

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 the Wooldale Junior School on Tuesday, 22 March 2016.

Present:

Mr S Rodgers (Vice-Chair), Mrs C Armitage, Mrs V Baldwin, Mrs A Bale, Mrs L Caunce, Mr S Cressey, Dr L Fleming, Mrs C Mills, Canon J S Robertshaw, Mrs R Starrett, Mrs F White Mrs M White, Mrs C Wood (Head teacher)

In Attendance:

Miss S Cartledge (Minute Clerk)
Mrs A Barnes (Associate Member)
Mr S Talbot (Designate)

Agenda Item	Discussion and Decisions	Action – who / by
Procedural		
308.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies were received for Mr M Galloway and Miss D Whitely.</p> <p>With Miss D Whitely absent the Vice-Chair, Mr S Rodgers took the Chair.</p>	
309.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <ul style="list-style-type: none"> • <u>Meeting at Holmfirth High Schools about Academies & Trusts.</u> <p>Governors were asked whether any would be available to attend this meeting on Thursday 12 May 2016.</p> <p>Governors discussed Trusts and the Academisation briefing with the agreement that more information will be received at the meeting at Holmfirth High School and this would be reported back to governors.</p> <p>The Head teacher advised governors what academies need to follow e.g. no obligation to follow the National Curriculum.</p> <p>Q. Has this been discussed with other schools? A. No, I missed the last pyramid meeting. A discussion will most likely take place after the meeting on the 12th May.</p> <p>Governors discussed teacher’s pay and conditions at academies.</p> <p>Q. If all schools become academies, for how long will national pay awards and conditions exist for</p>	

	<p>teaching staff?</p> <p>A. Unsure, it will depend on the Unions and other negotiations.</p> <p>ACTION: That Canon J S Robertshaw said he would gather some information from the Diocese about schools becoming academies and report back.</p> <p>RESOLVED: That Dr L Fleming, Mrs C Mills, Mrs L Caunce, Mr S Rodgers and the Head teacher would attend the meeting about Trusts and Academies at Holmfirth High School.</p> <p>ACTION: That a reminder email be sent to those governors attending.</p>	<p>Canon J S Robertshaw</p> <p>Head teacher</p>						
<p>310.</p>	<p><u>Representation</u></p> <p>(a) The following matters of Representation were noted:</p> <p><u>Appointment</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>Mr S Talbot</td> <td>Parent</td> <td>Awaiting DBS</td> </tr> </tbody> </table> <p>The Chair on behalf of the governors welcomed Mr S Talbot to the governing body. Governors introduced themselves along with stating what seat they hold.</p> <p>The Head teacher explained that some governors also sit on different committees as well as some have special responsibilities, an example given of this was Miss D Whitely has the responsibility of Pupil Premium budget.</p> <p>(b) <u>Two Vacancies for Co-opted Community Governor</u></p> <p>Governors acknowledged the vacancies and agreed that these vacancies would be best used to advantage the school. Governors agreed that there was a lack of selling the school, promotion hadn't been completed to its potential.</p> <p>AGREED: That the skill set required to advantage the school was promotion/marketing or similar.</p> <p>Q. Do the LA still approach businesses for potential governors?</p> <p>A. I am unsure if they still do.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr S Talbot	Parent	Awaiting DBS	
<u>Name</u>	<u>Category</u>	<u>With Effect From</u>						
Mr S Talbot	Parent	Awaiting DBS						
<p>311.</p>	<p><u>Minutes of the Meeting held on 7 January 2016</u></p> <p>RESOLVED: That the minutes of the meeting held on the 7 January 2016 be approved and signed by the Chair as a correct record.</p>							

312.

Matters Arising**(a) PREVENT (Minute 296 (d) refers)**

Governors acknowledged that there are 2 referrals per week in Kirklees to Prevent.

The Head teacher advised governors that a representative from Lee Hamilton's PREVENT team had worked with staff on what signs to look out for and a presentation was given with case studies. Staff had found this very interesting and informative.

