



School: Larkfields Junior
Meeting title: Autumn term meeting of the governing body
Date and time: Tuesday, 11 October, 2016 at 6.30pm
Location: At the school

Membership
'A' denotes absence

A	Mrs A Arnold (vice-chair)
A	Mrs M Bates
	Mr G Davies (chair)
A	Mr D Kingsland
	Mr M Tugnait
	Ms A Sanderson
	Mr J Dye
	Mrs R Bowley
	Councillor Mrs J Owen
A	Mr K Sheldon
	Mrs J Williams
	Mrs L Mills
	Vacancy (parent)
	Mrs J Scott (headteacher)
	Mrs M Bowley (Training co-ordinator)

In attendance Mr S James (clerk to the governors)

GB/56/16 Apologies for absence Action

Apologies for absence were received from Mr K Sheldon (family commitments – confidential details supplied). It was

resolved

that the governing body consent to this absence.

GB/57/16 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

Review and update Register of Business Interest/Declaration of Eligibility

Business interest forms were circulated to governors which were signed and returned during the course of the meeting.

GB/58/16 Review of membership

Governors received the governing body membership list dated 26/09/2016 which had been previously circulated and noted the following:

- *Resignations-* Governors were advised of the following resignations from the governing body:

- Mrs Bates – as of 11/10/16 due to increasing professional and personal commitments.
 - Mr Kingsland – as of 11/10/16 due to work commitments.
- *End of terms of office* - The clerk brought to the attention of governors the following end of term of office:
- Mrs Williams – parent 29/10/2016 – **the headteacher undertook to organise the necessary election.** HT
- *Vacancies* - The clerk highlighted the following vacancies on the governing body including the above:
- Co-opted x2 – in anticipation of the end of Mrs Williams term she was nominated, proposed and seconded to become a co-opted governor with effect from 30/10/2016 for a term of four years and it was unanimously
- resolved**
- that she be so appointed. Mrs Williams completed a Declaration of Eligibility form which she returned to the clerk.
- In respect of the remaining vacancy the clerk suggested that governors could contacting the School Governors One Stop Shop
- Second Parent x1 - **the headteacher undertook to organise the necessary election.** HT

Governors discussed whether the governing body should be reconstituted to ensure the correct balance and agreed that it remain as it is for the time being.

GB/59/16 Determination of term of office for chair and vice-chair

It was

resolved

that the term of office for the chair and vice-chair should be until the date of the meeting of the full governing body in the autumn term 2017.

GB/60/16 Election of chair

The clerk took over the chair of the meeting.

Mr Davies was duly nominated, proposed and seconded as chair. There were no other nominations. It was unanimously (without abstentions)

resolved

that Mr Davies be the chair of the governing body and was duly thanked. He resumed chairing the meeting.

GB/61/16 Election of vice-chair

Mrs Williams was duly nominated, proposed and seconded as vice-chair. There were no other nominations. It was unanimously (without abstentions)

resolved

that Mrs Williams be the vice-chair of the governing body and was duly thanked.

The chair undertook to speak to Mrs Arnold to advise her of the change of role. chair

GB/62/16 Minutes ofSummer term meeting

The minutes of the summer term meeting held on 26 May, 2016 having been previously circulated were confirmed and signed by the chair. The school display copy was handed to the headteacher; the minute book copy was retained by the clerk.

Matters arising

Governors noted that, unless detailed below or otherwise on the agenda, all actions listed had been addressed appropriately.

GB/36/16: Minutes of the spring term meeting - GB/04/16: Minutes of autumn term meeting – matters arising - GB/45/15 Correspondence – school website information – action MBo and governors – action DK/KS/JD and MBo – action DK and KS

Mrs M Bowley undertook to ensure Mr Sheldon provided the details for the school website. MB/KS

GB/41/16: Reports from Corporate director – KCSE – action EP

Governors noted that the schools SCR was currently up to date and compliant.

GB/41/16: Reports from Corporate director – Complaints Policy – action SDPP&C

The headteacher undertook to revisit and review as necessary the school complaints policy and refer to the appropriate committee. HT

GB/42/16: British Values (BV) – action HT

Governors noted that the BV group had been disbanded as the issue was now subsumed under PSHE.

GB/43/16: Policy update - Approval of Policy Checklist – action HT

Governors noted that the checklist was upto date.

GB/45/16: INSET days – action HT

Governors noted that the training days had been agreed and published on the school website and elsewhere.

