



**School:** Larkfields Junior  
**Meeting title:** Spring term meeting of the governing body  
**Date and time:** Tuesday, 31 January, 2017 at 6.30pm  
**Location:** At the school

**Membership**  
'A' denotes absence

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

**In attendance**

	Mr B Terry (prospective co-opted governor)
	Mr S James (clerk to the governors)

**The chair welcomed everyone to the meeting.**

## GB/01/17 Apologies for absence

## Action

Apologies for absence were received from Ms Sanderson (unexpected childcare issues) and Mrs Mills who had indicated she would be arriving late due to work commitments. It was

### resolved

that the governing body consent to these absences. No apologies had been received from:

- Mr Sheldon – governors noted that the six month 'disqualification' period would commence at this point;
- Mrs Arnold – The chair advised governors that following their last full meeting in the autumn term and the previous day he had emailed Mrs Arnold but had received no response. The clerk advised governors that as of the 24 November, 2016 it had been six months since Mrs Arnold had attended a full meeting of the governing body or provided an acceptable apology for her nonattendance and accordingly was now disqualified as a governor pursuant to the 2012 Governance Regulations (17, schedule 4). The clerk undertook to **send a suitable letter on behalf of the governing body to Mrs Arnold advising her of the disqualification.**

clerk

**GB/02/17 Declaration of interest**

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

**GB/03/17 Review of membership**

Governors received the governing body membership list dated 17/01/2017 which had been previously circulated and noted the following:

➤ *Vacancies:*

- *Co-opted x2 (including the post vacated by Mrs Arnold).* The chair introduced Mr Terry and advised governors of his extensive knowledge and experience in education as a former headteacher, improvement adviser and other roles, and nominated him to one of the vacant posts. He was formally proposed and seconded and it was unanimously

***resolved***

that Mr Terry be appointed as a co-opted governor with immediate effect for a term of four years. Mr Terry completed and signed a Declaration of Eligibility form which he handed to the clerk.

In respect of the second vacancy the clerk suggested that governors could try and gain support by contacting the School Governors One Stop Shop and/or the Inspiring Governors organisations.

- *Parent x2* – following discussion and advice from the clerk it was unanimously

***resolved***

that the governing body be reconstituted with immediate effect as follows:

***Total number of governors – 13 (thirteen)***

***Governor posts – as before save that there be only 2 (two) parent governors.***

***Membership of new governing body – as before and detailed on the list referred to above as amended.***

Governors took note that the size of the new governing body was compatible with discharging all its necessary functions and that parents could apply for the vacant co-opted post subject to the necessary skills requirement.

The clerk undertook to draft and submit the new instrument of government.

**clerk**

➤ *End of terms of office* - The clerk brought to the attention of governors the following end of term of office which governors noted:

- Cllr Owen – LA – 05/12/2017. Cllr Owen confirmed she would action any correspondence received from the LA.

- *Committee membership* - following a full discussion in respect of applicable skills committee membership was **agreed** as follows:
- *F&GP* – Mr Davies , Mr Dye, Mr Tugnait, Mrs Williams and the headteacher.
  - *SDPP&C* – all governors for the time being save for Mr Dye and Cllr Owen.

Mr Terry was invited to attend meetings of both committees before expressing any preference.

The headteacher and Mrs M Bowley agreed to draft and circulate to all governors a guide to the necessary skills required for the role of governor.

**HT and MB**

**GB/04/17**

## **Minutes of**

### Autumn term meeting

The minutes of the autumn term meeting held on 11 October, 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/62/16: Minutes of summer term meeting – matters arising - 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 MB/KS to ensure Mr Sheldon provided the details for the school website.*

Mrs Bowley advised governors that Mr Sheldon had not responded to her requests for information which was noted.

*GB/62/16: Minutes of summer term meeting – matters arising - GB/41/16: Reports from Corporate director – Complaints Policy – action SDPP&C – action HT to revisit and review as necessary the school complaints policy and refer to the appropriate committee.*

Governors noted that the matter was on the agenda for the SDPP&C committee meeting on 7<sup>th</sup> February.

