



Rednal Hill Junior School Governing Body

**Minutes of Full Governing Body meeting held on Thursday 19th April 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)	Ms Charlotte Bull (parent 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.	<p>Welcome and apologies for absence The Chair welcomed governors to the meeting.</p> <p>Apologies for absence received and accepted from and Ms Emma Hughes (co-opted governor)</p> <p>Absent: Ms Joanne James (co-opted governor)</p>	Action
2.	<p>Declaration of changes to pecuniary interests No changes declared</p>	
3.	Private.	
4.	<p>Minutes of previous meetings held on Thursday 2nd November 2017 The minutes of the meeting held on Thursday 2nd November were agreed as a true and accurate record and signed by the Chair.</p>	
5.	<p>Matters arising from the minutes</p> <ul style="list-style-type: none"> • Photograph from Ms Taylor: actioned and resolved • Managing financial resources: LA training booked Thursday 10th May 5.30pm • Ms Schwarz and Ms Taylor to complete and return the NGA skills audit. 	
6.	<p>Committee minutes reviewed/questions raised</p> <ul style="list-style-type: none"> • Premises, H&S (draft minutes already circulated) <p>The Committee Chair summarised the agenda items discussed at the meeting on Thursday 29th March.</p> <p>Window update: matched funding applied for to replace the lower set of ground floor windows on both sides of the school. Three quotations obtained.</p> <p>Review health and safety inspection report: visit on 17th January 2018.</p> <p>High risk level items identified:</p> <ul style="list-style-type: none"> • Staffroom not secured when not in use <p>HT reported the key pad had been replaced with a security fob.</p> <ul style="list-style-type: none"> • Switch box cover in cleaners' cupboard <p>HT reported the box had been isolated and quote for work awaited.</p> <p>Ms Rottenbury had completed an initial H&S walk around the school.</p>	

All radiators and pipework to be replaced. Work to take 24 weeks with contractors working from 4pm until midnight. All cost met through Acivico.

Changes to the entrance hall had made the office more secure. The previous office area had been made into a small meeting room.

The Lone worker policy, Lockdown (revised with Infants school), Supporting Children with Medical Conditions, Safer working practice and the Business Continuity Plan all approved as presented for use in the school.

- Staffing and Finance (draft minutes already circulated)

The Committee Chair summarised the agenda items discussed at the meeting on Thursday 29th March.

After School club: HT reported the club was not running at a profit and was underpinned by the school. Income: £59k; staffing costs: £70k.

a letter had gone out to parents to inform them that the cost of the club had increased to £6 for the morning session (from £5) and £8 for the afternoon session (from £6). The aim was for the club to break even with a small amount of profit.

Schools Financial Values Standard

Governors noted the comments, evidence and proposed actions on the completed assessment form.

Outcome of self-assessment - summary of agreed remedial action:

SFS Managing Financial Resources training for governors to be held on Thursday 10th May to ensure a thorough understanding of role and responsibilities.

HR: school now using an independent provider.

School complaints procedure and Visitor Code of Conduct approved as presented for use in the school. The visitor Code of conduct to be displayed in the foyer.

FO presented the plan to the Full Governing Body.

Budget Plan 2018/19 and Budget Model 2019/20 (circulated before the meeting)

Noted: appendix B: budget plan for approval.

2017/18: estimated carry forward: £113,919. In -year surplus: £6,985.

FO reported no carry forward used to set a balanced budget.

School budget based on 325 pupils (October '17 census)

DHT reported 90 pupils joining and 72 pupils leaving the school in September '18.

Pupil premium grant: £1,320 for each eligible pupil (number based on January '18 census figure)

Projected pupil numbers entitled to PP funding: 2018/19: 191

2019/20: 191

Pay awards (built in)

April 2018: support staff: 2% (cost of living allowance) Superannuation 33.50%

September '18: teachers: 1% superannuation: 16.48%

Living wage: £8.75 from April '18 (affects support staff on grade 1)

Apprenticeship levy: factored in at 0.5%

Noted: the estimated year -end balance of £113,919 incorporated in the figures and shown as an element of total funding in the 2018/19 budget setting report.

No School Development priorities included in the plan

Estimated capital budget: £8,016

HT reported to be used for window replacement.

	<p>HT proposed for future: budget to be agreed in principle by the Staffing and Finance committee and recommended for approval by the Full Governing Body. Agreed</p> <p>Miriam Schwarz proposed the Budget Plan 2018/19 be approved as presented. Dawn Rottenbury seconded the proposal and governors agreed.</p> <p>Schools Financial Values Standard: (circulated before the meeting) Agreed as presented. Signed by the Chair of Governors.</p> <p>Statement of Internal Control: signed by the HT and Chair of governors One action: inventory to be updated and presented to the GB. All written off items to be signed off by the HT.</p> <p>Governors agreed: ACTION: to be added to the terms of reference as delegated to the F&S committee:</p> <ul style="list-style-type: none"> • approval of the Budget Plan: delegated to the F&S committee • approval of the Schools Financial Values Standard delegated to the F&S committee • Curriculum and Standards (draft minutes already circulated) <p>The Chair of the committee summarised the agenda items discussed at the meeting on Thursday 29th March.</p> <p>Maths Lead had been accepted as a maths mastery lead teacher from September '18 and would be working with the Maths Hub</p> <p>Data:</p> <p><u>Year 3</u>: decent picture across the board. SEN in line. Pupil premium pupils performing better than non pupil premium.</p> <p><u>Year 4</u>: in line with expectations. Not making the progress of other year groups.</p> <p><u>Year 5</u>: made almost four terms of progress.</p> <p><u>Year 6</u>: end KS2 results predicted: Reading 70% (currently 50%) Writing: 60% (currently 35%) Maths: 60% (currently just under 40%)</p> <p>The Home school agreement was agreed as presented for use in the school.</p> <p>After School Club inspection: a short action plan produced that would be circulated to governors in September '18.</p> <p>Governor asked about the swimming arrangements and why year 4 not included. HT reported it was too expensive to send all year groups. Biggest impact was on years 3 and 5. Year 6 to have two sessions per week after SATs.</p>	clerk
7.	<p>Link governor feedback/update</p> <ul style="list-style-type: none"> • Dawn Rottenbury: visit on 7th December '17: focus on attendance including attendance policy and spotlight procedures (report already circulated) <p>Looked at policy, reviewed the 2017/18 school attendance procedures letter, discuss attendance procedures and rewards for good attendance.</p> <p>Attendance improved (94.4%). Persistent absence: 9.8%.</p> <p>The use of Spotlight had resulted in improved attendance before court action was required. Rewards for attendance were being used to good effect. Query related to of attendance team to function without KE HT reported Lindsey Garratt is trained and would be able to deputise.</p> <p>Next visit: monitor progress of the new Fast Track procedure check the improvements in attendance were being maintained</p> <ul style="list-style-type: none"> • Dawn Rottenbury: visit on 28th March '18: first visit as safeguarding governor (report already circulated) <p>Outcome of visit: safeguarding well monitored. School providing a safe and secure learning environment. To carry out termly visits to review SCR with random checks to ensure compliance.</p> <p>Query related to budgetary implications on the pastoral team. HT reported Pastoral team will be protected because of the vital work that they do.</p>	

	<ul style="list-style-type: none"> Eleanor Taylor/Mark Eaves-Seeley: visit on 14th December '17: focus on the learning environment and coaching plans (reports already circulated). Query related to when reading areas were used. HT reported used during guided reading sessions, free choice time and independently when pupils want to change or look at books. All pupils had a chance to use the area. Some displays were not a pupils' eye level. Some inconsistency in use of learning walls. The school had a lovely atmosphere. Whole school well behaved, purposeful and on task. Charlotte Bull: visit on 23rd January '18: Focus on SEND (report already circulated) Impressive organisation of the SEND provision. Good communication with parents. Looked at SEND action plan, progress and provision maps. Proud of the provision for SEND pupils at RHJS. Next visit: follow up on the SEND action plan to check progress. Query related to parent attendance at reviews and and a want to see new SEN action plan. HT reported SENDCo will update after the next round of reviews and will be in touch to invite CB in to see new action plan. Dawn Rottenbury/Karina James: visit on 25th January '18: focus on targets for progress and attainment. (report already circulated) Clear progress being made. Data identifying areas where progress is less rapid. Strategies in place to deal with areas of concern. Year group data regularly monitored by year group leaders and SLT. Query related to the time frame to address progress in Year 4. HT reported this was already in place. A difference in data seen at the end of the spring term. All year 4 teachers had the same coaching plans and SLT are supporting in planning and delivery. Next visit: to look at the data tracking system to see how gaps were identified. Charlotte Bull: visit on 1st February 2018: focus on middle leaders. Highlighted by Ofsted and part of the SDP. Query related to progress of middle leaders. ACTION: governor to meet with HT/DHTs to review the progress of the middle leaders action plans. <p>The Chair thanked governors for their reports. Six visits had taken place with the result of governors leading the discussion for item 7 on the agenda. Governors thanked the staff for giving their time to meet and share information with them.</p>	
8.	<p>Safeguarding and Behaviour update</p> <ul style="list-style-type: none"> Childcare Disqualification Regulations(CDR) DHT reported the requirement applied to staff in the after school club. Staff to sign the declaration. The Regulations prohibit anyone who is disqualified themselves under the Regulations, or who lives in the same household as a disqualified person, from working in a relevant setting. Safer recruitment training for governors: ACTION: clerk to investigate training available <ul style="list-style-type: none"> Action plans: dates to be reviewed Safeguarding report: autumn term 2017/18 (already circulated) <p>Behaviour: DHT reported behavior had improved. Responses to the questionnaire agreed. Safeguarding report: spring term 2017/18 (already circulated) Dip in attendance following bad weather.</p> <ul style="list-style-type: none"> Safeguarding training: yearly training schedule including details of content of the annual update (already circulated). One staff meeting each term allocated for specific safeguarding issues. Section 175: the question: how is school sure governors feel safeguarding practice 	clerk

	<p>is effective – the school is doing everything to safeguard children. The Chair reported the HT of a local secondary school had praised the safeguarding practice at RHJS. Snapshot of section 175 already circulated. School 97% compliant.</p> <ul style="list-style-type: none"> Behaviour update: behavior newsletter going out every half term. <p>Spring 2: decrease in the number of red cards and the highest number of pupils staying green than ever before. Results from behavior questionnaire very positive. 95% of parents agreeing that the school made sure pupils were well behaved and that systems were fair and applied consistently. DHT reported praise postcards sent in relation to other areas such as homework.</p>	
9.	<p>GDPR update DHT reported working towards compliance.</p>	
10.	<p>Policies and procedures HT reported all LA model policies adopted for use in the school. Agreed. Policies accessible to governors and staff on OneDrive. List of statutory policies circulated before the meeting. List included review dates and allocation to FGB or a committee for approval. EPA: external payment system: HT reported the EPA had been agreed as Chair’s action. Instrument of Government: Governor asked if the I of G could be changed and the number of governors reduced by one. ACTION: clerk to investigate with S&GS. Statement of internal control shared and Agreed</p>	clerk
11.	<p>Headteacher’s report (already circulated) School Improvement Plan: 2018/19: ACTION: highlighted areas for discussion/questions at the next FGB meeting.</p> <p>Effectiveness of leadership and management</p> <ul style="list-style-type: none"> Whole school development of the learning environment <p>DHT reported checklist in place regarding display in classrooms and corridors. Teachers visiting classrooms and feeding back to colleagues.</p> <ul style="list-style-type: none"> Safeguarding <p>Ofsted quote: ‘The arrangements for safeguarding are effective. Senior leaders and governors have ensured that there is an ethos of keeping children safe in school. Staff are well trained and well aware of any dangers posed to pupils.’</p> <ul style="list-style-type: none"> Middle leader development: now featuring on the SDP. Training on data, core leads have a half termly programme of monitoring and evaluation, book scrutiny and teacher support. CPD opportunities <p>Visit to Colmore to observe teaching of reading. External moderator to visit and clarify judgements on reading. DHT a qualified LA KS2 moderator for writing. Maths Lead accepted onto the maths mastery specialist teacher programme.</p> <ul style="list-style-type: none"> SEND <p>83 pupils identified as SEND. Two pupils with Education Health Care plans Coaching plans for all SEND TAs. SEND pupils making good to outstanding progress in writing, outstanding progress in reading and at least good bordering on outstanding progress in maths.</p> <ul style="list-style-type: none"> Review of pupil premium <p>Review on governor one drive. Recommendations to be part of the SIP 2018/19.</p> <ul style="list-style-type: none"> Data <p>Chart showing how many terms groups of pupils are away from ARE.</p>	all

	<p>HT reported gap closing with pupil premium pupils faster than with non pupil premium pupils.</p> <p>Aspirational targets based on KS1 scores predicted end of KS2: Reading 60%, writing: 61%, maths 60%.</p> <p>Governors noted: 28% of year 6 pupils SEND. Attendance 92.5% and persistent absence:15%.</p> <p>Personal development, behavior and welfare</p> <ul style="list-style-type: none"> • Attendance: 95.3%. <p>HT reported the attendance team were working tirelessly in difficult circumstances</p> <p>HT reported an attendance figure of 96% without the worst of the persistent absentees and the three pupils with medical needs.</p> <p>DHT reported one pupil late by approximately 20 minutes every day.</p> <p>36 of the 43 PA pupils were pupil premium pupils.</p> <p>DHT reported the new online safety system had been introduced in assembly with lessons and displays linked to topic. Work to be done linked to social media; how to improve privacy etc.</p> <p>The Chair thanked the HT for his comprehensive and informative report.</p>	
12.	<p>Any other business</p> <ul style="list-style-type: none"> • Santander account: school petty cash account. <p>Agreed HT (Robert Jones), DHT (Rebecca McAnulty), Office Manager (Maureen Doyle) as signatories.</p> <p>ACTION: signed minutes recording agreement to signatories be sent to Santander.</p> <ul style="list-style-type: none"> • Amanda Spielman letter: content noted by governors • Coasting letter update content noted by governors • Governor involvement questionnaire (circulated before the meeting) <p>Completed questionnaires returned to the HT.</p> <ul style="list-style-type: none"> • Mastery Specialist teacher: reported in items 6 and 11 • LA Writing moderator: DHT: reported in item 11 <p>The meeting closed at 8.10pm.</p>	HT/COG/ Clerk