

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 29 June 2015

Those Present : Melanie Blewer (headteacher), Carolyn Pratley (Chair), Sue Delves, Jenni Haywood Holly Baradell, Karen Down, Rob Baldock (SBM) and Rachel Pearson (Clerk)

Guest: Alastair McMeckan (School Improvement Advisor)

Agenda items	Item for discussion/Agreed actions	To be carried out by:
1. Welcome	The Clerk welcomed everybody to the meeting. The governors welcomed Alastair McMeckan to the meeting and they introduced themselves to him.	
2. Apologies Absentees	Apologies for absence Karen Underdown sent apologies – family circumstances – apology accepted. Julie Cook, (temporary co-opted governor sent apologies – work commitments – apology accepted.	
3. Minutes of previous meeting held on Monday 18 May, 2015	<p><u>Accuracy</u> Proposed by Melanie Blewer, seconded by Jenni Haywood and unanimously agreed.</p> <p>Matters arising</p> <p>Governor training Holly will be giving her report later in the meeting.</p> <p>Website information The chair queried whether an additional sentence regarding internet safety had been included on the website and was informed that this would be included in due course. Other information is to be added also.</p> <p>Co-option of a governor Julie Cook, a temporary co-opted governor, was invited to the meeting but was unable to attend due to work commitments.</p> <p>Tap Test The expenditure on water and sewage has been investigated by the SBM and he has been instructed to perform a tap test. There appears to be a leak and this will be dealt with by KCC who will be checking this on 27 July, 2015. Any additional expenditure will be met by KCC.</p> <p>Bespoke Training A bespoke training session is being arranged by Holly and she will inform us when this will be. It was agreed that Brookfield Infant School should be invited to attend too as the training is about preparation for Ofsted. Both schools are due to have an inspection within the next school year.</p> <p>Jenni was to attend a course called “Being knowledgeable for Ofsted on 18 June, 2015 but this has been postponed to 09 July, 2015.</p> <p>Pupil Premium The underspend on pupil premium to be discussed later in the meeting.</p>	OD

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	<p>Pupil Premium Policy The clerk was asked to “Brookfieldise” the policy previously sent to the SENCOs of both schools. It was agreed that both schools should share the same policy</p> <p>Home/school agreement The home/school agreement was changed to include a sentence that stated there were to be no negative comments included in social media and this was approved by the governors.</p> <p>Literacy Report Sam has undertaken a book scrutiny.</p> <p>SEN Report Sue is monitoring SEN on 1 July, 2015.</p> <p>Governor Allowance Policy The clerk has checked the link given on this policy and agreed to email the changed link to the headteacher to be included in the policy</p> <p>Publication of Minutes As these minutes have now been approved they will be emailed to Jess for inclusion on the website.</p>	<p>RP</p> <p>RP</p> <p>RP</p>
<p>4. Declaration of Business Interests</p>	<p>None.</p>	
<p>5. MAIN FOCUS - LEADERSHIP</p>	<p>School Improvement Advisor’s Report Alastair McMeckan presented information to the governors regarding Ofsted expectations. (attached). He suggested that various aspects were considered.</p> <ul style="list-style-type: none"> • Schools website – This is checked by Ofsted before a visit so it is essential that it is kept up to date. <p>The chair recommended that the website was checked and that the Child Protection/Safeguarding policies were scrutinized and also that the link with DFE was available.</p> <ul style="list-style-type: none"> • SEF – What contributions have the governors made and how involved are they with this document? • SIP – Are governors aware of the progress of this? • Parent View – Is the questionnaire on the website the most recent one? • RAISE – Achievement over time (Attached) Are governors asking the right questions about achievement and where the data shows below national results are they aware of reasons why? Also if it is above national why is this the case? • Requested information – (attached) <p>Alastair also shared some questions that Ofsted inspectors are likely to ask. These include the following areas</p> <ul style="list-style-type: none"> • Assessment and target setting • Curriculum • Inclusions and promoting equality of opportunity • Safeguarding – This is a key issue and Ofsted inspectors are likely to investigate this thoroughly. <p>Ofsted also check the way Pupil Premium is being used and how this benefits pupils who are eligible for this funding. Sports funding is also checked and governor need to be aware of how this is spent and how it benefits the children.</p>	<p>MB/KD</p>

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Alastair summed up with his view on the school as being secure in good but there were some vulnerable areas which the staff and governors need to consider and improve if possible before the Ofsted inspection.
Leaderships and management – good.
Teachers are at least good and where there are concerns these are being dealt with.
Behavior and safety – good
Governors – Have an overview of what is going on and are ambitious for the school.
Teaching and Learning – good. Some areas are being addresses and are working towards good. The school is open and honest which is a strength.
Generally the school is good and if the work on the website is carried out and the data is up to date this will be beneficial.
The main focus for governors is to ask challenging questions about the way the school functions.
The headteacher thanked Alastair for his contribution to the governing body meeting.

