

BIRCHFIELD PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Monday 29 September 2014 at 7.00pm

PRESENT	Tracey Taylor (Chair)	Philip Turner (Headteacher)
	Stuart Blackmore	Pat May
	Jonathan Pickles	Sally Sharp
	Kathryn Smith (From Item 2.02)	Jo Twitchett

IN ATTENDANCE: Claire Burgess (Clerk – Governor Support Service)

1.00 APOLOGIES

1.01 Apologies were received and accepted from Stephen Fry, Steve Jones and Victoria Thompson.

1.02 Apologies from Gregg Shevill were received after the meeting and accepted retrospectively.

2.00 MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT

2.01 It was reported that Amber Duck had resigned from her position at the school and as support staff governor.

Kathryn Smith joined the meeting at this point.

2.02 A discussion took place regarding filling this vacancy and the Head reported that Andy Sharp had been the only member of staff to come forward. Further discussion took place in light of reconstitution of the governing body, however it was agreed that Andy should fill the staff governor vacancy in the meantime.

3.00 RECONSTITUTION OF THE GOVERNING BODY

3.01 The Clerk explained the reconstitution process to governors and noted that this was required to be completed by 1 September 2015.

3.02 The Clerk recommended that a governor skills audit and self-evaluation take place and it was agreed by the governing body that Governor Support Service should facilitate this. This process would also be the basis for a new governor action plan.

3.02 Reconstitution would be considered following the self-evaluation proves and would be discussed at the next meeting of the governing body.

4.00 MINUTES OF THE LAST MEETING

Resolved:

- that the minutes of the meeting held on Monday 7 July 2014

ACTION

Agenda

- were agreed as a correct record and
- that the Chair be authorised to sign.

5.00 MATTERS ARISING

5.01 Headteacher's Report (minute 7.07 refers) The school website is being updated regularly by class teachers. In response to a governor question, the Head agreed to review the website to determine where further updates were required.

Head

6.00 AGREEMENT OF ALTERNATIVE METHODS FOR GOVERNORS TO PARTICIPATE IN MEETINGS OF THE GOVERNING BODY

Governors reviewed the need for alternative methods of participation in meetings of the governing body.

Resolved:

- Governors agreed that participation via virtual methods would be permissible, subject to the caveats outlined below.
- Participation could only take place where a working tele-conferencing link could be established and all persons could be heard.
- A Governor wishing to participate in this fashion must provide at least 48 hours' notice, in writing, to the Chair of their intention to do so.
- Participation would only be granted where the Chair was satisfied that physical attendance would not be possible owing to the governor being away on work or business-related commitments.

7.00 CONFIRMATION OF COMMITTEE STRUCTURE AND COMMITTEE MEMBERSHIP

7.01 Governors reviewed the committee structure and committee membership.

7.02 Resolved:

- That the following committee structure and memberships be confirmed.
- That the Chair of each committee be confirmed at the first committee meeting of the year.
- That the terms of reference be reviewed and adopted at the first committee meeting of the year. The Clerk agreed to provide a summary of changes to the terms of reference
- That the Clerk of each committee be confirmed at the first committee meeting of the year.

7.03 **Resources Committee:** Sally Sharp, Steve Jones, Jo Twitchett, Stuart Blackmore, Tracey Taylor, Phil Turner, Jonathan Pickles

7.04 **Teaching and Learning Committee:** Jonathan Pickles, Pat May, Victoria Thompson, Phil Turner, Tracey Taylor, Sally Sharp

7.05 **Pupil Support Committee:** Stephen Fry, Tracey Taylor, Victoria Thompson, Andy Sharp, Kathryn Smith, Jo Twitchett, Gregg Shevill.

7.06 **Strategic Leadership Committee:** Chair of governing body, Chairs of committees, Head and Deputy Head

7.07 **Headteacher's Performance Management/Pay Committee:** Kathryn Smith, Jo Twitchett, Stuart Blackmore

7.08 **Appeals:** Sally Sharp, Tracey Taylor, Jonathan Pickles

7.09 **Resolved:**

- That voting rights not be allowed for associate members (there are currently no associate members)
- That all available powers be delegated to committees including the approval of the budget.

8.00 DELEGATION TO HEADTEACHER

Resolved:

- That appointment of all staff, other than the Headteacher and Deputy Headteacher be delegated to the Headteacher.

