

THE GOVERNING BODY OF MOLDGREEN COMMUNITY PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Body of Moldgreen Community Primary School held at 6.00pm at the School on Tuesday, 2nd October 2018.

PRESENT

Mrs C Hall (Chair), Mr T Armitage, Mr D Davis, Mr H M Ilyas, Mrs T Smith, Mrs H Stead, Mrs M Sykes, Mrs L Szewczyk

IN ATTENDANCE

Ms G Brewer – Minute Clerk

Mr A Hancox – Observer

Item	Minutes	Action
	STANDARD ITEMS	
2340. ELECTION OF CHAIR	<p>RESOLVED: (i) That nominations for Chair will only be accepted from governors present at the meeting.</p> <p>(ii) That the term of office of the Chair be 1 year from the date of election.</p> <p>(iii) That in the case of a tie a secret ballot be held.</p> <p>Nominations were taken from the meeting.</p> <p>RESOLVED: That Mrs Hall be elected Chair.</p>	
2341. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	<p>A copy of the NGA Code of Conduct was given to those present at the meeting, important aspects of the role had been highlighted in the document and were also clarified in the meeting. Recognition was given to the importance of the governor role. Governors present at the meeting signed the register to confirm that the Code of Conduct had been agreed and adopted.</p> <p>Governors present at the meeting completed the register of business interest form, these were retained by the Head Teacher.</p>	School website to update.

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	<p>RESOLVED: (i) That no consent be granted for absence. (ii) That the Governor's Code of Conduct be approved. (iii) That the school website be updated with the latest Declaration of Business Interest information.</p> <p>Mrs S Cockroft was absent, without consent.</p> <p>There were no declarations of interest.</p>																
2342. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	<p>Governors were reminded that items to be raised under Any Other Business should be emailed to the Chair by the Friday prior to the week of the meeting.</p> <p>RESOLVED: That the following matters would be raised under Any Other Business:</p> <ul style="list-style-type: none"> • Governor skills • Parental questionnaire • Nursery intake 2018/19 • Staffing 																
2343. REPRESENTATION	<p>RESOLVED: That Governors note the following matters of representation:</p> <p><u>Resignation</u></p> <table data-bbox="546 1129 1704 1241"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs K Starkey</td> <td>Co-opted</td> <td>12.07.2018</td> </tr> <tr> <td>Mrs M Thomson</td> <td>Co-opted</td> <td>12.07.2018</td> </tr> </tbody> </table> <p><u>Appointment</u></p> <table data-bbox="546 1353 1704 1423"> <thead> <tr> <th><u>Name</u></th> <th><u>Category</u></th> <th><u>With Effect From</u></th> </tr> </thead> <tbody> <tr> <td>Mrs Louise Szewczyk</td> <td>Co-opted</td> <td>12.07.2018</td> </tr> </tbody> </table>	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs K Starkey	Co-opted	12.07.2018	Mrs M Thomson	Co-opted	12.07.2018	<u>Name</u>	<u>Category</u>	<u>With Effect From</u>	Mrs Louise Szewczyk	Co-opted	12.07.2018	
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	<p data-bbox="658 199 891 231">Mrs L Szewczyk</p> <p data-bbox="607 272 1200 304">c. <u>Performance Management Committee</u></p> <p data-bbox="658 346 846 416">Mrs C Hall Mrs M Sykes</p> <p data-bbox="607 458 1032 489">d. <u>Staff Dismissal Committee</u></p> <p data-bbox="658 531 1081 563">A quorum of three is required.</p> <p data-bbox="658 604 1193 710">Mrs C Hall Mr A Hancox (subject to appointment) Mr H Ilyas</p> <p data-bbox="607 751 1155 783">e. <u>Staff Dismissal Appeals Committee</u></p> <p data-bbox="658 825 1070 857">A quorum of thee is required.</p> <p data-bbox="658 898 864 1003">Mr T Armitage Mr D Davis Mrs M Sykes</p> <p data-bbox="607 1045 981 1077">f. <u>Complaints Committee</u></p> <p data-bbox="658 1118 1193 1224">Mrs C Hall Mr A Hancox (subject to appointment) Mrs H Stead</p> <p data-bbox="557 1265 976 1297">ii. <u>TERMS OF REFERENCE</u></p> <p data-bbox="600 1339 1590 1370">RESOLVED: That the Local Authority Terms of reference be adopted.</p>	

