

# MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 04 July 2016

**Those Present** : Melanie Blewer (headteacher), Carolyn Pratley (Chair), Sue Delves, Karen Down, Sam Wheeler J Rob Baldock and Rachel Pearson (Clerk)

New Governors – Glen Ocsko and Nigel Pattenden

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>	<p>Apologies for absence Apologies were received from Holly Barradell and Jenni Haywood. Both of these governors had other commitments and their apologies were accepted by the governing body. Both of these governors have changed their work roles and as a consequence will be unable to continue in their roles as governors of this school.</p> <p>It was agreed that their responsibilities were to be reallocated to other governors at the next meeting in September.</p> <p>The governing body agreed that Sam Wheeler was to be a co-opted governor, so the governing body formation is as follows: Parent governors = 2 Sue Delves and Glen Ocsko Local Authority governor = 1 Carolyn Pratley (Chair of Governors) Staff Governor = 1 Karen Down Headteacher = 1 Melanie Blewer Co-opted Governors = 3 Sam Wheeler, Nigel Pattenden and a vacancy Associate member = 1 Rob Baldock</p> <p>The governors agreed to this arrangement and the clerk was asked to inform the governor support group to change our Instrument of Government.</p> <p>The governors welcomed the new governors and offered their thanks to Holly and Jenni for all the work that they had done to support the school.</p>	RP
<b>3. Minutes of previous meeting held on Monday 16 May, 2016</b>	<p><u>Accuracy</u> There were two items where the information was recorded incorrectly.</p> <p>Succession Planning Sam had not yet attended a SN course but was planning to book onto one soon. However, she had recently attended a safeguarding course.</p> <p>Resignation of a governor Holly's resignation will be at the end of the academic year and her roles of vice chair, training and development governor and safeguarding governor will be delegated at the first meeting in the new academic year.</p> <p>The minutes were approved subject to these alterations Proposed by Carolyn Pratley, seconded by Sam Wheeler.</p> <p>Matters arising DBS Check The clerk agreed to email Nigel and arrange a mutually convenient time to undertake a DBS check. Glen is a governor at the infant school and has had a DBS check recently so there is no need for him to have another check.</p> <p>Questionnaire to Pupils To be discussed later in the meeting.</p>	RP

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	<p><b>Breaking News Area on Website</b> Karen's son has attempted to display this but cannot arrange this so Glen volunteered to see if it was a possibility. Karen agreed to arrange a meeting between Oliver and Glen.</p> <p><b>Governing Body update</b> The clerk has provided the new governors with induction packs They need to sign the appropriate forms and also have email addresses set up.</p> <p><b>Data Dashboard</b> The report has been sent. The meeting with boys to discuss gender gap issues has taken place and will be discussed later in the meeting.</p> <p><b>Newsletter</b> Sam has produced a newsletter and this will be circulated before the end of term.</p> <p><b>Energy expenditure</b> The SBM has agreed to investigate this and the finding will be discussed at the next meeting.</p> <p><b>Cooking activities</b> Karen has investigated this and affirmed that only those with the required health and safety qualifications were able to cook. She was also concerned about the cleanliness of the Family Room and was informed by the SBM that it was to have a deep clean during the summer holidays. Karen agreed to email the percentage of pupil premium children who participate in extra-curricular activities to Sam.</p> <p><b>Prevent Training</b> All governors need to undertake this training so Sam agreed to email a link to Nigel. Glen has already achieved his certificate for this. The headteacher requested that the certificates were sent to her and the clerk agreed to record this on the SCR.</p> <p><b>Drugs and Substance Misuse Policy</b> This will be approved later in the meeting.</p> <p><b>Safeguarding</b> The SCR has been updated with the information regarding the Acceptable Use Policy. The siting of CCTV has been included in the Safeguarding Policy. The information about staff undertaking Prevent and FGM training have also been included in the SCR.</p> <p><b>Governors email accounts</b> The clerk has sent the email addresses to the governors. The chair has investigated Share Point and has applied for access to the area on the EIS site. It was agreed that a demonstration of this would be presented at a future meeting so governors would be shown the benefits of this.</p> <p><b>Headteacher's report strategies and actions so far</b> The headteacher had agreed to discuss the PASS (Pupil Attitude to School and Self) at the next collaboration meeting. This is to take place on Monday 12 September. The headteacher has removed the pupils' names and used initials instead in the</p>	<p>OD/GO</p> <p>GO/NP/ RP</p> <p>SW/MB</p> <p>SBM</p> <p>SBM</p> <p>KD/SW</p> <p>SW/NP</p> <p>MB/RP</p> <p></p> <p>CP</p> <p></p> <p>MB</p>
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	<p>SDP and the SEF.</p> <p>Fire Drill Report In the report Sam was concerned because the pupils' with medical care plans did not have access to their medication. This has now been rectified so medication will be taken out in the event of a fire practice.</p> <p>Governing Body Update It was agreed that the advertisement of the vacancy in the governing body will remain on SGOSS/Taskforce. As the two governors who will be resigning from the governing body have educational skills it was recommended that this was included in the SGOSS/Taskforce advertisement as a required skill.</p>	RP
<p><b>4 Declaration of Business and Pecuniary interests.</b></p>	<p>Sam declared that she was to be a member of staff at Brookfield Infant School starting on 01 September, 2016. There were no other business or pecuniary interests shared.</p>	
<p><b>5 MAIN FOCUS: Leadership &amp; 6 Headteacher's report</b></p>	<p>Build SLT and Governor partnership for marketing the school in and beyond the local community – progress to date and plans moving forward Strategies and actions so far against school priorities Whole school progress to date.</p> <p>The governing body agreed that these two items needed to be grouped together as they were linked in presentation and discussion. The headteacher's report is attached. The report highlighted the main focus of leadership and management. <i>Note – SMSC = Social, moral, spiritual and cultural.</i> The headteacher reported that the SIP was impressed with the contribution paid to safeguarding in the school.</p> <p><b>A governor asked whether taster days and association with secondary schools could be included as he felt this was an additional way that the school was marketed and that it produced a positive link with these schools.</b> The headteacher agreed to include this information in the school plan.</p> <p><b>A governor asked whether it would be beneficial to have a Twitter account.</b> The headteacher responded that she had been unsure about this as there had been some negative comments about the school on some social media sites. The chair commented that there was some potential for opening an account but it needed to be monitored very closely and maintained thoroughly. A governor agreed to investigate this but no commitment would be made to opening a twitter account at this stage.</p> <p><b>A governor suggested that links were maintained with the local football groups especially as one group use the field for their events.</b> The headteacher explained that she has met with other staff and has communicated with PASS to find out how they can support the school in sporting activities. The sporting education of the pupils is improving and the sports funding is being monitored and spent appropriately. The headteacher's report showed that attendance was improving and is 95.7%. <b>The chair asked if any children were absent due to holidays.</b> The headteacher replied that there had not been many holiday applications so far this year. <b>The chair queried the racial incident recorded in the headteacher's report.</b> The deputy head explained that this had been dealt with and all parties involved were satisfied with the outcome. Two charts relating to pupil progress were distributed: KS2 attainment data overview – Age related expectations (attached) KS2 progress data overview – Termly expectations (attached)</p>	GO

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	<p>The headteacher explained the information reported. The Year 6 pupils are undergoing a new style of curriculum and the official results of the KS2 SATs will be reported on 05.07.16. <b>The chair suggested that if the reporting time was later on in the term that it may be more beneficial if the governing body meeting was changed to accommodate the reporting arrangements.</b> The headteacher agreed that this suggestion was put in place for the meeting next year. The headteacher explained that the children had achieved well in writing. The pupils have achieved well in maths but the parameters are tighter. The pupils cannot start on the next year's syllabus so they broaden their knowledge in the year that they are currently in. The process in writing has been good because the school uses booster groups. <b>A governor queried why the children seemed to progress at a lower level, when they left the infant school with very good results.</b> The headteacher explained that the children are learning from a new curriculum and assessing their results has proved problematic for all schools. There are also constraints on the maths curriculum as has been previously discussed.</p> <p>Notes of Visit – Alastair McMeckan 17.05.16 &amp; 08.06.16 (attached) The governors received the reports from Alastair.</p>	MB
<p><b>7. Finance update</b></p>	<p>The SBM reported that owing to pressure of work he had been unable to meet with the headteacher to discuss finance monitoring. Therefore the staffing arrangements had not yet been input into the monitoring report. He had arranged to have a meeting with the headteacher and the finance monitoring governor and after this meeting Sam agreed to email a report to the governors. The chair recommended that this was a priority for the first meeting of the new academic year. <b>A governor was concerned about the equipment available for IT and asked if he could monitor this. He explained that he wished to be involved with equipping the teachers with up to date technology for their work.</b> The headteacher agreed that this was an opportunity for staff to be upskilled and subject to budget constraints this would be a good way to support the school. The SBM reported that the priority for the pupils' well-being was the refurbishment of the toilets and this will take place in some toilet areas during the summer holidays. All toilet areas should be refurbished in due course but this is dependent on finances as to when the work will actually take place.</p>	SW SBM
<p><b>8. Personnel update</b></p>	<p>Staff organisation – Report and update on staffing issues The governors considered that this item should be confidential. Arrangements for September, 2016 The headteacher agreed to present the arrangements for September at the next meeting.</p>	MB
<p><b>9. Governing body action plan and governor monitoring</b></p>	<p>Production of Governor newsletter Sam had written the newsletter and circulated it to the governors for approval. The chair to write a paragraph including the resignation of two governors and also the welcoming of two new governors onto the governing body. It was agreed that the changes of staff should be included. Some other changes were recommended and after these had been made Sam agreed to email the revised copy to the headteacher and the governors. It was agreed that the newsletter may then be distributed before the end of term. The chair thanked Sam for her work towards producing the newsletter.</p>	SW

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	<p>Finance Training Report – Carolyn (attached) The chair reminded the governors that when formulating the SDP it is important to include the costings in the plan.</p> <p>Governor briefing report – Carolyn (attached) The main subject discussed at the briefing was the importance of on line safeguarding. The chair considered that the governing body should undertake an audit to find out the strengths and weaknesses of safeguarding in this area. She also recommended that the responsibility for safeguarding and on line safety were monitored by the same governor. This is to be discussed at the next meeting in the new academic year. It was also agreed that after conducting the audit the online safety policy and safeguarding policy may need to be updated. <b>A governor asked if there was a policy on mobile phones.</b> The headteacher explained that the pupils are informed that they should not bring mobile phones to school or any web enabled device.</p> <p>Monitoring reports Meeting with School Improvement Advisor – Sam (attached) Sam had met with Alastair McMeckan and they had met with some boys to discuss if they enjoyed school. One of the items discussed was that some pupils felt vulnerable on the playground and would like more adults support at break times. The headteacher had noted this and agreed to ensure that there was more of an adult presence on the playground in the future.</p> <p>Meeting with boys to assess gender gap issues – Sam and SBM (attached) The pupils involved in this discussion were very talkative but had no concerns and enjoyed school. <b>A governor queried the reason for meeting with boys to discuss issues.</b> The chair explained that for the last couple of years there had been a slight gender gap and the governors had agreed to investigate this in order to minimize the gap.</p> <p>Science Monitoring Visit – Sam (attached) Sam had met with Hannah Prince (Science Leader) and was pleased to note how well science was managed. Sam has arranged to go on a visit to Horton Kirby with Year 4. She will continue to monitor science for the next academic year too. <b>The chair asked whether the school was applying for the science accreditation that the school considered applying for last year.</b> The headteacher agreed to discuss this with the Science leader. <b>A governor asked whether funding was available for projects.</b> The SBM explained that although there is no funding available from outside sources, funding has been set aside in the budget.</p> <p>Health and Safety Monitoring – Carolyn (attached) The chair met with the SBM. Appropriate audits have taken place and a new member of staff responsible for maintenance has been appointed. He has received the necessary training for health and safety, risk assessments and fire safety. <b>A governor asked if it was possible to have a combined fire evacuation with Brookfield Infant and Junior schools.</b> The SBM agreed to discuss a suitable time with both headteachers. A governor asked if he could be involved too.</p>	<p>CP</p> <p>MB/HP</p> <p>SBM NP</p>
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	<p>Assessment without levels training – Sue (attached) Sue asked the clerk to circulate the report to governors. Sue reported that teachers are frustrated with the new type of assessing. The main focus of the course was to ensure that moderation is used effectively to validate figures.</p> <p>Monitoring Plan for next term, The chair recommended that the monitoring plan was discussed with the school development plan at the next meeting.</p>	<p>RP</p> <p>CP MB</p>
<p><b>10 Curriculum Progression</b></p>	<p>Agree curriculum for next academic year The headteacher reported that the curriculum will be the same for next year as it has been for this year. The staff will be following the new interim framework for Year 6. There will be a particular focus on STEM and on the data associated with the SATS tests. When this data arrives the school can then decide which areas to focus on. The writing progress is being monitored closely by the English Leader and when she makes her report at the end of the year she will decide which areas need to be focused on. The governing body needs to approve the curriculum. The headteacher agreed to write a formalised report for the next meeting.</p>	<p>MB</p>
<p><b>11 Review Home/School Agreement</b></p>	<p>Statutory requirement After discussion the following changes were agreed: <i>Encourage my child to speak to an adult if something is worrying him/her.</i> <i>Support the school's approach to safeguarding.</i> <i>Not deliberately upload or add images, video, sound or text online that could upset, distress or threaten the safety of any member of the school community (eg. messaging apps of social media).</i> <i>Support the school's learning procedures, ensuring that work is completed and handed in at the required time.</i> The home/school agreement was approved subject to the above changes.</p>	
<p><b>12. Policies to update</b></p>	<p>Drugs and Substance Misuse Policy (attached) The headteacher asked if a governor could be linked to the policy and monitor it. It was agreed that the governor responsible for safeguarding also took responsibility for this policy. The decision for this will take place at the meeting in September. The governors were asked to read the policy and if they had any issues to let the headteacher know by Friday. It will then be displayed on the school website. The headteacher asked the clerk to check if there were any updates to the policy on the Kelsi website from time to time. The policy was approved by the governing body.</p> <p>Charging Policy (attached) All pupils may now have swimming lessons and this item has been included in the policy. <b>A governor asked if pupils were penalized if their parents did not pay for outings or residential visits.</b> The headteacher explained that no child is disadvantaged by parents not paying. The school will pay according to the needs of the parents. If too many parents do not pay then the trip may not be able to take place. To assist parents there is an installment scheme for the residential trip. The policy was approved by the governing body.</p> <p>Lettings Policy (attached)</p>	<p>JD RP</p>

