

# MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 15 September, 2014

**Those Present** : Melanie Blewer, Karen Underdown, Holly Barradell, Carolyn Pratley, Karen Down, Sue Delves, Sam Wheeler and Rachel Pearson (Clerk)

Guest – Rob Baldock (School Business Manager)

Agenda items	Item for discussion/Agreed actions	To be carried out by:
<b>1. Welcome</b>	The Clerk welcomed everybody to the meeting.	
<b>2. Apologies Absentees</b>	None	
<b>3. Minutes of previous meeting held on Monday 14 July, 2014</b>	<p><u>Accuracy</u> Proposed by Carolyn Pratley, seconded by Holly Barradell and unanimously agreed.</p> <p>Matters arising – None.</p> <p>Governing Body Issues Reconstitution of Governing Body The new Instrument of Government has not been received so the clerk agreed to contact Governor Support and find out if it was available.</p> <p>School Website Update The new website is to be launched on Thursday 18<sup>th</sup> September, 2014. The parents have been invited to a “Meet the Teacher” afternoon and a demonstration of the website will take place. Karen has already shown it to the staff and the governors viewed it at this meeting. The governors were particularly interested in the School Prospectus which is portrayed as a book with pages which can be turned over. A governor queried as to whether parents had given their approval for their children’s photos to be on the website and was informed that only children whose parents had given consent appeared on the site. All the statutory policies are on the site. A governor asked if there was a chart which showed when policies needed to be reviewed and was informed that this was available. There is a list of staff and governors but photos of these people will not be included. SATs results are also included and are higher than anticipated. Oliver Down has worked very hard and the governors agreed that he had created a very accessible website. It was agreed that we would send a letter from the GB to thank Oliver for his hard work creating our new website.</p>	<p>RP</p> <p>HB</p>
<b>4. Election of Chair, 2014-2015 Election of Vice Chair, 2014-2015</b>	<p>The headteacher informed the governors that both Mark Chapman and Peter Richardson had resigned from the governing body. As Mark was Chair and Peter was Vice-Chair, both of these responsibilities need to be taken by other governors on the governing body. This situation was unexpected so it was suggested that, for this meeting, we had an acting or temporary Chair. Holly nominated herself as Vice-Chair but agreed to chair this meeting.</p> <p>Confidential item:- Two new governors will need to be appointed and it was agreed that an advertisement was placed on a governor support site.</p>	<p>RP</p>

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	<p>Mark was an LA governor so a governor was needed for this role. Carolyn agreed to take up this position and completed the appropriate forms.</p> <p>The headteacher explained that the Governing Body should be skills based, so it was recommended that a skills audit was undertaken.</p> <p>The clerk had previously downloaded two audits and these were circulated and completed by the governors.</p> <p>These were returned to the clerk who agreed to collate them and email the results to the governors in time for the next meeting.</p>	<b>RP</b>
<b>5. Register of Business Interest</b>	<p>The governors signed the business interest forms and returned them to the clerk.</p> <p>The clerk asked governors to declare any business interests, if appropriate, during the meeting.</p>	
<b>6 Agree Terms of Reference and Standing Orders for governing body</b>	<p>Updated documentation (attached)</p> <p>There were no changes to the terms of reference apart from changes to responsibilities. The headteacher had typed those in red and the governors discussed which area they would like to monitor.</p> <p>A governor queried that as a meeting was cancelled (Term 6) because of extenuating circumstances were the governing body complying with the requirements of the terms of reference.</p> <p>The headteacher responded that in the last academic year six meetings had in fact taken place as two had occurred in Term 1. However this comment was noted and it was agreed that the governing body would normally expect to have a least six meetings a year.</p> <p>The following was agreed:</p> <p>Acting Chair of Governors – Holly Barradell          Acting Vice Chair – Sam Wheeler          Clerk – Rachel Pearson          SEN, Child Protection – Karen Down</p> <p>Those responsible for the School Development Plan Priorities:-</p> <p>Raise the level of pupil's writing – Sam Wheeler          The quality of teaching and learning – Sue Delves          An improved understanding of e-safety for children and parents – Carolyn Pratley          Build leadership capacity – Holly Barradell          Health and Safety – Carolyn Pratley and Rob Baldock          Pupil Premium – Sam Wheeler and Rob Baldock          SEN and Child Protection – Karen Down and Sue Delves          Single Equality Plan – Karen Down          Safeguarding – Karen Down, Karen Underdown and Holly Barradell          Headteacher's Appraisal Group – Carolyn Pratley and Sue Delves</p> <p>The headteacher informed the governors that there is also a professional involved with this procedure who would support and advise the governors in their role. It was also recommended that the governors attended training as well.</p> <p>The Terms of Reference and Standing Orders were then approved and signed by the Acting Chair.</p>	
<b>7. Finance Update</b>	<p>The SBM gave the following report on works undertaken during the Summer Holiday:</p> <ul style="list-style-type: none"> <li>• All external doors had new locks fitted.</li> <li>• The alarm panel was relocated.</li> <li>• Internal doors had the locks changed.</li> <li>• Deep-cleans took place in the kitchen.</li> <li>• Outside equipment was refurbished.</li> <li>• CCTV was installed.</li> <li>• Pupils chairs were jet washed.</li> <li>• Windows were cleaned inside and out.</li> <li>• 4 classrooms were refurbished.</li> </ul>	

