

# BIRCHFIELD PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Monday 15 May 2017 at 7.00pm

<b>PRESENT</b>	Ben Williams (Chair)	Phil Turner (Headteacher)
	Janice Bruce	Grainne Dickerson
	Gregg Shevill	Lee Dobson
	Victoria Thompson	Stephen Fry
	Jennifer Whitehead	

## IN ATTENDANCE:

E Kirkwood – Clerk, Governor Support Service

		<b>ACTION</b>
<b>1.00</b>	<b>APOLOGIES</b>	
<b>1.01</b>	No apologies for absence had been received	
<b>2.00</b>	<b>MEMBERSHIP MATTERS</b>	
<b>2.01</b>	It was noted that Emma Holmes had missed a number of meetings. The Clerk was asked to report her attendance record to the Chair, who would then contact her regarding her continuing membership of governing body.	Clerk/Chair
<b>2.02</b>	There remain 3 co-opted vacancies. It was proposed that Stephen Fry, whose child will leave school this year, become a co-opted governor at the September meeting and a parent representative election then be held. One parent has expressed interest in joining governing body.	Agenda
<b>3.00</b>	<b>GOVERNOR DEVELOPMENT</b>	
<b>3.01</b>	GEL membership has been replaced by the NGA Learning Link. As yet, training records from GEL have not transferred over. Governors will need to re-register individually. The Headteacher will circulate the relevant link.	Headteacher/ All governors
<b>3.02</b>	There is a need for a further governor to complete the Safer Recruitment training. As yet, no date has been set for the next LCC course.  <i>(Gregg Shevill joined the meeting)</i>	
<b>4.00</b>	<b>DECLARATION OF INTERESTS</b>	
<b>4.01</b>	No additional declarations of interests were made	

## **5.00 MINUTES OF THE LAST MEETING**

- 5.01** It was  
RESOLVED:  
That the minutes of the meeting held on Monday 6 March 2017 were agreed as a correct record and that the Chair be authorised to sign them.

## **6.00 MATTERS ARISING**

- 6.01** Lunchtime detention – Minute 7.14 refers  
The “sin bin” has been successful in terms of the playground environment being calmer, but has had little impact on the 5-10 regular offenders. In response to a governor query, it was explained that it was staffed by teachers in turn. It does have an impact on the occasional offenders. A governor expressed concern that limiting lunchtime in this way may impact on afternoon classroom behaviour. This will be reviewed, though it was pointed out that it was generally applied for poor classroom behavior that annoyed classmates. It was good for them to see a visible sanction applied.
- 6.02** Foundation stage snacks – Minute 7.16 refers  
Reference was again made to concerns regarding the free flow approach to snacking in Foundation stage. Whilst staff do generally track this, it is not practical to have staff dedicated to supervising the eating area. If this is required, a fixed snack time would be needed, impacting on both teaching time and the development of independence for the individual children. It was agreed to obtain Health and Safety advice and discover if there was a risk assessment for such activity. It was noted that older children have their snacks at playtime, again without direct supervision of the task.

## **7.00 GOVERNOR MONITORING OF SDP PRIORITIES**

- 7.01** It was noted that this had been considered in some detail at the previous meeting.
- 7.02** Governors requested information from the pupil progress visit by Janice Bruce. She explained that the school’s key measure was ATPS (average total points score). She received averages for year groups and reports on individual PP pupils’ scores. Progress was reviewed by year group and by comparison of the pupil premium group to the whole cohort. Generally the group compared well, matching or exceeding their peer group, with only one or two individuals significantly below expected progress. It is difficult to make a meaningful comparison in some year groups, given the low level of pupil premium numbers at 30 (15%) overall (16 in KS2, 14 in KS1).

**7.03** A governor asked if parents had to register for pupils to fall into the PP category and it was explained that it was based on claiming free school meals. The school makes every effort to target relevant parents, but it is for them to claim. In response to further queries, it was explained that the school do not know who is eligible and that the funding of some £1,300 per pupil per year (£1,900 for looked after children) is not required to be targeted at the individual child. The school reports annually on how the funding is used, primarily for intervention staff and special projects.

**7.04** Performance data is considered further within the Headteacher's Report.

## **8.00 HEADTEACHER'S REPORT**

**8.01** The Headteacher's report had previously been circulated.

### **8.02 Staffing**

**8.02.1** It was reported that an internal appointment of an Acting Deputy Head had been made, to cover for the forthcoming secondment of the current post holder to support another school. In response to a governor query, it was explained that the Acting Deputy would teach three days a week up to Christmas and would be released from this regular teaching commitment once another teacher returned from maternity leave, though there would remain an element of cover teaching in her role.

**8.02.2** An interview would take place next week for a Year 4 teacher. There were three strong candidates on paper and some details of these were given. It was noted that there had been only six applications, where historically perhaps 20 would be more typical. The post will be temporary for one year, with any extension depending on the staffing situation at that time. The interview panel would consist of the Headteacher, the new acting Deputy Head and Janice Bruce.

### **8.03 Attendance and Admissions**

**8.03.1** Attendance had been hit by chickenpox, especially in Reception and Year 3, and was down to 95.7%. Two fines had been issued and two more were forthcoming.

**8.03.2** Thirty places had been accepted for Reception, with four on the waiting list. The Headteacher was not aware of any appeals. A discussion took place regarding the possible impact of a proposed new housing estate. It was noted that anticipated numbers of pupils for next year might be 30 lower across Drighlington and Gildersome.

**8.03.3** Nursery was quite full, with more starters in September

than last year. Eight places for 30 hours were being taken up over 5 days with others taking 30 hours over fewer days with wraparound care. A governor asked whether further 30 hour places might be made available and what the downsides were of doing so. These were both logistical and organisational, adding complexity to the teaching arrangements.

#### **8.04**     Buildings

**8.04.1**     As previously discussed, the Year1/2 cloakroom windows had been raised and a new door installed to improve security. The fencing project to enclose all fire exits except the front entrance will go ahead.

**8.04.2**     Consideration was being given to similarly raising the windows in replacing the hall curtain walling. This would improve privacy and security, as well as being better for PE activities.

#### **8.05**     Finance

**8.05.1**     The Headteacher explained that the carry forward of £73,000 referred to in his report was the anticipated figure for the end of the new financial year (2017/18). Reference was made to significant savings resulting from the Deputy Head's secondment and the absence on maternity leave of relatively expensive staff. It had also been possible to top up funding from "Buddies", with some funds still available as a backup for emergencies. It will be possible to carry out the proposed IT changes and still have a cushion.

**8.05.2**     Whilst it was noted the three year projection was comfortable, this did not take account the impact of the Government's proposed funding changes, which it was estimated may be as much as a 9% reduction (£100,000).

#### **8.06**     Performance Data

**8.06.1**     Reference was made to the performance data within the Headteacher's Report, Which indicates an obvious issue in Year 3, though the data is skewed by one new pupil with additional needs and the major change in the testing approach between Years 2and 3. This is particularly the case in Reading, and it takes the full year for children to develop the necessary skills. This is also the year with the biggest SEN group. The target used is the national target of 85% ARE but this is not realistic, bearing in mind last year's national results. In response to a governor's question, it was explained that a realistic target was good (three points of) progress. The 85% target was achieved last year by only 53% of schools nationally and by 47% of schools in Leeds. The school achieved 74%.

- 8.06.2** A governor asked if the target is used in performance management reviews and it was confirmed that it was, suitably adjusted for SEN, with progress the primary measure used. Cohorts differ and it is good progress that closes the gap in achievement.
- 8.06.3** The current SATS were discussed. Maths was seen as difficult, whilst The SPAG test was considered reasonable, though the grammar content remains an issue. Governors asked how this helped the children and it was concluded that it did not but resulted from the agenda of the political leaders of the DfE.
- 8.06.4** Governors asked about the impact on Creative Writing. This is teacher assessed over a number of pieces of work but is very demanding. It is no longer assessed on “best fit” and results can be heavily impacted by minor spelling and punctuation issues.
- 8.06.5** The colour coding used in the figures was explained. It was reported that those in red, reflecting lower than expected progress, were expected to be in line by the final testing at the end of the year. Whilst Writing attainment in Years 2 and 4 is behind expectations, both years are on track for progress.
- 8.06.7** In response to governor queries, it was confirmed that there had been no parental concerns expressed regarding progress, as it was generally very good and that the comparison to local schools displayed similar results, though Birchfield and St Francis stood out in terms of ARE.
- 8.07** Staff absence levels were referred to.
- 8.08** Quality of teaching  
One set of observations had been carried out for Performance Management purposes, with the second set to take place next term, as well as regular learning walks. It was noted that there were fewer SLT members to carry out these next academic year, though this would be manageable. There was a move away from reliance on formal observations towards more casual drop ins.
- 8.09** Cluster  
Morley Academy had again dropped out of the Cluster arrangements, resulting in a reduced budget. The Headteacher reported that he is now Vice Chair of the cluster and has been involved in budget setting. A healthy carry forward will be absorbed to maintain services over the coming year.
- 8.10** Discovery Partnership
- 8.10.1** The Headteacher explained the proposed involvement of

