

Kirklees Directorate for Children & Adults

THE FEDERATED GOVERNING BODY OF KIRKROYDS INFANT AND WOOLDALE JUNIOR SCHOOL

Minutes of the meeting of the Governing Body held at 7:00 pm at Wooldale Junior School on Wednesday, 31 January 2018.

Present:

Mrs C L Armitage, Mrs A Barnes, Dr L Fleming, Mrs G Holden, Canon J S Robertshaw, Mr S Rodgers, Mr S Talbot, Mrs R Starrett, Mrs M White, Miss D Whiteley and Mrs C Wood.

In Attendance:

Ms Carmel Tyrer (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who / by
Procedural		
547.	<p><u>Apologies for Absence, Consent and Declaration of Interest</u></p> <p>Apologies with consent had been received from Mrs Baldwin and Mr Cressey.</p> <p>There were no declarations of interest.</p>	
548.	<p><u>Notification of items to be brought up under Any Other Business</u></p> <p>The following items were notified to be raised under any other business:</p> <ul style="list-style-type: none"> • Head teacher recruitment • Early Years progress data • Post OFSTED action plan • Medical Conditions Policy 	
549.	<p><u>Minutes Of The Meeting Held On 23 November 2017</u></p> <p>The minutes were signed as a true and correct record of the meeting subject to the following amendment:</p> <p><u>Min 541 refers</u> Mrs Starrett had not attended the SEN governor training please remove.</p>	
550.	<p><u>Matters Arising</u></p> <p><u>Min 544 refers</u></p>	

	Outstanding action.	
551.	<p><u>Dates of Future Meetings and Possible Agenda Items</u></p> <p>RESOLVED: Miss Whiteley will not be available for the meeting on 28th of March and Dr Fleming will Chair this meeting.</p> <p>Action: Governor Clerking Service to include Post OFSTED Action Plan as an agenda standard agenda item.</p>	Governor Clerking Service
School Improvement		
552.	<p><u>Review SEND Policy & Accessibility Action Plan – Minute 535 refers</u></p> <p>The SEND policy was not included in the pack circulated to governors so this item is deferred to the next meeting.</p> <p>Accessibility Action Plan - Mrs Wood gave some background to the Accessibility Plan and had updated in December how old objectives would be met; she expanded on the detail of the objectives. A governor drew attention to some points which needed to be amended:</p> <ul style="list-style-type: none"> • pupil premium funding on page 3 typing error • last point needs to be updated to include the lockdown procedure <p>RESOLVED: Subject to those two amendments the Accessibility Action Plan is approved.</p>	
553.	<p><u>Reports from Committees</u></p> <p>Mr Rodgers updated from the Finance & Staffing Committee: no draft minutes are yet available. Budgets are looking healthy but Mr Rodgers warned that there is the need for caution to allow for flexibility if the situation arises of having to cover the cost of any Head teacher handover.</p> <p>Q: How come there is so much money in the budget carry forward?</p> <p>A: Mr Rodgers explained that the bursars had been prudent with contingencies and had negotiated very good deals on photocopying and energy supply.</p>	
554.	<p><u>Collaboration Update & Information Re Amalgamation.</u></p> <p>Action: Governor Clerking Service to change the title of this item to School Support Update.</p>	Governor Clerking Service

	<p>Mrs Wood commented that as part of the family of schools triad we were already working with Netherthong Primary. One of the recommendations from Ofsted had been to engage with a good or outstanding school for further support and on that basis Mrs Wood has asked the Head teacher of Netherthong, Mrs Kelly, for further support, Mrs Wood already has a good relationship and Netherthong is the only outstanding school in the Holme Valley.</p>	
555.	<p><u>Kirkroyds SEF Available - Curriculum & Standards Committee To Report To Full GB</u></p> <p>Miss Whiteley invited questions or comments from the governors in light of the OFSTED report. The Action Plan had been looked at and the data did not support progress. Mrs Wood commented that the staff are trying to correlate different sets of data. The school is below national standard for children reading at greater depth and Mrs Wood commented that some of this is due to staff caution in assessment. All the other data shows the school is in line with national data for progress and attainment. Progress at the end of KS1 is not reported in the same way as progress at the end of KS2.</p> <p>Q: Do we have a plan for how we are going to address this?</p> <p>A: One-to-one interventions and small group work. What is expected of KS1 is a very broad range what is expected at KS2 is not so broad.</p> <p>Q: Does this SEF still make sense or do we need to revise it?</p> <p>A: Mrs Wood responded that leadership and management needs to be looked at and also the language used. A governor suggested taking the SEF to the LA and governors discussed whether Kirkroyds and Wooldale should be judged separately given that OFSTED is judging the school separately. Governors agreed that the SEF needs to reflect what we have learned, that it would be foolish not to apply the lessons learned from Wooldale to Kirkroyds</p> <p>RESOLVED: The SLT to review the language used across both SEFs and in some respects take account of the comments in the OFSTED report.</p>	

