

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 23 March, 2015

Those Present : Melanie Blewer (Headteacher), Karen Underdown, Holly Barradell, Carolyn Pratley (Chair), Karen Down, Sue Delves, 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	Apologies for absence Sam Wheeler sent apologies – family circumstances – apology accepted	
3. Minutes of previous meeting held on Monday 8 December, 2014	<p><u>Accuracy</u> Proposed by Holly Barradell, seconded by Karen Down and unanimously agreed.</p> <p>Matters arising</p> <p>Governing body update</p> <p>The chair and headteacher have met Jenni Haywood and agreed that she fulfilled the required skills appropriate to the governing body, It was recommended that the clerk contacted her to arrange a time for her to visit the school, provide her with an induction pack and a welcome letter. A list of the dates for the next meeting will be provided and she is welcome to attend the next meeting.</p> <p>The clerk reported that she had spoken to a fire fighter and he agreed to ask other members of the fire service if any would be willing to be governors and then he would let her know.</p> <p>The clerk had investigated the possibility of advertising for a governor in local news publications. The governors agreed to advertise for the role in The Oracle at £42 for 3 months. It was also agreed to advertise this role on the website. Holly agreed to produce an advert for this.</p> <p>Music Programme The headteacher has passed the information about the music programme to the music leader for her views on this.</p> <p>Governor mark This is still in hand.</p> <p>Governor Training Holly has produced a file containing information to do with training that governors have received. She requested a copy of the skills audit analysis to be filed in the training folder so it can be apparent which courses would be beneficial for governors to attend to fill any skills gaps.</p> <p>Pupil Premium Review meeting A meeting is to take place on Monday 30 March with the SBM, the SENCO's from the Infant and Junior schools and the finance governor to review the pupil premium and anticipated expenditures over the next financial year.</p>	<p>RP</p> <p>HB</p> <p>RP</p>

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	<p>Asbestos and Legionella Training The SBM has arranged for the Headteachers and the Deputy Heads of Brookfield Infant and Junior Schools to undertake this training on line at a mutually convenient time.</p>	
<p>4. Declaration of Business Interests</p>	<p>None.</p>	
<p>5. Main Focus: e-safety (SDP Key issue 3)</p>	<p>Headteacher's rReport – strategies and actions so far (attached) The Headteacher presented her report The key focus was Behaviour and Safety The school had recently held an e-Safety Day which had been very successful. One of the activities of the day was a Safer Internet Quiz which the children enjoyed. A survey was also undertaken and comments from parents, staff and children were included in the report. As a result of the e-safety day staff, parents and children were more alert to incidents which may arise when using the internet. The school will continue to monitor e-safety and ensure that children are safe when on-line.</p> <p>Governor monitoring (report from the chair attached) The chair visited school following the e-safety day and spoke to the headteacher and children from all year groups. She was impressed by the positive response from both parents and children. A good number of parents attended the day and enjoyed the involvement in activities. A governor queried why some parents did not attend and asked whether the same parents absented themselves from most events. The Headteacher responded that some parents did not attend activities but some parents worked and could not always take leave to attend events. The chair recommended that when the budget was considered that the IT manager role was included in the costings. She also recommended that an addition was made to the rules that were used for making the internet safe. It was suggested that "<i>Talking to an adult if concerned about something</i>" was included in the rules. The governing body agreed that this would be a useful addition.</p> <p>Safeguarding Monitoring Report from Holly Barradell (attached) Holly had completed an audit of safeguarding of the school. The changes which had occurred since the last audit were in bold type. Holly raised some action points which the governors agreed to put in place. The clerk was asked to attend a safer recruitment course and she agreed to make arrangements for this. She was also asked to check with the safeguarding professionals about sending any changes to the policies to that department. The headteacher was asked whether the IT Manager had received safeguarding training and she agreed to check. It was agreed that two policies – Anti-bullying and Behaviour Management – needed to be reviewed in the summer term. Karen was asked to give a presentation to the governors on SEN and Child Protection. The chair reported that she had recently attended a session on e-safety.</p>	<p>WH</p> <p>RP</p> <p>RP</p> <p>MB</p> <p>MB</p> <p>KD</p>

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<p>6. Supplementary Focus: Raise % of pupils at 'Expected' and 'Exceeded' levels in writing (SDP Key Issue 1)</p>	<p>Headteacher's Report – strategies and actions so far. The headteacher explained the levelling process and changes that have occurred regarding the assessment of children. <i>After scrutinising the Assessment Table a governor asked whether it was correct that there were no children classed as 'exceeding' in Year 3.</i> The headteacher explained that the children are all progressing but various criteria need to be met. <i>The chair asked if the measurement of what was classed as 'expected' at the start of the year was the same as the measure for 'expected' at the end of the year.</i> The headteacher stated that there may be changes in progress so the children will attain different results throughout the year. Children can remain at the 'expected' level but that is good progress because the children are learning all the time. In other words children can move from 'low expected' to 'high expected'. Everyone is learning as the method of recording has changed. The headteacher suggested that the governing body kept two questions under review which are: <i>How will we know we have made the level of progress we are happy with?</i> And <i>How can we be convinced we are doing everything we can to improve the quality of teaching and the percentage of high achievement?</i> The chair recommended that the governing body kept these questions in mind when progress was discussed in the future. The headteacher emphasised that All staff know their children individually 'inside out'. Each teacher is aware of the children's progress as an individual.</p> <p>School Improvement Advisor – Note of Visit The headteacher agreed to email the note of visit to the clerk to circulate to the governors.</p> <p>Governor Feedback – Literacy (attached) As Sam was unable to attend the meeting it was agreed that this report would be discussed at the next meeting.</p>	<p style="text-align: right;">MB/RP</p>
<p>7. Finance Update</p>	<p>Financial Compliance Visit – initial feedback The SBM reported that the school had received the initial feedback where there were two recommendations given to the school. These were:</p> <ul style="list-style-type: none"> • To include costings in the School Improvement Plan and • To gain additional three quotes for major works done in the school. <p>When the final report arrives this will be shared with the governing body. The headteacher gave credit to the SBM for his hard work and all the preparations that he had undertaken previous to the visit.</p> <p>Schools Financial Value Standard (SFVS) (attached) The SBM reported that he had fed the compliance visit recommendations into the SFVS as follows: Question 8 School Development Plan to include approximate costings. Question 15 Asset register/equipment register completed and assets visibly marked. Question 23 Same comment as in 15. The Action Plan has one action which is to include the costings in the school development plan in the future. The SFVS has been submitted to the Local Authority and the SBM agreed to email it to the chair for signature.</p>	<p style="text-align: right;">SBM</p>

