

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 Wednesday 23rd May 2018.

PRESENT

The Reverend R Burge (Chair), Mrs E Bolt, Mrs S Goodall, Mrs J S Laycock-Smith, Mr E Messenger, Mr M Overend, Mr J Pickles, Mr A Toft, Mrs J Smart-Gant, Mr A Toft, Mrs H Wells, Mrs L Wood

In Attendance

Mrs A Jewell (Minute Clerk)
Mrs T Ball (Staff)

Reverend Burge opened the meeting with a prayer.

Mr Pickles was welcomed to his first meeting and introductions were made.

Item	Minutes	Action
2515. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies for absence were received from Mrs M Hoole and Mr B Weir both with consent. There were no declarations of interest.	
2516. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	The following item was notified to be brought up under Any Other Business: • Car Parking	

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2517. REPRESENTATION	<p>The following matters of representation were noted:</p> <p>a) <u>Appointment</u></p> <table border="0"> <thead> <tr> <th data-bbox="553 360 936 395"><u>Name</u></th> <th data-bbox="958 360 1341 395"><u>Category</u></th> <th data-bbox="1375 360 1621 395"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="553 435 936 507">Mr Andrew Toft (re-appointed)</td> <td data-bbox="958 435 1341 470">Co-opted</td> <td data-bbox="1375 435 1621 470">17.06.18</td> </tr> <tr> <td data-bbox="553 547 936 582">Mr Jonathan Pickles</td> <td data-bbox="958 547 1341 582">Parent</td> <td data-bbox="1375 547 1621 582">23.04.18</td> </tr> </tbody> </table> <p>b) <u>End of Term of Office:</u></p> <p>The following Governors will shortly end their term of office:</p> <table border="0"> <thead> <tr> <th data-bbox="553 767 936 802"><u>Name</u></th> <th data-bbox="958 767 1341 802"><u>Category</u></th> <th data-bbox="1375 767 1621 802"><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="553 842 936 877">Mrs Helen Wells</td> <td data-bbox="958 842 1341 877">Co-opted</td> <td data-bbox="1375 842 1621 877">31.07.18</td> </tr> <tr> <td data-bbox="553 917 936 952">Mrs Suzanne Goodall</td> <td data-bbox="958 917 1341 952">Co-opted (staff)</td> <td data-bbox="1375 917 1621 952">31.07.18</td> </tr> </tbody> </table> <p>c) <u>Appointment of Co-opted Governors</u></p> <p>Mrs Wells and Mrs Goodall indicated that they would wish to be re-appointed.</p> <p>RESOLVED: That Mrs H Wells and Mrs S Goodall be invited to serve again as co-opted governors.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr Andrew Toft (re-appointed)	Co-opted	17.06.18	Mr Jonathan Pickles	Parent	23.04.18	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Helen Wells	Co-opted	31.07.18	Mrs Suzanne Goodall	Co-opted (staff)	31.07.18	
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2518. MINUTES OF THE MEETING HELD ON 19 MARCH 2018.	<p>The minutes that had been circulated from Governor Services were not the amended copies. It was therefore decided to defer this item to the next meeting.</p> <p>ACTION: Defer approval to meeting on 10 July 2018.</p>	Defer to July meeting																		

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2519. MATTERS ARISING	<p>a) <u>Governor Training (Minutes 2490 and 2500 refer)</u></p> <p>Mrs Hoole was not present to update Governors about the free online training. It was agreed to defer this to the next meeting.</p> <p>The Chair confirmed he will be completing safer recruitment training.</p> <p>b) <u>Any Other Business – Parent View (Minute 2512 refers)</u></p> <p>The Head Teacher advised that she had started compiling the data, including national data and advised that she would update Governors further at the September meeting.</p>	Defer to September agenda
2520. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT	<p>Mrs Ball tabled the proposed budget figures. It was noted that the carry forward figure was £77,222 which was a good figure.</p> <p>Q: What is the predicted carry forward figure for next year? A: We cannot answer that. We monitor the budget during the financial year but cannot predict what the carry forward figure will be at this point in the year.</p> <p>Q: Do you think there will be any carry forward figure? A: We try not to be pessimistic. David Gearing will go through three year budget projections at a meeting in a few weeks.</p> <p>Q: Can funding be predicted for the next 3 years? A: These are the figures that we have available currently and we take advice from LA finance officer, David Gearing. Mrs Ball will be attending an update regarding this shortly.</p>	
2521. APPROVE THE BUDGET	RESOLVED: That Governors the Budget for 2018/19 (unanimous).	'3 Year Budget' to be on agenda for July meeting.