Richard Elstob as a consultant after his retirement as Headteacher at Morley Victoria Primary School at the end of this academic year, at a cost of £1,500 per year which he considered good value.

- 8.10.2** Reference was made to the forthcoming Jo Cox event on 21 June and governors were invited to attend.
- 8.10.3** Brief details were also given of the planned Partnership trip to the Houses of Parliament. This school's group were made up of those with 100% attendance.
- 8.11** EYFS  
GLD is expected to be around 60%, in line with previous years, though this may be below the Leeds and national figures. It was noted that the lower achievers have generally joined the school from other settings.

## **9.00 COMMITTEE REPORTS**

- 9.01** Minutes for committee meetings had been circulated.
- 9.02** No specific matters were raised.

## **10.00 REPORT OF FORMAL BUDGET FOR YEAR**

- 10.01** The approval of the budget for the new financial year was noted. This Showed:
- |                         |          |
|-------------------------|----------|
| Balance brought forward | (18,290) |
| Surplus for the year    | (55,670) |
| Balance carried forward | (73,960) |

## **11.00 POLICIES**

- 11.01** It was noted that the Staff Disciplinary and grievance policies were the current LEA policies.
- 11.02** The SRE policy had been recently updated
- 11.03** The Freedom of Information and Data Protection policies were reviewed last June.
- 11.04** The Whistleblowing policy will be due for review next year.
- 11.05** It was noted that the Pupil Support Committee felt that the current Pupil Attendance policy was old and contained no procedures. Whilst it was not a statutory requirement, it was felt it should either be removed or reviewed. It was agreed not to have a formal policy and to remove it from the website.

## **12.00 SAFEGUARDING/CHILD PROTECTION**

- 12.01** The return had been completed and submitted and had been circulated to governors for information.
- 12.02** A governor suggested that the poster detailing those with Child Protection responsibilities might usefully bear photos of the relevant staff. It was agreed this would be considered.
- 13.00 PARTNERSHIP WORK**
- 13.01** This had been considered as part of the Headteacher's Report.
- 14.00 REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES**
- 14.01** Reference was made to the report given under Item 7 above.
- 14.02** It was noted that the SATS procedures had been observed and reviewed by governors.
- 14.03** A review had been carried out of the Single Central Record and no issues had been identified.
- 14.04** Reviews on a visit to consider school meals provision that had taken place and a forthcoming EYFS visit would be circulated.
- 15.00 EVALUATION OF GOVERNING BODY EFFECTIVENESS**
- 15.01** This would be dealt with as part of the production of the annual statement. The Clerk was asked to forward the GSS template and the Head and Chair will prepare an initial draft.
- 16.00 SET GOVERNING BODY DATES FOR NEXT ACADEMIC YEAR**
- The dates were set as:  
Monday 18 September 2017  
Monday 27 November 2017  
Monday 5 March 2018  
Monday 14 May 2018  
All at 7pm.
- 17.00 CHAIR'S BUSINESS**
- 17.01** No matters were raised.
- 18.00 CLERK'S BUSINESS**
- 18.01** The Clerk referred to the recent Governors' Update email and, in particular, the link to the new Governor

Clerk  
Chair/  
Headteacher

Competency Framework document.

Clerk

**19.00 ANY OTHER URGENT BUSINESS**

**19.01** The need for a panel to consider a staff dismissal on ill health grounds was reported, with a brief outline of the situation given.

**20.00 DATE OF NEXT MEETING**

**20.01** The next full Governing Body meeting will be held on 18 September 2017 at 7pm

The meeting closed at 8.55pm

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