GB/46/16: Review of delegation - Approval of Decision Planner (DP) – action clerk

Governors noted that the approved 2016/17 school DP had been typed and circulated. Following discussion the following amendment/addition was agreed:

- Page 5 - Policy et al – item 13 (set targets) to read: 'Headteacher to be approved by SDPP&C committee'
- Page 5 - Policy et al – item 17 (monitor records) to be 'headteacher'

The clerk agreed to request governor services to arrange for the DP to be amended and circulated. clerk

Committees and working parties

Finance and General Purposes Committee

The minutes of the Finance and General Purposes Committee dated 14 June 2016 having been previously circulated were received. It was agreed to defer full consideration of the minutes to the next meeting of the committee.

Strategic Development, Pupils, Personnel and Curriculum Committee

The minutes of the Strategic development, pupils, personnel and curriculum committee dated 27 September 2016 having been previously circulated were received. It was agreed to defer full consideration of the minutes to the next meeting of the committee.

Matters arising

The clerk reminded the governing body to ensure that the committee minutes contained the following formal items:

- Apologies with reasons
- Declaration of Interests
- Confidentiality

GB/63/16 Correspondence

(i) Letter from the NCC CFCS Director to all heads and chairs

The clerk drew governors' attention to the letter outlining the reasons for the introduction of charges by the LA in supporting schools to convert to academy status.

(ii) Nottinghamshire Governor E newsletter – Autumn 2016 first edition

The Clerk drew the governors' attention to the following articles.

- Requirements for the National database of governors
- Use of personal and work email addresses
- Use of reasonable force
- Education Penalty notices
- Admission arrangements 2017/18
- Consultation on mandatory reporting of child abuse and neglect
- Extended Free Childcare Entitlement

(iii) Consultation on admission arrangements for 2018/19

Governors noted that the matter had been previously considered and following discussion agreed that **parents be encouraged to participate by various means such as the school newsletter which the headteacher agreed to oversee.**

HT

Holding the headteacher to account for the educational performance of the school and its pupils

GB/64/16 Headteacher's report including

- *Update on School Self Evaluation and Development Plan*
- *Progress that vulnerable groups are making*
- *Amount of pupil premium funding/sports funding and its impact*
- *The rationale for spending the pupil premium*
- *Annual report on whole school appraisal process and consider/ratify pay recommendations*

The headteacher presented her report which had been previously circulated. She highlighted the following matters and invited comments, questions and observations from governors who thanked her for the prompt contained within the report:

- Numbers/attendance
- SEND – the headteacher thanked Lisa Burger for her contribution
- Pupil premium (PP) – the headteacher confirmed that she had attended relevant training and that the report published on the school website was now compliant and fit for purpose of which she tabled a copy explaining the contents and confirming that she would advise on the actions that had been taken in her next report.
- Nurture group room – the headteacher provided a verbal summary of how the room was used within the context of PP funding and confirmed that a review of it was ongoing.
- Data – the headteacher provided a full and detailed verbal summary of the source, provenance, quality and use of the data shown with specific reference to each year group. She pointed out that the data was 12 months out of date in relation to current pupils and explained the categories of achievement shown in the table.
- Staffing matters
- Improvement priorities
- Finance matters
- Policy issues

Governor challenges:

Is attendance an issue? The headteacher said it was not.

How can the number of term time holidays be reduced? The headteacher advised governors of pupil lead initiatives such as that by the current year 6 and during discussion that she did not feel unauthorised absences was a 'massive issue' or that incentives/inducements for good attendance were effective/appropriate.

Is the reference to exclusions permanent or fixed term? The headteacher undertook to ascertain and report to governors. HT

What actions have been/will be focused specifically on PP children? The headteacher explained how she intended to have an overview and put a plan in place for which she requested the support of a designated PP governor (see below).

Is the number of children on the school SEND register particularly high and is the situation being appropriately managed? The headteacher said that it was high locally but not within a national context and explained how the matter is monitored to ensure the right interventions were in place and their impact.

How many LAC children are at the school? The headteacher provided verbal confirmation of the numbers involved.

Why is year 6 apparently performing better than year 5 given that there are fewer SEND children in year 5? The headteacher provided a detailed analysis of the reasons pertaining to the two particular year groups which governors noted.

How does/will the school ensure that each group of children are appropriately supported? The headteacher provided a further detailed verbal explanation of the measures put in place based on the data available and how in due course the SLT will 'drill down' into the data to ensure that actions are appropriate and having the greatest possible impact.

At what stage is the Age Related Expectation (ARE) established? The headteacher explained the process for this.

What is the ARE assessment based on? The headteacher advised governors of the use of the staff assessment sheets.

During subsequent discussion governors noted with concern that it appeared that 45% of the current year 5 were below ARE in reading and that this had been the case for some time but had not been previously brought to their attention.

What are the national averages in reading? The headteacher undertook to bring the information to the relevant committees. The headteacher acknowledged that the school needed a more robust monitoring and assessment system which had to be rigorously applied and gave further details of actions being taken by teachers to establish appropriate baselines and interventions which would include consideration of a plan for each pupil. HT

Is the school as good as governors had been led to believe? The headteacher did not give a definitive answer but explained how the issue might be affected by various factors such as staff and curriculum changes, and the lack of rigorous and robust monitoring and assessment.

Why is this the first time that the governing body had been made aware of this issue given that the data for the current year 6 had been available for the past four years? The headteacher said she could not offer any explanation but advised governors to be cautious in reaching conclusions given the various matters she had highlighted which could affect the situation.

Following a full and thorough discussion of the matter during which the headteacher explained how she had interpreted previous data governors expressed the view that they were concerned that they might have been previously misled. They later acknowledged that the headteacher was seeking to robustly manage the situation and agreed it should be monitored by the governing body in committee.

In the light of what the headteacher has said will each child have an individual plan? The headteacher provided verbal details of how this would operate.

How will this be recorded? The headteacher explained how the matter would be recorded with an appropriate audit trail and be available to Ofsted.

How are the staff performing? The headteacher advised governors that she had no concerns about teaching and learning and that they had been 'amazing' given what had been put upon them, and that in the circumstances she would carry out a staff well-being survey.

Is the budget on track? The headteacher advised governors that she would be undertaking a review and was optimistic that there would be a surplus.

GB/65/16 Confirm arrangements for the headteacher's appraisal meeting and ensure appraisal governors have appropriate training

It was agreed that the following governors would undertake the Headteachers' appraisal on 11/11/2016 with the support of Andrew Pearson and that they had been/would be appropriately trained by then, namely Mr Tugnait, Mr Davies and Mrs Mills. They further agreed that Mr Dye would continue in the role of Quality Assurance governor.

Ensuring clarity of vision, ethos and strategic direction

GB/66/16 Academy conversion update – JCC discussion

The chair gave a verbal summary of recent events and expressed the view that the consensus from the family of schools had been that at this time a formal collaboration was preferable to the creation of an academy trust.

The headteacher provided a detailed verbal explanation of the relative benefits between, and the various governance and other implications of, the two options during which she tabled a draft contract prepared by the Notts County Council Governor Services. The chair provided his perspective of how the arrangement would function in practice.

Following a full, detailed and thorough discussion of the matter during which various relevant issues were comprehensively considered and the following ***governor challenges*** raised:

Would the collaboration be with just the schools within the family or others as well? The headteacher expressed the view that it might be beneficial to have other schools to ensure that the arrangement was not too 'insular'.

How would the staff be shared? The headteacher explained how this might work and the benefits to staff development.

Is there an 'exit strategy'? The headteacher advised of the notice requirements to leave the arrangement.

Has a collaboration arrangement been observed elsewhere? The headteacher provided details.

What would be the long term strategy? The chair advised that there would always be a possibility of a forming a MAT out of the collaboration.

How much staff time would be involved in the arrangement? The headteacher explained the likely and possible commitment of both school leaders and other staff.

Will the school leaders be able to cope? The headteacher advised governors she considered they would.

Governors agreed that the matter required further detailed consideration with all the available information to hand and it was unanimously

resolved

to delegate the matter for decision to the SDPPC committee to consider at its meeting on 15/11/2016 to which all governors were invited and encouraged to attend. The headteacher undertook to **forward to all governors full details of the proposed collaboration.**

HT

GB/67/16 Reports from the Corporate Director for consideration and action

Collective Worship

The clerk spoke to the report pointing out the background, issues raised and actions for governors. The headteacher provided details of the current school provision and following discussion governors agreed that the matter was fully addressed and that no action was required at this stage.

Update on the Integrated Children's Disability Service

The clerk spoke to the report pointing out the background, issues raised and actions for governors. Governors agreed that no action was required at this stage.

Schools Causing Concern – Coasting Schools

The clerk spoke to the report pointing out the background, issues raised and actions for governors. The headteacher advised governors that the school was not deemed as coasting and following discussion it was agreed that no action was required at this stage.

Teachers Pay Scales September 2016

Governors noted that the Pay committee had approved the recommended option A and it was

resolved

to ratify that decision without further action.

GB/68/16 Policy update

To approve any policies referred from the previous meeting or committee meetings

Governors noted that the following policies had been approved by the relevant committee/s:

- Child Protection
- Smoke Free
- Behaviour
- Appraisal
- Pay

GB/69/16 Receive a report from the designated LAC teacher

Governors noted the **confidential** report in the headteachers' report.

