

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 Tuesday, 5 December 2017

PRESENT

Mrs M Hoole (Chair), Revd R Burge, Mrs S Goodall, Mr S Gore, Mrs S Laycock-Smith (Head Teacher), Mr M Overend, Mr A Toft, Mrs H Wells, Mr B Weir.

In Attendance

Mrs A Walker (Minute Clerk)

Reverend Burge opened the meeting with a prayer.

Item	Minutes	Action
2459. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	Apologies were received from Mrs E Bolt, Mr E J Messenger, Mrs J Smart-Gant and Mrs L Wood all with consent. There were no declarations of interest.	
2460. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items to be brought up under Any Other Business.	

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2461. MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2017	<p>RESOLVED: That the minutes of the meeting held on 1 November 2017 be approved and signed by the Chair as a correct record subject to the following amendments:</p> <p>Minute 2456, to read: Q: Can we create a new MAT? A: No. The Diocese announced that there are unlikely to be any new MATS.....</p> <p>Doodle 'Pole' to read Doodle 'Poll'.</p>	Clerking Services
2462. MATTERS ARISING	<p><u>MATS (Minute 2456 refers)</u></p> <p>Further information to be gathered in January.</p>	
2463. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS	<p>The Head Teacher's Report had been provided to Governors before the meeting.</p> <p>Governors were informed that attendance was at 97.5%. Fewer requests for family holidays in term time are being agreed.</p> <p>Q: The Attendance policy states 10 sessions – what is this? A: 10 sessions is 5 days. Any absence longer than this can be subject to a fine.</p> <p>The Chair informed governors that she would be visiting school on 6 December to check the Single Central Record.</p> <p>Q: Was the You Tube incident out of school? A: Yes but it was reported to a member of staff.</p> <p>Q: What was the background to the search made for images of guns? A: A child had been looking for a clip art image for a presentation about 'The Twits'.</p>	

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	<p>Q: Do you block these searches? A: No – in this situation the search was acceptable. The teacher was spoken to and the child’s power point was looked at.</p> <p>Q: Can you see what the children see when they search? A: We can see the login details, the time of the search and what search was made.</p> <p>Q: Year 3 is a particularly large class – are there any plans for this class moving through school? A: There is no budget to buy in any additional support or one to one support. Some children may leave but other than that there is nothing that we can do. We have a Fair Access appeal coming up for a place in Year 6. We have already stated that there are 36 children in that class at the moment and there is no capacity to take any more. The appeals panel may look at it and say we have to take in this additional child. Such large class sizes will have an impact on results.</p> <p>Governors were informed that Mrs Ball has now joined as the new SBM and is settling in well.</p> <p>Mrs Rika has left and an advert has been placed for a replacement.</p> <p>Mrs Khan has been appointed as a new lunchtime supervisor.</p> <p>Governors had no further questions and the Head Teacher was thanked for her report.</p>	
2464. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT.	<p>Governors were provided with copies of the budget monitoring forms.</p> <p>Governors reconciled the figures.</p> <p>Q: Was the Sports Premium a one off payment?</p>	

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	<p>A: No we have received it for the last few years but it has been doubled this year.</p> <p>Q: Will it be double next year? A: Nothing has been decided yet.</p> <p>Q: Is it received in 1 payment? A: No – we haven't received the full amount yet. We will have around £16k in total.</p> <p>Q: Does it come directly in? A: The SBM will be aware of when it will be received.</p> <p>Q: Are budget constraints stopping us from doing anything? A: The main concern is staffing costs. The Head Teacher always has in mind the 3 year budget deficit. A job share partner has just been appointed to work with Mrs Baker increasing staff costs further.</p> <p>Q: When will she start? A: February.</p> <p>Q: Does it give more flexibility having 2 job shares? A: There is now a job share in KS1 and KS2 and whilst we are keen to encourage flexible working it does bring complexities. Communication between the parties needs to be strong.</p> <p>Governors were informed that Mrs Wood will be absent from school for the next 4 weeks and parents will be informed in the next newsletter.</p> <p>Mrs Pollard is absent from work and Mrs Rika has now left and a replacement has not yet been appointed.</p> <p>Q: Are we paying sick pay and supply cover?</p>	

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	<p>A: The insurance covers from the 3rd day for Mrs Wood. Mrs Rika is being covered from within school. We have looked at areas where cuts could be made but we only have a small team of support staff and current staff are already feeling stretched.</p> <p>Q: Should the figure 558702 on SAP page 7 match 588102? ACTION: SBM to check reconciliation of figures and amend if applicable.</p>	
<p>2465. SAFEGUARDING</p>	<p>The Head Teacher informed governors that she had updated her level 3 training and as DSL would be attending a domestic violence course.</p> <p>Mrs Wood would be completing her DSL refresher training in the New Year.</p> <p>CPOMs continues to be well utilised.</p> <p>Steve Barnes, LA Safeguarding officer, will be visiting school 6 December with Mrs Hoole and Mr Toft to review the Single Central Record.</p> <p>Governors were informed that a new electronic process is being introduced for completion of the safeguarding audit.</p> <p>Q: Will it contain historic data? A: No it will be blank and will be looking for evidence.</p> <p>ACTION: Head Teacher to bring printouts for governors to see and further information.</p>	<p>Head Teacher</p>
<p>2466. ACADEMISATION/ MULTI ACADEMY TRUSTS</p>	<p>The Head Teacher informed governors that she now had a list of MATS that she would be writing out to in January.</p> <p>Governors agreed it would be interesting to see what information came back.</p>	

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	<p>Governors had a general discussion around MATS and the recent news regarding Wakefield City Academy.</p> <p>Governors said that they felt better informed to move towards the next step.</p> <p>Governors discussed the possibility of schools moving toward two form entry as a way of cutting costs.</p> <p>Governors agreed that at the moment no one is far enough along the journey to see any financial benefits.</p> <p>Q: Are we more secure with the Diocese? A: We are part of a bigger picture and not alone. We have an element of quality control.</p> <p>Q: Have we invited any MATS to present to us? A: We will be doing that in January.</p> <p>Governors expressed their concerns for the staff and the possible deployment of staff members anywhere within the academy.</p> <p>Q: How would a staff contract work? A: Staff would TUPE over to be employed by the MAT. They could be sent to other schools within the MAT and distance would be a consideration when choosing who to go into a MAT with. It would provide opportunities for staff.</p> <p>Q: Would staff get expenses? A: Probably not but it would be a good question to ask when a MAT presents.</p> <p>Governors and the Head Teacher agreed that the journey towards becoming a MAT is ongoing and information will be fed through to governors as and when it becomes available.</p>	

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2467. SPENBOROUGH COOPERATIVE TRUST	<p>Governors were informed that the Trust carol concert is taking place on Wednesday 6 December.</p> <p>The Trust work is continuing as usual.</p> <p>Q: Is it still worth the investment of time? A: It is worthwhile to be involved in the moderation and the 'harder' aspects not just the 'soft stuff' although it may become more difficult as the schools move in different directions. It will become more difficult to make forward plans. Spen Valley have expressed a desire to continue to engage as a lot of our children will move on to Spen Valley High School.</p>	
2468. THE ROLE OF THE LINK GOVERNOR	<p>The Head Teacher and governors discussed the role of a link governor.</p> <p>Governors were asked to consider how the role would work? How often they would visit school and how they would feedback to governors?</p> <p>Governors discussed areas of the SDP and linking roles to strands of the SDP.</p> <p>Q: How do children view having a link governor and what is OFSTED view? A: That would be dependent on the age of the child. Linking to SDP would be a positive for OFSTED.</p> <p>Q: What is the difference between a governor linked to a specific area and a governor with responsibility already? A: The class link governor role has been removed and we now need to establish the format of governor visits etc.</p> <p>Governors discussed what they would like to do on a school visit.</p>	

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	<p>The Head Teacher informed governors that there needs to be an expectation that governors will visit at least termly and report back on how the school is being held accountable.</p> <p>Governors were advised that they would need to consider whether the Standards Committee would be responsible for the feedback or if it should be the full governing body. They should look at how the link role links in to the SDP.</p> <p>Governors were concerned that having lost the class link they will no longer have the close relationship with the children. It was suggested that the collective worship visits could be used to ensure children continue to recognise the governing body.</p> <p>Governors agreed that children should continue to present at governing body meetings and then feedback to the other children during collective worship.</p> <p>ACTION: Governors to consider the role of link governor together with the SDP.</p>	Governing Body
2469. GOVERNOR TRAINING	<p>Governors were informed that a new list of training courses is now available and that they should look at appropriate courses and arrange to be booked on them.</p> <p>Mrs Hoole and Mrs Goodall had attended SIAMs training and informed governors that a SIAMs inspection was anticipated before summer 2018.</p> <p>Governors were informed that Mr Gore would be relocating and as such would be resigning from his position as parent governor.</p> <p>Mr Gore was thanked for his contribution to the governing body over the last 2 years.</p> <p>Q: Do we need to advertise for a new parent governor? A: Yes we will do after Christmas. We need to look at what skills we would like from a new parent governor.</p>	

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	Reverend Burge informed governors that he is still trying to recruit a new foundation governor.	
2470. SCHOOL UNIFORM	<p>The Chair had asked that this item be added to the agenda.</p> <p>Q: The school uniform policy states that footwear should be black – some children wear black trainers. Should we specify the type of footwear? A: We have always said black footwear but not specified whether it should be shoes or trainers.</p> <p>Q: Have there been any issues? A: No – not as many parents buy traditional school shoes and many buy trainer or trainer type shoes.</p> <p>Governors had a general discussion and agreed that the policy needs to be easy to enforce without narrowing parental choice.</p> <p>Q: Would you ever send a child home? A: Sometimes we may question the choice of footwear but we wouldn't send a child home.</p> <p>RESOLVED: That the current uniform and footwear policy continue.</p>	
2471. GOVERNOR VISITS.	<p>The Chair and Reverend Burge had both visited school recently.</p> <p>Mrs Wells had met with Mrs Wood in her role as SEN Governor.</p>	
2472. EDUCATIONAL VISITS	Mrs Goodall informed governors that the trip to Winmarleigh Hall had been a success and the children had really enjoyed themselves.	

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	<p>Governors were informed that 5 children had not attended this time.</p> <p>Q: Do they say why they don't want to go? A: Some children had not been away from home before and just didn't want to go. We do have a conversation with them but we don't make them go if they don't want to. Financial help can be provided and this is made clear to parents.</p> <p>Feedback is given to children by children in the year above who have already been before to try and encourage them to attend.</p>	
<p>2473. ANY OTHER BUSINESS</p>	<p><u>GDPR</u></p> <p>Governors were provided with a handout containing information on the new data regulations coming into effect in spring.</p> <p>Governors were informed that the implications are not yet known and the Head Teacher informed governors that they may buy in the services of a 3rd party.</p> <p>Q: Do we need to assign a governor? A: It will be quite a specialist area and we will need to know the implications for the school. Governors will only need to be updated and assured that regulations are being met.</p> <p>ACTION: To add GDPR to the agenda for the next meeting of the governing body.</p>	<p>Clerking Services</p>
<p>2474. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm at the School on:</p> <p>Thursday, 15 February 2018 Monday, 19 March 2018</p>	

Item	Minutes	Action
	Wednesday, 23 May 2018 Tuesday, 10 July 2018	
2475. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	