

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 05 December, 2016

Those Present : Melanie Blewer (headteacher), Carolyn Pratley (Chair), Sue Delves, Karen Down, Sam Wheeler, Glen Ocsko, Nigel Pattenden, Rob Baldock 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 for absence	All governors were present so there were no apologies for absence	
3. Minutes of previous meeting held on Monday 12 September, 2016	<p>Accuracy The minutes were recorded as accurate and approved by the governors. Proposed by Carolyn Pratley and seconded by Sam Wheeler.</p> <p>Matters arising</p> <p>DBS Check Nigel arranged a DBS check with the SBM for the week following this meeting.</p> <p>Energy expenditure Alternative suppliers are now providing energy for the school as arranged by the SBM.</p> <p>Pupil Premium Extra-Curricular Participation Sam and Karen are going to arrange a meeting with Debbie Mercanton to investigate the uptake of extra-curricular participation of children who are in receipt of pupil premium funding.</p> <p>Prevent Training Glen has undertaken this training and agreed to provide the clerk with a copy of his certificate. Nigel has agreed to undertake this online training and Sam agreed to email him with the link.</p> <p>Twitter Glen has set up a Twitter account for the school but as yet it has not been activated.</p> <p>Combined Fire Evacuation Melanie reported that the three Headteachers on the site were meeting together this week and were discussing a combined safeguarding exercise. She agreed to discuss a combined fire evacuation at the same time.</p> <p>Charging Policy and Letting Policy The Headteacher agreed to email these policies to the Chair for signature.</p> <p>Updating of business and pecuniary interest forms Some governors have returned their forms. The Clerk agreed to email a chart showing who had signed and returned forms. She also offered to email the forms to the governors who had not returned them to assist the completion of the required records.</p>	<p>SBM NP</p> <p>KD/SW/ DM</p> <p>GO/NP/ SW</p> <p>MB</p> <p>CP</p> <p>RP</p>

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	<p>KS2 Data Overview This is to be discussed later in the meeting and to be investigated more fully by a working group. The closing the gaps in children’s progress will also be discussed later on in the meeting.</p> <p>Governor monitoring timeline The timeline has been published and circulated to the governors.</p> <p>Staff Absence This is to be discussed later on in the meeting.</p> <p>Governing Body Update The advert for new governors is still on SGOSS. The Clerk informed the governors about the new website “Inspiring Governors” which has information about individuals who would like to be school governors. The Chair agreed to register herself on the site and would see if anyone was suitable with the required skills set.</p>	CP
<p>4 Declaration of Business and Pecuniary interests.</p>	<p>There were no other business or pecuniary interests shared.</p>	
<p>5 Headteacher’s report and School Development Plan</p>	<p>Headteacher’s report including School Development Plan and SEF The headteacher presented her report. (attached) A governor queried the high mobility of pupils as shown in the report. The Headteacher explained that the mobility in the school is fairly high but seems consistent with most schools in this area. There are spaces in all year groups at the moment. A governor asked whether the number of pupils who achieved the 11+ was similar to previous years. Karen explained the procedure for the parents of the children who were sitting the 11+ and confirmed that this test was best for high achievers. Incidentally the children who normally passed were the ones whose attendance was high. The Headteacher explained the data “snapshot” in the report and recommended that it was studied in more detail by a data working group. The chair asked how confident were the school of the children achieving the targets shown in the report. The Headteacher replied that the data was estimated as accurately as possible but it would be easier to be more secure regarding the data by the end of Term 2. The pattern across the year groups varies because each cohort is different. In some there are more pupil premium children and some children with specific needs.</p> <p>RAISEonline and Data Dashboard Overview Data Headlines – relating to Year 6 SATS – May, 2016 KS2 Attainment Summary (attached) The coloured areas mean green – above national and yellow – national. GPS – Grammar, punctuation and spelling GDS – Greater depth standard The Headteacher reported the children achieved well in Writing, GPS and Science but less well in Reading and Maths. The teachers did not expect the pupils to have low marks and their teacher assessments showed high values. There is a gender gap and interestingly that is apparent in the national data too. There was high mobility in Year 6 and this</p>	

