

**THE GOVERNING BODY OF A ROBERTTOWN CE (VC) JUNIOR AND INFANT SCHOOL**

Minutes of the meeting of the Governing Body of Roberttown CE (VC) Junior and Infant School, held at 6.30 pm at the School on Monday 19<sup>th</sup> March 2018.

**PRESENT**

Revd R Burge (Chair), Mrs E Bolt, Mrs S Goodall, Mrs J S Laycock-Smith, Mr E Messenger, Mr M Overend, Mr A Toft, Mrs H Wells, Mr B Weir, Mrs L Wood.

**In Attendance**

Mrs A Walker (Minute Clerk)

In the absence of Mrs Hoole, Reverend Burge chaired the meeting.

Reverend Burge opened the meeting with a prayer.

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
2496. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs J Smart-Gant and Mrs M Hoole both with consent.  There were no declarations of interest.	
2497. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following items were notified to be brought up under Any Other Business:  <ul style="list-style-type: none"> <li>• Parent view</li> <li>• Outstanding exempt schools</li> </ul>	

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2498. REPRESENTATION	<p><u>Appointment of a Parent Governor – following a failed election</u></p> <p>Governors were informed that there have been 2 expressions of interest from parents and a new ballot will be sent out again tomorrow.</p> <p><b>Q: Who votes?</b>  <b>A:</b> The parents vote for a parent governor.</p>	
2499. MINUTES OF THE MEETING HELD ON 15 FEBRUARY 2018.	RESOLVED: That the minutes of the meeting held on 15 February 2018 be approved and signed by the Chair as a correct record.	
2500. MATTERS ARISING	<p>a) <u>Financial Monitoring (Minute 2482 refers)</u></p> <p>Governors were informed that the Caretaker has not yet resigned and this position cannot be advertised until his resignation has been received.</p> <p><b>Q: Have Spen Valley school agreed we can use their Caretaker to cover leave?</b>  <b>A:</b> The SBM has been dealing with this.</p> <p>b) <u>Safeguarding (Minute 2484 refers).</u></p> <p>Governors informed the Head Teacher that they had not been able to access the link for Safer Recruitment training.</p> <p>ACTION: Head Teacher to ask Mrs Stanley to contact governors re accessing online training.</p> <p>c) <u>Governor Training (Minute 2490 refers)</u></p>	Head Teacher

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	<p><b>ACTION:</b> Mrs Hoole to update governors at the next meeting with details of free online training</p> <p>d) <b>DELETED – See Minute 2514</b></p>	<p><b>Mrs Hoole</b></p>
<p>2501. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</p>	<p>Governors had been provided with a copy of the Head Teacher's report prior to the meeting.</p> <p>Governors' questions were invited.</p> <p><b>Q: What were the 5 online search incidents?</b> <b>A:</b> They were searches that the children had made. They were all explainable and relating to the curriculum and topic work.</p> <p><b>Q: Were the 3 out of school incidents concerning children with their own social media accounts?</b> <b>A:</b> Yes - Instagram/ You Tube etc.</p> <p><b>Q: What time of year will the 2020 multiplication test be held? Are Y1 and 2 being prepared for it?</b> <b>A:</b> We are assuming it will be in the summer. We are very aware of the need to prepare children and we will be taking part in the voluntary trial in 2019.</p> <p><b>Q: What will be the context?</b> <b>A:</b> It will be online but not reportable at school level. It should have a positive impact on maths.</p> <p><b>Q: Will it be fed into the data and results?</b> <b>A:</b> We have no details as yet but it should be. We will definitely be involved in the trial next year and governors will be informed as soon as we have any more information.</p>	

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	<p><b>Q: Can governors do anything to reduce the unauthorised absences?</b> <b>A:</b> These are mostly family holidays that have not been agreed.</p> <p><b>Q: Is this a rising trend?</b> <b>A:</b> Some families have had some big holidays and we are monitoring this. Requests have crept up this year. One family are being fined for their absence. The Head Teacher does look at individual circumstances and will sometimes authorise absence for one off special events.</p> <p>The Head Teacher was thanked for her report.</p>	
2502. <b>DELETED – See Minute 2514</b>		

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2503. BENCHMARKING REPORT	The Benchmarking report had been looked at with the Financial reports.	
2504. SAFEGUARDING	<p>Governors were provided with a copy of the Safeguarding audit.</p> <p>Governors discussed the audit and considered the responses that had been completed.</p> <p><b>Q: What does 'in progress' mean?</b>  <b>A:</b> The new online tool is a living document and if it is 'in progress' there is still work to do to complete.</p> <p>The Head Teacher informed governors that she will continue to revisit and update the audit responses on a termly basis.</p>	
2505. ACADEMISATION/ MULTI ACADEMY TRUSTS	<p>Governors were informed that the Head Teacher had now met with some academy trusts. There were still some meetings to arrange. The Head Teacher had met face to face with Pride in Barnsley and Abbey in Leeds. Hipperholme and Lightcliffe schools are acting as a Hub for Abbey with both of these schools being quite close to Roberttown. Trinity in Halifax is another trust that is within 45/50 minutes of school.</p> <p>Governors were informed that once the Head Teacher has completed her visits</p>	

