Rednal Hill Junior School Governing Body

Minutes of Full Governing Body meeting held on Thursday 18th July 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 Katy Judd (staff governor) Ms Karina James (co-opted governor)
Ms Charlotte Bull (parent governor) Ms Angela Boulton (parent governor)
Dr Graham Knight (LA governor)

By invitation: Ms Rebecca McAnulty (DHT)
Ms Faye Tilley (DHT)

In attendance: Mrs Janice Moorhouse (clerk)

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<tr>
<td>1.</td>
<td>Welcome and apologies for absence</td>
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<td>The Chair welcomed governors to the meeting.</td>
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<td>Apologies for absence received and accepted from Ms Eleanor Taylor (parent governor)</td>
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<td>Email from Ms Joanne James (co-opted governor) sent to the clerk at 17:06 on 18/07 ‘Sorry I won’t be able to attend’</td>
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<td>Noted: staff governor: Katy Judd</td>
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<td>2.</td>
<td>Completion of personal/ pecuniary interest forms</td>
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<td>Forms completed and returned to the HT for filing school.</td>
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<td>3.</td>
<td>Minutes of previous meetings held on Thursday 11th April 2019</td>
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<td>The minutes of the meeting held on Thursday 15th November were agreed as a true and accurate record and signed by the Chair.</td>
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<td>4.</td>
<td>Matters arising from the minutes</td>
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<td>Item 3: Chair to contact Ms Hughes to thank her for the time and commitment given to the GB: action completed</td>
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<td>Item 7: SBM to follow up and report back to governors on dual funding bid (£21,157) for window replacement: HT reported work to start w/b 22nd July.</td>
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<td>Item 9: apprenticeships: ACTION: agenda item FGB meeting Thursday 7th November</td>
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<td>Item 9: paper copies of the important sections of the draft budget plan to be available for governors: paper copies were available at the meeting.</td>
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<td>5.</td>
<td>Committee minutes reviewed/questions raised</td>
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<td>- Premises, Health and Safety (draft minutes already circulated)</td>
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<td>The Chair of the committee summarised the agenda items discussed at the meeting on Thursday 20th June.</td>
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<td>Replacement boiler: HT reported pressure testing to take place over the summer. The new boiler to be up and running for the new academic year.</td>
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<td>Behaviour policy: DHT reported a small number of amendments made related to making the policy more attachment aware. The policy to be reviewed over the next academic year.</td>
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<td>- Staffing and Finance (draft minutes already circulated)</td>
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The Chair of the committee summarised the agenda items discussed at the meeting on Thursday 20th June.

School budget share carry forward balance: £106,828.
In year deficit of £-35,287. This amount utilised from the 2017/18 carry forward balance of £142,115.
Capital carry forward balance: £13,361 surplus.
Refurbishment works: redecoration of upstairs corridor: HT proposed and governors agreed the refurbishment of the stairwell to be included in the redecoration programme.
IT: HT reported hard drives to be upgraded to solid state drivers on laptops and PCs.
Staffing: agreed to commit £13,500 to the staffing budget for one extra post and other staffing changes.
A remaining uncommitted balance of £49,772.

- Curriculum and Standards (draft minutes already circulated)

The Chair of the committee summarised the agenda items discussed at the meeting on Thursday 20th June

A significant amount of work done and to do on a redesign of the curriculum.
One Friday every fortnight for Arts and Humanities.
73% of teaching was good or better and 27% less than good. Some less than good teaching sometimes fell into the good category.
Consistency in planning, teaching etc across year groups was now in place

6. **Link governor feedback/update**

- Leadership and management (including SEND and attendance)

SEND governor reported on the SEND visit on 27th June. Summary of activities:
Spoke to SENDCo about the current SEND provision and future plans, discussed transition and reviewed data.
Findings:
SEND Pupil progress was good overall. There were some pockets of concern, but these usually related to one or two pupils and specific case studies further explained issues. 23/24 SEND pupils were transitioning to Year 7 and 20 pupils were joining the school in Year 3. Three pupils either had and EHCPs or who had been accepted for assessment for an EHCP.
The use of 4 year-group specific SEND TAs had been successful. A Teaching Assistant Lead Practitioner Programme was being developed and would be rolled out to all TAs. TAs would then lead in the four broad areas of need (communication and interaction, cognition and learning, social and emotional, sensory and physical).
SEND policy: governor reported consideration was being given to the accessibility of the policy.

