

THE FEDERATED GOVERNING BODY OF GREEN HILLS FIRST FEDERATION

Minutes of the meeting of the Federated Governing Body held at 6.30 pm at Denby First School on Monday 20 November 2017

PRESENT

Mrs K Smith (Chair), Mrs L Broadhead, Mrs A Carmichael, Mr S Dobson, Dr R Meredith, Mrs C Minogue, Mrs A Stahelin-Hall, Mr M Stancliffe, Mrs C Studd, Mrs J Travis

In Attendance

Christine Lodge (Meeting Clerk)
 Lisa Kitchen (Associate Governor)
 Linda Oldham (Associate Governor)
 Jane Slater (Associate Governor)
 Emmaline Bulmer (Associate Governor)
 Mrs Janine Channon (Parent Governor Designate)

The meeting opened with the Denby School Prayer.

190. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms N Cantrell (consent), Mrs V McKinnell (consent), Dr D J O Love (consent) Reverend M Zammit (consent) and Mrs J Lister.

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

Feedback from SIAMS tour of Denby School by the Federation Governors which had taken place that evening.

192. MINUTES OF THE MEEETING HELD ON 18 SEPTEMBER 2017

RESOLVED: That the minutes of the meeting held on 18 September 2017 be approved and signed by the Chair subject to the following amendment:-

Complaints Committee (minute 173 (ix) refers) amend the question to read 'governors' and not 'governs'.

193. MATTERS ARISING(i) Parent Governor Vacancy (mins 170 and 173 refer)

Mrs Janine Channon had been elected as parent governor, her DBS check was awaited.

RESOLVED: That Mrs Channon be a member of the Finance, Pay and Health & Safety Committee.

(ii) Part time teacher at Denby (min 179 refers)

The Head reported that Kelly Burton had been appointed to the Yr2/Yr3 five mornings per week, at Denby, temporary until the end of the year.

194. EXECUTIVE HEAD TEACHER'S REPORT

This had been emailed out from school two weeks prior to the meeting and was shown on the smartboard, questions being invited. The following points were highlighted:-

Number on roll had increased by 12 across the Federation
 A new cook and a new kitchen assistant appointed by the LA for Denby
 There have been no bullying incidents, no racial incidents and no exclusions

Q. Attendance has dipped a little at Farnley, is there a reason for this?

A. It is not unauthorized absence, no term time holidays are taken without permission. It is because of illness or other legitimate reason. Attendance at all three schools is consistently high.

Data – Is considered at Standards and Effectiveness Committee and all three schools are deemed to be outstanding

Safeguarding – The Head had undertaken training for managers on serious case reviews which had taken place in the past in Kirklees and what can be learned from them

Health & Safety issues and actions were detailed. Mrs Howbridge is to undertake on-line training for food hygiene so that kitchen environmental health issues can be monitored.

Initial meetings have taken place regarding the school extension at Thurstonland

Federation Development Work and possible cost savings were shared and these had been discussed in detail at the Finance Committee.

Q. Can anything be done to save money?

A. No decisions were made by the Finance Committee. It is not easy to find savings and governors agreed that options will be considered again in the future.

The Federation Development Plan is on the secure area of the website and had been updated in November.

Head Teacher's Performance Management - the Committee had met on 16 October and new targets had been set.

Good Level of Development (GLD) was shown against average IDACI scores for each school.

RESOLVED: That the Head be thanked for her comprehensive update.

195. REPORTS FROM COMMITTEES

(a) The Finance, Pay and Health & Safety Committee had met on 1 November 2017 and Mrs Broadhead fed back, highlighting the following:-

- LA Terms of Reference had been adopted and a section of each would be taken to each Committee meeting
 All three budgets were on track
- Possible options for savings were considered at length and, although nothing further could be done at the moment, it was agreed that ideas would be revisited in the future
- Update given on Head's Performance Management
- Lockdown Policy – it was agreed that an appropriate response was needed, alarms were needed before feedback could be given to parents and the SLT would ensure everything was in place prior to any practice taking place

- Broadband provider had gone bust and the LA had taken this over in the short term Alternative provision was considered and it was agreed to go with Schools broadband which our IT support global were organizing on our behalf.

RESOLVED: That Mrs Broadhead be thanked for her update

- (b) The Standards and Effectiveness Committee had met on 9 October 2017, the draft minutes being enclosed with the papers for this meeting. Dr Meredith fed back to governors, highlighting the following:-

- No concerns regarding the headline data
- Post SIAMS Action Plans for Denby and Farnley considered – Foundation Governors had met immediately prior to this full GB and undertaken a tour of Denby
- Post Ofsted Action Plan for Denby was discussed, noting that the Deputy had only been in post four weeks at the time of the inspection
- Use of PIRA and PUMA
- Increase in Sports Premium Funding
- Small %age of our pupils on PP
- Governor with Special Responsibility for PP to be Mr Dobson
- Medical Needs Policy discussed and amended
- Attendance Policy – Shelley Pyramid policy adopted

RESOLVED: That Dr Meredith be thanked for her update.

- (c) The Staffing Committee had met immediately prior to this GB meeting. The Head fed back to governors on:-

- (i) A TA/Lunchtime Supervisor at Farnley had resigned and the posts were advertised internally. Successful appointment had been made.
- (ii) The job share (3 days per week) in the office had resigned at Thurstonland. Mrs Hirst would like to go full time. So, after Xmas, an advertisement would be needed for Thursday/Friday role as Mrs Hirst would undertake her office role along with her Bursar role on Thursdays.
- (iii) The Caretaker at Thurstonland had requested two weeks leave to visit South Africa. He had worked throughout the Summer break and at half term taking no leave and it was agreed that one week paid and one week unpaid leave be granted.

Q. Who undertakes this work in his absence?

A. The Peri Service do.

- (iv) Mrs Hirst had requested one week holiday from 18 December 2017. She had worked extra hours over the Summer covering a long term absence so was due this leave as TOIL.

Governors agreed that all our staff in our small schools went over and above in their duties to ensure the smooth running of the schools.

- (v) Secondment news was awaited for Mrs Travis. Should she be successful, then her duties would need to be back filled for two days per week.

196. FINANCIAL MANAGEMENT AND MONITORING

This had been discussed earlier in the meeting in Reports from Committees. At their next

meeting, the 3 Year Budget and Benchmarking would be Agenda items.

197. SAFEGUARDING

The Head mentioned in her report earlier in the meeting that she had attended training for managers on serious case reviews.

The Lockdown Policy had been agreed.

198. POLICIES

The policies for review had been emailed to governors prior to the meeting.

RESOLVED: That the Staff Discipline Policy be adopted.

RESOLVED: That the Managing Allegations Against Staff Policy be adopted.

199. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/2020

The Head spoke to this item. The preferred number for the PAN would be to stay at 10 for Farnley as, now we have extended, there is capacity for 60 children. Governors confirmed that a PAN of 10 should remain at Farnley and that they respond to the consultation stating that they do not want the PAN to be decreased to 8.

Q. Are the LA saying that the numbers are going down?

A. Yes.

Q. When the number was 10 on a temporary basis, what happened then?

A. The Head wrote to the LA stating our case.

RESOLVED: That the governors confirm that the PAN for the schools be:-

Denby 10
Farnley 10
Thurstonland 12

Q. Have there been any comments from Asset Management regarding the space?

A. There have been no comments.

200. COMMUNITY HUB

The Head reported that there was no funding to support this and it was being developed by good will. Governors were reminded that there was some deprivation in our localities and the Hub would help support families. It was appreciated it may be difficult to engage with some parents who would most benefit. An esafety session had already been held but there had been a mixed reception regarding the pitch. It may be useful for the police to hold a session across the pyramid on drugs awareness.

Q. Could parents lead a session?

A. Yes as it was important to get the right pitch.

Handouts were to be sent electronically to schools and these could be placed on the schools websites.

201. GOVERNOR TRAINING AND GOVERNOR VISITS

(a) Governor Training

Mrs Channon had been a school governor before at Farnley and she had attended the new governor training as a refresher.

(b) Governor Visits

Mrs Bulmer had led Growth Mindset training and this was attended by Mrs Studd and Mr Stancliffe. When staff are using this confidently and regularly it will be rolled out to parents.

The Chair and Head had met on 13 November 2017.

Harvest Celebrations had been attended by Mr Stancliffe, Mrs Stahelin Hall, Ms Cantrell and Mrs Studd.

202. ANY OTHER BUSINESS

SIAMS Tour at Denby

Mrs Broadhead spoke to this item. Foundation Governors had walked round the school that evening, together with Mrs Kitchen and Mrs Travis, looking for evidence of Christian values. It was noted that religious art was on display in the hallway rather than in Reception. Each of the Visions are demonstrated but it was agreed that there is a need for these to be more explicit. The reflection areas could be more child-centred with words and emojis. The new classroom has a small reflection area but there is more that could be done. There is a Muslim trail around school with questions but again this could be made more obvious with just a little re-organisation.

Thurstonland School, although not a Church school, would have the next walk round to look at whether the School Vision is clear around school.

A lot had been gained from the exercise and when Foundation Governors visit Farnley Tyas prior to the April meeting, there will be the opportunity to have a walkround there and report back to governors.

203. DATES OF NEXT MEETINGS

RESOLVED: That the dates of future meetings be:-

Full Governing Body

Monday 29 January 2018 at 6.30 pm at Thurstonland

Monday 23 April 2018 at 6.30 pm at Farnley

Monday 2 July 2018 at 6.30 pm at Denby

Standards and Effectiveness Committee

Change of Date - Wednesday 17 January 2018 at 5.30 pm at Thurstonland

Finance, Pay and Health & Safety Committee

Wednesday 24 January 2018 at 5.50 pm at Farnley Tyas

Wednesday 21 March, 2018 at 5.30 pm at Thurstonland

204. 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.