



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 14th September 2017, 6pm

Present: G Richardson (Chair), H Langley, L Mason, D Burrows, P Buckley, B Lewis, W Holdsworth, C Brickdale and W Depledge

In Attendance: L Hartley (Deputy), J Pearson (Teamworks) 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. <i>The Clerk led the meeting until item 5.</i>	
2. Apologies for Absence.	M Robinson. Apologies were accepted.	
3. Declaration of Interests.	None. All governors present signed the annual declaration of interests form.	
4. Election of Chair & Vice-Chair	George Richardson was nominated for the position of Chair. Proposed: D Burrows, Seconded: W Holdsworth. Paul Buckley was nominated for the position of Vice-Chair. Proposed: H Langley, Seconded: G Richardson. All governors were in favour of the above appointments for a term of 12 months.	
5. Roles and Responsibilities.	See attached Appendix A.	
6. Committee Membership.	See attached Appendix A.	
7. Terms of Reference.	The Terms of Reference were approved without amendment.	
8. Correspondence.	a) Simone Bennett (Deputy Director of Education, Diocese of Leeds) is to visit the school on Tuesday 17 th October 2017 at 9.30am. b) A request has been received from a staff member asking for leave of absence of 1 week and 1 day to attend a family wedding in New York. Governors declined this request. 1 Family Day will be approved as per current policy. The staff member will be informed of this	

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	<p>decision in writing.</p> <p>c) Jo Pearson from Teamworks was welcomed. Jo explained to governors details of a successful bid from the Strategic School Improvement Fund to focus on literacy in 10 schools (5 in Calderdale). Elland is to be a part of this project. This will cover 5 terms and SLE's and NLE's from Calderdale will be used.</p> <p>The seesaw app can be used for parental engagement. Governors can view details of the app on the internet https://web.seesaw.me/</p> <p>The project will start after October half term.</p> <p>Q. What success has the project had in the past?</p> <p>A. Success has been mixed dependant on the school.</p> <p>Q. Has the app worked in other schools with regard to parental engagement?</p> <p>A. Schools who have used the app say that they have managed to engage many hard to reach parents. Positive feedback has been received from the parents concerned.</p>	
9. Minutes of the last meeting.	The minutes of the meeting held on 13 th July 2017 were approved as a true and correct record.	The Chair signed the minutes.
10. Matters arising.	<p>Item 7 – persistent absence. The Pastoral Team and the EWO are working on an attendance action plan.</p> <p>Q. How much support do we receive from the EWO.</p> <p>A. 70 hours on a service level agreement.</p> <p>Item 18 – Safeguarding Audit. This has now been completed. It was a very thorough audit but the outcomes were extremely positive. An action plan has been produced and all items are being looked at and will be rectified.</p> <p>Q. When a referral is made, do we record on CPOMS the response and any actions from the referral?</p> <p>A. Yes – we also get Domestic Violence (DV) notifications.</p> <p>Q. Who checks the single central record and website?</p> <p>A. Father David checks both and is happy to continue doing so. HK to send him an up to date list of what should be on the website. All visits should be recorded on a visit monitoring sheet.</p> <p>Q. Have all staff had Prevent training?</p> <p>A. Yes, this has been done online.</p>	
11. Governor's Action Plan Update.	This has now been completed. A copy will be emailed out to all governors.	
12. Governor's objectives.	<p>The objectives for the coming year are:</p> <ul style="list-style-type: none"> • Questioning & Challenge. 	

	<ul style="list-style-type: none"> Monitoring and evidence. Tight monitoring of the SDP. <p>Q. Do we have link governors for each year group.</p> <p>A. No. We use pupil questionnaires across the whole school which prove very effective.</p>	
13. Governor Meeting Schedule.	Governors agreed the dates of meetings and agenda items for each meeting for 2017-18.	
14. Governor Monitoring.	<p>Teaching and Learning Questionnaire to be completed by George Richardson.</p> <p>Behaviour & Safety Questionnaire to be completed by Paul Buckley.</p> <p>Spirituality Questionnaire to be completed by Charles Brickdale.</p> <p>Single Central Record and Website compliance to be monitored by Father David.</p> <p>Health & Safety to be monitored by Wayne Depledge.</p>	
15. Pupil Performance target Setting.	<p>The targets set vs targets achieved for 2016-17 were given to governors together with the proposed targets FOR July 2018.</p> <p>Governors accepted the targets set as follows:</p> <p>Impact Measures: July 2018</p> <p>Reading; 90% pupils meet their challenging targets for progress Yr 6 77% meet ARE 27 % meet ARE+ Yr 5 75% meet ARE 29%meet ARE+ Yr 4 64 % meet ARE 43% meet ARE+ Yr 3 76% meet ARE 32% meet ARE+ Yr 2 76% meet ARE 24% meet ARE+ Yr 1 % meet ARE meet ARE+</p> <p>Writing 90% pupils meet their challenging targets for progress Yr 6 50 % meet ARE 23 % meet ARE+ Yr 5 42 % meet ARE 13 % meet ARE+ Yr 4 46% meet ARE 25% meet ARE+ Yr 3 60% meet ARE 20% meet ARE+ Yr 2 62% meet ARE 21%meet ARE+</p> <p>Maths 90% pupils meet their challenging targets for progress Yr 6 68 % meet ARE 27 % meet ARE+ Yr 5 67% meet ARE 25% meet ARE+ Yr 4 61% meet ARE 39 %meet ARE+ Yr 3 80%% meet ARE 36% meet ARE+ Yr2 79% meet ARE 14%meet ARE+</p>	
16. Governor Training.	<p>Training on Data for governors will be held on 19th October 2017 at 4pm.</p> <p>All governors have been sent the training course details for the Autumn term. Anyone wishing to book should contact Debby Simpson and let HK know.</p>	

17. Questions on draft SDP.	<p>Q. How will we develop middle leaders?</p> <p>A. The lead for each subject will be developing their skills using mastery workshops and training. They will then be more confident in delivering CPD to other staff. One of the main focus areas will be Greater Depth.</p> <p>Q. How do we make sure that the dissemination has a positive effect?</p> <p>A. We look at recommendations from the school's perspective and if we already have something that works, we don't change it.</p> <ul style="list-style-type: none"> • Governors Roles and Responsibilities to be sent out. • Ofsted crib sheet to be prepared and sent out. 	
18. Head Teacher Performance Management.	<p>Performance Management Committee:</p> <p>George Richardson, Helen Langley and Ben Lewis.</p> <p>Meeting with Tina Warden at 9.30am on 26th September 2017 to set initial targets.</p>	
19. Data Changes.	<p>The new Data Protection legislation coming into force in May 2018 will have massive implications for how data is stored and used in school. Ben Lewis has offered to send someone from his company to speak to Lisa and Helen and form an action plan.</p>	
20. Update on Results 2017.	<p>Reading -0.2 this is a big improvement.</p> <p>Writing -5.5 this is within the confidence band. This means we are above floor on progress.</p> <p>Maths -0.6 this is a massive improvement on last year.</p> <p>We are at floor in all 3 subjects for progress.</p>	
21. Finance & Marketing Manager.	<p>Governors agreed to make the position of Finance and Marketing Manager permanent from January 2018.</p>	
22. Curriculum Policy.	<p>This policy has been updated as follows:</p> <ul style="list-style-type: none"> • Assessment criteria updated. • Outdoor Learning Added. • French added as the MFL taught. <p>Governors approved the updated policy.</p>	
23. Residential.	<p>Governors approved the residential trip for year 4, 5 & 6 children to Robinwood, Dobroyd Castle on 9th to 11th February 2018.</p>	
24. Confidential Item.	<p>Confidential Item.</p>	
25. AOB.	<p>W Holdsworth & P Buckley attended an appeal meeting for a Reception Place in September 2017. The decision was upheld.</p>	

26. Items not for publication.	Item 24 was deemed confidential and will not be included in the public copy of the minutes.	
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Meeting closed at 8.20pm.

Minutes approved by Chair/Head :

Date: