

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Tuesday 1 March 2016 at 6.15pm.

PRESENT: Graham Curling (Chair) Sheena Critchley (Acting Headteacher)
 Tammy Best Nicola Carroll
 Debbie Hillerby Sammy Morris
 Jane Peacock Tony Wildgoose

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)
 Lianne Jackson (Acting Deputy Headteacher)
 Eleanor Carr and Stuart Cooke (for item 4.0)

<p>1.0</p>	<p>APOLOGIES Apologies were received and accepted from Katie Coates, Peter Gruen, Rachael Grimes, David Wisnia and Sam Childe.</p>	<p>ACTION</p>
<p>2.0 2.1</p>	<p>MEMBERSHIP MATTERS The Clerk advised that the term of office for Sammy Morris was due to end on 10 March 2016. The Acting Head agreed to put out a request for nominations for staff governor. S Morris indicated that she was willing stand again.</p>	<p>SC</p>
<p>2.2</p>	<p>Governors had been sent an email to explain that a DBS check was now required for all governors. Governors were asked to complete a DBS application as a volunteer.</p>	<p>All</p>
<p>3.0</p>	<p>DECLARATION OF INTEREST L Jackson declared an interest in item 11. There were no other interests declared.</p>	
<p>4.0 4.1</p>	<p>POLICIES Calculations Policy S Cooke and E Carr were welcomed to the meeting to answer any questions on the new Calculations Policy. A copy of the policy had been circulated which was based on the new national curriculum. The general opinion expressed by governors was that they appreciated the document and considered it very clear showing progression across school. It was felt that the policy was visually easy for parents to understand. It was suggested that parents were sent a copy of the policy and make them aware of the ways maths is taught in school. The policy would be included on the school website. It was explained that the policy had been well received by staff and being used. Governors thanked staff for the time taken in producing the policy. Resolved:</p> <ul style="list-style-type: none"> That governors agreed to adopt the new Calculations Policy. 	<p>DW</p>
<p>4.2</p>	<p>Attendance Policy A copy of the new policy had been circulated. The Pupil Support committee had discussed the document and made amendments for discussion and approval at the main governing body meeting. There was discretion for the Head to fine parents for taking their child on holiday during term time. It was</p>	

hoped that this measure may deter parents from taking holidays in term time. It was agreed to draw parent's attention to the changes made. Governors agreed that the policy was well written and clear.

Resolved:

- That governors agreed to adopt the revised attendance Policy.

5.0 MINUTES OF LAST MEETING

Resolved:

- That the minutes of the meeting held on 3 November 2015 were agreed as a correct record.
- That the Chair was authorised to sign the minutes.

6.0 MATTERS ARISING

6.1 Item 3.0 – Attendance figures

J Peacock reported that graphs had been produced showing trends in the figures. The information had been given to Lisa Warner and Lisa Stevens to review then ask to report back to governors. It was noted that time taken off for illness was the main issue.

6.2 Item 3.0 – Governor development

T Best had attended the safer recruitment training. There were currently no dates available for the child protection refresher training.

6.3 Item 5.3 – Leeds Education Hub

Governors had been re-issued with a password. D Hillerby agreed to send the Chair and J Peacock a reminder for their password.

DH

6.4 Item 5.7 – Governing Body letter

The letter had not yet been sent out to parents. It was proposed to amend the letter before sending out to include an update on the Headship.

Chair

6.5 Item 5.8 – Governing Body self-assessment

The document had been circulated to governors.

6.6 Item 8.0 – PM targets

The PM governors had been provided with details of the previous targets for the substantive Head. The Pm review meeting was due to take place the following week.

6.7 Item 11.1 – School visits

J Peacock had attended a pupil progress meeting and received details of the support for pupils and interventions put in place as required. A visits form had been completed and circulated to the Teaching and Learning Committee. A list of dates for governor visits had not yet been circulated. It was proposed that governors email dates that they were due to visit school to allow for better co-ordination. A calendar of visits would be included on the governors section of the website.

DW

6.8 Item 11.1 – Policies

The Assessment, Recording & Reporting and the Marking & Feedback policies had been added to the website.

