

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 1st February 2016

Those Present : Melanie Blewer (Headteacher), Carolyn Pratley (Chair), Sue Delves, Jenni Haywood, Holly Barradell, 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 There were no apologies for absence as all governors were present at the meeting	
3. Minutes of previous meeting held on Monday 7th December, 2015	<p><u>Accuracy</u> The minutes were approved by the governors. Proposed by Melanie Blewer, seconded by Carolyn Pratley</p> <p>The Chair informed the governors of some additional items to be included in the agenda. Sports Premium report under Finance Resignation of governor under Governing Body update Brookfield Buddies report under Governor Monitoring Safeguarding Policy under Any Other Business.</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>Information regarding business and pecuniary interests All governors have signed the appropriate forms and the required information about governors is now on the website.</p> <p>DBS check The clerk contacted Governor Support and although it is not a requirement for governors to have this check it was agreed that in the terms of safeguarding it would be beneficial. Two governors were asked to contact the Clerk to arrange a suitable time for this. The record of these checks will be included on the Single Central Record in the Governor section.</p> <p>Governormark Filed and outcomes to be included in Governing Body Action Plan</p> <p>Ofsted "Grab File" Included on agenda</p> <p>IT Conference Report received and included on agenda.</p> <p>Report on Data Report received and to be discussed later in the meeting. RAISEonline report from Headteacher received.</p>	<p style="text-align: center;">SBM</p> <p style="text-align: center;">CP/JH/ RP</p>

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	<p>Questionnaire to pupils Jenni has prepared this and subject to some slight changes this should be distributed before the next holiday. The Headteacher requested that a question about Brookfield Buddies was included in the questionnaire as this will show involvement with British Values and Safeguarding. The outcome of the questionnaire will be presented at the next meeting.</p> <p>Photocopier tenders The SBM has requested quotes for new photocopiers from 3 companies including KCC. The KCC quote is very cheap but the service is poor. He has received a quote from another company and is waiting for the third company to submit a quote. When that arrives, he and Sam will discuss the pros and cons and present their recommendations to the governors at the next meeting.</p> <p>Vision statement Governormark is to be included as part of the vision statement and this is to be discussed later on in the meeting.</p> <p>Training attended Holly has filed certificates in the training file. As Holly was unable to attend school on 21.01.16 she agreed to complete the Prevent self-assessment at a later date. 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 Holly will be able to attend the training for Chairs but is unable to attend the dealing with complaints training so will rebook this. Sam is hoping to attend SN governor training. The Chair is unable to attend her arranged finance training as the course she hoped to attend is full so she is intending to rebook another training session.</p> <p>Health and Safety Report Report received and on agenda. The chair agreed to assess the health and safety of both premises and curriculum areas and present a report to the governors.</p> <p>SEND Report Sue has some action points included in her report and agreed to arrange a meeting with the SENCO to discuss these.</p> <p>School Development Plan The Headteacher agreed to include the national average for core subjects in her next Headteacher's Report. It was also agreed that STEM is to be included in the School Action Plan. Two governors agreed to monitor Science and will produce a report for the next meeting.</p> <p>It was agreed that a Breaking News area should be included on the school website so Karen agreed to arrange this.</p> <p>Recruitment and Selection Policy Slight change included in the policy. Restrictive Physical Intervention Policy Slight change included in the policy Single Equality Action Plan ~ This is now publicised on the website.</p>	<p>JH</p> <p>SW/SBM</p> <p>HB Govs</p> <p>HB SW CP</p> <p>CP</p> <p>SD/KD</p> <p>MB MB JH/SW</p> <p>KD/OD</p>
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	<p>Governing Body Update</p> <p>The Clerk reported that there had been a resignation from the governing body. Karen Underdown had resigned due to pressure of work. She was a parent governor. Also there seemed to be some confusion as to the school Instrument of Government. It appeared that this stated that there were three parent governors and two co-opted governors on the Instrument, but the Clerk thought that the agreement was three co-opted governors and two parent governors and this had been agreed when we reconstituted. The Governing Body agreed that this was the arrangement that had been approved.</p> <p>The governors agreed that the Governing Body remained flexible and a letter should be sent to parents asking for a governor who may be appointed if they have the skills which are needed as shown on the skills audit. The skills required are linked to premises and maintenance.</p> <p>It was also agreed that an advertisement was to be placed on SGOSS.</p> <p>As SGOSS are pursuing an advertising campaign for governors the Clerk asked the Chair to provide a statement on her role which the Clerk could submit to SGOSS for the campaign. It was also recommended that the statement was included on the website.</p> <p>Dependent on the result of the above actions the governors agreed to amend the Instrument of Government accordingly.</p>	<p>RP</p> <p>RP</p> <p>CP</p>
<p>4 Declaration of Business and Pecuniary interests.</p>	<p>Jenni declared an interest. She works for an academy trust and declared an interest because if the school decided to academise there may be a conflict of interest.</p> <p>Other governors did not have any interests to declare.</p>	
<p>5 MAIN FOCUS: ACHIEVEMENT (SDP Key Issue 1)</p>	<p>Head Teacher's Report – strategies and actions so far (attached)</p> <p>The Headteacher informed the governors that lesson observations undertaken by the Deputy Head and herself showed that the majority of teachers were good with outstanding features.</p> <p>The teaching staff had attended a collaboration event and this had proved to be a very powerful experience as it showed that the teacher's assessments were in line with the judgements of other schools.</p> <p>The Chair asked if the general standard of writing was improving.</p> <p>The Headteacher responded that at the moment the data is being put into Pupil Asset and when that is set up it will show if there is an improvement.</p> <p>The Chair asked if the higher ability pupils were being stretched enough.</p> <p>The Headteacher explained that these were the pupils that were being moderated by the collaboration group. Also a teacher from another school is involved with providing ways of stretching these children.</p> <p>A governor asked if we were able to use expertise from secondary schools to provide the expectations for KS3.</p> <p>The Headteacher replied that although contact had been made, unfortunately not many secondary schools were willing to help in this way.</p> <p>Another governor informed the Governing Body that the focus in writing has changed and now punctuation and spelling are priorities instead of vision and imagination.</p> <p>A governor asked if including drama in lessons would be any help in improving writing.</p> <p>The Headteacher explained that some aspects of drama are included in writing sessions, and agreed that this may be helpful so the governor agreed to make arrangements to visit the school and provide drama lessons to improve writing.</p> <p>RAISEonline data report (attached)</p> <p>Governor Monitoring Report – Carolyn & Sam (attached)</p> <p>The governors discussed the RAISEonline report and received the report linked to this item.</p>	<p>HB</p>

