
Boughton Leigh Junior School

Meeting of the Full Governing Body
held at the school on
Wednesday 15th March 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Jon Baxter	Paula Duynstee (also HT)
Paul Birch (Chair)	Claire Edwards
Nicky Brown (also SENCo)	Alfred Gand (arrived late)
Ian Davis	Karen Miles
Tim Dedman	Alan Webb

The meeting was quorate throughout (five governors)

Also present: Roddie Grant (Clerk), Lynne Mehta (Acting DHT)

The meeting began at 6.04pm

Procedural

MF20170315.1: To approve apologies for absence

There were no apologies, but several governors left early. Absent: No one.

MF20170315.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MF20170315.3: To record any declarations of interest specific to this meeting

Lynne Mehta declared an interest in the item on DHT recruitment (minute MF20170315.12).

MF20170315.4: To approve and sign the minutes of 28th November 2016

The governing body approved the minutes of 28th November 2016. They were signed by the Chair.

MF20170315.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

There were no matters arising.

Presentation to David Hicks

David Hicks is retiring from the governing body after 30 years' service. Paul Birch, Chair of the governing body, paid tribute to David's immeasurable contribution to the school and governing body throughout its history.

David replied 'I would not have done it unless I enjoyed it. It is amazing to see how the school has advanced. It's a pleasure to walk round and see the changes.'

Governor Tim Dedman referred to the recent recruitment of candidates for governing body membership. 'The skills audit revealed David-sized gaps', he said, 'which quantifies how much you have contributed. There is a huge legacy in all the children who have benefitted from your input.'

David will visit the school on Friday for a tour, and to meet the children again.

David Hicks left the meeting

The HT will ask David what he might like named in his honour. Suggestions included either naming the new library after him, or having a special award with a cup.

Alfred Gand arrived (6.10pm)

Chair's initials

School improvement

MF20170315.6: To review the SEF

- ~ New sections are in yellow for governors to see amendments easily.
- Pupil Premium has been added into overall effectiveness.
- Vision and values are areas for development.
- *The HT will send the letter about vision and values letter to the governors via the Clerk; parents are responding to the invitation to pick the top vision and five values.*
- *Govs: What is the timescale on getting agreement?*
- *HT: The beginning of summer term.*
- *The RAP Working Group will look at the vision and values on behalf of the governing body.*
- ~ *HT: Under feedback to pupils, there is less marking in books but the impact shows in pupils' responses; Y6 pupils are self-assessing, part of self driving for learning; pupils are involved in their targets; this allows proper ownership of learning.*
- ~ The HT described the process for nominations and voting for the Head Boy, Head Girl and Deputies.
- The meeting discussed when/if the deputies move up to the full posts and when the next election will take place. The HT explained that the details are yet to be confirmed.
- *Govs: It is important that pupils understand the process.*
- *Govs: Can the campaigns be captured and put on to YouTube?*

Action: HT, Clerk

Action: Clerk

Alan Webb left (6.27pm)

- ~ The English and maths sections have been updated by the subject leads.
- Governors noted the success of science week.
- ~ This year, four pupils from the 'parallel' classes received places in selective schools.
- The school is rethinking the Parallel and More Able classes to ensure all children have the opportunity to reach their potential.
- *Govs: Do we tell parents if their child is capable?*
- *HT: We are not allowed to prepare pupils for 11+; it is a parental choice; we provide information about all schools.*
- ~ Under priorities for whole school development, the HT explained IP4 highlights the gaps; IP5 has been added to address attendance issues.
- ~ Work on attendance is a key focus; The HT receives a monthly update on attendance drilled down to individual pupils with <90% attendance.
- *Govs: Do we reward individual pupils for good attendance?*
- *HT: That is another layer we could have, but we must just get the system in place first.*
- *Govs: Does any absence count? Yes.*

[Document MF20170315.6.1: Item_6_BLJS SEF Jan 2017.doc; HT]