*GB/62/16: Minutes of summer term meeting – matters arising - GB/46/16: Review of delegation - Approval of Decision Planner (DP) – action clerk - to request governor services to arrange for the DP to be amended and circulated.*

Governors confirmed receipt of the amended planner and the headteacher undertook **to provide a copy to Mr Terry.**

**HT**

*GB/63/16: Correspondence - Consultation on admission arrangements for 2018/19 – action HT to encourage parents to participate by various means such as the school newsletter which the headteacher agreed to oversee.*

The headteacher advised governors that relevant information had been sent to parents on 17<sup>th</sup> January.

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

Governors were advised by Mr Dye that the local authority template policy which the governing body had adopted stated that the QA governor should be the vice-chair of the governing body and that she currently was not. The clerk referred the governors to the relevant article in the Notts Governor spring 2017 newsletter at page 7 on this subject and pointed out that it had been written by an experienced and knowledgeable member of the Governor Services team and that it made no reference to this requirement. Following discussion it was

**resolved**

that the school policy on headteacher appraisal be amended to delete the requirement that the QA governor be the vice chair and that Mr Dye continue in this role for the time being.

***Mrs Mills joined the meeting at 7.00pm***

*GB/66/16: Academy conversion update – JCC discussion – action HT to forward to all governors full details of the proposed collaboration*

Governors confirmed receipt of the information and noted that the matter was on the agenda for the SDPP&C committee meeting on 7<sup>th</sup> February.

*GB/70/16: Safeguarding children in education governors' compliance checklist - Agree arrangements for completion and sign off by the chair – action chair, RB and HT to be signed by the chair and Safeguarding governor (Mrs R Bowley as below) and returned to the LA by the headteacher.*

Governors were advised that the signed completed checklist had been returned to the LA as required.

*GB/70/16: Safeguarding children in education governors' compliance checklist - Review safeguarding training for staff/governors – action RB to arrange appropriate safeguarding training for herself.*

Mrs R Bowley confirmed that she had completed the necessary training. The headteacher reported that she had completed safer recruitment training.

*GB/71/16: Appointment/re-appointment of link governors – action chair and vice-chair to formulate and circulate a governor visits timetable.*

Governors noted that the action **to formulate and circulate a governor visits timetable** was outstanding.

**chair and vice-chair**

Mr Terry agreed **to consider which governor link role he wished to undertake.**

**BT**

*GB/72/16: Governor training – action MB arrange a date for ‘Understanding data including PP’ to which the governing body of the infants’ school would be invited at an agreed cost*

Governors noted with thanks to Mrs M Bowley that a successful training event had taken place.

### Committees and working parties

#### *Finance and General Purposes Committee*

The minutes of the Finance and General Purposes Committee dated 8 November, 2016 having been previously circulated were received and it was **agreed** to defer consideration of all matters arising 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 15 November, 2016 having been previously circulated were received and it was **agreed** to defer consideration of all matters arising to the next meeting of the committee.

## **GB/05/17 Correspondence**

The clerk raised the following items:

- (i) *Letter from Jane Mansell 03/01/17 to all Governing Bodies*

The clerk outlined the various changes and price reviews to the sold services provided by Notts County Council (the LA) Governor Services to governing bodies, and also the introduction of the ‘cloud’ based information system known as ‘Governor Hub’. Governors noted that the issues were under consideration.

- (ii) *Letter from Colin Pettigrew 19/12/16 to HTs re apprenticeship levy*

The clerk advised governors as to the introduction of the levy by central government with effect from April 2017 and the arrangements being put in place by the LA to collect, administer and allocate the funding. The headteacher advised governors of the impact on the school of the levy which was noted.

- (iii) *Nottinghamshire Governor E newsletter – Spring 2017 first edition*

The Clerk highlighted the following articles.

- Page 1 – Notts Governors 2017 conference on 11/03/17 – Governors were invited to express an interest which Mrs M Bowley agreed to co-ordinate.
- Page 7 – HR matter: QA of Headteachers’ appraisal statement
- Page 8 – National Apprenticeship levy
- Page 9 – Advice from legal services – dealing with complaints
- Page 13 – free trees and hedges

The headteacher referred governors to the latest January 2017 version of the Governance Handbook issued by the Dfe.

