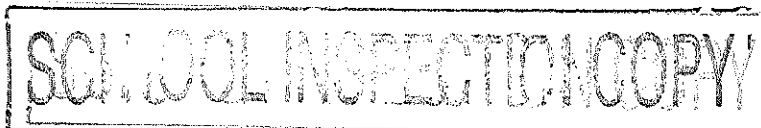


**THE GOVERNING BODY OF DENBY DALE FIRST AND NURSERY SCHOOL**

Minutes of the meeting of the Governing Body held at 7pm at the School on Monday 19 September 2016.

PRESENT



Mr P J Belsey, Mrs J Cody, Mr M Eaton, Mrs A Elliott, Mrs S Fairbrother, Ms G Hood, Ms K Howgill, Mrs R Liu Mr A Severn, Mrs L Taylor, Mrs D Watkins, Miss J Wood, Mrs C Wright

In Attendance

Mr K Rothwell (Minute Clerk)

531. ELECTION OF CHAIRMAN

RESOLVED: That the term of office of the Chair be first meeting after first anniversary.

RESOLVED: That Mr M Eaton be elected Chair.

532. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

- (a) Confirm protocols on apologies and consent to governor absence.

RESOLVED: That the governing body decide on whether to grant consent on an individual basis depending on the circumstances.

- (b) Approve the Governors' Code of Conduct.

RESOLVED. That the Governors code of conduct be approved.

The governors present at the meeting signed the list agreeing to the Code of Conduct.

Declaration of Business Interest Information.

It was confirmed that the Governing body have published their Declaration of Business Interest information on the school website.

- (c) Edubase.

Governors noted the requirement to provide the information required on Edubase

**ACTION. Head teacher to check that the information on Edubase is up to date.**

533. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items were notified to be brought under Any Other Business:

- Information
- Skelmanthorpe Textile Heritage Centre

- Governor Skills Audit
- Denby Dale Library
- Friendship Bench

534. REPRESENTATION

Appointment of Co-opted Governor(s)

The size of the governing body was discussed. With the increasing workload and the responsibilities of governing bodies, it was felt that filling the vacancies for governors would spread the burden. Mr Belsey suggested Mr Neil Denby, a parish councillor, as a possible co-opted governor.

**ACTION. Mr Belsey to contact Mr Denby with a view to his becoming a co-opted governor.**

RESOLVED: That the vacancies for co-opted governors be filled when suitable candidates could be found.

535. ELECTION OF VICE- CHAIRMAN

RESOLVED: That the term of office of the Vice-Chair/man/person be first meeting after first anniversary.

RESOLVED: That Mr P Belsey be elected as Vice Chair.

536. REVIEW OF COMMITTEES

(a) Membership

Membership of Committees is as follows:

Governing Body Steering Group

Chair Vice Chair  
 Chair of Resources committee  
 Chair of Standards and Effectiveness committee  
 Head Teacher  
 Other Senior Management Team member's

Standards and Effectiveness Committee

Mrs A Elliott  
 Ms G Hood  
 Miss J Wood  
 Ms K Howgill  
 Mr P Belsey  
 Mrs C Wright  
 Mrs R Lui  
 Mr A Severn

Resources Committee

Mr M Eaton  
 Mrs J Cody  
 Miss J Wood  
 Mrs L Taylor  
 Mrs D Watkins

Performance Management Committee

Mr P Belsey  
Mrs R Lui  
Mrs C Wright  
Mr M Eaton

Staff Dismissals Committee

Mrs C Wright  
Mrs J Cody  
Mrs A Elliott

Pupil Discipline Committee

Mrs D Watkins  
Mrs L Taylor  
Mrs R Liu

Complaints Committee

Mrs C Wright  
Mr M Eaton  
Mrs S Fairbrother

Appeals Committee

Ms G Hood  
Mr M Eaton  
And any one eligible governor

(b) Terms of Reference

RESOLVED: That the LA model terms of reference be adopted and confirmed at the first meeting of each committee.

537. TO APPOINT GOVERNORS WITH SPECIAL RESPONSIBILITIES

**RESOLVED:** That the following Governors be appointed with Special Responsibility for:

Special Educational Needs	Mrs R Liu
Governor Training Contact	Mr M Eaton
Governor for Looked After Children incl Child Protection and Safeguarding	Mrs C Wright
Early Years Governor	Ms G Hood
Health and Safety Governor	Mrs K Howgill

It was agreed to ask Mrs Moore to initially assist the new Health and Safety governor.

After discussion, it was agreed not to appoint individual governors for specific subject areas, instead governors would be asked to get involved when there were school projects on specific areas.

538. CHAIR'S DELEGATED POWERS

RESOLVED: That the Chairman be given the following delegated powers:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) 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.

- (iii) 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.

539. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements, accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LEA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LEA may reasonably require to satisfy the LEA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- (v) To exercise power of virement between heads of expenditure and to authorise expenditure up to an amount of £5,000.

540. MINUTES OF THE MEETING HELD ON 4 JULY 2016

RESOLVED: That the minutes of the meeting held on 4 July 2016 be approved and signed by the Chairman as a correct record.

541. MATTERS ARISING

There were no matters arising.

542. REPORTS FROM COMMITTEES

Resources Committee

Copies of the minutes of the Resources committee meeting held on 8 July had been circulated prior to the meeting.

