

THE FEDERATED GOVERNING BODY OF GREEN HILLS FIRST FEDERATION

Minutes of the meeting of the Federated Governing Body held at 6.30 pm at Thurstonland Endowed School on Monday 29 January 2018

PRESENT

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

In Attendance

Christine Lodge (Meeting Clerk)
Lisa Kitchen (Associate Governor)
Linda Oldham (Associate Governor)
Jane Slater (Associate Governor)

The meeting opened with the Thurstonland School Prayer.

205. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Ms N Cantrell (consent) and Mr M Stancliffe (consent).

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

GDPR
Governor Walkabout
Resignation
Governor issue

207. MINUTES OF THE MEEETING HELD ON 20 NOVEMBER 2017

RESOLVED: That the minutes of the meeting held on 20 November 2017 be approved and signed by the Chair subject to the following amendments:-

- (a) Retrospective consent to absence be granted to Mrs J Lister
- (b) Reports from Committees - (min 195 (c) Farnley be amended to read Farnley
- (c) Reports from Committees - (min 195 (c) (ii) the office at Denby be amended to read the office at Thurstonland
- (d) SIAMS tour at Denby - (min 202) be amended to read, 'The new classroom has a small reflection area but there is more that could be done'.

208. MATTERS ARISING**Secondment (min 195 (v) refers)**

Mrs Travis had been called to interview, but as the decision was made so close to the end of the term, she took the decision to withdraw from the process.

209. 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:-

Staffing changes detailed
No issues with attendance

Proposed INSET days were approved:-

Friday, 24 May 2019
Monday, 3 September 2018
Monday, 5 November 2018
Monday, 3 June 2019
Monday, 22 July 2019

Safeguarding Audit undertaken – much better now with an on-line live document
– further details would be given later in the meeting

Health & Safety – the Trust had raised an issue regarding the fire alarm, and advice had been sought. The roof is shared and the school fire alarm cannot be heard in the adjacent property.

Federation Development Work

- Transition to new broadband provider successful
- SLT updated Federation Development Plan and agreed actions
- Across Federation Phonics teaching being looked at by Kate Norris who is looking at potential for more children reaching higher levels

The Federation Development Plan is now on the secure section of the school website

RESOLVED: That the Head be thanked for her update.

210. REPORTS FROM COMMITTEES

Minutes of the Committee meetings would be circulated in due course.

(a) Finance, Pay and Health & Safety Committee

The Committee had met on 24 January 2018 at Farnley. A verbal update was given highlighting:-

A section of the Terms of Reference was agreed to be looked at each meeting and the health and safety element was considered at this meeting

Financial management and monitoring – the two Business Managers were present and over/under spends were highlighted but there were no major issues

Sports Premium and Pupil Premium data was detailed
3 x Three Year Budgets were looked at for worse case scenarios

No on roll – Denby had 5 first choice applications for a 2018 start

Q. Why is this?

A. Kirklees say it is falling numbers but we may well get more second choices and transfers coming into school.

Q. Was this put into the plan?

A. Yes. There is a big carry forward next year but there will be a future problem if numbers do decline.

Benchmarking - figures not yet released so this item will be deferred unto the next meeting

All three School Audits were signed off

All three Admissions Policies were agreed

Staffing – Replacement options for the retiring Caretaker were considered. Mrs Howbridge had done a piece of work on financial savings and it was agreed that the advert should go out through the Kirklees Service, as a trial for a year, for 17.5 hours per week cleaning and 2.5 hours per week caretaking, term time plus four weeks. This seemed to be the most appropriate option as there was a need to be flexible to meet the needs of the school.

Q. Is there a list of caretaking and a list of cleaning duties?

A. Cleaning is really inside work and outside is caretaking work and this will be monitored by Kirklees.

Buildings – Thurstonland’s proposed new build/extension to the barn - there was £59k in DFC and the first priority was to extend the classroom and it was agreed that this should go to Planning.

Q. What if there is no funding left for the reception entrance area?

A. The classroom is a priority as there are two lunchtime sittings but it does depend on the costs when they come in, although the work is not much different to that which was undertaken at Denby. We were happy with both companies who undertook work at Farnley and Denby, but there will be need to go out to tender.

(b) Standards and Effectiveness Committee

The Committee had met on 17 January 2018 and verbal feedback was given, highlighting the following:-

Data discussion had taken place on KS1/KS2/Early Years

Standardised scores had been looked at

The Hodder scale had been looked at and this will become more familiar with use

RSE Policy – 2019 advice was awaited and Lisa was to look at Church guidance too

Initial Teacher Training Policy was approved

Manual Handling Policy was approved

(c) Staffing Committee

The Committee had met and the only item was to discuss the Caretaker post at Farnley, details of which had been given earlier in the meeting.

211. FINANCIAL MANAGEMENT AND MONITORING

This had been dealt with in the Finance Committee.

212. SAFEGUARDING

Steve Barnes was to leave the Authority shortly and this will be a great loss as he had transformed the training in Kirklees. The advert was out for his post. The Head had completed an on-line Safeguarding Audit for each of the three schools. A summary is prepared on completion and an example was shown on the smartboard. This was colour coded (red/amber/green) and gave a good visual response to the questions. Examples of questions with uncertain answers were given:-

Q. Have all staff read the Safeguarding Policy?

A. Yes this is revisited annually in a staff meeting

Q. Do we have a list of all the groups that come into school?

A. This needs to be tightened up and the AHTs and SLT discussed how this could be done.

Q. Do all staff have face to face training?

A. New staff undertake this on-line initially until face to face training is available.

Q. Have all staff received appropriate training regarding radicalization?

A. Teaching staff yes, but all staff no, school feel that an appropriate level of training has taken place.

Q. Do governors just get an overview on completion?

A. It is completed by the Head, usually in September, and then the overview brought to the GB.

RESOLVED: That in order for governor scrutiny, Mrs Studd, as safeguarding governor, look at the in depth documents for each school.

213. POLICY REVIEW(a) Emergency School Policy

This had been emailed out from school prior to the meeting.

RESOLVED: That the Emergency School Policy be approved.

(b) Electronic Communication

This is incorporated into the On Line Safety Policy. This too had been emailed out prior to the meeting. There will be another element to this coming out shortly.

Q. Do our children have email addresses?

A. Yes but they can only email each other.

Q. Can the teacher see the emails?

A. Yes

RESOLVED: That the On Line Safety Policy be approved.

214. COMMUNITY HUB

The Head reported that a meeting had taken place last week with involved outside agencies being represented. The main issue in our area is with obesity and in June a meeting will be held at Kirkburton on healthy lifestyles when KAL, the police and drug/alcohol dependency agencies will be attending. It is important to get the pitch right and this is still in the planning stages so discussion will take place on whether this be a parent only event or a parent and child event.

The external agencies will then be informed.

Q. Do schools still do SPICE sessions?

A. Yes for children, we have not always held the parents sessions as they are poorly attended.

Q. If the children are in another room would this be helpful?

A. Yes but then there are childcare issues.

215. GOVERNOR TRAINING AND GOVERNOR VISITS(a) Governor Training

No governor training had taken place.

(b) Governor Visits

Mrs Carmichael had attended an Assembly at Farnley, her report was on the website.

Mrs Smith had attended Denby School.

The Head and Chair had met with Neil Short from the National Association of Small Schools. Claire was to attend a Small School conference in February.

RESOLVED: That Mrs Howbridge circulate a Governor Visit Proforma to governors.

216. ANY OTHER BUSINESS(a) GDPR

Governors were made aware that the regulations were changing on 25 May 2018 and an Audit of data is to be undertaken to ensure that we are meeting the new regulations. The Head showed the GDPR road map document available on The Key. There was a need to appoint a Data Protection Officer.

Q. Will Kirklees write a Policy that can be adopted?

A. They have offered support, which is quite expensive, but it is up to individual schools to appoint their own DPO.

Global, our IT providers, are at the same stage as ourselves so things are still in the early stages and it was agreed there is very little time to become compliant.

Q. Are there any training implications?

A. It is about what data we keep, storage of data and who we pass data on to.

RESOLVED: That Mrs Stahelin-Hall meet with the Head regarding this.

RESOLVED: That this be an Agenda item until it is in place.

(b) SMSC Tour at Thurstonland

A walkround had taken place that evening looking at evidence around school for

Social
Moral
Cultural
Spiritual
Eco/Environment

A verbal report was given and governors noted that there was good evidence of:-

Common themes in each classroom
Playtime buddies

Environment issues eg energy saving
 Noah's Ark picture/Last Supper picture/Footprints
 Growth mindset
 Diversity in language posters - but there could be more diversity in differing family representations
 Jobs within the school community
 Use of star boards

The next walkround would take place at Farnley School on 23 April 2018 at 6.00 pm with an RE focus by Foundation Governors.

(c) Resignation

Mrs Slater fulfils three roles in school - Breakfast Club, Lunchtime Assistant and ETA. She has resigned from the Lunchtime Assistant element and the post will be advertised internally, for part time staff and regular volunteers. If the field is too small then this will go out to advert.

(e) Governor Issue

The Head reported that Ms Cantrell had been to see her as she was unable to attend any of our governor meetings this year. Ms Cantrell visits school regularly and she contributes well to our schools' activities. She had wondered whether to offer her resignation and governors were asked for their views.

RESOLVED: That as Ms Cantrell contributes so well to our schools that she should continue as a governor and should still be in receipt of the governor papers.

217. DATES OF NEXT MEETINGS

RESOLVED: That the dates of future meetings be:-

Full Governing Body

Monday 23 April 2018 at 6.30 pm at Farnley – with walkround at 6.00 pm
 Monday 2 July 2018 at 6.30 pm at Denby

Standards and Effectiveness Committee

26 June 2018 at 5.30 pm at Farnley

Finance, Pay and Health & Safety Committee

Note change of venue for

Wednesday 21 March, 2018 at 5.30 pm **at Denby and NOT Thurstonland**

Wednesday 22 May 2018 at 5.30 pm at Thurstonland

218. 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.

Governor Information items were noted.

RESOLVED: That the Meeting Clerk find out the start time for the IRP Training Event on 24 April 2018 at the Textile Centre.