

Kirklees Directorate for Children & Adults

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 Wednesday, 25 May 2016.

Present:

Miss D Whiteley (Chair), Mrs C L Armitage, Mrs V Baldwin, Mrs L Caunce, Mrs C Mills, Mr S Rodgers, Mr S Talbot, Mrs M White, Mrs C Wood (Head teacher)

In Attendance:

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

Agenda Item	Discussion and Decisions	Action – who / by
Procedural		
328.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies were received for Mrs A Bale, Mr S Cressey, Dr L Fleming, Mr M Galloway, Canon J S Robertshaw, Mrs R Starrett and Mrs F White. All with consent.</p>	
329.	<p><u>To discuss ‘The Vision’</u></p> <p>Mrs V Baldwin and the Head teacher discussed with governors what they thought the vision was and the history of the federation. The Head teacher informed governors that she had taken some of her presentation from her interview for Head teacher and adjusted it to fit the discussion of the vision. Additionally, her partner’s training presentations had inspired her with the outline of the vision.</p> <p>Mrs V Baldwin, along with the Head teacher, had put together a presentation for governors to look at and contribute to, this included the following:</p> <p><u>What are we offering to our children?</u></p> <ul style="list-style-type: none"> • Sharing processes/resources • Seamless transition to be established • Consistency of approach • Relationship forms <p>The Head teacher discussed her long term goals from December 2012 when the federation was first set up with inclusion of shared vision and pride in what the school want to achieve.</p> <p><u>Who are our ‘customers’?</u></p> <ul style="list-style-type: none"> • Pupils • Parents • Staff • Local community 	

Providing for our customers

Mr S Rodgers challenged the concept of staff being classed as 'customers' with the Head teacher stating that she would call them customers as the school desired to offer a good service to all including staff. The Head teacher asked governors why people chose to work at Kirkroyds and Wooldale and stated that staff had the choice to work somewhere else, therefore they could be classed as customers due to it being a personal choice.

Mrs V Baldwin asked governors to be mindful of what the school had already achieved and what has worked well.

Parents

- Challenge for their child
- Support
- Foundation for learning – child to enjoy school
- Their child having a love of learning
- Safe place for their child

Mrs A Barnes asked Mr S Talbot 'Why he chose Kirkroyds and Wooldale?' In response, Mr S Talbot stated that he chose the Federation after meeting the Head teacher and for many other factors including; the strength of the senior leadership, seeing how inclusive and involved both staff and children are, the real sense of team effect and the friendliness of everyone.

Mrs L Caunce arrived at 7:25pm

- Best possible outcome for the children
- Strong senior leadership
- Trust between children and staff
- Children's confidence
- Independence for learning
- Variety of activities – finding a child's talent and letting them grow
- Smooth journey
- Well prepared for high school

Mrs L Caunce stated that she wanted her children to have a rounded view and an understanding of life that Kirkroyds and Wooldale have been able to offer.

- Lots of experiences, making learning fun and developing through the stages
- Transition of responsibility
- All members of staff are approachable including the Head teacher for parents to talk to
- Best fit for the individual
- Information on how the school is performing
- Childs performance – how is the child getting on?
- Accessibility – can you get hold of someone if needs be?
- Welcoming

Q. Before the Federation, was there an issue about communications at the Junior school?

A. Yes, however I believe it has been resolved now.

- Effective communication
- Efficient communication
- Transparency

Governors acknowledged that the federation was completed in the correct way, as everyone had an active role including the children and parents in the transition.

- Moving the children out of their comfort zones
- School knows how to get the best out of each child.

Staff

- Whole team – both schools with everyone having a say
- Togetherness
- Wider expertise
- All in it together – bad or good
- Opinions valued
- Everyone pulls their weight

Q. Do the two schools together give you more expertise and knowledge?

A. Yes, which staff are very happy to share.

- Wider variety of activities due to the size of school
- Being able to work in partners as there is one member from each school with the same role, supporting role
- Friendly and jolly team
- Good leadership – problems get resolved
- Listen to each other
- Good ideas taken on
- Stability balance
- Mix of new and old members of the team
- Experience and ethos of the school
- Well planned and structured
- Everyone enjoys what they do – 100% effort given at all times
- Opportunities for new experiences and courses
- Change has shaped the school
- Confidence, given the rein
- Career developing – the Head teacher stated that this had been a yes and no. Some stay = less career development however people that want to get the opportunities but not always with the Federation.
- Well supported
- Everyone feels valued
- Relationships with other schools

Community

- Thriving local school
- Good outcomes
- Well rounded children
- Practical
- Behaviour on the way home
- Approachability if something goes wrong

	<ul style="list-style-type: none"> • Safe place • Schools doing additions – community hubs • Accessibility for outside people • School involved in local activities • School has a pro-active approach to local activities, teaching staff had been very committed and children have been making links with the community • Sense of community – children’s involvement • Relationships with other schools <p>Pupils Governors agreed that they would ask the children during a lunchtime, as well as speaking to the school councils.</p> <p>RESOLVED: That Mrs V Baldwin, Miss D Whiteley and Mrs L Caunce would come into ask children their views on the vision for the school.</p> <p><u>Vision</u></p> <ul style="list-style-type: none"> • Safe • Inclusive • Nurturing environment <p>Governors agreed that this should be reported back at the next meeting once the children have been spoken to.</p> <p>RESOLVED: That an update for the vision should be an agenda item for the next meeting.</p> <p>Governors thanked Mrs V Baldwin for her presentation and hard work.</p>	<p>Mrs Baldwin, Miss Whiteley, Mrs Caunce</p> <p>Governor Clerking Service</p>												
330.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <ul style="list-style-type: none"> • MAT meeting, this to be included in matters arising. • Staffing 													
331.	<p><u>Representation</u></p> <p>(a) The following matters of Representation were noted:</p> <p><u>Appointment</u></p> <table data-bbox="384 1816 1209 1890"> <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>26 May 2016</td> </tr> </tbody> </table> <p>Governors welcomed Mr S Talbot to the governing body.</p> <p><u>End of Term of Office</u></p> <table data-bbox="384 2074 1209 2148"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Canon J Robertshaw</td> <td>Co-Opted</td> <td>13 June 2016</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mr S Talbot	Parent	26 May 2016	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Canon J Robertshaw	Co-Opted	13 June 2016	
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	<p><u>Re-Appointment</u></p> <table border="0"> <tr> <td><u>Name</u></td> <td><u>Category</u></td> <td><u>With Effect From</u></td> </tr> <tr> <td>Canon J Robertshaw</td> <td>Designate (Co-opted Community)</td> <td>14 June 2016</td> </tr> </table> <p>(b) Governors acknowledged the vacancies on the governing body for 3 Co-Opted Governors and agreed that this should be discussed later into the meeting with the Reconstitution of the Governing Body agenda item.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Canon J Robertshaw	Designate (Co-opted Community)	14 June 2016	
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332.	<p><u>Approval of the terms of reference for the Finance and Staffing Committee</u></p> <p>Miss D Whiteley reported that she had worked with Mrs J Kaye, Kirkroyds School Bursar to try to minimise the number of terms of references and ensure all are adequate.</p> <p>Q. Have the spending limits been changed for the Committee?</p> <p>A. One has been reduced to be in line with the rest.</p> <p>RESOLVED: That the terms of reference for the Finance and Staffing Committee be approved by the full governing body.</p>							
333.	<p><u>Minutes of the Meeting held on 22 March 2016</u></p> <p>RESOLVED: That the minutes of the meeting held on the 22 March 2016 be approved and signed by the Chair as a correct record with the following amendment:</p> <p>Minute 312 (a) first sentence should read; Governors acknowledged that there are 2 referrals per week in Kirklees to Prevent.</p>							
334.	<p><u>Matters Arising</u></p> <p>(a) <u>Meeting at Holmfirth High School about Academies and Trust (minute 309 refers)</u></p> <p>The Head teacher reported that the Holmfirth family of schools worked closely together and offered excellent support to each other. Nicky Morgan’s announcement about all schools becoming academies had triggered the organisation of a meeting to explore what a multi academy trust would mean and whether it would be of interest to the schools locally. At the meeting on 12th May, which several governors attended included information about what academies can and can’t do. The Head teacher took notes at the meeting and had distributed these to governors before this meeting on 25th May and since the meeting at HHS, the Head Teacher had received a follow-up letter from the Head teacher at Holmfirth High School. In the letter it discussed setting up a working party to explore</p>							

	<p>academisation. Governors acknowledged that Nicky Morgan had since stated that academisation deadline for all schools had gone for 2020. Mr S Rodgers reported that the meeting had been nicely balanced and overall very informative.</p> <p>The Head teacher reported that there should be no changes to terms and conditions for staff, however this would depend on the trust.</p> <p>Mrs A Barnes voiced her concern of there being lots of schools within the valley and results are not the same throughout, as well as all children have different requirements. This could result in all schools becoming the same.</p> <p>The Head teacher reported that one advantage of a MAT was buying in bulk but the school would still have its own identity, however more information is needed about MATs and Trusts.</p> <p>The Head teacher read out the last paragraph of the letter to governors from the Head of HHS, of which it was agreed this was a little premature for a letter to be sent to parents with signatures of all heads and chairs of local schools explaining that the idea of a MAT was being explored. It was agreed that there needed to be further fact finding and that this needed to be reported back at the next pyramid head's meeting just after half term about how the governors felt.</p> <p>Governors agreed that they would like to play some part in the working party and asked the Head Teacher to talk to other local heads as to their feelings towards the letter and the working party.</p> <p>Q. Did we send an email to Janet Barber regarding the intervention work for maths she had been leading?</p> <p>A. No, we haven't. Miss D Whiteley offered to put together an email to send to Janet from all the governors.</p> <p>Q. Did you tell the bursars they had done an excellent job with managing the budgets in 2015/16?</p> <p>A. Yes, I have done.</p>	Miss D Whiteley
335.	<p><u>Reports from Committees</u></p> <p>Governors acknowledged receipt of the following sets of committee minutes:</p> <ul style="list-style-type: none"> • 26 January 2016 Standards and Curriculum Committee minutes • 9 February 2016 Standards and Curriculum Committee minutes • 3 March 2016 Health and Safety, Grounds and Premises Committee minutes • 9 March 2016 Finance and Staffing Committee minutes 	

336.	<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>Thursday, 30th June 2016</p> <p>With the following agenda items:</p> <ul style="list-style-type: none"> - SLT Report - A Day in the Life of a Child with Dyslexia presentation <p>RESOLVED: That the annual meeting of the Governing Body be held at Wooldale Junior School at 7:00 pm on:</p> <p>Thursday, 22nd September 2016</p> <p>RESOLVED: That the next meetings of the Standards and Curriculum Committee be held at Wooldale Junior School (the bungalow) at 7:00 pm on:</p> <p>Thursday, 7th July 2016</p>	Governor Clerking Service
School Improvement		
337.	<p><u>Update on Dyslexia Provision</u></p> <p>Mrs L Caunce stated that she had sent out the dyslexia working party action plan to all governors and outlined the following information:</p> <ul style="list-style-type: none"> • 10% of the pupils at the school have dyslexia or with dyslexic tendencies. • Since September, a range of interventions were being used with a significant number of the children at the school • Supporting the TA's with dealing with the inventions • The Head teacher and Mrs L Caunce had met with the Area Supervisor from Dyslexia Action to explore what in addition to the strategies in place could be done to benefit learning • Growth/steps for the future - the school to continue to develop their expertise and then share this with other schools in the Holmfirth area as well as parents • Next steps – meeting with the benefactor to discuss the quotes received for the conservatory/orangery extension to the bungalow, which would accommodate additional work in dyslexia. • The benefactor had offered a purchase a storage container and to pay for the conservatory. • A member staff spends every morning running one to one sessions with dyslexia programmes for pupils throughout the school. <p>Mrs L Caunce reported that there were no quotes to report to the governing body due to a benefactor having offered to pay, however she asked governors if they were happy pursue the extension.</p> <p>Agreed: That governors were happy for the extension in the</p>	

