

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Tuesday 6 June 2017 at 6.15pm.

PRESENT:

Cllr Peter Gruen (Chair)	Beki Vargassoff (Headteacher)
Tammy Best	Nichola Carroll
Samantha Ellis	Debbie Hillerby
Nick Kilsby	Jane Peacock
Alan Scorfield	

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

		ACTION
1.0	APOLOGIES	
1.1	Apologies were received and accepted from Rachael Grimes, Sheena Critchley and Katie Coates.	
2.0	MEMBERSHIP MATTERS	
2.1	Co-opted governor vacancies	
	Governors noted with the resignation of Graham Curling. There were currently three co-opted governor vacancies. Governors discussed the proposal to co-opt Nick Kilsby and Alan Scorfield onto the governing board.	
	Resolved:	
	<ul style="list-style-type: none">That governors agreed to co-opt Nick Kilsby and Alan Scorfield onto the governing board.	
	Introductions were made and new governors were welcomed to the governing board. There had been approaches made to other potential people to join the governing body with no response.	
2.2	Parent governor	
	The Clerk advised that the term of office of Tammy Best was due to end in October 2017. A parent governor election would be required. It was proposed that Tammy Best be appointed as co-opted governor.	
	Resolved:	
	<ul style="list-style-type: none">That governors agreed to co-opt Tammy Best.	
	The Headteacher agreed to organise a parent governor election. There had been an approach made by a parent to become a governor.	Head
2.3	Resignations	
	The Chair reported that he had contacted Graham Curling to thank him for everything he had done as chair of the governing body over the past few years. It was proposed that a formal letter be sent to G Curling, D Wisnia and S Child to thank them for all their support given to the school.	Chair
3.0	ELECTION OF CHAIR	

3.1 Peter Gruen was proposed as Chair and this was seconded; there were no other nominations.

Peter Gruen left the room whilst the nomination was discussed.

Resolved:

- That Peter Gruen be appointed as Chair of the governing body for a term of office of one year.

Peter Gruen re-joined the meeting.

It was agreed that there would be one Vice-Chair.

4.0 GOVERNOR DEVELOPMENT

4.1 Skills audit

J Peacock explained that there was one skills audit outstanding from A Scorfield, when this had been received the results would be circulated to governors and discussed at the July governors meeting. Governors would consider any gaps in their knowledge, skills and training requirements. It was pointed out that one area already identified was knowledge of the cluster. The Headteacher offered to provide a briefing for governors when further details were available. It was suggested that the cluster co-ordinator could be invited to a future governors meeting to outline the work being done by the cluster.

JP

4.2 Training

Governors had attended the following training sessions:

4.2.1 Equalities – J Peacock reported on the session which had covered mainly the legal aspects involved J Peacock agreed to check relevant policies to ensure there was no discrimination involved.

JP

4.2.2 Pupil Premium (PP) – Governors had been circulated with a report on the visit to school and training attended by N Carroll.

4.2.3 Finance – A finance session had been held as part of the Resources Committee meeting on 23 May 2017. It was agreed that holding the session prior to a governors meeting had worked well.

4.2.4 Assessment and Data – J Peacock offered to circulate a copy of the PowerPoint from the training NOT attended, as it was cancelled.

JP

4.2.5 Ofsted – T Best was due to attend the training later in the week.

4.2.6 Prevent – The Chair had been to a briefing on this subject.

4.2.7 Feedback – Governors were reminded that feedback should be given on points learnt from each session attended. The Clerk agreed to circulate a sample feedback form that could be used.

Clerk

4.3 Action Plan

- It had been suggested that an action log be produced following each meeting which showed the actions arising from each meeting. The Clerk showed governors an example of an action log produced which the clerk agreed to complete after the meeting. It was suggested that the log be included on the secure section of the website. D Hillerby offered to investigate whether the use of 'dropbox' was possible.
- 4.4 Governor visits**
Governors were reminded that there should be a specific purpose to each visit. Governors were welcomed also to attend school events and come into school. A brief report should be produced after each visit. The Headteacher agreed to maintain an electronic file for visit forms.
- 5.0 DECLARATION OF INTERESTS**
A Scorfield declared an interest in discussion involving Leeds United Foundation and N Kilsby in items relating to Houlton.
- 6.0 MINUTES OF LAST MEETING**
- 6.1 **Resolved:**
- That the minutes of the meeting held on 21 and 27 February 2017 were agreed as a correct record subject to the following amendment.
 - That the Chair was authorised to sign the minutes.
- 6.2 Item 9.5 – should read '...the recent virus affecting **many** pupils...' not several.
- 7.0 MATTERS ARISING**
- 7.1 **Item 6.1 – Raise online**
The Headteacher had forwarded J Peacock a copy of the data.
- 7.2 **Item 6.6 – Enrichment tracker**
Governors had been sent a copy of the tracker. A copy would be sent to parents later in the term at the same time as a number of other items.
- 7.3 **Item 8.1 – PP funding**
The teaching and learning committee had received the details of the PP funding.
- 8.0 GOVERNOR VISITS REPORTS**
- 8.1 **Pupil Premium**
N Carroll highlighted the need to have evidence to show impact of funding on all pupils rather than just PP children. N Carroll agreed to arrange a further meeting with the Headteacher as PP lead to update on PP issues in school. T Best agreed to forward N Carroll a copy of the jargon buster produced.
- 9.0 COMMITTEE REPORTS**
- 9.1 **Children and Learning**
The minutes of the meeting held on 2 May 2017 had been circulated.