GB/70/16 Safeguarding children in education governors' compliance checklist

Agree arrangements for completion and sign off by the chair

The headteacher tabled the completed checklist and explained the contents, format and purpose to governors who agreed it should be **signed by the chair and Safeguarding governor (Mrs R Bowley as below) and returned to the LA by the headteacher.**

**Chair, RG
and HT**

Agree any actions required

Governors noted that no further actions were required at this time.

Review safeguarding training for staff/governors

Mrs R Bowley confirmed that she would **arrange appropriate safeguarding training for herself.**

RB

GB/71/16 Appointment/re-appointment of link governors

This matter had been deferred from the summer term meeting and after discussion the following roles were agreed:

- Safeguarding – Mrs R Bowley
- Pupil premium – Mrs M Bowley
- LAC – Mrs M Bowley
- SEND – Mrs Mills and Ms Sanderson
- Maths – Mrs Mills and Mt Tugnait

- E Safety – Mrs Williams and Ms Sanderson
- Gifted and talented – Mrs Mills and Mr Davies
- Computing – Mr Dye
- Behaviour – Mrs Williams
- English – Ms Sanderson
- Health and safety – Mr Tugnait
- CPD – Mrs Williams (see item GB/75/16 below)

The chair and vice-chair agreed to **meet to formulate and circulate a governor visits timetable.**

Chair and vice-chair

GB/72/16 Governor training

Report from training co-ordinator including review of governor training requirements for 2016/17

Mrs M Bowley reported as follows:

- She gave details of training courses attended by governors;
- Details of the current courses available for governors from the local authority were highlighted and governors encouraged to attend those needed;
- Governors were reminded of the availability of E learning from GEL;
- Details of training booked were given;
- Whether the governors felt it worthwhile to arrange a training event for the whole governing body. Following discussion it was agreed that Mrs M Bowley would **arrange a date for 'Understanding data including PP' to which the governing body of the infants' school would be invited at an agreed cost.**

MB

Governing body self-review updated

Governors agreed that the issue would be revisited in due course.

GB/73/16 Governor visits and monitoring reports

Governors noted that all visits to the school by governors were recorded on the 'Visit Pod'.

Overseeing the financial performance of the school and making sure its money is well spent

GB/74/16 Approval of

- *Updated finance policy*

Governors noted that his was not due until March 2017.

- *Updated Scheme for Financing Schools (respond as appropriate)*

Governors noted that his was not due until March 2017.

- *Schools financial value standard (SFVS)*

Governors noted that his was not due until 31 March 2017.

- *Most recent budget monitoring report*

Governors noted that this had been addressed in full in the headteachers' report.

- *Orders, quotes and tenders*

Governors agreed that the matter be deferred to the F&GP committee.

**F&GP
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GB/75/16 Any other business (additional item)

At the request of the chair and headteacher governors agreed to consider the following matter.

(i) Teaching Alliance

Governors noted that the matter had been considered at the recent meeting of the SDPP&C committee and that due to issues arising had been deferred for further consideration by the full governing body.

The headteacher proposed that the school join the Flying High Trust Teaching Alliance and provided full details of the benefits and cost. She advised the clerk on enquiry that although she did not require governing body approval it was a matter upon which she would wish to have it in any event.

Following a full and comprehensive discussion on the various merits and pitfalls during which the following specific **governor challenge** was raised:

What are the views of the staff? *The headteacher advised governors that they were 'generally keen' to have the CPD on offer but she appreciated that there had to be a balance struck between the benefits this could bring and pressure placed on resources.*

the chair invited governors to vote on the following resolution:

That the school join the Candleby Lane Teaching School Alliance and Partnership

Governors voted as follows:

In favour – 9 (nine)
Against – 1 (one)
Abstentions – 1 (one)

Following further discussion it was agreed that there should be an additional link governor for CPD (as per item GB/71/16 above).

Evidence of governing body impact on school improvement

GB/76/16 What has been done to impact on outcomes for pupils?

Governors noted, since its last full meeting, the actions and involvement of the governing body, including discussions and resolutions, in relation to various matters including, but not limited to the following, which had had a positive and beneficial impact on outcomes for all pupils:

- Scrutiny of performance data
- Monitoring of safeguarding matters including the LA checklist
- Joining a teaching alliance and improving staff CPD opportunities

GB/77/16 How has the governing body held the school leaders to account?

The governing body noted that various challenges had been made by governors during the course of this and other meetings with the headteacher and senior management.

Concluding items

GB/78/16 Confirmation of dates for 2017

The governing body

agreed

Spring term – Tuesday, 31 January, 2017 at 6.30pm
Summer term – Tuesday, 23 May, 2017 at 6.30pm

GB/79/16 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary save for all matters pertaining to looked after children.

The meeting closed at 9.40pm.

Signed(chair) Date

SJ/IY