

THE GOVERNING BODY OF HINCHLIFFE MILL JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Thursday 24 January 2019.

Present: Charles Crossland (CC), Stephen Clarke (SC), Yvonne Donkersley (YD), Deborah Hirst (DH), Nicola Holgate (NH), Angela Hornby (AH), Lauren Metcalfe (LM), Rebecca Townsend (RT), Allister Turner (AT), Rob Coates (RC).

In Attendance: Lia Heaton (Minute Clerk)

Apologies: Vicki McCormick (VM).

The meeting commenced at 6.30pm and closed at 8.50pm

Agenda Item	Discussion and Decisions	Action – who / by
55.	<p><u>Apologies for Absence, Consent, Declarations of Interest</u></p> <p>Apologies were received from Victoria McCormick (Observer).</p> <p>There were no declarations of interest.</p>	
56.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <p>The following item was notified to be brought up under Any Other Business.</p> <ul style="list-style-type: none"> • Vision 	
57.	<p><u>Minutes of the meeting held on 22 November 2018</u></p> <p>RESOLVED: That the minutes of the meeting held on 22 November 2018 were agreed and signed by the Chair as a correct record subject to the following amendments:</p> <p><u>Minute 46 – Parent Survey Approval</u></p> <p>Remove ‘DH’ from the action owner (Head Teacher only)</p>	
58.	<p><u>Matters Arising</u></p> <p>a) <u>Matters Arising – Governor Skills Audit (Minute 33 (i) refers)</u></p> <p>The skills audit was still to be circulated. The deadline was the 31st January 2019.</p>	

	<p>b) <u>Matters Arising – Governor Training and Governor Visits (Minute 33(k) refers)</u></p> <p>The Chair was still to attend committee meetings at Netherthong school. This action was rolled forward.</p> <p>c) <u>School Vision (Minute 34 refers)</u></p> <p>The Head Teacher wished to address Vision and Values under AOB</p> <p>d) <u>Parent Survey Approval (Minute 46 refers)</u></p> <p>RESOLVED: That Governors agreed to postpone circulation of the parent survey until after Easter due to the high amount of parent communication</p> <p>e) <u>Governor Training and Governor Visits (Minute 50 refers)</u></p> <p>Governors had not provided feedback on the Full Governing Body Learning and Development Plan September 2018 – July 2019 although bookings for training were being made.</p> <p>The safeguarding training was to be completed through the NGA learning link (no certificate would be awarded).</p> <p>The Head Teacher invited Governors to participate in some face to face safeguarding training booked at the school for 29th April (9am -12pm). This was being delivered by Michelle Hodges (School Safeguarding Officer).</p> <p>All other actions were completed.</p>	
59.	<p><u>Reports from Committees</u></p> <p>There were no updates as the next Finance Committee was scheduled for 1st February 2019 and the Curriculum Committee was due on 13th February 2019.</p>	
60.	<p><u>Head Teacher’s Report and Governors’ questions</u></p> <p>The Governor Briefing Report – Thursday 24th January 2019 had been circulated before the meeting. The document showed information broken down by:</p> <ul style="list-style-type: none"> - Current Staffing and Responsibilities - Outcomes of Pupils - Behaviour and Safety - Teaching and Learning - Leadership and Management <p>The Head Teacher responded to the following Governor questions:</p>	

Q: Generally, what are we doing across all year groups to support those who need additional help to get to expected level?

A: They will be targeted through teacher wave one teaching – differentiation, adult support and resourcing. Intervention by groups or at an individual level can be used. All pupils who are not on track for expected or greater level depth are targeted, as well as a variety of pupils who are on track.

Q: Are all the interventions teacher led?

A: Not necessarily, a mixture could be used.

Q: Are the pupils who are BARE or WTS rated at the same levels previously or have we seen any movement in terms of their progress?

A: We recognise that the progress measure does not show movement within a group. However percentage differences are evident and for some pupils greater than others. The summary of this will be presented at the forthcoming Curriculum Committee.

Q: You have these new assessments which will prepare pupils for the testing situation (reading and maths). Do you have any plans to prepare our Y1 pupils for their formal phonics check?

A: All pupils in Year 2 who didn't pass their phonics screening we tested last week – VM could confirm that all meet the pass threshold. Further assessment using past papers will be used to reassess and prepare at Easter which is also when Year 1 will be assessed using a past paper

Q: Can we have an acronym breaker please as there were a number of acronyms in the report which were unclear?

A: Apologies, these codes are for internal purposes and will be removed from the Governor's copy.

Q: When will the document with Roles and Responsibilities be shared?

