

THE GOVERNING BODY OF MOLDGREEN COMMUNITY PRIMARY SCHOOL

Minutes of the annual meeting of the Governing Body of Moldgreen Community Primary School with an emphasis on standards and effectiveness, held at 6.30pm at the School on Thursday, 3rd October 2019.

PRESENT

Mrs C Hall (Chair), Mr T Armitage, Mr D Davis, Mr A Hancox, Mr H M Ilyas, Mrs H Pearson (Head Teacher), Mrs H Stead, Mrs M Sykes, Mrs L Szewczyk

In Attendance

Ms G Brewer – Meeting Clerk

Mrs Hall welcomed the new Head Teacher, Helen Pearson.
The school telephone number was confirmed as 01484 226681.

Item	Minutes	Action
	STANDARD ITEMS	
1. ELECTION OF CHAIR	<p>RESOLVED: (a) That nominations for Chair will only be accepted from Governors' present at the meeting.</p> <p>(b) That the term of office of the Chair be 1 year from the date of election.</p> <p>(c) 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 re-elected Chair.</p> <p>The advised annual review of the Chair of Governors effectiveness has still to be arranged.</p>	

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<p>2. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</p>	<p>A copy of the NGA Code of Conduct had been emailed to governors prior to the meeting. 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> <p>RESOLVED: (a) That no consent be granted for absence. (b) That the Governor's Code of Conduct be approved. (c) That the school website be updated with the latest Declaration of Business Interest information. (d) That the school's record on Get Information about Schools (GIAS) be updated.</p> <p>Mr C Shaw was absent, without consent.</p> <p>There were no declarations of interest.</p>	<p>School website and GIAS record to update.</p>
<p>3. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</p>	<p>Mrs Hall stated that items of 'any other business' received by email up to 48 hours before the governing body meeting would be considered for inclusion, the Chair to decide whether to include the later items at the meeting or defer to the next.</p> <p>RESOLVED: That the following matters would be raised under Any Other Business:</p> <p>(i) The format of governing body meetings/committee meetings. (ii) Paperless documents.</p>	

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4. REPRESENTATION	Mr Anthony Briggs had been invited to serve as a co-opted governor, subject to the relevant checks.	
5. ELECTION OF VICE CHAIR	<p>Nominations were taken from the meeting.</p> <p>RESOLVED: That Mr Hancox be elected Vice-Chair.</p>	
6. REVIEW OF COMMITTEES	<p>RESOLVED: That the Committee structure shall be:-</p> <p><u>Membership</u> <u>Standards and Effectiveness Committee</u></p> <p>Governors noted that a quorum of three is required by this Committee</p> <p>Mrs C Hall Mr A Hancox Mrs H Pearson Mrs H Stead Mrs M Sykes Mrs L Szewczyk</p> <p><u>Resources Committee</u></p> <p>Governors noted that a quorum of three is required by this Committee</p> <p>Mr T Armitage Mr D Davis Mrs C Hall Mr H Ilyas Mrs H Pearson Mr C Shaw Mrs L Szewczyk</p>	

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	<p><u>Performance Management Committee</u> Mrs C Hall Mrs M Sykes</p> <p><u>Staff Dismissal Committee</u>- a quorum of three is required Mrs C Hall Mr A Hancox Mr H Ilyas</p> <p><u>Staff Dismissal Appeals Committee</u> – a quorum of three is required Mr T Armitage Mr D Davis Mrs M Sykes</p> <p><u>Complaints Committee</u> Mrs C Hall Mr A Hancox Mrs M Sykes</p> <p><u>TERMS OF REFERENCE</u></p> <p>RESOLVED: That the Local Authority Terms of reference be adopted.</p>	
7. SPECIFIC RESPONSIBILITIES OF GOVERNORS	<p>RESOLVED: That Specific responsibilities be allocated as follow:-</p> <p>Special Educational Needs Governor – Mr D Davis Leadership, Management and Governor Training – Mrs C Hall Governor for Looked After Children) - Mrs M Sykes Child Protection Governor) “ “ “ Early Years Governor – Mrs H Stead Safeguarding Governor – Mr A Hancox Premium Link Governor – Mr A Hancox Maths – Mr T Armitage</p>	

