if that if any parent had any concerns how they could take the matter forward. Flockton was a non halal area and the letter explained the options pupils had which was a vegetarian option should a pupil choose.</p> <p>Q: How did this come about as a matter needing to be communicated about?</p> <p>A: Some investigations were carried out by a particular society which named Kirklees as one of highest users of non-stunned meat. This was followed by a petition which was then picked up by the media and was in the examiner and BBC website towards the end of last week.</p>	

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2737. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS	<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"> (i) 11 February 2019 (ii) 1 April 2019 (i) 13 May 2019 (ii) 1 July 2019 	
2738. 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.	

Harrold Boyle
 Chair
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