

Kirklees Directorate for Children & Young People

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

Minutes of a meeting of the Governing Body held at School at 6.30pm on Thursday, 1 December 2022.

PRESENT

Mrs M Hoole (Chair), Mrs E Bolt, Mrs C Cockerill, Mrs V Farrell, Mrs S Goodall, Mrs K Hydes, Mrs S Laycock-Smith, Mr J Pickles, Mrs C Scott, Rev S Wallace-Jones, Mrs H Wells, Mrs L Wood.

In Attendance

Mrs J Woodward (Minute Clerk)

Mrs M Hoole opened the meeting with a prayer.

Item	Minutes	Action
29. APOLOGIES FOR ABSENCE, CONSENT AND DELARATIONS OF INTEREST	There were no apologies for absence. There were no declarations of interest.	
30. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	No items of other business were raised.	

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31. REPRESENTATION	<p>The following matters of Representation were noted:</p> <p>Mrs V Farrell had been appointed as a Co-opted Governor with effect from 29 September 2022.</p>	
32. MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2022	<p>RESOLVED: That the minutes of the meeting held on 29 September 2022 be approved and signed by the Chair as a correct record.</p>	
33. MATTERS ARISING	<p>Review of Committees (Item 7 refers)</p> <p>The Resources Committee members should also include Mrs S Goodall and Mrs S Laycock Smith. Mrs L Wood is not on this Committee. All actions had been completed or were included in tonight's Agenda.</p>	
34. REPORTS FROM COMMITTEES	<p>(a) <u>Resources Committee</u></p> <p>The Chair of this Committee gave a verbal feedback as minutes had not yet been received.</p> <p>The Head Teacher had presented her Finance Report. All Finance matters relating to FGB were discussed.</p> <p>Governors had signed off on a Positive Handling Policy.</p> <p>Governors scrutinised an NGA Procurement Guide which had processes and parameters for the handling of procurement through School. It was a good reference document and it was agreed to use this.</p> <p>Governors reviewed the signed off the Financial Audit.</p>	

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	<p>The Head Teacher gave a staffing overview.</p> <p>(b) <u>Standards & Effectiveness Meeting</u></p> <p>The Chair of this Committee was running late, so would give feedback once he arrived.</p>	
<p>35. HEAD TEACHER'S REPORT</p>	<p>The Head Teachers Report had been previously circulated to all Governors.</p> <p>The Head Teacher reported that she had changed the format of the Report slightly, with the intention of giving an overview of current concerning issues.</p> <p>Staffing continued to bring challenges. One Teacher would be leaving at Easter and this would be a big loss for the School. An advert would be placed for this vacancy after Christmas.</p> <p>Cover was being organising for one Teachers maternity leave.</p> <p>School lunch data was included as the Head Teacher had met with the Area Catering Manager. The Catering Staff attended the Parents Evening with a display of food and as a result of this some parents, who had not taken up their free School meals, had changed their minds. So this was adding to the support given to that family.</p> <p>Information was given regarding the successful Reading Challenge and Hand Writing Scheme.</p> <p>There was a big emphasis on TT Rockstars within School. Ensuring that 5 minutes daily, becomes a routine habit for children.</p> <p>The Head Teacher reported that following a conversation with the LA, some additional support around Phonics had been offered, in light of School results for last year. It has been agreed that School would have termly visits from the KLP, which meant School had moved from Segment 1 to Segment 2.</p>	

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	<p>Governors Questions were sought.</p> <p>The Head Teacher asked whether Governors felt it useful to submit Questions to the Head Teacher in advance of the meeting. Governors felt they were happy to do this,</p> <p>Q: The Report mentions that an ETA has been appointed as HLTA from January. What happens to the support work she gives to Reception Class?</p> <p>A: We are currently advertising for this post.</p> <p>Q: The report regarding Rocketing Readers seems to be incomplete. What is the average referred to?</p> <p>A: I apologise as I meant to fill this part in. There is approximately 34 from KS1 and 30 from KS2.</p> <p>Q: With staff leaving, would you look at making changes to the SENCO role, being as it was stretched previously? Will you look at It differently or will it remain at 50% SENCO and 50% Teaching role combined? Could it be a dedicated SENCO role?</p> <p>A: We would not be able to advertise for a full time SENCO. Unless current full time staff were interested. Budget wise a School this size could not afford a full time SENCO, even though the role is challenging.</p> <p>The Chair thanked the Head Teacher for her Report.</p>	
36. POLICIES TO BE AGREED	<p>(a) <u>Appraisal Policy</u></p> <p>One Governor commented that wording, regarding Union Consultation was ambiguous. It was agreed to amend the Policy</p>	

