
Boughton Leigh Junior School

Meeting of the Full Governing Body
held at the school on
Tuesday 27th June 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
Steph Cowley	Karen Miles
Ian Davis (arrived late)	Alan Webb
Tim Dedman	

The meeting was quorate throughout (six governors)

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

The meeting began at 6.05pm

During the meeting, governors asked for access to the wifi. The meeting discussed whether this was permitted under the e-safety Policy. The HT will check what can be arranged with ICT lead Jonathan Gaskell.

Action: HT

Procedural

MF20170627.1: To approve apologies for absence

There were no apologies. Absent: Amanda Windley.

MF20170627.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MF20170627.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MF20170627.4: To approve and sign the minutes of 15th and 24th March 2017

The governing body approved the minutes of 15th and 24th March 2017. They were signed by the Chair.

MF20170627.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MF20170627.5a: Values and vision

- ~ The mission statement is '*Inspiring the minds of the next generation*'.
- *HT: 'Tell me and I forget, teach me and I remember, involve me and I learn' was nearly as popular and has been adopted as a teaching ethos.*
- ~ The values were sent to governors on 25th April 2017; the final five, as voted for by staff, parents and governors – are *supportive, tolerant, aspirational, responsible, successful*; these will be displayed throughout the school and on the website; the acronym STARS is also being used.
- *HT: The whole process has been a really positive experience; we will launch them with the pupils before the end of term, then develop their use from September.*

[Document MF20170627.5a.1: Vision and Values letter_2017+governor.docx; HT]

School improvement

MF20170627.6: To receive and challenge the Headteacher's report

~ The meeting discussed attendance, currently at 95.7%, and the HT explained the analysis and follow up systems used.

Chair's initials

- Govs: If we fall below our target of 96% will Ofsted raise this?
- HT: Attendance of more than 95% will not ring any major Ofsted alarms, especially as the school is very assertive in following up absences; but they will want to know about the persistent offenders and those on FSM, SEN as previously identified; governors need to be aware that we are active; also we have significantly reduced the number of children arriving late by sending texts immediately; this has an impact on safeguarding too.
- Govs: The school is very active with follow up, but we are still below target and the national average.
- HT: There are a couple of children with complex issues; we need to look at the positive; it would be beneficial if a governor took on attendance on behalf of the governing body.
- Jon Baxter, as chair of the Performance and Standards Committee, will monitor attendance; the governing body determined that attendance will normally be covered by the Performance and Standards Committee rather than the FGB.
- ~ HT: The David Hicks library was officially opened by David today; photos will appear in the school newsletter; David will be on BLJS radio on Friday; he is really pleased with the library.
- Govs: A photo and write-up should be sent to the local press.
- ~ Govs: How is the Head Boy/Head Girl/House of Lords/House of Commons going?
- HT: The head boy and girl from Y6 and deputies from Y5 have been voted in; a new role – secretaries to the HoL – has been created; they all meet every third week; the HoC is the school council, and works with the HoL.
- Govs: This is good; they are already having an impact, with noticeable changes in school.
- ~ Govs: Racial incidents – at eight – seems high
- HT: This number is cumulative for the year, and several relate to one child; we are working with parents; staff are being trained on talking to the children to find out the intent – sometimes pupil(s) do not understand what they are saying; we hold lots of assemblies on British values
- ~ Responding to a governor's question the HT spoke about Aspire.

Action: Clerk

[Document MF20170627.6.1: HT's report; HT]

[Document MF20170627.6.2: BLJS SEF June 2017.doc; HT]

MF20170627.7: To receive report from the Performance and Standards Committee

The committee met on 15th May 2017; Committee Chair Jon Baxter summarised the business covered at the meeting.

MF20170627.8: To review pupil attendance against targets

This was covered under the HT's report (see minute MF20170627.6).

[Document MF20170627.8.1: BLJS_Attendance Policy 2017-2020.docx; HT]

MF20170627.9: To receive governor monitoring reports, and confirm plans

- ~ There have been no visits since the last FGB meeting; the visit planned for 24th March was postponed because of the DHT interviews.
- The meeting wished to carry out one more visit this term; on the HT's advice, a visit to look at Pupil Premium will be delayed to the autumn so that a pilot project by the LA would be underway.
- It was arranged that Paul Birch, Jon Baxter, and Tim Dedman will visit at 8am on Friday 14th July to look at Aspire.