6.9	<p>Item 11.2 – Fire Risk Assessment</p> <p>There had been no further communication received on the final decision for the work and when this was likely to take place. DH agreed to chase-up this matter. It had been expected that the work would be done before any building expansion work takes place.</p>	DH
6.10	<p>Item 11.2 – Policies</p> <p>The Charging & Remissions, CPD and Whistle Blowing policies had been included on the website.</p>	
6.11	<p>Item 11.3 – Prevent</p> <p>The Chair had forwarded a copy of the guidance on an anti-radicalisation statement and a copy of the generic statement to adapt.</p>	
6.12	<p>Item 11.3 – Child Protection Policy</p> <p>L Jackson agreed to re-send governors a copy of the policy.</p>	LJ
6.13	<p>Item 11.3 – Text messaging systems</p> <p>A meeting had taken place to discuss this matter. The current system had been changed to allow for adding separate mobile numbers for parents.</p>	
6.14	<p>Item 13.1 – ‘Big debate’</p> <p>The Clerk had passed on the governors concerns in relation to the timing of the debate.</p>	
7.0	<p>GOVERNOR DEVELOPMENT</p> <ul style="list-style-type: none"> • Prevent – T Wildgoose and the Chair had undertaken related training. • Safer recruitment – T Best and the Chair had been on the refresher course. • Governor’s conference – Chair, N Carroll and R Grimes had attended the event. The Chair gave a brief report on the conference which had included a number of good inputs. It was suggested that other governors attend the next conference. 	
8.0	<p>ACTING HEADTEACHER’S REPORT – previously circulated</p> <p>A copy of the Acting Headteacher’s report had been circulated including a copy of the executive summary document. The following points were raised.</p>	
8.1	<p>Overall effectiveness</p> <p>The school had now been categorised as Category 2 as there was currently no substantive Headteacher.</p>	
8.2	<p>SEF</p> <p>Governors had been circulated with a copy of the new style SEF.</p>	
8.3	<p>SIP</p> <p>The plan had been updated with rag ratings discussed by each committee.</p>	
8.4	<p>SIA visits</p> <p>Governors had received copies of the reports from the previous SIA which covered assessing without levels and the new SIA had discussed standards. The SIA had offered ideas on ways to make improvements. The SIA had</p>	

agreed with the schools judgements and which were considered accurate. The SIP would be updated over time with the judgements made. It was agreed that the priorities would be reviewed including the deadlines and adjust where needed to reflect this feedback. JP was thanked for her comments on the data summary.

SC

8.5 Assessment

There had been improvements made to the methodology to demonstrate progress more easily and level children's work. The staff had considered the system better to use and provides more accurate data to predict. There would be feedback provided to the next Teaching and Learning Committee to update on the assessment system and ways this was working.

SC/ T&L
Cttee

8.6 Assertive mentoring

This recommendation was currently being investigated by staff with a visit made to another local school to explain the programme. The estimated cost was in the region of £3,500 which the school was currently considering. There were felt to be points to discuss including the time taken to carry out the tests. It was proposed to visit another school with a different approach to the programme in order to establish whether this would fit into the school.

Q) Would the programme address the gaps with particular groups?

A) Not the gap with SEN pupils but it was hoped that there would be a general improvement in standards.

8.7 Executive summary

A copy had been circulated to governors.

Q) Were there measures in place to address the levels in Year 6?

A) There were Year 6 booster sessions in place also 1:1 input where there was no booster.

8.8 Closing the gap analysis

L Jackson explained that there was a large amount of work being done and that the gap was hoped to narrow. There were case studies to show the success through school. The gap would not be closed for some pupils even after trying everything possible. There were other pupils making accelerated progress with the provision put in place.

Q) Had the new national curriculum had an effect on the gap?

A) The numerical data showed what we expected that years 3 and 6 were our most vulnerable cohorts because they had the least access to the new national curriculum. There was a particular problem with the data in year 3 because at the end of year 2 children had been given the conversion grade that had been suggested by the authority, i.e. that children with a level 2b were at Age Related Expectations. In practise this was not the case, with children at 2b having to make accelerated progress to move onto 3Beginning. This has led to what looks like poor progress when that is not the case. Over this year as assessment processes are re-defined and improved a truer picture of attainment and progress should emerge.

Q) As a result of the new assessment and new curriculum what would be the likely judgement of Ofsted if an inspection take place?

A) The teaching remains good with no recent lessons observations being judge less than good or outstanding. D Wisnia had observed a number of lessons it was suggested that other governors could be involved. There were maths observations due to take place the following week. T Wildgoose

TW

offered to come into school to observe a maths lesson.

9.0 COMMITTEE REPORTS

9.1 Teaching and Learning – 19 January 2016

The following points were highlighted

- There had been a presentation on EYFS including discussion on the Foundation Stage Policy the committee had approved the policy.
- The rag rating in the SIP had reviewed.
- The Acting Head gave a presentation on Growth Mindset and the Novel approach being introduced into school
- The Breadbasket was explained and ways this was used to track pupil premium funding and impact having.
- The Teaching & Learning, English, Phonics and Reading Polices had been approved.

9.2 Resources – 26 January 2016

The following points were highlighted.

- The process for the Headteacher recruitment had been discussed and confirmed including the visioning process and panel agreed.
- The SIP rag rating had been reviewed.
- The current financial position had been reviewed with no issues identified.
- A number of building matters had been discussed including the proposed school expansion, buildings condition survey, fire stopping work and asbestos survey.
- The Health & Safety, Work and Families for school based staff and Sickness Absence policies had been approved.

9.3 Pupil Support – 2 February 2016

The following points were highlighted.

- The suggestion of having an app to communication with parents had been discussed. The cost of the app was raised and may be considered in the future.
- A no smoking policy would be discussed next term as A Longhawn was currently not in school.
- It was pointed out that the pack lunch information was guidance rather than a policy.
- A statement would be included on the website to highlight healthy eating in school and promoting wherever possible. **Q) Had the promotion of health eating been discussed with lunch time staff?** A) This had not yet taken place with food ambassadors put in place so far. There would be a healthy schools week in May 2016.
- L Jackson gave a verbal report on the ways the school benefitted from the cluster money including the Novel approach scheme, attendance initiatives plus many other support offered. The spending of the AIP was an agenda item on the Pupil Support Committee and impact having as considered good value for money. This matter would be feed into the next Resources Committee when considering the budget setting. It was noted that £11,000 was top sliced to contribute towards the work of the AIP.
- It was pointed out that no Headteachers had attended the 'Big Education debate' session with timing of the event considered a

factor. It was suggested that other schools be lobbied to maintain the services in places as considered invaluable.

10.0 REPORTS FROM GOVERNORS WITH SPECIFIC RESPONSIBILITIES

Health and Safety – A health and safety walk had been carried out with staff and T Wildgoose as governor. The building was felt to be safe with only minor points raised. A report had been prepared on the areas that needed to be addressed including small security matters. The external areas had not been reviewed due to the timing of the visit. It was hoped that the new superintendent would be able to tackle many of items identified. T Wildgoose thanked staff for their time in carry out the walk around school. The fencing around school was raised as a potential hazard which may need to be addressed to avoid any serious accidents. It was suggested to approach the LA to seek advice on their recommendations for dealing with this matter. It was pointed out that work had been done to prevent any possible escapes from site.

Safeguarding audit – a new form had been received which was being looked at for completion next term.

Skills Audit – It was proposed that the skills audit be reviewed. The Clerk agreed to forward governors the relevant form to complete. T Wildgoose offered to collate the results.

L Jackson left the meeting for discussion on the next item.

Clerk
TW

11.0 HEADTEACHER RECRUITMENT UPDATE

11.1 The Chair gave an update on the current position. There had been 5 people so far who had visited the school. It was suggested that the Acting Head could provide feedback to the selection panel from the visits. The closing date for applications was at the end of the week with shortlisting on 9 March 2016. The assessment process would take place over 30 and 31 March 2016. It was not clear whether the venue had been booked. The costs of the HR input were raised and query whether the cost of the advert was included. The matter would be checked with the HR adviser.

Chair

11.2 The school council were thanked for their involvement in the superintendent interviews also T Best for her input in the process. The staff and pupils would be informed of the outcome of the interviews.

12.0 SCHOOL EXPANSION UPDATE

Governors were shown design concepts for the proposed school expansion. The proposal included a two story extension which was helped to cut costs also the internal changes to the existing building. The statutory consultation process would be started in due course. The car park development was felt to be a benefit ad a drop off area and considered would be welcomed by local residents. There had been support given to the proposal from Whinmoor Warriors. There would be a session for parents later in the week to explain the plans. R Grimes had volunteered to attend the meeting if required.

13.0 REVIEW OF THE INFORMATION ON THE SCHOOL WEBSITE

This item had been discussed by the Pupil Support Committee with statutory

information included. It was felt that there were items needed to be update and to make mobile friendly. There were considered too many layers and the website should be used as a tool to market the school better. It was proposed that a meeting be organised with D Wisnia to discuss ideas with research done of other websites. Governors were asked to send their views to the chair. The Chair agreed to contact D Wisnia to discuss the next steps on this matter. T Wildgoose and N Carroll offered to take part of the group to discuss website ideas, Lisa Warner would also be invited to contribute to the discussions. It was pointed out that there was an old website still being hosted which would need to be deleted.

14.0 REPORT FROM THE SCHOOL IMPROVEMENT ADVISER

This item had been covered elsewhere in the minutes.

15.0 SCHOOL FINANCIAL VALUE STANDARD (SFVS)

A copy of the completed document had been circulated to governors for comment prior to the meeting. Comments were sort and Governors noted that R Grimes had been involved in the process of reviewing the SFVS. Governors agreed to the SFVS document which the Chair was asked to sign

16.0 SCHOOL IMPROVEMENT PLAN

This item had been discussed in detail by each committee.

17.0 CHAIR'S BUSINESS

17.1 Clerking SLA – Governors agreed to continue to buy into the clerking service and agreed that they valued the service provided.

18.0 CLERK'S BUSINESS

18.1 Governor Briefing Meetings – dates for this term were noted.

19.0 ANY OTHER BUSINESS

There were no other items of business discussed.

20.0 DATES AND TIMES OF NEXT MEETINGS

The next full governing body meetings were arranged for:

Thursday 31 March 2016 (ratification of the Headteacher appointment - time to be confirmed)

Tuesday 7 June 2016 at 6.15pm

Tuesday 12 July 2016 at 4.00pm

Committees:

Teaching and Learning – Tuesday 3 May 2016 at 6.15pm

Pupil Support –Tuesday 17 May 2016 at 6.15pm

Resources –Tuesday 24 May 2016 at 6.15pm

The Chair closed the meeting at 8.30pm