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	<p>A governor asked how the gap between middle and higher achievers was being closed.</p> <p>The Headteacher explained that current monitoring showed there were positive trends towards closing the gap.</p> <p>The governors also received the Dashboard for this school.</p> <p>The Headteacher suggested that she and the governors analysed this so a meeting was arranged for Thursday 3rd March at 1.30 p.m. in the Family Room for all governors who were available at that time. The Headteacher offered to present a report and will send this to all governors before that meeting.</p> <p>The Chair asked why the maths progress had fallen.</p> <p>The Headteacher responded that the maths progress was to be assessed at the moderation with other schools in the collaboration which is taking place next week.</p> <p>The Chair had observed that there was a gender gap which showed that the boys were consistently underachieving and were lower than national and in all subjects were being outperformed by the girls.</p> <p>The Headteacher explained that there were more boys with SEN. The teachers were aware of this and were putting strategies in place to support boys with their learning. She emphasised that the teaching staff did not distinguish between boys and girls but assessed each child on their own merits not according to gender.</p> <p>Another governor explained that the previous curriculum tended to favour girls and the new one may help boys to achieve better results.</p> <p>A governor volunteered to have a conversation with some boys and find out through discussion whether they felt motivated by the way their learning was progressing.</p> <p>It was agreed that male input may be helpful so the SBM agreed to be involved with this session. This was arranged for Thursday 10th March at 1.30 p.m.</p> <p>A governor requested that the achievement data was given to her as soon as possible as she would like to do some "number crunching" as a monitoring responsibility.</p> <p>Ofsted Grab File</p> <p>The Headteacher informed the governors of the content of the grab file.</p> <p>She asked the Clerk for a list of governors contact details and these were to be emailed to her in due course.</p> <p>It was recommended that the most recent minutes were included to show questions governors asked and the way they supported the Headteacher.</p> <p>The governor training information also needed to be included so the Clerk agreed to contact governor support to request the spreadsheet with the training governors had undertaken from January 2015 until date.</p> <p>The Headteacher asked the governors about their availability and it is as follows: Carolyn (Chair) – Any day but worst day is Wednesday but contactable by phone. Holly (Vice Chair) – Any day but not on Friday, best to be contacted by phone on other days. Sam – Flexible. Sue – Only available on Thursdays but could be contacted by phone. Jenni- Thursday is the best day, but can be contacted by phone.</p>	<p>MB</p> <p>JH/SBM</p> <p>JH</p> <p>RP</p> <p>RP</p>
<p>6. Finance update</p>	<p>9 months Monitoring Report</p> <p>The SBM reported that the 9 month Monitoring Report had been received by KCC and there were no queries or feedback.</p> <p>Monitoring Report – Sam Wheeler 14.01.16 (attached)</p> <p>The predicted rollover is £38,180.</p> <p>The SBM informed governors that in the future the Pupil Premium budget had to be presented separately from the formula budget. He had taken part in a webinar and had downloaded some templates to assist with this.</p> <p>A governor asked how much each Pupil Premium child was allocated.</p> <p>This is £1600.</p>	<p>RB</p>

