

THE GOVERNING BODY OF DIAMOND WOOD COMMUNITY ACADEMY

Minutes of a meeting of the Governing Body held at 5.00 pm at the school on Tuesday 12th June 2018.

PRESENT

Mrs Claxton (Chair), Mr M Shires, Mrs L Whittaker, Mrs A Farrar, Mr K Jones.

In Attendance

Mrs K Brunier – Minute Clerk
Mrs Lesley Stead – School Business Manager
Ms J Alderson

2294. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Ms Alderson, A Arif, Mrs Marriott-Mills, Mr A Marban. There were no declarations of interest.

2295. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.

1. Key Stage 1 Moderations
2. Phonics
3. Inspirational Teaching
4. House of Commons visit
5. Single Central Record

2296. REPRESENTATION

Mr A Njoku is no longer a governor but Mr Jones will contact Mr Njoku and ask if he would be willing to offer his service in an ad hoc capacity.

2297. MINUTES OF THE MEETING HELD ON 17th MAY 2018

Due to the lateness of the minutes been made available it was decided to move this item to the next meeting.

2298. MATTERS ARISING

Moved to next meeting.

2299. SEND REPORT

Mrs Joanne Alderson provided a Power Point presentation to show the work that is happening with:

- SEND children and children with impact statements.
- The folders that have been produced for each student.

- There are currently 29 children at SEN support level K.
- Each child has his/her own provision map.

Both the children's and parent's views are very important, and forms have been handed out at the last parents evening to collect data – responses have been complimentary.

Mrs Claxton asked if the comments could be put on the website – it was agreed this was a good idea.

SEND data is tracked every half term to show the measurement of progress and a report was shared with the meeting.

A recent meeting at Church House that compared best practise with Grove House Academy confirmed that everything required is in place and tracked properly.

The new September intake of children has a severe SEND case starting but Top Up Funding is available from a pilot scheme – 4 children will be eligible for this scheme, but the amount has not been confirmed yet – results will be found out in July. This also means that another one to one lunchtime supervisor will be required but depending on the available funding this may have to be a TA which would leave reduce staffing levels in an afternoon. Mrs Claxton asked if the parents would come to supervise over the lunchtime period, however parents have a right to expect a full-time education to be provided.

Until September we will not have a definitive number of SEND children attending school.

2300. RESOURCES

17/18 Budget -to Period 9

Presented by Mrs Stead – reports provided confirmed that the predicted carried forward figure is currently in line with the budget at £66,000.

18/19 Proposed budget

The 2018/19 pupil numbers have been based on a 105 new intake, Mrs Whittaker confirmed that there are 123 potential starters differing from 89 at the same time last year.

The budget plan for 2018/19 shows a surplus balance of £76,108. Changes include:

- recent staff reductions and savings
- 4 classes per year group
- Reduced agency costs due to 2 HTLA's being employed to cover staff absence

All other costs have remained similar to last year with small inflation increases. Areas identified as underfunded and have had built in increases are IT and Premises.

- Buildings are in good condition, but a new fire alarm, redecoration and carpets are required.
- Savings on gas and electric due to new LED lighting and better insulation.

At the end of 5 years the predicted £37,599 deficit is pupil number dependent. If pupil numbers are reached the budget will stabilise and become balanced.

Pupil Premium has been pushed again this year and hopefully this will continue and has been based on 65 pupils – incentives worked well last year and will be considered again.

Nursery numbers are low for September 2018 so only a morning nursery is being offered – numbers will rise to 65 in the spring term and a leaflet has been prepared to promote the Nursery. The low numbers mean the budget is tight and if numbers are still low in 2018/19, it will need to be revisited.

The Enhance Chief Executive Mr Jones and Mrs Stead met prior to the Governors meeting to discuss the budget – Mr Jones stressed the position of the budget is much healthier than last year and the £37,000 deficit in 5 years could easily improve if pupil numbers improve.

It was agreed to approve the proposed Budget.

Service Level Agreements

Mrs Stead distributed a document highlighting all the services still provided by Kirklees:

- A Health and Safety audit will be looked at this year
- Asset management - £1,500 repairs are included in this contract

Mr Jones suggested that by bringing cleaning in house that savings could be made – Mrs Stead to investigate.