MF20170315.7: To receive and challenge the Headteacher's report

- ~ The meeting discussed the attendance figures at length. These were given in more detail than in the past, but some of the data came from RAISEonline, and there was confusion about the context of the figures (for example which are current and which are historic).
- *Govs: Attendance has never fallen below the target in the past.*
- *HT: Apparent changes may be a consequence of the way the register was recorded. We have been looking at groups, and individual children; we are working with families, CAFs, and holding attendance meetings with parents; the LA's ACE team has been in; we are doing a lot of work on improving attendance.*
- *The governing body asked the HT to remove uncertainty about the figures and report to the next RAP working group meeting. Attendance will be an agenda item at the next FGB meeting.*
- ~ *Govs: We must accentuate the great things in school, celebrate terrific achievements, capture them for the minutes.*
- Live marking and changes to feedback; reading; the learning environment; pupil leadership; children with behavioural issues now in class; parent singing the

Action: HT

Action: Clerk

Chair's initials

praises of the school; EIS wanting to send pupils to the school; successes with really challenging children; pupil engagement with IT.

- *HT: Even attendance is a great story; a new team has been working on it before it was highlighted.*

[Document MF20170315.7.1: Item_7_Headteacher report_3.3.17.docx; HT]

MF20170315.8: *To receive report from the Performance and Standards Committee*

- ~ Committee Chair Jon Baxter summarised the business covered at the meeting on 8th February 2017. Minutes will be available shortly.
- ~ Reading at greater depth is rising.
- The gap between boys and girls closing (was 30%, now around 15%).
- ~ *Govs: A big issue is understanding and having confidence in assessment without levels; this will be difficult until we have a couple of years' experience.*
- The FGB meeting discussed OTrack and Stat Sheffield data analysis system; the school has been working with OTrack this term on a way to record assessments.

MF20170315.9: *To receive governor monitoring reports, and confirm plans*

- ~ Five governors visited on Friday 10th March to look at computing; a report is being produced.
- *Govs: There is a lot of great practice; computing lead Jonathan Gaskell showed us how the curriculum is covered in each year group. We look at some physical machinery, considered security, met pupils and looked at the work of each year group. A focus for next time should be to look at the progress of individual pupils rather than classes/cohorts overall.*
- *Govs: But is the work driven by enthusiasts? Is computing an end in itself or is it applied in other subjects; it would be helpful to have a one-page strategy that links what pupils are doing to the curriculum objectives.*
- *Govs: It was nice to monitor a subject other than literacy and maths, a more expressive subject.*
- *HT: Computing is not run in isolation but feeds back to core subjects; also ICT goes alongside the coding.*
- *Govs: Jonathan Gaskell has great enthusiasm and passion; for some pupils computing may be the subject that gets them into school.*
- *Govs: Pupils in Y6 talked about having been excluded; they became engaged through developing an app round photography; it is important that we get governors' focus on non-core subjects.*
- *HT: The radio club is good for engaging hard-to-reach pupils.*
- *Govs: What happens at home on e-safety?*
- *Staff: Jonathan Gaskell organises parent sessions on e-safety.*
- *HT: Scrapbooks have been introduced to showcase work beyond the core subjects.*
- ~ Governors discussed the planned monitoring visit planned for 24th March to look at reading targets and following up the first visit on tracking. However this was postponed later (see minute MF20170315.12) because of the DHT interviews.

Resources

MF20170315.10: *To receive report from the Resources Committee*

- ~ In the absence of Committee Chair Alan Webb, Tim Dedman summarised the business covered at the meeting on 1st March 2017. Minutes will be available shortly.
- It was a long meeting but the key messages are that the bottom line is healthy, and the budget looks much like it does every time, with apparent deterioration in future years.
- The format of the way the accounts are presented made sensible analysis difficult, and didn't provide the committee with enough information.
- Reports have to be transparent; the HT has met with the new SBM and they will consult with Alan Webb, Chair of the committee.
- *Govs: The new SBM will bring her own view; some of it is art, not science.*

Karen Miles left the meeting during this item (7.53pm)

Chair's initials

MF20170315.11: *To consider proposal for new library*

- ~ The proposals was considered by the Resources Committee on 1st March, and strongly recommend to the FGB, and agreed subject to final ratification by FGB. As the value is over £9,999 it has to come to FGB for approval.
- ~ *Staff: We want a more vibrant library; we have considered three designs.*
- The school council will fund raise as a contribution.
- *Govs: The pupil view is vital, we don't want a library that children don't use; the cross-school co-operation on the funding is to be applauded.*
- *Govs: Does the price include books or just the library fittings?*
- *Staff: Not the books.*
- **The governing body** agreed to option 3, at a cost of £11,472; this will be funded by 25% each from the PTA, Pupil Premium, Jolly Brollies, and non-structural maintenance
- *Govs: Have you considered Kindles instead of books?*
- *HT: We do have 15 kindles*
- *Govs: Are they value for money? Yes.*
- *Govs: There is the cost of the books on Kindle; it's not good for graphics; it doesn't bring much in terms of technology.*
- The FGB asked the Resources Committee to look at a proposal to buy 50 Kindles as a library resource.
- *HT: I'm not sure about the need for so many.*

Action: HT, Clerk

MF20170315.12: *To confirm arrangement for recruitment of a deputy headteacher*

Acting DHT Lynne Mehta withdrew for this item.

- ~ *Chair: DHT recruitment is a governing body responsibility; the current recruitment was started in school and the governing body needs to decide on the way forward and provide support.*
- **The governing body agreed** with the process so far, including the advert and job description. Shortlisting had been carried out by Chair Paul Birch, HT Paula Duynstee and staff governor Nicky Brown. Nicky and the HT visited candidates in their current schools; three applicants were shortlisted.
- Although the recruitment is directed by the governing body, the HT must be fully involved because of the closeness of the professional relationship between HT and DHT.
- The governing body noted that there might be concerns about the appearance of impartiality if two-thirds of the panel are current colleagues of the internal candidate.
- **The governing body agreed** that the panel members will be Paula Duynstee, Paul Birch, Nicky Brown, Ian Davis and Alfred Gand. Education consultant Trevor Davies will attend as an external advisor.
- The governing body noted panel members' involvement in the timetable for the day, which includes formal interview, a presentation by each candidate, a meeting with the School Council, and time to meet other staff informally. Each part of the day will include a non-school governor.
- There will be a short extraordinary FGB meeting at 6pm on Friday 24th March to ratify the decision of the panel.

Action: Clerk

Ian Davies left (8.56pm)

[Document MF20170315.12.1: DHT_Job_Description_BLJS_2017.doc; HT]

[Document MF20170315.12.2: DHT_Recruitment_Pack_2017.docx; HT]

[Document MF20170315.12.3: DHT_Recruitment_Arrangements_2017.docx; HT]

Governance

MF20170315.13: *To establish a working group with the infant schools*

Paul Birch will contact infant schools about a joint working party.

Action: Chair

MF20170315.14: *To consider a governing body development plan*

- ~ Governor Alfred Gand distributed a draft of a Governing Body Development Plan and asked for feedback by email via the Clerk.
- The plan should be linked to the skills audit.

Action: Chair

Chair's initials

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MF20170315.15: *To review membership of the governing body*

- ~ The election for a parent governor in the autumn term produced no nominations, so the governing body sought to appoint a parent. Three parents expressed interest in the vacancy. The Clerk met them to clarify the role and appointment process. Following a skills audit, a panel of governors – Jon Baxter, Ian Davis, and Tim Dedman – met them to consider how they would contribute to the governing body.
- Tim Dedman outlined the process and spoke about the candidates, all of whom were excellent.
- **The governing body agreed** with the panel's recommended that Amanda Windley be appointed to the parent governor vacancy, and Steph Cowley be appointed to the co-opted vacancy which has also arisen, both with effect from 16th March 2017.
- **The governing body agreed** that Amanda Windley be appointed to the Performance and Standards Committee and Steph Cowley to the Resources Committee.

Action: Clerk

MF20170315.16: *To review governor training and CPD*

- ~ Nicky Brown has undertaken safer recruitment training.
- The FFT webinar training was recommended to governors.
- Tim Dedman is to undertake training on SEN for governors.

Nicky Brown left the meeting (9.07pm)

MF20170315.17: *To consider policies and documents*

MF20170315.17a: *Visits Policy*

This was deferred to the next meeting.

[Document MF20170315.17.1: *Governors' Visits Policy*[Draft].docx;]

MF20170315.17b: *Admissions policy*

~ Govs: Is it the WCC standard policy with the standard priority order?

- HT: It has come from WCC admissions; we didn't write it.
- Govs: The order reads as you would expect. The reference to partner infant school should cover both Boughton Leigh Infant and Brownsover Community schools.
- **The governing body approved** the policy subject to it being the WCC standard. If not, the governing body will consider it again.

[Document MF20170315.17b.1: *Admissions policy BLJS 2017-2020.docx; SBM*]

MF20170315.17c: *Home-School Agreement*

This was deferred to the next meeting.

[Document MF20170315.17c.1: *BLJS_proposed_Home_School_Agreement.pub; HT*]

MF20170315.17d: *Behaviour Statement for discussion*

- ~ The HT offered an example of a Written Statement of Behaviour Principles as a starting point for the governing body to discuss and agree on how to proceed.
- A working party will bring a recommendation to the next FGB meeting. The Chair will canvass governors for volunteers and meeting dates.

[Document MF20170315.17d.1: *Governing Body_BEHAVIOUR STATEMENT_BLJS_2017.docx; HT*]

Action: Chair

MF20170315.18: *To note publications and notices*

- ~ LA *Head's Up*
- Warwickshire Governor
- Training notices

MF20170315.19: *To agree 'headlines' for communicating to parents*

- ~ Interviews for DHT.
- Reflections on the ICT monitoring visit.
- Library being co-funded.
- Attendance.

Chair's initials

MF20170315.20: *To confirm dates and times of future meetings*

RAP	Fri 24/3/2017	08.00
Res	Tue 2/5/2017	18.00
RAP	Fri 12/5/2017	08.00
P&S	Mon 15/5/2017	18.00
FGB	Tue 27/6/2017	18.00
RAP	Fri 14/7/2017	08.00

MF20170315.21: *To decide whether any items should be excluded from the minutes and papers to be made public*

The governing body agreed that no items are to be excluded

The meeting closed at 9.18pm

Text in blue indicates participation by governors; text in green indicates participation by the Head, SBM, or another member of staff.

Roddie Grant
Clerk to the Governors
12th April 2017

Glossary:

ACE	Attendance Compliance and Enforcement	ICT	Information and communication technology
CPD	Continuing Professional Development	PTA	Parent-Teacher Association
DHT	Deputy Head Teacher	RAP	Rapid Action Plan
EIS	Early Intervention Service	SBM	School Business Manager
FGB	Full Governing Body	SEF	Self Evaluation Form
HT	Head Teacher	SEN	Special Educational Needs
		SENCo	SEND Co-ordinator
		WCC	Warwickshire County Council

Action summary

Action by	Minute number	Action	Date completed
HT	MF20170315.6	Send vision and values letter to the Clerk	
Clerk	MF20170315.6	Forward vision and values letter to governors	
Clerk	MF20170315.6	Include vision and values on RAP WG agenda	
HT	MF20170315.7	Clarify attendance figures and report to the RAP WG	
Clerk	MF20170315.7	Include attendance figures on RAP WG agenda and FGB agenda	
HT	MF20170315.11	Report to the Resources Committee on buying 50 Kindles	
Clerk	MF20170315.11	Include report on Kindles on the Resources Committee agenda	
Clerk	MF20170315.12	Convene EFGB on 24th March 2017	
Chair	MF20170315.13	Contact the infant schools about a joint working party	
All	MF20170315.14	Send feedback on governing body development plan to the Clerk	
Clerk	MF20170315.15	Process new governor appointments	
Clerk	MF20170315.17	Update policy database	
Chair	MF20170315.17d	Set up working party for Behaviour Statement	

Chair's signature:

Date: