

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 18th May 2015

Those Present : Melanie Blewer (headteacher), Karen Underdown, Carolyn Pratley (Chair), Sue Delves, Jenni Haywood Rob Baldock (SBM) and Rachel Pearson (Clerk)

| Agenda items | Item for discussion/Agreed actions | To be carried out by: |
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| 1. Welcome | The Clerk welcomed everybody to the meeting. The governors welcomed Jenni Haywood to the meeting and they introduced themselves to her. | |
| 2. Apologies Absentees | Apologies for absence Holly Barradell and Karen Down sent apologies – family circumstances – apologies accepted. | |
| 3. Minutes of previous meeting held on Monday 8 December, 2014 | <p><u>Accuracy</u> Proposed by Melanie Blewer, seconded by Karen Underdown and unanimously agreed.</p> <p>Matters arising</p> <p>Governing body update</p> <p>The clerk had provided Jenni Haywood with an induction pack and a welcome letter.</p> <p>The advertisement for a governor had been placed in the Oracle publication.</p> <p>Governor Training As Holly was absent it was not possible to receive a report from her as regards the training programme.</p> <p>Headteacher's Report The chair had suggested that an addition was made to the internet safety rules. The headteacher had spoken to the IT manager and he agreed to update the rules accordingly.</p> <p>Safeguarding Monitoring report Holly suggested that the clerk attended a safer recruitment course and the clerk has booked herself on to one which is taking place on 16 June, 2015.</p> <p>The clerk had checked with the safeguarding professionals and they sent her the named individual responsible for this school. There is no need to send her changes in the policy but she is always available if there is a concern.</p> <p>The headteacher informed the governors that the IT manager had received safeguarding training in his previous school but he asked that he could receive any appropriate updates.</p> <p>The Anti-bullying policy had been updated and the Behaviour Policy is due to be reviewed in January, 2016.</p> <p>Karen Down, SENCO, has been asked to give a presentation on SEN. The chair agreed to set time in the agenda in a future meeting.</p> | <p>HB</p> <p>CP</p> |

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| | <p>Note of Visit – School Improvement Advisor This has been sent to all governors.</p> <p>SFVS This will be emailed to the chair for signature.</p> <p>Fire risk assessment A copy of this has been sent to the chair.</p> <p>Governing Body Action Plan The School Improvement Advisor will be attending the next meeting so the focus of the meeting will be Ofsted readiness.</p> <p>Equality Scheme and Action Plan Karen emailed this to the headteacher for her records.</p> <p>Website Information The headteacher informed the governors that these issues had been passed on to Olly Down to set up.</p> <p>Co-option of a Governor The clerk explained the reason for nominating Julie Cook as a co-opted governor on the governing body. Julie is currently an associate member of Lunsford School's governing body and is the SBM. However as she has been invited to be part of the joint governing body panel, governor support recommended that she was co-opted on to this governing body. Julie has agreed to be part of the appeal panel for the ongoing disciplinary situation. The chair suggested that she was invited to governing body meetings and the situation was to be reviewed at subsequent meetings.</p> <p>Joint Governing Body Panels The headteacher explained that the schools on the site are part of a larger collaboration of schools and she has asked all the schools to invite their governing bodies to be part of a collaborative joint governing body panel. This will mean that if there are future disciplinary hearings there will be a pool of governors to form panels.</p> | <p style="text-align: center;">OD</p> <p style="text-align: center;">CP/RP</p> |
| <p>4. Declaration of Business Interests</p> | <p>None.</p> | |
| <p>5. MAIN FOCUS - FINANCE</p> | <p>Ratification of 3 year budget plan, 2015/2018 The SBM presented the 3 year budget plan – 2015 – 2018 He explained that as there have been changes to funding arrangements the budget has to be submitted by the end of June instead of 31 May, 2015 which is the normal arrangement. The budget needs to be ratified at this meeting but if there are any changes these should be ratified at the next full governing body meeting. The following information regarding income was noted:</p> <ul style="list-style-type: none"> • The total income is £1,013,609 • Top up funding for SN is £3565 but this may be changed when high needs funding is available to support children with a high level of special needs. | |