Q. Did you find the training helpful?

A. Yes, it helped us to be more aware. The case studies were useful in highlighting different areas from what radicalisation stems from. In most cases it starts off with someone being socially lost.

Q. Do you think parents would be interested in this information?

A. I am not sure, I wonder if our parents would think their children are too young to be radicalised, although there maybe the interest there.

The Head teacher asked the governors if they as parents would be interested in an information evening about PREVENT. Many governors stated they had received it via work or the profession they work within.

Canon J S Robertshaw indicated that most children now are plugged into the internet, everything is now done via the internet and on a laptop/tablet.

The Head teacher and Mrs R Starrett agreed that there is more issues around grooming and bullying at this age, however once they are a little bit older there would be a higher risk of radicalisation.

(b) Committee Minutes (Minute 306 refers)

Governors acknowledged that the full governing body minutes will be included on the website and a discussion should take place around whether Committee minutes should be included.

Q. Do we want the Committee minutes on the website?

A. In terms of transparency, why not.

Q. Is there a reason why we wouldn't include them?

A. We will need to be careful what we include, due to the sensitivity of the minutes from the Finance & Staffing Committee for example.

AGREED: That the school website will read 'see school for the Committee minutes' and it will be at the

	Head teacher's discretion.	
313.	<p><u>Reports from Committees</u></p> <p>The Head teacher advised that the Committee minutes will be circulated in due course for governor's information, as minutes had not yet been checked.</p>	Action for next meeting
314.	<p><u>Date(s) of Next / Future Meeting(s) and Possible Agenda Items</u></p> <p>RESOLVED: That the next meeting of the Governing Body be held at Wooldale Junior School at 7:00 pm on:</p> <p>Wednesday, 25th May 2016</p> <p>With the following agenda items:</p> <ul style="list-style-type: none"> - Ratification of School Budget <p>RESOLVED: That the next meetings of the Committees be held at Wooldale Junior School (the bungalow) at 7:00 pm on:</p> <p><u>Standards and Curriculum Committee</u> Wednesday, 20 April 2016</p> <p><u>Finance and Resources Committee</u> Wednesday, 11 May 2016</p> <p><u>Health and Safety Committee</u> Tuesday, 7 June 2016</p>	Governor Clerking Service
School Improvement		
315.	<p><u>School Development Plan updates</u></p> <p>The Head teacher advised governors that targets highlighted in bright green resulted in the objective being achieved, pale green; on track and yellow; developing.</p> <p>Governors acknowledged the statement and the following points were highlighted:</p> <ul style="list-style-type: none"> • Working hard on teaching Maths and English cross curriculum, with Literacy teaching throughout • The Marking and Feedback Policy is coming on at a pace • Maths looks very pleasing, moved on since the Standards and Curriculum Committee meeting • At the next Standards and Curriculum Committee meeting Key Stage 1 topic books will be looked at in more detail • Examples of dialogue in Key Stage 2 between the children and class teacher had been seen in books • In some cases, the RAG rating 'developing' doesn't do the progress of a target justice, however it had been left as its overall rating. <p>Mr S Rodgers stated that the books looked at during the previous Standards and Curriculum meeting looked very good, with progress</p>	

	being seen throughout.	
316.	<p><u>SEND Report</u></p> <p>The Head teacher notified governors that she would change the order of the agenda and cover this item before the SLT Report.</p> <p>The Head teacher advised governors that a termly report would now be produced. This would be the school version and would include some of the information that would normally be covered in the SLT Report.</p> <p>Governors acknowledged that the school currently had 15 children at Kirkroyds and 24 at Wooldale on the SEND Register. At Wooldale this was broken down into 6 with statements and 2 with EHCs as well as 16 placed at SEN support. At Kirkroyds, 1 with a statement and 1 with an EHC as well as 13 placed at SEN support.</p> <p>The Head teacher stated that the school had just applied for statutory assessment for a pupil in reception at Kirkroyds and another one needed to be applied for. At Wooldale one request had been refused and another child at the school had already had 4 requests refused. Furthermore it was felt the child needed the protection of an EHC, particularly in preparation for moving into Year 6 and then KS3.</p> <p>The Head teacher informed governors that when a child has additional needs a Statement or EHC, schools plan an annual review to look at progression of the child; the interventions used and to determine future targets.</p> <p>At Wooldale, Janet Barber had been carrying out a maths intervention programme with Year 5/6s in the afternoon in the form of Rapid Maths. The Head teacher held up a graph showing governors the progression from September to December. This term Janet had been working with Year 3/4, with Year 4 making very good progress from January to March.</p> <p>The Head teacher stated that assessments had highlighted some areas of weakness and Rapid Maths would fill the gaps. Teachers have been reporting back very positively; saying that the children are more confident, have developed more of a 'have a go' attitude, not panicking and breaking down the problem.</p> <p>Dr L Fleming gave a verbal report to governors about her visit and fed back about maths with all children finding the Rapid Maths sessions beneficial.</p> <p>The Head teacher reported that Janet had done a marvellous job with the children, she is very dedicated and it was highlighted that Janet had been working with a struggling child in the mornings before school.</p> <p>It was reported that all of the children like going to the Rapid Maths sessions and once they have finished, they want to go back.</p>	

	<p>Q. Do you think we should put something together to send to Janet about what a great job she is doing?</p> <p>A. Yes, she would be thrilled with that.</p> <p>ACTION: That a collective email be sent to the office for Janet from governors.</p>	Governors
317.	<p><u>SLT Report</u></p> <p>Governors acknowledged the SLT Report with the following items being highlighted:</p> <ul style="list-style-type: none"> • The number of staff on temporary contracts is due to the children's needs • There is some uncertainty with what is happening in September and numbers of children • Key Stage 2: numbers looked hopeful, with a possible increase in September • Key Stage 1: the school will know on 11th April how many children will be joining in September. Information from School Admissions showed there is 43 first choices although there had been other queries, however numbers would still be on the borderline of what was required for 6 classes. <p>Q. What is the number we want?</p> <p>A. Currently we have 56 Year 2s leaving and could do with 54 entering in September.</p> <ul style="list-style-type: none"> • The school went with 6 classes last September with a prediction of 151 children. However, even though 2 children re-located over the summer holiday, funding for 6 classes went ahead. Currently there are 153 pupils, which means that the 6th class would have had to be instated. <p>Q. What about the new houses being built locally? Is this going to have an impact?</p> <p>A. Most of the houses are still being built, however this could have an impact on numbers as there is a lot of development in the Holme Valley area and the children have got to go to school somewhere.</p> <p>Governors acknowledged the new development as something, which could support the future of the school.</p> <ul style="list-style-type: none"> • Kirkroyds now has had a new fence; this had been an Ofsted recommendation due to safeguarding issues. • Current safeguarding issues - The Head teacher and Mrs L Counce have had regular meetings to discuss children and families that social care are involved with. • The school had to report three children missing in education. • Eight families have regular 6-weekly single assessment meetings. • Overall successes and the success at Mrs Sunderland; 2 firsts in speech and drama, a first in the 500-prose writing. • Wooldale's Got Talent was a successful and enjoyable 	

evening.

- A Pupil Premium statement had been received for Kirkroyds for the autumn term.

Governors thanked Mrs V Baldwin for her hard work in preparing the children for Mrs Sunderland competition.

The school's Sports Premium documents were circulated for governor's information, with a verbal report highlighting the following items:

- Quotes from the children
- Some of the money had been used to benefit reception children. This had been put towards 3 sessions per half term to complete activities such as dancing, throwing and catching.
- Year 2 had been to the sports hall at Holmfirth High School for athletics activities.
- There were many activities planned, these included dance coaching for reception as well as forest skills for year 1 and pupil premium children.
- Bikeability had been booked for reception.
- Good feedback had been received from parents about the bikeability
- At Wooldale free style gymnastics had been run for children with anger or emotional issues.

The schools Analysis of Achievement Spring 2016 documents were circulated for governor's acknowledgment.

Key Stage 2

Overall the progression made had been much better than last year in Maths, Reading and Writing. Maths had been a focus for the school; consequently the predictions were highlighted:

Predicted to meet

Year Group	Autumn	Spring
3	71%	79%
4	75%	76%
5	67%	72%
6	75%	75%

Governors were advised that the year 6 teachers have been able to see an overall picture of progression across the curriculum. Additionally, 3 children had been working below the predictions with 2 children having statements. If these 3 children hadn't been included in the percentages progress would be 7% higher.

Governors acknowledged what action plans had been put into place so far and the next steps for progression in maths along with the predictions for both Reading and Writing including the action plans.

Q. Have any children dropped slightly with the predictions?

A. Yes there has been a few, however Ann (Barnes) has been very cautious with her predictions. This is why in year 4

predictions are lower than in the autumn.

Mr S Rodgers advised that there had been a lot done overall and this had been apparent for all the governors to see.

The Head teacher informed governors that a specialist teacher was carrying out a day a week in maths from January, working initially with Year 6, with the view of moving to 2 days a week after Easter and hopefully in September too.

Pupil Premium

	Predicted to meet	
	Autumn	Spring
Maths	44%	56%
Reading	62%	63%
Writing	62%	63%

Governors were advised that these figures were still lower than the school would like them to be. However there had been a great deal of progress in maths and Janet would be concentrating on helping Year 4 again with maths after Easter.

Q. Are you confident that all Early Years Pupil Premium children have been identified and school is receiving the correct amount of funding?

A. Yes. It can be beneficial when there is an older sibling who we know already receives free school meals. The LA have identified a child that should be pupil premium, which we weren't aware of.

Q. Do you offer incentives, for example uniform?

A. Yes, we offered sweatshirts this time around.

Governors were informed that Mrs A Barnes kept a record of what had been offered to PP children to make sure all had received some type of support.

SEN

	Predicted to meet	
	Autumn	Spring
Maths	16%	16%
Reading	24%	24%
Writing	24%	24%

Governors acknowledged that it had been difficult to show progression for children with additional needs, particularly if they are working from a set of expectations, which are different to their chronological age. In these cases where a personalised curriculum is in place, the percentages looked lower and progress less.

Mrs A Barnes informed governors that at Wooldale the assessment point system had been extended to 10, to enable us to show smaller steps of progression.

In maths there a lot of modules that had not been completed yet and as a result this looks like attainment and progression is lower

compared to reading. End of year assessments will be a truer picture when all of the maths curriculum has been taught.

Q. Interpretation of assessments can be different. Could this be an issue?

A. Could be, however we would look at assessments from both classes and where there are discrepancies we would talk to the class teacher.

Governors had a discussion about the children expected to exceed and acknowledged that 2 children last year exceeded in maths, although there was none the year before.

Governors thanked Mrs A Barnes for her report.

Key Stage 1

Year 2

Mrs C L Armitage advised governors that there hadn't been much movement, however the following had been highlighted from the table:

	1		2		3		4		5	
	A	S	A	S	A	S	A	S	A	S
Reading	8	3	22	5	5	17	17	15	2	16
	15%	5%	41%	9%	9%	30%	31%	27%	4%	29%
Writing	11	2	34	7	8	17	1	23	0	7
	20%	4%	63%	13%	15%	30%	2%	41%		13%
Maths	6	6	46	10	2	28	0	12		
	11%	11%	85%	18%	4%	50%		21%		

- The expected level for the end of the year had been 5 points with 85% of targets being completed. The final percentage overall is 80% due to maths being very challenging and writing attainment was linked to SPAG This was reflected in the percentages shown in the table.
- Maths – none have reached the expected level yet with not all elements being covered.
- In Year 2 a large group of children with additional needs are not accessing the Year 2 expectations and as a result it is hard to show progression.
- **Gender issues** – group of girls not accessing Year 2 expectations resulting in 1 child who will be dis-applied from the tests, with a possible second child dis-applied too.
- **FSM** – a large percentage on additional needs register are also PP, but they are receiving a lot of interventions and we are monitoring this closely.

Year 1

Governors acknowledged that this cohort was smaller than year 2

	<p>and the following items were highlighted:</p> <table border="0"> <tr> <td>Predicted to:</td> <td>Not Meet</td> <td>Meet</td> <td>Exceed</td> </tr> <tr> <td>Reading</td> <td>17%</td> <td>83%</td> <td>15%</td> </tr> <tr> <td>Writing</td> <td>23%</td> <td>76%</td> <td>10%</td> </tr> <tr> <td>Maths</td> <td>15%</td> <td>85%</td> <td>17%</td> </tr> </table> <ul style="list-style-type: none"> • In reading 64% are just about there at meeting targets • Maths is similar to year 2 • Gender – very girl heavy cohort, 1 boy accounts for 6%, however both in line with each other. • FSM – only 4 children as a result 1 child accounts for 25% <p>Q. Any analysis on the boy/girl balance and progress? A. They are mixed up for Maths, however I wonder if this would make a difference in Literacy.</p>	Predicted to:	Not Meet	Meet	Exceed	Reading	17%	83%	15%	Writing	23%	76%	10%	Maths	15%	85%	17%	
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318.	<p><u>Governor Training and Governor Visits</u></p> <p>Dr L Fleming reported that she undertaken visits to look at maths and science bridge making. Overall she was happy with what she had observed.</p> <p>RESOLVED: That a Note of Visit would be circulated in due course.</p>	Head teacher																
319.	<p><u>Update on Governor Self Evaluation and agreement of next steps</u></p> <p>Mrs V Baldwin took over the meeting for this item, highlighting the following points:</p> <ul style="list-style-type: none"> • A summary had been emailed around to governors • A decision needed to be made on where to take it, what direction to follow starting with a vision • A clear vision had not been yet agreed and it was asked whether to wait until after the meeting at HHS regarding trusts and academies before starting any major work, which may need to be abandoned. The Head teacher stated that the vision should be carried out for the school itself and not to wait for the outcome of any academy decision. <p>Q. The work we did, when we set aside one hour of the meeting, could this be done again? A. Yes, however should we involve more than governors.</p> <ul style="list-style-type: none"> • The vision should be for everyone, but composed into a few points and values of the Federation <p>AGREED: That some ideas come from governors.</p> <p>Q. Whose vision is it? A. The school community for everyone to understand.</p>																	

