

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 02 February, 2015

Those Present : Melanie Blewer (headteacher), Karen Underdown, Holly Barradell, Carolyn Pratley (Chair), Karen Down, Sue Delves, Sam Wheeler, Rob Baldock (SBM) 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	There were no apologies for absence – all governors were present.	
3. Minutes of previous meeting held on Monday 8 December, 2014	<p><u>Accuracy</u> There was a typing inaccuracy on the first page which the clerk corrected Proposed by Melanie Blewer, seconded by Sue Delves and unanimously agreed.</p> <p>Matters arising</p> <p>Challenging Questions Sam had attended a training course – What does Challenge and Impact look like? Governors were encouraged to follow up questions asked at governing body meetings by investigating further to see if there was evidence to support the enquiries. It was agreed that the challenging questions were to be typed in red. The governors agreed to this recommendation.</p> <p>Governing body update The website had received a response from a lady asking to be a school governor. The clerk had been notified and she had responded to the query. The headteacher and chair agreed to have a meeting with the lady to consider her suitability for this role.</p> <p>The clerk agreed to find out if any members of the fire service would be interested in being part of the governing body.</p> <p>Music Programme Holly had spoken to a colleague who provided her with information about a music programme which may be beneficial to the school. The headteacher agreed to discuss this with the teaching staff.</p> <p>Governor mark The working party agreed to arrange a meeting to discuss this.</p> <p>The chair asked how the governing body was developing as an effective governing body? Holly recommended that the training undertaken by the governing body needed to be evaluated. She offered to collate the reports and certificates of any training governors had attended since 1 January, 2012. The clerk agreed to check previous minutes and any files to provide Holly with the appropriate information. Holly had produced a form which governors could use for reporting on training. This had been circulated to all governors and this was approved by those at the meeting. The clerk has applied to be part of a year's course which is for developing the clerks role and the chair has applied for the aspiring chairs programme. This training was</p>	<p>MB/CP</p> <p>RP</p> <p>MB</p> <p>SW/KU/MB</p> <p>HB/RP</p>

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	approved by the governing body.	
4. Declaration of Business Interests	None	
5. Main Focus: Teaching (SDP Key Issue 2)	<p>Headteachers report (attached) – strategies and actions. The headteacher shared her report. The target is that the quality of teaching is good with increasing examples of outstanding. She suggested that governors asked the following questions: What have we done to raise the performance of our teachers? What are the success so far? How can governors support any further improvement? The headteacher informed the governors of the performance of the teachers. The chair asked whether the teachers were judged by lesson observations or whether a triangulation of teaching, data and book keeping were included in the judgements given The headteacher explained that the teachers were judged and recorded on lesson observations and then the triangulation judgement was evaluated too. The headteacher directed the governors to the table which shows them judgement of teachers’ observations and also the triangulation judgement and it showed that all teachers had improved the style of teaching over the period of time indicated. Confidential item A governor volunteered to join a teacher to undertake a book scrutiny on literacy. The chair suggested that in order to show support from the governing body that e-cards were sent to members of staff who had shown exceptional achievement. The headteacher agreed that this would show support and said that governors could show support by presenting an award or certificate to staff in a special assembly. The chair also recommended that the governors provided a tea to staff to show appreciation for their efforts at the end of the school year. The chair suggested that in the governing body meeting that will take place in term 5 that consideration is given to the next academic years school development plan and that input is received from staff, governors and children.;</p> <p>Governor monitoring regarding quality of teaching and learning (attached) The vice chair presented her report to the governing body. As this report had not been circulated this report was read to the governors and it was agreed that it would be emailed to the clerk for circulation. The recommendation to the governors was that monitoring continued to take place so that governors were aware of the situation with pupil progress and the quality of teaching.</p>	SW
6. Supplementary focus: Build leadership capacity (SDP Key issue 4)	<p>Headteacher’s report – strategies and actions The target is to build leadership capacity by training middle leaders and shadow middle leaders. The following question could be asked: What has been done to build leadership capacity so far? The headteacher reported on the activities that had been undertaken. The vice –chair asked if she could visit to see how observations were carried out. The headteacher explained that governors could visit classes but it would need to be in the capacity of a visitor rather than make a judgement on teaching. She then asked if it would be appropriate to attend staff development days or training days. The headteacher replied that the next staff development day is a well being day and governors were welcome to attend providing they let her know for catering purposes.</p>	

