

# SCHOOL INSPECTION COPY

## THE GOVERNING BODY OF LEPTON CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held at 6.30 pm at the School on Wednesday, 24 January 2018

PRESENT

Mr I Peace (Chair), Mr T Burns, Miss R Jillott, Mrs A Grant, Mr A Kerrison, Mrs J Wayper and Mrs S Parker

In Attendance

Mrs A Sahota (Minute Clerk)

Item	Minutes	Action
5263. <u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST.</u>	Apologies for absence were received from Steve Beresford (consent), Mrs A Rose (consent) and Mr J Hirst (consent)  There were no declarations of Interest.	
5264. <u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u>	There were no matter identified to be raised under matters arising.	
5265.	<b>Deletion – See Minute 5278</b>	
5266. <u>HEAD TEACHERS REPORT</u>	Mr Burns provided a verbal report and indicated that there was not a lot to update on as a lot had been covered at the last S & E committee which was held before the end of last term. The following points were highlighted:	

## Item

(a) Number on Roll

The number on roll from nursery to reception currently stood at 237. Mr Burns agreed to check this figure with Mrs G Ruddlesden as he believed there was a slight change to this figure.

(b) Pupil Attendance

From September to present the figure stood at 97%. Mr Burns reported that there had been a positive increase seen in the pupil premium children whose attendance was below this figure previously. Also Kirklees had seen a significant improvement in the attendance of the one family that was on the verge of prosecution. Attendance had moved in to the 90's and the family had now been removed from the list.

(c) Looked After Children and Exclusions

There were no LAC or exclusions

(d) Safeguarding/Behaviour

Currently there were no child protection cases running and one child in need case.

Mr Burns highlighted that he had attended the refresher safeguarding led training with Steve Barnes, Kirklees safeguarding officer. Feedback from the training was cascaded back to staff and a safeguarding refresher was delivered to staff at the last staff meeting. Mr Burns advised that he was also booked, next month, on the safer recruitment training. Governors were reminded that at least one governor serving on an interview panel had to have undergone the safer recruitment training. It had been suggested at the last steering group meeting for another governor to undergo this training as Mr Hirst's training was due to expire in March.

The new safeguarding audit had been completed. Mr Burns and Mrs Rowbottom agreed to set a date to look at this prior to it being shared with governors at the next meeting.

**Safeguarding  
Audit to be placed  
on the next  
agenda**

(e) Visitors to School(i) Web anywhere

Mr Burns reported that Web anywhere had recently visited regarding a potential APP for parents. This had been discussed at the last CFC committee and it was hoped that this APP would improve communication with parents and also reduce printing costs. Mr Burns advised governors that it had been a very positive meeting and would be wrong for the school not to move forward with this. The cost of the APP was £2,000 which was a one off payment for a lifetime use with no other costs/charges involved. All Updates would be carried out by web anywhere free of charge as the school already purchased their website.

The following points/ comments were made:

- In comparison with the current arrangements - texts alone for this academic year had cost £1,200.
- the vast majority of parents used phones and the app supported apple and other android phones
- there would be no costs to parents
- the app would provide alerts and also do direct messages
- parents would have the flexibility to select what they wanted to receive messages for
- one other feature was that it allowed the school to obtain permissions from parents
- anything updated on the website would be automatically updated on the app
- when this app was in place the school would look to go paperless which would save significantly on reprographics (allowances would be made and help provided to those parents that could not access and the information in this format and sent via email)
- as the app was linked to the school website it would re-direct all parents to the website
- the calendar on the app would do automatic notices and add dates to parents mobile calendar
- there would be teething problems – however school would look at putting on workshops to help parents set up their phone and IT support would be on hand to help setting up I pads
- this was the answer to help with communication with parents and also saving money for the school

