

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 16 May,2016

Those Present : Melanie Blewer (headteacher), Carolyn Pratley (Chair), Sue Delves, Holly Baradell, Karen Down, Sam Wheeler Jenni Haywood, 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 Absentees	Apologies for absence All governors were present at the meeting.	
3. Minutes of previous meeting held on Monday 21 March, 2016	<p><u>Accuracy</u> It was noted that the SBM attended the meeting but was not included in the list of those present. The minutes were approved subject to this alteration. Proposed by Carolyn Pratley, seconded by Sam Wheeler</p> <p>Matters arising Catering arrangements The SBM has thanked the School Council for their involvement with the choice of the current catering company.</p> <p>DBS Check The proposed new governors will be invited to have a DBS check when they have joined the governing body.</p> <p>Questionnaire to Pupils The questionnaire received input from Jenni Haywood, Emma palmer and the headteacher and will be distributed before the end of term. The analysed results will be shared with the governors at the meeting in July,</p> <p>Succession Planning Sam has attended a SN training course. The chair will be attending a finance training course next week.</p> <p>School Development Plan The national average for core subjects is an ongoing project and will be included in the SDP in the future. This will be part of the SDP so it is not necessary for this to be an action point. The "Breaking News" part of the website has not yet been included but the deputy head will investigate this.</p> <p>Governing Body Update There are two people interested in becoming governors. Glen Ocsko is already a governor at the infant school and has indicated that he is happy to be part of Brookfield Junior School Governing Body. The other person is Nigel Pattenden who has applied through SGOSS after seeing the advertisement on the site. Both of these people have skills which would benefit the governing body. It was agreed that they were to be contacted and invited to the next full governing body meeting on Monday 4 July, 2016. The clerk was asked to provide them with induction packs, undertake DBS checks</p>	<p>RP</p> <p>MB</p> <p>KD</p> <p>RP</p>

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	<p>and invite them to sign appropriate forms. Holly Barradell will be unable to attend the next meeting and sent apologies. She will be resigning on 1September, 2016 owing to changes in her career. Her responsibilities which are vice chair, safeguarding governor and training and development governors will be delegated at the first meeting in the new academic year.</p> <p>Data Dashboard The Chair agreed to send a report on Data Dashboard soon. The discussion with the boys has not yet taken place and this will be arranged soon. The SBM and Sam agreed to talk to the pupils about their learning experiences and it was agreed this should include pupils of all categories. Karen agreed to sort out the boys who would form the discussion group when she had been informed of the date.</p> <p>IT equipment The expenditure on IT has been included in the budget and the required pens can now be purchased.</p> <p>Academisation Several governors attended the Academy show and Holly had submitted a report to be shared later in the meeting. The government have changed their stance on all schools becoming academies so the situation is not so urgent. A governor stated that becoming an academy may be a good outcome for this school and may produce a positive outcome. A governor asked whether Brookfield Juniors and Infants could be joined together as one school. The headteacher responded that this would need deep consideration as there would be several staffing changes and the governors and staff may need to consider academisation from all angles.</p> <p>School Development Plan Training The headteacher and chair attended training on 21 April information will be shared later in the meeting.</p> <p>Science monitoring Sam has been monitoring the progress in science by meeting with the science leader.</p> <p>Attendance At the previous meeting a governor asked the headteacher if the Ofsted expectation of attendance was 96%. The headteacher had investigated and reported that the national expected level of attendance is 95%.</p> <p>Newsletter Sam had produced a draft newsletter and this was circulated for governors to jot suggestions. The agreed to add some comments.</p> <p>Complaint The chair has responded to the complaint received and has received no further responses from the parent.</p> <p>Fire drill</p>	<p>RP</p> <p>CP</p> <p>SBM/SW KD</p> <p>MB/SW</p>
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	<p>A report about this will be presented later.</p> <p>Working party – data analysis A report about this has not been provided as this was a working group not a monitoring session. The school has good ways of showing the progress of the pupils. The headteacher added that after attending a collaboration meeting the assessments showed that the marking was more stringent than other schools. This meant that the staff were being hard on themselves but will mark work in similar way to other schools in the future.</p> <p>Energy expenditure The SBM explained that he will investigate the expenditure in the summer holidays. The Chair had received the report on benchmarking.</p> <p>SFVS report. The SFVS report has been submitted.</p> <p>Cooking activities The deputy head agreed to find out if children may cook at the school in line with recent health and safety regulations. Sam agreed to find out the percentage of children who receive pupil premium funding that participate in extra curricular activities.</p> <p>Prevent training All governors were reminded of the Prevent training and asked to undertake this online training if they had not already done so.</p> <p>Drugs and Substance Misuse Policy The clerk emailed a copy of the policy to the headteacher who agreed to adapt it and this will be adopted at the next meeting.</p> <p>Safeguarding Karen reported that all staff sign the acceptable use policy and this information will be included in the Single Central Record. A comment about the siting of CCTV equipment will be included in the Safeguarding Policy. The clerk will also include information about those who have completed Prevent, safeguarding and FGM training on the Single Central Record.</p> <p>Governors' email accounts The clerk has had all governors set up with KLZ accounts. The Chair asked if the clerk could email governors to let them know the email addresses of those on the governing body. The chair agreed to investigate sharepoint.</p> <p>Resignation of a governor. This meeting will be the last one that Holly attends but she will not resign until the end of the academic year. It was agreed that her roles of vice chair, training and development governor and safeguarding governor were to be delegated at the next meeting.</p>	<p>SBM</p> <p>KD</p> <p>SW</p> <p>Govs</p> <p>MB</p> <p>RP</p> <p>KD</p> <p>RP</p> <p>RP</p> <p>CP</p> <p>CP</p>
<p>4 Declaration of Business and Pecuniary interests.</p>	<p>There were no business or pecuniary interests to declare.</p>	
<p>5 Headteacher's</p>	<p>Headteacher's report Strategies and actions so far</p>	

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report	<p>The headteacher reported that the format of the headteacher's report will be changed and she distributed the new style.</p> <p>The headteacher and chair had attended a training workshop on SIP and SEF development and the chair's report is attached.</p> <p>The headteacher explained that Ofsted prefer one document which focuses on the four elements of the Common Inspection Framework. This mode of reporting to governors means that the headteacher does not need to produce a separate report. The governors need to monitor the key priorities in the plan and the minutes need to show whether milestones have been achieved.</p> <p>The headteacher requested that the information was studied before the next meeting.</p> <p>The four elements are colour coded as follows:</p> <p>Yellow Outcomes for Pupils Raise the percentage of pupil in each class at "Expected" level and above in writing so that attainment and progress across the school are more in line with national data for all groups.</p> <p>Blue Quality of Teaching, Learning and Assessment The quality of teaching and learning in science is of a consistently good standard across the school.</p> <p>Green Personal Development, Behaviour and Welfare Reduce incidents of unacceptable behaviour, increase pupil and parental understanding and positive perceptions of strategies used for dealing with bullying effectively. Improve attendance percentage for specific groups (PP and SEN)</p> <p>Purple Effectiveness of leadership and management Build SLT and governor partnership for marketing the school within and beyond the local community. Promote British Values and SMSC across the curriculum. Raise attainment and progress in writing Promote key issues 1, 2 ,3 and monitor safeguarding.</p> <p>The governors adopted new style SIP and SEF and it will be reviewed at each meeting.</p> <p>There is a tool available – PASS (Pupil Attitude to School and Self where pupils can be assessed with regard to pupil behaviour and safety.</p> <p>A governor asked whether this would be beneficial bearing in mind that there is a cost attached.</p> <p>The headteacher said she would check it out with the school collaboration and it was possible that one tool could be purchased and used by all school in the collaboration.</p> <p>Inspection Dashboard (attached)</p> <p>The headteacher distributed the validated inspection dashboard.</p> <p>She reported that she had analysed the data dashboard and discovered that some pupils were not included in the government dashboard. This information was therefore more accurate to the school.</p> <p>A governor was concerned because pupil's names were included in the report and suggested that initials were used instead.</p> <p>The headteacher agreed to remove name and use initials instead.</p>	<p>MB</p> <p>MB</p>
6. MAIN FOCUS:	Monitoring report	

