

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 Wooldale Junior School on Thursday, 23 May 2017

Present:

Miss D Whiteley (Chair), Mrs C L Armitage, Mrs L Caunce, Dr L Fleming, Mrs G Holden, Canon J S Robertshaw, Mr S Rodgers, Mrs R Starrett, Mrs M White, Mrs C Wood (Head Teacher)

In Attendance:

Diane Horton (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who / by
Procedural		
464.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies were received for Mrs A Barnes, Mrs C Mills and Mr S Cressey (all consent).</p> <p>It was noted that Mrs Mills would resign as Governor at the end of the academic year; in effect she would not attend any more meetings. The Chair has thanked Mrs Mills on behalf of the School and Governors for her service to the School.</p> <p>The Governing Body would revisit the skills matrix to assist in appointing a new governor. The NGA was revising its interactive skills matrix; the Chair would send this out when it was complete.</p> <p>There were no declarations of interest.</p>	
465.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <p>No items were raised to be brought up under Any Other Business.</p>	
466.	<p><u>Election of Vice-Chair</u></p> <p>RESOLVED: That Dr Leigh Fleming be appointed Vice-Chair. (unanimous)</p>	
467.	<p><u>Minutes of the Meeting held on 23 March 2017</u></p> <p>RESOLVED: That the minutes of the meeting held on 23 March 2017 be approved and signed by the Chair as a correct record.</p>	

<p>468.</p>	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • <u>Matters Arising – Minute 446 refers</u> The Behaviour Policy would be reviewed next term. • <u>Minutes of the Meeting held on 1 March 2017 and Matters Arising – Minutes 447 and 448 refer</u> The Minutes of the Meeting held on 1 March 2017 had not been included in the agenda papers. Governor Clerking Service would include these for the next meeting. • <u>Reports from Committees – Minute 450 refers</u> A letter expressing concern for the high number of children requiring additional support in school had been sent to Jo-Anne Sanders, Acting Assistant Director for the LA. It would be circulated to Governors. An acknowledgement had been received and a response was expected as some of the letter was concerning process. The Chair would email Mr Cressey to ask about progress with the boiler. The process for the work being carried out was discussed and whether it would be done in the summer holiday. • <u>Review of Electronic Communication with Parents – Minute 457 refers</u> This item would be deferred until the next meeting. A Governor mentioned the new App used by the High School. It was called My Ed and gave access to all information needed by parents in relation to the School and their child. 	<p>Head Teacher, Mrs R Starrett</p> <p>Governor Clerking Service</p> <p>Head Teacher</p> <p>Chair</p> <p>Governor Clerking Service</p>
<p>469.</p>	<p><u>Dates of Next / Future Meetings and Possible Agenda Items</u></p> <p>RESOLVED: That the meeting of the Governing Body be held at Wooldale Junior School at 7:00 pm on:</p> <p>Tuesday, 12 September 2017</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ▪ Electronic Communication with Parents ▪ Minutes of the meeting held on 1 March and matters arising ▪ Report from the Finance and Staffing Committee meeting held on 16 May 2017 <p>RESOLVED: That the next meetings of the Standards and Curriculum Committee be held at Wooldale Junior School (in the bungalow) at 7:00 pm on:</p> <p>Thursday, 5 October 2017</p> <p>All Governors welcome to attend this meeting</p>	<p>Governor Clerking Service</p>

