

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, 23 March 2017.

Present:

Miss D Whiteley (Chair), Mrs C L Armitage, Mrs V Baldwin, Mrs L Counce, Mr S Cressey, Dr L Fleming, Mrs G Holden, Mrs C Mills, Canon J S Robertshaw, Mrs R Starrett, Mr S Talbot, Mrs M White, Mrs C Wood (Head teacher)

In Attendance:

Miss S Cartledge (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who / by												
Procedural														
441.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies were received for Mrs A Barnes and Mr S Rodgers. Both with consent.</p> <p>(i) <u>Approve the Governors’ Code of Conduct</u></p> <p>Miss D Whiteley advised that she had circulated the NGA Model Code of Conduct and proposed that as a governing body this be adopted.</p> <p>RESOLVED: That the NGA Model Code of Conduct be adopted by the governing body.</p>													
442.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <ul style="list-style-type: none"> • Response of Regional Schools Commissioner • Friends of Wooldale struggling for volunteers for the Spring Fair. Governors advised the Head Teacher who will attending the spring fair and the areas they have volunteered to help with. 													
443.	<p><u>Representation</u></p> <p>The following items were reported under representation:</p> <p><u>Appointment</u></p> <table border="0"> <thead> <tr> <th style="text-decoration: underline;">Name</th> <th style="text-decoration: underline;">Category</th> <th style="text-decoration: underline;">With Effect From</th> </tr> </thead> <tbody> <tr> <td>Mrs Gillian Holden</td> <td>Co-Opted</td> <td>18 January 2017</td> </tr> <tr> <td>Mr Stefan Rodgers</td> <td>Co-Opted</td> <td>1 March 2017</td> </tr> <tr> <td>Mrs C L Armitage</td> <td>Co-Opted</td> <td>1 March 2017</td> </tr> </tbody> </table> <p>Miss D Whiteley proposed delaying the filling of the 1 Co-Opted</p>	Name	Category	With Effect From	Mrs Gillian Holden	Co-Opted	18 January 2017	Mr Stefan Rodgers	Co-Opted	1 March 2017	Mrs C L Armitage	Co-Opted	1 March 2017	
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	<p>vacancy and matching the skills matrix of the governing body with the competency framework to identify any skills required on the governing body. Once these skills are sort then the vacancy can be filled.</p> <p>Agreed: That the vacancy will be filled upon completion of the skills matrix and skills identified by the individual.</p>	
444.	<p><u>Election of Vice Chair</u></p> <p>RESOLVED: That this item be deferred to the next governing body meeting.</p>	Governor Clerking Service
445.	<p><u>Minutes of the Meeting held on 18 January 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 18 January 2017 be approved and signed by the Chair as a correct record.</p>	
446.	<p><u>Matters Arising</u></p> <p>The following actions were highlighted from the minutes held on 18th January 2017:</p> <ul style="list-style-type: none"> • <u>Matters Arising – Minute 418 refers</u> <p>A date for the Dyslexia Working Party meeting needs to be set at this meeting.</p> <p><i>Mrs C Mills arrived at 7:10pm.</i></p> <ul style="list-style-type: none"> • <u>SEND Termly Review</u> <p>The Head teacher advised that written thanks had been sent to the 3 members of staff participating in the gardening nurture group.</p> • <u>Review of Behaviour Policy</u> <p>The Head teacher reported that herself and Mrs R Starrett had not met to discuss the policy in more detail.</p>	Head teacher, Mrs R Starrett
447.	<p><u>Minutes of the Meeting held on 1 March 2017</u></p> <p>RESOLVED: That this item be deferred to the next governing body meeting.</p>	Governor Clerking Service
448.	<p><u>Matters Arising</u></p> <p>RESOLVED: That this item be deferred to the next governing body meeting.</p>	Governor Clerking Service
449.	<p><u>Dates of Next / Future Meetings and Possible Agenda Items</u></p> <p>RESOLVED: That the meeting of the Governing Body be held</p>	

	<p>at Wooldale Junior School at 7:00 pm on:</p> <p>Tuesday, 23rd May 2017</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ▪ B3 ▪ Kirkroyds SEF ▪ Electronic communication with parents <p>RESOLVED: That the next meetings of the Dyslexia Working Party be held at Wooldale Junior School (in the bungalow) at 7:00 pm on:</p> <p>Thursday, 11th May 2017</p> <p>RESOLVED: That the next meetings of the Standards and Curriculum Committee be held at Wooldale Junior School (in the bungalow) at 8:00 pm on:</p> <p>Thursday, 11th May 2017</p>	Governor Clerking Service.
School Improvement		
450.	<p><u>Reports from Committee</u></p> <p>Governors acknowledged receipt of the following Committee minutes:</p> <ul style="list-style-type: none"> • Finance and Staffing Committee minutes held on 7 February 2017 • Health and Safety, Grounds and Premises Committee minutes held on 7 February 2017 <p>Mrs L Caunce gave an overview of the discussion that took place during the Finance and Staffing Committee meeting and advised the governing body that the committee would bring to their attention the current imbalance around children with additional needs. This had arose due to the steady stream of more children wanting to join the school with additional needs and the added pressure on the school financially and also class teachers. Governors acknowledged that there must be a point where the school will be unable to cope and questioned whether this matter should be raised with the LA.</p> <p>The Head teacher advised that she had recently been directed to take another Year 1 child into Kirkroyds that had significant additional needs and because of several fixed-term exclusions had not been in school since Christmas. The first time the Head teacher had heard about the child joining the school was when she received a phone call from the child's previous Head teacher. Governors were informed that the school was given 15 days to respond to SENACT after receiving a copy of the draft EHCP and a letter stating that Kirkroyds was the preferred school of parents. The School response included details of the impact of an additional pupil requiring full time support being admitted, especially a pupil with severe social and emotional needs. The Head teacher explained that she had been directed to take the child and PRU staff had not only been in contact with the child but had also helped the Head teacher sort out the transition into</p>	

	<p>school. A very experienced Inclusion Worker was supporting the pupil and also staff within the classroom. This would continue until a member of staff had been recruited. The Head teacher fed back to governors that the PRU staff member had been fantastic with all the support they had given.</p> <p>Governors were advised that the school had recently been indicated as a first choice for another child with significant additional needs; also a Year 1 pupil.</p> <p>Q. Were there financial implications with this child starting at Klrkroyds? A. Yes, we have to fund the initial £6,000 that is spent on intervention and support for the child. In addition, we will receive high needs top-up funding from the LA</p> <p>Q. What would happen if the governing body were to state that they would not accept a child into the school? A. I am not sure what would happen, I haven't come across this before.</p> <p>The Head teacher stated that there were some safeguarding concerns/issues regarding this new pupil, as the child had a tendency to run off.</p> <p>The Head teacher advised that Mrs C L Armitage had attended Team Teach Training in the event that it is required following the child that had recently joined the school.</p> <p>Q. What is the process required if we decided to refuse a child admittance into the school? A. I am not sure.</p> <p>The Head teacher informed governors that within the Year 1 cohort there were 2 children with significant additional needs, which required them to need support at lunchtime. An EHCP request had been submitted for a 3rd child and now a 4th child discussed earlier in the meeting and a 5th child wanting to join the school who requires full time support. The child wanting to join the school now lived within the catchment area. The child's previous Head teacher had advised that it was their belief that the child should attend a special needs school.</p> <p><i>Mrs R Starrett joined the meeting at 7:30pm.</i></p> <p>Governors acknowledged that the Federation's percentage of pupils with an EHCP/Statement of SEN is much higher than Kirklees and national figures.</p> <p>Action: Mrs L Caunce, Miss D Whiteley and the Head teacher to put together a letter expressing the governing bodies dissatisfaction and concern with the management of assisting children with additional needs secure a school place.</p> <p><i>Mr S Talbot arrived at 7:35pm.</i></p>	<p>Mrs L Caunce, Miss D Whiteley, Head teacher</p>
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	<p>The Head teacher advised that a child in catchment with an EHC takes priority and also if the parent has a preferred school then it can bump the child up the placement list.</p> <p>Governors questioned who would be the best contact to ask for advice following recent events.</p> <p>Mr S Cressey informed governors that following the Health and Safety, Grounds and Premises Committee meeting it had become apparent that more members were required to ensure that the meetings will be quorate. Mr S Talbot and Mrs M White expressed their interests in joining the committee.</p> <p>RESOLVED: That Mr S Talbot and Mrs M White join the Health and Safety, Grounds and Premises Committee.</p> <p>Mr S Cressey advised that with Lydgate moving premises the work for the boiler at Kirkroyds needed to be completed during Easter holiday to ensure that there would be no disruption during term time. The Head teacher advised that she still had not heard anything about when the work would be completed by the LA.</p> <p>Action: Mr S Cressey to put together an email expressing the Governing Body's concern that a start date had not been set for completing the boiler.</p>	<p>Mr S Cressey</p>
<p>451.</p>	<p><u>Financial Monitoring, Update on School Budget and End of Year Outrun</u></p> <p>This item had been brought forward to be discussed following on from the report back from the Finance and Staffing Committee.</p> <p>The finance documentation circulated at committee level was tabled and circulated to all governors for reference.</p> <p>The Head teacher advised that both schools had healthy carryovers this time. However, the budgets for the coming year were less than last year resulting in the carryover quickly being used up. Kirkroyds' carryover currently sat at £40,000 and Wooldale's carryover currently sat at £48,000.</p> <p>Governors acknowledged that there is the requirement for paring back the proposed expenditure for 2017/18 before the meeting with Amelia at the LA and it was not suitable to rely on the carryovers to help boost the budgets each year. The Head teacher informed governors that there were some hard decisions on the horizon for both the schools' bursars and Governing Body. Miss D Whiteley and Mrs L Counce advised that they would support the bursars and the Head teacher where possible.</p>	
<p>452.</p>	<p><u>School Development Plan Progress</u></p> <p>The Head teacher notified governors that the termly review document included all the agreed objectives with a RAG rating next to each section to allow governors to see how they are developing. Sections 2 – 6 the Head teacher advised that there was a lot of progression with some targets, but not as much in others and also 1 of the</p>	

	<p>objectives would not be prioritised to allow focus on other key areas.</p> <p>Miss D Whiteley advised that she had a meeting set with the Head teacher to cover section 1 and Mrs V Baldwin had not met with the Head teacher since the last governing body meeting.</p> <p>RESOLVED: That section holders will report back at the next governing body meeting.</p> <p>Governors acknowledged that Section 2 objectives 6 and 7 should be merged together as they were similar.</p> <p>The Head teacher advised that there were no concerns with the progress for half way through the year.</p>	
453.	<p><u>SLT Report</u></p> <p>Governors acknowledged the SLT Report with the following points being highlighted:</p> <ul style="list-style-type: none"> • Pupils numbers were overall buoyant, Early Years: Class 1 – 28, Class 2 – 28. For some schools their applications for reception were down compared to previous years but this hadn't be the case for Kirkroyds. The school was expecting about 56 children to start in September 2017 (first choices). Year 1: Class 3 – 27, Class 4 – 26 Year 2: Class 5 – 27, Class 6 – 26 Kirkroyds total – 162, with 2 pending applications. <i>There would be 53 children starting at Wooldale in September 2017.</i> Year 3: 58. Year 4: 60 Year 5: 61 Year 6: 50 Wooldale total – 229. The Head teacher advised that she would be attend an Admissions appeal for a child in year 4 on the 28th March. • The Head teacher advised that Esther Newman had passed her maths exam and was now a NQT. • Reception and Year 3 places would be confirmed to parents on 18th April. • At Easter, the new changing facilities at Kirkroyds would be completed by taking some space away from the resources room. This had progressed quickly as a result of the letter sent by the Health and Safety Committee to Asset Management. • The blue board in the bungalow had been welcomed by the children and a year 5 child had exclaimed that it had made everything clearer! This child had now been issued with a blue overlay. The Head teacher advised that she would like to call the room designed for Dyslexia intervention after Janet Winch, 	

a former teacher at the school.

- The drainage around the bungalow had been improved along with the path being widened to ensure that the orangery can be accessed. Last year's carryover had provided the funds to complete the work.
- A new porch will be built at the entrance of Wooldale to create more security at the school.

Q. Can we see the plans?

A. Yes, Debbie has them in her office. It will be of similar style to Kirkroyds.

- A new ramp had been built to allow disabled access to the Dutch Barn style shed.
- Outcomes for children were highlighted and the Head teacher advised that the predictions were cautious.
- Predictions for end of year expectations are (best case):
Year 6
Maths – 72%
Reading – 70%
Writing – 62%

The Head teacher advised that the predictions were not good enough for the current situation Wooldale is in. A letter had been sent to the Regional Schools Commissioner and the response was read out to governors advising that support will be put in place for the school and the RSC's office will contact the school at a later date. The Head teacher and Miss D Whiteley were invited to attend a meeting with the LA however, they were unsure of what would be discussed at the meeting. Overall the meeting had been very helpful and a few suggestions were taken away including a draft action plan and the suggestion of a LLE or NLE to work with the school to complete the action plan. The Head teacher informed governors that Mike Whitfield from the LA had been very helpful

Q. Within Kirklees, are some of the coasting schools Juniors?

A. I am aware of 1 other Junior school that is classed as a coasting school under the new guidelines.

Q. What help is brought into a coasting school?

A. I am unsure, as this is a new strategy.

Governors questioned whether they could go back to the Regional Schools Commissioner requesting to know what support has been identified for the school.

Q. In order for us to plan resources for the coming year, could we ask them what support they will be putting in place?

A. We can go back to them with a proactive approach, This could be better than waiting for a response.

Q. What about disapplied children?

A. If the level of working is below the access level for a test then a child can be disapplied with the Head teacher making the final decision. The information including disapplied children has been sent to the LA and they haven't questioned it before. Mrs A Barnes had attended some Test Base training, which had highlighted that a child entering into KS2 at NC Level 1 would only have to answer a small number of questions correctly to achieve a scaled score and show progress. Last year we disapplied 3 pupils, who could have attempted the test but I took the decision to disapply due to it being unfair on the child.

Q. Does disapplied = 0?

A. Yes it does. In the future we are not going to disapply any children and staff will work specifically on helping these children to answer some of the questions to allow progress to be shown.

The Head teacher will be dis-applying 1 child in KS1 this summer, but not in KS2 as she believed that the child would not be able to cope. A parent had also stated that her child who may have previously been disapplied would have better self-esteem if they were completing the same tasks as their peers.

Q. Is work being done to re-look at our predictions?

A. Yes, year 6 are completing a full set of tests with the same support they will receive in the actual tests.

Agreed: Miss D Whiteley and the Head teacher will compile a response to go back to the RSC.

- Governors recognised all the events and successes that have been complete since January in the Federation, with children become more independent through the enrichment activities they take part in. Miss D Whiteley suggested that the more the school can demonstrate the links between the enrichment activities and children's progression in the classroom the better, as the school staff are aware of the value it adds but this could be difficult to show.

Q. Could we call Cliffe House and ask for a report back about the groups that attended the residential?

A. We can ask if they would be willing to put together a report.

Mrs R Starrett advised that she used the schools twitter account to show the range of activities children take part in and raise the profile of the variety of opportunities.

A parent had fed back that within the pyramid schools there is an invisible barrier. However, this was not the case for

	<p>Wooldale as there is a real mix of children and a good atmosphere within both the schools making them unique. Governors acknowledged that this could be the result of the variety of extra curriculum activities the children can get involved in and this creates well-rounded children.</p> <p>Q. Is there a way of measuring this? A. Always received feedback from providers that you can pick out the children from the Federation. Could we quantify this and the diversity of what the school offers?</p> <ul style="list-style-type: none"> • Safeguarding matters, Kirkroyds – 1 pupil with a Child Protection Plan, 1 pupil living with grandparents, 2 pupils with an SGO in place, 2 pupils with an Early Help/Single Assessment in place, 2 pupils with Family Support involved. Wooldale – 1 pupil with a Child Protection Plan, 1 pupil with Child in Need Plan, 1 pupil with an SGO in place, 3 LAC, 1 pupil living with grandparents, 4 pupils with EHAs. • Kirkroyds is involved with a pilot project with the local PVI's with the hope of greater support with writing of referrals and supporting children with possible additional needs. Mrs C L Armitage had attended to first meeting and reported that there had been a lot of discussion at the meeting. 	
454.	<p><u>SEF</u></p> <p>RESOLVED: That this item be deferred to the next governing body meeting.</p>	Governor Clerking Service
455.	<p><u>MAT Update</u></p> <p>Governors acknowledged that the Head teacher and Mrs G Holden had attended the recent meeting at the High School and following items were reported:</p> <ul style="list-style-type: none"> • The Head teacher at the High School wanted another high school to be part of a MAT. Governors questioned why this had not been advised at a meeting before and at the meeting members had also questioned this. • Minutes of from the meeting were circulated for governor's reference. • Governors agreed that they would like to continue exploring what it would mean to be part of a MAT, either a primary only MAT, as well as including the High School. • The High School's governing body had passed a resolution to become a MAT with the surrounding primaries as well as a resolution to join North Huddersfield Trust and their primaries. Governors recognised that this wouldn't work as two separate MATs joining together. 	