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2346. SPECIFIC RESPONSIBILITIES OF GOVERNORS	<p>RESOLVED: That Specific responsibilities be allocated as follows:</p> <p>Special Educational Needs Governor – Mr D Davis Governor Training Contact – Mrs C Hall Governor for Looked After Children - Mrs M Sykes Child Protection Governor - Mrs M Sykes Early Years Governor – Mrs H Stead Safeguarding Governor – Mrs M Sykes Equality Governor – Mr T Armitage Premium Link Governor – Mr A Hancox (on appointment)</p>	
2347. CHAIR'S DELEGATED POWERS	<p>RESOLVED: That the following Chair's delegated powers be granted:</p> <ul style="list-style-type: none"> a) To change the date of a scheduled meeting, for good reason. b) To grant retrospective consent to absence, at the Chair's discretion, in extreme exceptional circumstances, in the event that a governor would have become disqualified if the matter had to wait for the next governors' meeting. c) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the school. 	
2348. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER	<p>RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:</p> <p>Planning and conducting the affairs of the school to remain solvent.</p> <p>Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.</p> <p>Ensuring that funding from the LA and any other sources is only in accordance with the conditions attached to that funding.</p>	

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	<p>Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.</p> <p>RESOLVED: That the budget limit for virement between heads of expenditure be £5k and that the spending limit be £5k.</p>	
2349. MINUTES OF THE MEETING HELD ON 12th JULY 2018	<p>RESOLVED: That the minutes of the meeting held on 12th July 2018 be approved and signed by the Chair as a correct record.</p> <p>The school discussed that the School Fund audit was shared at the last Governors meeting as well as the B3 and these had been checked by governors and collected back in by TS.</p>	
2350. MATTERS ARISING	<p>i. <u>Minute 2332</u></p> <p>Key Stage 1 will be discussed at the Standards and Effectiveness Committee.</p> <p>ii. <u>Minute 2336</u></p> <p>Dates have still to be organised for governor training. There is a need to cover OFSTED training, governor practice in meetings and the strategic role of governor. A meeting has also to be arranged to review the make-up and skills of the governing body.</p>	
	SCHOOL SELF EVALUATION AND STATUTORY RESPONSIBILITY	
2351. REPORTS FROM COMMITTEES	There were no reports from Committees.	
2352. SEF	The School Evaluation 2017/18 and Data headlines were distributed to governors at the meeting.	

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	<p>The School Improvement Plan Self-evaluation and the OFSTED schedule sections 5 and 8 had been emailed to governors prior to the meeting.</p> <p>a) <u>The School Evaluation</u></p> <p>The layout of the school evaluation document was explained. It covers Leadership and management; Quality of teaching, learning and assessment; Personal development, behaviour and welfare; Outcomes for pupils and EYFS. Each section describes the strengths and evidence and concludes with the development points. Governors were asked to read this in detail and prepare questions.</p> <p>The Head Teacher stressed the importance of governance and the strategic role of governors.</p> <p>Governors were invited to attend a meeting for staff on visioning, to be held at the school on Tuesday 9th October 3.45 to 5.15pm. It is some time since the vision was set for the school and the Head Teacher intends to revisit this.</p> <p>b) <u>Data Headlines</u></p> <p>The document summarises the end of year data and the outcomes for EYFS, Key stage 1 and Key stage 2 and Disadvantaged. There is a section regarding Phonics as the EYFS to Key stage 1 transition is an area of concern.</p> <p>c) <u>Phonics</u></p> <p>The year 1 results in phonics are below the Kirklees and National results but school figures have risen steadily and demonstrate consistent and sustained improvement over the last three years.</p>	

