

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Tuesday 7 June 2016 at 6.15pm.

PRESENT: Graham Curling (Chair) Sheena Critchley (Acting Headteacher)
Tammy Best Nicola Carroll
Katie Coates Peter Gruen
Rachael Grimes Debbie Hillerby
Sammy Morris Jane Peacock
David Wisnia

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)
Beki Vargassoff – Headteacher designate
Lianne Jackson (Acting Deputy Headteacher)

1.0 APOLOGIES

1.1 Apologies were received and accepted from Tony Wildgoose and Sam Childe. The Chair welcomed the Beki Vargassoff, new Headteacher from September 2016 and introductions were made. Beki briefly detailed her background.

2.0 MEMBERSHIP MATTERS

2.1 Governors were informed that Sammy Ellis had been re-elected as staff governor.

2.2 The Chair reminded governors that the election of chair and vice-chair would be on the agenda for the July meeting. Governors were asked to inform the Clerk if they wished to stand for either position.

3.0 DECLARATION OF INTEREST

There were no interests declared.

4.0 MINUTES OF LAST MEETING

Resolved:

- That the minutes of the meeting held on 1 March 2016 were agreed as a correct record.
- That the Chair was authorised to sign the minutes.

5.0 MATTERS ARISING

5.1 Item 2.2 – DBS checks

It was pointed out there were a couple of checks still outstanding. Governors were asked to ensure that the forms were completed.

5.2 Item 4.1 – Calculations Policy

The policy had now been added to the website.

5.3 Item 6.3 – Leeds Education Hub

The relevant governors had been re-sent details of their passwords.

5.4 Item 6.4 – Governing body letter

The Chair explained that it had not been felt appropriate for further letter to be sent out. It was proposed to review this matter in the summer term and discuss sending a letter at this point.

ACTION

All

NC/KC/
DW/TW

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|------|---|------------------|
| 5.5 | <p>Item 6.7 – Calendar of visits A calendar of visits had not yet been produced. It was agreed to defer this matter and review at the November 2016 meeting.</p> | Nov Mtg |
| 5.6 | <p>Item 6.12 – Child Protection Policy L Jackson agreed to re-resent governors a copy of the policy. In response to a query on the recent safeguarding audit it was reported that the feedback received was very positive. A copy of the report would be circulated to governors and discussed at the July meeting.</p> | LJ Agenda |
| 5.7 | <p>Item 6.13 – Text messaging system In reply to a query raised the Acting Head confirmed that all parents were now contactable via the text messaging system.</p> | |
| 5.8 | <p>Item 8.4 – SIP priorities The Acting Head explained that the priorities had been reviewed and any deadlines adjusted where required. There was to be more self-assessment introduced for pupils known as ‘T-time’</p> | |
| 5.9 | <p>Item 8.5 – Assessment It was noted that a report on the assessment system had been provided to the Teaching and Learning committee.</p> | |
| 5.10 | <p>Item 8.8 – Governor visits A visit had been made by T Wildgoose to observe a maths lesson also D Wisnia had visited Year 3 to view Big Maths.</p> | |
| 5.11 | <p>Item 10.0 – Skills audit A number of forms had been returned with a few still to be completed these would be collated by T Wildgoose. This item was deferred to the July meeting.</p> | July Meeting |
| 5.12 | <p>Item 13.0 – School website It was noted that the website had now been revamped. D Wisnia was thanked for the work done on this matter.</p> | |
| 6.0 | <p>PRESENTATION BY ‘ALL GOOD’ DESIGN ON THE NEW BRANDING FOR THE SCHOOL</p> | |
| 6.1 | <p>A presentation was given by ‘All Good’ Design outlining a proposal for re-branding the school. There had been discussions with staff and pupils on the ideas for developing the brand to promote and attract parents to send their child to the school. The idea was to make a more modern logo with and a set of key statements which would be developed further and underpin all aspects of learning in school. Governors noted one key area highlighted by pupils was that they were proud of their school.</p> | |
| 7.0 | <p>DISCUSSION ON NEW BRANDING FOR THE SCHOOL</p> | |
| 7.1 | <p>The Chair explained that governors needed to make a decision on whether to proceed with the re-branding for the school. Governors discussed the presentation and a number of points were made:</p> | |
| 7.2 | <ul style="list-style-type: none"> • That the school needed to stand out from other schools with a clean, fresh image projected. • A point was raised on the costs, involving parents and governors | |

and including the local community in the literature which was felt to be an important element. D Hillerby confirmed that the costs were included in the budget. There had been other quotes had been received for the work on re-branding 'All Good' Design had been the most competitive.

