

THE GOVERNING BODY OF DENBY DALE FIRST AND NURSERY SCHOOL

Minutes of the meeting of the Governing body held at 7.00 pm at the school on Wednesday, 21 September 2017.

PRESENT

Mr M Eaton (Chair), Mr P J Belsey, Dr N Denby, Mrs A Elliott, Mrs S Fairbrother, Ms K Howgill, Mrs R Liu, Mr A Severn, Mrs L Taylor, Miss J Wood.

In Attendance

Angela Hutchinson (Minute Clerk)

622. ELECTION OF CHAIR

- RESOLVED: (i) That nominations from absent Governors be allowed.
(ii) That the Chair be elected until the Annual Meeting 2018
(iii) That any tie be decided by secret ballot
(iv) That Mr M Eaton be elected Chair.

623. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs J Cody (consent).

- (a) There were no declarations of interest. Governors completed Register of Business Interest forms. It was confirmed that this information was published on the school website.
- (b) Copies of the NGA Code of Practice had been circulated with agendas. Several aspects on the role & responsibilities of individuals on the Governing Body were highlighted, discussed and agreed. The need to maintain confidentiality and prudence at all times was emphasised and agreed.

This led on to a detailed discussion around use of social media and the need for caution and adherence to protocols. Any uncertainty about an enquiry or comment from outside the Governing Body to be forwarded to the Head Teacher.

RESOLVED: That policies and protocols around confidentiality, electronic communications, etc. be an item on the next agenda.

624. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following item was notified to be brought up under Any Other Business:

- Letter to parents.

625. REPRESENTATION

The Head Teacher advised that she had received a letter of resignation from Gill Hood, LA Governor, due to a change in personal circumstances. The resignation was accepted with regret and Governors expressed their appreciation for the hard work and commitment of Ms Hood during her time as a Governor.

The following matter of representation was also noted:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mr P J Belsey	Co-opted	22.09.2017

Mr Belsey expressed a willingness to serve for a further term and this was welcomed by Governors

RESOLVED: That Mr P J Belsey be re-appointed as Co-opted Governor with effect from 22 September 2017.

The Chair commented that the Governing Body worked very well together. He asked if there should be an increase in the size of the Governing Body to enable others to join. A current vacancy for a Parent Governor was noted and a letter would be sent to parents asking for expressions of interest. If necessary, an election would be held.

626. ELECTION OF VICE CHAIR

The need for some succession planning was discussed.

RESOLVED: (i) That nominations from absent Governors would be allowed.
(ii) That the Vice Chair be elected until the Annual Meeting 2018
(iii) That any tie be decided by secret ballot
(iv) That Mr P Belsey be elected Vice Chair and continue in this role after his re-election as a Co-opted Governor.

627. REVIEW OF COMMITTEES

Membership of Committees was discussed and a copy of last year's Committee structure was tabled. The need for specific named Governors on some committees was discussed and clarified.

The use of an electronic calendar for meeting dates was discussed.

RESOLVED: That membership of committees be as follows:

Governing Body Steering Group

Chair
Vice Chair
Chair of Resources Committee
Chair of Standards & Effectiveness Committee
Head Teacher
Senior Management Team members

Standards & Effectiveness Committee

Mrs A Elliott
Miss J Wood
Ms K Howgill
Mr P Belsey
Mrs R Lui (Chair)
Mr A Severn

Resources Committee

Mrs S Fairbrother
 Mr M Eaton
 Mrs J Cody
 Dr N Derby
 Miss J Wood
 Mrs L Taylor (Chair)
 Ms D Kimmings, School Business Manager (Co-opted)

Head Teacher's Appraisal Committee

Mr P Belsey
 Mrs R Lui
 Mr M Eaton

Pupil Discipline CommitteeComplaints Committee

Membership to come from a pool of all eligible Governors, should it be required.

Staff Dismissals Committee

Membership to be drawn up from a pool of all eligible Governors, should it be required. It was accepted that any such committee would be ineligible to then stand on the Appeals Committee.

Dismissals Appeal Committee

Membership to be drawn up from a pool of all eligible Governors, should it be required. It was accepted that any such committee could not include members who had already been involved in the initial dismissal proceedings.

RESOLVED: That the LA's model terms of reference continue to be used and be confirmed or amended at the first meeting of each committee.

628. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

The need for a Premium Link Governor was discussed. It was agreed that this would remain with the whole Resources Committee.

RESOLVED: That Governors had specific areas of responsibility as follows:

Special Educational Needs	Mrs R Liu
Looked After Children	Ms S Fairbrother
Safeguarding & Child Protection	Ms S Fairbrother
Governor Training Contact	Mr M Eaton
Early Years	Mr P J Belsey & Mrs A Elliott
Health & Safety	Mrs K Howgill

629. CHAIR'S DELEGATED POWERS

RESOLVED: That the Chair have the following delegated powers:

(i) To change the date of a scheduled meeting for good reason

- (ii) 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.

630. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

The spending and virement limit of the Head Teacher was discussed.

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 and maintaining a sound system of internal controls
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- (v) Spending up to a virement limit of £10,000.

Ms K Howgill left the meeting at this point.

631. MINUTES OF THE MEETING HELD ON 5 JULY 2017

Minutes of the meeting held on 5 July 2017 were discussed and confirmed as accurate, except that references to 'David' in Minute 613 should be clarified to identify Mr David Gearing, LA School Finance Manager.

Some Governors expressed concern with the level of financial detail in the minutes being made available in the published copy. It was suggested that the minutes could be amended to exclude the detailed financial discussion from the copy to be made available at the school. This was discussed.

ACTION: Chair to discuss this matter with the LA Governor Clerking Service before the minutes were signed off.

632. MATTERS ARISING

Head Teacher's Report (Minute 613 refers)

The Head Teacher gave an update on discussions with Phil Cameron, LA Finance Officer and the School Business Manager. Governors were pleased to note that most advice previously given had been implemented. Mr Cameron had been given facts and figures and would return to discuss the cost efficiency of nursery provision.

633. REPORTS FROM COMMITTEES

It was confirmed that minutes of the Resources Committee meeting held on 12 July 2017 had been emailed to all Governors. Some revision of those minutes would be made at the next meeting of the Committee.

634. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher tabled a brief report and apologised for not circulating the document earlier due to pressure of work.

(a) Staffing

The current staffing structure was noted. A TLR appointment was detailed. Governors noted that Julie Dale was the school's new LA Learning Partner.

(b) Sports Premium

Governors noted that Sports Premium funding had doubled. Activities undertaking using this funding were outlined.

(c) Mentions Assembly

Q. How many parents attended the Mentions Assembly?

A. 2 sets of grandparents and 6 parents. It was well received.

Q. Were the children happy?

A. Yes, and parents commented that they were very well behaved

(d) Outcomes for pupils

Details of outcomes for 27 KS2 pupils who went to Scissett Middle School were tabled and discussed.

Reading 81.5% at expected level or higher
37% at 110+%

Writing 85% at expected level or higher
15% at greater depth

Grammar 78% at expected level of higher
Punctuation & Spelling 33% at 110+%

Maths 81.5% at expected level or higher
18.5% at 110+%

Science 85% at expected standards

Reading, Writing & Maths 77% at expected standard
7.5% at greater depth

Governors asked about publishing the excellent results and the Head Teacher advised that she would discuss this at the next Pyramid Heads meeting.

(e) Additional Funding

A Governor asked about a recent announcement from the Secretary of State for Education about an additional 0.5% for all Primaries in 2019 and 1% in 2020.

It was agreed that this was a headline figure and greater clarity was required from DfE and the LA. This would be monitored by the Resources Committee.

635. SAFEGUARDING

The difficulties being experienced by Kirklees Children's Services was discussed and the over-view by Leeds City Council advisors was noted.

The Head Teacher gave details of work within the local Community Hub. Sources of funding were being investigated as schools were having to take on more of the safeguarding workload.

Concern was expressed that the Head Teacher's workload was already heavy with long hours. It was noted that caretaking issues meant that the Head Teacher was at school to open up by 7am and locking up again around 7pm.

Parking was raised as a safeguarding issue as some parents had begun to drive into the school car park at the beginning and end of the school day. This was discussed.

ACTION: Dr Denby to obtain an application form from the Parish Council to request funding for No Parking signage.

636. FINANCIAL MANAGEMENT AND MONITORING

It was confirmed that the Governor File within school contained up-to-date budget information. No new concerns were raised regarding the school budget.

The Head Teacher advised that the School Fund year-end accounts had been completed and audited. They would be brought to the next Governing Body meeting for approval.

RESOLVED: That School Fund be an item on the next agenda.

637. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

RESOLVED: That the Teacher Appraisal Policy and the Teacher Pay Policy remain in use and be updated when the current review is published.

638. POLICIES FOR REVIEW BY FULL GOVERNING BODY

It was agreed that policies would be reviewed by relevant staff within school after the first meeting of the Senior Leadership Team.

The Whistleblowing Policy had been circulated prior to the meeting and no issues were raised.

RESOLVED: That the Whistleblowing Policy be adopted.

639. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20

Governors noted the report on Admission Arrangements for 2019-20 and that the key dates would be published on 1 November 2017. No issues were raised.

There were no changes planned to the School's Published Admission Number.

640. GOVERNOR TRAINING AND GOVERNOR VISITS

Some Governors had already planned their visits. The Class 4 Governor had already completed a visit.

Governors were asked to ensure they logged in with details of who they were visiting so that this information was recorded for monitoring purposes. The need for a simple Governor Visit form was discussed and agreed.

ACTION: Chair to review Governor Visit Forms.

641. SCHOOL SELF EVALUATION – SCHOOL IMPROVEMENT PLAN

RESOLVED: That this item be deferred to a future Governing Body meeting.

642. ANY OTHER BUSINESSLetter to Parents

A letter to parents to ascertain interest in governance had been discussed at the last meeting. A Governor suggested that this could be expanded to outline other ways in which parents could help. For example, help with reading in school. Some parents had already volunteered and had completed DBS checks. Donations of books, toys for nursery, etc. may also be considered. The use of the school newsletter was discussed.

643. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the Chair and Head Teacher would arrange meeting dates and send out details to all Governors and the Governor Clerking Service.

644. 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, in accordance with the Freedom of Information Act.