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	<p>she will provide them with a report.</p> <p>Governors were informed that the Abbey MAT would be willing to meet and engage with the governing body.</p> <p><b>Q: Who is in the Trinity MAT?</b>  <b>A:</b> Cathedral, Trinity, Ackroyd and Boothtown.</p> <p><b>Q: Would it be better to join a big MAT with a bigger back office function?</b>  <b>A:</b> Abbey is a big MAT but they would all carry out due diligence checks to see if they wanted to accept a school in to the MAT.</p> <p><b>Q: What view are we taking?</b>  <b>A:</b> This would need to be discussed by the Governing Body.</p> <p><b>Q: What influence would we have?</b>  <b>A:</b> We would be joining an established MAT with an established Board etc so it is difficult to say. We would need to establish this as part of our discussions.</p> <p>Governors agreed that the next step is for the Head Teacher to go visit the MATs with the Chair of governors.</p> <p><b>ACTION:</b> Head Teacher to gather more information for the next meeting of the governing body and add as a larger agenda item for the next meeting.</p>	<p><b>Head Teacher/ Clerking Services</b></p>
<p>2506.            SPENBOROUGH            CO-OPERATIVE            TRUST</p>	<p>Governors were provided with a copy of the Trustees' report.</p> <p>The Trust continues to provide a good range of activities with moderation being the most useful. The moderation is invaluable and having LA Literacy advisors in attendance is a positive.</p> <p><b>Q: Is it coming to the end of the partnership?</b></p>	

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	<p><b>A:</b> Some of the schools in the Trust are moving towards forming a MAT but we are still getting good quality from moderation and it continues to be a good link for pupils. Enrichment groups that participate in High school events have a very positive experience and there will always be a need for local children to come together. Even if the schools go in to a MAT it will still be important for local children to participate together.</p>	
2507. SEN POLICY	<p>Governors were provided with a copy of the SEN Policy.</p> <p>The policy had been amended following the recent meeting of the Standards Committee. The amendments that had been made by the Committee were highlighted to governors.</p> <p>RESOLVED: That the SEN policy be agreed and adopted.</p>	
2508. GOVERNOR TRAINING	<p>Governors agreed to complete Safer Recruitment training once Mrs Stanley had sent them the link and instructions.</p> <p>ACTION: Mrs Stanley to send governors the schedule of courses available up to July.</p>	<b>Mrs Stanley</b>
2509. GOVERNOR VISITS	<p>Reverend Burge had visited school for Godly play with Reception and would be visiting again next week.</p> <p>Reverend Burge had also run a Lent Club.</p> <p><b>Q: What is Lent Club?</b>  <b>A:</b> It is the telling of the Easter story and the children look at their ideas of God/what God looks like.</p>	
2510. THE ROLE OF THE LINK GOVERNOR	<p>Governors discussed the role of a link governor.</p>	

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	<p>Governors agreed that they did not want to be distant from the children and want to retain the child voice that they had as class governors.</p> <p>The Head Teacher informed governors that she believed that having governors linked to areas of the SDP would continue to provide the child's voice as much as the class governor link. A governor visit linked to the SDP would relate more to what they see in school and they would have to speak with the children when looking at areas of the SDP. If a governor was looking at Maths then they would visit a class to see Maths being taught and they would speak with the children. The Head Teacher explained to governors the importance of having SDP link governors and the value of seeing the school in action.</p> <p><b>Q: How many strands of the SDP do governors need to be responsible for?</b>  <b>A: 3</b></p> <p>Governors suggested that they may pair up to look at areas together.</p> <p><b>ACTION:</b> Governors to decide the areas of the SDP they would take responsibility for and email Head Teacher to arrange visits.</p>	<p><b>Governors</b></p>
2511. EDUCATIONAL VISITS	Winmarleigh Hall has now been booked.	
2512. ANY OTHER BUSINESS	<p>a) <u>Parent View</u></p> <p>Governors were provided with the responses to the Parent view surveys completed at Parents' Evenings.</p> <p>There had been 96 responses during the academic year.</p> <p>Governors looked at the responses and agreed that the overall result was very positive.</p>	

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	<p>There were one or two concerns and governors felt that if a 'free text' box was available on the survey then more feedback may be provided.</p> <p><b>ACTION:</b> Head Teacher to send letter to parents with results of survey. Letter to highlight the positives and request further feedback on negative areas such as homework.</p> <p>b) <u>Outstanding Exempt Schools</u></p> <p>Governors were provided with government guidance that had been published regarding the inspection of Outstanding Exempt schools.</p>	<p><b>Head Teacher</b></p>
<p>2513. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<p><b>RESOLVED:</b> That the next meetings of the Governing Body be held at 6.30pm at the School on:</p> <p>Wednesday, 23 May 2018 Tuesday, 10 July 2018</p>	
<p>2514. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<p><b>RESOLVED:</b> That Minutes 2500 (d) and 2502 be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	