

**THE GOVERNING BODY OF DENBY CE (VA) FIRST SCHOOL, FARNLEY TYAS
CE (VC) FIRST SCHOOL AND THURSTONLAND ENDOWED (VC) FIRST SCHOOL**

Minutes of the meeting of the Federated Governing Body held at 6.30 pm at Farnley Tyas
CE (VC) First School on Wednesday, 11 May 2016

PRESENT

Mrs K Smith (Chair), Mrs L Broadhead, Mrs N Cantrell, Mrs A Carmichael, Mr S Dobson,
Mrs J Lister, Dr R Meredith, Mrs C Minogue, Mrs D Sheldon, Mr M Stancliffe, Mr M Tinsdeall,
Mrs J Travis, Mrs S Williams, Mrs R Hughes, Mrs L Oldham, Mrs J Slater

In Attendance

Dr D J O Love (Governor Designate)
Ms C Lodge (Minute Clerk)

The School Prayer, written by the pupils of Farnley, was read by the Head.

37. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs S Williams (consent), Mrs V McKinnell
(consent), Mrs A Stahelin-Hall (consent) and Reverend M Zammit (consent).

There were no declarations of interest.

38. ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS

The following items were notified to be raised under Any Other Business:

- Academy Development.
- New Federation School Website.

39. REPRESENTATION

Governor Designate (pending DBS check)

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Dr D J O Love	Foundation Diocesan	01.01.2016

Dr Love and the Minute Clerk both agreed to contact the Governor Clerking Service
as this matter was still outstanding.

Mrs Thornton had resigned after serving for many years on the Governing Body of
Farnley. The governors from Farnley had sent her a card and gift in appreciation of
her many years of service, including some as the Chair to the school.

RESOLVED: That the Governor Service be asked to clarify the number serving on the
Federated Governing Body as Mrs Thornton was a Foundation – PCC
governor and whether it would be possible to reduce the number of
governors to 16.

40. MINUTES OF THE MEETING HELD ON 9 MARCH 2016

RESOLVED: That the minutes of the meeting held on 9 March 2016 be approved and signed by the Chair as a correct record.

41. MATTERS ARISING(a) Finance, Pay and Health & Safety Committee (Minute 24 (i) refers)

Independent quotes were to be sourced and would be discussed at the Committee.

(b) Confidential (Minute 24 (ii) refers)

Staff and parents had now been told of the closure of Farnley After School Club. Sadly, Thurstonland was noted to be full so there were no available spaces there.

Parents had been emailed regarding the Committee structure for the Out of School Club at Thurstonland.

(c) Staffing Committee (Minute 24 (v) refers)

For those governors unable to attend the Special Meeting, the Head reported that an appointment had been made to the Deputy Headship. Five candidates had been shortlisted and three were interviewed in the afternoon. All the candidates were very strong and it had been a difficult decision. She was pleased to inform governors that Lisa Kitchen had been appointed.

Q: Will the Deputy have teaching responsibility?

A: She will be non-class based but will cover classes.

Q: Will she be the SENCO?

A: Yes.

(d) Head Teacher's Report and Governors' Questions (Minute 25 refers)

The Staff Code of Conduct was to be an Agenda item at the next meeting of the Standards and Effectiveness Committee.

42. REPORTS FROM COMMITTEES

Future minutes were to go on the governor secure area of the Federation website.

(a) Standards and Effectiveness Committee

The draft minutes had been circulated with the papers for this meeting. In the absence of Mrs McKinnell, the Head highlighted the following:-

- The Chair had been elected.
- Terms of Reference had been agreed.
- School Development Plan was to be streamlined into one document from September 2016.

Q: Data is collected three times a year, what are the measures?

A: 'Working Towards', 'At' and 'Working Beyond' ARE. So, for most of the year, children are working towards age related expectations.

Q: How do teachers make predictions?

A: On how the children are coping with the work and governors were reminded how the expectations have been heightened.