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

### GB/06/17 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 and contained suggested challenges. Governors having been requested to read the report in advance were invited to make comments, questions and observations.

The headteacher also referred governors to her Pupil Premium (PP) report which contained details of the funding, plan and rationale for spending. Mrs M Bowley advised governors that the sports funding report would be sent to them in due course.

#### **Governor challenges to the headteacher:**

***Is attendance an issue?*** *The headteacher informed governors that although of some concern it was not a significant issue within the context of national expectations and the schools record, and that a matter of greater concern was the issue punctuality which was being addressed. Governors were fully advised as to the processes/procedures/systems and checks/balances operated by the school to monitor the issues particularly regarding specific children/families, and actions taken to raise parent awareness. The headteacher confirmed that in liaison with the headteacher of the infants' school the joint Attendance Policy was under review.*

***Was there any correlation between attendance issues and pupil premium children?*** *The headteacher advised governors there was and explained how this manifested itself and might be addressed.*

***What were the reasons for 24 children having unauthorised absences?*** *Governors were informed that there were a variety of reasons including 'odd days' but that the school was restricted in what it could do especially given the financial incentive to parents to take holidays in term time.*

***What if any impact does such absence have on attainment and/or progress?*** *Governors were informed that so far in the academic year the impact on the schools data had been marginal.*

***Is it still the case that there have been no exclusions?*** *The headteacher reported that there had now been one fixed term exclusion this term.*

Verbal anecdotal accounts of the nature of the particular child's behaviour and its impact on other children was provided by some governors with personal knowledge.

***Given the impact of the behaviour should the child have been permanently excluded?*** *The headteacher advised governors that given the various relevant factors which included the applicable criteria, ethos of the school, the nature of the behaviour and changes noted in behaviour this would not have been appropriate which governors acknowledged.*

During subsequent discussion governors agreed that **further consideration of**

**SDPP&C**

the issue should be deferred to the SDPP&C committee.

**What were the circumstances of the two children being 'handled'?** The headteacher provided further verbal details of the incidents concerned.

**What were the circumstances of the racial incident?** The headteacher advised governors of the particular circumstances and child involved and gave details of the work being done in the school in which she was actively involved, including lessons and assemblies, to address the issue in the context of the wider world. She advised governors of action being taken under the guidance of the Teaching School Alliance to review and update the schools Equality Policy.

**How was the racial incident recorded/logged?** The headteacher provided full verbal details of the recording and logging processes the school use which utilise the safeguarding log rather than the harassment form.

**Why is the form not used?** The headteacher advised governors of the reasons relating to a more streamlined and user friendly procedure.

Governors questioned the headteacher further in respect of the recording procedure and issues of confidentiality and noted that there were no issues of concern.

**Has the ADHD awareness training for staff been completed?** The headteacher provided details of the arrangements in hand.

**What is the situation regarding the funding of SEND support provision in the school?** The headteacher provided further verbal details of the arrangements.

**What is the cost to the school of supporting a child with ADHD?** The headteacher advised governors that this was about £4k pa and provided a verbal update of the application for funding to SBAP.

**Can the school reapply to SBAP and if so when?** The headteacher stated that this would not be until the interventions had had time to embed and be evaluated at which time a retrospective funding application could be made.

**What if any medication do children with ADHD have/take in the school?** The headteacher said that none is brought into the school.

**How else can LAC be supported by the school?** The headteacher advised governors that the main issue was a health one which the school could not input into other than support and work with the other relevant agencies involved.

**Although the data appeared positive the percentage in year 6 achieving ARE is diminishing; why is this?** The headteacher advised governors that in fact a high number of children had already achieved this and the data was significantly affected by one child's performance.

**Why are more children in the other years exceeding ARE?** The headteacher advised governors that this was due to the ability and performance of the cohorts in question.

**Is the data in respect of year 3 SPAG correct?** The headteacher explained the issues around establishing the baseline for which she took full responsibility and undertook to double check the data and advise governors.

