

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

Minutes of a meeting of the Governing Body of Roberttown CE (VC) Junior and Infant School held at 6.30 pm at the School on Tuesday, 2nd October 2018.

PRESENT

Mrs M Hoole (Chair), Mrs E Bolt, Mrs C Cockerill, Mrs S Goodall, Mrs J S Laycock-Smith, Mr M Overend, Mr J Pickles, Mr A Toft, Mrs H Wells, Mrs L Wood.

In Attendance

Mrs D K Clough (Minute Clerk)

Mrs M Hoole opened the meeting with a prayer.

Item	Minutes	Action
9. ELECTION OF CHAIR	<p>The Chair had been elected until the first meeting after the first anniversary at the annual meeting held on 4 October 2017.</p> <p>RESOLVED: (i) That nominations be accepted from governors not present at the meeting.</p> <p>(ii) That the Chair be elected until the first meeting after the first anniversary of the meeting held on 2 October 2018.</p> <p>(iii) That in the case of a tie, a show of hands is held.</p> <p>RESOLVED: That Mrs M Hoole be elected Chair.</p>	

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<p>10. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p>	<p>No apologies for absence were received. It was noted that Reverend Burge was absent on sabbatical.</p> <p>There were no declarations of interest and the meeting was quorate.</p> <p>The Governing Body reviewed the protocols for apologies and consent to governor absence.</p> <p>RESOLVED: That apologies and consent to governor absence would be considered on an individual basis dependent on the circumstances.</p> <p>The NGA Governors' Code of Conduct had been circulated prior to the meeting.</p> <p>RESOLVED: That the Governors' Code of Conduct be approved and the register be signed by all Governors.</p> <p>Governors confirmed that the Register of Business Interest forms had been completed and the information had been updated on the School website.</p>	
<p>11. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p>	<p>The following items were notified to be brought up under Any Other Business:</p> <p>(a) Pudsey Visit (b) Parent View</p> <p>At this point in the agenda, the Pudsey Visit was discussed and it was agreed that the visit by Pudsey Bear would take place.</p>	
<p>12. REPRESENTATION</p>	<p>The following matter of representation was noted:</p>	

Item	Minutes	Action						
	<p><u>Resignation</u></p> <table border="0"> <tr> <td data-bbox="568 288 981 320"><u>Name</u></td> <td data-bbox="981 288 1352 320"><u>Category</u></td> <td data-bbox="1352 288 1691 320"><u>With effect from</u></td> </tr> <tr> <td data-bbox="568 360 981 392">Mr E J Messenger</td> <td data-bbox="981 360 1352 392">LA</td> <td data-bbox="1352 360 1691 392">25.09.2018</td> </tr> </table> <p>It was noted that there were no nominations for the current three Governor vacancies, one Co-opted, one Foundation and one LA Governor vacancy. Governors discussed their intention to review the Constitution of the Governing Body.</p> <p>ACTION: To request that the current LA vacancy is not advertised until completion of the review.</p>	<u>Name</u>	<u>Category</u>	<u>With effect from</u>	Mr E J Messenger	LA	25.09.2018	<p>Clerking Service</p>
<u>Name</u>	<u>Category</u>	<u>With effect from</u>						
Mr E J Messenger	LA	25.09.2018						
<p>13. ELECTION OF VICE-CHAIR</p>	<p>The Chair invited nominations.</p> <p>RESOLVED: That Mrs E Bolt be elected Vice-Chair until the first meeting after the first anniversary of the meeting held on 2 October 2018.</p>							
<p>14. REVIEW OF COMMITTEES</p>	<p>The Chair consulted with Governors on representation of the existing committees and their respective terms of reference.</p> <p>RESOLVED: That the Governors' representation on committees be approved as follows:</p> <p><u>Resources Committee</u></p> <p>Mr A Toft (Chair) Reverend R Burge Mrs C Cockerill Mrs S Goodall Mrs M Hoole Mrs J S Laycock-Smith</p>							

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	<p>Mrs L Wood Mrs Ball (Observer to Committee) Mr Parr (Observer to Committee)</p> <p><u>Standards and Effectiveness Committee</u></p> <p>Mr J Pickles (Chair) Mrs E Bolt Mrs M Hoole Mrs S Laycock-Smith Mr M Overend Mrs H Wells Mrs L Wood</p> <p><u>Appraisal and Pay Committee</u></p> <p>Mrs E Bolt Reverend R Burge Mrs M Hoole Mr A Toft</p> <p><u>Pupil Discipline and Staff Dismissal Committee</u></p> <p>Mrs E Bolt Reverend R Burge Mrs C Cockerill Mr A Toft</p> <p><u>Complaints and Staff Dismissal Appeals Committee</u></p> <p>Mr M Overend Mr J Pickles Mrs H Wells</p>	

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	<p>RESOLVED: That the LA model Terms of Reference be adopted for the Committees.</p>	
<p>15. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITES</p>	<p>RESOLVED: That Governors be appointed with Specific Responsibilities for the 2018-19 academic year as follows:</p> <ul style="list-style-type: none"> ➤ Health and Safety – Mr A Toft ➤ Early Years – Mrs E Bolt ➤ Child Protection – Mr A Toft ➤ Safeguarding – Mr A Toft ➤ Governor for Looked After Children – Mrs H Wells ➤ SEND – Mrs H Wells ➤ Governor Induction – Mrs M Hoole ➤ Governor Training Contact – Mrs S Goodall ➤ Equality – Mrs H Wells ➤ Data Expert – Mr J Pickles ➤ Online Safety – Mr M Overend ➤ Visits Co-ordinator – Mrs S Goodall ➤ SMSC – Reverend R Burge ➤ Premium Link – Mrs H Wells 	
<p>16. CHAIRMAN'S DELEGATED POWERS</p>	<p>The Governing Body reviewed the Chair's delegated powers.</p> <p>RESOLVED: That the Chair be granted the following delegated powers:</p> <ul style="list-style-type: none"> (i) Change of date of a scheduled meeting, for good reason (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. 	

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	(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.	
17. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER	<p>The Governors reviewed the Head Teacher's financial powers.</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"> (i) Planning and conducting the affairs of the school to remain solvent. (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. (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding. (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>RESOLVED: That the Governing Body delegates to the Head Teacher financial limits of £10,000 and budget virement of £45,000.</p>	

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	<p>The draft minutes had been circulated prior to the meeting and there were no further questions.</p> <p>RESOLVED: That the minutes of the meeting held on 19 June 2018 be noted.</p>	
<p>21. SAFEGUARDING</p>	<p>The Head Teacher explained to Governors that the Kirklees Schools Safeguarding Officer was proposing to replace the model Safeguarding Policy with two separate policies of Safeguarding and Child Protection, both of which had been circulated to Governors prior to the meeting.</p> <p>Q: What was the rationale for separating Child Protection into a separate policy?</p> <p>A: The Schools Safeguarding Officer felt that child protection is an element of safeguarding and should be kept separate.</p> <p>RESOLVED: That the Safeguarding Policy be agreed and adopted.</p> <p>RESOLVED: That the Child Protection Policy be agreed and adopted.</p> <p>The safeguarding update included the following:</p> <ul style="list-style-type: none"> • The Head Teacher had renewed her Designated Safeguarding Lead (DSL) training. • Whole school staff awareness training had been scheduled to take place on 10 and 24 October 2018. A separate session would be arranged for those staff unable to attend. <p>Q: Do Governors need to attend this training?</p> <p>A: No, you do not have to attend these sessions, as the focus is around working in a school. The Governor Safeguarding training would be more relevant as it covers your responsibilities as a Governor.</p> <ul style="list-style-type: none"> • Mr A Toft and Mrs M Hoole had visited school to check the Single Central Record. 	