- Teaching and learning

L&M focusing on the development of middle leaders

Link governor reported on the L&M visit on 20th June. The focus of the visit was on the development of middle leaders, the professional development opportunities for staff and the plans for the next academic year.
The difference in middle leaders was phenomenal. Middle leaders came across as specialists in their field able to identify areas for improvement and the actions to be taken to address those areas.
The maths lead was now a maths mastery specialist and supporting seven other schools in their approach to Maths Mastery.
Middle leaders supported planning, conducted learning walks and offered support across the school with challenge and scaffolding. Teacher Research Groups (TRGs) were being established to support the middle leaders in their roles.
Next year plans in maths included journals to enable pupils to reflect on their learning and demonstrate understanding.
Next year plans in English included computer systems to better track and provide reading data, continue development of the library and the breadth of the books available.
A rolling programme of in house CPD was bolstered by a variety of external courses. The links with the Colmore Partnership remained strong. DHT reported English and maths had been a focus. In the next academic year, more emphasis to be placed on the wider curriculum. District Lead to come into school in the autumn term to carry out a ‘deep dive’ on reading and history. Monitoring to be carried out on foundation subjects.

Chair suggested **ACTION:** curriculum documents presented to the curriculum committee to be brought to the next FGB meeting. Governors invited to go into school to look at curriculum planning.

T&L focusing on mathematics, reading and staff development. Focus of visit: implementation of Maths Mastery and work undertaken to improve love of reading and language. Link governor reported maths mastery now sufficiently embedded for other schools to be visiting RHJS to look at it. In the best lessons all pupils were progressing together with the least able scaffolded to achieve and the most able stretched. Pupils were frequently citing maths as their favourite subject and enjoy the variety in lessons and mental Maths strategies were in place. Separate fluency lessons to be in place from September. RHJS to pilot the new Y4 multiplication test. There would be a focus on CPA (concrete, pictorial, abstract) maths and writing frames to model reasoning for the less able would continue to be used. Maths Journals to be implemented in the next academic year. Fluency of times tables would continue to be a focus. Staff subject knowledge in maths had significantly improved.

The introduction of quality texts into in a wide variety of genres had enabled the school to go beyond ‘reciprocal reading’ and focus on ‘looking, clue finding and thinking’ about texts. A focus on ‘echo reading’ for identified children in the tier above SEND pupils to be implemented next year to enable teachers to model fluency, intonation, and pace etc. There will be a greater focus on punctuation and grammar through text marking next year. Monitoring of English had been positive with all observed teaching being good or better. New library books had been ordered using the pupil voice suggestions. This would encourage pupils to read for pleasure. The English Lead was monitoring library use and questioning pupils to assess their understanding of texts. The library would be fully functioning in early 2020 when texts were delivered and the computer system was running. Class readers sets to be replenished.

### 7. Safeguarding update (circulated before the meeting)

- **Spring term report (dated 12th April 2019)**

Governors noted details listed under the areas of strength within the school.

**Priorities for improvement:**
- Two contact numbers for every family: two families still to complete.
- Continue to improve children’s understanding of the definition of bullying.
- RSE policy to be reviewed and new curriculum to be bought. Full consultation in the Summer Term.

**Review of the behaviour policy for Sept 2019 to reflect attachment awareness, needs of individual pupils and ensure the policy reflects school practice (full review in Summer 2020.)**

**ACTION:** group of governors to be involved in the review process.

Audit staff wellbeing through Newstart programme

**Barriers to improvement:** parental engagement and the time and capacity of staff.

- **S175 update**

DHT reported section 175 audit completed with the safeguarding governor. Safeguarding Link Governor reported compliance was higher than last year on the S175 online document and thanked the DHT for all the hard work that was required.
The review of the 2018/19 Safeguarding action plan showed the majority of actions had been completed. Ongoing actions had been carried forward to the 2019/20 plan. Safeguarding governor stated she was impressed by positive actions taken following localised or national incidents such as providing extra training for staff and special assemblies for the pupils. One such assembly aimed at year 6 was “Precious Lives” which focused on knife crime and making the right choices.

- Spring term Behavior summary
Governors noted the detailed information presented related to the number of cards distributed and the trends identified.
- Action plans
Governors noted the content of the 2018/19 completed safeguarding action plan and the deadline dated action plan for 20-19/20.
Governor suggested looking at police reports for the area and this could highlight areas (for example at home) that were not being picked up by the school and could be added to the action plan.

**Governor asked who had completed the bullying survey.**
DHT reported survey/questionnaire competed by the Friends Against Bullying (FAB) team
**Governor asked which pupils made up the FAB team.**
DHT stated ‘anyone who wants to join.’ Work with parents and pupils on developing understanding of what bully actually is continued. Of the bullying allegations made during the year, one had been substantiated and one/two could not be confirmed.
**Governor asked if parents had been surveyed to perceive the level of bullying from a parents’ perspective.**
The Chair commented that this was a part of the Ofsted questionnaire in the question ‘does your child feel safe at school?’
HT stated there were no concerns regarding the information on bullying that had been presented to governors.

Safeguarding governor reported the SCR register was reviewed and the files of two members of staff checked and found to be correct. A monitoring form had been set up to guide the review process.

Attendance for current academic year: 95.7% (2018-2019)
Attendance by year group:

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<tr>
<td>%</td>
<td>95.6%</td>
<td>96.60%</td>
<td>94.60%</td>
<td>95.70%</td>
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Blow 90% attendance rate

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<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<td>53</td>
<td>39</td>
<td>45</td>
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Safeguarding governor reported on future plans on involving parents in supporting families with attendance/lateness problems. Rewards, attendance charts, Fast Track and Early Help all in place.

8. **Headteacher’s report**
- Effective Leadership and Management
HT reported on a successful meeting with Jo Clifton (OFSTED Lead and Head of an outstanding school) and referred to the report from the link governor on meeting with middle leaders and attesting to improvements in confidence and the development in terms of whole school progress that was attributable to them. Evidence from link governor that middle leaders were able to demonstrate impact and give thorough and conclusive answers with no prompting (data, staff subject knowledge, pupil voice, other school’s comments, monitoring, feedback)
HT reported the focus on mid and low prior attainment group to continue through concentration on quality of wave 1 teaching and the focus on improved environment. Effective use of Pupil Premium Money: an external pupil premium review undertaken with the advice now part of SDP for 2018-20. The PP spend statement will be reviewed and presented to governors in autumn 2019.

**ACTION:** PP governor to work with HT/DHT/ SENDCo on a review of pupil premium spend.

There was a continued concentration on mental health and well being.

**SEND pupils:** 93 pupils in school currently identified with SEND. 18 of the Year 2 pupils transferring from Rednal Hill Infant School identified with SEND and one child currently being home-schooled due to join would be identified with SEND on arrival 22 pupils in the current Year 6 identified with SEND would leave in September. Estimated number of pupils with SEND for September 2019: 90 pupils.

**Autism Parent Group:** group regularly attended by eight-ten parents. Meetings organised by RHJS and RHIS SENDCos and had included: sensory differences training delivered by the Communication Autism Worker, a review of school practice relating to transition and attendance at a SEND Conference in Coventry. The group had created a directory of services for parents of pupils with Autism now displayed on the schools’ website.

**SATs 2019:** HT reported four pupils withdrawn would be removed from the validated data.
Reading: ARE: 52% GD: 15% ARE down 1%, GD up 8%
Writing: ARE: 68% GD: 5% ARE up 18%, GD up 2%
Maths: ARE: 57% GD: 4% ARE up 16%, GD down 6%
Combined: ARE: 35% up 2%
GPS: ARE: 62% GD: 24% ARE up 1%, GD up 10%

Staff well being days: DHR reported working well.
Governor noted there was a need to suggest ways of preventing the majority of days being taken in the summer term.

**Finance update**
- End of year report - approved by staffing and finance committee
- Carry forward spending plans - approved by staffing and finance committee
Copies or report and surplus balance from circulated before the meeting.

**Policies**
- RSE policy
DHT reported further work on and in relation to the policy required by SLT.

**ACTION:** policy to be presented to governors for approval at the autumn term FGB meeting

**Teacher training days for the 2019/20 academic year:** governors invited to attend training days.
- 2nd September safeguarding/H&S am new Ofsted framework pm
- 3rd September trauma informed attachment aware training 9-3.30pm
- 6th January curriculum planning day
- 8th May (May Day Friday)
- 1st June
- 20th July (day in lieu)

**Governing Body training update and requests for 2019/20**
In the 2018/19 academic year, Governors had attended:
- Governor induction training 9th March
- Safer recruitment training 13th February
- Complaints handling
- Pupil premium training
- BEP inspection training/briefing sessions
13. **Any Other Business**

- Subject Access Request (SAR) issues

Governors noted the school could not be involved in disagreements between parents. HT reported the school Privacy Policy had been amended and agreed by governors on the Premises committee. The section 'Requesting access to your personal data' to include the following:

‘Rednal Hill Junior School reserves the right to withhold an educational record (or part of the record) where the school deems the information might cause serious harm to the physical or mental health of a pupil or another individual’.

- Website audit

**Website compliance:** ACTION: HT and governor to audit the site. A meeting to be arranged to include the IT technician

- Meeting dates for 2019/20

**Autumn**

- Premises and H&S – 4pm Thursday 17th October 2019
- Staffing & Finance – 5pm Thursday 17th October 2019
- Curriculum & Standards – 6pm Thursday 17th October 2019
- Full Governors – 5pm Thursday 7th November 2019

**Spring**

- Premises and H&S – 4pm Wednesday 25th March 2020
- Staffing & Finance – 5pm Wednesday 25th March 2020
- Curriculum & Standards – 6pm Wednesday 25th March 2020
- Full governors – 5pm Tuesday 31st March 2020

**Summer**

- Premises and H&S – 4pm Thursday 18th June 2020
- Staffing & Finance – 5pm Thursday 18th June 2020
- Curriculum & Standards – 6pm Thursday 18th June 2020
- Full governors – 5pm Thursday 16th July 2020

Copies of the parent year planner 2019/20 circulated at the meeting.

**Date of next meeting:** Thursday 7th November 2019 5pm

The meeting closed at 7.10pm