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	<p>d) <u>Key Stage 1</u></p> <p>There has been a three year downward trend in both reading and writing. The SEF approaches this with honesty and will help the school take remedial action.</p> <p>A significant area to work on is conversions. Conversions from pupils achieving 3s to GDS as in reading 33% of pupils did not convert, 42% in writing and 53% of pupils in maths.</p> <p>e) <u>Key Stage 2</u></p> <p>GDS improved figures still fall significantly below national data and is an area for further development.</p> <p>f) <u>Disadvantaged Pupils</u></p> <p>Key stage 2 results are positive but Key Stage 1 results have dipped just as they have overall in this Key stage.</p> <p>Key stage 2 results depict a strong picture and overall improvement. It is important to work out why Key stage 1 is not the same.</p> <p>OFSTED Inspection Sections 5 and 8.</p> <p>Q: Will school delegate governors to speak with OFSTED Inspectors? A: Normally the Chair and Vice Chair of governors are better placed to meet with inspectors as they have attended additional meetings and have a greater overall knowledge of school matters.</p> <p>Q: How will OFSTED grade lessons? A: OFSTED won't grade. Tania and Louise observe and highlight key development points. Self-evaluation Grades is are not on the SEF now.</p>	

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	<p>Q: If there are joint lesson observations with OFSTED Inspectors will they reach the same conclusions? A: The strength of the lesson and areas of improvement will be discussed, they will want to see an overall judgement. They will be looking at the ability to pick out areas. As a school we have asked for They may suggest paired observations working with another school both through SHINE and work with LLE.</p> <p>Q: Other than governor visits, what else do governors need to do to prove that we are working to improve school and are driving things forward? A: Ask strategic questions in meetings e.g. regarding the data from school results. It's about showing strategic leadership management.</p> <p>Q: OFSTED Inspectors speak to staff, pupils and parents. We know that we hear good comments from parents and visitors to school, how do we capture these good comments? A: We have the RRSA award and Inclusion quality mark. We can collate comments and they could be put on the school website.</p> <p>Q: There is a lot of mention of British values, it must be difficult to find the time in the curriculum to cover this? A: We have posters around school, we refer to them in our newsletter, we try to link homework projects and where possible try to link assemblies.</p>	
2353. HEAD TEACHER'S WELLBEING/ DEDICATED HEADSHIP TIME	The Head Teacher confirmed she had taken headship time.	

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2354. HUBs	<p>In Allocation meetings, previously there were representatives from different areas of expertise and if families needed external support e.g. a Family Support worker, it was organised without the need for schools to complete forms. At the last meeting this didn't happen and now it appears that forms have to be completed. It was quicker and more efficient the way it worked before. Louise isn't sure if this is the way things will continue, she will clarify and report back.</p> <p>Network meetings are working well; inclusion and SEN are coming up.</p>	Mrs Szewczyk to report format of Allocation meetings.
2355. SAFEGUARDING	<p>There is still an issue with communication with Kirklees. The problem seems to be with a new computerised system, 'Liquid Logic'. Not all information is on the system and there have been instances when the contact couldn't access the system. This resulted in the Social Worker asking the school for information that they should be providing; things are taking longer to sort.</p> <p>There is now consistency of staff in the section which means that there is a better level of support.</p> <p>The Head teacher reported that she had had to exclude a pupil on two occasions, once for 1.5 days and then for a further day. The decision wasn't taken lightly and was taken due to violence towards staff and persistent disruptive behaviour.</p> <p>Q: Has this been raised with the Safeguarding Governor? A: Yes.</p>	
2356. FINANCIAL MANAGEMENT AND MONITORING	The SAP cash flow to balance and the B3 and budget allocations had been shared with governors at the Governing Body meeting held on the 10th May 2018.	