There had been problems with the school Facebook page and this had been discontinued. It had duplicated other communication methods. Could Facebook objectives be met though the school website or Twitter? Governors discussed whether a Nursery Only Facebook page could be a marketing tool. It was agreed to refer this matter to the Working party, which Mr Severn had agreed to join as a member.

**ACTION Mrs C Wright to arrange a meeting of the Working party by email.**

543. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher gave a verbal report including:

- (a) Pupils on Role

204 including Nursery, 170 in school. Only a small Reception class of 24 children. Nursery numbers were down.

(b) Pupil Premium

9.5% of children this year , down from 16%

**Q. Is the fall due to KS1 pupils not applying for FSM?**

A. Yes. Because all pupils in KS1 get Free School Meals anyway.

(c) Child needing support

We have still not managed to get extra support for the child who needs it.

(d) Staff

Mr D Rawlinson, a very experienced teacher, is settling in well in Year 4. We now have 5 male staff, which is good for the pupils.

(e) Sports Premium

We have coaches coming in for dance and rugby. Years 4 & 5 entered a Cross Country race last week. Details of the Sports Premium spending is given on the website

**ACTION Head Teacher to check Sports Premium information on website is up to date and comprehensive.**

(f) Behaviour

Since the visits from Project Sport were stopped in the Summer Term, there had been more behaviour problems at lunchtime. We now have people from Huddersfield Town FC coming in at lunchtime and pupils are now more focussed.

(g) Premises

We are still waiting for the trees to be removed. The concrete edging round the modular building caused an accident to a pupil last year. A quote of £500 has been accepted to put a wooden cover over the edging.

(h) Community Hub

The Head Teacher has met with the Head of St Aidan's, Skelmanthorpe. Links with other health agencies, etc. were discussed.

(i) Bungalow

A lot of work had been done by volunteers over the Summer.

(j) Funding

The Head Teacher had today attended a meeting on National Funding for Early Years. The proposals would give more funding for 2 year olds and less for 3 year olds. .In general we would be worse off.

**Q. The consultation period closes on 22 September, when will the changes come in?**

A. From September 2017.

544. FINANCIAL MANAGEMENT AND MONITORING

In view of the deficit budget for the year, pupil numbers were crucially important.

**Q. Do any children in Nursery go on to other schools?**

A. Not Known. Possibly one child went on to Cumberworth.

**Q. How is Nursery doing now?**

A. We are aiming for 26 children in the morning and 24 in the afternoon. These are the optimal numbers for efficient use of staff.

**Q. When should we consider whether Nursery is still viable?**

A. The new building is on a 5 year lease, so viability should be considered before the lease is renewed. Some parents need Nursery and Wraparound.

We have to have a teacher in to qualify as a Nursery School. With no teacher it would be Extended Provision and the school name would have to be changed.

**Q. How busy is the Nursery?**

A. It is quite full. The Holiday Club does well and some pupils have joined school through this.

The experienced, stable staffing in the Nursery is an asset and we need to stress this in our marketing.

The National Funding consultations for KS1 and KS2 have been delayed for a year.

It was agreed that we need a plan for 3 to 5 year ,our options and ways to increase income.

**ACTION Steering committee to consider 3 to 5 year plan.**

545. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

These will be considered when they become available on OneHub.

546. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2018/19

Receipt of information on the Consultation on Admission Arrangements for 2018/2019 was noted.

RESOLVED: That the school PAN remain at 30.

547. SCHOOL SELF EVALUATION – SCHOOL IMPROVEMENT PLAN (Minute 19 refers)

These are being prepared for presentation to the next meeting of the Curriculum and Standards Committee.

548. SAFEGUARDING

Mrs Wright and Mrs Fairbrother would visit school to discuss Safeguarding policies with the Head Teacher.

549. GOVERNOR TRAINING AND GOVERNOR VISITS

Mr Eaton had visited school several times during the Summer holidays.

Details were given of a PREVENT course to be held on 3 October from 6-8pm. Governors discussed the possibility of holding a PREVENT course at the school or locally.

**ACTION Head Teacher to make enquiries about the holding of a PREVENT course.**

550. ANY OTHER BUSINESS

- (a) Information. The following items of information were noted:
1. Kirklees Model Complaints Policy – soon to be available
  2. Kirklees School Governors Facebook page – governors are asked to join.
  3. Kirklees Business Solutions Website – new website details
  4. One Hub. Details of document store for Kirklees Business Solutions.

(b) Skelmanthorpe

Textile Heritage Centre. Mr Belsey informed governors that this would be re-opening on Saturday 1<sup>st</sup> October, 3-5pm and invited governors to attend. Mr Severn agreed to be a contact to arrange possible school visits to the Centre.

(c) Governor Skills Audit

Governors were asked to complete the Audit form and return it by email.

(d) Denby Dale Library

Mr Belsey said it was hoped the Library would open by the end of November.

(e) Friendship bench

Mrs Elliott informed governors that the Friendship bench would be installed on Saturday.

551. DATES OF FUTURE MEETINGS

RESOLVED: That the next meetings of the Governing Body be held at 7pm at the School on:

Wednesday 9 November 2016  
Monday 6 February 2017  
Monday 27 March 2017  
Monday 15 May 2017  
Wednesday 5 July 2017

Chair

Date

9/11/16

The Curriculum and Standards committee will meet at 6.30pm on Monday 10 October 2016.

551. AGENDA, MINUTES AND RELATED PAPERS - SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.