**Why has there been no change to year 3 PP children's ARE baseline for maths?** The headteacher advised governors that this was an issue which was

HT

being monitored.

**What is the issue around maths for year 6 girls?** The headteacher advised governors of the arrangements being put in place for a 'girl specific' maths group called GEMS to address the matter and how this was to be conducted and evaluated.

**Is the school 'on track' for its improvement priorities?** The headteacher advised governors that it was and provided further verbal details of a 'health check' undertaken by the Teaching Alliance, the results of which had been previously circulated to all governors (see agenda item GB/13/17), which she said had not identified any issues of concern.

**In respect of the PP report, could governors be provided with information as to exactly what the funding is spent on such as hours for TA support?** The headteacher agreed to do this. HT

**In future could governors be provided with information about classroom projects and also a breakdown of the attendance data?** The headteacher agreed to action this. HT

**In future could governors be provided with a breakdown of the support given to children designated with SEND?** Following discussion it was agreed the headteacher would consider how this could be most effectively provided. HT

## Ensuring clarity of vision, ethos and strategic direction

### GB/07/17 British values

The headteacher reported and governors noted that the matter was being considered in liaison with the infants' school within the context of the school curriculum and issues of SMSC.

### GB/08/17 Reports from the Corporate Director for consideration and action

#### *Changes to Ofsted Inspections 2016-17*

The clerk spoke to the report pointing out the background, issues raised and suggested actions for governors. Governors were advised of actions in hand and taken by the school to ensure that the school was Ofsted ready in relation to all possible issues particularly safeguarding. Following discussion it was agreed that no action was required at this stage and that governors had sufficient information to enable them to answer questions from an inspector.

#### *Safeguarding: a reminder for governors and school leaders*

The clerk spoke to the report pointing out the background, issues raised and suggested actions for governors. Governors were advised of actions in hand and taken by the school to ensure that there were no issues which might cause the school to be identified as inadequate by reason of safeguarding failures.

**Governor challenge: How does the school ensure that all visitors to the school who might have contact, including unsupervised, with the children are appropriately vetted?** The headteacher with Mrs M Bowley provided a detailed explanation of the procedures and systems in place in the school which governors noted.

Following discussion it was agreed that no action was required at this stage on the

report.

*Schools Causing Concern Strategy*

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

**GB/09/17 Review behaviour and pupil attendance policy (including anti-bullying policy)**

*Behaviour Policy*

Governors were informed that the review had been completed and policy approved.

*Attendance Policy*

Governors noted that a review of the joint policy with the infants' school was in hand as detailed above.

**GB/10/17 Policy update**

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

Governors noted that there were no policies requiring their approval.

**GB/11/17 Receive a report from the designated LAC teacher**

Governors noted that this had been fully addressed by the headteacher's report.

**GB/12/17 Governor training**

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

Mrs M Bowley reported as follows:

- The whole governing body had attended and completed training on data as detailed above and certificates were handed to governors present.
- Mrs R Bowley had completed safeguarding training as detailed above.
- The following governors had attended training on headteacher appraisal on 03/11/2016:  
Mr Dye  
Mrs Mills  
Mr Davies
- The headteacher had completed training on safer recruitment as detailed above.

Mrs Bowley invited governors to consider and discuss how they would prefer training to be delivered. During discussion Mrs Bowley noted the various preferences expressed which included face to face courses, online (individually and collectively) and webinars.

Following further discussion it was **agreed** that governors would feedback details, issues etc relating to and arising from courses attended/training received.

GB/13/17

### **Governor monitoring**

#### *Health and Safety feedback*

The headteacher tabled and circulated copies of the monitoring form which had been completed and drew governors attention to the one 'red' item pertaining to 'legionaries disease' and advised them as to how the issue had been addressed which governors noted.

#### *Feedback from the Health check by CLTSA -13/01/17*

The headteacher drew governors' attention to the report which had been previously circulated, and referred to above, and invited comments and questions.

