

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 6.15 pm at the School on Thursday, 6 December 2018.

PRESENT

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

In Attendance

Amanda Walker (Minute Clerk)

Item	Minutes	Action
38. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.	Apologies for absence were received from Reverend R Burge and Mr M Overend, with consent. There were no declarations of interest.	
39. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be brought up under Any Other Business.	
40. REPRESENTATION	Governors agreed to defer this agenda item until Reverend Burge was present.	

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41. RE-SUBMITTED MINUTES OF THE MEETING HELD ON 10 JULY 2018	RESOLVED: That the minutes of the meeting held on 10 July 2018 be approved and signed by the Chair as a correct record, subject to "...the Heat at Scissett..." being amended to "the Head". Revised copy to be signed at next meeting.	
42. MINUTES OF THE SPECIAL MEETING HELD ON 25 TH SEPTEMBER 2018	RESOLVED: That the minutes of the special meeting held on 25 th September 2018 be approved and signed by the Chair as a correct record.	
43. MATTERS ARISING	There were no matters arising.	
44. MINUTES OF THE ANNUAL MEETING HELD ON 2 ND OCTOBER 2018	RESOLVED: That the minutes of the annual meeting held on 2 nd October 2018 be approved and signed by the Chair as a correct record.	
45. MATTERS ARISING.	<u>Governor Training (Minute 19 (c) refers)</u> ACTION: Chair to follow up on the schedule of free online training and email to governors.	Chair of governors
46. REPORTS FROM COMMITTEES	a) <u>Standards and Effectiveness Committee</u> The Standards and Effectiveness Committee had met on 11 October 2018.	

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	<p>Governors had been provided with a copy of the draft minutes.</p> <p>A verbal summary of the meeting was given and amendments would be made at the next committee meeting.</p> <p>(b) <u>Resources Committee</u></p> <p>The Resources Committee had met on 11 October 2018.</p> <p>Governors had been provided with a copy of the draft minutes.</p> <p>A verbal summary of the meeting was given and amendments would be made at the next committee meeting.</p>	
<p>47. CONSULTATION ON ADMISSIONS ARRANGEMENTS</p>	<p>The Head Teacher informed governors that she had been in contact with the LA Admissions department but they could not provide LA representation to attend a governing body meeting.</p> <p>Governors had a general discussion around the current PAN and the feedback from recent appeals for places.</p> <p>ACTION: PAN previously agreed at 34 for the next 12 months but KS1 forecasts to be provided for the next 3 years if PAN was reduced to 30 in KS1.</p>	<p>Head Teacher/SBM</p>
<p>48. 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>The following matters were discussed in more detail:</p>	

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	<ul style="list-style-type: none"> • Attendance was at 96.5%. The Head Teacher informed governors that this was the lowest level of attendance in the last 7 years. There had been a significant number of illnesses and some family holidays. The Head Teacher was hopeful that this would improve. <p>Q: Why has the number of possible attendances reduced? ACTION: SBM to run report again.</p> <ul style="list-style-type: none"> • Mrs Baker, SENCO, has now started her PGCE SENCO qualification which she will have completed by August 2019. <p>Q: What will Mrs Baker's qualification mean? A: The qualification is compulsory and will expand and consolidate her SEN knowledge. Mrs Baker continues to attend both Trust and Spen hub meetings and both offer good support.</p> <p>The Head Teacher was thanked for her report.</p>	
<p>49. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT</p>	<p>Governors were provided with a copy of the School Fund Audit certificate 2017-18. The fund had been audited independently by Mrs Mott.</p> <p>Governors reconciled the figures.</p> <p>RESOLVED: That the School Fund Audit report be approved by the governing Body.</p> <p>Governors were informed that the budget is currently showing an underspend in the region of 7%. This will adjust in the remaining months. Back pay will need to be paid in the next period for teachers' salaries.</p> <p>Some IT equipment is in need of replacement including the projector in the hall. Expenditure in this area will not be made until later in the year.</p>	

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	<p>Q: Is IT a big area of expenditure? A: We need at least another 6 lap tops and the hall projector needs to be replaced. We try to make IT equipment last but there are always items to be replaced/updated.</p> <p>A full update will be provided at the next meeting of the Resources Committee.</p>	
<p>50. POLICIES FOR REVIEW BY FULL GOVERNING BODY.</p>	<p>(a) <u>Teacher Appraisal Policy</u></p> <p>The Head Teacher informed governors that the Teacher Appraisal policy is a model LA policy agreed with unions.</p> <p>RESOLVED: That the Teacher Appraisal policy be approved and adopted.</p> <p>(b) <u>Teacher Pay Policy</u></p> <p>RESOLVED: That the Teacher Pay policy be approved and adopted.</p> <p>(c) <u>Online Safety Policy</u></p> <p>This policy had not yet been seen by staff and governors agreed to defer until the next meeting of the governing body.</p>	
<p>51. LITERACY AT ROBERTTOWN SCHOOL</p>	<p>Mrs Wood, subject leader for Literacy, presented an overview of the literacy curriculum and outcomes at Roberttown.</p> <p>Mrs Wood explained to governors how Literacy is taught across the school from EYFS to Year 6.</p>	