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	<p>Another governor asked if this funding could be used to support the closing of the gender gap.</p> <p>The Headteacher agreed that this was a good recommendation.</p> <p>The SBM does not know what the budget will be for 2016/2017 so it is difficult at this stage to make decisions about expenditure especially on the premises.</p> <p>Sports Premium Monitoring Report – Sam Wheeler 27.01.16 (attached)</p> <p>The school is being supported by a PE specialist and this is proving to be beneficial.</p> <p>The PE leader had asked the staff to identify areas that they needed to improve and they felt encouraged by the input from the PE specialist.</p> <p>The Headteacher confirmed that she had received positive reports from the teaching staff and from Greenacre Sports Partnership.</p> <p>A governor asked whether parents could be involved in supporting the children in PE.</p> <p>The Headteacher responded that there was already a certain amount of involvement with parents across the curriculum, but care had to be taken with regard to PE as health and safety of all had to be taken into account.</p> <p>Benchmarking (attached)</p> <p>The SBM had recently received a benchmarking report but he asked if this could be carried forward to the next meeting. Sam and the SBM had not had time to analyse it and agreed to meet together and bring a report to the next meeting.</p>	SW/RB
<p>7. Personnel</p>	<p>Staff organisation – Report and update on staffing issues</p> <p>The governors considered that this item should be confidential.</p>	
<p>8. Governing body action plan and governor monitoring</p>	<p>Vision Statement Report (attached)</p> <p>The Chair presented the vision statement she had prepared.</p> <p>The school's long term plan is to give all children a good education.</p> <p>A governor recommended that strategic actions were added to the statement.</p> <p>This was approved by the governors.</p> <p>Governors had met with the PTFA to find out if they had any recommendations for the vision statement and reported that they are passionate for school teams and more after school clubs to be available. It was suggested that the PE coach was approached to ascertain whether he would be willing to implement this.</p> <p>A governor suggested that "personal best" was removed and the comment was changed to "To enable every child a chance to succeed and to be engaged in learning and be proud of themselves and their school".</p> <p>This was approved by the governors.</p> <p>A governor suggested that the comment on "children who are behind etc" was changed to "Support all children to achieve".</p> <p>This was approved by the governors.</p> <p>Suggested action points were:</p> <ul style="list-style-type: none"> • To aim to attain the STEM achievement. • To market and rejuvenate the PTFA. • To be involved in increasing writing abilities across the school. • Promotion of extra-curricular activities in sport and arts • Marketing the school in the community. <p>The Chair agreed to include the recommendations from the Governing Body in the Vision Statement.</p> <p>The Chair recommended that the Vision statement was presented to all stakeholders, so arrangements were made to present it to the School Council, staff and parents. There would also be an opportunity for comments and recommendations from these groups.</p>	<p>CP</p> <p>MB</p> <p>CP</p> <p>CP</p> <p>CP</p>

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	<p>Training attended – Governors Governors have completed the Channel Prevent Training. The training governor requested that all governors provided her with the certificate they received on completion of the online training for the Training and Development file. The Chair will be attending the district governors briefing on 03.02.16.</p> <p>OfSTED inspection feedback (attached) Jenni presented a report on the OfSTED expectations. She highlighted the procedure for a one day inspection:</p> <ul style="list-style-type: none"> • Meeting with Headteacher and possibly Deputy Head. • Learning Walk • Interview with available governors. • Safeguarding <p>Jenni emphasised that the theme for the inspection was if there were achievements for evidence, the school would be expected to prove this. They also want to see progress since the previous OfSTED Inspection. Questions that may be asked: What measuring stick is the school using against national standards? How do we know children are kept safe? Are governors addressing the gaps in governor training? How are British Values promoted? How is Pupil Premium funding being used? How is the budget used to allocate support for pupils? How much of the budget is allocated to specific curriculum subjects? The OfSTED inspection focus is “tell me” and “show me”. The curriculum subject that is the main focus is science. A governor asked if she could visit the school to focus on the impact of the spending of the pupil premium. The Deputy Head/SENCO offered to present some information on this aspect to the governor so a monitoring meeting will be arranged. A governor asked how much the second day of an OfSTED inspection differed from the first day. If the OfSTED inspectors arrange to visit for another day they will conduct lesson observations and ask questions to the SLT. Jenni stated that there was no need to be too alarmed about the lesson observations as the children all seemed very calm and focused on their learning. Jenni agreed to send her report to governors.</p> <p>Monitoring reports IT – Carolyn – 07.12.15 (attached) The Chair presented her report to the Governing Body. Two areas in the report were highlighted: Upskilling of staff in IT. The governors were informed that the IT Manager will be conducting staff training at staff meetings Updating of infrastructure There is a concern because log-ons seem slow and some of the whiteboards do not have necessary implements for their use. The SBM agreed to investigate the need for new equipment especially pens for the whiteboards and to check if there needed to be further expenditure on IT items. Another governor volunteered to check that the children’s IT equipment was up to date.</p> <p>Prevent – British Training report – Sue/Sam – 28.01.16 (attached) The governors presented their report and explained they had attended a Brookfield Buddies assembly.</p>	<p style="text-align: center;">SW/KD</p> <p style="text-align: center;">SBM JH</p>
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	<p>A governor asked if others apart from teaching staff could recommend pupils for an award as sometimes children demonstrated support for other pupils and staff when away from the classroom environment.</p> <p>The governors agreed this would be a beneficial arrangement. There will also be a musical showcase of cultural music on 22.04.16. The Headteacher informed the governors that there was a British Values display in the hall as a visual reminder to all children of the term's theme.</p> <p>Health and Safety Report – Carolyn – 23.10.15 (attached)</p>	
9 Policies to update	<p>Complaints Procedure – Employer/Employee (attached) A concern was raised about the timings of hearings included in the policy but it was agreed that as it was worded “a hearing should take place within 10 days” that this made an allowance for an extension in time if needed. The policy was therefore approved by the governors.</p> <p>Complaints procedure – Parents (attached) The Chair had noted that there was a comment which stated that the log of parental complaints was viewed by a governor annually and asked whether this actually happened. It was agreed that this sentence would be changed to termly instead of annually as the Headteacher included a comment on complaints in her Headteacher’s Report. Holly agreed to be the governor who was responsible for complaints which included ensuring the procedure was correctly followed and was aware of written complaints that may be sent to the school. The policy was therefore approved by the governors subject to the agreed alterations.</p>	<p>HB MB</p>
10. Chair’s Actions/ Correspondence	None	
11. Any other urgent business	<p>Safeguarding Policy (attached) As the revised policy had been received by the governors earlier today it was agreed that the draft was displayed on the website and if governors had any concerns about the contents they should email either the Headteacher or the Chair before the last day of term (12.02.16). If there were no alterations to be made, then the policy was to be considered approved and this would be the date that it was approved. The Headteacher requested that the draft was emailed to the Receptionist for displaying on the website as soon as possible. Confidential item</p>	<p>RP</p>
12. Confidentiality of proceedings	The governors considered that an item relating to personnel issues and an item relating to any other business should be considered confidential. These items will be printed on green paper.	
13. Publication of minutes	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.	
14. Dates of future meetings	The dates for future meetings will be Monday 21 st March 2016, Monday 16 th May 2016, and Monday 11 th July 2016. All meetings to take place at 6.30 p.m. in the Family Room.	

**There being no further business,
the meeting closed at 9.00 p.m**