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| | <p>The following information regarding expenditure was noted:</p> <ul style="list-style-type: none"> • The teaching expenditure has to take the increased pension funding contributions. • The premises expenditure is shared with Brookfield Infant School and the SBM is considering buying into a handyman/caretaking service. <p style="color: red;">The chair asked if the SBM had considered asking a cleaner to step into the role of cleaner in charge. This person may be responsible for quality control and this may help both schools if they worked across them both.</p> <p>The SBM agreed that he was considering this possibility and there was room in the budget for this situation to take place.</p> <ul style="list-style-type: none"> • One of the admin staff has been regraded and a FLO has been appointed. • There are more staff involved with Breakfast Club as the number of children has increased. • The building maintenance fund has been reduced in order to be prudent with the budget allocation. • The washroom refurbishment is on hold but part of the refurbishment programme may still be able to go ahead. • The size of the water and sewerage expenditure is concerning but the SBM is investigating the expenditure and should have answers soon which he will report back to the Governing Body. • Expenditure on resources has taken the new curriculum into account. • Pupils and staff have requested improved ICT equipment and this is included in the budget. • Governors' development has been included in the budget plan. <p style="color: red;">The chair asked if her chair's training had been included. Also she asked if it would be possible for the governors to have a bespoke training session on preparation for Ofsted and include Governormark in the training session.</p> <p>The governors agreed that this would be a good training course to have and as Brookfield Infant School were due to have an Ofsted inspection soon the bespoke session could be a combined one.</p> <p>The clerk was asked to contact the training governor to find out if she could arrange this.</p> <p>A governor volunteered to attend a course on 18 June, 2015 called "Being knowledgeable for Ofsted".</p> <p>The rollover is £33449 and the predicted rollover for 2016/2017 is £24495.</p> <p>The BCM is £77265 rollover but the budget has been planned with care to stay within this figure.</p> <p>Report from Sam Wheeler (attached)</p> <p>The report is a budget monitoring report and confirms the report from the SBM on the budget presentation.</p> <p>Catering arrangements</p> <p>The SBM has recently attended a meeting with the catering company and it was noted that the kitchen needs to be refurbished as the equipment is outdated. This may cost approximately £20000. However, if the kitchen became a servery and had meals provided by another school it could be refurbished for about £5000. He had checked out the situation and recommended that the school took this route. The recommendation was that Brookfield Infant School catering company provided meals for both schools.</p> <p style="color: red;">A governor asked whether the Infant School could cope with the demand and also asked what would happen if universal free school meals were available for KS2 children. She asked if the demand could be met if there was an increase in take up of meals because of this.</p> | <p>RB</p> <p>RP/HB</p> <p>JH</p> |
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| | <p>The SBM responded that he thought the catering company would be able to cope as he had visited a school where as well as catering for the on-site school they provided 400 meals to be sent out.</p> <p>The chair asked if an investigation about the costings of using other catering companies could be considered as we need to check this out before we commit to the recommendation.</p> <p>The SBM agreed to check with other companies. He also suggested that School Council sampled a meal at the Infant School and invited governors to have a meal and give their opinion.</p> <p>The finance governor proposed the budget and this was ratified by the governing body.</p> <p>The SBM was thanked by the governing body for all the work he had done preparing the 3 year budget plan.</p> <p>Statement of Internal control (attached) The SBM presented the statement of internal control to the governors Proposed by Carolyn Pratley – Ratified by the governing body</p> <p>Best Value Statement (attached) The SBM presented the best value statement to the governors. Proposed by Jenni Haywood – Ratified by the governing body</p> <p>Pupil Premium report (attached) Sam presented the report and explained monitoring of pupil premium. It was noted that the school receive £96,200 for pupil premium and so far £57,798 has been spent. This leaves £38,402 remaining.</p> <p>The chair queried why there was so much remaining and expressed concern because she thought that parents would think that their children's needs were not being met.</p> <p>The headteacher agreed and it was suggested that plans for spending this fund would be instituted.</p> <p>A governor asked if the school had a pupil premium policy.</p> <p>The clerk was asked to investigate this and if she found a relevant one to email it to the finance monitoring governor and the SEN governor.</p> <p>The next monitoring visit will take place on 29.06.15.</p> | <p>MB/KD</p> <p>RP/SD/ SW</p> |
| <p>6. Supplementary Focus: Considerations for SDP, 2015 - 2016</p> | <p>Headteacher's report – Staff Survey results (attached) The headteacher shared her report with the governors. Confidential item. Staff Survey The staff had responded to a questionnaire and some of their suggestions will be included in the SDP.</p> <p>The headteacher proposed that the staff structure should be retained which was approved by the governing body.</p> <p>School Council Feedback (attached) Report from Carolyn Pratley The children gave some constructive suggestions that may be included in the SDP for the next school year. The headteacher explained to the governors that the SDP is normally presented to the governing body in the first meeting of the new academic year. The chair offered to attend another School Council meeting and share the items which have been included in the SDP.</p> <p>Confidential item.</p> | <p>CP</p> |