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	<p>The following areas were discussed in more detail:</p> <ul style="list-style-type: none"> • Speaking and listening – children are encouraged to improve speaking and listening through various activities. These include drama, ‘hot seat’ whereby they play the part of a character such as Ann Frank, show and tell, class collective worship, poetry and play scripts. • Reading – children read individually and in small groups. Guided reading is used to encourage in depth discussion about specific elements of the book together with whole class comprehension. Extra reading support is provided by peer mentors, reading visitors etc. • Phonics – letters and sounds are delivered through the use of Jolly Phonics in Reception. Phoneme books and half hourly daily phonics sessions are used. Children are taught in phase groups with all children in that group focusing on the same phase. Weekly spelling tests are completed throughout school. • SPAG – Spelling, Punctuation and Grammar is taught in discrete lessons and through reading and writing. • Writing progression – governors were provided with an example of writing progression. The process takes 6-7 weeks and the children complete various forms of writing including comprehension, newspaper reports, narrative accounts, diary entries and information leaflets. The children will have a thorough knowledge of the book before they complete their written pieces. They will plan, draft, edit and re-edit before the final piece of writing is published. <p>Q: Are they marked on the whole process? A: The children will be supported to move towards being able to write independently.</p> <ul style="list-style-type: none"> • Interventions are put in place when needed. These include additional phonics support, 1st Class at Writing, Dynamic Diamonds, Y6 interventions to support children in reaching expected and greater 	

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	<p>depth.</p> <p>Q: Are book choices pre-set? A: Some books can be selected independently but other books have to be included to engage specific groups and broaden vocabulary. Research shows the importance of regular reading and this has to be encouraged.</p> <p>Mrs Wood was thanked for her very comprehensive report.</p> <p>Governors agreed that it would be useful to have similar presentations for other subjects at future meetings.</p>	
<p>52. ACADEMISATION/ MULTI ACADEMY TRUSTS</p>	<p>The Chair informed governors that she was in the process of writing a letter to the recent MAT visitors. The minutes of the special meeting were being used to include specific questions.</p> <p>Governors had a general discussion regarding board decisions and negotiations.</p> <p>Governors agreed that they should wait for a response to the letter from the Chair before discussing with staff.</p> <p>ACTION: Chair to send a letter and to include the following questions:</p> <ol style="list-style-type: none"> 1. What is the consultation process and level of decision making? 2. What would be the process to change terms/conditions/make decisions? 	<p>Chair</p>

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54. EDUCATIONAL VISITS	<p>The agenda was taken out of order at this point.</p> <p>Governors were informed that information regarding the Winmarleigh Hall trip had been sent to parents. Some parents had expressed concern regarding the cost. The SBM had queried the costings and it had now been reduced by £40.</p> <p>Q: What is the cost? A: £225</p> <p>The Head Teacher informed governors that in response to parental concerns and feedback they would look at alternative venues for the next trip.</p>																					
55. GOVERNOR VISITS AND LINKS TO THE SDP	<p>The Head Teacher and governors looked at the spring/summer term and related governor visits to aspects of the curriculum.</p> <p>The following visits were agreed with governors:</p> <table data-bbox="595 917 1624 1284"> <tr> <td>Writing</td> <td>– Mrs Cockerill to arrange visit.</td> </tr> <tr> <td>Early Years</td> <td>– Mrs Bolt to visit 15.1.19</td> </tr> <tr> <td>SENCO/ Tackling under achievement</td> <td>– Mrs Wells to visit 11.2.19</td> </tr> <tr> <td>More able students review</td> <td>– Mr Toft to arrange.</td> </tr> <tr> <td>Curriculum review</td> <td>– Mr Pickles to visit w/c 25.3.19</td> </tr> <tr> <td>Curriculum update</td> <td>– Mr Pickles w/c 24.6.19</td> </tr> <tr> <td>Health & Safety</td> <td>– Mr Toft to visit w/c 14.1.19</td> </tr> <tr> <td>Transition</td> <td>– Mrs Goodall to visit in July</td> </tr> <tr> <td>Collective Worship</td> <td>– Mrs Hoole to arrange</td> </tr> <tr> <td>SLT work scrutiny</td> <td>– Mrs Hoole to arrange</td> </tr> </table> <p>ACTION: Head Teacher to confirm visits with governors.</p>	Writing	– Mrs Cockerill to arrange visit.	Early Years	– Mrs Bolt to visit 15.1.19	SENCO/ Tackling under achievement	– Mrs Wells to visit 11.2.19	More able students review	– Mr Toft to arrange.	Curriculum review	– Mr Pickles to visit w/c 25.3.19	Curriculum update	– Mr Pickles w/c 24.6.19	Health & Safety	– Mr Toft to visit w/c 14.1.19	Transition	– Mrs Goodall to visit in July	Collective Worship	– Mrs Hoole to arrange	SLT work scrutiny	– Mrs Hoole to arrange	Head Teacher
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<p>56. GOVERNING BODY SELF EVALUATION</p>	<p>Governors had been provided with a document 'Questions to ask during the governing board self-evaluation process'.</p> <p>Governors had been asked to complete the first 10 questions on governing board effectiveness.</p> <p>Governors discussed the questions and the following were discussed in more detail:</p> <ul style="list-style-type: none"> • skills audit – this had recently been looked at in detail and areas of strength and weakness had been recognized. Governors acknowledged that HR or Finance experience should be considered when next recruiting to the governing body. • A governor training and development plan should be established. • ACTION: Training schedule to be set up for governors with available training to be explored. • Roles and responsibilities to be defined with 'statutory duties' to be re-visited at the next meeting. • ACTION: Re-visit statutory duties. • Aims/missions to be reviewed regularly • The governing body constitution is currently set at 14 and could be reduced further. ACTION: To consider current size of governing body and add to agenda for the next meeting. 	
<p>57. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.</p>	<p>RESOLVED: That the next meetings of the governing body be held at 6.15pm at the school on:</p> <p>Wednesday, 13 February 2019 Monday, 25 March 2019 Wednesday, 22 May 2019 Monday, 8 July 2019</p>	

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58. 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.	

The meeting closed at 8.50pm.