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	<p>There are some changes to this policy:- The SBM is responsible for any lettings. The diary for lettings is kept by the SBM. <b>A governor asked whether the Family Room or hall could be used as a letting in order to build community relationships. He suggested the football clubs were informed that the school had rooms available for use if they needed to use one at any time.</b> The headteacher agreed that the rooms were available if needed. The policy was adopted by the governing body. The Charging and Lettings Policy both need signing by the chair so when the necessary alterations have been made the headteacher agreed to email them to the chair for her to sign and return to the headteacher.</p>	MB/CP
<b>13. Chairs Action/ Correspondence</b>	None	
<b>14. Any other urgent business</b>	<p>The chair reminded the governors about the afternoon tea for the staff on Monday 18 July, 2016 at 3.30 p.m. <b>A governor asked if the new governors had been set up with KLZ email accounts and also for CPD on line.</b> The clerk agreed to arrange this. Glen asked if he could be involved with the school council and this was agreed. <b>He also asked about the school becoming an academy and how this was being dealt with.</b> The chair responded that this has been discussed and will be kept on the agenda as it is an issue we need to be proactive about. <b>A governor asked if the infant and junior schools could have a combined governing body meeting about once a year as this would help to keep the relationship between the schools.</b> This was agreed and will be considered at a future meeting. <b>A governor asked how ready the school was for the imminent Ofsted inspection.</b> The headteacher responded that the school is as ready as can be and are now waiting for the call. The chair asked governors to consider the roles they would like to fulfil as the membership of the governing body has changed and some roles will need to be taken up by other governors.</p>	RP  CP  GO
<b>15. Confidentiality of proceedings</b>	The governors considered that an item relating to personnel issues should be considered confidential. These items will be printed on green paper.	
<b>16. Publication of minutes</b>	These minutes can be published except for the items on green paper. After approval by the governing body they can be displayed on the school website.	
<b>17 Date of next meeting</b>	The next meeting is to take place on Monday 12 September, 2016. <b>Please note the earlier time of 5.30 p.m.</b> The meeting is to take place in the Family Room.	

**There being no further business,  
the meeting closed at 9.45 p.m**