

# MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

HELD ON MONDAY 10 JULY, 201

**Those Present** : Sam Wheeler (Vice Chair), Melanie Blewer (Headteacher) Sue Delves, Karen Down, Nigel Pattenden, Glen Ocsko, Rob Baldock and Rachel Pearson (Clerk)

Agenda items	Item for discussion/Agreed actions	To be carried out by:
<b>1. Welcome</b>	The Clerk welcomed everybody to the meeting.	
<b>2. Apologies for absence</b>	Carolyn Pratley – apologies – holiday - Apology accepted	
<b>3. Minutes of previous meeting held on Monday 15 May, 2017</b>	<p><b>Accuracy</b> The minutes were recorded as accurate and signed by Sam Wheeler (vice chair). Proposed – Melanie Blewer – seconded – Sam Wheeler</p> <p><b>Matters arising</b> Prevent training and Training for Governors Nigel informed the governors that as he was not going to be involved with the federation he had not completed the action points that related to him. The vice chair thanked Nigel for his involvement with the governing body and at this request agreed to inform him if there were any vacancies in the future at a time when it was more suitable for him.</p> <p><b>Life Skills Information</b> Carolyn had passed some information to Karen but after investigation Karen considered the course inappropriate to the school.</p> <p><b>Safeguarding report</b> The SBM agreed to undertake a walkabout with the school council in the new academic year.</p> <p><b>Finance Report</b> The monitoring governor has submitted a finance monitoring report.</p> <p><b>Attendance Monitoring</b> The chair is to monitor the year's attendance in the last week of term.</p> <p><b>Lunch Time Activity Club</b> Sam will continue to have involvement in the club and will submit a report in the new academic year.</p> <p><b>Governor Allowance Policy</b> The headteacher explained that the policy should remain in its current format as all policies will be reviewed when the school is federated.</p> <p><b>Minutes of extraordinary meeting held on 12 June, 2017</b> The minutes were recorded as accurate and signed by Sam Wheeler (vice chair) Proposed – Sam Wheeler – seconded – Melanie Blewer</p>	<p>SBM</p> <p>CP</p> <p>SW</p>
<b>4 Declaration of</b>	There were no business or pecuniary interests declared.	

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<p><b>Business and Pecuniary interests.</b></p>		
<p><b>5 Head teacher's report and overview of School Development Plan and SEF</b></p>	<p>Headteacher's report – strategies and actions so far (attached)  School development Plan and SEF update  Whole School progress  <b>MAIN FOCUS – Increase opportunities for pupil engagement in physical activities and health school status</b>  The headteacher shared information linked to her report.  The report shows that the SATS results were much better compared to last year and the results give a very healthy picture.  <b>A governor asked if the Year 6 teachers had been congratulated on the results that the children had achieved which was due to the teaching strategies.</b>  The headteacher explained that this had happened but in the collaboration it was shown that there had been an improvement across the board.  The results will be included on the RAISEonline and also in MFSFT and these statistics will be produced in September.  The results show that the school results are above the national level so this will be good data for the school to share when there is an Ofsted inspection.  <b>A governor asked if were likely to receive a "good" Ofsted judgement.</b>  The headteacher responded that although the SIP considered the school was good the results up to now had not reflected this. However, the results now prove that this is the case.  (Glen arrived at 5.10 p.m.)  The targets set for the increase in opportunities for Physical Development have all been met.  The Change for Life programme is being run by a governor. This initiative is a focus for Pupil Premium and vulnerable children to assist them in having a healthy lifestyle. As some children who have been invited do not attend the governor suggested that all children were invited and then those who would benefit the most were selected to be part of the programme.  <b>The governor asked if the information relating to improving diet and activities could be sent to parents to raise the awareness of the importance of this.</b>  The headteacher agreed and it was decided that a letter should be sent to all parents informing them.  The healthy schools team are investigating being part of the healthy school status.  Attendance  This has improved in all groups.  The chair and the pupil admin officer are meeting next week to monitor attendance and to consider ways of keeping attendance at a high level.  The headteacher reported that the class with the highest level of punctuality and attendance receive a reward in that for a day they have juice instead of water.  Collaboration  This continuing to support staff especially among primary teachers.  Karen reported on a collaboration meeting that she had recently attended.  The headteachers of secondary schools appreciate the abilities of the pupils that attend their schools and recognize that primary schools in the collaboration learn from each other.  Collaboration has been a positive focus for all schools if it is "driven" correctly and the headteachers support it.  The SIP had sent a NOV and the headteacher agreed to email it to the clerk for her to email to the governing body.  Two children were withdrawn from the video part of SRE but were able to be involved with all other parts of the lesson.  A silent fire drill took place and this went well.</p>	<p>HT</p> <p>CP/JD</p> <p>MB/RP</p>



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	being dealt with by KCC.	
<b>8. Personnel update</b>	Staff report The governors considered this item as confidential.	
<b>9. Attendance Report</b>	Attendance of pupils This item was considered in the headteacher's report.  Review of attendance of staff The SBM reported that staff attendance will continue to be monitored. There has been an improvement in staff attendance.	
<b>10. Governing body action plan and Governing monitoring</b>	Training attended – Governors The governors have been involved with in house training as the procedures for federating have been undertaken.  Online safety Report attached The chair has attended on line safety training.  Monitoring reports. The governors have been monitoring the school and will be reporting on this in the future.	
<b>11. Policies to update</b>	Community Cohesion Policy (attached) The British Values have been added. Other information may be added after the federation has taken place. Confidentiality Policy (attached) There will need to be some name changes included after the federation has taken place. Non-smoking Policy (attached) There were no changes to this policy/ The headteacher agreed to send a list of the policies to the clerk, Karen and the SBM.	<b>MB</b>
<b>12. Chairs actions/ Correspondence</b>	The Chair had not received any correspondence.	
<b>13. Any other urgent business</b>	The governors considered this item was confidential.	
<b>14. Confidentiality of Proceedings</b>	The governors considered the following items were confidential and were to be printed on green paper. The item under the Personnel Update The item under Any Other Business.	
<b>15. Publication of minutes</b>	These minutes are to be published on the school website after they have been approved by the full governing body.	
<b>16 Discontinuance</b>	Confirm the date of discontinuance – Tuesday 05.09.17 Thank the governing body for their support and work for the school.	

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<b>of the Governing Body</b>	The vice chair thanked the governing body for its support6 and work to the school. The governors were reminded that the governing body would not be dissolved until the federated governing body starts on Tuesday 05.09.17.	
<b>Date of next meeting</b>	The next meeting will take place at 4.30 p.m. on Tuesday 05.09.17 in the Family Room at Brookfield Infant School and will be the first meeting of the two schools as a federation so the new governing body will be formed at this meeting	

**There being no further business,  
the meeting closed at 6.30 p.m**