	<ul style="list-style-type: none"> • Items brought up at the meeting where not what had been previously discussed and the primaries had felt pressured because of the High School’s ‘deal breaker’ position. • The Head teacher would be meeting with the primary Head teachers and Chairs of Governors within the valley in May to report back and discuss recent events and findings. • The only school that has made any commitments moving forward was the High School. • Trust was key to moving forward and this could be an issue as it needs to be there for all parties. • Canon J S Robertshaw advised that there had been a lot of changes at the High School and the community has experienced a great deal of upheaval. • The Governing Body has a big decision to make moving forward and any partners need to be the right ones for the Federation. • The overall view of the primaries was they would like to explore other formal partnerships but acknowledged that additional funding would not be received if a MAT isn’t formed. • There is currently no national data that shows MATs are performing better than maintained schools. <p>The Head teacher advised that generally the meeting was not what was first thought and feedback will be given via email following the next meeting.</p>	
456.	<p><u>Dyslexia Project Update</u></p> <p>A date had been set for a meeting of the Dyslexia Working Party.</p>	
457.	<p><u>Review of Electronic Communication with Parents</u></p> <p>RESOLVED: That this item be deferred to the next Governing Body meeting.</p>	Governor Clerking Service
458.	<p><u>Governor Training and Governor Visits</u></p> <p>There were no items be raised under this item since the last meeting of the Governing Body.</p>	
459.	<p><u>Update on Governor Self Evaluation and agreement of next steps</u></p> <p>Mrs V Baldwin circulated her Outcome of the Vision Questionnaire document including the vision statement for governor’s reference.</p>	

	<p>Mrs V Baldwin expressed the need for a clear vision for the school being more important now, due to changing times and greater collaborative working.</p> <p>Q. Moving forward, what are you expecting from governors, do you want feedback/comments on the statement? A. Yes please, I would like to be able to bring the final version to the next governing body meeting. Please have a read and email me your comments.</p> <p>The Head teacher advised that if the school was to join a MAT at a later date, then the vision would form the non-negotiables for the school.</p>	
Governing Body Matters and Statutory Responsibilities		
460.	<p><u>SFVS Ratification</u></p> <p>Miss D Whiteley informed governors that the SFVS document was completed annually and this had been circulated to governors via email earlier in the week following the approval at the Finance and Staffing Committee.</p> <p>RESOLVED: That the SFVS be agreed by the governing body and subsequently signed by the chair of governors.</p>	
461.	<p><u>Safeguarding</u></p> <p>This item had been covered within the SLT Report under minute 453.</p>	
462.	<p><u>Any Other Business</u></p> <p>The Head teacher informed governors that when Wooldale received the letter from the Regional Schools Commissioner stating that it was a coasting school the LA advised that they would draft a letter to be sent to parents; this had not been received by school and subsequently nothing had been sent to parents. However, the Head teacher was aware that one of her colleague Head teachers has a draft letter that they had completed themselves. It was expressed that the Head teacher preferred not to send a letter out to parents yet as it didn't add value. Governors agreed with the Head teacher's expression and a draft letter would be sought for sending when the time arises.</p>	
463.	<p><u>Agenda, Minutes and Related Papers – School Copy</u></p> <p>RESOLVED: That no minute 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 9:15 pm.