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Finance update	<p>There is not a monitoring report as governors need to focus on the proposed new budget for 2016/2019.</p> <p>Review of budget 2016 – 2019 (attached and including 3 year budget plan) The SBM presented his proposed budget report which he had prepared with the headteacher, deputy head and the finance monitoring governor. It was noted that the rollover is £41080.00 This is higher than expected as funding had to be available to pay some legal charges which were lower than expected. There is also no capital rollover. The report shows 2015 – 2016 spending so it is easier to see the spend year on year.</p> <p>The chair was concerned because she noticed that in some areas large amounts were allocated and she asked who monitored the spending apart from the SBM. The headteacher explained that rigorous checking takes place monthly and the finance monitoring governor meets with the SBM regularly. Also the governors receive a monitoring report at each meeting and an opportunity to scrutinize spending happens then. The funding is based on current pupil numbers as shown in the January census. A governor asked if the school could market itself so that more pupils come to the school as the 4 more pupils the more funding will come to the school. It appears that mobility is high and pupils change schools more regularly than in the past even though this can have a detrimental effect on pupils learning. The budget is presented as it is and this will be submitted to the LA but there is a possibility that there may be changes to the funding. The SBM explained codes as follows: Income I03 – SEN – This may change because it does not include Years 3 and 4 and there may be changes. I05 – Pupil Premium – Based on last census count and will change in June. I08 – Facilities and Services - £5000 profit from breakfast club Expenditure There are several changes in the expenditure codes so they will not always marry up to last year. E01 – Teaching staff – 76% of whole budget spent on staffing. E03 – Support Staff – it looks static but last year's budget was artificially high. E05 – Administrative staff – This includes clerking for governors so in September there will be a change in the way the clerk's pay will be recorded. E09 – Staff training – This has doubled because there is more funding available for training for leadership. Building up the leadership skills allows for succession planning. E10 – Supply teacher insurance – This has gone down because the SBM has change the supplier as owing to absence the premiums from the previous company had increased. A governor asked if staff absence was high and if anything was being done to investigate absence. The headteacher explained that there is to be a well being day for all staff on the next staff development day. E12 – Building maintenance and improvement – The toilets are being refurbished which means more is in this code than normal. The chair expressed concern at the amount allocated to this cost centre and asked if this was going to cause a low rollover in the next financial year. The money is given to schools to be spent on the children or on their well being so it is not necessary to have a high rollover. Also, the budget is planned on the worst case scenario. E13 – Grounds maintenance – This is increased as there is some maintenance to be done.</p>
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	<p>E14 – Cleaning and caretaking – There have been huge savings in this area. E15 – Water and sewerage – Leak has been repaired by caretaker. E16 – Energy- Savings could be made if the pupils are economical eg switching off lights. The chair recommended that the expenditure was monitored carefully as she wanted to ensure that the rollover was not too low. The SBM explained that the funding allocated is public money so it should be spent on the children and budget are always set with a small rollover. The capital budget will be spent on building refurbishment. The finance governor is monitoring the regular budget, pupil premium and the sports funding. The headteacher thanked the SBM for preparing the budget and the governors ratified the budget so this can now be submitted to KCC.</p> <p>The Best Value Statement and the Statement of Internal Control do not need to be checked now as these are included in the SFVS.</p>	
<p>7. Personnel</p>	<p>Report – staff organisation and update on staffing issues The governors considered that this item should be confidential.</p>	
<p>8. Governing body action plan and governor monitoring</p>	<p>Production of Governor newsletter Sam agreed to produce a draft of the newsletter and circulate it to the governors before it was sent to parents.</p> <p>Training attended Sam had attended Safeguarding Training and a report is attached. It was recommended that all the governors undertook the Prevent training, FGM training and read the required section of the Safeguarding information and this was included on the SCR too.</p> <p>Report from the Academies show – Holly (attached) Holly reported on the visit with comments from the SBM and Sam who had also been to the Academies show. Governors asked several questions which they agreed to consider and keep the topic under review. How do we assess whether this is the path we wish to follow? If we do decide to become an academy who would we join up with? Do we have to have a certain number of pupil to be an academy and how many schools should we join up with? Would we be able to academise with the schools on our site – Lunsford, Brookfield Infant and juniors? The suggestions given that the school talked to local schools who are already in an academy. The school need to consider whether they would be better off financially if they adopted academy status. The chair recommended that this subject was kept under review and discussed at future meetings.</p> <p>Fire Drill report – Sam Sam shared her report and agreed to email it to the governors in due course. In her report she expressed concern that the pupils with some medical conditions did not take the appropriate equipment with them as part of the fire drill. It was agreed that this oversight would be dealt with and the medical care plans would be amended to include this.</p>	<p>SW</p> <p>RP</p> <p>SW</p>
<p>9 Policies to update</p>	<p>Drugs and substance misuse policy As discussed earlier in the meeting the headteacher agreed to update the policy and</p>	<p>MB</p>

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	it will be adopted at the next meeting.	
10 Chair's Actions/ Correspondence	None	
11 Any other urgent business	The chair suggested we had a teaparty for the staff and governors at the end of the academic year. It is to be held on Monday 18 July, 2016 at 3.30 p.m.	
12 Confidentiality of proceedings	The governors considered that an item relating to personnel issues 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.	
15 Dates of future meetings	The date for the next meeting will be Monday 04 July, 2016. This meeting is to take place at 6.30 p.m. in the Family Room.	

**There being no further business,
the meeting closed at 9.15 p.m**