New RO checks and differences

A document showing the alterations that have been made to the termly Responsible Officer check was distributed. A direct result has been for a continuity plan for the School Business Manager to be devised and this was also shared with the meeting – Mr Jones clarified that all roles did not have to be covered in house and that the Trust SBM's are a reasonable source of cover. The continuity plan was approved by Governors.

Premises update

Roofing contractors have been appointed to complete the sections not re-roofed last year. The project is due to take 6-8 weeks but will be split due to health and safety considerations on the nursery roof. The project should be complete by the end of the summer holidays.

An Awards for all bid of £9289 for playground equipment has been won for the nursery area.

Health and Safety / Safeguarding

One instance has been reported due to a needle retraction failure. The member of staff concerned was sent to hospital and is receiving preventative medicine.

Bench marking

A report from the DfE was distributed that compared data from 5 schools with similar characteristics but without a more detailed breakdown of areas such as staffing it is hard to make informed comparisons.

Comparison to other schools within the Enhance Trust highlighted Pupil Premium as an area of income that is low at Diamond Wood.

Mr Jones confirmed that he would try and obtain further data to help with this exercise.

The Governors thanked Mrs Stead for the information provided.

2301. GOVERNORS SKILLS AUDIT

Mrs Claxton produced a document based on the responses from all governors showing the strengths and weakness of the governor's skill set. The report highlighted finance, legal and the use of premises that are areas which required developing. The training offered by Governor Support does not include finance so Mr Jones offered to provide training and would open it up to all governors within the Enhance Trust. This was felt to be a positive option and would help governors challenge information at the Resources meetings. - Mrs Claxton would ask for volunteers to attend the training.

2302. POLICIES FOR REVIEW BY FULL BY GOVERNING BODY

Media Handling Policy needs point 3.1 to read Chief Executive and not Director of Finance and Operations.

Confidentiality Policy requires the area around Medicines to be reworded.

Mrs Hughes will make the alterations and the policies will be resent out for approval.

GDPR

- A data share agreement is now in place
- Whole staff training has taken place
- Collation of data privacy notices has begun

This is an ongoing process and staff are consulting with Mrs Stead before new ventures are taken on.

Kirklees Council recently issued a new Safeguarding Policy regarding the retention of data and the need for schools to keep paper copies of any information that follows a child to a new setting. Mr Jones asked for the link to be sent to the Trust for further investigation.

2303. LETTING CHARGES

No intention to let the school for events but if this changes Governors will be consulted.

Mr Jones asked if school had received any requests for lettings? A Wedding (in the past) has been received and it was agreed the school was not secure enough to allow bookings to go ahead.

2304. AGREED DATES FOR NEXT MEETING

Mrs Claxton requested that two additional items to be added to all future agendas:

- Governor Training
- Governor Visits

Mrs Claxton visits:

- Visit to Mrs Whittaker to discuss the School Development Plan.
- Accompanied ECO Council to Rawthorpe Creative and Media School – a fantastic trip
- Visit to Mrs Stead to inspect the Single Central Register – up to date and correct

Confirmed Thursday 5th July as the date for the next meeting and that Mr Shires will present information on Maths in the school.

2305. AOB

1. Key Stage 1 Moderations – 4 moderators examined 36 samples of evidence of pupils works in Reading, Writing and Maths. They fully agreed with 34 judgements and challenged 2 decisions in writing - one positively (moved from working towards to expected), one we are awaiting confirmation of but should also be positive. They questioned the evidence for Greater Depth and are reviewing this prior to results being sent off.
2. Phonics – All data has been checked and we are happy with outcome of 75% for Year 1 and the increase in overall of passes from 84% to 92% in Year 2. The higher screening marks are a positive sign of a much deeper understanding of this subject.
3. Inspirational Teaching Awards – Huddersfield Examiner saw Becki Gilbert nominated for this year's award and the school are finalists for the School Communications Award.
4. House of Commons visit for TES Awards went well with the message of "you are all winners to get this far" - Peter Townley sent a letter of congratulations on behalf of the Trust and donated £500 towards the transportation costs.

The Governors passed on their thanks to the staff for all their hard work and their good morale in the light of recent 'challenges'.

2306. 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.