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	<p>A governor asked whether smoke alarms were going to be fitted and it was agreed that this may be done in the future with battery alarms fitted in key places.</p> <p>Budget Monitoring Report (attached) There has been additional income received by the school:- Pupil Premium – An additional £9000.00 As the school has 62 FSM out of 236 pupils on roll there is a possibility that the school may receive an additional £6000. There has been an over-spend in some areas. Teaching and supply staff – £7162, due to staff appointments not known at time of budget setting. Premises staff - £4601 Building maintenance - £1712 Other staff – The FLO has resigned and one will be appointed in due course. The predicted rollover is £23921.00. There will be additional expenditure on staffing in September as all staff will receive a salary increase. The headteacher thanked the SBM for his hard work in keeping the budget on track.</p>	<b>SBM</b>
<b>8. Health and Safety Issues</b>	<p>Health and Safety Audit The SBM informed the governors that a Health and Safety audit was due to take place this term but he did not know the date. The SBM reported that although there are some requirements that need to take place we are aware of most of the issues that could cause concern. The SBM is having a meeting with KCC cleaners as there is an issue with cleaning at the moment. A governor recommended that policies were signed and dated after they have been approved by the FGB and this was agreed by the governing body. It was suggested that a timetable for updating policies was issued to the governors and the updated policies were linked into monitoring visits. The governor with the responsibility and the SBM agreed to arrange a meeting before the health and safety audit.</p>	<b>HT/ Chair CP/ SBM</b>
<b>9 Personnel Update</b>	<p>The headteacher presented the governors with a staff list for 2014/2015 (attached) The following staff are new to the school: Mr William Hesse – Teacher Miss Harriet Down – Play and Learning Leader Mrs Fiona Eke – Learning Support Assistant The following staff have new responsibilities: Miss Louise Aldous – Maths Leader Miss Danielle Bailey – Shadow Literacy Leader Mrs Debbie Mercanton – Literacy Leader (returning from Maternity leave) Miss Hannah Prince – Curriculum Leader and Shadow Maths Leader Miss Hannah Birkett – HLTA A governor asked if the minutes could be published on the website and it was agreed that they could be once they had been approved by the governing body. It was also agreed that confidential items would not be included if they were published in this way.</p>	
<b>10. Headteacher's Report and School Development Plan</b>	<p>Headteacher report (attached) and Whole School Progress Target setting report (attached) The SATs results were good and the school reached the targets which had been set. The priorities for the school development plan will be included in the agenda for the next meeting. The headteacher recommended that the teacher responsible for the new curriculum was invited to the next meeting.</p>	

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	<p>The school is part of a collaboration and the headteachers and deputy heads in the collaboration ensure that they all have the same standards and judgements. The headteacher informed the governors that Ofsted is due in the academic year beginning September 2015.</p> <p>School Development Plan – SEF (attached)</p> <p>The headteacher explained the report:-</p> <p>At the top of the report the Ofsted recommendations are shown. These have been achieved and the new targets for this year are shown in the rest of the report. The judgements given are the same as the Ofsted scales.</p> <p>One of the achievements is in attendance; this has improved and is worth celebrating. Lateness can be a problem but rigorous strategies are followed in order to reduce this.</p> <p>The overall judgement of the SEF is Grade 2 = Good.</p> <p>A governor acknowledged that the judgement is at the level it is because of the hard work of the headteacher and her good leadership.</p> <p>The School Development Plan will follow the same categories as given in the SEF.</p> <p>Review attendance of pupil, staff and governors for 2013/2014 (attached)</p> <p>Attendance on the whole is above average. However, it dips in Term 6 because parents apply for holidays.</p> <p>Good attendance is always rewarded with medals and certificates.</p> <p>Pupil exclusions for academic year 2013/2014</p> <p>There have been no exclusions in the last academic year.</p> <p>The headteacher explained that some children from the Infant school had been excluded but the Junior school is expecting to keep them in school as much as possible.</p> <p>A governor asked if violent children were isolated and was informed that normally they are taken to a quiet area where they are supported by a teaching assistant in a less pressured environment. Children are expected to take responsibility for their own learning and may work with one to one support if they are struggling with the class situation. Exclusion is only considered as a last resort.</p> <p>Confidential item</p>	<b>MB/HP</b>
<p><b>11. Curriculum Plans</b></p>	<p>Agree curriculum for this academic year.</p> <p>The governors agreed to discuss this at the next meeting when Hannah Prince presents the new curriculum to the governing body.</p>	
<p><b>12. Review Home/School Agreement</b></p>	<p>Statutory requirement (attached)</p> <p>The Home/School Agreement was approved by the governing body.</p>	
<p><b>13. Governing Body Action Plan and Governing Body Monitoring</b></p>	<p>GB strategic intent for year and aspects of SDP to monitor.</p> <p>The action plan has been approved and the monitoring responsibilities have been allocated earlier in this meeting.</p> <p>SEN monitoring visit report (attached)</p> <p>The report was received by the governors.</p> <p>Safeguarding monitoring (attached)</p> <p>This report was received by the governing body.</p> <p>Holly gave the following recommendations :</p> <p>Some governors attended Safer Recruitment training. The headteacher and Holly have attended this training.</p> <p>There were some policies that needed reviewing – Safer Recruitment and Selection and Anti-bullying.</p> <p>The Use of Force and Restraint is called The Reasonable Force Policy in this school.</p> <p>The Health and Safety Policy has recently been updated and the Whistleblowing Policy will be reviewed later in this meeting.</p> <p>The Safeguarding Policy is available to be downloaded.</p> <p>A CEOP “button” is accessible on the new website.</p>	

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<b>14. Governing Body Review</b>	Governor Mark – Section 6 and 7 It was agreed that owing to the time spent discussing other issues that the Governor Quality Mark assessment will be discussed at the next governing body meeting.	
<b>15 Policies to update</b>	<p>Lettings Policy (attached) This policy was approved by the governing body and signed by the headteacher and acting chair.</p> <p>Charging Policy (attached) This policy was approved by the governing body and signed by the headteacher and acting chair.</p> <p>Pay and Reward Policy (attached) This policy was approved by the governing body.</p> <p>Finance Policy (attached) This policy was approved by the governing body and signed by the headteacher and acting chair.</p> <p>Competence and Capability Policy (attached) This policy was approved by the governing body.</p> <p>Whistleblowing Policy (attached) This policy was approved by the governing body and signed by the headteacher and acting chair.</p> <p>Performance Appraisal Policy (attached) This policy was approved by the governing body.</p>	
<b>16. Chair's Action/ Correspondence</b>	<p>Governing Briefing Notes Governors had received the Governor Briefing Notes.</p> <p>Governing Body Actions. The acting chair agreed to write to Oliver Down thanking him for his hard work in building the web site.</p> <p>Governor and Clerk Training Training Governors have attended:- Holly Barradell – 26.04.14 – New Governor's Induction Carolyn Pratley – 12.06.14 – Governors' Conference Holly Barradell – 02.07.14 – Governors' Role in Safeguarding</p> <p>Training Governors have booked:- Sue Delves – 05.11.14 – Responsibility of Governors Reviewing Exclusions Carolyn Pratley – 22.11.14 – New Governor's Induction Holly Barradell – 02.12.14 – Good Governance toward Ofsted Inspections Sue Delves and Holly Barradell – 02.03.15 – What Governors must know about School Data Holly Barradell – 23.03.15 – Effective Governor Monitoring Visits</p>	<b>HB</b>
<b>17. Any other business</b>	There were no items to be reported.	
<b>18 Confidentiality of proceedings</b>	There are confidential items on green paper.	
<b>19 Publication of Minutes</b>	These minutes can be published except for the items on green paper.	
<b>20. Dates of future meetings</b>	<p>The dates for the meeting in this school year are: Monday 8 December, 2014 Monday 2 February, 2015 Monday 23 March, 2015 Monday 18 May, 2015 Monday 29 June, 2015 All meetings to take place at 6.30 p.m. in the Family Room.</p>	

**There being no further business,  
the meeting closed at 9:00p.m**