*Mr Burns to pursue purchasing the parent APP*

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- the full quote was awaited
- Once agreed it would take 3 to 4 weeks to do – the school would be involved in the design of the app before launched.
- The cost of this had not been budgeted for. If it was ready to roll out before the new budget (April) funds from contingency would be used.
- The sooner the app was in place the sooner the school would save money
- This would hopefully resolve the issue of parents saying they had not received a letter in their pupils bag or relying on them looking at the website etc

**Q: Are other schools using this APP?**

**A: Not sure if any school is using this exact one but there are many schools that do use web anywhere so may have an app**

**Q: if we do go with it is there a potential of it being mentioned at the next parents evening?**

**A: Yes. We can launch it then and have a follow up in the summer term to find out the experience of parents using it.**

(ii) Safeguarding Visit – Mr I Peace

Mr Peace reported that everything was found to be in order. Mrs Ruddlesden had restructured the Single Central record slightly and it now seemed clearer to follow and a lot more organised.

(iii) Kevin Jones

Mr Burns reported that he had met with Mr K Jones accompanied by Alison Castle, Business manager, to discuss the financial systems that were in place in Enhance and to also discuss who the most suitable partner would be for Mrs Castle to speak to support her with changes following conversion.

Two schools had been suggested for Mrs Castle to meet with the Business Managers at their business managers meetings.

**Q: Do we know which software /package Enhance use?**

## A: No

Mr Burns reported that there had also been some visits from Speech and Language and Autism Outreach for various pupils across school

(f) Health and Safety

- Quotes had been invited to improve the dining hall floor (there was depression in part of the floor which was constantly being taped as a temporary fix). Quotes were being sought for different types of flooring and consideration was also being given for different ways of replacing the floor – the cost of this would be covered under the devolved capital funding
- quotes were also being sought for replacing the main entrance flagstones
- Kirklees had surveyed the roof and repair works would be scheduled for this summer
- A decision had been made to remove the climbing frame in the playground due to a rotten base.
- Mr Burns was due to attend a Health & Safety course in February to keep up to date with any recent changes in legislation

(g) Staffing

- Mrs Rigby had returned from maternity leave (RE teacher and ICT leader)
- Mrs Blakely, support staff, had also returned from maternity leave on a part time basis (3 days a week)
- Potential maternity cover candidates for YR3 had been invited into school
- The Deputy Head teacher remained on maternity leave until spring bank

(h) Finance(i) The Budget

The budget remained on track. There were no further updates and any discrepancies would be picked up at the next resources committee meeting

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(ii) Contracts and Services

Quotes were being received for all contracts and out sourcing of services – the only service which had not been requested to look at outsourcing next year was catering. Mr Burns explained that this was due to the significant risks involved in outsourcing from Kirklees in terms of H& S, quality and reliability. This was an area which would be revisited in the future.

(iii) Paperless System

The school was moving towards a paperless system of communication, however they would try to support any instances where there were genuine difficulties being experienced.

(iv) Deletion – See Minute 5278

(i) Achievement of Pupils

Mr Burns reported that since the last S & E committee meeting which was held in the last week of term there was no further updates.

Pupils were reported to be where they should be which was good with some outstanding progress showing in some classes and areas. Year 6, in particular, were looking strong. It was reported that the test sat by Yr6 before Christmas was the 2016 SATs test (first official test under the new framework which had a challenging reading test) the results achieved in this were reported as follows:

- Maths - 80%
- Grammar – 77%
- Reading - 67%
- Combined – 64%
- 17% achieved greater depth in Maths

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13% achieved greater depth in Grammar  
 13% achieved greater depth in Reading  
 Mr Burns reported that these were outstanding results to achieve at Christmas, with still 2 terms remaining. He highlighted that he would be very pleased if these outcomes were achieved in the summer; however there was no guarantee that that this would be the case.

(k) Quality of Teaching

From half term leading up to Christmas - 100% teaching seen as good and 38% at outstanding (this figure was normally 50% - the difference was one teacher - One teacher had been absent during this period. They were now back and their teaching continued to be outstanding). Mr Burns did not feel it appropriate to include this as part of this monitoring cycle.

This terms monitoring of teaching and learning would take place in 3 weeks.

(l) Leadership and Management

- **Deletion – See Minute 5278**
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- A review of the majority of external contracts was taking place
- A timetable of jobs/tasks to be completed before academisation was being discussed with Mr K Jones
- A review of SIAMs objectives was ongoing – Mr Peace had carried out a learning walk
- RE and Understanding Christianity would be reviewed again this term - this would continue to be reviewed every half term with an aim to continue gathering further evidence in light of the imminent SIAM inspection
- A new RE assessment system was in place – this was a colour coded system as there was no national standard – Green = achieved objective, Amber = understand part of the objectives and Red = not understood the objective /concept being taught. The colour coded system was an easy tool for the teacher to use which allowed the teacher to see a snap shot of the class on one page and

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	<p>revisit any areas which were not fully understood by either an individual pupil or the whole class</p> <ul style="list-style-type: none"> <li>• The monitoring focus this term would be Guided Reading – Reading was currently the key area of focus for development. Data showed that maths was strong. Writing was moving on well</li> <li>• Moderation of standards had been arranged for later in the term with pyramid schools –staff meetings would be arranged with Rowley Lane and Kirkheaton (potentially Grange Moor) for all class teachers from Nursery to YR6 and then another in-depth session for just YR 6 teachers. Mr Burns expected that the school could be due a moderation visit by the LA this year.</li> </ul> <p>Mr Burns was thanked for his report</p> <p><u>Heads Wellbeing and Work life Balance.</u></p> <p>Mr Burns reported that there was a lot going on at school. It was tiring and there was a heavy workload (which was also the case for Miss Jilloff). However this was not having any impact on the school other than some jobs being pushed back.</p>	
<p><u>5267. SIAM</u></p>	<p>This had been covered earlier.</p> <p>Mr Burns advised that he had drafted a SIAMs self-assessment form which he agreed to bring to the next meeting and share with the Governors.</p>	<p><b>SIAM Self-Assessment form</b></p>
<p><u>5268. REPRESENTATION</u></p>	<p>Governors noted the following vacancies: 3 Co-opted , 1 LA and 1 Parent</p> <p>Unfortunately, no progress had been made with regards filling any of these vacancies since the last meeting.</p> <p>Mr Burns agreed to move forward with running the parent election after half term. Mr Peace highlighted that depending on the outcome of this election he would make a decision on which route to explore himself in terms of his upcoming end of term of office as a parent governor.</p> <p><u>Appointment of a Co-opted Governors (4 vacancies)</u></p>	



**Minutes**

**Action**

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	<p>It was reported that Mr Hirst continued to pursue perspective nominations for these vacant seats, however no updates were currently available on whether any progress had been made. Mrs Parker highlighted that there was potentially a parent, with skills in Education, who had expressed an interest in becoming a governor. It was agreed to run the parent election and if this parent was interested they could put themselves forward via this route.</p>	
<p><u>5269. MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2017.</u></p>	<p>RESOLVED: That the minutes of the meeting held on 15 November 2017 be approved and signed by the Chairman as a correct record subject.</p>	
<p><u>5270. MATTERS ARISING</u></p>	<p>There were no matters arising.</p>	
<p><u>5271. REPORTS FROM COMMITTEES</u></p>	<p><u>Minutes of the Resources committee meeting held on 9<sup>th</sup> November 2017</u></p> <p>Minutes were approved and noted.</p> <p><u>Minutes of the Children, Families and Community Committee meeting held on 29 November 2017</u></p> <p>Minutes were approved and noted.</p> <p>Mrs Parker highlighted that one of the points raised at this meeting was the questionnaire for the parents evening. Mr Peace reported that this had been discussed by the Steering committee meeting and also some elements briefly covered earlier this evening.</p> <p>Mr Peace reported that he was due to send out last year's questionnaire to all governors to look at for re-drafting. He agreed to send this out by the end of the week asking Governors to look at the questions, agree which were still appropriate, suggest any new questions and provide any other relevant feedback.</p> <p><b>Q: Will it need to be slightly different now that we have agreed to go for the APP?</b>  <b>A: Yes. However looking at the timescales we will either be introducing the APP before the parents evening or slightly after so they will not be able to respond either way and therefore best to leave that question off this questionnaire but having it on display and</b></p>	

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	<p>the next time round ask how they are finding it.  <b>Q: When is Parents evening?</b>  <b>A: 22<sup>nd</sup> March</b></p> <p>As suggested at the last CFC committee once the final version of the questionnaire was approved Mrs A Grant would help to convert the questionnaire into a digital format which could be made available for parents to complete on I pads on the evening.</p> <p><u>Minutes of the S &amp; E Committee meeting held on 20 December 2017</u></p> <p>Minutes were approved and noted.</p>	
<p><b><u>5272. FINANCIAL MANAGEMENT AND MONITORING.</u></b></p>	<p>A budget update had been included within the Head teachers report and covered earlier in the meeting.</p>	
<p><b><u>5273. GDPR</u></b></p>	<p>Mr Burns and Alison were due to attend some training on GDPR in March. Currently the new requirements were such a mind field and it was important that they were totally clear of what was expected and also what the school needed to do to be compliant before moving forward with this. Mr Burns advised that it was a possibility that a service to support schools with GDPR may be made available to schools which they could opt into which would take the responsibility of the school to check compliance.</p> <p>It was agreed to pick up on this when Mr Burns had a clearer understanding.</p> <p><b>RESOLVED:</b> That this be an item on the agenda after Easter.</p>	
<p><b><u>5274. GOVERNOR TRAINING AND GOVERNOR VISITS</u></b></p>	<p><b><u>Safeguarding Visit – Mr I Peace</u></b></p> <p>This had been covered earlier. Mr Peace went through all the visits which were due this term as follows:</p> <p>Literacy (Focus on Comprehension) – Mr J Hirst  Safeguarding – HT and Mrs Rowbottom <i>Parthen</i></p>	

Item	Minutes	Action
	<p>RE – Mrs A Grant P4C and understanding Christianity – Mr Kerrison SEN – Mrs Wayper Visits to Enhance schools – Mr Burns. Mr Peace and Mrs A Rose</p> <p>Where dates had not yet been set governors were encouraged to contact the appropriate member of staff and set a date for this term.</p>	
<p><u>5275. POLICIES</u></p>	<p><u>Teacher Appraisal and Teacher Pay Policies</u></p> <p><i>The Kirklees Model Teacher Appraisal Policy &amp; Teacher Pay Policy is now available on Onehub</i></p> <p>Mr Burns had forwarded the policies which had been reviewed at the last S &amp; E committee to all governors for information</p> <p>These were approved by the Governing Body.</p>	
<p><u>5276. ANY OTHER BUSINESS</u></p>	<p><u>My Mobile</u></p> <p><b>Q: What happened to My Mobile, did it not happen?</b> <b>A: No this did not happen. Mrs K D'Aubney was the only member of staff that attended the training, although she did leave some notes we were not able to deliver it without her. This will be picked up by Mrs D'Aubney when she returns from maternity leave, hopefully in the summer term.</b></p>	
<p><u>5277. DATE OF NEXT MEETING AND POSSIBLE AGENDA ITEMS.</u></p>	<p><b>RESOLVED:</b> That the next meetings of the Governing Body be held as agreed on the schedule of dates and governors year planner circulated.</p>	
<p><u>5278. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p>	<p><b>RESOLVED:</b> That Minute 5265, Minute 5266 (h) (iv) and Minute 5266 (l) bullet points 1 and 2 be excluded from the copy to be made available at the School.</p>	<p><i>[Signature]</i></p>

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Chair 28/3/18

Date