

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 14 September 2015

Those Present : Melanie Blewer (headteacher), Carolyn Pratley (Chair), Sue Delves, Jenni Haywood, Holly Barradell, Karen Down, Sam Wheeler, Karen Underdown 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 Rob Baldock – sickness absence – apology accepted Julie Cook, (temporary co-opted governor sent apologies – work commitments – apology accepted.	
3. Minutes of previous meeting held on Monday 29 June, 2015	<p><u>Accuracy</u> It was noted that Sam Wheeler was present at the meeting on 29 June, 2015 although she had not been included in the list of those present. The minutes were approved subject to this alteration.</p> <p>Proposed by Melanie Blewer, seconded by Karen Down and unanimously agreed.</p> <p>Matters arising Website information There have been some changes on the website and the rest will be undertaken in due course. Details of pupil premium and sports funding have been included.</p> <p>Pupil Premium Policy The clerk has sent a copy of the policy to the SENCOs of both schools for them to adapt appropriately.</p> <p>Governance Allowance Policy The clerk agreed to send the link to the headteacher.</p> <p>Child Protection/Safeguarding Policy The head and deputy head will be checking this policy on the website to ensure it is up to date.</p> <p>Attendance Analysis This is to be discussed later in the meeting.</p> <p>Curriculum Plans These have been emailed to the chair and will be included for discussion at the next meeting</p> <p>Home/School Agreement This has been updated.</p> <p>Kitchen Furnishings Holly agreed to write to the PTFA to thank them for the new tables and chairs.</p> <p>Catering arrangements The catering is going well with both children and staff enjoying the meals provided. As the SBM was unable to attend it was agreed that the appreciation to school council may be deferred until they met later on.</p>	SBM

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	<p>SEND Report The term “best endeavours” was to be investigated by the SENCO in due course.</p> <p>Community Cohesion Policy An appendix to be added to the policy including information about British Values. The staff development day on 3 September had been devoted to safeguarding and a session had been focused on British Values. The headteacher and deputy head of Brookfield Infant School had agreed to produce an appendix which may be applicable for both schools. When this has been produced the appendix will then be included with the Community Cohesion Policy.</p> <p>Non-Smoking Policy A comment about e-cigarettes has been included.</p> <p>Governor’s Attendance As Holly is returning to work after her maternity leave she may have an issue with arriving for the start of the meeting. The clerk had contacted Governor Support who suggested that as she was a skilled member of the governing body her time of arrival need not be a problem. It was agreed that as long as the time of her arrival was recorded in the minutes there would not be a problem if she was late.</p>	<p>KD</p> <p>MB</p>
<p>4. Election of Chair, 2015-2016 Election of vice-chair, 2015-2016</p>	<p>According to the Standing Orders of this governing body the chair was nominated by the head teacher. It was proposed that Carolyn Pratley remained as Chair – seconded by Karen Down. The Vice-chair was also proposed by the headteacher. It was proposed that Holly Barradell remained as Vice-Chair – seconded by Karen Down.</p>	
<p>5. Declaration of Business and Pecuniary interests.</p>	<p>The business interest forms were signed and returned to the clerk. The clerk requested that the pecuniary interest forms and code of practice forms were also signed and returned to the clerk. Additional information about governors has to be published on the school website. This includes a register of business and pecuniary interests, the body that appointed that governor and also the responsibilities that they have on the governing body. All governors are expected to provide this information so the clerk can produce the chart for the website.</p>	<p>Govs/RP</p>
<p>6. Agree terms of reference and standing orders for GB</p>	<p>The terms of reference and standing orders were considered by the governors. It was noticed that Carolyn Pratley was recorded as a co-opted governor and Jenni Haywood was the LA governor, where Carolyn was the LA governor and Jenni was a co-opted governor. It was agreed that this was to be changed in the terms of reference.</p> <p>The governors agreed the following responsibilities for the School Development Plan Monitoring</p> <ul style="list-style-type: none"> Literacy across the school – Sam Wheeler/Jenni Haywood Monitoring Science teaching – Carolyn Pratley/Karen Underdown Monitoring behaviour and parents and pupils involvement – Sue Delves/Sam Wheeler Monitoring liaison between the school and the community – Holly Barradell/Carolyn Pratley Health and Safety of premises – Carolyn Pratley/Rob Baldock Monitoring of Pupil Premium funding – Sam Wheeler/Jenni Haywood Monitoring of SEN, Child Protection – Sue Delves Single Equality Plan – Karen Down School Compliance with Statutory legislation – Karen Down/Karen Underdown/Holly Barradell Monitoring of School Budget – Sam Wheeler/Rob Baldock Headteacher’s Performance Appraisal Group – Carolyn Pratley/Sue Delves. <p>The headteacher proposed that the terms of reference and the standing orders were</p>	<p>MB</p>

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	approved and they were agreed by the governing body.	
<p>7. Main Focus School evaluation and Development Plan for 2015 - 2016</p>	<p>SATS Results The MFSFT is available and had been emailed to all governors. An in-house sheet of targets from the teachers is attached. This is based on teacher's assessment sheets. These are highlighted and mean the following: Green – met or exceeded Yellow – met within a few percentage points Red – not met targets It was noted that the Year 6 cohort of 2014 – 2015 were not achieving as well as some cohorts. The Year 6 for 2015 – 2016 is expected to perform at a higher level. The chair observed that the targets in Level 5 were met and compared well with the national results. The summary sheet of results and comparison with national data is attached. The headteacher explained that last year's Year 6 made good progress but the results were not up to the standards achieved nationally. The SIP was pleased with the progress made by this cohort.</p> <p>SEF (attached) The headteacher explained that the gradings are an improvement on previous years with elements of outstanding judgments. Achievement A governor queried why the targeting of 70% was given when national standards are 85%. The headteacher explained that this target was set to include achievements of all pupils in the school. The chair challenged the headteacher as to whether the target was sufficiently stretching as the attainment for last year was 75%. The headteacher responded that at this time of the year it is difficult to measure attainments because there is a dip in achievement after the school holidays. A governor stated that as a good school should we not be aiming for 85%. The response was there are a large number of children who are poor in their writing and this needs to improve before we can set higher targets. A governor asked whether the 70% target was aspirational or realistic. The answer was that this was very aspirational for Year 5. The chair was concerned and asked why the target was so low when the achievement last year was 75% with a poor cohort so surely a higher target was achievable with a stronger cohort. The headteacher explained that there needed to be an achievable target for each year group. A governor asked what was the general expectation for other good schools. The headteacher explained that no one seems to know what expected progress is. A governor commented that if the school does not improve it would be considered a coasting school. The headteacher proposed that one focus of this school year should be writing. She agreed to have a conversation with the SIP and other colleagues and to discuss how to aim to achieve nearer to national expectations.</p> <p>Teaching The headteacher explained that the school had wished to apply for the PSQM accreditation but had missed the deadline for this year. However, they will be carrying out preparatory work with a view to applying for this next year.</p> <p>Behaviour and safety A governor asked whether bullying was a major problem in the school. The headteacher replied that after conducting parent and children surveys it had been commented on and therefore appeared to be an issue which the school needed to deal with. A governor reported that after visiting the school she noticed that the children seemed calm and on task which did not indicate that bullying was impacting on their</p>	<p style="text-align: right;">MB</p>

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	<p>learning. The headteacher stated that bullying was an issue to which staff were alert at all times. Leadership and management The headteacher and the deputy head were keen to market the school and engage with the community. The governors were asked to consider ways that would develop an involvement with the outside community and raise the profile of the school. Governors suggested that one focus could be STEM – Science, technology, engineering, and maths. Another suggestion was to include Arts and the focus would be STEAM. Another suggestion was to focus on writing.</p> <p>SDP key issues – proposals for the year The headteacher proposed that the issues raised in the SEF were included in the shaping of the SDP and this was agreed by the governors.</p>	
8. Governing body action plan	<p>Governing Body strategic intent for the year. The governors agreed the following targets: To monitor development and progress of the SDP issues. Governing Body to have consistently good practices with elements of outstanding.</p> <p>Agree aspects of SDP to monitor The governors discussed the responsibilities for monitoring the SDP and agreed the following: Key issue 1 – Sam Wheeler/Jenni Haywood Key issue 2 – Carolyn Pratley/Karen Underdown Key issue 3 – Sue Delves/Sam Wheeler Key issue 4 – Holly Barradell/Carolyn Pratley Health, safety and premises – Rob Baldock/Carolyn Pratley Budget Monitoring – Sam Wheeler/Rob Baldock Pupil Premium Allocation – Karen Down/Jenni Haywood/Sam Wheeler SEN and Child Protection – Sue Delves Single equality plan – Karen Down Safeguarding procedures and statutory requirement – Karen Down/Karen Underdown/ Holly Barradell</p>	
Continuous professional development/ Training for GB	<p>Governormark Holly reported that she had emailed Governor support about Governormark but so far had not received a response. She agreed to continue the investigation which was to find out if the responses that the school have made to the questions could be validated.</p> <p>Preparation for Ofsted The bespoke session on Preparation for Ofsted is to take place on Tuesday 15 September, 2015. Governors from both Brookfield Infant and Junior schools have agreed to attend this training. Questions that Ofsted may ask have been emailed to the governors and it is recommended that school have a “Grab Bag” which the headteacher is in the process of producing. The chair suggested that a session was arranged for governors to take place after the training so that an assessment of requirements was considered and an action plan produced.</p>	<p>HB</p> <p>MB</p> <p>CP</p>

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<p>9 Supplementary Focus Statutory requirements</p>	<p>Headteacher's report (attached) The governors received the Headteacher's report. The headteacher stated that she was unable to record the number of free school meals as the applications had not yet been submitted. A governor asked whether the Year 3 pupils' parents had received information and forms about applying for free school meals. The headteacher responded that every opportunity had been made for parents to access these forms and they had been placed on every chair at the transition meeting.</p> <p>Performance appraisal reviews and pay recommendations for staff Confidential item.</p>	
<p>10. Curriculum plans</p>	<p>Agree curriculum plans for next academic year (attached) The curriculum plans were received by the governing body. A governor asked whether the children used computers in other subjects apart from allocated computer lessons. The headteacher explained that computers are used in many subjects and most children are quite proficient on them. The headteacher asked whether the governors approved of the plan. Proposed – Carolyn Pratley – Seconded Sam Wheeler</p>	
<p>11. Attendance</p>	<p>Review of attendance of pupils, staff and governors 2014 -2015 (attached) The attendance report was received by the governors. It was noted that the attendance for the last 2 years was 95.9% which is higher than national. The headteacher explained that 2 children who had left the school some time ago were still included in the statistics. They were still included in the school roll because they had not been placed in another school. When the headteacher does her calculations she excluded these 2 children so the attendance is 96.3% Attendance has improved because the deputy head has focused on its improvement.</p>	
<p>12 Finance update</p>	<p>First quarter monitoring report Sam explained that as this was the first quarter there would not be a report until October.</p> <p>Report on Catering arrangements As Rob is absent it was agreed that this item would be included on the next agenda.</p>	<p>RP</p>
<p>13. Governing body Monitoring reports</p>	<p>SEN – progress of SEN data (attached) Karen reported on the progress of children on the SEN register. It was noted that the colour coding shows as follows: Yellow – 2 years below Red – 3 years below and Brown – 4 years below The assessments show that children have progressed well. A governor asked what happened to the children who showed least progress. These children are monitored closely and strategies are put in place to support them in their learning.</p>	

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	<p>Year 6 SEN progress from MFSFT (attached) This shows the progress of the SEN children in this year group</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 33%;">Subject</th> <th style="width: 33%;">SEN A,P,K</th> <th style="width: 33%;">All pupils</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>14.8%</td> <td>13.9%</td> </tr> <tr> <td>Writing</td> <td>11.8%</td> <td>12.8%</td> </tr> <tr> <td>Maths</td> <td>12.2%</td> <td>13.5</td> </tr> </tbody> </table> <p>This shows that the difference between SEN and other pupils is becoming narrower. The gap between children in receipt of pupil premium is also narrowing.</p> <p>IT Conference Report (attached) The chair reported on the conference that took place on 11 June, 2015 One of the questions asked was whether governing bodies had a governor with a responsibility for IT. The chair agreed to take up this responsibility and suggested that she met with the staff responsible for IT in the school and discuss the curriculum.</p> <p>Sports Premium Update (attached) Karen Underdown provided all the governors with information and this was received by the governing body. Report from Sam Wheeler (attached)</p> <p>SEN Monitoring visit – Sue Delves (attached) To be discussed at the next meeting.</p> <p>Writing Monitoring Visit – Jenni Haywood (attached) To be discussed at the next meeting.</p>	Subject	SEN A,P,K	All pupils	Reading	14.8%	13.9%	Writing	11.8%	12.8%	Maths	12.2%	13.5	CP
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<p>14. Policies to update</p>	<p>Pay and Reward Policy (attached) The headteacher presented the policy. The policy has been updated to reflect the current pay awards for this financial year. The headteacher asked the governors about the changes in the ISR Group 2. The pay band has been increased to include L21 but governing bodies could decide to remain with L20 as the highest scale in this group. The governors agreed that to assist succession planning L20 would be the top of this Leadership Group. A governor asked if, in the event of an appeal, whether governors could be drawn from the wider collaboration group. This may happen and the terms of reference reflect this decision. The headteacher proposed that the policy was approved and this was accepted by the full governing body.</p> <p>Performance Appraisal Policy (attached) This was proposed by the headteacher and accepted by the full governing body.</p> <p>Finance Policy (attached) This was proposed by the headteacher and accepted by the full governing body.</p>													

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	<p>Whistleblowing Policy (attached) The headteacher explained that she was not sure if the contact numbers on the policy were correct so Jess Dean was going to be asked to check them, This policy was proposed by the headteacher and accepted by the full governing body subject to confirmation of contact numbers.</p> <p>Competence and Capability Procedure (attached) Proposed by the headteacher and accepted by the full governing body.</p>	JD
15. Chair's Actions/ Correspondence	Confidential item.	
16. Any other urgent business	None	
17 Confidentiality of proceedings	There are confidential items which will be printed on green paper. These relate to an item in the headteacher's report and an item under chair's correspondence.	
18. Publication of minutes	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.	
19. Date of future meetings	The dates for future meetings will be Monday 7 December, 2015, Monday 1 February, 2016, Monday 21 March, 2016, Monday 16 May, 2016, and 11 July, 2016. All meetings will take place at 6.30 p.m. in the Family Room.	

**There being no further business,
the meeting closed at 9:45 p.m**