

		<p>Mrs Michelle Bennett Foundation – Diocesan 24 January 2017 Mrs Laura Willimott Staff 24 January 2017</p> <p>There had been no other expressions of interest from other staff members for the role of Staff Governor.</p> <p><u>Appointment</u></p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs Laura Willimott</td> <td>Staff</td> <td>24 January 2017</td> </tr> </tbody> </table> <p>With regard to the vacancy for a Foundation – Diocesan Governor, there had been possibly 3 expressions of interest and it was proposed these would be discussed at the PCP meeting on 25 January 2017. It was agreed the skills audit would be considered in relation to the candidates. It was identified that the areas the Governor Committee were not as confident on were financial oversight and planning, management of premises and facilities and understanding local community and economy.</p> <p>The Chair thanked Mrs Michelle Bennett for all her hard work as a Governor and wished her all the best for the future.</p>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Laura Willimott	Staff	24 January 2017	DG
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Mrs Laura Willimott	Staff	24 January 2017							
1313	Reports from Committees	<p><u>Draft Minutes from the Health & Safety Committee meeting held on 2 December 2016</u></p> <p>The Head Teacher presented the draft minutes from the Health and Safety Committee and invited questions.</p> <p>A governor expressed concerns that the outdoor play area needed to be sorted as a priority. It was stated this was a matter of finance and that the Health and Safety committee would be exploring alternatives in case the bid submitted to Awards for All was not successful. The play area had been inspected and was safe. This bid would be submitted in April as advice received had suggested this was the most appropriate time. Mrs Lumb would be talking to the School Council to gain input from pupils. Governors offered support to Mrs H Ricks in the preparation work for the bid if this would be helpful.</p> <p>Mrs L Earnshaw stated that she would no longer be available to attend Health and Safety committee meetings on a Friday morning.</p>							

		<p><u>Minutes Achievements and Standards Committee meeting held on 24 May 2016</u></p> <p>RESOLVED: That the Minutes of the meeting held on 24 May 2016 be approved and signed by the Chair as a correct record.</p>	
1314	<p>Head Teacher's Report</p>	<p>The Head Teacher's report had been emailed to Governors prior to the meeting. The Head Teacher invited questions.</p> <p>Q. Has the MAT started to work together much?</p> <p>A. There have been regular Head Teacher meetings, School Business meetings, a MAT training day and there is an Assistant Head Teachers network.</p> <p>Q. Is there a date for conversion?</p> <p>A. Kirklees LA have now agreed that the bungalow at Scissett First School can pass to the Diocese freehold. This decision was taken on 22 January 2017 and the solicitors have been instructed that the conversion can now go ahead. Assuming nothing else happens and no other issues arise the conversion can go ahead on 1 March 2017.</p> <p>Q. Have there been Trustee meetings?</p> <p>A. Yes 2 so far and another later this week.</p> <p>Mrs H Ricks outlined concerns that from a financial view point if the conversion were to go ahead on 1 March 2017, this would create a complex financial situation in that there would be 1 month's worth of complex financial accounting to be undertaken. If conversion occurred on 1 April instead this would provide a clear end of financial year cut off.</p> <p>Q. A governor expressed a concern that she had been unable to view Governor meeting Minutes on the School website.</p> <p>A. Minutes should go on to the websites and a check would be made to ensure this was happening.</p> <p>Q. As we will be over subscribed for the next school year, what is the message that will be going out to families who will not be offered a place?</p> <p>A. A standard letter will be sent to say they have not got a place and that they have a right to appeal.</p>	

Q. If they ring the school following this, what will they be told?

A. That we are up to capacity but that they have a right to appeal. Parents are always encouraged to visit other local schools when they initially visit St Aidan's and to give consideration to a second choice of school in case their application is unsuccessful.

Q. When do people find out if they have been offered a place?

A. April, and it is important that as an admissions panel we meet and are very clear in our processes. A meeting will be diarised and the relevant people informed.

The Head Teacher stated that in the next admission group there were 24 siblings coming in, leaving only 6 additional spaces. A number of families had also said they were applying under the church criteria so this also may affect the ranking.

Q. Do we check up if they are worshippers?

A. The form has to be signed by Reverend Philip Reynolds.

Q. Would it be helpful for Reverend Philip Reynolds to be invited to attend the Admissions panel meeting?

A. Yes this might be helpful, he will be invited.

Discussion took place around the need as a Governing body to have a responsibility to try to change things at the other local schools and to questions why there is such a preference for children to attend St Aidan's.

Q. Is the Library bus a success?

A. Yes, this is open in a morning when children come into school so they can change books. We advertised for librarians and a number of Year 5 children came forward and are doing a great job.

Q. Do we have any new books?

A. No but a bid is going in for new books to Foil Foundation. We have a good range of books and the funds will be used to update stock. It was suggested as World Book Day is coming up, parents could be asked to donate a book. A suggestion was also made that good books could be obtained from the local charity shop.

Q. Could you explain the attainment tables?

The Head Teacher gave a full and detailed explanation of the tables presented and how judgements were made. She explained that information was fed into Integris and the results produced banded children according to “below”, “expected” or “exceeding”.

Q. In reception, given that there are a lot of younger children in this cohort, how does this work with the data?

A. In this age group, information is tracked differently.

Q. Why for one particular element is there 100% in the “below” category?

A. That is where they are now. To a great extent you would expect the vast majority to be “below” age related expectation at this time of year. By Easter, we would expect some to have moved to the “expected” category and by the end of the academic year some of these children should be “exceeding”.

The Head Teacher reported staff are trying to find ways to encourage children to read more. She stated it was increasingly difficult to increase reading at home. In school volunteers had been used for paired reading. They were also focussing on comprehension. A parent governor fed back that she would like to see more homework around comprehension.

Q. Are there any classes you have concerns about in relation to attainment?

A. In Year 3 we have a number of SEN children. In Year 5 we have a couple of SEN children and a couple who have emotional and behavioural issues, which impact on their own learning. However from what we have seen from book scrutiny, the standard of work is good.

The Head Teacher stated that a number of interventions were being used to improve standards:

- Pirate writing was used with Year 3 children with just below attainment. This was a programme designed to be delivered by teaching assistants.
- Code Reading Intervention was also used in Year 3.
- Precision Teaching was used across the year groups.

		<ul style="list-style-type: none"> • Catch Up Numeracy was used with Year 4 and 5, and 8 children were currently taking part. • Working Memory Research in partnership with Oxford University was being used in Year 3. This and the Catch Up Numeracy were funded through the Education Foundation Fund. <p>Q. Do you feel these have had an impact?</p> <p>A. Pirate Reading has now started to have an impact. For some of the others it is too early to say as they have not been running very long.</p> <p>Q. Are these the sort of things that we will be doing jointly with other schools across the MAT?</p> <p>A. Yes certainly it is something we can propose. It would be good to share our learning with the other schools.</p> <p>There were no further questions.</p> <p>RESOLVED: That the Head Teacher be thanked for her report.</p>	
1315	Head Teacher Wellbeing	<p>The Head Teacher was asked about her well-being and it was questioned whether she had managed to take Head Teacher time on a Thursday or, as had been proposed, on a Friday. The Head Teacher stated she had taken a couple of sessions but this was often difficult because of other things going on in school.</p> <p>Q. Do you feel you are taking enough time out to look after your own wellbeing?</p> <p>A. Yes I am fine, and I am trying to use the gym regularly and swim before school.</p>	
1316	Correspondence	<p>One item of correspondence had been received. This was from Michelle Bennett explaining that she was unable to stay on as a Governor and wishing everyone and the school all the best for the future.</p>	
1317	School Development Plan	<p>This had been emailed out prior to the meeting. It outlined actions and an impact statement for this term. The Head Teacher explained this consisted of 2 documents which overlapped, one being the overview document and the other the action plan.</p>	

		<p>Q. With regard to priority (1), there are a couple of flags regarding the number of children achieving expected levels, is this a concern?</p> <p>A. This is to do with the change to the end of KS1 data, changes in the goalposts and assessments, comparing the end of foundation and KS1 assessments and assuming there would be a correlation, and the fact that whilst only a third of schools were moderated, St Aidan's was, so our results are accurate, if not harsh. There is a lack of clarity around the number of children expected to achieve at "greater depth".</p> <p>Q. Do you expect to see a similar standard in the year group below?</p> <p>A. There are less SEN children in this cohort, being only 3, but there are only 22 children, so this will impact on percentages. Equally 2 or 3 children getting at "greater depth" will show as a higher percentage if not a greater number.</p> <p>Q. Do Rising Stars results correlate?</p> <p>A. They do in reading and maths but the results in writing are slightly different.</p> <p>Q. What is Mara?</p> <p>A. Mara is a Diocese in Tanzania.</p> <p>Discussion took place around reports that had been received that there was currently a crisis and people were starving in the village of Mara.</p> <p>Q. Are we doing anything in school yet with Mara?</p> <p>A. We have set up a monthly direct debit of £15 and are currently waiting for a link school. Money had been raised at the Harvest festival and this had been sent out. The Head Teacher stated that overall what the project wanted was a cultural exchange rather than sending money, so the current situation would need consideration.</p>	
1318	Safeguarding	<p>There are currently 2 families being monitored, staff are very good at reporting concerns, the Head Teacher was booked on 3 Level 3 Safeguarding training courses, Mrs H Ricks and Mrs L Willimott had both completed Designated Leader Safeguarding training, and red files were kept in classrooms and used appropriately. The school were also keeping good links with Scissett Middle School in relation to a former pupil.</p> <p>The MAT were exploring an electronic system called CPOMS.</p>	

1319	Governor Training and Governor Visits.	Mrs R Sherrin had taken part in Hand to Mouth Advent Training and Ms F Thornton had visited Coral. Ms F Thornton reported she had really enjoyed her visit and the children had all stood up and told her a little bit about themselves.	
1320	Any other business.	<p><u>Financial Report</u></p> <p>Mrs H Ricks presented the Financial Reports and the Business Managers Report. These documents had been emailed to governors prior to the meeting.</p> <p>Mrs Ricks began by providing feedback from a meeting held with Mrs P Mellor in relation to questions raised at the FGB meeting in relation to the MAT conversion:</p> <ul style="list-style-type: none"> • There was an issue in relation to pensions for support staff. The school would need to pay 20% and there was also a pension deficit that would become the school's responsibility following conversion. However, the LA had not specified how much this would be and would not do so until after conversion. The solicitors and the LA had been in dialogue about this but had reached a stalemate. This was of concern to everyone at the meeting but there appeared to be no resolution. The deficit would be worked out as percentage and paid until the deficit was cleared. • Regarding service level agreements with the LA, the budget had been worked out on a 4% increase but again until conversion took place, the LA would not confirm the actual cost of the increase. The school did not have many service level agreements with the LA as it had sourced some services from other providers. Those remaining related to HR, risk assessment and Integris. Work was being done jointly across the MAT looking at negotiating cheaper contracts and also exploring working in partnership with a second MAT to reduce costs further. • A question had been asked about what the school would get for its contribution of £34,000. This contribution had been based on 5% and it now looked like the contribution would be 3% with an additional 0.5% being funded through the Small Schools Grant of £75,000. Longer term the MAT hoped to be able to reduce the contributing figure to 3% to make the MAT competitive in attracting new schools in the 	

		<p>future. The document presented specified what the school would receive for this contribution. At 3% the school would be contributing £1,900 per month.</p> <ul style="list-style-type: none"> • The MAT at this stage were hoping not to need to employ a financial director and were hoping to buy in services from a financial director from another MAT. Also a PA would not be employed until it was clear what this person's function would be. • Mrs H Ricks was meeting with ground maintenance from the 3 schools and asking each to put in a tender for all 3 schools. A decision would then be made about who to offer the contract to. • A negotiation had been taking place for a better price for Too Simple (an analytical tool used with reception) and by working in partnership with the 2 other schools, the price had been agreed of £712 per year for 3 years, a reduction from £750. • The hope was that VAT would be refunded on a monthly basis although this may be each term. • A concern had been raised that the school needed to be risk averse and needed to be sure of the benefits of joining the MAT. The Head Teacher reported there had been a joint governors meeting with the other schools where these matters had been explored and clarified. <p>Mrs H Ricks invited questions regarding the Business Report.</p> <p>Q. The National Funding Formula, does this go down incrementally?</p> <p>A. Yes. According to David Gearing, LA Finance, under the new funding formula we will receive less money for pupils regardless of whether or not we become a MAT. The National Funding Formula was under consultation and there was a move to protect small rural schools. However, the school would not come under that category because of the criteria. The Head Teacher advised that governors could participate on line with this consultation. There was also a particular grant which would no longer come into school. The Pupil Premium would remain but money for high end SEN would go.</p>	
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1321	Dates of future meetings and possible agenda items	<p>Future meeting dates had been set and agreed at the Annual FGB Meeting on 27 September 2016:</p> <table data-bbox="577 1129 1473 1390"> <tr> <td>Tuesday 14 March</td> <td>Full Governors</td> <td>6.00pm</td> </tr> <tr> <td>Friday 24 March</td> <td>Health & Safety Committee</td> <td>9.00am</td> </tr> <tr> <td>Tuesday 16 May</td> <td>Values Committee</td> <td>5.00pm</td> </tr> <tr> <td></td> <td>Resources Committee</td> <td>6.30pm</td> </tr> <tr> <td>Wednesday 28 June</td> <td>Full Governors (joint with staff)</td> <td>5.00pm</td> </tr> <tr> <td>Friday 30 June</td> <td>Health & Safety Committee</td> <td>9.00am</td> </tr> </table>	Tuesday 14 March	Full Governors	6.00pm	Friday 24 March	Health & Safety Committee	9.00am	Tuesday 16 May	Values Committee	5.00pm		Resources Committee	6.30pm	Wednesday 28 June	Full Governors (joint with staff)	5.00pm	Friday 30 June	Health & Safety Committee	9.00am	
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1322	Minutes of the meeting held on 22 November 2016	<p>RESOLVED: That the Minutes of the meeting held on 22 November 2016 be approved and signed by the Chair as a correct record with the following amendments:</p> <p>i) <u>Minute 1299 Formula and devolved capital</u></p> <ul style="list-style-type: none"> • The cost to replace windows and doors was £4,110, not £3,699 • School were replacing smart boards at a cost of £3,591, not £3,231.90, with 1, not 2, coming out of this year's allocation and one from next year's budget. • Current DFC remaining was £1,494.23, not £2,264.33 	
1323	Matters arising	<p>i) <u>Head Teacher's report (Mins 1298 refers)</u></p> <p>Q. If 5 children go to appeal, will this be a cost of £500 per child or will it be one payment of £500?</p> <p>A. I believe this would be one payment of £500 but we will check this.</p> <p>Q. Do you know how many spaces are available at the other school in the village?</p> <p>A. We understand they are expecting 18 applications, which would leave 12 spaces.</p> <p>Q. A few years ago, our PAN went up, how did this happen?</p> <p>A. This was because year on year we had appeals and also we wished to grow in order to move to single year groups.</p> <p>Q. If these 5 families were successful at appeal, would we have the capabilities to cope?</p> <p>A. Because of the age group, if these 5 children got in we would not be obliged to have an additional teacher. We have had 35 children in this year group previously but we may wish to look at putting in extra resources, and would be in a position to do so as these extra children would bring in additional funding.</p>	

		<p>Q. Has the deadline for applications passed? A. Yes it has but that does not mean there are not other children in the system still going through.</p> <p>Q. How do you feel the teacher for that year group would feel? A. She would run with it. She has a good team around her. The make up of the cohort is also always key.</p>	
1324	Agenda, minutes and related papers – school copy.	RESOLVED: That no part of these minutes, agenda or supporting papers be omitted from the copy to be made available at the School under the Freedom of Information Act.	

The Meeting closed at 8:15pm.