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	<p>It is good for governors to be involved in the life of the school so another way to find out what is happening is to carry out a learning walk. Confidential item</p> <p>School Improvement advisor – Note of visit Confidential item</p> <p>Governor feedback – What does challenge and impact look like? (Report attached) Sam reported on the course. She found that this training was the best she had attended so far as it provided actions that governors could implement to make a difference and she recommended that other governors attended this course. A governor asked whether the hard copies of monitoring reports were attached filed with the minutes. The clerk stated that this was the case and Melanie reported that she kept the reports filed on her computer too. She informed the governors that the SIP may want to know how Ofsted ready the school was and it is recommended that all governors read the last Ofsted report. It was agreed that monitoring reports should be emailed to the clerk before meetings so they can be circulated and read before the governing body meetings. A governor said that she had been asked by a member of staff whether the governing body ever challenged the activities in the school and she affirmed that this was so. It was noted that challenging questions do not have to be negative.</p> <p>Ofsted readiness report (attached) Holly reported on the course that she had attended. It was recommended that there was a pupil survey and a parent survey were undertaken at some point in the school year. The chair recommended that if the governing body considered the next year's school improvement plan in term 5 then pupil voice and parent voice could be included in it. Actions that could be considered. The SBM and the finance governor to conduct a Pupil Premium review and report this to the full governing body. A report to be provided to the governors focused on expenditure over the next 3 years. The minutes are to be uploaded onto the website including the challenging questions from governors. A governor asked whether more than 68% was spent on staffing. The response was that considerably more was spent on staffing and this is the best resource a school can have. A governor suggested that when a new member of the governing body was appointed they were asked whether they could visit the school during the day as this can be a real asset. It was also suggested that a table was included on the web site to show which areas governors monitored. Holly asked whether the report form that she had provided was approved. This was approved but it was recommended that the font was changed to arial as this was the desired font. The governors agreed to use this form for reports in the future.</p>	<p>SBM/SW</p> <p>SBM</p> <p>RP</p>
<p>7. Finance Update</p>	<p>Budget monitoring report (attached) The SBM gave a report on the current situation which is the 9 month monitoring report. He reminded the governors that the Budget Control Mechanism means that if we have more than £70,000 in our rollover this will be clawed back by KCC. The rollover is predicated to be £33748 which means we will not be subject to having funds clawed back.</p>	

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	<p>73% of the budget is spent on staffing. The SBM and Sam have met to discuss the budget and to undertake a benchmarking exercise. A governor queried the amount spent on E19 which is the resources budget as there is an overspend on this code. The original allocation was £38588 and £45065 has been spent so far. Additional resources have been purchased as although the budget for this code has been spent in the budget as a whole there were funds available. Staff needed additional resources so these have been purchased. A governor queried the amount spent on E15 which is water and sewerage as the overspend is almost double the amount allocated. This is being investigated because the bills seem to be a great deal higher than expected. A saving has been made in E27 which is bought in professional services for the curriculum as the school has not bought into the service level agreement and have saved funds this way.</p> <p>Benchmarking (attached) Sam gave a report on this. It was noted that this report is for the year 2013/2014. The school has been compared to 5 other like schools. As this school has shared admin staff there are differences in this area. The benchmarking exercise is difficult to judge exactly because all schools are different. Sam has arranged a meeting with the SENCO to discuss pupil premium on 30 March, 2015 The SBM reminded the governors of the compliance meeting which is taking place on 18 and 20 March, 2015.</p>	
<p>8 Health and safety</p>	<p>Report on health and safety audit update The SBM reported on the action plan from the health and safety audit. There were 17 action points which seems a high number but most of these have been addressed. The chair has analysed the report with the SBM and will be reviewing if in a few months to ensure all action points have been dealt with. Two of the action points involve the headteacher attending an asbestos course and legionella training so she will attend to this as soon as possible. The health and safety auditors will visit again in 6 months to ensure all action points have been met.</p>	<p style="text-align: center;">MB</p>
<p>9 Personnel</p>	<p>Headteacher's report – Staff update Confidential item.</p>	
<p>10 Governing body monitoring reports</p>	<p>Data Analysis – RAISEonline (report attached) The chair gave a report on the RAISEonline data The key issues for the governing body were highlighted and the action points were discussed. A meeting with the literacy leader has been arranged and the absence and exclusions data will be monitored when it is available.</p> <p>SEN Report (from Term 2) (attached) – Report from Sue.</p> <p>Pupil Premium Report (from Term 2) (attached) – Report from Sam Sam reported on the monitoring of pupil premium. She has arranged to meet with the SBM in March and will monitor the sports premium budget too.</p>	

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	<p>Governor Briefing (report attached)</p> <p>The chair gave a report on the governor briefing she attended. The focus for the briefing was on the changes on SEN. Governors need to be aware that the changes impact highly on the workloads of SENCOs and additional support needs to be available from the governing body. As this is an important part of school life it was suggested that the SENCO was given time at the next meeting to give a report on the issues related to SEN at the next meeting. The chair explained that the term “best endeavors” is a frequently used phrase and means that the absolute best has been achieved by an individual. Disability legislation also mentions that “reasonable adjustments” are expectations to be achieved by some children and is measured on the abilities of a particular child not on the expectations of all children at a particular age. The chair asked whether “reasonable adjustments were used to support children in this school. If “reasonable adjustments are to be put in place then policies may need to be changed to accommodate this statement.</p> <p>The vice chair requested that an item regarding the training of governors was included regularly on the agenda.</p>	
<p>11. Governing Body Action Plan Continuous professional development for GB</p>	<p>Monitoring plan for next term</p> <p>The headteacher reported that there is to be a Safer Internet Day on Tuesday 10 February, 2015 and all governors were invited to attend. The chair agreed to come if possible as she would be able to talk to children and find out their views. There will be a parental questionnaire available at parents evening so the school will be able to receive feedback from parents.</p>	
<p>12. Policies to update</p>	<p>Management of absence and special leave policy (attached)</p> <p>The above policy has been divided into two policies by the schools personnel service. The headteacher recommended that the policies were adopted by the governing body subject to some alterations. Managing of absence and ill health policy and procedure The headteacher recommended that the areas that she had highlighted in blue on pages 5 and 6 were adopted by the governing body. This was proposed by the headteacher and seconded by Karen Down</p> <p>The second part of the policy called: Managing Special Leave policy and procedure The headteacher recommended that the areas she had highlighted in blue on page 4 were adopted by the governing body. This was proposed by the headteacher and seconded by the chair.</p> <p>Stress Management policy This was proposed by the headteacher and seconded by Sam Wheeler. The Chair asked if there was any counselling available for staff if it was needed. The SBM responded that information about the counselling helpline was available to all staff in the staff room.</p>	
<p>13. Chairs action and correspondence</p>	<p>Chair to advise governors on any actions or correspondence received The chair had received information about GEL and queried the usefulness of subscribing to this organisation. It was agreed that this would be postponed for now.</p>	
<p>14. Any other urgent business</p>	<p>None</p>	

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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. It was also recommended that a list of governors, the role they play and also their responsibilities were published on the website.	RP
17. Dates of future meetings	The dates for the meeting in this school year are: 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 9:30 p.m**