

THE GOVERNING BODY OF Highburton CE (VC) First School

Minutes of the Governing Body meeting held at 7.00pm at the School on Wednesday 28 November 2018

PRESENT

Mr Graham Booth, Mrs Susan Dunn, Mr Matthew Evans, Mrs Michelle Hare, Mrs Gaynor Leadbeater, Mrs Susan Middleton, Mrs Emma Noke, Mrs Rebecca Rowland, Mrs Sue Wimpenny.

In Attendance

Mr Chris Berridge (Minute Clerk)

Agenda Item	Discussion and Decisions	Action – who / by
23	<p>Apologies for absence, consent and declarations of interest.</p> <p>Apologies had been received from Reverend Amanda Grant, Mr Glyn Phillips and Mrs Clare Slater.</p> <p>Mrs Emma Noke took the Chair in the absence of Mr Glyn Phillips.</p>	
24	<p>Notification of items to be brought up under Any Other Business</p> <p>The following items of Any Other Business were noted:</p> <ul style="list-style-type: none"> a) Change of job title Assistant Head Teacher to Deputy Head Teacher b) School Inset Days a) <u>Change of job title Assistant Head Teacher to Deputy Head Teacher</u> <p>As Mr Graham Booth was not present in the meeting at this point, it was agreed to discuss this item at the start of the meeting.</p> <p>The Chair explained the issue which had been discussed in detail at the Staffing & Welfare Committee. The Staffing &</p>	

	<p>Welfare Committee had recommended that the change of job title be approved.</p> <p>The Head Teacher advised the meeting that she had taken advice from Human Resources and the job title could revert back to Assistant Head Teacher in future if required.</p> <p>The Head Teacher also advised that historically, the role was titled Deputy Head Teacher and confirmed that there were no financial implications to the change in job title.</p> <p>Question: Would the DHT have authority to sign off on finance?</p> <p>Answer: The authority would remain with the Head Teacher, if the Head Teacher was away long term then the Governing Body would become involved.</p> <p>Resolved: That the Governing Body agree to the change of Job title from Assistant Head Teacher to Deputy Head Teacher.</p> <p><i>Mr Graham Booth returned to the meeting at this point and was informed of the decision of the Governing Body.</i></p> <p>b) <u>School Inset Day</u></p> <p>The Head Teacher advised that the school inset day had been set as 7 January 2019. The Diocesan Advisor would be attending and the Head teacher invited Governors to attend if they were able.</p> <p>Mrs Emma Noke confirmed that she would attend.</p>	
25	<p>Representation</p> <p>The meeting noted that there were now two vacancies for Co-opted Governors.</p> <p>Question: Have we agreed the skill set required for the two vacancies?</p> <p>Answer: In response, the Head teacher advised that there was an action to undertake a skills audit and that Mr Glyn Phillips was leading on this.</p>	

26	<p>Minutes of the meeting held on 3 October 2018</p> <p>Resolved: That the minutes of the meeting held on 3 October 2018 be approved and signed by the Chair as a correct record.</p>	
27	<p>Matters Arising</p> <p><u>School Website – Search Function (Minute 17 , 3 October refers)</u></p> <p>Mr Booth advised the meeting that he had sought advice and it would not be possible to have a search function from mobile devices but that there was a search function if the school website was accessed through a computer.</p> <p>Mr Booth further advised that he had spoken to another school and they were also unable to provide a search function to their website through mobile devices.</p>	
28	<p>2017-2018 Attainment & Progress Data</p> <p>The Head Teacher distributed the Progress and Attainment Report – Summer Term 2018 and advised that all the data had been put on the school website and had been discussed in detail at the Curriculum and Standards Committee.</p> <p>Governors noted that there seemed to be a trend of lower attainment of girls to boys especially in the lower age groups.</p> <p>Governors asked why the attainment in year 6 appears to have dropped when the pupils have gone to Kirkburton Middle School. In response, the Head Teacher advised that Kirkburton Middle School had always questioned first school processes and had suggested that the pupils were given longer and more assistance in tests. The Head Teacher had invited Kirkburton Middle School staff to observe the testing processes which Kirkburton Middle School staff had not taken up as yet.</p> <p>The Head Teacher confirmed that GL testing is done at the end of year 5 in exam conditions.</p>	

29	<p>Reports from Committees</p> <p>a) <u>Finance & Premises Committee</u></p> <p>Mrs Susan Dunn, Chair of the Finance & Premises Committee, reported that the Committee had last met on 20 November 2018 and had:</p> <ul style="list-style-type: none"> • Terms of Reference to be agreed at the next meeting of the Finance & Premises Committee. • Mrs Dunn had declared an interest in that her husband had audited the School Fund Accounts which had previously been agreed at a Full Governing Body meeting. • The T5 for period 5 had been reviewed and showed a current underspend of £37,000 largely due to staff contingencies, the profiling of the budget at this time of the year. The Finance & Premises Committee were comfortable with the budget as it stood. • There had been a number of recommendations resulting from the auditing of the School Fund. • Teachers pay and employee contributions – the school was getting grant funding. • Proposals for changes to support staff had been reviewed and approved. • An electrical survey had been conducted and the report was due. A decision to re-wire the school was awaited. <p>Mrs Dunn advised the meeting that the Finance & Premises Committee recommended the approval of the School Fund.</p> <p>Resolved: That the School Fund Account be approved.</p> <p>b) <u>Staffing & Welfare Committee</u></p> <p>Mrs Emma Noke, Chair of the Staffing & Welfare Committee, reported that the Committee had last met on 14 November 2018 and had:</p> <ul style="list-style-type: none"> • Agreed the Terms of Reference for the Staffing & Welfare Committee. • Approved the Medicals Need Policy. • Discussed the School Support Staffing structure. • Discussed and recommended for approval the change of job title from Assistant Head Teacher to Deputy Head Teacher. 	
----	--	--