Action: PB, JB, TD

Resources

MF20170627.10: To receive reports from the Resources Committee

Paula Duynstee left the meeting to let Ian Davis in (7.00pm). Paula and Ian returned during this item (7:05pm)

- ~ Committee Chair Alan Webb reported on committee meetings held on 2nd May and 22nd May 2017.

Chair's initials

Chair's initials

- *AW*: The expected carry forward from 2016/17 reported to the committee in March was £135k; at the first May meeting it had dropped to ~£19k; agreeing the budget was deferred to 22nd May meeting to allow for investigation.
 - The SBM and HT were asked to check that all spending was legitimate; also to look for ways to bring down expenditure; on 22nd May the committee was able to agree a more-or-less balanced budget but without a contingency; there is a £75k deficit in the third year, although the figures that far ahead are open to change.
 - *Govs*: The change in carry forward was because the March figures were largely forecasts, shown to be inaccurate when the actual figures were available in May.
 - *Govs*: Review of all staffing will be on-going for some time; the only way to make the necessary saving is through salaries; some issues may come to the FGB.
 - *HT*: The budget is about the needs of the school, what we are trying to deliver in the curriculum; making sure children's needs are covered effectively.
 - Governor Steph Cowley (a chartered accountant) met with the SBM following the committee meeting on 2nd May to look at systems and how information is compiled; she offered to meet the SBM more often.
- ~ There were three particular issues on expenditure:
- 1: Parent debt, especially on school meals; (see Debt Policy below)
 - 2: The cost and costing of trips, many of which ended up subsidised by the school (now being shown explicitly in the accounts).
 - 3: The Jolly Brollies accounts did not make clear if costs were being covered (now full accounts are available and charges to parents have been increased).
- *Govs*: For some years we have had a good carry forward which led to some coasting; we believed the March figures because we recognised the pattern; we had lost track of the inadequate rigour behind the accounts; the new SBM is in control now; decisions are under far more scrutiny.
 - *Govs*: We need to make decisions based on numbers we can trust.
 - *Govs*: [To AW] Are you confident the information is now ordered and what you need? Yes.
 - *Govs*: The school was too reliant on financial support from WES, which was not good or sufficient; better systems are now in place.
- ~ A third meeting to look at governance of the budget was cancelled because the HT was unwell [now rearranged for 10th July].
- *Govs*: Finance training for new governors is important because it is a very different accounting system compared to business.
 - Steph Cowley will meet again with the SBM, and brief an extra Resources Committee meeting at 6pm on Monday 10th July 2017.
 - The governing body recorded its thanks to the SBM and HT for all their work on the budget.

Action: SC

MF20170627.11: To consider governing body oversight of the accounts

This was covered elsewhere in the meeting.

MF20170627.12: To consider capital plans

- ~ *HT*: We have been looking at different projects including refurbishing Y5/6 toilets, and replacement windows; we are awaiting costing.
- *Govs*: We get small capital funding but some big jobs needing doing; we have to be ready to take opportunities.

Governance

MF20170627.13: To consider the future of the RAP working group

- ~ *HT*: The RAP working group meetings were very useful after the Ofsted inspection but have become repetitive; a similar arrangement could look at a governing body audit/SEF.
- *Govs*: Many of the things covered by the RAP WG are now done by SLT, which is a positive reflection on the SLT; we no longer need the RAP WG.
- *Govs*: We could hold a half-termly meeting combined with a monitoring visit; perhaps with an Ofsted-type theme so we are familiar with what the inspection will look for.
- The governing body discussed the times of these 'monitoring and challenge' visits.

Chair's initials

- **Govs: Talking to the children is the most valuable aspect; monitoring has been beneficial because governors visited during the day.**
- **The HT will propose dates and times; these will mostly be during the school day but there will be one in an evening.**

Action: HT

MF20170627.14: To consider a GB development plan

- ~ Governor Alfred Gand distributed a governing body development plan based on the 'Preparing for Ofsted' training and the APPG '20 Questions'.
- This will be merged with the work Carl Thornton (then HT), Tim Dedman (then Chair) and Roddie Grant (Clerk) did on the 20 Questions last year.
- Governors were allocated to Key Areas of the plan thus:
 - 1. Paul Birch
 - 2. Ian Davis
 - 3. Jon Baxter & Alan Webb
 - 4. TBC
 - 5. Karen Miles
 - 6. Alfred Gand
 - 7. Nicky Brown and Tim Dedman
 - 8. Paul Birch and Tim Dedman plus the HT and Clerk
 - 9. Paul Birch and Paula Duynstee
- **Alfred Gand and the HT will develop the plan and send it to governors via the Clerk; subsequently the HT, Chair, and Clerk will RAG-rate it.**