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	<p>affected the results to a degree. The Chair said we need to acknowledge the discrepancies in the data and challenged the Headteacher by asking if there were strategies now in place to deal with the weaknesses especially in Writing and Maths. The headteacher reassured the governing body by stating that already these issues were being dealt with and there were remedial activities being set up.</p> <p>Data Analysis – KS2 progress in Maths and Reading (attached) The Headteacher distributed reports on the analysis that she had undertaken for Reading and Maths and the ways the issues were to be addressed. It was ascertained from the analysis that small groups of children with particular needs can cause results to dip. The SATs Reading paper was mainly comprehension but was in a different format to the practice papers which caused a dip in higher achievements. The SATs Maths paper showed a drop in results which was disappointing as Maths had been a strength in the past. The Maths leader is setting up strategies to assist in the children achieving better in the future. The Data group workshop was arranged for Wednesday 4 January, 2017 at 1.00 p.m. All governors were invited to attend if available.</p> <p>Data Dashboard (attached) The governors were disappointed to read that the front page of this report said “No strengths in this dataset”. It gave a negative view of the school and they agreed that the school had many strengths which became apparent in the report from the SIA.</p> <p>Attendance The Headteacher informed the governors that although attendance was at the national level, the FLO and the Pupil Manager were continuing to monitor attendance under Project 95.</p> <p>Note of Visit from SIA (attached) The Headteacher informed the governors that the key priorities listed on the report were being undertaken with special concentration on closing the gap between the disadvantaged pupils across all year groups.</p> <p>Ofsted Audit Visit – Feedback Notes (attached) The Ofsted audit had been a stressful but positive experience with the following conclusion: “Our SEF says we are a GOOD school and that matches what was seen across the school on the day. There is cohesion – the children, the books, the teaching and the Headteacher are all saying the same thing. Consistency across the school shows evidence of good leadership and management.” “BUT – our data tells a different story”.</p> <p>The Headteacher said that the SLT and the governors need to be able to show that last year’s Year 6 results were a “blip” and that we need to now move on and concentrate on the children currently in the school and endeavour to achieve well in this school year.</p>	Govs
<p>6. MAIN FOCUS – Key Issue 4 – Marketing the School</p>	<p>The School Development Plan states in Key Issue 4 that a target for the school is for the SLT and governors to market the school within and beyond the local community.</p>	

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	<p>Glen has agreed to take responsibility for this target and shared his recommendations.</p> <p>He asked the question – why should we market ourselves?</p> <p>Governors responded with:</p> <ul style="list-style-type: none"> • To raise roll numbers • To raise the profile of the school in the community we serve and ways we can engage with the community. • To support the parents and in this way encourage parents to support the school. <p>Glen asked – how is the school perceived in the community?</p> <p>Historically the school had not achieved well but was now on an upward climb and was improving all the time.</p> <p>Glen suggested that we need to change the negative focus to a positive one. He suggested that the school focused on one or two main strategies and used these to promote the school. The school needs a watch word eg STEM; and this could be included in all communications between the school and stakeholders.</p> <p>He asked if children could be involved with community support and in this way model positive behaviour to others in the community. In this way parents would see that the school was a role model for good behaviour.</p> <p>The conclusion was that the school:</p> <ul style="list-style-type: none"> • Targeted newcomers to the area and invited them to Open Days. • At the induction session parents and children were reminded of the schools policies about behaviour and attendance. <p>Glen offered to produce a draft report giving suggestions for raising the profile of the school and invited governors to make as many changes/recommendations as they wished.</p> <p>He agreed to share the outcome of this analysis at the next meeting.</p>	GO Govs
<p>7. Finance update</p>	<p>Monitoring report (attached)</p> <p>The SBM presented the Budget Monitoring Report.</p> <p>The rollover is predicted to be £36733.</p> <p>A governor asked if some of the rollover could be spent before the end of the financial year.</p> <p>The SBM responded that this was possible so the governor recommended that the pupils were offered £5000 to be spent on projects of their choice.</p> <p>It was agreed that the school council were invited to present the offer to their classes and ask pupils to vote for their preference.</p> <p>The action plan is as follows:</p> <ul style="list-style-type: none"> • The Chair and Glen meet with the staff involved with School Council to discuss project – date 15.12.16 at 3.15 p.m. • School Council staff explain the offer to the School Council • Headteacher to explain project to other staff. • Children make suggestions to their class School Council members. • Children vote and in this way decide which project to work with. • School Council decides on most popular choices. • School Council makes presentation to Governing Body to explain the reasons for the chosen project. • Outside agencies and parents invited to attend presentation. <p>Glen and the SBM agreed to mastermind the project supported by the Chair and Headteacher</p> <p>Budget Monitoring Report – Sam (attached)</p>	GO /SBM