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| | There had been an issue which had been seen on social media. As a result the headteacher will include a sentence in the Home/School Agreement saying that there are to be no negative comments about the school to be aired in the social media domain. She will bring this to the governing body meeting when the Home/School Agreement is to be approved. | MB |
| 7. Health and Safety | <p>Health and Safety Report The chair reported that she had studied the recommendations from the Health and Safety Inspection.</p> <p>The Chair and the SBM agreed that there needed to be a more formal approach to inspections and they had agreed to undertake a review of health and safety in the school three times a year. With regular inspections any issues can be dealt with at the earliest appropriate time.</p> <p>The SBM informed the governors that he will update risk assessments during the summer holiday.</p> | SBM/CP SBM |
| 8. Personnel Update | <p>Headteacher's Report – Staff update Confidential item.</p> <p>SDP – Behaviour and Safety Update See headteacher's report Confidential item.</p> | |
| 9. Governing Body Monitoring Reports | <p>Literacy Report (attached) Sam reported on the monitoring visit on 10.03.15. Sam had met with Debbie Mercanton, literacy leader, and had asked questions that had been raised at previous governing body meetings, the RAISEonline data analysis and questions from the Governor publication. She had 2 actions points:</p> <ul style="list-style-type: none"> • To join the headteacher and the literacy leader in a book scrutiny. • To join the literacy leader for a lesson study. <p>SEN Report (attached) Sue reported on the monitoring visit on 17.03.15 She has arranged another meeting to monitor SEN on 01.07.15. The chair commented on how knowledgeable the SEN governor was on her subject.</p> | SW SD |
| 10. Governing body action plan Continuous professional development training for GB | <p>Monitoring plan for next term Sue has arranged a monitoring visit on 01.07.15. Pupil Premium – to be discussed at the next meeting. Holly to report on Governormark The SIP is attending the next meeting and the main focus will be leadership. Training The chair has attended 2 governor briefing meetings. Holly will be attending 2 training sessions. The chair will be attending the Governors' Conference. Jenni is intending to book herself on the new governor sessions. The clerk will be attending a "face to face" course related to the course she is undertaking and a Safer Recruitment course.</p> | |
| 11. Policies to update | <p>Supporting Pupils with Medical Needs Policy This policy was approved by the governing body. Single Equality Plan Approved by governing body. Attendance Policy (attached) Approved by governing body.</p> | |

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| | <p>Governor Monitoring and Support Policy (attached) There were some changes in the policy which were approved by the governing body. A governor asked if the word English could be replaced by Literacy. The headteacher agreed to change this and subject to this the policy was approved by the governing body. Governor Allowances Policy There were some changes and these were approved by the governing body. The headteacher and the SBM had agreed that the current claim forms that were already in use in the SBM's office were to be used for any claims. It was agreed that the finance governor and the chair were to see any excess claims that may be requested. The link to governonet may be out of date so the clerk was asked to check this.</p> | <p>MB</p> <p>CP/SW</p> <p>RP</p> |
| 12. Chair's Actions/ Correspondence | <p>Chair to advise governors on any actions or correspondence received. The chair has received two items of correspondence. The first was from a parent requesting to see her son's educational record and it has been agreed that this will be made available to her. The second was to do with a bullying issue which had been discussed on the social media by a variety of people. This issue has now been dealt with.</p> | MB |
| 13. Any other urgent business | <p>The chair reminded the governors that the suggestion of providing an event for the staff needed to be considered. It was agreed that an afternoon tea will take place on 23.07.15 after school for all staff. The governors agreed to decide what they will provide and this will be discussed at the next meeting.</p> | FGB |
| 14. Confidentiality of proceedings | <p>There are confidential items which will be printed on green paper. These are relating to personnel and pupil issues.</p> | |
| 15. Publication of Minutes | <p>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</p> | RP |
| 16. Dates of future meetings | <p>The date for the meeting in this school year is Monday 29 June, 2015 The School Improvement Advisor – Alistair McMeckan will attend. This will take place at 6.30 p.m. in the Family Room.</p> | |

**There being no further business,
the meeting closed at 9:30 p.m**