#### **Governor challenges:**

***What if any impact have the changes to marking had?*** The headteacher advised governors that following the introduction of the new marking policy a work scrutiny would be undertaken the outcome of which she would feed back to the governing body.

***Would it be possible for governors to see the children's work books?*** The headteacher advised governors that they were welcome to attend 'open lessons' during which they could observe books and learning.

***Would it be possible for examples of children's writing to be put onto the school website?*** The headteacher advised governors that this was being done. The headteacher explained to governors the problems of evidencing writing issues which had led to the introduction of a 'single book' system which she explained.

***With reference to the findings on page 5 regarding behaviour challenge, what does this relate to/mean?*** The headteacher agreed to **clarify the issue and report back to governors.**

HT

***Had the school paid for the report?*** The headteacher confirmed that there had been a cost. Governors noted with concern that in parts the report was inconsistent and/or contradictory.

***Mrs Mills left the meeting at 8.42 due to urgent child care issues.***

Governors noted that the following visits had been made to the school by governors since the last full meeting of the governing body:

- Mrs M Bowley – January 2017 – Pupil Premium
- Mrs M Bowley, Ms Sanderson and Mr Davies – Health check

Following discussion it was **agreed** that Ms Sanderson, Mrs Mills, Mr Tugnait and Mr Dye would **undertake appropriate curriculum monitoring.**

AS/LM/MT  
/JD

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

GB/14/17

## Approval of

*School budget*

Governors agreed to defer full consideration to the SDPPC committee.

SDPPC  
cmte*Schools financial value standard (SFVS)*

The document completed by Mrs Williams, Mr Tugnait and Mr Dye in liaison with the school business manager was tabled with a recommendation for its approval. It was unanimously

***resolved***

to approve the SFVS as tabled, which was signed by the chair and returned to the headteacher **to submit to the LA by 31/03/2017.**

HT

*Updated finance policy*

The headteacher undertook to **check the current position regarding the schools finance policy and action accordingly.**

HT

*Year end re-forecast*

Governors noted that full details had been provided in the headteacher's report.

*Local Authority Services for Schools or external support service buy back*

Governors noted that the matter would be considered as part of the budget discussion by the F&GP committee.

*Catering*

The headteacher advised governors of the background to the matter and provided brief verbal details of the tendering process and bids received.

***Governor challenge: Have the school investigated catering provision at other schools?*** *The headteacher advised governors of the extensive research which had been undertaken into various possible providers.*

The clerk advised the governing body that, subject to the level of the headteacher's financial delegation authority and value of the proposed contract, governor approval might be needed for any new agreement either by the governing body or the F&GP committee as per the decision planner, which was duly noted by the governing body.

***Governor challenge: How does the school justify the expenditure of the outdoor digital screen?*** *The headteacher provided a detailed verbal analysis of the various beneficial impacts on the outcomes for all children and their learning experience which governors noted.*

**Evidence of governing body impact on school improvement****GB/15/17 What has been done to impact on outcomes for pupils?**

Governors noted the actions and involvement, including discussions and resolutions, of the governing body 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:

- Review of the SIP to ensure that the appropriate priorities were identified and necessary action taken to progress.
- Monitoring and evaluation of the performance and progress of the pupils including undertaking a health check.
- Regular scrutiny and interrogation of pupil performance and progress data to ensure its integrity and reliability.
- Appraisal and regular review of the headteacher's' performance and targets in line with the SIP.
- Overseeing the management of the schools finances to ensure the school remains solvent and appropriate value for money is achieved.
- Taking responsibility for the safeguarding of all pupils at the school to ensure that any at risk are identified and appropriate action taken.

**GB/16/17 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 leaders in respect of all aspects of the schools activities and its management.

**Concluding items****GB/17/17 Confirmation of dates for 2017**

The governing body

**agreed**

Summer term – Tuesday, 23 May, 2017 at 6.30pm

**GB/18/17 Determination of confidentiality of business**

It was

**resolved**

that all papers, reports and records of discussions and challenges be made available as necessary save for any matter relating to looked after children.

**The meeting closed at 9.10pm.**

Signed .....(chair) Date .....

SJ/aa