Clerk

DH

NC

TB

The following points were highlighted.

9.1.1 **Policies**

The following policies had been approved: PSHE, Whole School Food, Teaching and Learning, Marking and Feedback and Maths Policy. It had been agreed that where there was no change needed to a policy then no further action would be required and recorded as approved. SLT were reviewing policies on a termly basis

9.1.2 **Website**

Governors were informed that there was a new provider for maintaining the website which was currently being updated.

9.1.3 **Healthy Schools Award**

Governors noted that the school had recently achieved the award. Governors thanked R Grimes, J Peacock and parents for their input into the process. Governors gave particular thanks to Ms Longhawn for all the hard work involved. There had been excellent feedback received which had been complimentary of pupils. An input was to be given by Ms Longhawn at a forthcoming conference also the Headteacher had provided information at a recent Headteacher's conference

9.1.4 **Behaviour Principals statement**

Governors were informed that it was the governing body's responsibility to review and approve the statement. A copy of the draft Behaviour Principals statement was available at the meeting. The Headteacher agreed to circulate a copy and invited governors to send in any comments.

9.1.5 **Prevent**

This item would be reviewed should the dynamics of the school change.

9.2 **Business and Resources**

The minutes held on 16 and 23 May 2017 had been circulated. The following points were highlighted.

9.2.1 **Single Central Register** - It was noted that the register was now compliant.

9.2.2 **Governing Body effectiveness statement** – a questionnaire was to be undertaken as part of the statement and discussed at the July governors meeting.

9.2.3 **Health and Safety** – A healthy and safety walk had recently been undertaken by N Kilsby. The report would be discussed at the next Business and Resources Committee.

9.2.4 **Budget** – The Resources Committee had discussed the budget in detail on 23 May 2017. A one year budget had been set due to

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proposed reductions in funding for future years. It was pointed out that savings could be made to help minimise the reduction in funding. There had been money retained in the budget to put towards the costs of the school expansion. It had been agreed that the budget could be managed this year with the large carry forward figure.

Resolved:

- That governors ratified the budget for the 2017/8 financial year.

10.0 SCHOOL DEVELOPMENT PLAN (SDP) 2016/17 / SCHOOL DEVELOPMENT STRATEGY (SDS) 2017/18

10.1 SDP 2016/17

A copy of the SDP had been circulated. Governors were asked to undertake a final review of the plan. The Headteacher explained that a commentary had been included on any items still rag rated as red. The items rag rated as amber were either awaiting end of year data or for the roles to be fully embedded into school before could become green.

10.2 SDS 2017/18

10.2.1 A copy of the draft plan had been circulated. The document had not yet been populated and was awaiting end of year data before the detail could be added. Governors were informed that the SEF was now being included as part of the SDS rather than a separate document. The Headteacher explained that the School Improvement Adviser (SIA) had been involved in producing the SDS which had proved useful also an input from SLT.

10.2.2 It was pointed out that governors needed to be added to the list of stakeholders. Governors agreed that the format was much easier to understand and to be measured. The SDS would be termly rag rated which was considered an improvement. Governors noted the inclusion of the governor responsibilities section, visit schedule, monitoring focus and evidence required.

10.2.3 Q) Were there any risks factors?

A) The actions would be updated regularly to review the progress being made and adjust made where necessary. It was pointed out that the SDS was based on the Ofsted criteria. It was agreed that the SDS would be discussed in more detail at the next meeting when further information was included.

10.2.4 The Headteacher explained that there would be triangulation of the document to show evidence of the action taken. This would include the SIA carrying out an audit to evaluate the outcomes. A copy of the SIA report would be circulated to governors to provide the evidence. Governors were reminded that their role would be to come into school to challenge the information and monitor that the actions were taking place.

11.0 HEADTEACHER'S REPORT – previously circulated

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Governors had been circulated with a copy of the Headteacher's report prior to the meeting also other documents including the Executive Summary, Packed lunch surveys, parent, staff and pupil survey analysis and staffing structure 2017/18. The following points were raised.

11.1 Pupils

Governors noted that the Year 1 and Year 6 were the only two groups with one space and waiting list in most other classes. It was pointed out that the school was continually being marketed in the local community.

11.2 Sports coaching

Governors were informed that the PE input from John Smeaton had been withdrawn.

11.3 Apprentice

Governors were made aware that part of the Apprentice Levy funding could be used to upskill existing staff.

11.4 Staffing

Q) What were the reasons for placing the NQT in Year 5?

A) It was explained that Year 5 was not a data year and the teacher had been highly recommended.