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	<p>No additional comments to be added.</p> <p>Pupil Premium report Sam agreed to provide a report for the next full governing body meeting.</p>	SW
8. Health and safety	<p>Report on health and safety issues There are new signs on the entrance gates reminding visitors to ensure that gates are kept shut at all times in order to keep the children safe. Nothing further to report.</p>	
9 Personnel Update	<p>Staff report (Terms 1 and 2) Governors agreed that this item would remain confidential.</p> <p>Headteacher's salary Governors agreed that this item would remain confidential</p>	
10. Attendance report	<p>Review of attendance of pupils, staff and governors. Revised report (attached) for attendance of pupil, staff and governors for 2015/2016.</p> <p>Staff attendance report (attached) The SBM has produced a report on staff absence. The report is displayed in the staff room for staff to be aware of attendance. This report shows sickness absence only. The SBM will produce one for each FGB meeting to show the attendance record of staff.</p>	SBM
11. Governing Body Action Plan and Governor monitoring	<p>Training attended – Governors Safeguarding Training and report – Carolyn (attached) The Chair reported that she had attended the training and as a result checked that all requirements for safeguarding were in place. There are three trained safeguarding staff and all processes seem to be up to date.</p> <p>Monitoring reports Science report and action plan (attached) Sam agreed to attend any days devoted to STEM and monitor Science with the Science leader. The Headteacher reported that there was a slight change to the action plan. The science accreditation is progressing and it is hoped this will be achieved soon.</p> <p>The governors who had not attended induction training were reminded that it was advisable to attend this course.</p> <p>SEN monitoring report – Sue (attached) The SEN governor volunteered to visit the school and check that support for all pupils with SN was in place. The Headteacher reported that the professionals involved with the mock Ofsted audit were extremely impressed with the governor with responsibility for SN. It was noted that all governors worked hard and were a strength to the school.</p> <p>PE Audit and Sports funding The Headteacher reported that PE lessons were doing well and the sports funding was providing additional sports for pupils. Netball is available after school and there is a possibility that volley ball will also be provided. Children are enjoying football too. These activities are available for both girls and boys.</p>	NP SD
12. Curriculum	<p>Report on Progress – Terms 1 and 2</p>	

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	The Headteacher reminded governors that there were many Christmas events and that the governors were welcome to attend all of them.	
16 Confidentiality of proceedings	The governors agreed that two items under Personnel Update and two items under any other business were to be considered confidential and were to be printed on green paper.	
17 Publication of minutes	These minutes are to be published on the school website after they have been approved by the full governing body.	
18 Dates of future meetings	<p>The meetings are arranged to take place at 5.30 p.m. in the Family Room on the following dates: Monday 30 January, 2017 Monday 20 March, 2017 Monday 15 May, 2017 Monday 10 July, 2017</p> <p>An extraordinary meeting has also been arranged to take place on Wednesday 4 January, 2017 at 3.00 p.m.</p>	

**There being no further business,
the meeting closed at 8.45 p.m**