School Improvement		
470.	<p><u>Reports from Committees</u></p> <p>Governors acknowledged receipt of the minutes from the Health and Safety, Grounds and Premises Committee held on 28 March 2017.</p> <p>It was noted that the boiler had been discussed at this meeting. The changing facilities at Kirkroyds had now been built.</p> <p>The report from the Finance and Staffing Committee would be deferred until the next meeting.</p>	Governor Clerking Service
471.	<p><u>Attendance Policy</u></p> <p>Mrs Wood reported that attendance in the School was 96.5% last year, which was good, but the School had some persistent absentees. It was noted that there was evidence of a link between absence and poor achievement, particularly regarding pupil premium children and the School would like to revisit and improve its attendance policy.</p> <p>The Family of Schools have an attendance policy which Mrs Wood did not use as she felt it was too harsh; it did not allow sufficiently for the Head Teacher's discretion. Mrs Wood went on to explain the definition of persistent absenteeism. Mrs Wood did not authorise term time holidays other than in exceptional circumstances, such as, visiting long distance close relatives or attending family weddings abroad. She also did not issue fixed penalties, but would like to take a firmer stance on attendance.</p> <p>Possible options were presented to Governors for discussion. These included: taking the current attendance record into account when deciding whether to authorise absence; not granting retrospective authorisation of absence; making the attendance policy and the process involved clearer for parents; changing the time of being registered as late from 9.30 to 9.10am.</p> <p>Q. Is the problem we are trying to address actually about behaviour? A. Yes; and the importance of arriving on time.</p> <p>Q. Do you think that just tightening the policy would change the behaviour? A. We would need to follow through.</p> <p>Q. What benefit can we present to the carer/parent for making the child attend school? Do they care if absence is authorised or not? A. We do reward attendance.</p> <p>Q. Is the driver to improve results? A. Yes; and we want to show we are doing what we can.</p> <p>Governors discussed the benefits of good timekeeping and attendance for the child. Children arriving late missed out on</p>	

	<p>interventions and lesson introductions; parents could be made aware of these disadvantages for the child.</p> <p>Q. (to the Head Teacher). If the School has a tight policy and due process is followed, what happens?</p> <p>A. I am not comfortable with penalties; I am not sure what it achieves.</p> <p>Q. Is targeting the length of absence focussing on the right problem?</p> <p>A. Persistent absenteeism is the problem.</p> <p>Governors discussed the way the School worked with families whose children were persistently absent. The Inclusion and Attendance Officer would meet with these families to discuss the implications of poor attendance and punctuality and also to offer support. This has been found to have a positive impact for a short while.</p> <p>Mrs Wood related examples of recent conversations with parents of persistently absent pupils. Follow up calls were made to check whether any support could be offered. Parents also felt able to be honest with the School about absence owing to holidays; this meant that the child was not in a position of having to lie about their absence.</p> <p>Q. Could we have a more formal intervention before the Inclusion Officer is involved?</p> <p>A. It would be useful to have the process set out clearly.</p> <p>Q. Is the attendance policy on the website?</p> <p>A. Yes it is.</p> <p>Governors agreed that a strong general letter could be sent to all parents reminding them of the attendance policy. They also agreed that arriving after 9.10 am would be considered as a late arrival (currently this was 9.30am).</p> <p>RESOLVED: That the attendance policy be amended to set out the process to be followed very clearly; this to be sent out with a strongly worded letter explaining the link of attainment to attendance. That the time of late arrival be changed to 9.10am, arriving after that time to be an unauthorised late. That retrospective authorisation of absence no longer be given.</p> <p>Q. Are we causing ourselves a problem with these changes? Will it affect our attendance data?</p> <p>A. No, we don't think so.</p> <p>Mrs Wood informed Governors that some parents occasionally collected their child early from School for appointments, which may not always be genuine. Evidence of appointments could be requested; this could be done on a case by case basis. Late collection of pupils was also an issue. Governors felt it was important to maintain an honest conversation with parents and explain to them</p>	<p>Head Teacher</p>
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	<p>the importance of attendance.</p> <p>Q. What is causing the lateness? A. Disorganisation in a lot of cases.</p> <p>Mrs Wood did not want to adopt the Family of Schools Attendance Policy as she felt it was too harsh. The Chair commented that if it resulted in parents/pupils lying to the School then it was not desirable.</p> <p>Q. What is attendance like in the other schools? A. We are not sure. Our target is 97% this year.</p> <p>A Governor stated that Meltham School was 98%.</p> <p>The process of following up daily absence was discussed and it was agreed that text messages would be sent to Y6 pupils first as these were the pupils most likely to be coming to School on their own and therefore most at risk. Text messages were usually not sent before 9.30am as checking registers took until this time.</p>	<p>Head Teacher</p>
472.	<p><u>Kirkroyds SEF – verbal update</u></p> <p>The Kirkroyds SEF had been sent out today. There were only a few amendments since the last review although as with any living document the numbers went out of date quite quickly.</p> <p>The Chair felt the SEF was a good reflection of the School with the grading being accurate.</p> <p>The final SEF could be uploaded onto the Perspective Light website, along with supporting documents. Wooldale was in the process of uploading theirs. OFSTED or the KLP could be given access to the documents via a login.</p> <p>There were some further amends to make and then Mrs Wood would share this and the most recent Wooldale SEF with Governors.</p>	<p>Head Teacher</p> <p>Head Teacher</p>
473.	<p><u>MAT/Collaboration Update</u></p> <p>Governors were aware of the meeting of the Family of Schools and the High School in March. Since then all Primary Head Teachers and Chairs had met to discuss what they wanted to achieve. The general outcome was that now was not the right time to become a MAT but they would benefit from more collaborative working. In order to progress this in the first instance the following had been decided for the group of primary schools:</p> <ul style="list-style-type: none"> • They would draw up terms of reference • Schools would support each other in smaller groups • There would be joint CPD in writing for all schools <p>Mr Rodgers and the Chair had been to a training course on forming a MAT. Mr Rodgers spoke about how he would rather be in a MAT at</p>	