9.00 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

9.01 **Resolved:**

- That authority is delegated to the Headteacher to vire sums of up to £10,000 and to enter into contracts up to the value of £10,000.

9.02 **Resolved:**

- That signatory for authorisation of orders and invoices be approved as follows:

Phil Turner, Victoria Thompson, Andy Sharp, Shirley Wharton

9.03 **Resolved:**

- That the local authority's financial regulations and standing orders and contract procurement regulations be adopted.

9.04 **Resolved:**

- That the Chair, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, eg school fund.

10.00 CONFIRMATION OF DELEGATION TO EXTENDED SERVICES JOINT COLLABORATIVE COMMITTEE

10.01 It was reported that the Head attends the Morley Family of Schools meetings and would feedback to the governing body on these meetings.

10.02 **Resolved:**

- That Sally Sharp be the governing body representative on the Joint Collaborative Committee.
- That dates and terms of reference for the JCC be provided to the governing body

Head

11.00 CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

11.01 **Resolved:**

- That governors take responsibility for the following areas:

Child Protection/Looked After Children: Jo Twitchett

SEN/Inclusion: Kathryn Smith

Training/Link Governor: Stephen Fry

Health and Safety: Jonathan Pickles

Complaints: Gregg Shevill

Equalities: Steve Jones

11.02 Governors discussed the need for subject link governors and it was agreed that due to links to the School Development Plan and to ensure challenge for the future the following areas would have subject link governors:

Numeracy: Kathryn Smith

Literacy: Pat May

12.00 HEADTEACHER PERFORMANCE MANAGEMENT

12.01 **Resolved:**

- That the governing body appoint Liz Mellor, School Improvement Advisor, as external advisor for the Headteacher's Performance Management
- That the Headteacher's objectives remain confidential to Performance Management governors.
- That objectives be set in October 2014, with a mid-year review in April 2015.

12.02 Performance Management governors explained the process to the governing body, who were satisfied with the robustness of the process.

13.00	REGISTER OF GOVERNORS' INTERESTS	
13.01	All governors present completed the register of governors' interests forms.	
13.02	The Clerk agreed to send a copy of the register of governors' interests to those governors not present.	Clerk
14.00	CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES	
14.01	Governors reviewed the code of conduct for governing bodies and noted the changes relating to the importance of training, where required, for governors.	
	Resolved:	
	<ul style="list-style-type: none"> • That the governing body approve the code of conduct without amendment. 	
14.02	In response to governor requests, the Clerk agreed to send all governors a copy of the Governor Development Programme and instructions on how to access Governor's E-Learning.	Clerk
15.00	COMMITTEE REPORTS	
15.01	Pupil Support Committee	
15.01.1	The minutes of the meeting held on 24 July 2014 had been received by governors before the meeting and the following issues were highlighted: <ul style="list-style-type: none"> • A representation from the School Council took place. • It was suggested that parents be sent information on applying for Breeze cards. • Information for parents on the website had been discussed. • The Home School Agreement had been discussed. • The Equalities policy had been reviewed and approved. 	
15.01.2	The Head informed governors that the Home School Agreement had been updated. Governors would review this and then it would be sent out to parents.	
15.01.3	A governor questioned how those who didn't return the Home School Agreement would be followed up and the Head stated that this would take place at Parent's Evening which was due to take place on 22 October 2014.	
15.01.4	Governors questioned whether the school dinner menu was on the school website and the Head confirmed that it was.	
15.01.5	The Head would send a copy of the School Development Plan to all	

governors for review.

15.02 **Strategic Leadership Committee**

The minutes of the meeting held on 22 September 2014 had been received by governors before the meeting and the following issues were highlighted:

- The vision of the school had been re-visited and updated.
- Aligning key priorities for governors to the School Development Plan was discussed.
- The Classroom Monitor tracking system was to be migrated to a new system for assessment without levels.
- The School Improvement Advisor report had been considered.
- Phase Leader meeting minutes were shared with governors.

16.00 **HEADTEACHER'S REPORT**

The Headteacher presented his report, copies of which had been circulated previously. The following points were highlighted:

Staffing

16.01.1 A new teacher had started at the school. The Head reported that he had observed her teaching and that she was doing well.