	<p>Q. Should the vision be from the leadership? Mr S Rodgers stated that the Head teacher was picked for her vision at interview and that should be the vision that is followed.</p> <p>AGREED: That the vision should start with the school leadership, with governors and parents getting involved to shape it.</p> <p>RESOLVED: That at the next Full Governing Body meeting an hour of the meeting will be dedicated to cover the vision.</p> <p>Q. What do we want it to look like? A. A statement, looking back at where the schools were and moving forward as the federation started, to where it is now three years on.</p> <p>ACTION: That a few bullet points be put together on the journey, challenges and success.</p> <p>AGREED: That Mrs V Baldwin, the Head teacher, Mrs C L Armitage and Mrs A Barnes work together to put some ideas together to go forward.</p> <p>RESOLVED: That part of the vision would cover the development of the Federation.</p> <p>Governors acknowledged that some matters still needed to be agreed, including who is the vision aimed at and how to market the vision; whether this would be included in the school prospectus and the need for it to be clear and the agreed ethos to be included.</p>	<p>Governor Clerking Service</p> <p>Governors</p> <p>Head teacher</p>
Governing Body Matters and Statutory Responsibilities		
320.	<p><u>Financial Management and Monitoring</u></p> <p>The Head teacher reported that both schools will have carry overs. At Wooldale it was budgeted for two UPS teachers that had been filled by two newly qualified teachers, resulting in this area being under spent. Also, there were further reductions in teaching costs, as Mrs A Barnes was now teaching in Year 4.</p> <p>Governors acknowledged that both budgets for the next financial year showed a decrease from 2015/16.</p> <p>The Head teacher advised that at Kirkroyds there was some uncertainty on numbers for September 2016, resulting in the same issue as the last academic year i.e. planning for 5 or 6 classes.</p> <p>Governors were informed that the Head teacher would be meeting with the bursars after Easter to go through the budget before the meeting with the financial officer from the LA, where the budgets for both schools would be completed in the same morning.</p> <p>Governors agreed that the bursars had done an exceptional job and the Head teacher should pass on their gratitude to them both.</p>	<p>Head Teacher</p>

321.	<p><u>S.F.V.S</u></p> <p>The Head teacher explained that Mrs J Kaye and Mrs D Turner had worked together to produce the documents for both schools as well as a file with all the relevant documents, which was kept in the Wooldale office.</p> <p>Governors acknowledged the documents had been confirmed at the Finance and Staffing Committee and needed to be approved by all Governors.</p> <p>RESOLVED: That the S.F.V.S documents be approved and signed off by Governors.</p>	
322.	<p><u>Budget Monitoring</u></p> <p>This had been covered in the previous item.</p>	
323.	<p><u>Updated Complaints Policy</u></p> <p>Governors acknowledged the updated complaints policy and Mrs V Baldwin stated that the policy was logical and fair.</p> <p>Q. Is the updated policy on the website? A. Yes it will be after tonight's meeting.</p> <p>The Head teacher advised governors to read the document in case they are approached with a complaint, then guidance can be given following the school's procedures.</p> <p>Q. Is this just directed at personnel? A. It is for any complaint and if it's about the Head teacher then it goes straight to the Chair.</p> <p>Q. When I looked previously, the LA don't get involved anymore? A. I followed the DfE document when composing the document, however I will double check this and report back.</p> <p>The Head teacher read out the stages to follow if a complaint is made, to clarify the procedures.</p>	
324.	<p><u>Updated Policies</u></p> <p>The Head teacher stated that these had been circulated before the meeting for governors to read through and table any questions, the SEND Policy had to be updated annually and the Behaviour & Anti-Bullying policies had to be updated to include both schools.</p> <p>Governors thanked the Head teacher.</p>	
325.	<p><u>Supporting Pupils at School with Medical Conditions</u></p> <p>The Head teacher informed governors that both school now are compliant with the new guidance with a few changes being made,</p>	

	<p>including:</p> <ul style="list-style-type: none"> • At Kirkroyds, the school supplied plastic syringes for correct dose of liquid medication, however the original bottle needed to be seen before the medication is accepted • Timeline, make sure information is passed on within two weeks • Staff first aid awareness - training has been booked with the school nurse regarding the correct use of inhalers. • Emergency inhalers – included in care plans is a statement which parents agree to their child using another similar inhaler if their child’s own inhaler is not available. • Pupils – the policy suggests that pupils have more involvement with healthcare plans to build their confidence. • Record keeping of medication given at school. • Insurance arrangements – the Head teacher to ask the LA what to include under the insurance section. • Complaints, expression of concern must follow the complaints process <p>The Head teacher gave a verbal report on the roles and responsibilities of governors.</p> <p>RESOLVED: That the school is compliant with the new guidance.</p>	Head teacher
326.	<p><u>Any Other Business</u></p> <p>This item had been covered at the start of the meeting.</p>	
327.	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The meeting finished at 9:20pm.