

Kirklees Directorate for Children & Adults

**THE FEDERATED GOVERNING BODY OF KIRKROYDS INFANT AND WOOLDALE JUNIOR SCHOOL**

Minutes of the meeting of the Governing Body held at 7:00pm at Kirkroyds Infant School on Tuesday, 18 December 2018.

Present

Mrs L Armitage, Mrs V Baldwin, Mrs A Barnes, Dr L Fleming, Mrs G Holden, Canon JS Robertshaw, Mr S Rodgers, Mrs R Starrett, Mrs M White, Miss D Whiteley (Chair), Mrs C Wood (Head Teacher).

In Attendance

Heather Grange (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who / by
<b>Procedural</b>		
43.	<p><b><u>Apologies for Absence, Consent and Declaration of Interest</u></b></p> <p>Apologies for absence were received from Mrs E Pescod and Mr S Talbot (both with consent).</p> <p>Mrs Starrett noted that she had not received any communication to confirm today’s meeting and queried whether this was due to her term of office ending recently. Governors confirmed that they had re-elected Mrs Starrett at the last governing body meeting so there should be no reason why she was not informed of the meeting.</p> <p><b>ACTION:</b> That the Governor Clerking Service and the Head Teacher checks that Mrs Starrett is on the circulation list for meeting papers and communication.</p> <p>The Chair reminded governors that today’s meeting had been arranged on the basis of having an update on the latest Ofsted inspection and that the written inspection report is expected to be received after Christmas.</p> <p>There were no declarations of interest.</p>	Governor Clerking Service Head Teacher
44.	<p><b><u>Representation</u></b></p> <p>There were no items of representation.</p>	



	<p>Mrs Wood explained that Mrs Pescod was unable to attend the recent Safeguarding Training so this action was still outstanding.</p> <p><b>ACTION:</b> That Mrs Pescod still needs to arrange and undertake Safeguarding for Governors training.</p> <p>Mrs Wood reported that the SEN Policy had been amended as agreed.</p> <p>(d) <u>Consultation on Admission Arrangements for 2020/21</u></p> <p><b>ACTION:</b> Governors confirmed that a response from the Governor Clerking Service has not yet been received.</p> <p>Mrs Wood reported that the SSIF project is going well and offering good value for money; children are reading more at home than previously and other children will be starting the project after Christmas.</p>	<p><b>Mrs E Pescod</b></p> <p><b>Governor Clerking Service</b></p>															
<p>48.</p>	<p><b><u>Dates of Future Meetings and Possible Agenda Items</u></b></p> <p>RESOLVED: That the dates of future meetings are held as follows:</p> <table border="1" data-bbox="386 1167 1190 1839"> <thead> <tr> <th>Meeting</th> <th>Date/Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>GB – Communication Strategy Meeting (No Clerk Required)</td> <td>10 January 2019 7:00pm</td> <td>Wooldale Junior School</td> </tr> <tr> <td>Governing Body</td> <td>23 January 2019 7:30pm</td> <td>Wooldale Junior School</td> </tr> <tr> <td>Standards &amp; Curriculum Committee</td> <td>17 January 2019 7:00pm</td> <td>Kirkroyds Infant School (<b>open invite to all governors to look at ASP data and workbooks</b>)</td> </tr> <tr> <td>Resources Committee</td> <td>30 January 2019 7:00pm</td> <td>Kirkroyds Infant School</td> </tr> </tbody> </table> <p><b>ACTION:</b> Governor Clerking Service to invite all governors to the Standards and Curriculum Committee meeting to be held on 17 January 2019.</p>	Meeting	Date/Time	Location	GB – Communication Strategy Meeting (No Clerk Required)	10 January 2019 7:00pm	Wooldale Junior School	Governing Body	23 January 2019 7:30pm	Wooldale Junior School	Standards & Curriculum Committee	17 January 2019 7:00pm	Kirkroyds Infant School ( <b>open invite to all governors to look at ASP data and workbooks</b> )	Resources Committee	30 January 2019 7:00pm	Kirkroyds Infant School	<p><b>Governor Clerking Service</b></p>
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<b>School Improvement</b>		
49.	DELETED – Minute 56 refers	
50.	<p><b><u>Reports from Committees</u></b></p> <p>There was nothing to report for this item as no committees had met since the last governing body meeting.</p>	
51.	<p><b><u>School to School Support</u></b></p> <p>Mrs Wood explained that she was due to meet with Catherine Jubbs to plan an exit strategy and exit plan but couldn't attend due to having to deal with an issue with a pupil. Mrs Wood went on to explain difficulties in undertaking headship duties because of having to address behavioural issues in school and reintegration after an exclusion. Staff governors agreed with the Head Teacher and the Head Teacher noted this concern was raised with the Ofsted inspectors but they felt the issue was typical for most schools.</p>	
52.	<p><b><u>Governor Training and Governor Visits</u></b></p> <p>Governors attended Safeguarding Training last week.</p>	
<b>Governing Body Matters and Statutory Responsibilities</b>		
53.	<p><b><u>Financial Management and Monitoring</u></b></p> <p>It was reported that the Resources Committee meeting due to be held on 6<sup>th</sup> December was cancelled but financial monitoring reports had been shared with governors by the school. Mr Rodgers noted the following updates in relation to financial management and monitoring:</p> <ul style="list-style-type: none"> <li>• There has been some overspend across both schools on replacement support staff due to illness, this is because of the decision to not take out insurance for support staff.</li> <li>• High-needs top up funding is still due to be received in both schools.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Wooldale has a predicated carry forward of £15K, this was £12K originally.</li> <li>• Kirkroyds contingency is £4K so a potential underspend of £3.5K plus contingency - £7.5K.</li> </ul> <p><b>ACTION:</b> The Chair advised she will be emailing governors about the pay for the Deputy Head Teacher and Head Teacher pay as this was due to be discussed at the Resources Committee meeting which had been cancelled.</p>	<p><b>Mrs D Whiteley</b></p>
<p>54.</p>	<p><b><u>Safeguarding</u></b></p> <p>Safeguarding had been discussed earlier in the meeting (minute 49 a refers) and the Head Teacher noted the following further updates:</p> <ul style="list-style-type: none"> <li>• School office staff will be undertaking Safer Recruitment Training and one staff member has completed the Educational Visits Coordinators Course so is trained for risk assessments and uploading these to the Evolve website.</li> <li>• Mrs Wood continues to update the Safeguarding Audit.</li> </ul> <p><b>Q. Does CPOMS automate the way you have to do things?</b></p> <p>A. Yes it does when you write an incident if you don't record certain information it won't let you record it. if you're looking at a child there are body maps where you'd record any evidence of abuse/marks etc.</p>	
<p>55.</p>	<p><b><u>Any Other Business</u></b></p> <p>DELETED – Minute 56 refers</p>	
<p>56.</p>	<p><b><u>Agenda, Minutes and Related Papers – School Copy</u></b></p> <p>RESOLVED: That minute 49 and 55 are deleted from the copy to be made available at the school.</p>	

The meeting closed at 20:44.

**ACTION LOG:**

<b>Number</b>	<b>Action</b>	<b>By Whom</b>
Minute 43	That the Governor Clerking Service and the Head Teacher checks that Mrs Starrett is on the circulation list for meeting papers and communication.	Governor Clerking Service Head Teacher
Minute 47a	That Mrs Pescod provides information required for her DBS check to the school.	Mrs E Pescod
Minute 47b	Check the visitor reports from the LA in relation to the SIFF project – Action still outstanding.	Mrs V Baldwin
Minute 47c	That Mrs Pescod still needs to arrange and undertake Safeguarding for Governors training.	Mrs E Pescod
Minute 47d	Governors confirmed that a response from the Governor Clerking Service has not yet been received.	Governor Clerking Service
Minute 48	Governor Clerking Service to invite all governors to the Standards and Curriculum Committee meeting to be held on 17 January 2019.	Governor Clerking Service
Minute 49	That the Head Teacher will arrange meetings with Martin Wilby and Michael Yarwood for after Christmas.	Head Teacher
Minute 49	That a Governing Body meeting to plan the communication strategy will take place on Thursday 10 January 2019 at 7:00pm at Wooldale School. N.B. No Clerk Required for this meeting.	All Governors
Minute 53	The Chair advised she will be emailing governors about the pay for the Deputy Head Teacher and Head Teacher pay as this was due to be discussed at the Resources Committee meeting which had been cancelled.	Mrs D Whiteley (Chair)