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	<p>The previous Chair had received all the T5s for the current financial year and they had been checked and were balancing. The new Chair will now take over the task. The chair has already sat with the Business Manager and started looking into this in greater detail.</p>	
<p>2357. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY</p>	<p>The LA Policies were currently under review.</p> <p>RESOLVED: That this item be deferred.</p>	
<p>2358. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY</p>	<p>The following policy was shared with governors and is displayed in school:-</p> <p>Whistleblowing Policy</p> <p>RESOLVED: That the above policy be approved.</p>	
<p>2359. CONSULTATION ON ADMISSION ARRANGEMENTS 2020/2021</p>	<p>The Governors agreed that the PAN would remain unchanged. The Head Teacher would confirm and report the PAN</p> <p>RESOLVED: The PAN would be set at 50.</p>	
	<p>GOVERNING BODY TRAINING AND DEVELOPMENT</p>	
<p>2360. GOVERNOR TRAINING AND GOVERNOR VISITS</p>	<p>Mr Ilyas and Mr Hancox agreed to attend the governor briefing on Monday 22nd October.</p> <p>The Head Teacher reported that she would attend the training event on 8th November, Permanent exclusions.</p>	
<p>2361. ANY OTHER BUSINESS</p>	<p>(i) <u>Governor skills</u></p> <p>The NGA Governing Board Skills audit form was distributed to governors for completion.</p>	<p>Head Teacher to set up meeting.</p>

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	<p>The school must have a governor skills audit as part of the governance review. The Head Teacher would organise a meeting. All forms were asked to be returned to school ASAP.</p> <p>(ii) <u>Parental questionnaire</u></p> <p>The questionnaire was handed out at parents evening and therefore reflects the views of those who attended and returned the form.</p> <p>Q: Are there any points to raise? A: The majority agreed that their child felt safe at school. 95% said that they would recommend the school to another parent.</p> <p>Q: Are there points to address? A: The results from the question 'My child's lessons are not disrupted by bad behaviour' must be influenced by what the child has reported to their parents. 8% of parents disagreed. It needs to be viewed from the child's perspective and perception of what is disruptive behaviour. 6% disagreed that the school helps them to support their child's learning.</p> <p>The school will look at the possibility of providing workshops for parents.</p> <p>Overall there were no significant disagreements.</p> <p>(iii) <u>Nursery intake 2018</u></p> <p>Significant numbers are not toilet trained, ten are still wearing nappies on a daily basis.</p> <p>The general language and communication skills are low, some have no language.</p>	

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	<p>They started at the school with a low level of skills and therefore the baseline is low.</p> <p>Those requiring additional support are identified at the home visit. Caroline is experienced at recognising needs and in most cases the referral has been done and support available from the start of term. Governors need to be aware that the baseline is low.</p> <p>(iv) <u>Staffing</u></p> <p>The Head Teacher reported the long term sickness of a full time member of the teaching staff who has an important departmental role. Difficult in view of the expected visit from OFSTED. Cover will be arranged.</p> <p>The Chair expressed her best wishes for the teacher.</p> <p>A member of support staff was also on long term absence due to sickness and a way forward had yet to be decided.</p>	
2362. DATES OF FUTURE MEETING AND POSSIBLE AGENDA ITEMS	<p>RESOLVED: That the next meetings of the Governing Body be held on Thursdays at 7.15 pm on:-</p> <ul style="list-style-type: none"> • 9 October 2018 - Standards and Effectiveness Committee only, at 5.30pm • 29 November 2018, Preceded by Resources Committee at 6.00 pm • 31 January 2019 Preceded by Standards and Effectiveness Committee at 6.00 pm • 2 May 2019 Preceded by Resources Committee at 6.00 pm • 11 July 2019 Full governing body only. 	
	SCHOOLS CONFIDENTIAL	

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2363. 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.	

The Chair closed the meeting at 7.40pm.