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2522. FINANCIAL BENCHMARKING	<p>The Catering expenditure benchmarking report was tabled.</p> <p>Q: What does 'catering staff' on the second line mean? A: This is an anomaly. Our catering manager also has a role within the Breakfast Club for which she gets paid through us. For some reason the National Insurance contribution for her for the Breakfast Club goes onto our catering budget.</p> <p>Q: Do we know why Honley are getting a high amount? A: They probably have a high number of pupils on FSM.</p> <p>The Head Teacher noted that she was mindful that staffing costs should be looked at further by the Resources Committee.</p> <p>Mrs Ball was thanked for her reports and subsequently left the meeting.</p>	
2523. SAFEGUARDING	<p>The Head Teacher confirmed that this item is always on the agenda at staff meetings as there are changes in guidance, new information from the DfE re sexual violence and aggression regarding children and updated Keeping Children Safe in Education comes in in September. Mrs Stanley continues to look after the SCR. Mr Toft agreed to visit the school to inspect this.</p> <p>CPOMS is still being used in school and the Head Teacher advised that the school were very pleased with the system. The new School Safeguarding Officer from the LA is Michelle Hodges.</p> <p>The Head Teacher is due to update her DSL training in September. Mrs Wood has updated her training.</p> <p>There continues to be some online safety issues out of school. It is difficult for the school to influence this but parents are aware and school continues to work to develop children's and parents' skills, knowledge and awareness.</p>	Mr Toft to inspect SCR.

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2524. ACADEMISATION/ MULTI ACADEMY TRUSTS	<p>It was agreed to defer this item to the next meeting as there were no updates.</p> <p>The Head Teacher advised that she had attended a meeting earlier in the day and was informed that Ofsted were possibly going to inspect MATs as one, rather than inspect each individual school.</p>	
2525. SPENBOROUGH CO-OPERATIVE TRUST	<p>The Enrichment Activity Facilitator Trustees Report to April 2018 was tabled.</p> <p>Mrs Goodall noted that the school had done very well in gymnastics and tennis and are all through to the final rounds.</p>	
2527. GDPR	<p>The Head Teacher advised the meeting that herself and Mrs Ball had attended GDPR training. They have met with two external companies who run GDPR on behalf of schools. One company had the capacity to take the school on and this would cost £1,000 per year approximately. This would include completing an audit, cover the role of DPO, hold termly meetings, have their people at the end of the phone to answer any queries and deal with anything other than basic access requests.</p> <p>Q: Is there anything we need to be doing as Governors? A: Not currently. More information will be available after the audit.</p> <p>Q: What sort of data do we hold that is sensitive? A: Plenty – medical, CPOMs, dates of birth, addresses etc.</p> <p>Q: Will you be able to continue with accident forms? A: Yes.</p> <p>Q: Is there a requirement for parents to consent to data? A: Yes, we have already carried out the newsletter consent. The LA have been in contact and they are putting in place a template for this year to be able to share statutory data.</p>	

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	<p>Q: Do we have a privacy notice on the website? A: Yes.</p>	
2528. GOVERNOR TRAINING	A schedule of courses available for Governors had been sent out prior to the meeting. It was noted there were not many courses available and no New Governor Induction training was listed. The Head Teacher agreed to enquire about this.	Head Teacher to enquire about New Governor Induction training.
2529. GOVERNOR VISITS	<p>The Chair advised that he had visited on Monday to look at the PP grant and how it is spent within the school. The staff had been very helpful. A report will be available for the next meeting. The Chair had also visited on Tuesday to see KS1. The pupils had been very well behaved when listening to the story he had narrated.</p> <p>Mr Toft asked about linking up with Governors and visiting re the SDP. The Head Teacher advised it was too late in the academic year to do this and agreed this would be looked during the Governing Body meeting on 2 October.</p>	<p>Chair to provide Governor visit report for next meeting in July.</p> <p>Discuss Governor visits and links to the SDP at meeting on 2 October.</p>
2530. GOVERNOR LINKS	The Chair advised that his Governor link class (Reception) had visited the Church and enjoyed their visit. They had enjoyed looking around.	
2531. EDUCATIONAL VISITS	Planned trips included: Y5/6 Thackray Medical Museum on 20 June, Y3/4 to Eden Forest on 2 June, Y1/2 to Standedge Tunnel on 4 July and a Nell Bank Gruffalo trip for Reception on 20 July.	
2532. ANY OTHER BUSINESS	<p><u>Car Parking</u></p> <p>Mr Overend mentioned the continuing problems with parents not parking safely near the school. It was agreed that he would investigate how Headlands have resolved this issue.</p>	Mr Overend to investigate parking issues at Headlands school

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2533. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.	RESOLVED: That the next meeting of the Governing Body be held at 6.30pm at the School on Tuesday, 10 July 2018.	
2534. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY.	RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	