	<p>Action: SLT to look at updating the SEF to Perspective Light.</p> <p>Action: All governors to feed comments and notes to Mrs Armitage.</p> <p>Q: Canon Robertshaw questioned the narrative style of writing in these reports and asked if a more concise bullet point style should be adopted</p> <p>A: Mrs Wood responded that it is very much down to individual preference; she has used bullet points in the past and the SEF produced for Wooldale was deemed acceptable. The bottom line is OFSTED felt we were overzealous in the grades we had given.</p>	<p>SLT</p> <p>Governors</p>
556.	<p><u>Governor Training and Governor Visits</u></p> <p>Nothing to report.</p>	
Governing Body Matters and Statutory Responsibilities		
557.	<p><u>Safeguarding Policy & Child Protection Policy</u></p> <p>Governors discussed any changes and Mrs Wood explained that the biggest change had been around PREVENT.</p> <p>Q: Was it extended? A: Yes.</p> <p>Mrs Armitage had been through both policies. Mrs Wood explained that there had been updates around child sex exploitation matters.</p> <p>RESOLVED: Subject to contact details being updated the Safeguarding Policy and Child Protection Policy are approved for adoption.</p> <p>Some further notes on Child Protection Policy Mrs Wood explained that during the OFSTED visit staff members were asked on the spot questions about safeguarding, Mrs Wood drew governors' attention to Appendix 1 of the policy about Stronger Families and expanded on the remit of the role of Stronger Families. She explained that it is due to disappear in two years' time the schools contact person has ideas for how to maintain the support.</p> <p>Q: Should she come to one of our governor meetings to</p>	

	<p>talk about our work A: Yes.</p> <p>Action: Mrs Wood to invite Jo Long to a board of governors meeting from stronger families</p>	Mrs Wood
558.	<p><u>E-safety Policy</u></p> <p>The KC model policy has been modified to include school details and pupils selected as digital leaders. There was a brief discussion about parents evening next week; children are going to offer parents on-line safety training. Dr Fleming pointed out that on page 23 a few items needed to be deleted.</p> <p>RESOLVED: That subject to these minor amendments the E Safety Policy is approved.</p>	
559.	<p><u>GDPR</u> <i>(Standing item)</i></p> <p>There is a deadline in May to meet and Governors have been looking at ensuring school is prepared. Mrs Wood had circulated information prior to the meeting, Governors discussed the position of data protection officer and also looked at the solution that a local school has found of buying in a service for data protection Officer at a cost of £3000 per year to ensure compliance and to undertake the role of DPO. Mrs Whiteley informed governors that there is a useful YouTube video that is well worth watching on the subject Governors discussed the role and role description of the DPO, the first requirement is an audit of what data is managed and whether the legislation is being met, Mrs Wood to obtain an update from Kirklees Council on the current stance with regard to GDPR. Governors discussed potential conflict of interest for the DPO. A Governor explained that it doesn't mean they there cannot be a conflict of interest the important point is how this is dealt with. Governors agreed that although they would like peace of mind they do not want to make rush and expensive decisions too early and need further clarity and information in order to make an informed decision.</p> <p>Action: Mrs Wood to seek clarification from Kirklees on their offer.</p>	Mrs Wood
560.	<p><u>Safeguarding – verbal update</u> <i>(Standing item)</i></p>	

	<p>Mrs Wood explained that there are still a number of children (3) on child protection plans and children in need (4); she explained that the situation at Kirklees Council regarding social workers causes issues with consistency.</p> <p>Q: Do you have regular meetings with the families A: Meetings are every six weeks staff members take part from time to time.</p> <p>Q: What happens if the social worker doesn't turn up A: One of those present follows up with the social worker manager.</p>	
561.	<p><u>Any Other Business</u></p> <p><u>Early Years progress data</u></p> <p>Mrs Wood tabled Progress of Reception Children Cohort 2017 to 2018 Baseline Assessment October 2017 end of window 31st of December 2017 and expanded on the data and layout.</p> <p>Q: How does this compare with everyone else, do they provide us with any comparative data. A: I did correlate the data from the baseline.</p> <p>Q: Is this data useful to us or is it a distraction? A: It isn't perfect but it's better than anything we have had before. Mrs Wood drew Governors attention to the fact that early years teaching is very different, curriculum assessment is very different.</p> <p>Action: Mrs Wood to invite the early years staff leader to the next board of governors meeting.</p> <p><u>Head teacher Recruitment</u></p> <p>Miss Whiteley informed Governors that the selection panel had followed a very robust process to recruit the new head teacher, two candidates had been shortlisted but neither candidate sufficiently persuaded the selection panel they were the right person for the post, as such the post will be re-advertised at the end of March. Mrs Baldwin will join the selection panel.</p> <p>Q: Why did people come and look but not apply A: We are going to see if we can get feedback about this</p>	<p>Mrs Wood</p> <p>Miss</p>

	<p>Action: Miss Whiteley to investigate and check that the salary is correct.</p> <p>Miss Whiteley informed governors that it was recorded at the head teacher ratification to thank both schools, the school council, Mrs Starrett and Class 5 for their support on the day of the interviews.</p> <p><u>Post OFSTED Action Planning</u></p> <p>Mrs Barnes and Mrs Wood have begun to put together an action plan, the first draft has been completed. There is a meeting with LLE, Catherine Jubb the week after next. Emma Brayford from Kirklees Council is working with the school and Mrs Wood will work with Mrs Kelly, the head teacher from Netherthong. The LLE will help coordinate. An external review of governance was recommended by the OFSTED and this will be followed up. Miss Whiteley suggested that additional governor meetings would need to be dedicated to the implementation and monitoring of the OFSTED action plan. Mrs Barnes asked for support with data someone to talk it through with before presenting data to governors.</p> <p>Action: Miss Whiteley to update governors after the meeting with LLE about whether governors need an extra meeting.</p> <p>RESOLVED: A provisional meeting agreed for OFSTED action planning update 1 March 7 pm at Wooldale school</p> <p><u>Medical Conditions Policy</u></p> <p>This is the school's own policy produced using Kirklees Council and Department for Education guidance. Mrs Wood confirmed that there is a process in place for making the staff aware of this policy.</p> <p>RESOLVED: That the Medical Conditions Policy is approved for adoption.</p>	<p>Whiteley</p> <p>Miss Whiteley</p>
562.	<p><u>Agenda, Minutes and Related Papers – School Copy</u></p> <p>RESOLVED: That no minutes be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

The meeting closed at 8:55pm.