11.5 2 year old provision

The Headteacher explained that the provision was included as part of the extended school, the age range of the school would have to be changed otherwise.

11.6 Executive summary

Governors noted that the improvements made in several areas which were now judged yellow or green. It was noted that Year 4 was still a challenging year group and case studies were available to show the progress being made. The KS1 results were very positive with 60% in writing and 63% in Reading and Maths predicted. The data would be discussed in more detail at the July meeting.

11.7 Packed lunch survey

Governors had been circulated with a copy of the results from the survey. The results had been discussed by the Children and Learning Committee. The Headteacher reported that there had been many success stories and improvements made in the contents of packed lunches. There was more work to be done on drinking water and flavoured water diffusers being introduced. The new school meals service had started this week and take up had been very positive. It was suggested to share the successes on the website as part of the blogs. It was proposed that a section be included in the home school agreement on packed lunches. The Headteacher agreed to add a section when the document was next provided to parents.

11.8 Sponsorship

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Head

Governors were informed that the Leeds United log was to be put on the school PE kit. In response to a question raised it was pointed out that pupils could bring their own PE top and did not have to buy the school top.

11.9 Staff Questionnaire

The Children and Learning committee had discussed the results of the survey carried out. It was been proposed that another survey be carried out electronically. This had now taken place and a copy of the results had been circulated. It was noted that there had been a better response received to the electronic survey. In respect of a point on consulting on new initiatives the Headteacher explained that this was not always possible or appropriate. The Headteacher explained that to address the issue of behaviour not being consistent across school the steps were going to be clarified.

11.10 Pupil Questionnaire

A copy of the results of the survey had been circulated. The Headteacher explained that the FAB friends system was being revamped to address the point raised. The issue of having enough equipment in the playground had been addressed. The Headteacher explained in relation to school clubs this was being addressed as part of the action plan. The issue mentioned on the schools discipline system was felt to be a small group of parents not engaged with the system. It was pointed out that not all parents' used Twitter and school blogs. It was proposed to start a Twitter /blog for parents as part of the 2-year old provision.

11.11 Parent questionnaire

A copy of the results of the survey had been circulated. An item was raised on informing parents on their child progress. This was not considered an issue with several opportunities for parent to receive this information. The whole school newsletter had not always considered useful by a number of parents and class newsletter more relevant.

12.0 SCHOOL EXPANSION UPDATE

The Chair reported that planning permission had been received. The plans for the school expansion were displayed in school. The work was to be started next month.

13.0 SAFEGUARDING / CHILD PROTECTION UPDATES

T Best reported on her visit to school to review the single central register. There had been minor points highlighted which had now been addressed. It had been raised whether Friends of Fieldhead Carr needed a DBS check. It was proposed that a code of conduct would be useful for parents to adhere to when coming into school. Governors gave their support to the proposal. A volunteer bank was being considered to be set up.

14.0 COMMITTEE STRUCTURE

	<p>Governors had been circulated with a draft committee structure and committee work log. It was agreed that there would be two committees the Business and Resources Committee and the Children and Learning Committee. A list had been circulated on the different responsibilities. An extra column would be added to include the governor's name. Governors were asked to indicate which role they were interested in and email this to the Headteacher. The Headteacher and Chair agreed to co-ordinate the information.</p>	<p>All Chair/HT</p>
15.0	<p>GOVERNOR MEETING DATES / TIMES 2017/18 It was agreed to defer this item to the July meeting.</p>	<p>Agenda</p>
16.0	<p>STATEMENT OF INTENT AND AMBITIONS Governors had received a copy of the statement which was to be displayed around school. Governors agreed the statement and that it should be published around school.</p>	
17.0	<p>CHAIRS BUSINESS There were no further items to report.</p>	
18.0	<p>CLERKS BUSINESS There were no items of business to report.</p>	
19.0	<p>ANY OTHER BUSINESS</p>	
19.1	<p>Attendance Policy Governors had received a copy of the revised policy. The policy had been discussed by the Children and Learning Committee. The changes included not authorising holidays in term time unless there were exceptional circumstances. The issue of fines was raised and it was proposed that this would only be done should a child have poor attendance already. Governors were asked to email their views to the Headteacher. It was agreed to approve the policy via email.</p>	<p>All</p>
19.2	<p>Invacuation Policy A copy of the proposed policy had been circulated. Governors were asked to email their views to the Headteacher. It was agreed to approve the policy via email.</p>	<p>All</p>
19.3	<p>Crisis Policy A copy of the revise policy would be circulated to governors. It was agreed to approve the policy via email.</p>	<p>Head</p>
19.4	<p>Equality Action Plan A copy of the revised plan would be circulated to governors. It was agreed to approve the policy via email.</p>	<p>Head</p>
20.0	<p>DATE AND TIME OF NEXT MEETING The date of the next meeting was agreed as: Tuesday 11 July 2017 (meet staff at 3.30, governors meeting to start at 4pm) – apologies from Alan Scorfield</p>	

The Chair closed the meeting at 8.45pm

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