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	<ul style="list-style-type: none"> • Mrs L Wood had completed On-line Safety Training Level 3. • The school has continued to use CPOMS which had proved to be very useful. 	
22. PARENT VIEW	<p>The updated report had been distributed to Governors through Office 365 and the Head Teacher provided the following highlights:</p> <ul style="list-style-type: none"> • The school had received 97 responses which compared to 66 and 77 in the previous 2 years. • There were some very positive responses compared to national data for parents' confidence in their children being well looked after, pupils being happy at school, feeling safe, being taught well and making good progress. • Although very similar to national trends, areas identified as needing more focus included appropriate homework and responding well to concerns, which had decreased over time. • Dealing with bullying was below national levels, even though the school's reported bullying was low. <p>Q: Is this linked to social media? A: There are more of those type of issues. The school does have to explain to parents what bullying is versus friendship issues.</p> <p>Q: As parents' responses are anonymous, how can the school obtain information to effectively deal with bullying for this upward trend? A: The Head Teacher explained that she felt it was about whether there was enough information being shared with parents around the activities being undertaken to address bullying issues in school, which mirrored views of school staff, with whom she had discussed the data. Also, to respond well to concerns, when they are received.</p> <p>Q: How can we obtain parents' views, as they may differ to Governors?</p>	

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	<p>A: We must continue to engage with parents. Data relating to bullying incidences are reported to Governors through the Head Teacher's Report. The Governor Safeguarding role includes responsibilities for bullying incidence.</p> <p>Q: In terms of the survey responses to the bullying question, there are a large number of 'don't know' answers, therefore that would insinuate that they are unable to comment on whether the school deals well with it because it has not happened. There is not an alternative for it?</p> <p>A: It is the nature of the question, which is mandatory, and should not be seen negatively. A different question around whether the school has systems in place to effectively deal with bullying, may have produced clearer responses.</p> <p>Governors had a detailed discussion of the issues and potential ways to promote parental awareness.</p>	
<p>23. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>Governors received the updated budget monitoring reports through Office 365 and the Head Teacher provided a brief summary of the current financial position and the resource pressures impacting on the school.</p> <p>Q: The Department for Education (DfE) have recently produced a document about saving money in schools. Will it be useful to the school?</p> <p>A: The Head Teacher explained that she had briefly reviewed the document, but she had not identified anything that would provide significant savings, however the School Business Manager would examine the document in detail.</p> <p>The Head Teacher advised Governors that information had been received indicating that the employers' contributions for the Teachers' pension scheme were expected to increase significantly by 43% from September 2019.</p> <p>Q: What percentage of the overall budget is the pension cost?</p> <p>A: The teacher staffing budget for the year totals £523,000 and makes up the largest proportion of the school budget, the pension cost of which is an</p>	

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	<p>element of it. There does not appear to be any guarantees of additional funding to cover the increase.</p> <p>ACTION: To calculate and report on the financial impact of the teachers' pension cost increase.</p> <p>The Head Teacher explained that the School Fund Audit Report had not yet been finalised due to awaiting responses for a banking error but would be presented to Governors at the next meeting.</p> <p>ACTION: To add School Fund Audit Report to the agenda of the Full Governing Body to be held on 6 December 2018.</p>	<p>Head Teacher / School Business Manager</p> <p>Clerking Services</p>
<p>24. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY</p>	<p>The Head Teacher advised Governors that the policies were not yet available as Kirklees was currently reviewing and consulting on the policies, which would incorporate the Teacher Pay Award from September 2018.</p> <p>ACTION: To defer to the agenda of the next Full Governing Body meeting to be held on 6 December 2018.</p>	<p>Clerking Services</p>
<p>25. POLICIES FOR REVIEW BY FULL GOVERNING BODY</p>	<p>The Whistleblowing Policy had been circulated to Governors and the Head Teacher advised that there were no further changes since the last review of the policy. It was reiterated to Governors that the policy is shared with all staff at induction, staff briefings and displayed in the staffroom.</p> <p>RESOLVED: That the Whistleblowing Policy be agreed and adopted.</p>	
<p>26. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21</p>	<p>The Governors noted the statutory consultation on admission arrangements in respect of the academic year 2020/21.</p> <p>Governors expressed increasing concern of large class sizes in Key Stage 2 and the impact on pupil attainment. The Head Teacher explained the historical</p>	

