

THE GOVERNING BODY OF KIRKROYDS INFANT AND WOOLDALE JUNIOR SCHOOL

Minutes of the meeting of the Federated Governing Body held at 7.00 pm at the School on Tuesday, 1 December 2015.

Present:

Mrs C L Armitage, Mrs V Baldwin, Mrs A Bale, Mrs L Caunce, Mr S Cressey, Dr L Fleming, Mr M Galloway, Canon J S Robertshaw, Mrs M White, Miss D Whiteley, Mrs C Wood

Mr K Rothwell Minute Clerk
Mrs A Barnes Deputy Head Teacher

Agenda Item	Discussion and Decisions	Action – who / by						
276.	<p>Apologies for Absence, Consent and Declarations of Interest Apologies for absence were received from Mrs C Mills (consent), Mrs F White (consent), Mr S Rodgers (consent) and Mrs R Starrett (consent).</p> <p>There were no declarations of interest.</p>							
277	<p>Notification of items to be brought up under Any Other Business</p> <ul style="list-style-type: none"> Information - PREVENT 							
278.	<p>Membership Issues</p> <p>(a) <u>Representation</u></p> <p>The following matters of Representation were noted:</p> <p><u>Resignation</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>Mrs R Korosi</td> <td>Parent</td> <td>25.09.2105</td> </tr> </tbody> </table> <p>(b) There was now a vacancy for a parent governor.</p> <p>ACTION: Circulate to parents and ask for applications for parent governor.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs R Korosi	Parent	25.09.2105	Head Teacher
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Mrs R Korosi	Parent	25.09.2105						
279	<p>Committee Terms of Reference (Minute 258 (b) refers)</p> <p>The Health, Safety, Grounds and Premises committee had agreed their terms of reference.</p> <p>The Finance and Staffing Committee and Curriculum and Standards Committee would agree their terms of reference at their next meetings.</p>							

280.	<p>Minutes of the Meeting held on 23 September 2015.</p> <p>RESOLVED: That the minutes of the meeting held on 23 September 2015 be approved and signed by the Chair as a correct record.</p>	
281	<p>Matters Arising</p> <p>(a) <u>Apologies for Absence, consent and declarations of interest. (Minute 254 refers)</u></p> <p>Check if declaration of Governors Business Interests had been loaded on to the website.</p> <p>(b) <u>Dyslexia Provision. (Minute 263 (a) refers)</u></p> <p>Project plan to be completed and circulated to governors by email.</p>	<p>Head Teacher</p> <p>Mrs Counce By 4 Dec</p>
282.	<p>Reports from Committees</p> <p><u>Curriculum Committee</u></p> <p>The Head Teacher had circulated a summary of the last meeting for reference; full minutes would be shared in due course.</p> <p>The Chair suggested that main committee meetings should have an LA clerk.</p> <p>RESOLVED: That the Governor Clerking Service be asked to provide a clerk at main committee meetings.</p>	<p>Head Teacher</p>
283	<p>Dates of Future Meetings and Possible Agenda Items</p> <p>RESOLVED: (i) That the next meeting of the Governing Body be held at Wooldale at 7.00 pm on Thursday, 7 January 2016. Dughall McCormick would attend and give a talk on The Role of Governors.</p> <p>(ii) That the Curriculum and Standards Committee be held at 7.00 pm on Thursday, 28 January 2016 in the Wooldale bungalow.</p> <p>(iii) That the Finance & Staffing Committee be held at 7.00 pm on Wednesday, 9 March 2016 in the Wooldale bungalow.</p> <p>(iv) That the Health, Safety, Grounds and Premises Committee be held on Thursday, 3 March 2016 in the Wooldale bungalow.</p>	
284.	<p>Head Teacher/Senior Leadership Report</p> <p>The Head Teacher spoke to her report, copies of which had been circulated prior to the meeting.</p>	