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	Literacy – Mr C Shaw Health and Safety, Equality and Wellbeing – to be confirmed	
8. CHAIR'S DELEGATED POWERS	<p>RESOLVED: That the following Chair's delegated powers be granted:-</p> <ul style="list-style-type: none"> a) 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 b) To change the date of a scheduled meeting, for good reason 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. d) To decide the inclusion or deferment of items submitted under 'any other business'. 	Governor Clerking Service to note
9. 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> <ul style="list-style-type: none"> a) Planning and conducting the affairs of the school to remain solvent. b) 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. c) Ensuring that funding from the LA and any other sources is only in accordance with the conditions attached to that funding. d) Providing such information as the LA may reasonably require to satisfy the 	

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	<p>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>	
<p>10. MINUTES OF THE MEETING HELD ON 11th JULY 2019</p>	<p>RESOLVED: That the minutes of the meeting held on 11th July 2019 be approved and signed by the Chair as a correct record.</p>	
<p>11. MATTERS ARISING</p>	<p>a) <u>Minute 2459 Evaluation and impact</u></p> <p>The exercise to assess the impact that governors have made on school improvement over the year had still to take place.</p> <p>b) <u>Minute 2460 Succession planning</u></p> <p>Mrs Hall had been unable to meet with governors on a one to one basis as planned. Instead it had been decided to incorporate the meeting into a governor training session in school. Mrs Pearson would suggest suitable dates.</p> <p>c) <u>Minute 2461 Governor training and governor visits</u></p> <p>Mrs Sykes, Mr Hancox and Mr Davis had attended governor training on the new Ofsted Framework and other governors were provided with an information sheet by the school.</p>	<p>Mrs Hall</p> <p>Mrs Hall</p> <p>Governors</p>

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12. MINUTES OF THE MEETING OF THE STANDARDS AND EFFECTIVENESS COMMITTEE HELD ON 31 st JANUARY 2019	<p>RESOLVED: That the minutes of the Standards and Effectiveness Committee held on 31st January 2019 be approved and signed by the Chair (Mr Hancox) as a correct record.</p> <p>Standards and effectiveness would now be included within the Governing Body meetings.</p>	
13. MATTERS ARISING	There were no matters arising.	
SCHOOL SELF EVALUATION AND STATUTORY RESPONSIBILITY		
14. REPORTS FROM COMMITTEES	There were no reports from Committees.	
15. HEADTEACHER'S REPORT/ SIP	<p>The Head Teacher's Report and the School Improvement Plan 2019/20 had been emailed to governors prior to the meeting.</p> <p>Governors expressed their appreciation at receiving the documents in advance of the meeting.</p> <p><u>The School Improvement Plan (SIP)</u></p> <p>The SIP states the school vision and sets out six priorities for improvement:-</p> <ul style="list-style-type: none"> To strengthen leadership capacity across school To improve the outcomes in Phonics in Key Stage 1 To redesign the curriculum to more closely meet the needs of the learning community of the school To improve the impact of interventions in schools To continue to develop the teaching of Maths in school To develop the children's understanding of British values and RSE 	

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	<p><u>The Head Teacher's report</u></p> <p>Mrs Pearson had produced the report after having been in post for three weeks. She and Mrs Szewczyk (Deputy Head Teacher) have bonded well and were working as a team to move forward with the priorities for the school.</p> <p>DELETED – Minute 28 refers</p> <p>Work has already started to improve phonics and maths teaching.</p> <p>There had been a slight dip in attendance and Mrs Szewczyk was now meeting with the Attendance Officer every two weeks.</p> <p>The behaviour of the children in general was good.</p> <p>There were no major safeguarding issues.</p> <p>DELETED – Minute 28 refers</p> <p>Q: Have performance reviews been thorough in the past? A: It is more to do with changing systems and processes. Also, there has been a lack of expectation, they haven't been asked to do what they should be doing.</p> <p>Q: How do you make sure that less than good teaching doesn't impact on the children? A: By visits to lessons by senior leaders and taking action if the lesson is not up to standard.</p> <p>Q: The report mentions support from the Engage Academy, what is it? A: Pupil referral unit Academy Trust.</p> <p>Q: The SIP refers to RAG documents what are they? A: Red Amber Green, colour coded documents to easily visually monitor pupil</p>	