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	<p>context of the current PAN and the implications of changing it. Governors reluctantly agreed the current PAN of 34.</p> <p>ACTION: To invite Kirklees Admissions Service to the next full Governing Body meeting to be held on 6 December 2018.</p>	<p>The Head Teacher</p>
<p>27. LITERACY AT ROBERTTOWN SCHOOL</p>	<p>ACTION: To defer to the agenda of the next full Governing Body meeting to be held on 6 December 2018.</p>	<p>Clerking Services</p>
<p>28. SCHOOL SELF- EVALUATION UPDATE/SDP PRIORITIES</p>	<p>The Head Teacher distributed 'Our School Priorities 2018-19' document to Governors, which outlined the main issues highlighted by the school's data for prioritisation and to inform the School Development Plan 2018/19 which was currently being finalised.</p> <p>It was emphasised that the data provided a steer to concentrate on achieving greater depth, writing and tackling underachievement. Also, it was noted that there was a need to review the curriculum to ensure a broad and rich curriculum, which would support Subject Leader development and strengthen leadership and management at all levels, in addition to increasing pupil attainment for greater depth.</p>	
<p>29. GOVERNING BODY SELF-EVALUATION</p>	<p>ACTION: Governor Skills Audit forms to be returned to Head Teacher to inform review of Governing Body constitution, in addition to supporting Self-Evaluation.</p> <p>ACTION: Governors to arrange a separate meeting to take place in November 2018 to undertake the Governing Body Self-Evaluation.</p>	<p>All Governors</p> <p>The Head Teacher and Chair to email all Governors</p>

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30. SPENBOROUGH CO-OPERATIVE TRUST	<p>The Chair advised that the Spenborough Co-operative AGM and Trust meeting was to be held on Thursday 4 October 2018.</p> <p>The Head Teacher informed Governors that school improvement activities were currently taking place in two triads as follows:</p> <ul style="list-style-type: none"> • Hightown, Gomersal and Roberttown schools • Littleton, Heckmondwike and Headlands schools <p>It was explained that this would involve a morning visit to each school in the triad, the first of which would take place on 3 October 2018 at Gomersal, with follow-up visits taking place later in the Autumn term. The Head Teacher indicated that it would be a real benefit for the trust schools to work together and share good practice.</p>	
31. EDUCATIONAL VISTS	<p>Governors discussed the feedback from the recent successful residential visit to Winmarleigh Hall. Further information on communications to parents was agreed to be included on the PowerPoint Presentation.</p> <p>Stone Age will visit the school for an educational activity day on Friday 12 October 2018.</p>	
32. GOVERNOR TRAINING	ACTION: To defer to the agenda of the next full Governing Body meeting to be held on 6 December 2018.	Clerking Services
33. GOVERNOR VISITS AND LINKS TO THE SDP	ACTION: To defer to the agenda of the next full Governing Body meeting to be held on 6 December 2018.	Clerking Services

Item	Minutes	Action
34. DELETION – See Minute 37		

Item	Minutes	Action

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35. ANY OTHER BUSINESS	<p><u>Parent View</u></p> <p>It was indicated that the current format should continue. Governors were advised that Parents' Evenings presented a good opportunity for Governors to engage with parents and listen to their views and were scheduled to take place as follows:</p> <ul style="list-style-type: none"> • Monday, 12 November 2018 at 3.15 pm to 6.00 pm • Thursday, 15 November 2018 at 6.00 pm to 8.30 pm 	
36. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm at the School on:</p> <p>Thursday, 6 December 2018 Wednesday, 13 February 2019 Monday, 25 March 2019 Wednesday, 22 May 2019 Monday, 8 July 2019</p>	
37. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That Minute 34 be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.</p>	

Meeting closed at 9.00 pm.