	<p>c) <u>Curriculum & Standards Committee</u></p> <p>In the absence of Mr Glyn Phillips, Chair of the Curriculum & Standards Committee, the Head Teacher advised that the Committee had last met on 22 October and had reviewed pupil attainment and progress data. The Head Teacher advised that the next meeting of the Curriculum & Standards Committee would focus on reviewing National Data as this had now been received.</p>	
30	<p>Approval of School Fund Accounts</p> <p>The meeting noted that the School Fund Accounts had been audited and approved at the Finance & Premises Committee.</p> <p>Resolved: That the School Fund Accounts 2017-18 be approved.</p>	
31	<p>Head Teachers Report</p> <p>The Head Teacher distributed the Head Teachers Report which had been provided to Governors in advance of the meeting.</p> <p>The Chair invited questions.</p> <p>Question: Is the Olympic Legacy Sports funding information on the school website? Answer: Yes, it's in the public record area of the website.</p> <p>Governors discussed the School Improvement Plan and Monitoring Schedule and how it feeds into visits from Governors in their Committee roles and tasks and actions from Committees.</p> <p>The Head Teacher confirmed that Governor monitoring was contained on the hidden page of the school website.</p> <p>Governors discussed how the Curriculum & Standards Committee lead on monitoring Pupil Attainment and Progress, The Finance & Premises Committee monitors school finance and the budget. Safeguarding is also regularly monitored as is collective worship.</p>	

32	<p>School Improvement Plan</p> <p>The Head Teacher referred Governors to the Head Teachers report which provides an update on progress.</p>	
33	<p>GDPR Action Plan Review</p> <p>The GDPR Action Plan Review and Data Retention schedule had been sent out by Mrs Clapham previously and the School was waiting for an auditor, Mr Jason Field, to review the documentation from which a more specific action plan would be developed.</p> <p>Question: Does the school have a Data Breach and flow log? Answer: Yes, it's in the Data retention Schedule and also on the school website.</p> <p>Resolved: That the GDPR Action Plan and Data Retention schedule be approved.</p>	
34	<p>GDPR Data Retention Schedule</p> <p>This item was covered under minute 33.</p>	
35	<p>Government Acadamisation Programme</p> <p>There was nothing to report on this item.</p>	
36	<p>Health and Safety</p> <p>The Head Teacher reported that the Schools Online Safety Policy was based on the Kirklees Council Policy and was reviewed in October 2018.</p> <p>Question: Do we, as a Governing Body, do enough in this area? Answer: Governors should read the policy.</p> <p>Governors agreed that the Staffing & Welfare Committee took lead responsibility to review the policy.</p> <p>Agreed: That Mr Graham Booth would present information on Online Safety to the Full Governing Body to raise awareness.</p> <p>Question: Does any data leave school on memory sticks? Answer: No we do not use memory sticks and laptops used are password protected.</p>	<p>GB</p>

	<p>Question: What if cameras used to take photographs of pupils at events are lost?</p> <p>Answer: The photographs would be published on the school website in any case and the use of staff personal mobile phones for taking pupil photographs is not permitted.</p> <p>The Head Teacher asked governors to note that the Acceptable use policy was also in place and that they had been provided with Part 1 of keeping Children Safe In Education.</p> <p>Resolved: That the Online Safety Policy be approved.</p>	
37	<p>Teacher Appraisal Policy & Teacher Pay Policy</p> <p>The Head Teacher advised the meeting that these were Kirklees Council policy documents and that there were no changes from last year. Kirklees Council were awaiting details of the pay awards.</p> <p>The Head Teacher confirmed that all staff appraisals had been completed prior to 1 October 2018.</p> <p>Resolved: That the Teachers Appraisal Policy and Teacher Pay Policy be approved.</p>	
38	<p>Governor Training and Governor Visits</p> <p>Mrs Susan Middleton had attended a whole school assembly, and helped with year 3 making crafts for Christmas.</p> <p>The Head Teacher had attended Safer Recruitment training.</p> <p>Mrs Sue Wimpenny had attended Safeguarding Training.</p> <p>Mrs Sue Wimpenny and Mrs Susan Dunn had both attended Prevent Training.</p>	
39	<p>Any Other Business</p> <p><u>Inset Days</u></p> <p>The proposed Inset Days 2019-2020, as listed on the Head Teachers report, were:</p> <p>Monday 2 September 2019 Monday 4 November 2019 (Pyramid Inset) Monday 6 January 2020</p>	

	<p>Monday 1 June 2020 Monday 20 July 2020</p> <p>Resolved: That the inset Days 2019-202 be approved.</p>	
40	<p>Dates of future meetings and possible agenda items</p> <p>Resolved: That the next meetings of the Full Governing Body shall take place at the school at 7pm on:</p> <p>Tuesday 5 February 2019 Wednesday 3 April 2019 Wednesday 12 June 2019</p>	
41	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>Resolved: That no minute, agenda item or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	