

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 30 January, 2017

Those Present : Melanie Blewer (Headteacher), Carolyn Pratley (Chair), Sue Delves, Karen Down, Sam Wheeler, Nigel Pattenden, Rob Baldock 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 for absence	Glen Ocsko – sent apologies – Governors accepted.	
3. Minutes of previous meeting held on Monday 05 December, 2016	<p>Accuracy The minutes were recorded as accurate and approved by the governors. Proposed by Melanie Blewer seconded by Karen Down.</p> <p>Matters arising</p> <p>DBS Check Nigel has recently had his DBS check.</p> <p>Pupil Premium Extra- curricular Participation Sam has met with the SENCO and Debbie Mercanton and reports will be circulated to the governing body soon.</p> <p>Prevent Training As Nigel has not been able to undertake the Prevent training as he could not find the link Sam agreed to email it to him again and he agreed to have undertaken this important training before the next FGB.</p> <p>Combined Fire Evacuation The three schools are involved in a safeguarding exercise which will be taking place soon. The Headteacher agreed to ensure that this evacuation will be included in the planning discussions and will take place in due course.</p> <p>Updating of business and pecuniary interest forms The majority of governors have signed and returned their forms. The Clerk agreed to email the forms to those who have not and request that they are signed and returned asap.</p> <p>Governing body update The Chair has registered on the “Inspiring Governors” website. So far she has not had time to check if there are any governors with our required skills set but is willing to pursue this is due course.</p> <p>Marketing of the school To be considered at a later date.</p> <p>Finance update There appears to be a healthy roll over so the governors agreed at the last meeting that school council were offered £5000 to spend on a project of the pupils’ choice. Sam Wheeler agreed to take this forward and agreed to attend the meeting and</p>	<p></p> <p></p> <p>SW</p> <p>SW/NP</p> <p>MB</p> <p>RP</p> <p>CP</p>

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	<p>become involved with the action plan as shown in the previous set of minutes.</p> <p>Pupil Premium report Sam agreed to send out a report in due course.</p> <p>Training for governors Nigel agreed to attend a governor's induction course as soon as possible.</p> <p>SEN monitoring report Sue informed the governors that she will be meeting with the SENCO on 01.03.17.</p> <p>Personnel Issue The governors considered this item confidential</p> <p>Extraordinary meeting – 04.01.17 The governors considered this item confidential.</p> <p>Governing body update The governors considered this item confidential.</p>	<p>SW</p> <p>SW</p> <p>NP</p> <p>SD/KD</p>
<p>4 Declaration of Business and Pecuniary interests.</p>	<p>The governors were reminded to sign and return any outstanding forms to the Clerk asap</p> <p>There were no business or pecuniary interests declared</p>	
<p>5 Head teacher's report and School Development Plan MAIN FOCUS – ACHIEVEMENT (SDP Key issue 1</p>	<p>Headteacher's report – strategies and actions so far (attached) School Development Plan and SEF update (attached) Whole School Progress The Headteacher explained information on her report and distributed updated pages of the School Development Plan which showed actions taken since the SDP was originally produced. The report informed the governors of the following:</p> <ul style="list-style-type: none"> • All year groups are currently on track to meet their assessment milestones for Term 3. • As a result of intervention strategies, Pupil Premium children are making good progress, and thus closing the gap between their attainment and that of non-Pupil Premium children. • Reading booster sessions are taking place in Years 5 and 6 to assist children with SATs testing. • There have been observations of Maths and Writing lessons this term. • Book scrutinies had taken place in Term 2. <p>Nigel asked if he could attend a lesson observation to find out what the expectations were. The Headteacher agreed to inform the governors when the next lesson observations were to take place. The Chair asked if there were any concerns about any particular groups of pupils The Headteacher replied that intervention strategies are provided to address the needs of all groups of children.</p> <p>Attendance The attendance of pupils is continuing to be at national average. The 95% strategy is proving to be successful, with attendance being monitored and concerns investigated. Most absences are through illness but some are through lack of parental engagement.</p>	<p>MB</p>

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	<p>The Chair congratulated the Headteacher on the way attendance is achieving high targets. Alastair McMeckan has visited and a NOV will be sent to the governors when it is available. The governors considered this item as confidential.</p>	MB
6. Finance update	<p>Monitoring report (attached) The SBM reported on the budget. The rollover is predicted to be £33,161. The ICT budget has not been spent but that budget will be rolled over into the ICT finance plan for next year.</p> <p>Budget monitoring report – Sam (attached) The report was received by the governors Sam will be meeting with the SBM in April to monitor the year end</p>	SW
7. Healthy Schools	<p>Monitoring Report Healthy Schools monitoring report – Carolyn/Nigel (attached) Carolyn reported that she and Nigel had monitored the Healthy School status. The governors reported the following:</p> <ul style="list-style-type: none"> • The Healthy School status had lapsed and they were intending to have the school reassessed so this accreditation may be set in place. • A Walking Bus may be set up for the children to be involved with when they walk to and from school. • Sam is planning a Change for Life Club at lunchtimes. • The football nets need to be replaced so the headteacher recommended that the PTFA were approached to fund these. • When the children are playing games with balls they tend to roll under the fences so it was recommended that netting was put in place to prevent this. The SBM agreed to include this in the Finance plan for 2017/2018. 	<p>CP/NP</p> <p>CP/NP</p> <p>SW</p> <p>CP/NP PTFA</p> <p>SBM</p>
8. Personnel update	<p>Staff report The governors considered this item as confidential.</p> <p>Next Steps regarding School Structure The governors considered this item as confidential.</p>	
9. Attendance Report	<p>Review of attendance of staff (attached) The report shows sickness absence only. The governors considered this item as confidential.</p>	
10. Governing body action plan and Governing monitoring	<p>The governors were reminded of the training courses available and to book themselves on to courses.</p> <p>The monitoring reports were shared earlier in the meeting.</p>	
11. Policies to update	<p>Online Safety Policy (attached) The policy was adopted by the governing body.</p>	
12. Chairs actions/ Correspondence	<p>The governors considered this item as confidential.</p>	
13. Any other	<p>None</p>	

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urgent business		
14. Confidentiality of Proceedings	The governors considered the following items were confidential and were to be printed on green paper: Three items under matters arising (Personnel issue, Extraordinary meeting and governing body update) One item under Headteacher's report Two items under Personnel report The item under Attendance report The item under Chair's correspondence.	
15. Publication of minutes	These minutes are to be published on the school website after they have been approved by the full governing body.	
16 Dates of future meetings	The meetings are arranged to take place at 5.30 p.m. in the Family Room on the following dates: Monday 20 March, 2017 Monday 15 May, 2017 Monday 10 July, 2017 An extraordinary meeting has also been arranged to take place on Monday 6 March 2017 at 7.00 p.m.at Brookfield Infant School	

**There being no further business,
the meeting closed at 8.15 p.m**