Policy Cycle Review to start with cycle C in September 2016 with the Staff Code of Conduct to be added to the Autumn Term Agenda.

(b) Staffing Committee

The following points were highlighted:-

- The organisation of the interview process for the Deputy Head had been agreed.
- Recruitment of a part time Teacher – (kept maternity leave cover on at Farnley for some continuity, so currently running at 1.6 fte), reverting to 1 fte in September 2016 so a Teacher needed for 2 days per week, advertisement out with shortlisting on 12 May and interviews the week after.

Q: How many applicants have there been?

A: Ten.

- Recruitment of a full time TA at Farnley and a part time TA at Denby – shortlisting would be taking place on 11 May 2016 with interviews on 19 May 2016.

Q: How many applicants have there been?

A: Forty. Some applications stating they are applying for an individual school, some saying which is their preferred school and some stating both schools.

- Recruitment of Assistant Headships – this would then complete the management structure. The Head had asked for expressions of interest from staff and there had been one received from each school. The proposal was that the Panel be made up of the Head, the Chair and Mrs Williams and informal interviews were to take place on 20 May 2016.

RESOLVED: That governors agreed the Assistant Headship appointment process.

Following these appointments, there would be a management structure in place with full teaching and full TA complements in all three schools.

RESOLVED: That a letter be sent to parents informing them of the new structure and staffing details.

There were no further questions.

43. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head's Report had been emailed out to governors seven days prior to the meeting. The following points were highlighted:-

- Number on roll

Q: Why are families being shown round the schools?

A: It can be for a variety of reasons, eg being new to the area or for a change of school.

- Staffing
- Attendance
- No bullying or racists incidents to report
- Safeguarding – four staff had undertaken the training last week – the Assistant Heads to have the DSL role in school.
- Health & Safety – more discussion was to take place in the Finance Committee on Denby – ongoing issues with drains, quotes for the roof at Thurstonland to be shared with governors and the extension to Farnley was out to tender and the first quote had come in more expensive than could be afforded.

Q: Do Kirklees have to be used for the extension work?

A: No.

- Fire drills had taken place.
- The Federation Information Booklet was ready for publication.
- The governor page on the School website was live and linked to the three schools now.
- Future residential visits – after a lot of discussion and research future planning had been agreed.

Q: If Thurstonland and Farnley are to have joint residentials why are Denby and Flockton to be together?

A: Because of tradition, historically the split has been due to the Middle Schools that the children go to.

Q: Is the relationship with Flockton to become more formal?

A: Just for the residential visits.

- Autism training was well attended and informative.
- Federation Trophy to be won in a competition for all three schools.
- Data – nationally some parents had taken their children out of school but in all the schools tests were approached in a sensitive manner which simply fed in to the normal school day.

Further questions were invited

Q: If the proposed extension to Farnley does not go ahead, will this impact on the future of the school?

A: There is a major issue with the cloakroom so something will have to be done with the toilet and cloakroom area. Carry forward monies have been saved for three years so there is a pot of money available for the extension though this may have to be scaled back so it is affordable.

Q: Will the LA offer any funding if that area is condemned?

A: The Head had asked this question and the answer was No.

Q: Could the work be phased in?

A: This could be an option is affordable quotes for the scheme do not come in, as there are still two quotes awaited.

RESOLVED: That the Head be thanked for her Report.

44. SFVS

There was nothing further to report.

45. SCHOOLS FUNDING FORMULA

Governors noted the consultation arrangements and that the closing date for the first stage had already passed. The head reported that at the moment Kirklees decided the local block funding, this had been kept high and therefore benefited small schools, if this were to reduce significantly following a national formula then small schools would suffer.

Q: Is there a minimum amount of funding?

A: Currently the budget cannot be less than 1.5% than it was before.