	<p>the beginning than being taken into one in the future. Governors felt the School was doing something in working together with other Primary Schools.</p> <p>Governors discussed the diminishing support from the LA making it more attractive for schools to formalise their collaboration. The Chair added that at the MAT training course it was agreed that Governing Bodies would have Collaboration on meeting agendas to maintain the discussion.</p> <p>At the request of a Governor, Mrs Caunce was asked to give her view on the Council's position and it's ability to support schools in the future. She felt that the Council's situation was not clear yet, but could be in 12 months' time. This would have an influence on schools.</p> <p>Q (to the HT): When you went to the meeting of Primary Schools, was it exploratory or was there a clear agenda? A. It was exploratory with all primaries clear they felt safer developing closer working for now. The other consideration is the huge amount of work involved prior to being part of a MAT. There is no capacity for that at the moment. The work could be paid for but there would still be many decisions to make.</p> <p>Q. What happens if OFSTED label the School RI? A. If we are inadequate then we might not have a choice.</p> <p>The two schools in the Federation would have separate OFSTED inspections and it was not known what would happen if they had different ratings.</p> <p>MAT/Collaboration update would be a standing agenda item for GB meetings.</p>	School Governor Service
474.	<p><u>Dyslexia Project – verbal update</u></p> <p>Mrs Caunce described the room changes to Governors; the new room was described as fantastic and Governors were recommended to visit.</p> <p>At the Dyslexia Project meeting the Action Plan was discussed and most items had been covered. The partnership with Dyslexia Action would not happen as they had gone into administration but Mrs Caunce was trying to find a teacher from this organisation, who may still want to be involved with the School and be in a position to offer support and perhaps lead workshops.</p> <p>Everything was in place in the new room and it was being used daily. The next step was to establish a working relationship with an expert with possible staff development and workshops for parents and children.</p> <p>Q. Are there opportunities for staff to up skill? A. It is limited now. Last year we did a lot of CPD together but the budget is limited this year. Networks are free but to cut costs the</p>	Governors

	<p>schools' staff take turns to attend e.g. SENCONet.</p> <p>Q. Is other funding available? A. We don't know but don't think so.</p> <p>Q. Would there be opportunities to employ someone with the appropriate skill? A. We could do that but then we would have to employ them flexibly which can be difficult.</p> <p>A governor mentioned that the ETAs were very keen to up skill. Mrs Wood would investigate the learning to be done and how to share skills.</p>	<p>Head Teacher</p>
<p>475.</p>	<p><u>Governor Training and Governor Visits</u></p> <p>Mr Rodgers and Miss Whiteley had attended the MAT training course. Miss Whiteley had sent Governors information on the Kirklees meeting on 12 June; hopefully someone would be able to attend. Mrs Holden had attended Governor Induction training. This had been very useful and provided an awareness of what was expected of a Governor.</p>	<p>Governors</p>
<p>Governing Body Matters and Statutory Responsibilities</p>		
<p>476.</p>	<p><u>Approve the B3 (Budget)</u></p> <p>The Chair reported on the Schools' budgets, referring to notes from the Finance and Staffing Committee meeting.</p> <p>8.30pm Mrs Starrett left the meeting.</p> <p>Wooldale had a budget allocation of £1,130,727 with a contingency of £10,000. The following was highlighted:</p> <ul style="list-style-type: none"> • Teaching Assistant hours had been reduced and intervention groups and play therapy stopped • The cost of the French Teacher has reduced as we have brought a teacher in ourselves rather than through the previous arrangement with the High School. <p>Q. Has it been fed back to the High School that it was too expensive? A. It has been subsidised in the past by the High School. The Head at the High School did ring to explain.</p> <ul style="list-style-type: none"> • Specialist maths teaching would continue for two days • Cooking was reduced by 50%; the loss of the nurture element was noted • Supplies and services were reduced • Pupils with EHC plans would have the stated support only and no extra • Buy backs had been queried; in some cases it was not clear what we were paying for and there were discrepancies 	

	<p>between Kirkroyds and Wooldale. It could be too late to change this year, but these would be fully explored before next year. It was proposed that the Chair, the Finance Chair and the Head Teacher review the budget line by line in preparation for next years budgeting process.</p> <ul style="list-style-type: none"> The contingency had been higher in the past. <p>Kirkroyds had a total budget of £765,000. David Gearing had suggested £35,000 would be made available from the pupil growth fund, which would enable the budget to balance. The contingency was £12,000. The following was highlighted:</p> <ul style="list-style-type: none"> Teaching Assistant hours would have to be reduced Interventions would have to be stopped; this would impact on a small number of children Children with EHCPs would only receive the stated hours Buy backs would be queried <p>It was noted that the budget was very difficult at both Schools this year. There was concern over the pupil growth fund and the impact of the national funding formula if that was implemented for 2018/19 was not clear.</p> <p>The Chair, Finance Chair and Head Teacher would meet to review all aspects of financing in preparation for the budget setting process next year. In the meantime the two bursars should ensure we fully understand the situation regarding buy backs, including the contractual obligations and any notice required.</p> <p>The Finance Committee had recommended that the Governing Body approve the budget. There would be some impact on pupils from the reduced budget. Mrs Caunce commented that for next year the School could focus scrutiny on costs that did not directly impact on pupils. Mrs Wood stated that whilst cost reductions had to be made; pupils were still expected to get a good level of support.</p> <p>RESOLVED: That the Budgets be agreed by the Governing Body and signed by the Chair of Governors.</p>	<p>Chair, Finance Chair and Head Teacher</p> <p>Bursars</p> <p>Chair, Finance Chair, Mrs Woods</p> <p>Chair</p>
477.	<p><u>Dealing with Concerns and Complaints about Schools</u></p> <p>Mrs Wood had contacted the LA about this item. There were no changes to the guidance; this was noted by Governors. The School was happy with the current procedures.</p>	
478.	<p><u>Safeguarding – verbal update</u></p> <p>Mrs Wood reported that the Schools had an increasing number of children with social work involvement. Staff were managing to attend all meetings required and address the needs of the children.</p> <p>Mrs Caunce added that a lot of the concerns were as much about supporting parents as they were about the needs of children. Mrs</p>	

	<p>Wood described to Governors a pupil who would be joining the School in September whose parents clearly needed support.</p> <p>Governors discussed the time spent on safeguarding and the focus on the child whereas sometimes the focus should be on the parents. Mrs Wood described the way MASH worked and was pleased that a quick decision could be obtained and direct contact with a social worker.</p> <p>The School would be under increasing pressure for a growing number of children with difficulties. It would have to focus on the ones who were at greatest risk.</p>	
479.	<p><u>Any Other Business</u></p> <p>No items were raised under Any Other Business. The Chair referred Governors to the Information Items on page 3 of the Agenda. She also described to Governors how the skills matrix worked.</p>	
480.	<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>	