

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 Thursday, 22<sup>nd</sup> September 2016.

Present:

Miss D Whiteley (Chair), Mrs C Armitage, Mrs V Baldwin, Mrs A Bale, Mr S Cressey, Dr L Fleming, Mr M Galloway, Mrs C Mills, Canon J S Robertshaw, Mr S Rodgers, Mrs R Starrett, 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
<b>Procedural</b>		
362.	<p>Mr S Rodgers (Vice-Chair) took Chair in the absence of Miss D Whiteley as a result of her being delayed.</p> <p><b><u>Election of Chair</u></b></p> <p>No election is necessary because Miss D Whiteley was elected Chair for two years in September 2015.</p>	
363.	<p><b><u>Apologies for Absence, Consent and Declaration of Interest</u></b></p> <p>Apologies were received for Mrs L Caunce with consent.</p> <p>(i) <u>Confirm their protocols on apologies and consent to governor absence</u></p> <p>Governors confirmed the protocols on apologies and consent to governor absence.</p> <p><b>Agreed:</b> That consent will be given to all apologies received in advance by the Head or Chair.</p> <p>(ii) <u>Approve the Governors Code of Conduct</u></p> <p>The Head teacher reported that the school had its own Governors Code of Conduct, however the NGA Code of Conduct can be adopted if governors are satisfied.</p> <p><b>Agreed:</b> That this item be deferred to next meeting for comparing of both the school and NGA Code of Conduct.</p> <p><b>Action:</b> To circulate the schools Code of Conduct to all governors and be an agenda item for the next full governing body meeting.</p>	Head teacher, Governor Clerking Service

	<p>(iii) <u>Declaration of Business Interest Information</u></p> <p>The Head teacher reported that the amended form had been completed and now needed to be signed by governors and staff.</p> <p>(iv) <u>Edubase</u></p> <p>The Head teacher advised governors that more information was required on this topic.</p> <p><b>Action:</b> Head teacher to find out more information regard Edubase.</p>	Head teacher																								
364.	<p><b><u>Notification of items to be brought up under Any Other Business</u></b></p> <p>There were no items to be brought up under any other business.</p>																									
365.	<p><b><u>Representation</u></b></p> <p>(a) Governors acknowledged the receipt of the new Instrument of Government following the reconstitution that came into effect from 1 September 2016.</p> <p>(b) The following matters of Representation were noted:</p> <p><u>Resignations</u></p> <table data-bbox="383 1232 1212 1388"> <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 V Baldwin</td> <td>Parent</td> <td>31 August 2016</td> </tr> <tr> <td>Mrs L Counce</td> <td>Parent</td> <td>31 August 2016</td> </tr> <tr> <td>Mrs C Mills</td> <td>Parent</td> <td>31 August 2016</td> </tr> </tbody> </table> <p><u>Appointments</u></p> <table data-bbox="383 1478 1212 1747"> <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 V Baldwin</td> <td>Co-opted (Community)</td> <td>1 September 2016</td> </tr> <tr> <td>Mrs L Counce</td> <td>Co-opted (Community)</td> <td>1 September 2016</td> </tr> <tr> <td>Mrs C Mills</td> <td>Co-opted (Community)</td> <td>1 September 2016</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs V Baldwin	Parent	31 August 2016	Mrs L Counce	Parent	31 August 2016	Mrs C Mills	Parent	31 August 2016	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs V Baldwin	Co-opted (Community)	1 September 2016	Mrs L Counce	Co-opted (Community)	1 September 2016	Mrs C Mills	Co-opted (Community)	1 September 2016	
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366.	<p><b><u>Election of Vice-Chair</u></b></p> <p>No election is necessary because Mr S Rodgers was elected Vice-Chair for two years in September 2015.</p>																									
367.	<p><b><u>Review of Committees</u></b></p> <p>(a) <u>Membership</u></p> <p><b>RESOLVED:</b> That the Committee Membership be as followed:</p>																									

Curriculum & Standards

Mrs C L Armitage  
Mrs A Barnes  
Mr S Cressey  
Dr L Fleming  
Mr S Rodgers  
Mrs C Wood  
Mrs C Mills

Finance & Staffing Committee

Mrs C L Armitage  
Mrs V Baldwin  
Mrs A Barnes  
Mrs L Counce  
Mr M Galloway  
Mr S Rodgers  
Miss D Whiteley  
Mrs C Wood

Health & Safety, Grounds & Premises Committee

Mrs A Bale  
Mrs L Counce  
Mr S Cressey  
Mr M Galloway  
Mrs C Wood

Performance Management Committee

Canon J S Robertshaw  
Mr S Rodgers  
Miss D Whiteley

Staff Dismissal Committee

Dr L Fleming  
Canon J S Robertshaw  
Mr S Rodgers  
Miss D Whiteley

Dismissal Appeals Committee

Mrs V Baldwin  
Mrs L Counce  
Dr L Fleming  
Mr M Galloway

Complaints/Pupil Discipline Committee

To be convened as appropriate.

	<p>(b) <u>Terms of Reference</u></p> <p><b>RESOLVED:</b> That the Terms of Reference be agreed at the first meeting of each committee and circulated at the next full governing body meeting.</p>	
368.	<p><b><u>To appoint Governors with Specific Responsibilities</u></b></p> <p><b>RESOLVED:</b> That the following governors be appointed with specific responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Special Educational Needs Governor – Mrs R Starrett</li> <li>➤ Governor Training Contact – Mrs V Baldwin</li> <li>➤ Looked after Children Governor – Mrs L Counce</li> <li>➤ Safeguarding/Child Protection Governor – Mrs L Counce</li> <li>➤ Early Years Governor – Mrs C Mills</li> <li>➤ Equality, Diversity and British Values Governor – Mrs D Whiteley</li> <li>➤ Health and Safety Governor – Mr S Cressey</li> <li>➤ Most Able Children Governor – Mrs M White</li> <li>➤ Dyslexia Working Party – Laura Sean Clare Rebecca Leigh Steve Malcolm Louise &amp; CW.</li> </ul>	
369.	<p><b><u>Chairman’s Delegated Powers</u></b></p> <p><b>RESOLVED:</b> That the following powers have been granted by the governing body to the Chairman:</p> <ul style="list-style-type: none"> <li>➤ Change of date of a scheduled meeting, for good reason.</li> <li>➤ Chair’s powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors meeting.</li> <li>➤ To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school.</li> </ul>	
370.	<p><b><u>Delegation of Financial Powers to the Head teacher</u></b></p> <p><b>RESOLVED:</b> That the governing body delegates to the Head teacher the power to carry out on its behalf the following delegates duties:</p> <ul style="list-style-type: none"> <li>➤ Planning and conducting the affairs of the school to remain solvent.</li> <li>➤ Establishing proper financial management arrangements and accounting procedures, which comply with the LA’s financial regulations and</li> </ul>	

	<p>standing orders, and maintaining a sound system of internal controls.</p> <ul style="list-style-type: none"> <li>➤ Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to the funding.</li> <li>➤ Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the governing body are such as to enable it to fulfil the obligations specified for it.</li> <li>➤ The spending limits for each school would be £6,000</li> <li>➤ The budget virement for each school would be £7,500.</li> <li>➤ £5,000 limit for emergencies.</li> </ul>	
<p>371.</p>	<p><b><u>Minutes of the Meeting held on 30 June 2016</u></b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on the 30 June 2016 be approved and signed by the Chair as a correct record.</p> <p><i>Miss D Whiteley arrived at 7:30 pm and subsequently took the Chair.</i></p>	
<p>372.</p>	<p><b><u>Matters Arising</u></b></p> <p>(a) <u>Representation (minute 347 (b) refers)</u></p> <p>The Head teacher reported that this item had been completed and consequently been covered under minute 365.</p> <p>(b) <u>A Day in the life of a Child with Dyslexia Presentation (minute 353 refers)</u></p> <p>Mrs C Mills reported that she had not yet shared the presentation/powerpoint with staff members.</p> <p><b>Action:</b> Mrs C Mills share the presentation/powerpoint with staff members.</p> <p>(c) <u>Governor Training and Governor Visits</u></p> <p>Both Miss D Whiteley and Mrs V Baldwin reported that they had not yet completed notes of visits.</p> <p><b>Action:</b> Notes of Visits to be completed.</p> <p>Miss D Whiteley reminded governors that the school had bought into the GLAD package and encouraged to take advantage of the opportunity for training.</p>	<p>Mrs C Mills</p> <p>Miss D Whiteley, Mrs V Baldwin</p>



	<p><b>RESOLVED:</b> That Inspection Dashboards be an agenda item on the next full governing body meeting.</p>	Governor Clerking Service
375.	<p><b><u>Update on 'The Vision' (Minute 329 refers)</u></b></p> <p>Mrs V Baldwin updated governors on the vision following Mrs L Caunce visiting the children at Kirkroyds and Wooldale to find out their feedback on the schools followed by a meeting with Mrs C L Armitage and the Head teacher. The children at Kirkroyds fed back that “everyone has a friend,” “the school is fair, fun and happy”, “there are always lots of afterschool clubs” and “the teachers are fun”. Feedback was also collated from Wooldale with the children stating that “staff listen to you”, “the locks on the toilet doors in year 5 are broken” and “would like to learn another language”. Governors acknowledged that the feedback had been very interesting.</p> <p><b>Q. Will you be a similar thing with staff members?</b>  <b>A. Yes we will be doing.</b></p>	
376.	<p><b><u>Reports from Committee</u></b></p> <p>The only committee that had met since the beginning of the year had been the Curriculum and Standards Committee last week as a result the minutes were still in draft and unavailable for this meeting, subsequently the Head teacher gave a verbal report on what the committee had covered at the meeting.</p> <p><b>Action:</b> To distribute the committee minutes at the next full governing body meeting for information.</p> <p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• The school is working on maths and changing interventions quickly in the case when they are not having enough impact. Overall in maths there had been good progress and an improved picture, with the gap closing between ourselves and national averages.</li> <li>• There had been some concern over the summer about results.</li> <li>• 3 children in year 6 had been dis-applied as they didn't have the level of understanding required. However these had been included in the overall figures but some percentages were in-line with the national.</li> </ul> <p><b>Q. With it being the first year of this curriculum have you seen any themes appearing?</b>  <b>A.</b> Looking at progression they have raised the bar but we are using the data to look at the most appropriate interventions. Reading tests had been a shock for both the children and teachers! As a result of the amount of reading the children had to endure for the test. Reading had been included in the School Development Plan along with a meeting had been set for the SMT to meet with Paul Lomas, Literacy Coordinator. Paul had completed a lot of research around the reading tests to help schools that were in a similar situation as both</p>	Governor Clerking Service

	<p>Kirkroyds and Wooldale. Paul would also be completing some work with the school.</p> <p><b>Q. What is the latest on the Early Years Baseline?</b></p> <p>A. There is no requirement to complete one for the DfE this year and we shall be continuing with the Early Years Profile for reporting attainment. However, we shall be completing our own baseline and continuing with the EY portfolios.</p>	
377.	<p><b><u>School Development Plan</u></b></p> <p>The Head teacher reported that last year there were link governors to monitor each of the 4 sections and RAG rate for progression. It was advised that it would be beneficial for a link governor to monitor progression for each section and report back each term.</p> <p>Miss D Whiteley advised governors that this would also be beneficial for a governor to have a greater knowledge on each section in order to be able to hold the SMT to account and in the case of an Ofsted visit.</p> <p>The Head teacher recommended that section 1 maybe too much for just one governor to monitor. Mrs V Baldwin acknowledged that this could be a great use of some of the governor's skills and that previously she had monitored section 4 of which had made her question her full understanding of the Ofsted framework.</p> <p><b>Agreed:</b> That the following be link governors for individual sections;  Section 1 – Miss D Whiteley &amp; Rev S Robertshaw  Section 2 – Dr L Fleming  Section 3 – Mr S Cressey  Section 4 – Mrs V Baldwin</p> <p><b>Action:</b> The Head teacher to have a discussion with the link governors for each section.</p> <p><b>RESOLVED:</b> That the SDP be an item on the next meeting agenda to allow governors to go through in more detail.</p>	<p>Mrs C Wood</p> <p>Governor Clerking Service</p>
378.	<p><b><u>School Funds Audit Certificates</u></b></p> <p>Before this item was discussed the Head teacher declared that her sister has completed the school fund audit certificates (without payment), however the Head teacher doesn't have anything to do with School Fund i.e. is not a signatory on cheques.</p> <p><b>Q. Why are we not paying her for the completion?</b></p> <p>A. She has done these out of support for the schools. If we were paying her I don't think I would be comfortable in asking her.</p> <p>The Head teacher advised that she had only brought Kirkroyds certificate to the meeting for information as these need to go to the LA. There had been some amendments on both Kirkroyds and Wooldale's audits, but nothing detrimental to their successful</p>	



	<p>completion.</p> <p><b>RESOLVED:</b> That Wooldale School Funds Audit Certificate be an item on the next full governing body meeting's agenda.</p>	Governor Clerking Service
379.	<p><b><u>Dyslexia Project Update</u></b></p> <p>The Head teacher reported that the foundations had been completed for the orangery over the summer and were now waiting on the surveyor to check the measurements for the structure.</p> <p><b>Q. Is the working party meeting for discussion on the next steps?</b></p> <p>A. Yes, we will be although a date has not been set.</p> <p><b>Action:</b> Ask Mrs L Counce for a date for the working party.</p>	
380.	<p><b><u>Governor Training and Governor Visits</u></b></p> <p>Governors acknowledged that Governor Questions relating to an Ofsted inspection had been circulated and discussed.</p> <p>Dr L Fleming reported that she had taken a group of year 6 girls to a 'Dare 2B Different' day, organised by Daytona/Formula 1 where they participated in many different activities where they learnt to be presenters and raced go karts. Some of the feedback received had been that the group were very polite and the group came home very excited.</p> <p><b>Q. Is this day specifically for girls?</b></p> <p>A. Yes, to encourage girl's participation and interest in maths, science and engineering.</p> <p>Governors thanked Dr L Fleming for putting the school forward for attending the event and reporting back.</p>	
381.	<p><b><u>Update on Governor Self Evaluation and agreement of next steps</u></b></p> <p>The Head teacher advised governors that the SEF had been updated and would be circulated to all governors in due course as there were still some areas that needed updates. One of the updates highlighted was the variety of afterschool clubs held at both Wooldale and Kirkroyds. Currently at Wooldale the school had 250 places in afterschool clubs per week. It was reported that a lot of teachers had got involved as well and a cycling afterschool would start the week commencing 26<sup>th</sup> September 2016. There had only be 5 upset parents as a result of their child not getting into the club they wanted.</p> <p>Governors voiced their gratitude and asked for their thanks to be passed on to Becky and Kirsty for all their hard work and planning that had allowed for the running of all the afterschool clubs.</p> <p>The Head teacher notified governors that there had been a job vacancy advertised for a lunchtime supervisor at Kirkroyds. One</p>	Mrs C Wood

	<p>candidate that came forward had been a 17 year old woman. The Head teacher explained that they were looking for someone with more experience, however she had been into school and had shown very good maturity. In the end the Head teacher offered her the job. During this process the Head teacher had been approached by Project Sport, an organisation that come into school at lunchtime and hold activities for children to get involved with. The Head teacher informed governors that this had been going very well with year 1 and 2 children getting involved, along with the Project Sport staff members helping out in the hall with dinners on a Thursday.</p> <p>Governors acknowledged that there should be that variety of activities being included in the SEF document.</p> <p>Mrs A Barnes advised governors that she had put together a document that shows which activity each child is doing and expressed that the school needed to ensure they were holding enough activities for free with the driving force being the children.</p> <p>Governors enquired whether there was a way of measuring how the children get on at High school and comparing including the clubs that they got involved with. The Head teacher advised that this is something that would need to be taken up with the High School staff.</p> <p><b>Action:</b> Ask at Head teachers group about getting measurable results of past children.</p>	Mrs C Wood
<b>Governing Body Matters and Statutory Responsibilities</b>		
382.	<p><b><u>Ofsted questions for Governors</u></b></p> <p>This item had been covered under Representation minute 347 refers.</p>	
383.	<p><b><u>Teacher Appraisal Policy and Teacher Pay Policy</u></b></p> <p>The Head teacher advised governors that the LA had not made both policies available in time for the meeting, subsequently this would be covered at the next full governors meeting.</p> <p><b>RESOLVED:</b> That the Teacher Appraisal Policy and Teacher Pay Policy be an agenda item on the next full governors meeting.</p>	Governor Clerking Service
384.	<p><b><u>Consultation on Admission Arrangements for 2018/19</u></b></p> <p>The Head teacher notified governors that she had received an email over summer from admissions to discuss whether the school was prepared to take another child into year 5 (taking the year group over PAN) as there was no place in any other surrounding schools. It was questioned what the outcome would be if the school declined, with the consequence being an appeal placed and the child would not attend school until it had been sorted. Subsequently it was decided to take the child regardless, however another parent has been into school to notify that the family would be relocating, bring Y5 back to PAN - 60.</p>	

	<p><b>Q. Why would the appeal only be placed with us?</b></p> <p>A. As we are the catchment area for this pupil.</p> <p>Governors acknowledged that year 4 was full and only 1 space in year 3. There were still several places in year 6.</p> <p>Governors discussed that PAN for the Admission Arrangements for 2018/19 with governors agreeing a PAN of 60 pupils per year group, with the Head teacher advising that the school would email feedback to admission.</p> <p>Numbers for this year: Kirkroyds – 159 Wooldale – 230 With the census being in October the school should be alright to keep separate year group classes.</p> <p><b>Q. Is the classroom used for class 8 in Wooldale sustainable?</b></p> <p>A. Yes, it is not ideal however it does work.</p> <p><b>Q. Anymore about the South Valley developments?</b></p> <p>A. I am not sure, there will be 250 extra houses in Scholes and many more in different areas with a mix of houses and we have had a lot of children come to us in both schools from recent developments in New Mill.</p> <p><b>Q. Is this trend of numbers of pupils going up going to continue?</b></p> <p>A. We would like for it to do so, especially to keep numbers up at Kirkroyds but there isn't as much space at Wooldale. There are 56 children in reception, this is the highest we have had for some time.</p> <p><b>RESOLVED:</b> That the PAN for admission numbers 2018/19 will be 60 pupils per year group in Kirkroyds and Wooldale.</p>	Mrs C Wood
385.	<p><b><u>Financial Monitoring</u></b></p> <p>The Head teacher notified governors that the bursars have been preparing for the next Finance and Staffing Committee to be held next week. This item will be covered at the committee meeting and subsequently reported back at the next full governing body meeting.</p> <p>Governors acknowledged that the Head teacher had planned to buy some new iPad's for the Wooldale, but due to unforeseen circumstances i.e. 3 projectors being replaced, this would now not be possible.</p> <p><i>Mr S Rodgers left the meeting at 8:30 pm.</i></p>	

386.	<p><b><u>Any Other Business</u></b></p> <p>(a) <b><u>Multi-Academy Trusts</u></b></p> <p>The Head teacher advised governors that she had discovered some information from the Guardian on MATs</p> <p><b>Action:</b> To circulated the information to governors.</p> <p>The Head teacher reported that at the meeting with other Head teachers and Chair of Governors held at Holmfirth High School the decision had been made to put together a working party, the first meeting would be on Wednesday, 28<sup>th</sup> September 2016.</p> <p>There had been some concern among the primary Head teachers that their schools did not feel ready for this change especially when there are so many unknowns.</p> <p><b>Q. Who is driving the conversations?</b></p> <p>A. The LA cannot offer the same services they have done in the past, Multi-Academies are a way of us supporting each other. This is why we are exploring, although most primaries feel the same way.</p> <p><b>Action:</b> To report back at the next full governing body meeting.</p> <p><i>Dr L Fleming left the meeting at 8:40 pm.</i></p> <p>The Head teacher advised governors that she would like to explore other models rather than becoming a MAT with a High School at the top if the school did not wish to pursue this path.</p> <p><b>Q. Are there other models?</b></p> <p>A. I am unsure as to whether there is.</p> <p>Governors acknowledged that this could be a long journey but with the school being part of the working party this allowed the school to find out the facts and determine what is right for the school, before anything is imposed upon them.</p> <p>(b) <b><u>Newsletters</u></b></p> <p>The Chair asked governors if they would be willing to attend the new parents meetings and parents evening with Mr S Talbot suggesting this was something parent governors could perhaps volunteer to do.</p> <p>Governors were informed that they will be invited to lunch in November as staff are working hard to promote the allotment and they would like to achieve the 'Food for Life' silver award that consists of inviting people into school for lunch made from some of the produce grown in the allotment to link with the cooking too. It had been suggested that the children write to governors inviting them for lunch.</p>	<p>Mrs C Wood</p> <p>Mrs C Wood, Miss D Whiteley</p>
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387.	<b>Agenda, Minutes and Related Papers – School Copy</b>  <b>RESOLVED:</b> That no minute be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.	
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The meeting finished at 8:50 pm.