46. REVIEW MEDICINES IN SCHOOLS POLICY

The Head reported that the three individual school policies had been looked at in line with current legislation. Dr Meredith had been emailed a copy of the draft amalgamated policy for the Federation for her comments from a medical point of view. The key points were highlighted including in the Individual Health Care Plan a permission letter for the administration of prescribed drugs and for non-prescription medicines and the Record of Administration form were noted.

Q: Does this include plasters?

A: No as that is included in the First Aid Policy.

RESOLVED: (i) That this be emailed out to governors with comments to be returned by 16 May 2016.
 (ii) That, if there were no significant amendments, that the Policy be agreed.
 (iii) That a letter then be sent out to parents summarising this.

Q: How will new parents see the Policy?

A: It will be on the school website.

47. SAFEGUARDING

This was a standing item on the Agenda. Details had been given in the Head Teacher's Report.

48. GOVERNOR TRAINING AND GOVERNOR VISITS

Mrs Carmichael had attended 1 x evening and 1 x full day Governor Induction sessions.

Governors were reminded to book on any courses through the Thurstonland School.

Mrs Lister, as Numeracy Governor, had attended a Maths morning at Denby. A Governor Visit Form would be completed.

All governors were invited to undertake familiarisation visits to the three schools prior to the Summer Break.

Q: Individually or in groups?

A: This did not matter and governors were invited to ring the schools to arrange this.

RESOLVED: That from September 2016 there would be a governor plan drawn up of school visits linked to the School Development Plan.

49. CORRESPONDENCE

There was no correspondence.

50. ANY OTHER BUSINESS(a) School Website

A communal website was being made with Thurstonland moving to Web Anywhere as Farnley and Denby were already with this company. The Head demonstrated on the smartboard the new splash page and reported that in future there would be access to the secure governor section.

Q: If a parent went to the Thurstonland School website would they know it was a part of a Federation?

A: This would only be known through the governor section but a Federation name does need to be considered for the future.

Mr Tinsdeall left the meeting.**Q: Do we buy in for updates?**

A: No – each individual school has administrator rights to their website and can make day to day changes. The minutes of governor meetings will be on there once they have been approved.

(b) Academy Trust

The Head updated governors. There were two proposed MATS, one called Learning Accord (St Aidan's First School, Skelmanthorpe First and Nursery School, Scissett C of E (A) First School and Kayes First and Nursery) to be operational from 1 September 2016 and the other Academy comprising of the two Middle Schools – Scissett and Kirkburton and Birdsedge First School which would be led by Shelley First School) to be operational from 1 December 2016.

There were two Church Schools in this Federation so if they were to join an Academy it would have to be one with Church Schools.

The Head and Mrs McKinnell had attended the meeting at the National Coal Mining Museum and the view was that, once the LAs had gone, the Federation would have to join an Academy. The 2020 deadline had been removed, so there would be time to establish this Federation first.

Q: What are the benefits?

A: We already have the benefits with our Federation and this needs to be established first. The Head from Scissett First School will update governors at our next full GB meeting.

Q: Will there be a problem regarding the Trustees and ownership of the land at Thurstonland?

A: The implications of this will need to be explored.

Q: Will the conversations with Flockton and Birdsdege be kept open?

A: An open chat had already taken place.

Miss Sheldon left the meeting.

Q: What would parents think about our Federation then changing and becoming an Academy?

A: They would have to be asked the question.

Q: How does the Federation get into a MAT?

A: It could be forced into a MAT by government policy or could approach a MAT and ask to join.

Q: Does Scissett have space for others to join the MAT?

A: There would be a space for those who want to go with them.

51. DATES OF NEXT MEETINGS

RESOLVED: That the next meetings of the Federated Governing Body be held at 6.30 pm on:

Wednesday, 15 June 2016 at Thurstonland

Wednesday, 14 September 2016 at Denby – AGM

52. 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 at the School in accordance with the Freedom of Information Act.

The Chair thanked everyone for their attendance.