Headteacher's report (attached)

(SDP – Key issue 4 – building leadership capacity)

The headteacher reported that data must be under constant review so that it can be apparent if a child/children are needing strategic support. The chair confirmed, that at the school council meeting which she attended, the children remarked that booster classes were helpful.

The headteacher also reported that the school had been working with an organisation who had agreed to upskill teachers in teaching sport/PE. However, they had not been as professional as expected so the contract had been terminated. This was confirmed by a staff survey which had taken place recently. This organisation had been funded out of the sports funding. In the next school year the teaching for PE/sports will be in-house led by Karen Underdown who will be the PE leader.

A governor asked how many hours were devoted to PE I a week and whether it took place on one day or timetable throughout the week.

Each child receives 2 hours per week and each year group has PE on different days.

The chair queried whether the school would be getting value for money with the current arrangement and had other routes been checked out. She was concerned that the fund may not be spent wisely if other options were not considered. She also asked what progress was followed when decisions like this were made.

The headteacher confirmed that all options had been considered and that this route would upskill teachers with their CPD and that Karen Underdown was very keen on leading this and it would further her professional development too. The SBM agreed that this was value for money and the best option for the school at this time. The headteacher proposed that next term additional governing body meetings were held which were dedicated to Ofsted. These meetings were to be in addition to the planned meetings which were to be arranged at the first meeting of the academic year next term.

Ofsted information attached and governors had previously received a link so other Ofsted information could be accessed.

A governor asked how progress and challenges were kept in the mind of staff and how issues were followed up.

The school staff are encouraged to be transparent with their leadership team and to be confident about discussing any issues.

Governor Mark (attached)

Holly reported that the document had been completed by a working party and was now available. There were some areas which were still partially complete and she recommended that these issues were included in the SIP. The actions would then be included in the SIP.

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	Preparation for Ofsted – discussion This was discussed earlier in the meeting.	
6. Supplementary Focus: Quality of teaching	<p>Headteacher's report – (attached) (SDP – Key issue 1 = pupil attainment, Key issue 2 = quality of teaching) Confidential item</p> <p>The data in the report will be discussed more fully at the next governing body meeting, as not all of the SATS results are available.</p> <p>The headteacher informed the governors that the figures in italics were unvalidated but will be secure for the next meeting.</p> <p>A governor asked how children who were under achieving but progressing were measured in their results.</p> <p>The teachers are aware of these children and they are colour coded. The school is considering ways of measuring achievement and are investigating a scheme called Target Tracker or Pupil Asset. Brookfield Infants use Pupil Asset so this seems a possibility as this method can be used to track children until they leave primary education.</p>	
7. Attendance	<p>Review of attendance of pupils, staff and governors (information attached)</p> <p>The headteacher and the clerk had discussed the data and agreed that it may be more helpful to governors if this information was available at the first meeting of the academic year. This means that the whole previous academic year data would then be available instead of until 19 June, 2015.</p> <p>It was agreed that the information for the complete year (2014/2015) would be issued to governors.</p> <p>A governor asked if comparative information from previous years was available.</p> <p>This information will be provided to the governors at the next meeting.</p> <p>The attendance has improved and at 95.9% is above the national average.</p> <p>The chair asked if children who achieved 100% attendance were rewarded in any way.</p> <p>Children who achieve 100% attendance or who have improved attendance are celebrated in assemblies.</p> <p>A governor noticed that the attendance at the governors meeting was wrong, It should be 75% not 100% s shown in the report.</p> <p>The clerk confirmed that this was a mistake and agreed to correct it in the data which will be produced at the next meeting.</p> <p>Headteacher's report – (SDP – key issue 3 = behavior and safety including exclusions for 2014/2015) Confidential item</p>	<p>MB/RP</p> <p>MB/RP</p> <p>RP</p>
8. Curriculum Plans	<p>Agree curriculum plans for next academic year</p> <p>The headteacher explained that the curriculum plans were not available yet but should be the same as were approved by the governing body earlier in the year. The school were considering on focusing on the improvement of PE and Music. They will also focus on improving the quality of writing. Jenni agreed to support the staff with this.</p> <p>It was agreed that this item would be placed on the agenda for next term for approval by the governors.</p>	JH/MB
9 Review home/school agreement	<p>Statutory requirement</p> <p>Previous home/school agreement attached.</p> <p>The headteacher proposed that the home/school agreement was approved. However, she was aware that E-safety can be compromised by social media so she had emailed the E-safety officer at KCC and she gave a statement that the headteacher would like to include in the home/school agreement.</p> <p>The chair requested an opportunity to see the information that backed the</p>	