A: Governors have now been emailed a copy and a paper copy has been circulated.

A couple of questions were clarified around statistics in the SEF, which were rectified and clarified by the Head Teacher.

Q: Has there been any follow up from Public Health on root cause of illnesses which led to the school to close the following day?

A: No report has been produced.

Q: What is the budget impact of training as a DSL?

A: In the summer term VM will have training for DSL role which will bring the total to 3 DSL staff members. This will allow 2 to be on site the majority of the time. Costs to be confirmed but expected to be between £100-£200.

Q: Do we have a plan of how additional funding and school contribution will be utilised over the coming months?

A: The Head Teacher has a forthcoming meeting with Emma Brayford to discuss this matter.

	score/daily application conflicts (positively or negatively) with the test score.	
62.	<p><u>School Development Plan (Standing Agenda item)</u></p> <p><u>Strategic Plan development</u></p> <p>It had been recognised that the Strategic Plan needed to be more robust and that engaging with staff could help. RC provided a summary of the staff survey designed to feed into the Strategic Plan. Views were invited on school strengths and areas to improve. Staff responses had been pre-circulated to all Governors.</p> <p>The Head Teacher extended thanks to YD for being visible and available for staff to ask questions.</p> <p>In summary, the following had been captured:</p> <p>i) Strengths:</p> <ul style="list-style-type: none"> • Strong community/good teamwork/togetherness/inclusivity. • Out of school club – good engagement with parents and use of outdoor space. • Transparency in leadership and management. • Cross year group engagement (especially around the learning environment). <p>ii) Areas for improvement (split into 3 areas):</p> <ul style="list-style-type: none"> • Curriculum – stronger links across the curriculum, ‘smarter’ working, included all subjects particularly arts, more out of school activities/clubs and more engagement, better inclusivity with parents, thinking and reflection time for children, improving self-esteem, developing resilience thinking skills. • Management – use of delegation, clarity on roles and responsibilities, better time management. • ‘Other’ – better school security and access, CPD and staff development and staff visibility at the front of the school. <p>Q: In regards to security, are we getting new doors soon? A: Yes, possibly by half term.</p> <p>Q: Does anyone feel that any of the views were unexpected? A: Pleased that communication was deemed a strength and we have managed to turn this around from previous feedback that improvements were required. This demonstrates a good example of how we have taken feedback and implemented suggestions to make a positive change.</p> <p>A: Surprised by comments that the curriculum was viewed as “narrow”.</p>	

	<p>A: Noticed that there was very little reference made to the Governing Body. Maybe this was due to perceived development on the Board. It may also be worth considering that more Governor visibility would be beneficial.</p> <p>ACTION: Governors were invited to make further comments or feedback to RC in regards to the staff survey and the Strategic Plan by 1st February 2019</p> <p>Next steps were identified as:</p> <ol style="list-style-type: none"> 1. Feedback from Governors to be considered. 2. Feedback results of the survey to staff. 3. Report back to Full Governing Body on 21st March 2019 for sign off of outcomes, targets, progress and horizons. 4. Head Teacher to breakdown the targets into progress timeframes and milestones. 5. Governors to monitor and challenge progress. <p>Q: Will the Strategic Plan be linked to the Vision A: Yes, it should cross reference with the Vision and Values as well as the SDP</p> <p>ACTION: Group all staff comments under the headings (curriculum, management and 'other' in preparation to share with staff</p> <p>Governors thanked RC for his work and presentation.</p>	<p>ALL</p> <p>RC</p>
63.	<p><u>OFSTED readiness review training and discussions</u></p> <p>As Ofsted had recently visited the school, this agenda item was now more to focus on reflections from the visit. The report was due in the next few days.</p> <p>Governors felt that positives demonstrated during the visit included:</p> <ul style="list-style-type: none"> - Safeguarding - Parent/staff surveys - Calm environment - Job roles for Year 6 children - Good team work (including Governors) - Good preparation in readiness for the visit - Good links between the SDP and SEF - Pupil responsibilities – tuck shop, receptionists - Continued quality challenges from Governors - Good art work around the school - Acknowledgement of knowing all pupil's names and targets - Clear vision/shared ethos - Confidence in staff <p>Areas Governors felt could improve included:</p> <ul style="list-style-type: none"> - Increased Governor understanding on Pupil Premium funding and impact. 	

	<p>ACTION: Address PP in the Strategic Plan.</p> <p>ACTION Governors to research best practice examples in PP.</p> <ul style="list-style-type: none"> - Governors could challenge further by additional questioning - Governors could focus more on duty of care including wellbeing (addressed further in Item 65) - Phonics and choices of books <p>ACTION: Investigate costs to replace books/raise with PTA</p> <ul style="list-style-type: none"> - Training of Support Staff <p>ACTION: Address the impact of support staff (currently already in progress)</p> <ul style="list-style-type: none"> - KS2 cursive script (the Head Teacher noted that there is already a new policy in place which is having an impact on the younger children) - Wider curriculum in all subjects (something noted by the Governors previously in the meeting) - Some feedback had also been received around particular lessons and encouraging more stretch - More leadership time needed (the Head Teacher noted that dissemination of roles was being addressed) - It was also noted that Parent Governors make up a significant part of the Governing Body but the GB is mindful of this and is careful to avoid unconscious bias. <p>ACTION: To address Ofsted feedback in the Strategic Plan and pick up relevant points in Committees for further focus.</p>	<p>SC</p> <p>ALL</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>ALL</p>
64.	<p><u>Review Report from School Improvement Partner</u></p> <p>RESOLVED: That Governors agreed to defer this item until the next Full Governing Body meeting as whilst it had been received, the Head Teacher had returned this due to some inaccuracies which required amendment.</p> <p>ACTION: Defer 'Review Report from School Improvement Partner' to the next agenda.</p>	<p>Clerking Service</p>
65.	<p><u>Staff Wellbeing</u></p> <p>It was noted that Governors had engaged with staff via the recent Staff survey and feedback will be provided to all staff. Governors held a short discussion around identifying the focus and output of this agenda item.</p> <p>Q: How can Governors capture relevant topics for staff wellbeing? A: Staff Governors can communicate on this with all staff members.</p>	

	<p>ACTION: Engage with all staff about topics/issues regarding wellbeing that they wish to bring to the Governors' attention and report back at next Full Governing Body meeting.</p> <p>Q: What is general staff wellbeing currently? A: As expected, there are always ups and downs although appears more positive currently. The Staff survey only resulted in 3 comments based on needing improvement around welfare which specifically were 'staff moral and welfare', 'staff wellbeing' and 'treating all as equals'.</p>	NH and LM
66.	<p><u>Safeguarding</u></p> <p>The Head Teacher had no incidents to report.</p> <p>April is the deadline for the Safeguarding Audit for 2018/19.</p>	Head teacher
67.	<p><u>Future Full Governor meeting format</u></p> <p>After a short discussion, Governors decided that this matter required further time to assess.</p> <p>ACTION: Governors to research into format options and ideas and to forward their recommendations to the Chair prior to the next meeting</p> <p>The Chair felt that one way to improve efficiency was to receive the minutes earlier so that Governors were aware of their actions quicker if not noted during the meeting.</p> <p>ACTION: Discuss faster circulation times with the Clerking Service team (Tracy Buckley)</p>	<p>ALL</p> <p>Chair</p>
68.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • Vision and Values <p>The Head Teacher updated Governors on progress into developing the vision and values.</p> <p>An image created by a pupil had been produced electronically which the Head Teacher felt represented the school really well. It was depicted by a rainbow representing the values of the school, birds represented the 3 houses and the strap line 'Fledge and Fly High'. However, in developing this further it was realised that inadvertently, the school could end up with 2 logos and dual branding which was not appropriate.</p> <p>Q: Do we know where the current logo of 'Side by Side' originated from? A: No.</p> <p>Q: Do Governors prefer the new logo, and should we rebrand?</p>	

	<p>A: Yes, the logo is more representative of the school now. Ultimately, Governor permission is not required and this is a school decision.</p> <p>ACTION: Engage with parents by presenting options of the logo at Parents Evening.</p> <p>Governors discussed the possibility of phasing in any new logos on uniforms so that extra expenses were not incurred by parents.</p>	<p>Head Teacher</p>
69.	<p><u>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</u></p> <p>RESOLVED: That the next meetings will be:</p> <ul style="list-style-type: none"> • Finance Committee – Friday 1st February 2019 at 8am • Curriculum Committee – Wednesday 13th February 2019 at 5pm • Full Governing Body – Wednesday 21 March 2019 at 6.30pm <p>Agenda to include:</p> <ul style="list-style-type: none"> - Review Report from School Improvement Partner - Future Full Governor meeting format <p>RT and NH invited all Governors to the following events:</p> <ul style="list-style-type: none"> • Parents evening on 5th and 7th March 2019 (It was noted that this could provide a good opportunity to engage with parents in regards to the Strategic Plan) • Cliffe House residential visit on 13th-15th March 2019 	
70.	<p><u>Agenda, Minutes and Related Papers – School Copy</u></p> <p>RESOLVED: That no matter be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	