	<p>form of a conservatory/orangery to the bungalow at Wooldale to go ahead with the benefactor's agreement.</p> <p>Q. Will it be separate from the bungalow and will there be sound proofing?</p> <p>A. Yes, it will have separate access, we are leaving the patio doors with the blind, so it can be sectioned off.</p> <p>Q. Will this effect the use of the kitchen?</p> <p>A. I cannot see that it will.</p> <p>The Head teacher reported that the working party will be meeting after the Head teacher and Mrs Caunce have met with the benefactor.</p>	
338.	<p><u>Governor Training and Governor Visits</u></p> <p>The Head teacher reported that Mrs V Baldwin had been into school to work with her on The Vision and Mrs L Caunce had been into school to complete the Dyslexia action plan as well as looking through the SPAG test that Year 6 pupils had been sitting that morning.</p>	
339.	<p><u>Update on Governor Self Evaluation and agreement of next steps</u></p> <p>This item had been covered under item The Vision.</p>	
Governing Body Matters and Statutory Responsibilities		
340.	<p><u>Reconstitution of the Governing Body following new Legislation</u></p> <p>Miss D Whiteley reported that the new legislation stated that as of September 2016 federated governing bodies could only hold 2 parent governor seats. As a result, the governing body had to reconstitute to accommodate, as it currently holds 6 Parent Governor seats.</p> <p>The Head teacher agreed that herself and Miss D Whiteley would look at how to change the number of seats overall and propose at the next meeting.</p> <p>Agreed: That Miss D Whiteley and the Head teacher put together a proposal for the reconstitution for the next full governors meeting.</p> <p>RESOLVED: That the reconstitution of the Governing Body be an agenda item for the next full governors meeting.</p>	Miss D Whiteley, the Head teacher Governor Clerking Service
341.	<p><u>Ratification of the School Budget</u></p> <p>The Head teacher reported that the Finance and Staffing Committee had agreed the school budget and proposed that the governing body approve the budget.</p> <p>The Head teacher clarified that the budget would be tight at Kirkroyds</p>	

	<p>with numbers fluctuating, however there was some area for savings through the management of the budget. The contingency currently stood at £2,000. Governors acknowledged that pupil numbers are taken from the October census and as a result the income was generated for 5 classes, where as predicted numbers were 154. As a result, David Gearing had been contacted regarding the pupil growth fund for the 2016/17.</p> <p>The Head teacher enlightened governors with Wooldale's carry over that had been over 10% of last year's budget. This had been due the recruitment of NQT's instead of, as budgeted for, two experienced UPS2 teachers. In addition Mrs Barnes had been teaching in Y4 for 3.5 days per week since January 2016. The Head teacher explained that the money would be used for the continuation of the 8th class setup; a maths intervention teacher staying and working 2 days a week instead of the current 1 day a week, as well as extra intervention and support for new children where needed.</p> <p>RESOLVED: That governors approve the school budget for 2016/2017.</p> <p>The Head teacher explained that Debbie Turner had done an incredible job, especially as she had taken over the Bursar's role mid-way through the financial year and Janette Kaye had waved her magic wand once again in securing a carry-forward for Kirkroyds, and that they had supported each other and achieved the best outcome possible.</p>	
342.	<p><u>School Funding Formula</u></p> <p>Governors discussed the funding being different due to it coming straight from the government instead of going through the Local Authority, however the situation of national differences, money per pupil still existed. It had been highlighted that the high needs funding formula for statements of SEN categories could have a big impact on the school, especially for support staff, due to costs being more than £6,000 dependent on hours allocated.</p>	
343.	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • <u>Staffing</u> <p style="text-align: center;">Deletion – See Minute 344</p>	
344.	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>RESOLVED: That minute 343 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 9:30pm.