Rednal Hill Junior School Governing Body

Minutes of Full Governing Body meeting held on Thursday 11th April 2019 at 5.00pm

Present:
Mr Robert Jones (Headteacher)  Mr Mark Eaves - Seeley (parent governor and Chair)
Ms Joanne James (co-opted governor)  Mrs Dawn Rottenbury (co-opted governor)
Ms Fay Tilley (staff governor)  Ms Eleanor Taylor (parent governor)
Ms Charlotte Bull (parent governor)  Ms Angela Boulton (parent governor)
Dr Graham Knight (LA governor)

By invitation: Ms Rebecca McAnulty (DHT)
   Ms Karen Baker SBM (left the meeting at 6pm)
   Ms Judy Kimberley Schools Financial Services FO (left the meeting at 6pm)

In attendance: Mrs Janice Moorhouse (clerk)

1. Welcome and apologies for absence
   The Chair welcomed governors to the meeting.
   Apologies for absence received and accepted from Ms Karina James (co-opted governor)

2. Completion of personal/ pecuniary interest forms
   Forms completed and returned to the HT for filing school.

3. New LA governor appointment (Dr Knight and Ms Rottenbury left the meeting)
   The Chair reported Dr Knight had been proposed as a governor by the LA and had attended two committee meetings as an observer.
   Governors agreed: Dr Knight to join the GB for a four year term of office. Start date: 11.4.19.
   The Chair reported Ms Rottenbury’s term of office as a co-opted governor had ended.
   The Chair proposed Ms Rottenbury be re-elected for a four year term of office.
   Noted: two four year terms already served.
   Governors agreed: Ms Rottenbury re-elected to the GB for a four year term of office. Start date: 11.4.19.
   Dr Knight and Ms Rottenbury re-joined the meeting. The Chair informed Dr Knight and Ms Rottenbury of the governors’ decisions.

   The Chair reported Ms Hughes’ term of office had ended and she had decided not to stand for re-election due to pressure of work.
   **ACTION: on governors’ behalf, Chair to contact Ms Hughes to thank her for the time and commitment given to the GB and wish her well in the future.**
   - Assign committees
   - Dr Knight to join the premises, health and safety committee.
   - Assign link role
   - Safeguarding governor: Ms Rottenbury
     - Governor for Dr Knight
     - Link role for other governors
   - Link governor leadership and Management: Dr Knight
   - Link governor personal development, behaviour and welfare: Ms Boulton.

4. Re-appointment of Dawn Rottenbury
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| 5. | **Minutes of previous meetings** held on Thursday 15th November 2018  
The minutes of the meeting held on Thursday 15th November were agreed as a true and accurate record and signed by the Chair. |
| 6. | **Matters arising from the minutes**  
- Safer recruitment training (governor)  
  **ACTION:** Ms Bull to attend training on Wednesday 4th February 2019: *action completed.*  
- Governors’ skills matrix  
  **ACTION:** three governors to return a completed skills matrix: *action completed*  
  HT reported there were no issues. An adequate breadth of skills on the GB.  
  - Governors to sign to confirm they had read and understood the Keeping Children Safe in Education document  
  - HT reported West Heath Primary School happy with the amendments to the collaborative agreement. |
| 9. | **Committee minutes** reviewed/questions raised  
- Premises, Health and Safety  
The Committee Chair summarised the agenda items discussed at the meeting on Thursday 21st March 2019.  
The committee reviewed the Health and Safety Inspection 2 report from Elite Safety dated 4th December 2018 and were given a verbal report of the Health and Safety visit 21st March 2019.  
HT and governors walked the site to see work underway and work planned.  
A response from the LA related to a dual funding bid (£21,157) for window replacement in summer 2019 was awaited.  
  **ACTION:** SBM to follow up and report back to governors.  
  Attendance: overall academic year so far: 95.85% (worst six PA removed: 96.1%)  
Pupil Premium 94.8% (national figure 94.0%)  
The DHT circulated ‘Behaviour update July 2018’ including details of red, yellow and green cards issued up from summer 1 2017/18 to spring 1 2018/19.  
DHT reported staff expectations were now higher. Boys received more red cards than girls and pupil premium pupils received more red cards than non-pupil premium pupils  
**Governor** (at the FGB meeting) queried the number of ‘lockdowns’ held each year and if the same procedure was carried out in each classroom.  
HT reported three each year with the same in the Infant School. There were some differences. The objective was to be out of sight of the windows and doors.  
**Governor asked how the signal/alert was given**  
DHT stated by continuous blowing on a whistle. In future, it would be explained to pupils why time of lockdown might vary (time to check all OK) and that lockdown might be due to a variety of reasons.  
  - Staffing and Finance (draft minutes already circulated)  
The Committee Chair summarised the agenda items discussed at the meeting on Thursday 21st March 2019.  
Committee members discussed the staffing needed by the school. Three teachers would be lost by the end of the academic year.  
HT reported (at the FGB meeting) there had been a very encouraging response to the advertisement for staff.  
Noted: detailed 2019/20 budget setting report: item 9  
  - Curriculum and Standards (draft minutes already circulated)  
The Chair of the committee summarised the agenda items discussed at the meeting on Thursday 21st March 2019.  
HT presented ‘Whole School Attainment Autumn 2018’ |
Governors noted the detailed information that included data on whole school ARE picture autumn ‘18, Year 3 baseline data over three years and whole school closing the gap in reading, writing and maths autumn ‘18.

HT presented ‘Whole School Progress Autumn 2018’ (circulated before the meeting)

Target: 90% of pupils to make expected progress and 30% to make accelerated progress from their starting points (outstanding progress). A good progress measure was for 80% of pupils to make expected progress and 20% to make accelerated progress.

Expectation: progress to be at least in line with national averages from key stage to key stage.

Governors noted: four staff members working in both years 3 and 6.

BEP Strategic School Improvement Fund Review Report 17 January 2019. One member of the final review team was also part of the initial review team. She had commented very positively on the ‘huge improvements’ that she found had been embedded over 15 months.

LA music service to work with Year4 pupils from September ‘19.

Curriculum redesign had started and would go to three topics per year.

8. Link governor feedback/update

Safeguarding governor reported on a meeting in March ‘19 with the DHT (see also item 10)

Chair of Governors reported on pupil interviews and the new curriculum.

Chair met with three groups (maths, English, topic) with four pupils, one pupil from each year group. Pupils were articulate, informative and described changes in lessons.

On maths, pupils understood the difference between tasks and took pride in progressing to the ‘deepen it’ task.

On topic, pupils were the most informative. They enjoyed the topic lessons and presented their work how they wanted.

DHT commented that older pupils enjoyed the ownership of how to present their work.

Governor asked how pupils were selected.

DHT stated they were randomly selected from different ability groups.

Chair commented that pupils understood the marking policy and were acting on it.

DHT reported pupil voice just been completed and the findings would be shared with governors at the next meeting.

9. SFS report (taken as the 3rd agenda item)

FO presented Budget Plan 2019/2020 and Budget Model 2020/2021 (circulated before the meeting)

2018/2019 Estimated Carry Forward Balance £91,686 In-year Surplus/(Deficit) £ (50,429)
2019/2020 Budget Year Estimated Carry Forward Balance £112,507 In-year Surplus £20,821
2020/2021 Estimated Carry Forward Balance £125,904 In-year Surplus £13,397.

The school budget share was based on 356 pupil numbers taken from the October 2018 pupil census.

Governors noted the introduction of the National Funding Formula had resulted in high levels of Minimum Funding Guarantee (MFG) of £46,617. I was unknown how long or at what levels this protection funding would be available.

The Pupil Premium Grant remained at £1,320 for each eligible pupil. The Pupil Premium allocations were estimated. To be confirmed in June/December 2019 once pupil number data from the January 2019 census had been validated and agreed.

Teachers’ superannuation to increase in September 2019 from 16.48% to 23.60%.

It is anticipated that schools would receive some funding towards this increase, at least in 2019/2020. The extra costs were incorporated into the overall staffing figures from September 2019.

The Living Wage had increased to £9.00 per hour from April 2019. This was lower than the hourly rate of the bottom spinal column point of the revised NJC Pay Spine, effective from 1st April 2019 and, therefore, all Birmingham staff would be paid at a higher level than the Living Wage.
Noted: £112,507 to be allocated to contingency. School Development Priorities had been included within the budget plan and total £10,950 for 2019/2020 and Nil for 2020/2021.

**Apprenticeships**: **ACTION**: SBM to investigate, meet with the Chair and for discussion at a future meeting.

The Chair stated that **ACTION in future paper copies of the important sections of the draft budget plan to be available for governors**

Noted: Financial delegation statement for the HT was included with the report. The statement was for review in October 2019.

The 2019/20 Budget Plan was agreed as presented.

Schools Financial Values Standard: agreed as presented to the Finance and Staffing committee. Signed by the Chair of Governors.

**Statement of Internal Control** circulated before the meeting
- Staff pecuniary interest forms required updating
- Asset register/inventory to be reviewed and updated

Agreed as presented and signed by the Headteacher and the Chair of Governors.