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	<p>recommendations so these were to be emailed to her. In the Brookfield Junior School section the following will be included: "We will help the children to understand the importance of the safe use of technology and the internet both in and out of school". In the child section the following will be included: "I will tell an adult if I see anything on line that makes me feel worried or uncomfortable". In the parents section the following will be included: "I will support the school's approach to E-safety (online safety) and will not deliberately or upload or add any image, video, sounds or text that could upset any member of the school community. A governor suggested that a sentence was included in the parent section which stated that questions should be raised with the school and that there was a positive attitude to the school community. It was agreed that a statement to reflect this suggestions was included. A governor asked if there could be an inclusive sentence where parents were invited to bring any concerns to the attention of the school before placing it on social media. This recommendation was also approved. It was agreed that additional sentences were added to the child section to remind children not to upload negative material on to social media that could upset a member of the school community. After these recommendations the headteacher proposed that the home/school agreement was approved and this was seconded by the governors.</p>	<p>MB</p> <p>MB</p> <p>MB</p> <p>MB</p>
<p>10. Finance update</p>	<p>First quarter monitoring report Sam's finance report is attached. The SBM reported that so far no high needs funding had been allocated. The kitchen had been inspected and had achieved 5* status. The kitchen is due to be refurbished and changed to a server when the new catering company start is September, 2015. The PTFA have allocated funding for new tables and chairs and funding has also been set aside for a dishwasher. It was agreed that thanks would be expressed to the PTFA when the new furniture has arrived. There will be space in the kitchen but currently no funding is available for refurbishment.</p> <p>Report on Catering arrangements The SBM reported that as the governing body had supported the recommended change to the Contract Catering Company they will now start in September, 2015. The chair asked the SBM to thank the school council for their input into this change. The headteacher suggested that publicity was given to the new arrangements by inviting the press into report on the change and also it was suggested that all children were invited to have a free meal for one day. The governors applauded the SBM for all the work he had undertaken in such a short time span.</p>	<p>HB</p> <p>SBM</p> <p>MB</p>
<p>11. Governing body monitoring reports</p>	<p>SEN report, Single equality plan and pupil premium funding Karen, SENCO, had met with the SBM to discuss the Pupil premium funding. They had allocated the fund into various strategies to support pupil premium children and the possible expenditure was £104,000. This is slight overspend as the budget is expected to be £98,000. Karen presented her report on SEN. The SEN Policy has been updated to include the new Code of Practice. The main differences are that the policy had to be written in consultation with parents. Also the categories have changed – SEN Support includes children that were originally SA and SA+.</p>	

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	<p>The onus is on the class teacher to ensure children receive the necessary support. A governor asked how will it be known if a child is receiving the support if the reliance is on the class teacher who may be working with many children of differing abilities.</p> <p>Karen explained that the children will still be assessed in pupil progress meetings so any child who is not making the expected progress will be under review by the SENCO.</p> <p>All the children with statements are now being changed to Education Health and Care Plans. An application is submitted to KCC for High needs Funding. There are very strict guidelines for which the funding can be spent.</p> <p>Governing bodies have recommended functions to fulfil –</p> <ul style="list-style-type: none"> To secure SEN provision of pupils – Their best endeavours. <p>The Chair queried the wording “best endeavours”, as in legal term this statement means to the best in an organisation’s power and that this was the best that could ever be done. She said this could be beyond the remit of the school.</p> <p>Karen agreed to check the mean of this comment and ascertain whether this was the requirement of the code of practice.</p> <p>There needed to be a designated member of staff with the post of SENCO.</p> <p>Parents were to be informed that provision is made for a child that may need SEN support.</p> <p>There needs to be an up to date report or policy on SEN provision.</p> <p>Karen had assessed progress made by children with SEN but as this was not quite complete it was agreed that this should be shared at the next meeting in September, 2015.</p> <p>Pupil Premium Report</p> <p>Karen agreed to meet with Rowena (SENCO at Brookfield Infant School) to discuss the Pupil Premium Policy and then email it to the clerk to “Brookfieldise” it and have the same policy for both schools.</p>	<p style="text-align: center;">KD</p> <p style="text-align: center;">KD/RC/ RP</p>
<p>12. Governing body action plan Continuous professional development/ Training for GB</p>	<p>Training and development governors course (attached)</p> <p>Holly reported on the training she had received as Training and Development Governor.</p> <p>It was considered advisable for the training that governors attended was fed into the governors’ action plan.</p> <p>It was recommended that the governor’s skills audit was undertaken annually. She asked whether there was funding available for governor training.</p> <p>This is funded out of the school budget.</p> <p>As the Brookfield Schools are due to have an Ofsted inspection in the next academic year Holly agreed to arrange a bespoke session for both schools. This costs £200 but will be shared by both schools.</p> <p>Holly had investigated the possibility of Governormark training and the submitting of the completed audit that had been undertaken. This is likely to cost £495 for a bespoke session plus travel costs.</p> <p>It was agreed that in order to find out if the completed audit was up to the required standard Lee Round should be contacted to see if he would check it and let Holly know if the governing body needed to have a bespoke training session.</p> <p>Being Knowledgeable about Ofsted.</p> <p>Jenni had booked to attend this course but it had been postponed until 09 July, 2015.</p> <p>IT Conference</p> <p>The chair had attended an IT conference and agreed to send a report soon.</p>	<p style="text-align: center;">HB</p> <p style="text-align: center;">HB</p> <p style="text-align: center;">CP</p>
<p>13. Policies to</p>	<p>Community Cohesion Policy (attached)</p>	

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