16.01.2 Judith would be starting SENCo training in October 2014. A governor questioned how much time out of school this would require and the Head informed governors that it would require approximately 12 days out of school plus time for assessments. Governors noted their admiration for the additional work taken on by this member of staff.

16.01.3 A new Teaching Assistant (TA) had started at the school. A maternity cover TA for one-to-one support would be advertised to start in November 2014.

Buildings

16.02.1 The new outdoor classroom had been completed.

16.02.2 A new dishwasher had been installed in the kitchen as part of the additional needs identified to meet the Universal Free School Meals offer for Reception and KS1.

Pupil Numbers

16.03.1 The Head reported that pupil numbers were stable, although there was a very small Year 5 class due to pupils moving out of the area. There were currently 22 children in the Year 5 class.

16.03.2 The Head informed governors that a child had returned to school following a period out of school travelling with her parents.

- 16.03.3 Intensive interventions would take place with this child, although it was expected she would leave again in due course. A governor questioned whether this would affect school attendance overall, but the Head advised that she would be removed from the school roll.
- Sports Premium
- 16.04.1 The Head highlighted that the new PE coach was excellent and that Gymnastics coaching was taking place for all pupils this term. He added that this was part of the Woodkirk Academy offer that the school had bought into, costing £6,000 and funded by the Sports Premium.
- 16.04.2 It was noted that as well as children receiving expert coaching, after-school clubs were taking place and staff were undertaking CPD.
- Achievement and Standards
- 16.05.1 Achievement data from the Perspective Light system was shared with governors, although the Head noted that this was currently unvalidated data.
- 16.05.2 The Head reported that KS2 results had been outstanding this year with the school at 31st in Leeds for the number of children achieving a Level 5 and 38th in the city overall.
- 16.05.3 Maths results at KS1 was below expected with not enough children achieving a Level 3. Interventions were in place.
- 16.05.4 Governors questioned why this was the case and the Head responded that children had not made enough progress in Year 1. Governors asked why this had not been picked up at the end of Year 1 and the Head explained that although children had made the expected three points progress in Year 1, this had changed and now five points progress was expected across Year 1.
- 16.05.5 Governors noted the change to assessment without levels and asked how this would be managed. The Head reported that developers of the Classroom Monitor system were working with the publisher (Rising Stars) and all information for the new curriculum would be migrated. In response to a governor question, the Head reported that all data would be migrated by the end of the week.
- 16.05.6 An Action Plan for Maths had been written by the Maths Co-ordinator and Deputy Head. A local authority consultant for Maths, Tracy Thomas-Marshall, would be coming into school to work with staff, with a focus on KS1. Year 1 staff would be attending external training.
- 16.05.7 A governor asked if any observations of teaching had taken place this year. The Head reported that informal walkabouts had taken

place.

- 16.05.8 Staff meetings had taken place to consider marking and feedback and to look at Assessment for Learning.

17.00 POLICY REVIEW

17.01 Child Protection Policy

The Child Protection policy would be reviewed at the next meeting of the Pupil Support committee. The Head agreed to send a copy of the policy to Jo Twitchett, governor with responsibility for Child Protection.

17.02 Pay Policy

The Pay policy would be reviewed at the next meeting of the Resources committee.

17.03 Appraisal Policy

The Appraisal policy would be updated in line with assessment without levels and reviewed by the Teaching and Learning committee.

18.00 CHAIR'S BUSINESS (including correspondence)

There was no Chair's business to report

19.00 CLERK'S BUSINESS

- 19.01 Dates for Governor Briefing Meetings were received and noted as follows:

- Monday 8 December 2014 – 6.00pm-8.00pm – East Room, Leeds Civic Hall
- Thursday 11 December 2014 – 12.00 – 2.00pm – East Room, Leeds Civic Hall

- 19.02 The Clerk highlighted that the Leeds Governors Conference would take place on Saturday 24 January 2015 and that a programme would be available shortly.

20.00 ANY OTHER URGENT BUSINESS

There was no other business to report.

21.00 SCHEDULE OF MEETINGS FOR THE YEAR

- Monday 24 November 2014 at 7.00pm
- Monday 2 February 2015 at 7.00pm
- Monday 30 March 2015 at 7.00pm
- Monday 11 May 2015 at 7.00pm
- Monday 6 July 2015 at 7.00pm