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	<p>progress and arrange intervention e.g. to progress amber to green.</p> <p>Q: What about pupils working at GDS? Will they be left? A: We are targeting them, plugging gaps. They will not be left to coast they will be challenged.</p> <p>Q: Are you concerned about the financial implications of restocking the maths resources and the flood damage to nursery equipment? A: We have asked for quotes and so exact costs are not known. The budget is looking better.</p>	
16. HEAD TEACHER'S WELLBEING/ DEDICATED HEADSHIP TIME	Mrs Pearson will take the time when appropriate.	
17. HUBs	<p>Mrs Pearson had attended a meeting of the SHINE hub and had agreed to do some joint work with Dalton School. Their Designated Safeguarding Lead had met with Mrs Szewczyk.</p> <p>Schools in the Hub were going to work jointly on the relationship aspect of the new curriculum with guidance from Val Flintoff.</p>	
18. SAFEGUARDING	There were no major concerns with safeguarding.	
19. FINANCIAL MANAGEMENT AND MONITORING	Deferred to the next meeting.	
20. TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY	RESOLVED: That the Teacher Appraisal policy and the Teacher Pay Policy were approved.	

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21. POLICIES FOR REVIEW BY THE FULL GOVERNING BODY	<p>The following policy was shared with governors and is displayed in school:-</p> <ul style="list-style-type: none"> Whistleblowing Policy <p>RESOLVED: That the above policy be approved.</p>	
22. CONSULTATION ON ADMISSION ARRANGEMENTS 2020/2021	<p>The Head teacher expressed her intention to increase the PAN from 50 to 60. This would allow for two classes across all year groups, create a need for more teaching staff but would generate more income to pay for them. Governors agreed to support the Head Teacher.</p> <p>RESOLVED: The PAN would be increased to 60 subject to the consultation period.</p>	Mrs Pearson
23. CCTV POLICY	The CCTV policy will not be adopted.	
24. CONSULTATION ON FAIR ACCESS PROTOCOLS	<p>The protocol has been revised and governing bodies have been asked to consider the contents of the report. A response is required from all schools in Kirklees with a view to implementation in Spring Term 2020.</p>	Mrs Hall
	GOVERNING BODY TRAINING AND DEVELOPMENT	
25. GOVERNOR TRAINING AND GOVERNOR VISITS	<p>Mr Hancox had completed the 'Safer Recruitment' course. Governors had been sent details of suitable courses during the summer term. Mrs Sykes and Mr Hancox had booked courses. An up-to-date list of courses and dates would be supplied to Mr Davis, Mr Armitage and Mr Ilyas.</p>	
26. ANY OTHER BUSINESS	<p>(i) <u>The format of governing body meetings/committee meetings.</u></p> <p>With immediate effect, there would no longer be separate meetings and agendas for the Standards and Effectiveness Committee and the Resources</p>	Governor Clerking Service to note

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	<p>Committee. They would be incorporated into the meetings of the full governing body which would be held with an emphasis on either standards and effectiveness or resources with a single agenda.</p> <p>(ii) <u>Paperless documents</u></p> <p>The school intention is to move to paperless documents and in future documents would be emailed to governors to read and print out at home. The documents could also be shown on screen during meetings.</p>	
<p>27. DATES OF FUTURE MEETING AND POSSIBLE AGENDA ITEMS</p>	<p>RESOLVED: That the next meetings of the Governing Body be held on Thursdays at 6.30 pm on:-</p> <p>28th November with the emphasis on Finance 6th February 2020 with the emphasis on Standards and Effectiveness 7th May 2020 with the emphasis on Finance 16th July 2020 with the emphasis on Standards and effectiveness.</p>	
	<p>SCHOOLS CONFIDENTIAL</p>	
<p>28. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<p>RESOLVED: That Minute 15 Head Teacher’s Report, second paragraph and questions 1 and 2, be excluded from the copy to be made available at the School and also be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff governors and observers.</p>	

The Chair closed the meeting at 8.10pm