

THE FEDERATED GOVERNING BODY OF KIRKROYDS INFANT AND WOOLDALE JUNIOR SCHOOL

Minutes of the meeting of the Governing Body held at 7.00 pm at Wooldale Junior School on Tuesday 9 June 2015.

Present: Miss D Whiteley (Chair), Mrs C Armitage, Mrs V Baldwin, Mrs A Bale, Mrs L Counce, Mr S Cressey, Mr Galloway Dr L Fleming, Mrs C Mills, Rev. Canon J Robertshaw, Mr S Rodgers, Mrs R Starrett, Mrs F White, Mrs M White and Mrs C Wood.

In Attendance: Mr M A Johnson, Minute Clerk
Mrs A Barnes, Observer

Minute	Discussion and Decisions	Action – by whom						
Procedural								
238	<p>Apologies for absence, consent and declarations of interest</p> <p>Apologies for absence were received from Mrs R Korosi (consent).</p> <p>There were no declarations of interest.</p>							
239	<p>Notification of items to be brought up under Any Other Business</p> <p>The following items were notified to be brought up under Any Other Business:-</p> <p>Dyslexia Provision - Presentation by Stefan Rodgers Lease of land to Kirkdale – Update Rewiring works at Kirkroyds</p>							
240	<p>Representation</p> <p>(a) The following matter of representation was noted:</p> <p><u>Resignation</u></p> <table border="1"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mr G Hodgson</td> <td>Co-Opted</td> <td>21.04.2015</td> </tr> </tbody> </table> <p>(b) <u>Appointment of Co-opted Governors</u></p> <p>The Chair reminded governors of the outcome of the skills audit which showed the governing body to be adequately covered in all areas, albeit with an average rating in the area of financial accountability and knowledge of the local community.</p> <p>RESOLVED: That no action be taken for the time being to fill the two co-opted vacancies but that this matter be revisited in the event that potential governors with financial accountability and/or local</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr G Hodgson	Co-Opted	21.04.2015	
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Minute	Discussion and Decisions	Action – by whom
	community expertise become available.	
241	<p>Minutes of the meeting held on 19 March 2015</p> <p>RESOLVED: That the minutes of the meeting held on 19 March 2015 be approved and signed by the Chair as a correct record, subject to the following corrections:</p> <p>Delete Mrs A Bale from the record of governors present.</p> <p><u>Minute 230</u></p> <p>PE/Sport and other Achievements - correct the name of Elizabeth Bounds.</p> <p>Incidents - replace the name Mrs Caunce with Mrs Armitage.</p> <p><u>Minute 232</u></p> <p>The second bullet point should read “ Impact on outcomes for pupils and how this is measured”</p>	
242	<p>Matters Arising</p> <p><u>Ball Court Planning (Minute 221 refers)</u></p> <p>The Head Teacher, Mrs Caunce and Mrs Armitage had met with Kirkroyds Friends Association, as the main instigators of the funding, to discuss the most appropriate site location, but had come to the conclusion that this would be too imposing and so the venture was not now to go ahead.</p> <p>Disqualification by Association and Declaration Form (Minute 228 refers)</p> <p>The Head Teacher reported that this matter had been discussed at the Pyramid Heads meeting where she had learned that some schools were applying this new procedure to all staff. However, advice received from Human Resources was that this only affected early years staff and that there may be changes in the offing. Advice had also been received that the procedure should not apply to caretaking and office staff.</p> <p>RESOLVED: That no action be taken on this matter, pending further guidance expected in September 2015.</p> <p><u>Wooldale Front Door (Minute 230 refers)</u></p> <p>The Head Teacher reported that works to replace part of the door were still awaited and undertook, following concerns expressed by the governors about potential security risk, to seek to expedite this matter in consultation with the Office Bursar. In response to a question she confirmed that the door was still functional but had to be manually closed on occasions.</p>	Head Teacher

Minute	Discussion and Decisions	Action – by whom
243	<p>Reports from committees</p> <p><u>Finance and Staffing Committee: 13 May 2015</u></p> <p>The minutes of this meeting of the Committee had been circulated, the business considered, was primarily discussing the budgets for 2015/16. The Head Teacher explained the budget compilation process and indicated that she had met with Amelia Boughey of Kirklees Finance to consider both school budgets on the same morning, which had proved very helpful in coordinating and making comparisons.</p> <p>The recommended budget for Kirkroyds involved an allocation of £667,608 and £39,000 carry forward, totalling £707,349, including a contingency of £9,208 and including a notional SEN budget of just over £3,500.</p> <p>For Wooldale, the allocated budget was £917,095, with a carry forward of £95,318, totalling £1,012,713, including a contingency of £32,000.</p> <p>The budget allocation for Kirkroyds had been reduced by £18,000 on account of there being a number of unallocated pupil places. It was noted that 151 pupils were required to maintain six classes so, because of the current situation, the school would be obliged to have five classes, but could afford a morning teacher on four days a week to allow discrete teaching for all classes for literacy and numeracy, and the school would have to do without some intervention classes, which would hopefully pick up again by next January.</p> <p>In the event that there were 151 pupils in school at the start of September David Gearing had advised that the school would be able to get Pupil Growth Funding to fund another teacher. The Head Teacher had prepared a letter for submission to parents to explain the situation and it was agreed that this should include assurances about the provision of the discrete teaching in the core subjects.</p> <p>Q: How does the school cover for staff sickness? A: The second day of absence is paid for by short-term insurance, with the school having to meet the cost of the first day of absence.</p> <p>RESOLVED: (i) That the budgets for 2015/16 for both schools, as recommended by the Finance and Staffing Committee, be approved.</p> <p>(ii) That an item be included on a future agenda to consider a strategy for encouraging increased numbers at Kirkroyds.</p> <p>Grounds, Health and Safety Committee - Terms of Reference</p> <p>RESOLVED: That the submitted terms of reference for the Committee be approved.</p>	<p>Governor Clerking Service</p>

Minute	Discussion and Decisions	Action – by whom
	<p>Standards and Effectiveness - Terms of Reference</p> <p>RESOLVED: That the submitted terms of reference for the Committee be approved.</p>	
244	<p>Dates of future meetings and possible agenda items</p> <p>RESOLVED: That the next meetings of the Governing Body and Committees be held on:</p> <p>Wednesday 23 September 2015 at 7:00 pm. (Annual)</p> <p>Standards and Effectiveness Committee:</p> <p>Wednesday 16 September 2015 at 7:00 pm, to which all governors be invited to hear general progress, including the SAT's results.</p>	Governor Clerking Service to note
School Improvement		
245	<p>Wooldale and Kirkroyds School Funds Audit (Minute 225 refers)</p> <p>The Head Teacher reported that both audits had been completed but had not yet been signed by the auditor, so it was agreed to defer consideration (of the overview paper) to the next meeting.</p>	
246	<p>Governor Training and Governor Visits</p> <p>Clare Mills had been into school to observe nursery narrative, word wizard, Numicon, letters and sounds, and literacy and numeracy. The Chair would be coming into Wooldale School on either 8 or 10 July 2015.</p> <p>All governors were welcome to attend the musical production of Pirates of the Curry Bean on 9/10 July 2015 at Wooldale, from 6:30pm.</p>	
247	<p>Governing Body Self Review (Minutes 215 and 232 refer)</p> <p>Following the Governing Body self-review exercise Mrs Baldwin tabled a paper summarising the outcomes, which showed there were no major concerns in terms of the Governing Body's skills and effectiveness, although there were three areas which required revisiting, namely, a clear, shared vision for the school; impact on outcomes for pupils; and engagement with the school community, wider school sector and the outside world.</p> <p>Governors felt it would be appropriate to allocate a portion of the Annual General Meeting to this task and to give consideration as to how to build in the views of other stakeholders e.g. parents, into the process.</p> <p>RESOLVED: That a 30 minute session be allocated at the annual general meeting between 8:00 - 8:30pm for a general discussion on all the areas with a view to a more detailed focus at a later date, to</p>	Governor Clerking Service to note for Agenda

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	<p>be facilitated by Mrs Baldwin who, together with Mr Rodgers, coordinates a questionnaire to gather the views of Years 2 and 6 parents so that these can be considered when further discussing the matter after the initial consideration.</p>	Mrs Baldwin/Mr Rodgers
Governing Body Matters and Statutory Responsibilities		
248	<p>Review of Behaviour and Exclusion Policy</p> <p>The updated behaviour and exclusions policy was submitted, which incorporated minor amendments, including certain statutory updates, but fundamentally there were no changes.</p> <p>RESOLVED: That the behaviour and exclusions policy be approved.</p>	
249	<p>PREVENT Strategy</p> <p>The Head Teacher reported that the Government's Counter Terrorism Unit required schools to be aware of, and guard against, radicalisation and to treat this as a safeguarding issue. Provision had been incorporated in the schools' statement on social, moral, cultural and British values.</p>	
250	<p>Pupil Placement Protocols</p> <p>Governors had been provided with a summary of the protocols covering in year admissions, fair access protocols, SEN protocols, children missing education, and managed moves, for the purpose of consultation. The main document had been sent to the Chair and Head Teacher. The deadline for a response had now been extended to the end of June 2015.</p> <p>The Head Teacher took governors through the document.</p> <p>RESOLVED: (i) That, in relation to in year admissions, governors record that they feel the process is too slow in allocating a child, even in cases where the school has told the admissions authority that a place is available.</p> <p>(ii) That this response be included in the feedback form and that the Chair and Head Teacher be asked to complete the rest of the form on behalf of the Governing Body, and forward this response according.</p>	Chair/Head Teacher
251	<p>Any Other Business</p> <p>(a) Deletion – see minute 252</p>	

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	<p>(b) <u>Lease of land to Kirkdale – Update</u></p> <p>The Head Teacher reported that it had only recently come to light that the lease to Kirkdale was now a ten-year period, having last been reviewed in January 2014, and that the school had no discretion over the rent charged as the local authority had deemed that the tenant was paying a market rate. The Head Teacher highlighted a number of supervision issues. which had arisen concerning Kirkdale's use of the land.</p> <p>RESOLVED: That the Head Teacher contacts Kirkdale to reiterate their obligations of proper supervision, and that Mrs Baldwin maintains general observation and provides feedback accordingly.</p> <p>(c) <u>Rewiring works at Kirkroyds</u></p> <p>The Head Teacher reported she had met with the electrical engineer, accompanied by Mr Cressy, an electrical engineer, in which the proposed works and timetable had been outlined. The Head Teacher had emphasised that if the project ran over, anyone working in school during the period of works when the pupils were in the building, would have to be DBS checked accordingly but had been advised that the works would mainly be carried out during the summer holiday. The contract was currently out to tender and the Head Teacher expected to meet the nominated contractor by the following week on site, along with Mr Cressy.</p> <p>There would be a lot of work for the staff to undertake in preparing for the works and the Head Teacher was arranging for packing cases to be on site as soon as possible so that this work could commence. It was agreed that the Chair and the HT would contact Gill Ellis at the local authority to request permission for either a one or two day earlier finish at the start of the summer term so that the works could get underway as soon as possible.</p> <p>The Head Teacher and Mr Cressey would keep governors updated accordingly.</p>	<p>Mrs Caunce</p> <p>All Governors</p>
252	<p>Agenda, Minutes and Related papers – School copy</p> <p>RESOLVED: That minute 251(a) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	