**LA financial monitoring documents**: circulated before the meeting
No questions. All documents agreed as presented.

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<th>10. <strong>Safeguarding update</strong></th>
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<td>Autumn term report dated 21st December ’18 circulated. Further development of online safety curriculum for Online Safety Week. DHT reported plans to raffle a bundle of technology. Safeguarding link governor reported she had met with the HT and SBM to reviews the register. The profiles of two members of staff were checked and found to be in order. The Office Manager had made good progress in reorganising the storage/filing of staff profiles. In November, the HT and safeguarding governor attended a safeguarding update training session. <strong>The Chair queried the two racist incidents recorded in the summer term.</strong> The DHT reported the incidents were dealt with in line with the policy. A red card was issued the incident noted on the pupil record and monitored to check it was not a recurring issue.</td>
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<td><strong>Section 175</strong>: completed and checked by safeguarding governor. All compliant. A checklist in line with the ‘no platform’ policy to be used for visiting speakers. DHT reported one question related to being sure governors were confident about safeguarding practice. DHT reported the response stated governors were confident that appropriate action was taken in response to any concerns /complaints about safeguarding and child protection practice. <strong>SRE</strong>: DHT reported to be a statutory obligation in 2020. The Christopher Winter project to be bought in for September 2019. DHT and PSHR lead to look at the content of the project, present to the SLT, consult with governors/staff and parents before seeking final approval from governors. Governors invited to attend staff and parent consultations. The Chair asked if the project would replace ‘no outsiders’ DHT stated ‘no outsiders; to continue. There had been no comments or feedback from parents related to no outsiders and the recent media coverage.</td>
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11. **Policies and procedures** *(all policies circulated before the meeting)*
   - Safeguarding policy update: new LA policy in a new format
     Policy approved as presented for use in the school.
     Agreed: Chair of Governors to approve changes to the policy that happened between meetings.
   - Safer Recruitment policy: LA model policy
     Policy approved as presented for use in the school.
     Policy approved as presented for use in the school.

**Keeping Children Safe in Education:**
DHT proposed Dr Knight to have governor safeguarding training in November ‘19 along with The rest of the GB. Agreed.
Governors signed to confirm they had read Part 2 of the KCSiE document.

12. **Headteacher’s report**
HT reported work in place on developing middle leaders.
The SSIF review in January ‘19 stated there was stronger leadership of mathematics, reading, writing and special educational needs
The SENDCo had ensured that the identification of pupils who required additional help was accurate and prompt. She had delivered training to increase the effectiveness of adults who lead interventions and checked closely on the impact of these interventions. There was good evidence that the changes she had introduced were helping pupils make better progress.
The report stated that there were still inconsistencies in the teaching profile in lower KS2. HT reported Senior leaders had acted decisively to address the ongoing concerns (see minutes of Staffing and Finance March 2019)
The maths lead (member of the teacher research group and maths mastery specialist) had led a very successful day with teachers from 12 different schools observing a maths mastery lesson taught by the maths lead.

**Governor asked if there was succession planning in place for the maths lead role.**
HT reported another member of staff had had a lot of input from the maths lead.

**The Chair requested thanks from governors be given to the maths lead.**

**Target groups for Mid PAG children had more than doubled their raw scores since start of maths interventions.**
LV 18 marks to 54 marks
SD 20 marks to 58 marks
OG 23 marks to 73 marks

**Effective use of Pupil Premium Money**
External pupil premium review undertaken and advice was now part of SDP for 2018-20.
Pupil premium pupils: gap closed at a faster rate than non-pupil premium pupils.
Concentration on mental health and well being.

DHT reported she had attended training on moderating writing. It was difficult to judge accurately writing that was at AE and writing that was above ARE. Moderation folders were available to staff with examples of age related writing. Writing judgements were now more accurate.
DHT stated there were known issues related to basic skills. There were plans in place to address these issues in all year groups. Most teachers were now consistently good and had the confidence make CPD more self-directed.

13. **Any Other Business**
- City Wide Information Sharing Agreement
HT reported an information sharing framework policy and collaborative working data sharing agreement (DSA) allowed the sharing of data between the agencies that support children around attendance, exclusion, safeguarding, domestic violence, achievement and a range of other topics and ensured what was shared was legal, appropriate and relevant.

A new citywide data sharing agreement (DSA) had been completed and signed off by the Principle Partners (Police, Health & Local Authority (Social Care). Each school and setting needs to sign a Deed of Adherence per setting.

The Deed of Adherence to be signed by schools had been reviewed by legal teams from the Police, representatives from Health, The Birmingham Children’s Trust and Birmingham City Council.

Governors agreed to join up to the Data Sharing agreement and the Deed of Adherence was signed by the Chair.

- Timing of spring FGB meeting
Governors agreed that, as Easter was exceptionally late in April in 2019, to keep the spring term meeting in 2020 in approximately the same week in the term.

**Date of next meeting:** Thursday 18th July 2019 5pm

The meeting closed at 7.30pm