

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**SUMMER TERM 2018**

Date: 11th July
 Time: 1pm
 Venue: The School

GOVERNORS PRESENT

Mr R Reece (Chair), Mrs J Cliff (Headteacher), Mr N Kokkinis, Mrs G Simm, Mrs M Ridd, Mrs H Walters, Mrs E Owen, Mr M Bush and Miss S Paterson

IN ATTENDANCE

Mrs N Jordan Associate Member (Deputy Headteacher)
 Mrs K Nixon Governor Support Officer

Bold = Question from a governor1. **WELCOME AND APOLOGIES FOR ABSENCE**

The meeting convened at 1.05pm and governors were welcomed.

Apologies for absence were received from Mrs Hersford, Cllr Weekes-Holt, Mrs Kreitzman, Mrs Duckworth; and accepted by the governing board.

The meeting was advised that Cllr Weekes-Holt had been re-appointed as LA governor for a further 4 years.

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests; no declarations were made. Governors were reminded that they should declare any interest which arose during the meeting.

3. **BUSINESS**a) **Previous Governing Board Minutes**

There were no matters arising from the minutes of the previous governing board minutes of the meeting, held on the 22nd March 2018, copies circulated previously. It was RESOLVED that the minutes be approved and signed by the Chairperson and authorised for publication.

b) **Action Points from Previous Governing Board Minutes**

The actions raised at the spring term meeting were duly reviewed as follows:

ACTION NUMBER	ACTION REQUIRED	ACTION FOR	UPDATE
1	Evaluate the proposed leave of absence practice for the school.	Pay committee	Ongoing. To be discussed in autumn term committee

			meeting. ACTION 1
2	Evaluate pupil attendance data to determine potential impact on pupil outcomes.	Curriculum & Standards committee	Governors discussed the matter and agreed that it would be part of the standing items on the committee agenda. No further action required.
3	Provide feedback on the proposed Resource committee remit to Mr Bush	All governors	No feedback received. The meeting approved the committee remit.
4	Delegate responsibility for managing policies to appropriate sub committees	Steering committee	Complete
5	Provide feedback on the proposed Curriculum and Standards committee remit to Mrs Simm	All governors	No feedback received. The meeting approved the committee remit.
6	Update staff notice boards with notices of thanks from the Curriculum and Standards committee	Headteacher	Information would be shared as part of the standing items on the committee agenda. No further action required.
7	Consider options for parental consultation as part of Behaviour policy review	Headteacher	The Headteacher confirmed that a Parents and Visitors Behaviour policy was being considered in conjunction with the infant school. The final policy would be presented to the autumn term FGB meeting for consideration. ACTION 2
8	Return buyback terms and conditions document to Andy Holt, LA Financial Services	Clerk	Complete
9	Provide information to governing board on restorative practices	Headteacher	Deferred to autumn term FGB meeting. ACTION 3
10	Return Monitoring form to LA	Clerk	Complete
11	Devise programme of monitoring and evaluation visits for governors	Headteacher & Mrs Simm	It was confirmed to the meeting that a list of planned visits had been arranged. Mrs Simm had drafted a visit report template and confirmed that it would be shared with the Headteacher and governors. ACTION 4 The Headteacher said that the monitoring and evaluation visits had already been arranged every half term. Governors would be invited to these sessions. ACTION 5

12	Provide governors with school identification badges	Headteacher	Complete
13	Review the Complaints Statement prior to adoption	All sub committees	Deferred to autumn term FGB meeting. ACTION 6
14	Arrange election of new Chair of governors	Clerk	To be discussed in the meeting.
15	Arrange reappointment of Cllr Weekes-Holt	Chair and Clerk	Complete

c) Committee Minutes

It was RESOLVED that the minutes of the following meetings had been received prior to the meeting to be discussed:

Resources Committee: 17th May 2018

Joint Committee with Nevill Road Infants School: 18th June 2018

Curriculum and Standards Committee: Thursday 5th July 2018

Governors noted that the committee minutes had been approved for circulation, prior to being agreed and approved for issue by the relevant committees.

The Chair invited comments from the governing board on the presented committee minutes.

d) Update from the Resources Committee

Governors discussed Operation Eagle Eye, which had taken place in May.

Have safety concerns raised during the project been highlighted to parents? The Headteacher confirmed that references to mobile phones use and wearing of seatbelts was raised in the school newsletter sent to parents. The meeting was also informed that the initiative would be an annual event.

How is the playground refurbishment spending going? Governors were told that the spending was progressing as predicted. The Headteacher added that there had been some delays and this had meant a revised completion date of the middle of October. The meeting was told that local residents and parents would be informed of the revised end date through the school newsletter and flyers.

e) Update from the Joint Committee

It was confirmed to the meeting that the joint school website would go live by the 20th July. Governors were told that the consistent message from both schools through the website and associated apps, was hoped to promote the two schools to current as well as potential parents.

Governors were informed that the infant school FGB had noted that the transition process this year between the two schools, was well supported and well organised.

f) Curriculum and Standards Committee Meeting

The meeting discussed the Ofsted inspection that had taken place on the 20th and 21st June. Governors noted the outcomes from the inspection report detailing an overall judgement of 'good'. The Headteacher confirmed to the meeting that the report had been uploaded onto the school website.

Governors heard that the committee had considered the end of year data and noted the positive overview across the year groups. It was added that plans were being put in place to support pupils in the next academic year. Governors heard that pupil premium (PP) data indicated that these pupils were making good progress and gap with non PP pupils was closing.

g) Revised Supporting Pupils Medical Conditions in Schools Policy

The Chair invited the meeting to comment; none were raised and the Supporting Pupils Medical Conditions in Schools Policy was **APPROVED** and duly **RATIFIED**.

h) Model Data Breach Policy

The meeting was informed that the policy had been approved by the Resources committee. Governors **APPROVED** and duly **RATIFIED** the policy.

Will the policy impact on the way termly or end of year reports are sent out to parents? The meeting discussed the information in the reports and how the school sends the reports home to parents. The Headteacher confirmed that she would seek advice from the LA regarding issuing reports to pupils rather than posting them home.

ACTION 7

i) Model Data Subject Rights Policy

The meeting was informed that the policy had been approved by the Resources committee. Governors **APPROVED** and duly **RATIFIED** the policy.

j) Revised Critical Incidents Policy

Governors were told that the Headteacher and Deputy Headteacher had completed critical incident training.

Where is the evacuation point if there is an incident at both schools? The Headteacher said that it was the local church.

Does the school have access? Governors were told that access would be arranged as part of the review of the incident management process. In addition to heard, plans to manage a joint evacuation would be covering within the Joint committee.

Has the school practiced an evacuation? The meeting heard that the school had not performed a practice drill. The Headteacher said that the school wished to inform parents in advance and ensure emotional support was in place, for some of the more vulnerable pupils.

The meeting was informed that the policy had been approved by the Resources committee. Governors **APPROVED** and duly **RATIFIED** the policy.

k) Preparations for Model Pay Policy (Autumn Term)

The Clerk informed governors that the new model Pay Policy would be issued at the beginning of the autumn term. Governors discussed the matter and confirmed that the policy would be reviewed in the same manner as last year, namely, consideration by Pay committee and the Resources committee, prior to recommendation for approval to full governing board.

4. RESOURCES

a) Approval of Budget 2018-2019

Governors noted that the budget had been approved during the Resources committee. The Chair invited governors to comment; none were received and the budget was **APPROVED** by the board.

5. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting.

Governors were told that there was no reference to the Ofsted inspection in the Headteacher's Report as the inspection report had not been issued in time for the report.

The Headteacher thanked governors for their support of the inspection, especially, Mr Bush, who took part in discussions with the inspector, as the Chair was unavailable due to work commitments. It was highlighted to the meeting that the report had made reference to the good practices and good pupil progress. Governors commended the school for their inspection rating of good. In addition to this, governors thanked the Headteacher and all school staff for their hard work in preparation of the Ofsted visit and during the inspection itself.

Has there been any feedback from parents on the Ofsted inspection? Governors were told that the school had received some positive verbal feedback from parents.

Will the Ofsted recommendations and actions be picked up in the school development plan (SDP)? The Headteacher confirmed that the plan would be updated with the recommendations and circulated to governors during the autumn term.

The Headteacher circulated a summary of the Year 6 SAT data to the meeting. It was highlighted to the meeting that the percentage of pupils achieving the expected score was higher in comparison to the previous year. The Headteacher added that the school results for reading and writing were all above the predicted national expected standard. Governors were told that maths, was 1% below the predicted national standard and grammar was 3% below.

The Headteacher explained that the school was in the process of reviewing the data to prepare an action plan for the next academic year. Governors heard that the Deputy Headteacher would take on the role of maths lead to focus on mastery skills, starting with the Year 3 group and progressing up the year groups. The meeting was informed that a spelling, punctuation and grammar (SPAG) action plan was being developed.

Governors were told that in reading there was no gap in attainment between PP and non-PP pupils. However, it was added that there was a gap of 12% between PP and non-PP pupils in maths. The Headteacher said that additional analysis of the disadvantaged pupil data would be presented to the next Curriculum and Standards committee meeting for consideration.

ACTION 8

What does the combined score mean? The Headteacher explained that the score related to the number of pupils who reached the expected national standard in all subjects. Governors were told that the figure of 70% was a strong improvement on last years results.

When will parents see the results? The Headteacher told governors that the results would be sent out at the end of the week (13th July).

Has the school received any costings for the wheelchair access work? The meeting heard that the school was still in the process of applying for funding. The Headteacher told governors that the school had received one quotation of £20,000 for the work and added that it was hoped to start work during the autumn term.

Does the school have any wheelchair users? The Headteacher confirmed that there were no wheelchair users currently at the school.

Are there any other issues with access around the school? Governors heard that there were some stairs to access the Year 5 and 6 classrooms and these had been identified for modifications already.

What is the life skills group? The Headteacher explained that the school were working directly with four or five pupils to support their learning of non-curriculum skills and help their personal development. It was added that the life skills sessions were delivered by a number of school teaching assistants (TA).

What are the attendance levels like? The meeting was told that overall attendance was good after a short dip due to illnesses, which impacted the whole school.

With regards behaviour, what are the reoccurring issues? The Headteacher said that based of staff feedback, the issues seemed to stem from playground times. Governors were told that the refurbished playground would support behaviour improvements, as pupils would have more space and designated cohort areas.

What is 'growth mind set'? The Headteacher explained to governors that the phrase related to a pupils' attitude to learning, specifically promoting resilience and encouraging pupils to challenge their own capabilities. Governors were told that the school was enquiring about a joint project with the infant school to adopt growth mind set teaching practices, to support a consistent approach from early years to Year 6. It was added that as part of the work, the school were evaluating the use of ability groups.

Will the school still be able to challenge higher achieving pupils? The Headteacher confirmed that this would still happen but on an individual level rather than within groups.

a) Team Around the School

The Headteacher referred governors to the data in her report regarding vulnerable pupils being supported by the school. It was added that the school was continuing to work with their team around the school network.

The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

6. STANDING ITEMS

a) School Development Plan (SDP) Update

The Headteacher explained that the SLT were in the process of evaluating the 2017-2018 SIP to identify the school achievements and outstanding actions. Governors were told that the 2018-2019 SIP would include areas for improvement based on the cohort and SAT data as well as Ofsted recommendations. The Headteacher told the meeting that the 2018-2019 plan would be presented to the autumn term committee and FGB meetings. It was highlighted to governors that the Ofsted inspection were impressed with the content and presentation of the 2017-2018 SDP.

ACTION 9

b) Appraisal Update

Governors were advised that the appraisal process for this academic year had been done and the next cycle would start in October 2018.

c) Behaviour in School

The Headteacher reported that there had not been any racist incidents in school during the spring term.

The Clerk provided a nil return form, which was completed and signed by the Headteacher and Chairperson; the Clerk then undertook to return the form to the appropriate section within Services to People.

ACTION 10

The Headteacher reported that there had not been any incidents of bullying or homophobic behaviour during the spring term. In addition to this, there had not been any exclusions during the term.

d) Report on Physical Interventions

Governors noted that there had been no incidents during the spring term where the use of physical intervention procedures had been necessary.

e) Young Carers Update

The Headteacher informed the meeting that the school was working with nine young carers. Governors discussed the matter and were given an update on the activities being undertaken by the school to support and promote young carers.

f) Reviewed Policies for Ratification

The Headteacher circulated copies of the model Parents and Visitors Behaviour policy to the meeting. It was added that the policy would be presented to the autumn term meeting of the Curriculum and Standards committee for consideration, as discussed above, 3b. The Headteacher explained that she had discussed the policy with the Headteacher of the infant

school as both school wanted to adopt and publish the policy, if approved, on the joint schools website. The aim, governors were told, was to demonstrate consistency of approach when dealing with parent and visitor behaviour.

g) Other Matters

Governors were advised that the school had received a complaint from a parent regarding the schools policy on sun cream. The Headteacher circulated a revised copy of the LA guidance to the meeting, on the use and retention of sun cream by schools.

The meeting was told that the Headteacher had revised the school's risk assessment on the use of sun cream, based on the LA guidance. The Headteacher explained that pupils were not encouraged to bring sun cream into school as; it was an irritant when in contact with the eyes, caused a slip hazard when spilt on the floors and there were a number of pupils who are allergic to sun cream. Governors were told that parents were encouraged to apply sun cream to their child before sending them into school. However, the Headteacher added, sun cream could be brought into school in special circumstances, such as when pupils had swimming lessons. In these instances, governors were told, parents would be required to complete a medical administration form, if they wished the school to apply sun cream to their child and the cream would be retained by the school office.

Does the school have any shaded areas outside? The Headteacher said that the school did have some shaded areas outside and had also erected a gazebo for pupils to shelter under. In addition to this, the Headteacher said, the school had restricted lunch times and changed sporting events to reduce pupil's exposure to the sun. Governors heard that information on keeping pupils safe in the sun and the schools policy had been included in the schools newsletter. Parents of the Year 6 pupils attending a residential trip had also been sent letters about the use of sun cream and governors were told that risk assessments would be completed daily, during the event, if the heatwave continued.

Have other parents raised concerns or complained about the school's policy? The Headteacher confirmed that no other parents had commented about the sun cream policy.

Governors discussed the school's sun cream policy and the guidelines issued by the LA. It was **AGREED** by the meeting that the current policy would not be amended and the school would follow the LA guidelines. The Chair confirmed to the meeting that he would contact the parent who raised the complaint, to speak with them about the school's policy and the governing board's decision.

7. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Governors were reminded that Mr Reece's term of office and position as Chairperson would come to an end on the 31st August 2018. Mr Reece was thanked by the governing board for his support and commitment to the school. The Headteacher thanked Mr Reece's for his support during her first year in the role. Mr Reece thanked the Headteacher for her leadership during her first year in the post. The Deputy Head teacher was also thanked by Mr Reece for taking on the position of acting Headteacher prior to the Headteacher's appointment.

It was noted that Mrs G Simm had declared an interest in the position of Chairperson prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Mr Reece, seconded by Mrs Walters and unanimously **RESOLVED** that Mrs G Simm be elected Chairperson for the agreed term, effective from 1st September 2018.

Governors were reminded that Mr Bush's term of office and position as Vice-Chairperson would come to an end on the 31st August 2018. Mr Bush was thanked by the governing board for his contribution to the school during his two terms of office.

It was noted that Mr N Kokkinis had declared an interest in the position of Vice-Chairperson prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Mr Reece, seconded by Mrs Owen and unanimously **RESOLVED** that Mr N Kokkinis be elected Vice-Chairperson for the agreed term, effective from 1st September 2018.

a) Consideration of Governing Board Vacancies

Governors noted that there would be three co-opted governor vacancies on the board from the 1st September. In addition to this, Miss Paterson had announced her resignation as staff governor from the board. The Clerk was asked to co-ordinate a staff governor election with the school during in the autumn term.

ACTION 11

Governors discussed the matter of recruitment to the governing board. The Headteacher and Mrs Simm confirmed that they would review potential opportunities to advertise the board's vacancies.

ACTION 12

8. GOVERNOR DEVELOPMENT

Governors **AGREED** to defer discussion on governor development to the autumn term FGB meeting.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Governors Report from the Headteacher

The meeting discussed the proposed new format put forward by the LA Steering Group. Governors **AGREED** that the Headteacher's report for the autumn FGB meeting should be presented in the new format and evaluated during the meeting.

b) Early Years Update

This was not discussed during the meeting.

c) Schools Capital Update

Governors noted the advice.

d) Wellbeing Strategy for Education

The meeting discussed the Wellbeing Strategy. Governors deferred consideration of a link governor for the role to the autumn term FGB meeting.

ACTION 13

e) GDPR Update

The Headteacher updated governors upon the school's progress towards GDPR compliance. Governors were told that the school website had been updated with the relevant privacy notices issued by the LA GDPR team.

f) Governance Update

Governors were informed that the DfE had allocated funding for various training opportunities. Interested governing boards, Chairs and potential Chairs were directed towards more detailed information which had been uploaded to GovernorHub.

10. DATES

Mrs Simm and Headteacher confirmed that they would consider and select the FGB and committee meeting dates for the 2018-2019 academic year and notify governors.

ACTION 14

11. ANY OTHER BUSINESS

a) End of Term of Office

The meeting was informed that there were no upcoming end of terms of office.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 2.38 pm.

NEVILL ROAD JUNIOR SCHOOL**SUMMER TERM 2018 GOVERNING BOARD MINUTES****MEETING ACTION POINTS**

ACTION NUMBER	MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	3b	Evaluate the proposed leave of absence practice for the school.	Pay committee	Autumn term 2018
2	3b	Present the Parent and Visitor Behaviour Policy to Curriculum and Standards committee	Headteacher	Autumn term 2018
3	3b	Provide information to governing board on restorative practices	Headteacher	Autumn term 2018
4	3b	Circulate a copy of the governors visit report template to all governors	Mrs Simm	Post meeting
5	3b	Invite governors to termly monitoring and evaluation sessions	Headteacher	Post meeting
6	3b	Review the Complaints Statement prior to adoption	All sub committees	Autumn term 2018
7	5h	Review practices for using 'pupil post' to issue end of year reports, with regards to GDPR	Headteacher	Post meeting
8	5	Present a full summary of SAT results to Curriculum and Standards committee	Headteacher	Autumn term 2018
9	6a	Present SDP to governing board	Headteacher	Autumn term 2018
10	6c	Return Monitoring form to LA Services to People	Clerk	Post meeting
11	7a	Co-ordinate staff governor election	Clerk and Headteacher	September 2018
12	7b	Consider possibilities to recruit new members to the governing board	Mrs Simm and Headteacher	Autumn term 2018
13	9d	Consider the appointment of a Wellbeing governor	All governors	Autumn term 2018
14	10	Confirm the meeting dates for 2018-2019	Mrs Simm and Headteacher	Post meeting