



Elland C.E. School Junior, Infant & Nursery

Mrs W Holdsworth, Headteacher



Forward with children in our hearts

Minutes of the Full Governing Body Meeting Thursday 13th July 2017, 6pm

Present: L Lord (Chair), P Buckley, H Langley, W Holdsworth, D Burrows, C Brickdale, G Richardson, M Sanchez, L Mason and M Robinson.

In Attendance: L Hartley (Deputy), T Hillyard (Observer), M Dixon (Observer) and H Kay (Clerk).

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Item on Agenda	Discussion	Action:
1. Welcome.	Everyone was welcomed to the meeting. Father David led the opening prayer. T Hillyard and M Dixon were introduced as observers.	
2. Apologies for Absence.	W Depledge. Apologies were accepted.	
3. Declaration of Interests.	None.	
4. Correspondence.	<ul style="list-style-type: none"> Term Dates – these will need to be sent before December 2017. T Young, Nurture Teacher has handed in her resignation. Governors would like to thank her for all her hard work with the Nurture Unit and wish her well in her new job. 	
5. Minutes of last meeting.	The minutes of the meeting held on 6 th April 2017 were approved as a true and correct record.	The Chair signed the minutes.
6. Matters Arising.	Item 4. A meeting is to be arranged with the staff member wishing to return part time from maternity leave. Governors discussed options to make this possible. These will be presented to the member of staff for consideration.	
7. Headteacher report and questions.	<p>Q. 9.66% persistent absence seems high. What are we doing about this?</p> <p>A. This percentage relates to 2015-16 but 2016-17 figure may be higher. 1 family is being chased through the courts. We are working with another school to find alternative provision for a child who is heavily contributing to this figure. The Pastoral Team are working on a traffic light system to alert parents of poor attendance. They are also working very closely with the EWO targeting the persistent absence families in particular.</p>	

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	<p>Q. Will this high figure attract attention from Ofsted?</p> <p>A. Overall our attendance is good and we can evidence why the persistent absence figure is so high and how we are working to improve this.</p> <p>Q. How does the school deal with absence?</p> <p>A. 1st day absence calls are made to parents who have not informed us that their child will be absent. Home visits take place if the parent cannot be contacted. Regular visits take place with the EWO and unauthorised absences can result in a fine or a custodial sentence.</p>	
8. Governor monitoring feedback.	<p>GR gave feedback on the teaching and learning questionnaire.</p> <p>He was very pleased with the level of confidence when children were answering the questions. Nearly all children were happy with their progress and, if not, they knew why. Recommendations made are as follows:</p> <p>Teachers must be really focused, clear and time smart about lesson objectives. They should not be put off by questions thus losing focus on lesson content and demands.</p> <p>Children's answering of questions has improved significantly since the last Ofsted visit.</p>	
9. Governor Training.	<p>GR and HL are attending governor safeguarding training in September.</p> <p>All governors are invited to attend the whole school safeguarding training on the 4th September 2017 at Old Earth School. Please let a member of the office staff know if you wish to attend.</p> <p>PB completed his Prevent online training.</p>	
10. Pupil Premium Report.	<p>There has been a dip in the data during Summer 1.</p> <p>Staff training has taken place on GAP analysis. Summer 2 data shows a narrowing of the gap following this training.</p> <p>Years 2 and 5 are still causing concern and these are being closely monitored.</p> <p>Writing is still a concern.</p> <p>Q. Why is writing not improving?</p> <p>A. This is a whole school issue, not just Pupil Premium children. The Power of Reading Scheme has made a difference but this has only been implemented for a short space of time. It is hoped to see a greater improvement when the scheme has been running longer.</p> <p>Q. Do we use comics in school for the children?</p> <p>A. Yes. We subscribe to Phoenix which the children thoroughly enjoy reading. Our subscription to first news is to be increased to try and engage some of the boys. Spelling remains a problem and this is something each class is working on.</p> <p>Q. Are there any worries about the interventions we have</p>	

	<p>already put in place?</p> <p>A. Some of the interventions are not measurable, for example Breakfast Club. We do, however, know that it has a positive impact on attendance which lowers any barriers to learning.</p> <p>A Pupil Premium Monitoring Crib Sheet was given to all governors for information.</p> <p>Q. Is Year 4 Reading an issue?</p> <p>A. Yes but this is an issue with the whole of Year 4, not just Pupil Premium children. This continues to be a school focus.</p>	
11. Headlines of results.	<p>The 3 Year Trend Headline Figures and the projections for 2017 against actuals for 2017 were given to all governors.</p> <p>These have been discussed at both Data Committee and Standards & Effectiveness Committee meetings and the minutes from both these meetings will be sent to all governors showing questions, challenges and answers.</p>	HK to send committee minutes to all governors.
12. Local Authority review.	<p>GR and LL attended the review. The key points and governor action raised were:</p> <ul style="list-style-type: none"> • Headteacher Performance Management • Increased data understanding • Evidence of challenge in minutes • Crib sheets to be given to governors • Governors to attend training • Findings from training and monitoring visits to be cascaded to all governors. • More rigorous questions and challenges during meetings and visits. • Leadership succession 	
13. Chair of Governors Report.	<p>L Lord has resigned from her position as Chair and also from the Governing Body with effect from 31st August 2017.</p> <p>A final report was given to Governors and this will be sent out to everyone with the minutes of this meeting.</p> <p>Lynn was thanked for all her support and commitment whilst a member of the Governing Body. She will be greatly missed.</p> <p>George Richardson was elected as acting Chair of Governors from the 1st September 2017 until the AGM on the 14th September 2017.</p>	HK to send LL report to all governors.
14. SDP Focus 2016-17 review.	<p>The SDP for 2016-17 was reviewed. All actions will have been completed by the end of the Summer Term.</p>	
15. SDP Focus 2017-18.	<p>Governors were given the SDP focus for 2017-18 with the following main points to note:</p> <ul style="list-style-type: none"> • To encourage children to engage fully with their learning. 	

	<ul style="list-style-type: none"> • To engage children more fully in collective worship. • To put in air-conditioning in the KS2 block and secure the school site. • Broad, balanced curriculum which takes into account the needs and interests of the children. • Raise standards of attainment and progress across all subjects and increase the levels of Greater Depth. • Ensure that teaching and learning is consistent throughout the school. • Raise the attainment and progress of writing throughout the school. • Governors to hold the school to account. • Develop middle leader roles and responsibilities to monitor and lead curriculum innovation and development. 	
16. Pupil admission numbers.	30 children will be starting in Reception Class in September 2017.	
17. Cluster information.	<p>There will be a cluster focus on writing. Moderation events will also be held across the cluster. The cluster will continue to focus on Calderdale's writing plan.</p> <p>There is a big focus on transition events for Year 6 which includes visits to secondary schools for pupils and transition conferences for teachers. The Pastoral Team will be present at Brooksbank during the first week of the new term to support pupil transition.</p>	
18. Safeguarding update.	An external safeguarding audit is to be carried out by the Local Authority on Monday. Findings will be reported to governors.	
19. AOB.	<ul style="list-style-type: none"> • Governors were asked to write off an outstanding dinner money debt of £1.90 which cannot be recovered. This was agreed. • Brooksbank are looking at the possibility of forming a Multi Academy Trust. WH is to be asked that we are kept informed so governors may make informed decisions about the future of the school. Governors are to attend any meetings which may be held. 	
20. Items not for Publication.	None.	

Meeting closed at 8.25pm.

Minutes approved by Chair/Head :

Date: