

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 21st March, 2016

Those Present : Melanie Blewer (Headteacher), Carolyn Pratley (Chair), Sue Delves, Holly Barradell (late), Karen Down, 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 Jenni Haywood – Unwell – Apologies accepted	
3. Minutes of previous meeting held on Monday 1st February, 2016	<p><u>Accuracy</u> The SBM queried information under the Finance Update. He had stated that the PP can be presented separately from the formula budget but this is not a requirement. In this school the PP will be presented separately but it is up to the individual schools. Another query was linked to the Headteacher's report where the minutes stated the STEM initiative will be included in the School Development Plan and it should have stated in the SEF. The minutes were approved by the governors subject to the changes recommended by the governors. Proposed by Sam Wheeler, seconded by Carolyn Pratley</p> <p>Matters arising:- Catering arrangements The SBM agreed to thank the School Council for their involvement with the choice of the current catering company.</p> <p>DBS check The clerk had received an email advising that all governors should receive a DBS check by 01 September, 2016. As she considered this a safeguarding issue this had already been instigated so all governors had received this check before the directive from KCC had been issued.</p> <p>Questionnaire to pupils Jenni had produced a questionnaire and emailed it to the Headteacher. A teacher who originally wrote a questionnaire had amalgamated the original one with the one from Jenni and this will be distributed to the pupils in Term 5. The analysed results will be given to the governors at the meeting in Term 6 so the chair requested that this item was included on the agenda then.</p> <p>Photocopier tenders This is to be discussed later on in the meeting.</p> <p>Training attended All governors were reminded to complete the Prevent online training and to submit their certificates to Holly when this had been done.</p> <p>Succession planning Sam is hoping to attend SN governor training but all courses on this subject are fully booked. The chair has attempted to book finance training but there are no suitable dates available.</p>	<p style="text-align: center;">SBM</p> <p style="text-align: center;">RP</p> <p style="text-align: center;">SW</p> <p style="text-align: center;">CP</p>

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<p>Health and Safety report To be discussed later on in the meeting.</p> <p>SEND report Sue has arranged to meet with the SENCO on 14th April, 2016.</p> <p>School Development Plan The Headteacher informed the governors that she was unable to provide the national average for core subjects in her reports as these results were not currently available. However, in the future this may not be the case so these will be included in future reports. STEM is to be included in the SEF The report on the Science Fayre will be presented later in the meeting.</p> <p>The “Breaking News” section to the website is proving more difficult to include so this is taking more time than expected. It is hoped that this will be displayed by the next meeting.</p> <p>Governing Body Update A letter had been sent to parents asking them to apply for the responsibility as a governor. There had not been any responses to this. However, two parents had shown an interest in this role at the parent evening, so the clerk was asked to email them and invite them to a meeting with the Headteacher and the Chair on Monday 18th April, 2016. The Clerk had also received a response to the advertisement on SGOSS and it was agreed that the applicant should also be invited to see the Headteacher and Chair. If there are more people willing to be governors than places on the Governing Body then they can be appointed as associate members.</p> <p>Dashboard data meeting The Headteacher had analysed the Dashboard data and shared the results at a meeting. The Chair agreed to send a report on this in the future. Two governors were planning to discuss whether boys felt motivated in their learning. This was unable to take place on the planned date as one of the governors had an appointment. The governor who requested the achievement data will continue this but is currently unwell.</p> <p>Ofsted Grab File The Clerk has provided the Headteacher with contact information. Also the training spreadsheet is now available and is in the file and a spreadsheet is available for the training and development governor.</p> <p>Pupil Premium Reporting The SBM has completed the webinar training and has downloaded the relevant templates.</p> <p>Benchmarking This is to be discussed later in the meeting.</p> <p>Vision statement This is to be discussed later in the meeting.</p> <p>IT Equipment The SBM discovered that the whiteboards needed different pens than those</p>	<p>MB</p> <p>MB</p> <p>KD/OD</p> <p>RP</p> <p>RP</p> <p>CP</p> <p>JH/SBM</p> <p>JH</p>
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	<p>available and as it was nearly the end of the financial year he would need to investigate this matter later on.</p> <p>Safeguarding Policy The updated policy is now on the website.</p> <p>Academisation The SBM reported that he had read the white paper recently published by the government. This stated that schools need to give serious consideration to this issue as all schools need to be academies. At the moment the budget to maintained schools is devolved in April but it may be devolved in September in 2017. The Chair recommended that all governors gave consideration to this issue and that federation with other schools may be necessary. She suggested that a working party was formed to investigate the process. An academy show is taking place in London on 20th April and the SBM and Holly agreed to attend this. It was recommended that Jenni was part of the working party as she is very knowledgeable about academies as she is involved in an academy trust. The information gleaned from attending the academy show and from Jenni will be beneficial as it can then feed into the school's future planning.</p>	<p>SBM</p> <p>SBM/H B/JH</p>
<p>4 Declaration of Business and Pecuniary interests.</p>	<p>There were no business or pecuniary interests to declare.</p>	
<p>5 MAIN FOCUS: TEACHING (SDP Key issue 2)</p>	<p>Head teacher's Report – strategies and actions so far (attached) The Headteacher presented her report. There is training available for headteachers and governors about the development of effective School Development Plans. Melanie has booked herself and a governor to attend this training which will take place on 21st April, 2016. The Chair agreed to attend.</p> <p>After studying the report the Chair asked if the mobility in the school was normally as high as is shown in this report.</p> <p>The Headteacher agreed that mobility was higher now than in previous years, and indeed some children left and then came back to the school. A report on science was distributed to the governors (attached). The feedback from the Science Fair was positive with about 40 parents attending. There were STEM challenges available and some of these were quite difficult. A nesting box for birds has been installed with a camera so the pupils can see the nesting habits of birds; viewing is set up on screens in the IT Suite. There are currently no birds in the box but they will be enticed later on as there will be fat balls available to tempt them.</p> <p>The Chair asked if STEM challenges were to be available for the children to do as homework projects in order to embed their learning.</p> <p>The Headteacher agreed that this was the way children may learn to improve their science knowledge. It was noted that the pupils' knowledge of science has improved over a comparatively short period of time and they are now more aware of science as part of our everyday lifestyle. A governor attended the book scrutiny and was aware that there was a transfer of information across other curriculum subjects. The staff governor reported that she had been involved with buying and erecting a chicken coop. The chickens will be arriving at the end of the Easter holidays. A governor asked whether science on the whole was biology based and whether chemistry and physics were included at other times in the curriculum The Headteacher responded that the school is expected to adhere to the government science curriculum and that the other aspects of science may be</p>	<p>MB/CP</p>

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	<p>included in a way that is possible for children to understand. A governor asked if she could visit to see how the chickens were progressing. The Headteacher recommended that she contacted the science leader and arranged a time to visit and to monitor science progress after the Easter holiday. The Headteacher recommended that the governors continued to support the school in Science and to attend any STEM activities when they were available.</p> <p>The attendance at the school is at a good level. A governor challenged that target of 95+% and reported that the Ofsted expectation of attendance had increased to 96%. The Headteacher was unaware of this change and agreed to check this with the SIA. However, generally the attendance is good except for this last term when there was a very nasty bug which had made the children quite unwell. When the weather improves it is hoped that once again attendance will be good.</p> <p>All 8 teachers had attended a collaboration moderation of writing and were pleased to find that their judgements were confirmed by other schools. Several governors attended the parent consultation meetings and parents' comments were positive about the school. The Headteacher invited governors to attend future parent consultations. A governor asked whether it would be beneficial to the school if governors produced a newsletter a few times a year. This was agreed and the governors agreed to collaborate on this and it was recommended that it was issued twice a year – at the end of Term 5 and again just before Christmas. A governor agreed to plan the structure and other governors agreed to provide material for the newsletter. The Headteacher reported that Alastair McMeckan (SIA) had visited but the note of visit has not arrived yet. She reported that he said the school was a good school in his judgement but writing needed to continue to improve as according to the data it was not reaching expectations. Strategies are in place to improve and encourage children and already signs of improvement are taking place.</p> <p>A formal complaint had been received by the Chair on the day of the meeting. She explained that she would discuss this with the other governor responsible for complaints and they would deal with it in line with the school complaints procedure. The SIA had asked if there was a specific safeguarding section in the governors meeting so the Headteacher agreed to include this in her report. A fire drill is expected to take place soon and the Headteacher requested that a governor monitored this. A date and time were arranged and the governor agreed to provide a report to the governors afterwards.</p> <p>The Headteacher distributed data analysis for the 3 core subjects (attached) A governor asked if a working party could be set up so the data could be explored in detail as this is a key issue. The Headteacher invited governors to attend the school to discuss this on 14th April, 2016 at 1.30 p.m. Any governors unable to attend were welcome to study the data and email questions to the group.</p> <p>Governors Monitoring Report – Science Fair – Sam Wheeler (attached) The report was received by the governors.</p>	<p>SW/HP</p> <p>MB</p> <p>SW/CP</p> <p>CP/HB</p> <p>SW</p> <p>MB/ Govs</p>
<p>6. Finance update</p>	<p>Benchmarking report (attached) Sam had monitored benchmarking with the SBM and the report is attached.</p>	

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	<p>The school is benchmarked against 6 other similar schools in Kent. All expenditure is about the same as other schools or there is a reason if the expenditure is higher. The only concern is the expenditure on energy which is to be investigated.</p> <p>The SBM agreed to email the full benchmarking report to the Chair so she could study it and if she had any queries to discuss them with him at a later date.</p> <p>Photocopiers (information attached) KCC have provided a contract for photocopiers but the SBM has also asked for tenders from 2 other companies – Geerings and Insight. After investigating both of these the SBM recommended that Insight actually was the best deal. The Chair asked how he had arrived at this decision. The SBM answered that he had checked invoices over the previous years and included the worst case scenario in his calculations and was confident that Insight provided the best service. The new photocopiers are to be installed on 5th April, 2016 and there will be one in the IT room, one in the Teachers Resources room and one in the office.</p> <p>SFVS Report (attached) The SFVS has been completed by the SBM and needs to be submitted by 31st March, 2016. The SBM asked the governors to check his responses to the questions and if they had any queries to email him before that date.</p> <p>Monitoring of Pupil Premium - Sam Wheeler (report attached) Sam shared her report on the monitoring of pupil premium. The Chair asked whether pupils were able to cook in the school. She queried this because she had discovered in her health and safety monitoring that only those who have undertaken training and received the appropriate certificates were able to provide cooking activities. The SBM responded that he had heard that as long as the cooking was for the pupils to take home and we were not providing a cooking service, then it was acceptable. The Headteacher and Deputy Head agreed to check this so that correct procedures were followed. The Chair requested the percentage of children that receive Pupil Premium funding who participate in extra-curricular activities. The governor responsible for this agreed to investigate so she could provide an answer to this question. The Chair was also concerned that there was an underspend on Pupil Premium funding. She said it was vital that the children who needed this support should benefit from it and in that way we could close the gap between children who receive the funding and those who do not. The Headteacher explained that the school supports all pupils and there are some children who do not receive Pupil Premium funding who need support and the staff attempt to provide measures to meet needs regardless of deprivation. The Local Authority allocates the Pupil Premium to be spent on the appropriate children to close the gap and help the achievement of vulnerable children. The school funds activities from this budget so that pupil premium children can take part in events which their parents may not be able to afford. The Pupil Premium budget can also be spent on additional staff to support those children.</p>	<p>SBM</p> <p>SBM/ CP</p> <p>SBM/ Govs</p> <p>MB/KD</p> <p>SW</p>
<p>7. Personnel</p>	<p>Report – staff organisation and update on staffing issues The governors considered that this item should be confidential.</p>	
<p>8. Governing body action plan and</p>	<p>Vision statement report (attached) The updated vision statement has been circulated to the governors and is displayed on the website.</p>	

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	<p>The Headteacher has included the governor training in the Ofsted Grab File and a copy of this training was also passed to Holly. The Safeguarding Policy has had a slight change. The link for FGM has been included. The policy was then approved by the governing body and the approved policy will now be able to be displayed on the website.</p> <p>Health and Safety – Curriculum – Carolyn (attached) The Chair reminded the governors that staff need to have hygiene certificates before cooking can take place in the school but as discussed earlier in this meeting this will be investigated.</p> <p>Ofsted Data Dashboard report – Carolyn This will be available for the next governing body meeting.</p>	<p>KD</p> <p>CP</p>
9 Curriculum	<p>Report – Curriculum progression to date This has been discussed earlier in the meeting.</p>	
10 Policies to update	<p>Safeguarding Policy (attached) This was approved earlier in the meeting when the safeguarding review was discussed.</p> <p>Sex and Relationships Education Policy (attached) There has been a slight change as the accompanying DVD for the lessons has been changed so this has been included in the policy. The governors approved the updated policy.</p>	
11. Chair's Actions/ Correspondence	<p>The Chair received a letter before the meeting which she will have to deal with but as the Clerk had only received it this afternoon and passed it to the Chair this will need to be considered in due course.</p>	CP
12. Any other urgent business	<p>Governors email accounts The Chair had received a recommendation that governors had a KLZ email account and also had access to sharepoint. The Clerk agreed to set governors up on this and the Chair offered to investigate sharepoint.</p> <p>Resignation of a governor Holly has a new job as an Assistant Headteacher. This is a full time role and it means that she will not be able to continue as a member of the governing body. Her new role starts on 1st September, 2016 but there will also be an induction period which starts in July. The responsibilities she carries will need to be undertaken by other governors so the Chair recommended that governors considered taking on these roles before the next meeting. She is the Vice Chair, training and development governor and safeguarding governor.</p>	<p>RP/CP</p> <p>Govs</p>
13 Confidentiality of proceedings	<p>The governors considered that an item relating to personnel issues should be considered confidential. These items will be printed on green paper.</p>	
14. Publication of minutes	<p>These minutes can be published except the items on green paper. After approval by the governing body they can be displayed on the school website.</p>	
15 Dates of future meetings	<p>The dates for future meetings will be:- Monday 16 May, 2016, and Monday 11 July, 2016. All meetings to take place at 6.30 p.m. in the Family Room</p>	

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