	<p>(a) <u>Wooldale</u></p> <p>Preparation was needed for a possible Ofsted inspection. The Chair requested four governors to each focus on one section of the School Development Plan and another governor to focus on Pupil Premium.</p> <p>Q: What do we need to know to prepare for an Ofsted inspection?</p> <p>A: There are guidelines and the January meeting with Dughall McCormick will cover this in more detail.</p> <p>Relevant parts of the framework would be extracted and emailed to the governor covering each section.</p> <p>It was agreed that information should be kept as simple as possible.</p> <p>Ofsted focus for governors was on the Effectiveness of Leadership and Management and its impact on School Improvement.</p> <p>A new governor commented on the benefits of the Governor Induction training, after attending a few meetings of the Governing Body. Governors discussed whether all governors would benefit from a refresher course.</p> <p>(b) <u>Kirkroyds</u></p> <p>There were 150 pupils on roll. Although this was below the projected 152, the school would still receive the Pupil Growth Fund monies at £31,000.</p> <p>Two pupils with complex needs had entered Reception. One has 17.5 hours support. The other required full time support, including lunch times, and came to the school with no transition plan or support. A full time TA had been recruited and was very good.</p> <p>An inspector had commented that nappy changing facilities were not adequate and recommended a separate changing unit. It was difficult to see where this could be located. Asset Management had been requested to visit and comment on this.</p> <p>(c) <u>Premises</u></p> <p>Re-wiring had been completed, with a few snagging issues pending. The school had been allowed to use some of the Devolved Formula Capital for re-decoration of public areas in the Christmas holidays.</p> <p>(d) <u>Wooldale</u></p> <p>There were 223 pupils on roll. The smallest year group was Year 5 with 48 pupils.</p>	<p>Head Teacher By end of term</p>
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	<p>(e) <u>Premises</u></p> <p>Class 8 had been refurbished and was working well as a full time classroom. The Library area had also been refurbished.</p> <p>(f) <u>Health and Safety.</u></p> <p>New secure front door fitted at Wooldale</p> <p>(g) <u>Safeguarding</u></p> <p>There had been safeguarding issues in both schools this term. Two children had been taken into foster care. There were now 4 Looked After Children and 2 in a Special Guardianship arrangement. There were currently 7 families with an Early Help Assessment in place.</p> <p>(h) <u>Outcomes</u></p> <p>There had been a 3 year downward trend at Wooldale and it was recognised that this could trigger an Ofsted inspection.</p> <p>In addition to WaLLs, a new programme suggested by Dyslexia Action was now in place in both schools. Dyslexia Action had also been supporting the schools with assessment and specialist programmes for Maths.</p> <p>The Dyslexia workshop last week attracted parents of children at other schools.</p> <p>(i) <u>Walker Morris calendar competition</u></p> <p>There were 3 winners and 3 runners-up at Wooldale plus 1 runner-up at Kirkroyds. Wooldale received £750 in addition to the £750 won last year.</p> <p>Q: Are details of these and other successes on the website?</p> <p>A: Yes. Photos will also be added.</p> <p>The Autumn Fair was very successful.</p> <p>(j) <u>Sport</u></p> <p>Several cross country teams were through to the West Yorkshire Games in the Spring term.</p> <p>(k) <u>Leadership and Management</u></p> <p>Mark Colley, an Ofsted inspector, had carried out a mock inspection at Wooldale, this had proved particularly useful in helping the school focus attention in advance of any potential Ofsted inspection.</p> <p>Ofsted inspections were now scheduled for 1 day. If the inspector considered the school to be above or below the current grading, he would call in additional inspectors for a full inspection the next day.</p>	<p>Head teacher</p>
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Mark Colley did a prior check for information on the website. He did lesson observations, book scrutiny and talked with staff, giving them very useful feedback.

(l) Our Strengths

Behaviour and attitude of pupils was good, they showed resilience and perseverance. Good progress in lessons, with more progress in Literacy than in Maths. Mark Colley was pleased to see a Practical Science lesson, which was rare in many schools now.

(m) Areas for Development

Marking should impact on progress.

In Maths there was too much correct and more examples of modelling and response time for errors were required.

In all subjects all work should be shown in books and the use of jotters for rough working should be stopped.

Q: What were staff comments on the Maths critique?

A: They thought it was a little over the top. We have stressed that it is not more work that they should do but they should work smarter.

Q: How can we show progress?

A: A wide range of action plans and programmes are in place. A bullet point list could make this easier to see.

(n) School Development Plan

Four sections.

- Outcomes
- Quality of Learning
- PSE, Behaviour and Safety
- Effectiveness of Leadership and Management

Maths and Spelling were priority areas.

(i) Outcomes.

- The school was using a new Baseline, adopted also by 76% of schools.
- Writing/Spelling were targets in both schools.
- In Maths, emphasis was put on deeper understanding and problem solving.
- Pupil Progress meetings had considered the needs of the more able and less able pupils.
- SEN pupils were making appropriate good progress.

