Rednal Hill Junior School Governing Body

Minutes of Full Governing Body meeting held on Thursday 2\textsuperscript{nd} November 2017 at 5.00pm

Present:
Mr Robert Jones (Headteacher)  Mr Mark Eaves - Seeley (parent governor and Chair)
Ms Karina James (co-opted governor)  Mrs Dawn Rottenbury (co-opted governor)
Ms Katy Judd (staff governor)  Ms Eleanor Taylor (parent governor)
Miriam Schwarz (co-opted governor)

By invitation: Ms Rebecca McAnulty (DHT)
Ms Fay Tilley (DHT)
Judy Kimberley Finance Officer (FO) Schools Financial Services

In attendance: Mrs Janice Moorhouse (clerk)

1. Welcome and apologies for absence
The Chair welcomed governors to the meeting.

Apologies for absence received and accepted from and Ms Emma Hughes (co-opted governor) and Ms Charlotte Bull (parent governor)

Absent: Ms Joanne James (co-opted governor)

2. Governors.
   - New governors
     HT reported two new governors were joining the Governing Body
     Parent governor: Eleanor Taylor: appointed for a four year term of office.
     To join Staffing and finance committee and Curriculum and standards committee
     Staff governor: Katy Judd: to join Curriculum and standards committee

     - Ruth Luck re-election
     Clerk reported Ruth Luck was unable to attend the meeting
     Message from Ruth: ‘I think that I’m not going to be able to continue as a governor at present.’

     HT reported Ms Karen Seleshe (LA governor) had resigned from the Governing Body due to personal circumstances.

3. Declaration of changes to pecuniary interests
No changes declared

4. Minutes of previous meetings held on Thursday 13\textsuperscript{th} July 2017
The minutes of the meeting held on Thursday 13\textsuperscript{th} July were agreed as a true and accurate record and signed by the Chair.

5. Matters arising from the minutes
Ruth Luck re-election: see item 2
Photographs for ID cards: \textbf{ACTION}: Ms Taylor to supply a photograph.
Review of training record: \textbf{ACTION}: Chair to review

Ms Taylor Chair
### Staff declaration forms: action to be completed

Parents evenings reshaped: HT reported now holding four meetings in each academic year (previously three).

Skills audit: **ACTION**: clerk to email governors who had not returned the audit.

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### Committee minutes reviewed/questions raised

- Premises, H&S (draft minutes already circulated)

The HT summarised the agenda items discussed at the meeting on Thursday 19th October.

- Site walk: Governors viewed the newly decorated areas of the school.
- **Lockdown**: HT and DHT to attend a police run lockdown briefing on Monday 13th November. Governor(s) to be invited to attend.
- DHT reported child friendly videos related to lockdown being shown in all classes.
- Staff and BSM had been briefed on procedure.
- **Policies**: Lockdown policy: Governors agreed to adopt the policy as presented for use in the school.

**ACTION**: the policy to be reviewed following the lockdown training on 13th November.

- Safer working practice: Governors agreed to adopt the policy as presented for use in the school.

HT reported the three boilers to be changed as part of the central heating refurbishment in both school. Boilers were beyond economical repair. Heating system currently working on one boiler.

New pipework to be fitted to both schools once new boilers are in place. All new pipe work to be above ground.

HT reported matched funding was available for window replacement. Work to be carried out as a rolling programme.

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### Staffing and Finance (draft minutes already circulated)

The Chair of Governors reported the meeting on Thursday 19th October did not take place. Not quorate.

HT reported: personnel update

- **Lunchtime supervisors**: ten supervisors covering twelve classes. Two posts advertised deadline 19th October six applicants. Associated costs: £2653/year/person

HT proposed three supervisors to be appointed. **Agreed**

- **After School club**: HT reported four people consistently working overtime (approximately 12 hours/week).
  - **Proposed**: cease overtime payment and pay staff under contract. **Agreed**
  - Posts advertised: seven applicants for four roles. Deadline: 19th October.
  - **Proposed**: to set up Service Level Agreement (SLA) with Paganel Primary School for a SBM one day a week. £256 per day. SLA renewable on an annual basis.
  - **Agreed** subject to HR approval of the process.

- **Long term sickness absence**: teacher back in the school on a phased return. Situation on return to be clear by 31st December ’17.
  - **Senior Office Manager**: position currently filled from an agency. A permanent appointment to be made. HR confirmed acceptable to advertise internally via Schools Notice Board.

- **Maternity leave**: teacher returned from leave. Fit note until 31st December.
**ACTION**: new referral to Occupational health to be made before the end of the autumn term.

Cleaning staff: one cleaner left. HT **requested** permission to advertise for a replacement cleaner. **Agreed**

HT reported one teacher (Year 3 coordinator) had applied for another post.

HT Performance Management: The Chair reported the HT’s performance management had been completed. The majority of targets had been met. New targets related to attendance, pupil progress and middle leadership had been set.

**SIMS upgrade**: HT requested permission to upgrade the management information system used in school. The system could be used for data analysis. Cost: £7,715 one off cost plus annual subscription of £520. **Agreed**

- Curriculum and Standards (draft minutes already circulated)
  The Vice Chair of the committee summarised the agenda items discussed at the meeting on Thursday 19th October.

**Monitoring visit**: the review report included some valuable suggestions and appropriate actions. The timescales set were not realistic. The HT to meet with the teaching school after half term. Concerns related to the review had been shared with the District Lead.

**The Chair queried the district lead’s response**: HT stated ‘not the way the process was planned to be’.

**English curriculum update**: a new overview designed in line with the connected curriculum. Fiction, non-fiction, poems and films linked to each new topic.

**Target intervention update**: autumn term groups identified by looking at current performance compared to KS1 Performance in each subject and identifying pupils furthest behind with individual targets.

**Dignity at Work policy**: LA model policy approved as presented for use in the School.

**7. Link governor feedback/update**

**ACTION**: key staff to contact governors regarding monitoring of the key areas of the school improvement plan.

**ACTION**: governors to aim to arrange a visit before the end of the autumn term

**8. Governor job descriptions**
| Job descriptions circulated before the meeting. **ACTION**: governors to sign one copy (keep one copy for themselves) and return to the HT  
Model Code of Conduct  
Agreed to adopt as presented and signed by the Chair.  

9. **Safeguarding training for governors**  
DHT presented an overview of the online safeguarding training completed by all members of staff.  
Six DSLs (designated safeguarding leads) including staff from the after school club and the TA working with the SENCo.  
It was made clear when a concern should be flagged as urgent.  
Advice on dealing with disclosures: circulated as the meeting.  
DHT reported a copy had been given to all staff members.

Keeping Children Safe in Education: **ACTION**: to be circulated to governors  
**ACTION**: governors to sign to confirm they had read and understood the document.

A list of fifteen questions related to the KCS document circulated at the meeting.  
Learning lessons from serious case reviews circulated. Notes on key learning from reviews of a case of neglect and the death of a nine year old child.  
DHT reported all pupils who were ‘new starters’ had an induction meeting with the SEND TA and parents met with the pastoral team.

Governors noted the content/responses in the pupil questionnaire and the behaviour summary update November ’17,  

10. **Safeguarding update**  
**ACTION**: DHT: safeguarding report from autumn term to be presented at the spring term FGB meeting  

11. **Policies and procedures**  
- Safeguarding policy: 2017 LA model policy: governors agreed to adopt the policy as presented for use in the school.  
- Model LA pay policy  
Governors agreed to adopt the policy for use in the school subject to HT completing the discretionary powers as listed in appendix five of the policy.  
- Support staff conduct LA model policy  
Governors agreed to adopt the policy as presented for use in the school.  
- Teacher Conduct LA model policy  
Governors agreed to adopt the policy as presented for use in the school.  
- Volunteers Policy: RHJS policy: recommended for approval by the curriculum and standards committee.  
Governors agreed to adopt the policy as presented for use in the school.  
- Dignity at Work Policy LA model policy: governors agreed to adopt the policy as presented for use in the school.  
**ACTION**: to agree to adopt LA Admissions arrangements: agreed

Home School Agreement: agreed as presented  
Fair Access Protocol: signed and returned as requested.

12. **Headteacher’s report** (already circulated)
Recent monitoring visit: areas to be addressed:

- making sure all senior leaders respond to weaknesses in teaching and pupils’ learning much more quickly
- making sure monitoring and progress meetings focus more on the impact of teaching on pupils, and feedback to teachers makes clear what teachers are expected to do to help pupils make faster progress
- the school improvement plan clearly distinguishes between monitoring and evaluation policies for presentation and marking are followed consistently by staff

HT reported coaching plans to be shared with governors monitoring teaching and learning. Teaching and learning walks to personalised coaching plans and to give verbal feedback. Leadership Team learning walks to give written feedback.

- Whole school development of the learning environment.
- DHT running INSET training/staff meeting on best use of classroom/corridor displays and a whole school vision on the essentials with a check list for compliance. Working on the use of learning walls.
- Working with middle leaders
- DHT working with middle leaders on a weekly basis on recording the impact of what has been done and enable middle leaders to see much of their day to day work was profitable.
- Effective pupil progress meetings/action plans

Use of SPTO to identify groups of pupils. New spelling scheme. Moving forward with homework.

Year 3: support with planning delivery of English
Year 4: DHT based with the team/team teaching; looking at what makes a good lesson; checklist being devised.

- SEND: four further TAs offering additional support to pupils.

Governance: HT reported a meeting with the NLG earlier in the term to discuss the governance section of the leadership and management action plan. HT suggested link governors to go out with SLT to see other school settings and support link governors’ ability to evaluate their key areas. Governors noted the significant difference in attainment and standards between the non pupil premium pupils and pupil premium pupils. More than ¾ of the SEN group were pupil premium pupils. Pupil premium pupils, although behind their non-pupil premium counterparts with regards to standards, were progressing in line with non-pupil premium or at a faster rate.

Connective curriculum: Second whole day INSET took place on the 4th September 2017. English curriculum linked to our connected curriculum in place. Recent book monitoring highlighted:
- more work needed in books.
- differentiated work not always evident in books
- more opportunities needed to apply writing skills in foundation settings.

Attendance: 2017/18: autumn term 1: 96.65%
- persistent absence: 9% (29 pupils)
The list of persistent absentees had been reduced in the four weeks since the appointment of the attendance officer.

Governor asked how the numbers had been reduced
DHT reported the attendance officer knew the families, was speaking regularly to
housing department, individual reward system set up, holding follow up conversations with parents.

Parental involvement. DHT reported INSPIRE workshops covering core areas had a would be taking place, parent forums were better attended and more influential, parental survey was positive with a positive result from Parentview.

Outcomes: attainment for end of 2017
SATS: reading: 14 pupils missed out on ARE by less than five marks.
Writing: improvement 2016 results with an increase above the national rise.
Maths: 17% increase in pupils working at ARE (national increase of 5%)
40% of pupil premium pupils made ARE compared to 61% of non pupil premium pupils.
Disadvantaged progress: reading -0.7; maths -2.5.
Issue: progress of the non-disadvantaged.

School improvement trajectory five year plan:
Governors noted: statements in red: RHJS HT aspirations for the future.

The Chair thanked the HT for his comprehensive and informative report.

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13. **OneDrive training**
HT reported training available for governors if required.

14. **Finance update**
FO circulated Cost Centre Group Detailed Report dated 2nd November '17.
FO reported an individual cost centre for each staffing section had been set up with commitments updated on the system.
**Staffing:** estimated underspend: £60k. Performance Management to go through for all staff.
**General repairs and maintenance:** small overspend (£1998.51)
HT reported there were no outstanding significant items.
**Curriculum:** a number of outstanding amounts
**Reserves:** £82k
Predicted £160K remaining at the end of the financial year.

**ACTIONS:** each cost centre to be scrutinised
orders and invoices to be checked

**Litmus update:** HT reported HGIS spent £100k on food per year. The lowest quotation procured by Litmus for RHIS was £95k for one year starting on 1st January 2018.
Quotations received for RHJS of between £80k and £33k.

15. **Governing body training update**
- Skills audit
See item 5

15. **Any other business**
- Performance management review committee
HT reported governor(s) required to support the Chair with the review of the school's staff performance management. To be completed by 30th November.

The meeting closed at 8.10pm.