- It was explained that four members of staff had met with 'All Good' Design and seen 4 mock examples with everyone in agreement that the one shown to governors was the best option.
- It was explained that the statements would be part of the prospectus and used in literature and around school for pupils to use as value principals.
- It was suggested to include the feedback received from pupils as part of the new prospectus.
- It was agreed that 'Primary School' needed to be included in the literature to identify that Fieldhead Carr was a school.
- A comment was made relating to having only one supplier for the uniform and whether this was cost effective. This issue was not felt to be a factor as a procurement exercise had taken place to ensure the prices were competitive. The proposed design of the logo was not expected to cost anymore and may be cheaper as less fussy than the current logo.
- Governors debated the current colour of the uniform and general opinion expressed was that parents would not want another change after 4 years. Governors agreed to continue with the purple for the school uniform. It was proposed that examples of the layout and colour scheme be circulated to governors.

Resolved:

- That governors agreed to change the logo as presented
- That rebranding be agreed in principal with mock-up of website and prospectus be emailed to governors prior to the next meeting.

July meeting

7.3

- A working party was proposed and worked on the detail. D Wisnia, N Carroll and P Gruen offered to develop the ideas further including a strategy for communicating with parents. It was pointed out that the changes needed to be communicated quickly to parents as uniform orders were currently being made. A newsletter from governing body was suggested to include this information was suggested.
- A launch event was proposed to introduce to parents the new logo from September 2016. D Hillerby agreed to proceed with ordering uniform to include the new logo which would come into effect from September 2016.

8.0 SCHOOL EXPANSION UPDATE

8.1

The Chair gave a verbal report on the current position regarding the proposed school expansion. There had been a meeting held with the project manager for the new build also measurements being taken around the premises. A report was shortly to be taken to the Executive Board. There had been no objections made with 4 responses received which were all in favour of the plans. There had been an issue raised regarding phasing in of the work which was not felt the best option for the school. It was suggested that if necessary governors may need to meet over the summer break to discuss any issues.

9.0 GOVERNOR DEVELOPMENT

- 9.1
- T Best had attended Resources committee / budget training which was considered useful and relevant in understanding her role.
 - G Curling had undertaken the safeguarding refresher training

10.0 COMMITTEE REPORTS

10.1 Teaching and Learning – 3 May 2016

The following points were highlighted

- The marking process was now well embedded into classrooms.
- It was not been possible to get another school in the cluster to give support with moderation. The SIA had provided options that were to be explored including links with other schools.

10.2 Pupil Support – 17 May 2016

The following points were highlighted.

- It was noted that there was a crossover of items discussed at one then reviewed by another. It was proposed that items created in one committee stay in that committee.
- The Educational Visits, Anti-Bullying and Medical Needs / Medicine policies were agreed. Anti-Smoking policy would be covered latter in the meeting.
- The governing body had to agree all category 3 educational visits.
- The committee asked that all policies and other documents relating to the school were prepared in 'house' style.
- It was pointed out that there was not to be a new Behaviour policy just changes including additions to the rewards system, adapt the wording and making consistent across school.

10.3 Resources – 24 May 2016

The following points were highlighted.

- The main item discussed had been the new budget for 2016-17.
- The Date Protection policy had been deferred for discussion at the July meeting
- G Curling had visited school on 6 June 2016. There had been discussions on the issues to the absence of the superintendent including ensuring the fire alarm testing and water flushing took place.

11.0 REPORT OF FORMAL BUDGET 2016-17

11.1 D Hillerby gave a report on the budget for 2016-17 which had been discussed in detail by the Resources Committee. The following points were highlighted.

- 11.2
- There was a £73,400 surplus to carry forward from last year.

[L Jackson and S Ellis left the meeting at this point for the next item].

- 11.3
- The staffing structure proposed was to provide capacity in school to work on the expansion and to provide a lead on each key phase. Governors were informed that the budget included the costs of the additional post. There was to be an additional Assistant Headteacher, temporary for one year. The post had been advertised internally in school. Governors agreed that Lianne

Jackson's position was made permanent and confirmed S Ellis in the role as temporary Assistant Headteacher. It was noted that the Permanent AHT would cover the SENCO and KS2 lead and be non-class based. The temporary position would be in class 4 days a week with one day leadership time.

[L Jackson and S Ellis returned to the meeting at this point].

- 11.4
- It was noted that the school was to purchase iPad on a 3 year lease.

12.0 ACTING HEADTEACHER'S REPORT – previously circulated

A copy of the Acting Headteacher's report had been circulated including a copy of the executive summary document and SIP. The following points were raised.

12.1 Ofsted

It was suggested that at the spring term meetings governors review the data in readiness for any possible inspection.

12.2 SEF

Governors raised a couple of minor corrections needed to the SEF. The Acting Head agreed to make these amendments.

12.3 Gaps between average point score of vulnerable groups

Governors had been circulated with a report produced by J Peacock which analysed the different groups and subjects. J Peacock offered to come into school later in the week to assist in creating related reports for staff. It was agreed that the graphs were a helpful tool to understand the data with further data to add at the end of the year including numbers of pupils.

13.0 SCHOOL IMPROVEMENT PLAN (SIP)

13.1 Governors had received a copy of the current version of the plan. The following points were raised.

- The Acting Head explained that any items not completed would be carry forward to next year's plan.
- The Chair reminded governors of the need to have ownership of the SIP and asked for any items governors would want to include in the next plan.
- The Acting Head explained the reason for Priority 2 still being amber was due to the Superintendent's absence and items not being able to be actioned. Governors were informed that locking up was the responsibility of the school club rather than the superintendent.
- It was suggested that the next SIP included an item relating to promoting the school and increasing pupil number also addressing the forecast future budget deficit.
- A further area raised for inclusion in the next SIP was behaviour for learning to make more consistent across school.
- **Q) What needs to be done to move the school from good to outstanding?** The Acting Head explained that this would form part of the SIP and starting to move to green the outstanding areas.

SC

The Teaching and Learning Committee would discuss this matter further.

- **Q) What evidence could be seen how the able pupils were being challenged and tracked?** A) Pupil progress meetings and used monitor the progress of pupils. The able pupils would be part of those exceeding expectations on the executive summary.
- Governors asked that realistic (challenging but achievable) targets were added to plan to ensure they could be met.

14.0 PUPIL ATTENDANCE OVERVIEW

14.1 A report had been circulated on the visit undertaken by J Peacock as attendance governor. Governors had also received a report on attendance trends. J Peacock explained the data and that the rate had fallen just below the national figure. It was suggested that the target may need to be reviewed for next year to make more achievable. The reason for the fall was due to a higher number of illnesses. It was reported that Classopoly was to be refreshed with different rewards being discussed. There was also to be a new signing in system from September 2016.

15.0 PUPIL PREMIUM (PP) OVERVIEW

15.1 Governors had been circulated with the PP funding and impact report also a copy of the 'Bread basket' which had been discussed at committee level. L Jackson explained that the data for 2015-16 was not included as would not be available until the end of July. It was explained that it was not appropriate to include the 'Bread basket' information on the website just the PP report.

16.0 PRIMARY SPORTS FUNDING

16.1 Governors had received a copy of the Sports funding premium and impact report. This item had been covered at committee level. In response to a question on swimming lessons it was not clear whether the school could relocate to another centre during the closure of the swimming pool at John Smeaton Leisure Centre. The sports co-ordinator would be asked to investigate the options available. It was hoped that any pupil not achieving the level wanted could attend lessons in the next year group. A copy of the report would be included on the website.

SC

17.0 GOVERNING BODY MEETING DATES FOR THE NEXT SCHOOL YEAR

17.1

| | | | |
|-----------------------|------------|------------|------------|
| Teaching and Learning | 04/10/2016 | 24/01/2017 | 25/04/2017 |
| Resources | 11/10/2016 | 31/01/2017 | 16/05/2017 |
| Pupil Support | 18/10/2016 | 07/02/2017 | 09/05/2017 |
| Main GB | 08/11/2016 | 21/02/2017 | 06/06/2017 |
| Extraordinary meeting | | | 11/07/2017 |

18.0 ANTI SMOKING POLICY

18.1 A copy of the proposed policy had been circulated. A point was raised on visitors and need to ensure included in all sections. It was proposed that no smoking signs need to be placed around the building. There were minor corrections made including consistency in cases used.

Resolved:

- That governors agreed to adopt the Anti-Smoking policy

19.0 CHAIR'S BUSINESS

19.1 Governance statement

Governors had been circulated with a draft statement prepared by the Chair also an example from another school. The Chair explained that there was no statutory requirement for maintained schools to produce a statement. Governors were asked to consider whether they wanted to have a governance statement to include on the website. The Chair asked governors for any help in completing sections of the document.

20.0 CLERK'S BUSINESS

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

21.0 ANY OTHER BUSINESS

There were no other items of business discussed.

22.0 DATES AND TIMES OF NEXT MEETINGS

The next full governing body meeting was arranged for:

Tuesday 12 July 2016 at 4.00pm (3.30pm to meet staff)

Committees:

Teaching and Learning – Tuesday 4 October 2016 at 6.15pm

Resources –Tuesday 11 October 2016 at 6.15pm

Pupil Support –Tuesday 18 October 2016 at 6.15pm

The Chair closed the meeting at 8.50pm

2016-06-07 Minutes Fieldhead Carr Primary School