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<p>8 Health and safety</p>	<p>Health and Safety update Fire Risk assessment feedback The SBM has received the feedback from the fire risk assessment and it was noted that the number of recommendations for improvement have decreased from 33 to 14 which is very commendable. The chair requested a copy of this fire risk assessment and the previous one so she could view the recommendations and the changes which have occurred. Some of the recommendations are for improvements to the fire detection equipment but this is provided by KCC on a rolling programme. The chair asked if there were any additional points which were a concern. The SBM explained that all the concerns that were current were included in the last assessment. The headteacher congratulated the SBM on his achievement in bringing the number of recommendations down to 14 from 33.</p>	<p style="text-align: center;">SBM</p>
<p>9 Personnel</p>	<p>Headteacher's Report – Staff update Confidential item.</p>	
<p>10 Governing Body Monitoring Reports</p>	<p>SEN Report from the SEN governor (attached) (Supporting Pupils with Medical needs Policy) The SEN governor recommended that the governing body adopted the Supporting Pupil with Medical Needs policy so it was agreed that it would be circulated to the governors for the next meeting and adopted then. The chair thanked the SEN governor for her contribution to the governing body. A governor asked if the staff were happy with the visits that the governing body made to the school. The headteacher replied that the staff were very pleased to see that the governing body were so proactive and she thanked them for the time that they gave to the school.</p>	
<p>11. Governing Body Action Plan Continuous professional development for GB</p>	<p>Monitoring plan for next term The chair recommended that the focus for the next meeting was the budget and pupil premium and approving the budget for the next financial year. She also suggested that we considered the school improvement plan for 2015/2016 and received input from the staff and children. The headteacher invited governors to attend a school council session. The CPD Governor has produced a spreadsheet of governor training and requested governors kept her informed of any training that they had attended. She offered to provide governors with information about courses that she considered suitable for their responsibility. The clerk informed the governing body that she was progressing with the ongoing clerk development programme and had also attended a clerks' conference. The chair has been included in the Chairs Development Programme and will start in October. Karen Underdown explained that she had been unable to attend any courses due to other commitments but hoped to receive training in the next academic year. A governor suggested that it might be a good idea for our School Improvement Partner to attend a governing body meeting soon to discuss Ofsted readiness. It was suggested that he was invited to the meeting in Term 6 (29.06.15). It was confirmed that the focus for that meeting was Leadership so this would be an appropriate one for him to attend.</p>	<p style="text-align: center;">MB</p>
<p>12. Policies to update</p>	<p>Equality Scheme and Equality Action Plan This policy was approved in September, 2014 but it was noted that the name has been changed to the "Single Equality Scheme and Action Plan". The Deputy Head agreed to email the current policy to the headteacher for her records.</p>	<p style="text-align: center;">KD</p>

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	<p>Freedom of Information and Freedom of Information Publication scheme (attached) The headteacher explained that changes were in blue type. A governor reported that the Collective Worship Policy was not included on the website with the other policies and there was nothing to indicate that parents had the option of withdrawing their child from religious activities. The chair also mentioned that if someone wished to contact the headteacher, governing body or clerk there were no contact details available on the website. The headteacher agreed to check the website and make necessary changes in both of these areas. The governors approved the policy subject to recommended alterations.</p> <p>Health and Safety (attached) The headteacher informed the governors that changes were in red type. The chair asked who the Area Property Resources Manager was. The SBM explained that he/she was based at the LA office and any responsibilities mentioned as belonging to this person were the responsibility of KCC. A governor asked how maintenance issues were dealt with. The SBM explained that issues were reported to the Receptionist or himself in the first instance and repairs were delegated to others after this.</p> <p>Fire Safety Policy (attached) The headteacher reported that changes were in red type and it was noted that monitoring of risk assessments were undertaken by the health and safety monitoring governor. Both of these policies were approved by the governing body.</p> <p>Sex and Relationships Education (attached) The headteacher informed the governors that there had been a change in the curriculum so there were more changes in red type than usual. The policy was approved by the governing body.</p>	MB
13. Chair's action and correspondence	Chair to advise governors on any actions or correspondence received The chair had received information about the IT15 Governors Conference and intended to attend. It is to be held in Ashford on 11 June, 2015 and she asked if anyone else would like to attend.	
14. Any other urgent business	Skills audit A governor requested a copy of the governors' skills audit. The advertisement for a new governor is to be emailed to the school office and the clerk and advertised on the website and the Oracle publication.	RP HB/JD/ RP
15. Confidentiality of proceedings	There are confidential items which will be printed on green paper. These are 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.	RP
17. Dates of future meetings	The dates for the meetings in this school year are: 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 9:15 p.m**

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