

**THE GOVERNING BODY OF ST AIDAN'S CE (VA) FIRST SCHOOL GOVERNING BODY**

Minutes of the meeting of the Governing Body held at 6.00pm at the School on Thursday, 16 January 2014.

PRESENT

Mr Mike Townsend, Mrs Michelle Bennett, Mrs Carolyn Dixon, Mrs Lynda Earnshaw, Mr Andrew Fairbank, Mrs Dot Gott, Mrs Nicola Moss, Reverend Philip Reynolds, Mrs Frances Thornton,

In Attendance

Mr (Reverend) Geoff Banks (New Foundation Governor)  
Mrs J Hallas (Minute Clerk)

954. OPENING PRAYERS

Mr (Reverend) Philip Reynolds opened the Governing Body Meeting with prayers

955. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs Evelyne Barrow, Mrs Liz Bradbury and Mrs Laura Willimot and Mrs Beverley Williamson.

956. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

No items of any other business were raised at this point in the meeting.

957. REPRESENTATION

The governors noted the re- appointment of Mrs Liz Bradbury as LA governor

Appointment

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mrs Liz Bradbury	LA	8 December 2013

Reverend Philip Reynolds introduced Mr Geoff Banks to the Governors. Mr Geoff Banks had attended the Governors meeting as he was interested in becoming a Foundation Governor for St Aidan's CE (VA) First School. Reverend Philip Reynolds confirmed that there were also a couple interested in taking on the role of Foundation Governor. It was confirmed that there were 3 vacancies for the role of Foundation Governors.

The Governors mentioned that the Pre Governor e-learning course was useful for people that were interested in finding out more about the role of being a governor.

958. MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2013

It was agreed that this item would be moved to the end of the agenda for this and all future Governor meetings.

959. MATTER ARISING

It was agreed that this item would be moved to the end of the agenda for this and all future Governor meetings.

960. REPORTS FROM COMMITTEES(a) Resources Committee

A copy of the minutes from the Resources Committee held on Thursday 5 December 2013 had been sent to the Governors prior to the full Governors meeting.

The meeting had focused on the finalisation of the extension and the use of the extra money and contingency required for the completion of the extension.

The Committee were unhappy with the overspend of the project and felt that Aedas had not provided a reason for this overspend. The school had expected some recompense from Aedas due to the project going over budget. The committee also required confirmation around the fee paid to Aedas and if it was based on the original quote or on the overspend costs. Aedas had been invited to the next Resources Committee meeting 20 March 2014. Other areas discussed included;

- The school were now using the tablets more effectively
- Mrs Evelyne Barrow and Heather Ricks were looking at the full staffing structure
- Overspend had been pulled from next year's budgets

**Q. Had there been any acknowledgment from Aedas**

A. The letter inviting them to the meeting had only just been sent

It had also been agreed that the school would write to the Diocese about Aedas being used as the Project Managers of choice and the complaint that the school had with them.

(b) Achievement and Standards

A copy of the minutes from the Achievement and Standards Committee held on Thursday 5 December 2013 had been sent to the Governors prior to the full Governors meeting.

The data being reviewed related to information from last year's results and they looked at data around Free School Meals. The committee looked at the figures for boys writing and it was identified that this was an area that was not currently being pushed.

**Q. Have we a plan for tackling boys writing?**

A. All writing was being monitored.

The school had been doing work throughout the school on reading to maintain consistency through all key stages.

**Q. The Governors were aware that parents had raised concerns in relation to reading**

A. There was an option to do a book review rather than the read the book

There had been a letter sent out to parents about the book review/reading options but it was agreed that this needed clarification around expectations.

A homework survey had been sent out to all parents and the school had already received at least 40 surveys back within 2 days.

The committee discussed boys reading and it was mentioned that members of Huddersfield Town Players were coming into school to support with reading. Children from each year group had identified the top 10 books for boys and girls and these had been listed on the website. The Governor raised the issue that parents needed to be informed of this information,

**Q. Have you got copies of the top 10 books?**

A. No not all of them

The Governors suggested that this could be recommended to the PTA to help purchase these books which could be given to parents on loan. It was agreed that this would be added to the next PTA agenda.

**Q. When we buy books do we get a discount rate?**

A. Depends on what is on offer at that time

The Governors suggested selling books to parents so parents could benefit from the school's discount.

Appraisals across the school had all been completed.

It had been 5 years since the last survey to parents had been issued.

**Q. What will happen with the results from the survey?**

A. We will look for trends to see if there is anything that can be done

**Q. Will you communicate back to parents?**

A. Yes we can put information on the website

**Q. How many parents use the website?**

A. It was agreed to ask Heather Ricks to establish this.

Some website programmes cannot be accessed by certain IT devices such as iPods and iPhones. The Governors discussed different ways of communicating information to parents and asked if it would be possible to monitor how many people were using certain programmes or accessing certain pages on the website.

One of the suggestions by Governors was for students at Kirklees College to develop an "app" and Mr Andrew Fairbank agreed to look into this as an option.

Mrs Carolyn Dixon asked if the Governors could have a space on the website for Governors.

**Q. What percentage of parents are on parent mail?**

A. This was part of the questionnaire

The Governors discussed options for using the display board for displaying information for parents. If the display board was updated regularly then parents would get into a habit of checking information regularly.

It was also discussed that information could be presented on different coloured paper which would indicate the reason for the information i.e. action required.

**Q. In relation to comparing results from other schools could we approach the middle schools directly about this request?**

A. Mrs Gott agreed to ask Mrs Evelyne Barrow to take this query to the Pyramid Heads Group

961. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

The Head Teachers report had been circulated to Governors prior to the meeting and the report was presented by Mrs Dot Gott in the absence of Mrs Evelyne Barrow.

**Q. Are there any plans to sort out the construction site? The path is too narrow and it is presenting a Health and Safety risk. If someone is already on the path there isn't room to pass and there is also a safeguarding risk as it can delay parents getting to the classroom for when the children are let out**

A. Mrs Dot Gott will take this back to Mrs Evelyne Barrow and for this to be raised at the meeting with Aedas on 20 March 2014

**Q. How much of a hazard is the footpath?**

A. 2 pushchairs cannot pass each other and there isn't room for a pushchair with a child walking alongside it. The school is bigger but the path is smaller

**Q. Any news on the intake for Reception for September 2014?**

A. 25 are on the list so far – the cut-off date was 15 January 2014

**Q. Under Leadership and Management what would Governors like to achieve and who would lead on this?**

A. The Governors are invited to visit the display in the staff room and complete an activity reflecting on

- What can the school expect of the Governors?
- What do the Governors want to achieve?
- What do the Governors expect of the school?

It was agreed the Mrs Carolyn Dixon would circulate the ideas generated in the meeting to all Governors for further comment before they are finalised.

**Q. Is the First Aid Training being held on the Inset day open to Governors?**

A. Mrs Dot Gott agreed to check attendance.

**Q. What is the sample size for book scrutiny?**

A. Book scrutiny focuses on different things and looks at written work and writing and is done over an even mix i.e. boys/girls etc. Scrutiny around Maths had also been undertaken and looked at if children had the opportunity to look at feedback and if those areas had been addressed and then looked at the next piece of work to see if feedback had been actioned.

**Q. How is this recorded?**

A. There is a monitoring file and it is discussed in staff meetings and evidence is collected

**Q. Sports Premium – what impact has coaching had?**

A. Feedback from Sharon, Senior Play Leader is excellent.

The middle school had been surprised at the low level of sport ability in some children coming from different schools.

**Q. Is there a gap in the curriculum?**

A. Yes there does appear to be a gap

The coaching that the school had received had been amazing and the school needed to bring in experts to support with sport especially around KS2 levels that included netball, tennis, cricket etc. This opened up opportunities for children to join lunchtime or after school clubs when at middle schools.

**Q. Could we look at something for after school?**

A. We have looked at football before

It was felt that the Sports Premium money should go towards coaching in relation to different sports and it was recognised that there were huge benefits from sports. The Governors discussed different opportunities around sports and it was mentioned that a different school had run a 4 week course on Fencing at a cost of £3 per session per child.

The Parish Council had stated that schools were classed as high priority for gritting but the school had been informed that as it is not on a main road it was not classed as a priority. The Governors had spent a long time trying to resolve this issue on previous occasions.

**Q. Now we are part way into the year, how is it working with increasing the number of pupils in reception?**

A. It is working well.

**Q. Maths is now split into abilities in KS2 – has there been any increase in the level of attainment?**

A. Yes in the higher group – now looking at the attainment in the other groups

**Q. There have been some behaviour issues in class 5 what is happening now?**

A. Been a few issues. There has been a system set up to monitor behaviour and children are rating themselves on how they have been doing out of 10. If they lose marks then they need to explain what has happened. This approach is about getting them to be aware of their own behaviour.

**Q. Does this extend to playtime and out of school?**

A. Yes – it has been up and running for 3 weeks

**Q. Will this be rolled out?**

A. We might look into rolling it out

**Q. Are parents on board with this approach?**

A. Yes. Mrs Evelyne Barrow has talked to them about this approach. 9 children started on this approach and since it had started 3 children had been taken off this monitoring following improvements in behaviour.

**Q. How do we monitor going forward?**

A. We will still keep information and monitor on a weekly basis

The Governors looked at positives that included;

- Maths evening – around 30/35 people attend. The Governors thanked Mr Woods for running this session
- Fencing was looking very impressive
- 6 members of staff were doing reflective outdoor learning
- All foundation stage had made good progress
- Inside area looked great and it felt a good environment

**Q. Is it worth capturing comments from pupils about the new school environment?**

A. Yes – it could be talking wall/comments board

962. PUPIL PREMIUM

The figure for Pupil Premium was £18,000 for the academic year. This had been spent on the following areas;

- Huddersfield Town Readers
- School trips
- Subscription for computer programme – Espresso Education
- Tablets
- Music Lesson

963. VULNERABLE GROUPS PROGRESS

Vulnerable groups include children with Special Educational Needs (SEN) and those entitled to Free School Meals. The school was doing observation in maths, book scrutiny, regularly monitoring progress, talking to teachers and ETA's. The school had set up a Movement Group and Community reading with children. The school had identified 14 children who would read with someone from outside of the school.

At present the school was not aware of any children with SEN that were due to start in Reception in September 2014.

The school was recording information and making sure that the right intervention was being used and that needs had been identified.

**Q. The school had discussed setting up at homework group – how was this going?**

A. This is being run at lunchtime and at present there were not many children in that group. The children are aware that the club is being run and some children are actively encouraged to attend.

964. SCHOOL DEVELOPMENT PLAN

Mrs Evelyne Barrow, Mrs Dot Gott and Mrs Laura Willimott had looked at the School Development Plan and a copy was handed out to all Governors during the Governors meeting. This document was being constantly updated and the governors were invited to take the document away to read later.

**Q. Can important documents be emailed out at least one week before the Governors meetings?**

A. Yes

**Q. There is an inconsistency around the point scores and what is classed as outstanding progress?**

A. 12 points is recognised as outstanding progress

**RESOLVED:** That School Development Plan be added to the next agenda for the Full Governors Meeting and that the document be emailed to all Governors not present at the meeting

**Q. Want information to be consistent and understand the point score – i.e. what does 9 point score and 12 score points refer to?**

A. Mrs Dot Gott to take this back to Mrs Evelyne Barrow

965. ANNUAL CONSULTATION REGARDING ADMISSION ARRANGEMENTS INCLUDING SCHOOLS' PUBLISHED ADMISSION NUMBER (PAN) FOR 2015-2016

The Published Admission Number (PAN) for St Aidan's CE (VA) First School was 30 and it was confirmed that the site inspection carried out by the Local Authority supported a PAN of 30.

**Q. If the school were to get 30 children in a year group do we have processes to cope?**

A. Yes

**RESOLVED:** That the Governors agreed that the PAN for the school was 30

966. FINANCIAL MANAGEMENT AND MONITORING

A report from Mrs Heather Ricks was handed out to the Governors during the meeting. The Governors were informed that the Local Authority had rolled out a new system which was causing some difficulties around virements.

A child with Special Educational Needs had been re-assessed and the school were now receiving funds to support the extra support that the child received.

Mrs Heather Ricks had been looking at purchasing some hand dryers and the Governors discussed the need to ensure that any hand dryers purchased were up to commercial/ industrial standard. The Governors would rather that more money was spent to ensure that equipment lasted longer and was fit for purpose.

It is proposed that all children in Key Stage 1 would receive free school meals from September 2014. In voluntary aided schools the schools would have to pay 10% towards the cost of these school meals. There could be plans for this to be rolled out to Key Stage 2 children in the future.

**Q. What about those children on packed lunches?**

A. Further information was to be obtained on this.

The school needs to start considering this for new children joining the school from September 2014.

967. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Michelle Bennett and Mrs Dot Gott had attended training on the Strategic Review. There was an audit that could be done in school afterwards.

The training was around Governors understanding the strategic position and direction of the school whilst not getting involved with the operational running of the school. The training also referred to discussing issues during Committee Meetings rather than at Full Governors Meetings.

Mrs Michelle Bennett, Mrs Carolyn Dixon and Mrs Frances Thornton were due to attend the course "When an inspector calls". Mrs Nicola Moss had attended Chairs Briefing which suggested that Governing Bodies identified an action plan and the training provided slides, exercises and ideas for workshops that Governing Bodies could do.

Mr Mike Townsend had attended the Achievement Assembly before Christmas which had been very good. Mr Mike Townsend spent a morning with a class doing advent and that the children's knowledge of the Christmas Story was very good.

Mrs Carolyn Dixon had attended Chestnut Class Assembly which had been very good and was visiting school next week to meet Mrs Laura Willimot. Mrs Nicola Moss had also visited school.

Governors were reminded that there was a form to capture information around training and visits to the school.

#### 968. CORRESPONDENCE

The school had received an email from the Local Authority with a refreshed version of the Governors Handbook which would be circulated to all governors.

#### 969. ANY OTHER BUSINESS

The Diocese of Wakefield will cease to exist from April 2014 and would become part of a larger group. The Education side may continue for another 12 months.

**Q. Do we want to invite some in from the Diocese in relation to the PAN?**

**A.** No we don't feel the need for this

Mrs Lynda Earnshaw informed the Governors that, due to personal reasons, she may struggle to attend some of the Committee Meetings due to a lack of childcare support.

Mr Mike Townsend shared with the Governors a book on maths called "Junior Illustrated Maths Dictionary" which he had found really useful that described different teaching styles and explained how maths was taught at Key Stage 2. Mrs Dot Gott agreed to have a look and see if it met with the teaching across the school and Reverend Philip Reynolds offered to purchase a copy for the school.

#### 970. MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2013

**RESOLVED:** That the minutes of the meeting held on 21 November 2013 to be approved and signed by the Chair of Governors as a correct record with the following amendments;

Minute PRESENT

Mr Mike Townend should read **Mr Mike Townsend**

Throughout the minutes

Mrs Evelyn Barrow should read ***Mrs Evelyne Barrow***

Minute 943

Ms Ford should read *Miss Ford*

Mrs Evelyne Barrow discussed the 2 level progress and sub levels and that expected progress was 12 points ***across the key stage*** and outstanding progress was 14 points

Minute 944

The school had purchased 12 tablets and these had been timetabled to be used throughout the school. Some of the tablets were being used by SEN children and the low achievement groups ***and children on Free School Meals.***

Minute 945

The school had quite a few children who were just above the Free School Meals level and were using some of the money to pay for ***clarinet*** lessons which was about encouraging and developing the children's confidence and helping to improve behaviour.

Minute 947

Linda Earnshaw should read Lynda Earnshaw

***Mrs Nicola Moss, Mrs Michelle Bennett and Mr Andrew Fairbank were invited to attend the Chairs Network Meeting***

Minute 948

Githwaites should read ***Gilthwaites***

Minute 953

SCOOOL COPY should read ***SCHOOL COPY***

971. MATTERS ARISINGa) Head Teachers Report and Governors Questions (Minute 943 refers)

Students from Shelley College were helping to sort out the library on a Wednesday afternoon.

The Governors required a steer around the role of Class Governor. Mrs Carolyn Dixon agreed to progress this with Mrs Evelyne Barrow.

b) Governor visits and Governor Training (Minute 947 refers)

The Chair's Induction training planned for 5 December 2013 had been cancelled.

972. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers be excluded from the copy to be made available to the School.