Action: AG, HT

Action: HT, Chair, Clerk

[Document MF20170627.14.1: Governing Body Development Plan; AG]

MF20170627.15: To review roles previous covered by David Hicks

- ~ **The governing body appointed** Steph Cowley as safeguarding governor; **the Clerk will forward information to Steph and inform the LA.**
- Other roles previously undertaken by David (notably H&S and availability for day-time site meetings) will be allocated at the autumn 1 meeting as part of the annual review of appointment.

Action: Clerk

MF20170627.16: To review membership of the governing body

Alan Webb's term of office ends in October; the Clerk has begun the process of Alan's renomination by the LA.

MF20170627.17: To elect Chair and Vice-Chair for 2017/18

- ~ The only nomination which had been received for Chair was for **Paul Birch who withdrew and was elected unanimously.**
- ~ The only nomination which had been received for Vice-Chair was for **Alan Webb who withdrew and was elected unanimously.**

Action: Clerk

MF20170627.18: To review governor training and CPD

- ~ There was no new CPD to record.
- The subject for the in-house session will be agreed at the September FGB meeting.

MF20170627.19: To establish a working group with the infant schools

This will be discussed at the autumn 1 FGB meeting.

Action: Clerk

MF20170627.20: To consider policies and documents

MF20170627.20a: Governor Visits Policy

- ~ The policy is reviewed every three years by the FGB.
- As there was some confusion over the version to be considered, approval was deferred to the next FGB meeting.

[Document MF20170627.20a.1: Governors' Visits Policy_2017-18.docx; HT]

Action: Clerk

MF20170627.20b: Capability Policy

- ~ The policy is reviewed by the FGB on reissue by the LA.

Chair's initials

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- This is a WES policy which has not been changed.
 - **The governing body approved** the policy

[Document MF20170627.20b.1: MODEL TEACHER CAPABILITY POLICY AND PROCEDURE August 2016.doc; HT]

MF20170627.20c: *SEND Policy*

- ~ The policy is reviewed annually by the FGB.
- The governing body noted the document submitted was a report not a policy.
- The SEND Policy will be reviewed at the next FGB meeting.

[Document MF20170627.20c.1: SEND Information report_2017-18.docx; HT]

MF20170627.20d: *e-Safety Policy*

- ~ The policy is reviewed annually by the FGB.
- **Govs: The policy should include reference to the risk from phishing.**
- **Govs: The policy makes little reference to parents.**
- **The governing body approved** the policy but it should be amended in future to include more about parents.

[Document MF20170627.20d.1: BLJS E-safety policy.pdf; HT]

MF20170627.20e: *Health & Safety Policy*

- ~ The policy is reviewed by the FGB on reissue by the LA.
- This is a standard WES policy.
- **The governing body approved** the policy; it will be reviewed whenever the LA issues an amended version.

[Document MF20170627.20e.1: Health and Safety Policy Policy_2015-18.pdf; HT]

MF20170627.20f: *Behaviour Statement and Behaviour Policy*

- ~ The Behaviour Statement is reviewed annually by the FGB; the Policy is the responsibility of the HT.
- **Govs: The policy deals mainly with bad behaviour and doesn't promote good behaviour.**
- **HT: Good behaviour is assumed.**
- **The governing body approved** the Behaviour Statement and noted the Behaviour Policy.

[Document MF20170627.20f.1: governing-body_behaviour-statement_bljs_2017-1-.pdf;HT]

[Document MF20170627.20f.2: Boughton Leigh Behaviour Policy_2017-2018.doc; HT]

MF20170627.20g: *Anti-Bullying Policy*

- ~ The policy is reviewed annually by the FGB.
- **The governing body approved** the policy.

[Document MF20170627.20g.1: Anti-bullying_policy_January_2017_2018.doc; HT]

MF20170627.20h: *Habitual or vexatious complainants policy*

- ~ The policy is reviewed every three years by the FGB.
- **The governing body approved** the policy.

[Document MF20170627.20h.1: Habitual or vexatious complaints policy 2016-19.docx; HT]

MF20170627.20i: *Debt Policy*

- ~ Governors discussed the issues around feeding children when parents have accumulated possibly sizable debts;
- **Govs: We need to be clear how we communicate this policy to parents.**
- The policy was referred to the Resources Committee meeting on 10th July for further consideration.