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	<p>RESOLVED: That Governors approve the Policy with the above amendment.</p> <p>(b) <u>Pay Policy</u></p> <p>RESOLVED: That Governors approve the Pay Policy.</p>	
37. GOVERNING BODY BEHAVIOUR STATEMENT	<p>The Behaviour Policy had been updated. The Head Teacher explained the changes to Governors and welcomed any comments, or questions.</p> <p>RESOLVED: That Governors adopt the Behaviour Policy</p>	
38. TEACHERS PAY AND CONDITIONS - SEPTEMBER 2022	<p>This item would be deferred to the next meeting.</p>	
39. CURRICULUM BRIEFING	<p>Mrs L Wood gave a presentation to Governors on Curriculum. She shared a Power Point presentation to the meeting.</p> <p>She explained that the SLT had started quickly, once the need for curriculum changes was announced by the Government. Priorities were identified pre Covid. Work was halted for a while due to Covid, but then the work began again to mould the Curriculum to fit the School.</p> <p>Mrs Wood attended a Curriculum Conference and the SLT met to develop the Curriculum. It was still constantly evolving to the needs of the School.</p> <p>The presentation covered the steps taken and where the Curriculum was at the moment.</p> <p>The Government suggested the three I's - Know what we Intend to teach, Implement what we intend to teach and</p>	

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	<p>We need to know what Impact that has on the learning, knowledge and skills that the children acquire. The Curriculum should be built around these principles. The top level included:</p> <p>Rationale Statement A Statement was developed for every subject. The vision and what they wanted children to have, as a result of the teaching of that subject.</p> <p>Approach How we teach subjects. What teaching might look like. How KS1 differs to KS2, what is taught and how often.</p> <p>The second level included: Knowledge, Skills and Vocabulary What do we intend the children to learn. This must be an intentional Curriculum not an accidental Curriculum. What order it will be taught. This would be progressive and build on prior skills. It would have links across the Curriculum. The Curriculum would see a curated progression in subjects. Some schemes used had been created by Subject Leaders and some were from published Schemes, i.e. in PE the School used GET SET FOR PE, for Geography a website called Odyssey was used, in ART the Subject Leader had put together an Art Progression and also in Writing the Subject Leader had formulated this Progression. The Schemes would itemise the progression of vocabulary, the sequence of learning and the intended Curriculum knowledge.</p> <p>She advised the Governors that the School Website gave details of the Curriculum and what and how children would learn in each Subject.</p> <p>The pupil layer included:</p>	

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	<p>The pupils had knowledge Mats. Parents would see these mats every half term, detailing the vocabulary, the 'sticky' knowledge, prior knowledge, timelines.</p> <p>Pupils also had Learning Journeys in their books. These were, at the moment, only available in Science, Geography and History.</p> <p>For KS2 Children could open these at the beginning of each half term and see what they would be learning. They had the opportunity to be able to write in it . at the end of every lesson, or the beginning of the next lesson.</p> <p>For KS1 this was a little bit simpler and at the end of the half term, the children would write things they remember from their learning.</p> <p>Questions were invited from Governors.</p> <p>Q: How were published Schemes chosen?</p> <p>A: Subject Leaders attend Networks with different Schools. Discussion with the LA, and using their knowledge to get the best fit for School.</p> <p>Q: I know there are a lot of Schemes for Phonics, are there as many for other subjects?</p> <p>A: There are a few for each subject. We sift through each Scheme to find the best fit for School.</p> <p>Mrs Wood reminded Governors that further information could be seen on the School Website. She would circulate the slides from the presentation to all Governors.</p> <p>The Chair thanked Mrs Wood for the Presentation.</p>	
40. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT	<p>(a) <u>School Fund Audit</u></p> <p>The School Fund Audit Report had been previously circulated to all Governors. This had also been scrutinised at the Resources meeting.</p>	

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	<p>RESOLVED: That Governors approve the School Fund Audit.</p> <p>(b) <u>Finance Report</u></p> <p>Finance matters had been covered in the verbal report back from the Resources meeting (item 6).</p> <p>The Chair highlighted the need to keep a keen eye on utility costs. She felt that Business Managers were doing very well with the Budgeting for the School, but it was a challenging time.</p>	
41. SAFEGUARDING	<p>The Safeguarding Audit and the Safeguarding Report had been previously circulated to all Governors.</p> <p>The timing for the Safeguarding Audit had changed along with the format. The Chair reminded Governors that Mrs V Farrell was now the Safeguarding Governor. A date had been set for her to visit School after Christmas.</p> <p>The Head Teacher invited questions from Governors.</p> <p>Q: Was the mentioned LADO referral dealt with and closed? A: Yes it has.</p> <p>Q: Can you explain why there are quite a few blanks in the Safeguarding Audit? A: Some questions don't receive a score. There is nothing empty that shouldn't be.</p> <p>The Head Teacher highlighted the knowledge checks in the Safeguarding Report. The School buy in The Keys Safeguarding Training, which has a comprehensive Safeguarding Training Calendar.</p>	

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	<p>The Head Teacher uses parts of this to check peoples understanding on an ongoing basis. These issues could then be addressed in the next staff meeting.</p>	
42. SDP	<p>The Head Teacher reported that the SDP was now being updated with work done during the year.</p> <p>Assessments would soon be taking place in School, so a discussion took place as to whether a data target for Reading was needed. Previous results in Yr6 were not as strong, but it was felt this was cohort led. Once the Autumn data was collected, a decision would be made whether to set a target in this area.</p> <p>Also in KS1, if data for Early Reading was not strong then more actions would need to be added for this.</p> <p>Pupils who did not achieve the Phonics test in Summer have been retested. Results had increased from 47 to 74. Two children had not taken the test as it was not appropriate for them.</p> <p>The Reading Lead was going on Maternity, with a Reception Teacher taking the role. A recent visit from the LA Reading Consultant had resulted in planning for the subject. A visit Report had been received from the LA.</p>	
43. SPENBOROUGH CO-OPERATIVE TRUST	<p>The Head Teacher reported that the Trust seemed to be moving ahead again after recent meetings. The Head Teachers were continuing to meet. Moderation meetings were up and running again, which were really valuable for Staff.</p> <p>Oct 23 2023 had been put aside to hold a Trust Training Day, and it was still to be decided what format that could take.</p> <p>Through the Trust, an Ofsted Inspector, who had worked with Spen Valley High School, was available to the School for support.</p>	

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	<p>He would come in to School for 3 days Coaching in January. It would be a valuable opportunity to ask questions, which one couldn't normally ask at an Ofsted visit.</p> <p>A Reading Afternoon was held at Littletown School, with an author. Year 5 & 6 School Counsellors attended. This would continue throughout the year, with Yr3 & 4 School Counsellors attending in Spring Term and Year 1 & 2 in the Summer Term.</p> <p>Discussions were still arising around Academies. All were aware it was still on the Agenda.</p> <p>Rehearsals were currently taking place for a Trust Carol Concert.</p> <p>The Early Years Network was a valued resource and staff found seeing other settings really valuable.</p> <p>The Additional Needs Partnership was useful for the SENCOs to share together and support each other.</p>	
44. ACADEMISATION/ MULTI ACADEMY TRUSTS	This was covered in the previous item.	
45. GOVERNOR TRAINING AND VISITS	<p>The Chair of Governors had attended School and visited lessons. She had also attended a writing moderation Staff meeting. A visit report would be submitted.</p> <p>One Governor had attended in Inter Faith Week, to watch Year 6 zoom and visit Reception. A visit report had been completed.</p> <p>One Governor had completed a check on the Website to ensure compliance. She found the curriculum additions looked really good, with lots of substance. She had sent some notes and comments to the Head Teacher.</p>	

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	<p>One Governor would attend School to do a Health and Safety visit next week.</p> <p>One Governor would do a Safeguarding visit into School in January.</p> <p>One Governor would attend Health and Safety Training.</p> <p>One Governor would attend an Introduction for Governors in January.</p>	
46. EDUCATIONAL VISITS	There was nothing to report.	
47. ANY OTHER BUSINESS	<p>(a) <u>Report from Standards and Effectiveness meeting 13 October 2022.</u></p> <p>The Chair of this Committee gave highlights from this meeting, including: Governors looked at data, how Phonics had been re-assessed, and the improvements seen. More Phonics training was needed for Staff.</p> <p>Discussion took place regarding Target Setting. Governors had looked at the SDP. The SEN Policy and Behaviour Policy were reviewed. Governors noted a SEN Governor report.</p> <p>(b) <u>Nativity Performances</u></p> <p>The Head Teacher had sent information out to all Governors regarding nativity performances. Governors were invited to let the office know if they wished to attend.</p>	

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48. 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 as follows:</p> <p>Monday 6 February 2023</p> <p>With the following Agenda items:</p> <p>Teachers Pay & Conditions</p> <p>Tuesday 21 March 2023 Thursday 18 May 2023 Wednesday 5 July 2023</p>	School/Kirklees Governor Clerking Service
49. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY	<p>RESOLVED: That no part of these minutes be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.</p>	

The Chair closed the meeting at 8:40 pm.