

## FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Monday 25 September 2017 at 6.00pm.

**PRESENT:**

Cllr Peter Gruen (Chair)	Beki Vargassoff (Headteacher)
Tammy Best	Samantha Ellis
Rachael Grimes	Debbie Hillerby
Jane Peacock	

**IN ATTENDANCE:** Barbara Walker (Clerk – Governor Support Service)

### 1.0 APOLOGIES

1.1 Apologies were received and accepted from Katie Coates, Nichola Carroll and Nick Kilsby. There were no apologies received from Alan Scorfield and Harriet Rogers.

### 2.0 UPDATE ON SCHOOL EXPANSION

2.1 It had agreed that Amy Smith, Project Manager would only need to attend a governors meeting when there was a significant item to report. The Headteacher gave an update on the work that had taken place over the summer. This included work on the car park, changes to the entrance / office area, new staff room, green room improvements and 2-year old provision. Governors expressed their thanks to staff for giving up their time over the summer to ensure the school was ready to open to pupils in September 2017.

2.2 There had been an official opening for the areas completed and hoped that an article will appear in the press shortly. There were a few items of snagging that needed to be actioned and would be raised with the project manager. The staff toilets were highlighted as one issue which needed to be addressed. It was noted that the fire stopping work had been completed and front exterior of the school improved. There was a concern raised at the amount of mud on the road leading up to the school. It was agreed that this problem needed to be monitored closely and sweep of area needed more frequent over the winter months.

2.3 In response to a query raised on the 2-year old provision and numbers involved, the Headteacher reported that the provision had opened in September 2017 with a total of 5 children using the facility at various times. There was total of 8 places available with numbers hoped to improve for January 2018. A visit had been made to the school by the Early Years consultant with praised being given for the provision in place. A banner was to be put up locally in order to market 2-year places at the school.

### 3.0 MEMBERSHIP MATTERS

#### 3.1 Co-opted governor

Governors were informed that Sheena Critchley had resigned as co-opted governor. Governors discussed a suggestion to have a member of the support staff on the governing body. The Headteacher agreed to

**ACTION**

**Head**

raise this matter with support staff and ask if anyone was interested in joining the governing body.

**3.2 Parent governor vacancy**

The Headteacher agreed to organise a parent governor election. The position of Harriet Rogers was un-clear as there had been no contact from Harriet. The Headteacher and Clerk had emailed Harriet to welcome her to the governing body. It had been suggested that Harriet's father may be interested in joining the governing body. The Chair agreed to email Harriett to check her position as a governor.

**Head**

**Chair**

**4.0 MINUTES AND MATTERS ARISING FROM LAST MEETING**

**4.1 Resolved:**

- That the minutes of the meeting held on 11 July 2017 were agreed as a correct record.
- That the Chair was authorised to sign the minutes.

**4.2 Item 3.5 – Pupil Premium (PP)**

Governors were informed that N Carroll had met with the Headteacher to discuss PP data. There had been no issues raised.

**4.3 Item 3.6 – SEND Jargon buster**

The Clerk reported that a copy of the jargon buster had been located and would be forwarded to T Best and J Peacock.

**Clerk  
(sent 6/10)**

**4.4 Item 4.2.1 – Training governor**

The position of training governor was raised and the need to fill the role. The Headteacher agreed to check that the role was included in the Governor Handbook.

**Head**

**4.5 Item 4.2.2 – CP training**

It was reported that there had been good attendance at the CP training on 4 September 2017 which had proved a useful session.

**4.6 Item 4.2.3 – Governors' role**

It was proposed that a governor notice board be put up. Governors were reminded to send the Headteacher an interesting fact about themselves and a photo.

**All  
Govs**

**4.7 Item 5.2.1 – High temperatures**

Governors noted that the temperatures across school had improved.

**4.8 Item 6.4 – Cluster work**

The Headteacher reported that Mark Smith, Cluster Co-ordinator had been invited at 5.30pm prior to the start of the next governors meeting.

**Agenda**

**4.9 Item 7.4.3 – Hindi lessons**

The Headteacher explained that at Key Stage 1, teaching and learning

Is focused around Christianity and Islam, alongside understanding of non-religious approaches to life. At Key Stage 2, teaching and learning should be extended to include Christianity, Islam, Judaism and Sikhism, alongside understanding of non-religious approaches to life such as Humanism.

There is nothing to stop the school teaching Hindi if felt that had lots of children from this background so it was relevant. Currently there was not believed to be any at the school. The narrowing of the religions focused on was at the request of Leeds based secondary and primary teachers who felt that covering everything had become a tick box exercise and it meant that depth of coverage was lost at the expense of breadth.

**5.0 DECLARATION OF INTERESTS AND REGISTER OF BUSINESS INTERESTS**

Governors noted the need to review the register of interests. All governors present completed the relevant form. The Clerk agreed to remind absent governors to fill in the form and send into school.

**Clerk  
(done 6/10)**

**6.0 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BOARDS**

Governors had been circulated with a copy of the revised code of conduct.

**Resolved:**

- That governors agreed to adopt the code of conduct.

**7.0 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS**

Governors discussed whether virtual participation in meetings was permitted and the form this could take. It was generally felt that other methods should be allowed. Participation via agreed virtual methods would count the governor towards the quorum.

**Resolved:**

- That governors agreed to allow in principal other methods including skype and tele conferencing to be considered when a significant vote was required.

**8.0 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE**

8.1 A copy of the revised LA model terms of reference had been circulated.

**Resolved:**

- That governors agreed to adopt the LA model terms of reference and delegated powers.
- That the Business and Resources Committee be given delegated powers to set the annual budget on behalf of the governing body.
- That governors agreed to delegate the identification and management of risks to the Business and Resources Committee.

- That governors agreed to delegate to the Headteacher all appointments other than the Headteacher, Deputy Headteacher and SLT members. This would also include interviewing internal candidates.

8.2 It was noted that N Carroll would be involved in the forthcoming Early Years appointment.

8.3 A point was raised relating to safety measures in place should there be a terrorist threat at the school. The Headteacher explained that there was an Invacuation policy in place. It was also explained that there was a need for a different sound, which was being explored, to identify an external threat rather than fire alarm. It was suggested that that the external perimeter of the site needed to be checked to ensure could not be accessed. The Headteacher agreed to speak to the Project Manager on this matter.

**Head**

**9.0 GOVERNOR DEVELOPMENT**

9.1 **Ofsted briefing** – The Headteacher and N Carroll had attended the session on 18 September 2017 which was felt not very useful. The SEND section was explained and it was proposed to look at good practice in other schools.

9.2 **Governors' visits** – J Peacock had visited Year 3 and spoken to pupils on aspects of reading. Governors discussed the issue of coming into school on a more regular basis. It was explained that there should be a purpose for the visit. Governors had been circulated with the Strategic calendar for the year. Governors were asked to email the Headteacher interested in coming into school. It was suggested that governors could be part of learning walks and involved in book scrutiny. Governors asked for support in carrying out these roles correctly.

9.3 **School assemblies** – The Chair reported that he had attended a number of school assemblies.

9.4 **School Council meetings** – It was agreed that T Best would speak to Lisa Stevens with regard to attending a school council meeting.

**TB**

9.5 **Governing Body effectiveness statement** – It was agreed to defer this item to the next meeting.

**Agenda**

**10.0 ARRANGEMENTS FOR THE PERFORMANCE MANAGEMENT OF THE HEADTEACHER**

10.1 The Headteacher reported that a mid-year review had taken place with the LA SIA. The Headteacher agreed to email last year's objectives to the appraisal governors.

**Head**

10.2 Governors discussed the issue of the external adviser to take part in the PM of the Headteacher. The Headteacher suggested a contact who had undertaken her PM review at her previous school. It was agreed that T Best would speak to Rachel Mortlock (SIA) and the

**TB**

Headteacher's contact then a decision taken. It was agreed that the review needed to be undertaken before the end of term.

**10.3 Resolved:**

- That governors agreed to appoint T Best, P Gruen and A Scorfield as the appraisal governors to conduct the PM for the Headteacher.
- It was agreed that the Pay Committee would include T Best, A Scorfield, R Grimes and Headteacher (not the Headteacher's pay).
- Governors agreed that the Headteacher's objectives could be shared with the governing body.

**11.0 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

**11.1 Resolved:**

- That authority be delegated to the Head teacher to vire sums up to £5,000 and to enter into contracts up to the value of £5,000.
- That signatories for authorisation of orders and invoices be approved as follows: **Orders** - Headteacher, S Ellis (Assistant Headteacher), Superintendent and Chair of Governors.  
**Invoices** – School Business Manager, J Glover and D Scargill.
- That the local authority financial regulations and standing orders be adopted.
- That the Chair on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds e.g. school fund.

**12.0 SCHOOL DEVELOPMENT STRATEGY (SDS) 2017/18**

**12.1** A copy of the new SDS had been circulated to governors. The Headteacher explained that there were no major changes to the plan from the copy circulated at the last meeting. There had been information added relating to PE and data tables included. J Peacock and the Headteacher agreed to review the total figures to ensure they were accurate.

**Head/ JP**

**12.2** In response to a question raised on the areas for development being complementary to the strengths it was confirmed that they were. It was proposed to add an additional column for the areas of development actions. The Headteacher agreed to add the extra column to the plan.

**Head**

**12.3** A point was raised following feedback from a couple of parents regarding the behaviour policy and the perception for the use of the farm when reach a particular step. The Headteacher explained that pupils did not go to the farm if they reached step 5 of the behaviour policy and the farm was not related to the behaviour steps.

**Q) Was pupils' behaviour at lunch-time still an issue?**

A) There were still a few issues relating to behaviour at lunch-time with restorative practice training to be provided for lunch-time staff. There were other ways being considered to upskill the staff including positive play techniques used. There was also a proposal to have zoning in the playground to develop the area to engage pupils more. There were also positive play coaches being used to encourage a better lunch-time experience for pupils. It was suggested that pupils sign up at the start of the year to follow the Fieldhead Carr factors.

- 12.4 A point was raised that there was no mention of parents within the 5 key priority areas. It was agreed to include parents under section 3 in the plan. The Headteacher agreed to make this amendment. Governors also noted that data needed to be added to section 4 – outcomes for pupils. The Headteacher would include the information in the SDS.

**Head**

**Head**

**Resolved:**

- That governors agreed the 5 key priority areas in the 2017/18 SDS.

**13.0 DATA REPORT ANALYSIS**

- 13.1 Governors had received a copy of the data report which had been discussed at the last meeting. The progress information had been added to the report. Governors were made aware that progress was the main area requiring improvement and development of the assessment system.

- 13.2 Governors agreed that the end of year data report was very comprehensive.

**Q) Was the data from O’Track and was there a facility in O’Track to see year on year progress when there was more data?**

A) The Headteacher explained that she had produced the data and hoped that O’Track could in future provide this type of data.

- 13.3 An explanation was given to governors on ‘Maths No Problem’ and the ways this was having an impact on pupil outcomes.

**Q) How could these changes be transferred to other subject areas?**

A) A new structure for Reading and Writing was being introduced to include more challenge in writing including a new writing cycle. The changing of the TA structure was considered to be having a positive effect. The same day interventions were also helping to address issues at an earlier stage.

- 13.4 In answer to a query on the ethnic make-up of the pupils at the school the Headteacher explained that the majority of pupils in the school were white British in origin. It was further explained that there was not a high mobility of pupils at the school and that the attainment levels had improved with progress now the main focus.

13.5 Governors were reminded that there were a number of factors relating to the lower attainment levels in Writing for Year 5 cohort. The background to this cohort was explained including high levels of SEN, PP and disadvantaged children also behavioural issues. It was pointed out that there had been various resources put in place to support the pupils. It was noted that similar input had been targeted in Year 2 which had positively affected the results for this cohort.

13.6 **Q) What additional input was provided for Gifted children?**

A) These pupils were now referred to as working at great depth or mastery level. The pupils were given more challenging questions during lessons and tracked carefully at pupil progress meetings and by SLT.

14.0 **UPDATES**

14.1 **Confidential item**

14.2 **2-year old provision**

This item had been covered elsewhere in the minutes.

14.3 **Budget plans**

Governors were made aware that the 2-year provision was due to make a loss in the first year which had been expected. The marketing of the provision was hoped to help improve the financial position.

15.0 **CHAIR'S BUSINESS**

There were no other items of business to report.

16.0 **CLERK'S BUSINESS**

Governors noted the forthcoming training as listed.

17.0 **ANY OTHER BUSINESS**

There were no other items of business to report.

18.0 **DATES AND TIMES OF FUTURE MEETINGS**

It was agreed that the next meetings would be held on:

**Monday 4 December 2017 at 6pm.**

Agenda to include: presentation on English by Rebecca Thompson.

**Business and Resources Committee**

Tuesday 17 October 2017 at 8am.

**Children and Learning Committee**

Tuesday 31 October 2017 at 4.15pm

*The Chair closed the meeting at 8.05pm*

### Actions arising from the meeting – 25 September 2017

Minute no	Subject	Details of action taken	Person responsible	Date action to be completed by	Status
3.2	Co-opted governor/ parent governor vacancy	Chair to contact Harriet Rogers Headteacher to arrange a parent governor election	Chair Head	Asap Asap	Report to next meeting
4.3	Jargon buster	Clerk to send T Best and J Peacock a copy	Clerk	Asap	Done 6/10/17
4.4	Training governor	Head to check that the role is included in the handbook	Head	Asap	Report to next meeting
4.6	Governors' role	Governors to provide Head with an interesting fact and photo	All	Asap	Report to next meeting
4.8	Cluster work	Input from cluster co-ordinator at next meeting	Clerk	Next meeting	Agenda item
5.0	Business interests'	Clerk to remind KC, NC, NK & AS to complete business interests form	Clerk	Asap	Done 6/10/17
8.3	External perimeter	Head to check the perimeter to ensure could not be accessed	Head	Asap	Report to next meeting
9.4	School Council meetings	T Best to speak L Stevens regarding attending a meeting	TB	Asap	Report to next meeting
9.5	GB effectiveness	To be discussed at the next meeting	Clerk	Next meeting	Agenda item
10.1	Head's PM objectives	Head to email appraisal governors last year's targets	Head	Asap	Report to next meeting
10.2	External adviser for Head's review	T Best to speak to SIA and Head's contact.	TB	Asap	Report at next meeting
12.1	SDS – data	Head and J Peacock to review the total figures	Head/ JP	Asap	Report to next meeting
12.2	SDS – extra column	Head to add an additional column for the areas of development actions	Head	Asap	Report to next meeting
12.4	SDS – parents / data	Head to include parents under section 3 and data under section 4	Head	Asap	Report to next meeting



## FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Monday 25 September 2017

**Governors please note:**

The following confidential minute is a brief record of items which are confidential to the members of the governing body. This minute will be sent to **all** current governors. Governors must be aware that the information recorded below must not be shared with any person who is not a member of this governing body.

**NB** - Schools are subject to the Freedom of Information Act and minutes of governing bodies, including those marked confidential, are covered by the definition of "recorded information". This means that they must be considered for disclosure under the Act whenever they are either directly requested or contain information of the nature described in a request. Governing bodies should not assume that confidential minutes will not be disclosed to other parties.

### CONFIDENTIAL ITEM

#### 14.1 STAFFING – EXTRA TIME PROPOSAL

Governors had been circulated with a paper outlining the proposal to restructure Extra Time (out of school club). The Headteacher explained the reason for the proposal including trying to accommodate the needs of the community and all year round provision. The proposal was to take effect from January 2018 and would involve changing conditions of service for staff including reducing staffing hours per week and having an all year round contract.

14.2 There were 4 positions as part of the new structure and posts ring fenced to existing staff. The revised job descriptions would be discussed with staff and advice had been taken from HR, meetings were to be held next week with the staff involved.

14.3 In response to a question raised on ratios the Headteacher explained that the current ratio was 1:8. There had been advice sought from the LA and it was proposed that a ratio of 1:15 be adopted (apart from under 5's which had a ratio of 1:8). The Headteacher explained that should numbers increase then staffing levels would be reviewed.

#### 14.4 Resolved:

- That governors agreed to proceed with the new staffing structure for Extra Time with effect from 1 January 2018.