Action: Clerk

[Document MF20170627.20i.1: BLJS_Debt_Policy_2017-2020.docx; HT]

MF20170627.20j: *Admissions Policy*

- ~ The policy is reviewed by the FGB on reissue by the LA.
- This is a standard WES policy.
- **The governing body approved** the policy; it will be reviewed whenever the LA issues an amended version.

[Document MF20170627.20j.1: admissions policy BLJS 2017-2020.docx; HT]

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MF20170627.20k: Equality Objectives and Equality Information

- ~ Equality Objectives are reviewed by the FGB every four years; Equality Information is published annually.
- **Govs:** This feels a bit old and woolly.
- **HT:** This is the current model from WES; a new one may be available in the autumn.
- The FGB approved the Objectives and Information but will review them again when a new WES model is available.

[Document MF20170627.20k.1: BLJS_Equality_2017-2020.docx; HT]

MF20170627.20l: Young Carers

- ~ **The governing body approved** this standard policy. It will be reviewed every three years.
- The HT will report on young carers at the next FGB meeting.

[Document MF20170627.20l.1: BLJS_Young_Carers_Policy_2017-2020.docx; HT]

Action: HT, Clerk

MF20170627.21: To note publications and notices

- ~ LA Headlines
- Patch meeting presentation
- Election of Governors to the Warwickshire Schools Forum

MF20170627.22: To agree 'headlines' for communicating to parents

- ~ The success of Head Boy/Head Girl/House of Lords/House of Commons
- The opening of the David Hicks Library

MF20170627.23: To confirm dates and times of future meetings

Pay	Mon 11/9/2017
FGB	Wed 27/9/2017
P&S	Tue 31/10/2017
Res	Tue 14/11/2017
FGB	Mon 27/11/2017
P&S	Wed 7/2/2018
Res	Wed 28/2/2018
FGB	Tue 13/3/2018
Res	Tue 1/5/2018
P&S	Mon 14/5/2018
FGB	Tue 26/6/2018

All meetings begin at 6pm except for the Pay Committee (time to be agreed)

MF20170627.24: 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 8.44pm

This was acting DHT Lynne Mehta's last governing body meeting at the school. Chair Paul Birch thanked for the enormous amount of work she had done for the school over the last 15 years.

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
3rd July 2017

Chair's initials

Glossary:

APPG	All-Party Parliamentary Group	RAP	Raising Achievement Plan
BLJS	Boughton Leigh Junior School	SBM	School Business Manager
CPD	Continuing Professional Development	SEF	Self Evaluation Form
DHT	Deputy Head Teacher	SENCo	SEND Co-ordinator
FGB	Full Governing Body	SEND	Special Educational Needs and Disability
HoC	House of Commons	SLT	Senior Leadership Team
HoL	House of Lords	WES	Warwickshire Education Services
HT	Head Teacher	WES	Warwickshire Education Services
RAG	Red, Amber, Green		

Action summary

Action by	Minute number	Action	Date completed
HT	MF20170627.0	Check on wifi access for governing body meetings	
Clerk	MF20170627.6	Attendance to be handled by the Performance and Standards Committee.	
Paul Birch, Jon Baxter, Tim Dedman	MF20170627.9	Monitoring visit on 14th July 2017	
Steph Cowley	MF20170627.10	Meet with SBM and brief the Resources Committee	
HT	MF20170627.13	Propose dates and times for 'monitoring and challenge' visits	
Alfred Gand, HT	MF20170627.14	Develop GB Development Plan and send to the Clerk	
Clerk	MF20170627.14	Forward Development Plan to governors	
HT, Chair, Clerk	MF20170627.14	RAG-rate Development Plan	
Clerk	MF20170627.15	Steph Cowley as safeguarding governor	
Clerk	MF20170627.17	Chair and Vice-Chair election	
Clerk	MF20170627.19	Including working group with infant schools on autumn 1 FGB agenda	
Clerk	MF20170627.20	Update policy database	
Clerk	MF20170627.20	Include (1) Governor Visits Policy (2) SEND Policy on next FGB agenda	
Clerk	MF20170627.20i	Include Debt Policy on Resources Committee agenda	
HT	MF20170627.20l	Report on young carers to the next FGB meeting.	
Clerk	MF20170627.20l	Include report on young carers on the next FGB meeting agenda	

Chair's signature:

Date: