

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 08 December, 2014

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

Agenda items	Item for discussion/Agreed actions	To be carried out by:
1. Welcome	The Clerk welcomed everybody to the meeting.	
2. Apologies Absentees	Apologies for absence from Rob Baldock who was unwell.	
3. Minutes of previous meeting held on Monday 15 September, 2014	<p><u>Accuracy</u> Proposed by Melanie Blewer, seconded by Karen Underdown and unanimously agreed.</p> <p>Matters arising – None.</p> <p>Election of new governor The clerk had received the Instrument of Government but this had 3 parent governors and 2 co-opted governors on the Instrument. The Governing Body agreed that the preferred roles were 2 parent governors and 3 co-opted governors. Mrs Sam Wheeler was nominated as a co-opted governor instead of a parent governor and this was approved by the governing body. The clerk agreed to email the minutes to Governor support and then a new Instrument of Government would be issued confirming the reconstitution of the Governing Body.</p> <p>Election of Chair and Vice Chair Carolyn Pratley had agreed to become the chair of the governing body. Proposed – Sam Wheeler – Seconded – Sue Delves Holly Barradell had agreed to become the vice chair of the governing body. Proposed – Melanie Blewer – Seconded – Karen Down</p> <p>Skills Audit and relevant CPD The clerk analysed the skills audit and it was agreed that the weaknesses were: Buildings maintenance, DIY and Property and Premises management and Marketing and Publicity. The governors recommended that the fire station was approached to see if anyone would be willing to stand as a governor. The clerk was asked to contact local publications to arrange for an advertisement for governors who had the skills in the above areas. The chair encouraged governors to attend training in order to develop the skills in the governing body. Sam has booked a course on Challenge and Impact and the Responsibility in school finance. Sue asked if she could arrange to visit to monitor exclusions and the headteacher agreed to this. Holly had attended a course on Governance and Ofsted Inspection It was agreed that the information obtained would be shared with the governors at the next meeting of the full governing body so the clerk agreed to include this on the next agenda.</p>	<p style="text-align: center;">RP</p> <p style="text-align: center;">RP</p> <p style="text-align: center;">RP</p>

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4. Declaration of Business Interests	None	
5 Curriculum	<p>Explanation of new curriculum and the implementation at Brookfield Junior School – Presentation by Hannah Prince Hannah gave a power point presentation regarding the new curriculum. (Attached) The governors asked questions regarding this item. The vice chair asked whether the pupil premium children were able to access all aspect of the curriculum especially extra curricular activities like music. All children can take part in all areas of the curriculum and music lesson can be funded by the pupil premium allocation. The vice chair offered to find out details of a project where children can take part in a music programme which is free and she agreed to investigate this. The chair asked whether any subjects crossed over into other subjects and how this was dealt with. The teachers use topics that may cover several subjects and may change their plans accordingly. The chair asked whether children read both fiction non-fiction texts. The headteacher explained that both types of text were used and Karen Underdown agreed to bring in a pupil’s book so the governors could see how the writing developed with pupils using both types of reading material. The headteacher recommended that the governors who monitor writing could have a conversation with Debbie Mercanton and assess the way the writing progressed. The chair asked how the staff checked whether children were sufficiently challenged. Karen Underdown explained that the lessons are planned to cope with the abilities of each child so those who are gifted are given opportunities to extend their learning. The maths curriculum has changed hugely. The vice chair asked whether children knew which ability group they were in. Karen Underdown explained that the children are taught in flexible groupings and this works well. In this way children take ownership of their own learning and this helps them build self esteem and confidence. The headteacher asked the governors if they agreed to adopt the new curriculum and this was proposed by Karen Underdown and seconded by Sam Wheeler.</p> <p>School Development Plan, 2014 -2015 (attached) The headteacher presented the school development plan and this was received by the governing body.</p>	HB
6. Headteacher’s report and school data	<p>Headteacher’s report (attached) The headteacher presented her report Confidential Item</p> <p>RAISEonline Analysis Report (attached) The presented the RAISEonline data. The levels have changed so assessing the children is different now and this is shown in the report. The governors agreed to set up a working party to focus on understanding the aspects of RAISEonline. Sam Wheeler, Sue Delves, Carolyn Pratley and the headteacher agreed to be in the working party.</p>	

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	<p>Whole School Data progress to date (attached) The governors received the data that the headteacher provided. There had been visits from two professionals from the local authority and reports were attached from Alastair McMeckan and Tel German. The main action point on the report for which the governors needed to take responsibility was to ensure that the headteacher had a good work/life balance. The governors recommended that the headteacher had one afternoon per week where she worked from home and was able to delegate to the staff so she does not have too heavy a work load. The deputy head agreed to support the headteacher in this way</p>	
7. Finance Update	<p>Budget monitoring update Rob Baldock was unwell so was unable to provide a report but he had given the headteacher information to the governing body. Budget Monitoring Report – 17.10.14 (attached) The rollover is predicted to be £27669.00 A governor asked if the school ever submitted a deficit budget and was told that this is not supposed to happen but if it did the school would be challenged by the finance team from Kent County Council. It was noted that there has been another increase in pupil premium funding.</p>	
8 Personnel Update	<p>Staff pay Confidential item</p>	
9. Health and Safety issues	<p>Report on health and safety This item will be discussed at the next meeting in the absence of Rob.</p>	
10 Governing body action plan	<p>Monitoring to plan for next term (attached) The chair had prepared a framework for the agendas for the next school year. The headteacher approved it and the governors agreed to adopt this proposal. Sam had visited and provided a report on the monitoring of pupil premium funding. It was noted from her report that she will meet with Karen and Rob to evaluate the Pupil Premium funding in March and also to monitor the sports premium funding.</p>	
11. Governing Body Review	<p>Governor Body review The governors agreed to form a working party to assess the practices of the governing body using Governor Mark as a tool for this. Sam, Karen Underdown and the headteacher agreed to be part of this group</p>	SW/KU/MB
12. Policies to update	<p>Admissions Policy (attached) This was approved by the governing. Recruitment and selection Policy (attached) This policy was approved by the governing body. Manual Handling, Force and Restraint Policy (attached) This policy was adopted by the governing body. The chair asked if training in positive handling has been undertaken by the staff. It was agreed that this would be investigated and some staff would receive the training to support their professional development. Holly informed the governing body that she had volunteered to be a local lead governor and be part of an interview panel. A governor queried whether the policies were kept up to date on the website and was reassured about this by the headteacher. All policies are displayed on the website after they have been updated. SEND Policy (attached) Karen Down informed the governing body that she had rewritten the policy and this was now available. The governing body adopted the policy and as this was done Karen Down could now have this included on the school website.</p>	

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13. Chairs action and correspondence	Chair to advise governors on any actions or correspondence received None.	
14. Any other urgent business	Holly agreed to share the information from the course she had recently attended on Ofsted readiness at the next governing body meeting. The clerk agreed to include this as an item on the agenda.	HB Clerk
15. Confidentiality of proceedings	There are confidential items which will be printed on green paper. One of these is an item relating to the headteacher's report and the other is an item relating to personnel issues.	
16 Publication of Minutes	These minutes can be published except for the items on green paper. After approval by the governing body they can also be displayed on the school website.	
17. Dates of future meetings	The dates for the meeting in this school year are: 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.	

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