	<p>(ii) <u>Quality of Teaching and Learning</u></p> <ul style="list-style-type: none"> • The new curriculum had been implemented. • Computing in KS2 had changed. • Concentration on depth of learning and development. <p>(iii) <u>PSE, Behaviour and Safety</u></p> <ul style="list-style-type: none"> • Focussed on improving attendance and dealing with bullying. • British Values was now incorporated in Safeguarding. • A new scheme was now in operation in PSE lessons <p>(iv) <u>Effectiveness of Leadership and Management</u></p> <ul style="list-style-type: none"> • Effective tracking system. • Monitoring of achievement. • Equality, Diversion and Cohesion. <p>Governors agreed to be responsible for the following sections:</p> <table border="0"> <tr> <td>Outcomes and Pupil Premium</td> <td>Miss D Whiteley</td> </tr> <tr> <td>Quality of Teaching and Learning</td> <td>Dr L Fleming</td> </tr> <tr> <td>Social/Welfare</td> <td>Mr S Cressey</td> </tr> <tr> <td>Effectiveness of Leadership</td> <td>Mrs V Baldwin</td> </tr> </table> <p>Each agreed to meet with the Head Teacher or relevant members of staff to discuss the relevant section and ensure they could report on progress at future Governing Body meetings.</p> <p>Copies of the relevant sections of last year's plan would be sent out to the governors concerned.</p>	Outcomes and Pupil Premium	Miss D Whiteley	Quality of Teaching and Learning	Dr L Fleming	Social/Welfare	Mr S Cressey	Effectiveness of Leadership	Mrs V Baldwin	<p>By 7 Jan</p> <p>By Head Teacher</p>
Outcomes and Pupil Premium	Miss D Whiteley									
Quality of Teaching and Learning	Dr L Fleming									
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Effectiveness of Leadership	Mrs V Baldwin									
<p>285</p>	<p>Consider strategy for encouraging increased numbers at Kirkroyds</p> <p>There was an agreement between the local schools not to compete by advertising for new entrants. The school would, however, place flyers with local pre-schools.</p> <p>On 13 November 2015 the school organised 2 guided tours of the school for prospective/interested parents and these had been a success. All visitors were very impressed, although most were parents of children who were already down as new entrants. Hopefully there will be a "trickle down effect" by word of mouth. The tours were definitely worth repeating.</p> <p>Q: Do we know of any children in our catchment area who do not come to us?</p> <p>A: As far as we know there were only a few on the edges of the area.</p> <p>Governors discussed whether having a single name for the combined schools would help in attracting pupils.</p>									

	<p>Q: Could finding and publicising successful former pupils boost the schools' reputation?</p> <p>A: Possibly. Our children are well prepared and ready to move on to KS3 and many do well after school.</p> <p>It was agreed to set up working party to pursue this line of approach (ex-pupils).</p> <p>The new plans for land allocated for local housing development were discussed. These could eventually result in an increase in pupil numbers. When sites began to be developed, the schools could approach builders to put information regarding the schools in their information packs.</p>	At next meeting
286	<p>Governor Training and Governor Visits</p> <p>Mr Cressey and Mrs White had attended the Governor Induction training and both reported on the benefits gained by doing so.</p> <p>Miss Whiteley had attended the Kirklees Governor Networking meeting and would circulate information from a presentation by a Senior HMI in attendance, she had also attended the NGA annual conference.</p>	
287	<p>Financial Management and Monitoring</p> <p>The Budgets of both schools were on track.</p> <p>(a) <u>Wooldale</u></p> <p>Funds set aside for re-decorating public areas had not yet been spent. It was planned to do the work at half-term.</p> <p>(b) <u>Kirkroyds</u></p> <p>Two staff working on ELS and Fisher Family Trust projects had contracts until December. The budget would allow for them to continue until March.</p> <p>RESOLVED: That the two staff contracts be renewed until the end of March.</p> <p>This term Louise had also been teaching on Fridays. It was agreed that this would not continue after December.</p> <p>(c) <u>Staffing</u></p> <p>Members of staff, except the Head Teacher, left the meeting.</p> <p>The Head Teacher said that the Deputy Heads had achieved their Appraisal targets of working well together, organising data and on Pupil Progress.</p> <p>RESOLVED: That the two Deputy Head teachers be awarded one point increase on their salary scales.</p> <p>The Head Teacher left the meeting.</p>	

	<p>The Chair reported on the Head Teacher's Performance Management review. The Head Teacher had made good progress towards achieving her long term targets. It was recommended that she receive a one point increase on her salary scale.</p> <p>RESOLVED: That the Head Teacher receives a one point increase on her salary scale.</p> <p>The Head Teacher and staff rejoined the meeting.</p>	
288.	<p>Pupil Placement Protocols</p> <p>Governors acknowledged receipt of the Pupil Placement Protocols.</p> <p>RESOLVED: That the Governing Body agree to participate in the operation of the Protocols.</p>	
289	<p>Any Other Business</p> <p><u>PREVENT</u></p> <p>Governors noted receipt of information regarding "Prevent" Duty Guidance: Summary for Schools under the Counter-Terrorism and Security Act 2015.</p>	
290	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>RESOLVED: That Minute 287 (c) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	