

THE GOVERNING BODY OF MELTHAM MOOR PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 6pm at the School on Thursday 24 January 2019.

Present:

Miss K Ashton, Dr A Giles, Mr K Hill, Mrs L Woodfield, Mr C Denby, Miss H Halliday, Miss P Farrar.

In Attendance

Mr K Rothwell (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who / by															
2025.	<p>Apologies for Absence, Consent and Declarations of Interest</p> <p>Apologies for absence had been received from Mr S Price (consent).</p>																
2026.	<p>Notification of items to be brought up under any other business</p> <p>The following items were notified:</p> <p>a) Information b) Head Teacher's Appraisal</p>																
2027.	<p>Representation</p> <p>The following matters of representation were noted:</p> <p><u>Appointments</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Miss Heidi Halliday</td> <td>Co-opted</td> <td>21 Dec 2018</td> </tr> </tbody> </table> <p><u>Resignations</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Ms A Stott</td> <td>Co-opted</td> <td>16 Oct 2018</td> </tr> <tr> <td>Ms S Heywood</td> <td>Co-opted Staff</td> <td>28 Nov 2018</td> </tr> </tbody> </table> <p>The resignation of Ms S Lockwood had also been received.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Miss Heidi Halliday	Co-opted	21 Dec 2018	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Ms A Stott	Co-opted	16 Oct 2018	Ms S Heywood	Co-opted Staff	28 Nov 2018	
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2028.	<p>Election of Vice Chair</p> <p>In the absence of the Chair at the start of the meeting, the Minute Clerk took the Chair for the election of the Vice Chair.</p>																

	<p>RESOLVED. That the term of office of the Vice Chair be until the first meeting after the first anniversary.</p> <p>RESOLVED. That Miss K Ashton be elected Vice Chair.</p>	
2029.	<p>Minutes of the Annual Meeting held on 26 September 2018</p> <p>RESOLVED. That the minutes of the Annual Meeting held on 26 September 2018 be approved and signed by the Chair as a correct record subject to the following amendment,</p> <p>Minute 2008 Delete "David Geary" and insert "David Gearing".</p>	
2030.	<p>Matters Arising</p> <p>(a) Minute 1999 Apologies for Absence, Consent and Declarations of Interest. (c) Declaration of Business Interest Information. The information has been updated on the school website.</p> <p>The Head Teacher invited governors to attend the next meeting of the School Council on Wednesday 30 January.</p> <p>Q. At what time? A. 12.30</p> <p>(b) Minute 2014 Multi Academy Trust Status. We are still awaiting details of the cost of the MAT to date.</p> <p>(c) Minute 2016. Details of the government scheme for re-training TAs was not yet known.</p> <p>(d) Minute 2015 PTA Report. Now received - see Minute 2036 below.</p> <p>(e) Minute 2021 Governor Training and Governor Visits. GDPR Training. This had been carried out prior to tonight's meeting.</p> <p>(f) Minute 2022 Any Other Business b) email. School email addresses had been set up for all governors.</p>	
2031.	<p>Reports from Committees</p> <p>Copies of the Minutes of meetings of the Resources Committee and the Curriculum committee had been circulated.</p>	
2032.	<p>Head Teacher's Report</p> <p>The Head Teacher spoke to her report, copies of which had been circulated prior to the meeting. Topics Highlighted included:</p> <p>a) Nursery. Numbers had improved, from 10 in September to 21 now, with 3 children registered to enter at Easter. The increase was helped by the "wrap around" provision in the Moor Fun Preschool, now</p>	

<p>owned and managed by Woodlands Play Gym. Good quality provision is being offered.</p> <p>b) Reception. Only 20 first choices for the coming September. Other local schools are in a similar position.</p> <p>Q. What is the PAN for the Nursery? A. 39 and for entry to the school, 30.</p> <p>Governors recorded their thanks to Miss Farrar and Mrs Hewson for her hard work to get the increase in Nursery numbers.</p> <p>c) Attendance 96.74% so far, down from 97.21 last year. The fall was due to an outbreak of chicken pox in the Autumn Term and a family with pupils on roll to October, but who had actually left.</p> <p>Mr K Hill joined the meeting at 6.35 pm and took the Chair.</p> <p>d) Staffing. It will be hard to replace the cover supervisor, who is leaving, and the significant contribution she has made to Sports, P.E. and events outside school. More of the Sports Premium money will be used to help with events. The post has been advertised and the closing date for applications is soon.</p> <p>Arrangements have been made for cover for a teacher who has been absent for some time.</p> <p>e) Health and Safety. The behaviour of a Year 1 child is raising concerns – a my support plan is being done and there is support for the child in the afternoon. The GDPR Audit has been carried out this week and went well.</p> <p>f) School improvement Plan. Monitoring of Teaching and Learning had been completed - all teaching was rated as Good or Outstanding. Progress -The data from the Autumn Term showed an improvement in "Greater Depth". Observation of TAs was in progress - all had been positive so far.</p> <p>Q. How is Leadership and Management evaluated? A. The evidence is in the improvements in Teaching and Learning. The Head Teacher outlined the process undertaken.</p> <p>Q. How is staff morale? A. A lot has been done on Staff Wellbeing, including Stress Management training. The Culture Audit also focussed on this and will be discussed at the next meeting of the Curriculum committee.</p> <p>Q. How do staff meetings help? A. Lots of ideas and Action Plans have come from staff meetings, with staff encouraged to take responsibility for them.</p> <p>g) Standards. The Head Teacher explained the tables given for Year 2 and Year 6. N = National, A = above National. Our standard was FFT 20.</p>	
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	<p>Q. What is being done for the pupils not expected to meet expectations? A. Planning is used for interventions and support and their progress monitored closely.</p> <p>h) Additional Needs and Pupil Premium. 7 children have EHCPs</p> <p>i) Governors. There are several vacancies to fill. A Parent governor election is under way. A staff member will be elected to cover during Miss Farrar's absence on Maternity leave. The appointment of a Health and Safety governor is a priority.</p> <p>j) KLP meeting. A meeting with the KLP took place on 17th January. Recommendations coming from that included: Sports Premium - more quantitative information to support the KPIs Strengthening the SEF to include the external validation which takes place. Governors asking challenging questions For governors to keep whole school community up to date with progress on MAT Consider further moderation/CPD with a focus on greater depth.</p> <p>Further information will be given to governors when the formal report is received. The meeting was very positive.</p> <p>k) Monitoring. New monitoring schedule with more focus on moderation is in place</p> <p>l) Professional Development. Details of courses were given. More training is being done.</p> <p>m) SEF. A new SEF will be needed in September to fit the new Ofsted framework. Curriculum will be judged on:-</p> <ul style="list-style-type: none"> • Intent • Implementation • Impact. <p>n) Community News. Governors are invited to an Open Afternoon to be held on 12 February (1.20 to 2.15) followed by a meeting on Child Mental Health addressed by Gemma Townsend of the Charlie Waller Memorial Trust.</p> <p>o) GDPR. Governors discussed the need for care avoiding use of staff and pupil names.</p>	
2033.	<p>Health and Safety Governor</p> <p>An appointment was needed soon.</p>	
2034.	<p>Items from Staff</p> <p>Safeguarding training had been carried out.</p>	

	The Christmas concert had been very successful	
2035.	<p>Multi Academy Trust status</p> <p>The steering committee will meet at Bolton Brow school on 28 January. Governors were invited to attend. The Chair stressed that our approach was "Is it good for Meltham Moor school?"</p>	
2036.	<p>PTA report</p> <p>Copies of a report and accounts for the PTA were circulated. Balance in hand on 20 January £5211.43. Several new volunteers had recently joined.</p> <p>Governors recorded their appreciation of the hard work and very important support provided by the PTA.</p>	
2037.	<p>Safeguarding</p> <p>Copies of amendments to the Safeguarding Policy and the Child Protection Policy were circulated.</p> <p>RESOLVED. That the amendment to the Safeguarding Policy be approved.</p> <p>RESOLVED. That the amendment to the Child Protection Policy be approved.</p>	
2038.	<p>Governor Training and Governor Visits</p> <p>The GDPR training session had taken place on 24 January.</p> <p>Miss Ashton had visited Year 3 for Poetry session.</p> <p>The Chair is usually in school on a Friday afternoon and invited any governor to join him.</p>	
2039.	<p>Any Other Business</p> <p>a) <u>Information.</u> The following items of information were noted:</p> <ul style="list-style-type: none"> i) Review of Kirklees Fair Access Protocols. ii) Registration to NGA Learning Link iii) DBS and changes in circumstances. It remains an individual governor's responsibility to inform both the school and the Governor Clerking Service of any change in their circumstances which may disqualify or prevent them from continuing to hold office as a governor of a school. iv) Kirklees Business Solutions Website. Governors are asked to visit the new website. v) One Hub. vi) Privacy Notice. a copy of the Governor Clerking Service Privacy Notice is available on One Hub. 	

	<p>b) <u>Head Teacher's Appraisal.</u></p> <p>RESOLVED: That Dr Giles be appointed to the Appraisal and Pay Committee.</p> <p>The committee would meet on 1 February 2019.</p>	
2040.	<p>Dates of Future Meetings and Possible Agenda Items</p> <p>The next meetings of the Governing body will be at 6pm at the School on:</p> <ul style="list-style-type: none"> • Wednesday 15 May 2019 	
2041.	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	