

THE GOVERNING BODY OF CROWLEES CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of the Annual Meeting of the Governing Body held at 7.00 pm at the School on Tuesday, 10 September 2019

PRESENT

Reverend H Butler (Chair), Mr P Byrne, Mrs R Corcoran, Mr M Lord, Mr N McKeown, Mrs M Shilton, Mr D Smith, Mrs J Taylor, Mr C Wilding, Mrs K Woods (Head teacher) and Mrs R Wrathmell.

In Attendance

Mrs A F Jewell (Minute Clerk)

83. ELECTION OF CHAIR

- RESOLVED:** (i) That nominations would not be accepted from governors not present at the meeting.
- (ii) That the term of office of the Chair be for twelve months.
- (iii) That in case of a tie there would be a revote.
- (iv) That Reverend H Butler be unanimously elected.

84. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Reverend H Baker, Mrs N Collins and Mr J Hudson (all with consent).

There were no declarations of interest.

- RESOLVED:** (a) Governors confirmed their protocol for apologies and absence was to grant consent on an individual basis depending on the circumstances.
- (b) The LA-adopted NGA Code of Conduct was unanimously agreed and adopted by Governors and the register was signed by all Governors.
- (c) i) The Head Teacher confirmed that the Governing Body Declaration of Business interest information had been uploaded onto the website.
- ii) All Governors completed the register of business interest form and these were retained by the Head Teacher for inspection.
- (d) The Head Teacher confirmed that the GIAS record was up to date.

85. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

That no items were notified to be brought up under any other business.

86. REPRESENTATION

- i) The following matter of representation was reported at the meeting:

End of Term of Office

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr P Byrne	Co-opted	02.12.2019

Governors agreed to ask Mr Byrne to re-apply as Co-opted Governor. Mr Byrne confirmed that he would be willing to serve on the Governing Body for a further term.

RESOLVED: That the governors agreed to invite Mr Byrne to serve another term as a Co-opted Governor.

Appointments

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr C Wilding	Foundation PCC (Designate)	Pending DBS checks
Mr M Lord	Co-opted	23.10.2019

- ii) LA Vacancy

Governors noted the LA Vacancy.

87. ELECTION OF VICE-CHAIRMAN

- RESOLVED:** i) That nominations will not be accepted from governors not present at the meeting.
- ii) That the term of office of the Vice-Chair be for twelve months
- iii) That in case of a tie there would be a revote.
- iv) That Mrs R Wrathmell be unanimously elected.

88. REVIEW OF COMMITTEES

- a) Membership

RESOLVED: That committee membership be as follows:

Staffing Appointments Committee

Mrs N Collins
Mrs R Corcoran
Mrs J Taylor
Mrs K Woods

Authority Note: A Staff member cannot sit on the Staffing appointments committee

Finance Committee

Mrs R Corcoran
Mr J Hudson
Mr M Lord
Mrs K Woods

Staff Dismissal Committee

Reverend H Butler
Mr D Smith
Mr C Wilding

Dismissal Appeals Committee

Mr P Byrne
Mr J Hudson
Mr N McKeown

Pupil Discipline Committee

Reverend H Butler
Mr P Byrne
Mr M Lord
Mr N McKeown

Curriculum and Monitoring Committee

Reverend H Butler
Mrs R Corcoran
Mr N McKeown
Mr C Wilding
Mrs K Woods
Mrs R Wrathmell

Teacher Appraisal Committee

Reverend H Baker
Mr N McKeown
Mrs J Taylor
Mr C Wilding
Mrs K Woods

Head Teacher Performance Management Committee

Reverend H Butler
Mr N McKeown
Mr C Wilding
Mrs R Wrathmell
LA external adviser – Mr M Colley

Complaints Committee

Reverend H Butler
Mr P Byrne
Mrs J Taylor

Pastoral Committee

Mrs R Corcoran
Mr M Lord
Mrs M Shilton

Mrs K Woods
Mrs R Wrathmell

b) Terms of Reference

- RESOLVED:** (i) That the Governing Body, having fully reviewed the terms of reference, adopts the current model LA Committee document.
- (ii) That the virement limit between heads of expenditure be agreed at £5,000.
- (iii) That the Governing Body empower and delegate powers to make the policy and take all decisions to committees, these are to be reported back to the Full governing body, which remains responsible in law for the decisions made
- (iv) That a Committee Quorum be a minimum of 3 with the Chair of a committee having the casting vote.
- (v) All Committee decisions to be fully reported to the next full Governors Meeting.
- (vi) That the review of Committee Membership take place annually in September.

89. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following Governors be appointed with Specific Responsibility for:

Special Educational Needs Governor – Mrs R Corcoran
Early Years Governor – Reverend H Baker
Health and Safety Governor – Mrs M Shilton
Finance Governor – Mr J Hudson
Vulnerable Children and Pupil Premium Governor – Mr M Lord
Governors for Looked After Children/Safeguarding/Child Protection – Mr M Lord and Mrs R Corcoran
Wellbeing Governor – Mrs J Taylor

90. CHAIR'S DELEGATED POWERS

RESOLVED: That the Chair be given the following delegated powers:

- (i) Change of date of a scheduled meeting, for good reason.
- (ii) Chair's powers to grant retrospective consent to absence in the event that that a governor would have become disqualified if the matter had to wait for the next governors' meeting.
- (iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

91. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

- (i) Planning and conducting the affairs of the school to remain solvent.
- (ii) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority's financial regulations and standing orders, and maintaining a sound system of internal controls.
- (iii) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.
- (iv) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.
- (v) That the virement limit between heads of expenditure be agreed at £5,000.

92. MINUTES OF THE MEETING HELD ON 18 JUNE 2019

RESOLVED: That the minutes of the meeting held on 18 June 2019 be approved and signed by the Chair as a correct record of the meeting.

93. MATTERS ARISINGa) Financial Management and Monitoring (Minute 74 refers)

The Head Teacher reported that the new School Business Manager has made a good start and is proving to be a good team player. Governors were thanked for their assistance during the recruitment process.

b) Matters Arising – Any Other Business – Castle Hall Academy – Changes to Times of School Day (Minutes 72 and 64 (a) refer)

Mr Smith advised that parents at Castle Hall had only received information about changes to times of the school day at the end of the summer term. No consultation or communication had been made by Castle Hall with Crowlees or other local schools. Governors were concerned about the impact of these changes, particularly with safeguarding. Traffic had already been bad before the changes were introduced.

Q: Do we know of any justification for these changes?

A: PPA time and they are following the lead of the parent school in Halifax.

Q: Is the drop off turnaround still closed?

A: Yes. It is the afternoon finishing that is having a bad impact. A lot of parents are driving on pavements and is being compounded by the fact that

the schools are now finishing at the same time.

It was agreed that parents of children in Y5 and Y6 should be informed about the situation as many of these children walk home on their own.

The Chair agreed to pick this issue up on behalf of the Governing Body and would be attending a meeting at Crowlees on 12 September at 11.15 am with the Head of Castle Hall and Mrs Woods.

94. REPORTS FROM COMMITTEES

There were no items to report.

95. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The report had been circulated to all Governors via email prior to the meeting. The Head Teacher spoke to the contents of a presentation on the whiteboard and the following items were discussed:

a) DfE

Since the previous meeting the new Prime Minister had been quick to identify education as a top priority. A letter from Gavin Williamson, the new Education Secretary was tabled. The Government had pledged to give more money to schools, increase teacher salaries and champion flexible working for teachers.

A new specialist academy Trust will take on struggling schools. This would be piloted in the north of England. The Trust will be specifically created to take on the most challenging schools, where there is no other academy Trust with capacity available. This will be run by school leaders with a proven track record of turning round schools.

b) Ofsted

There are 126 schools in the country who have been over a decade without an inspection. It was likely that the school would receive an inspection this academic year.

The new curriculum will be at the heart of the new framework. The SLT have been looking at the three 'I's and there will be a presentation to the Curriculum committee later in the autumn term.

c) Staffing

The school has a strong team of teachers with a teacher in each class, an outdoor provision teacher and a qualified teacher covering PPA. Mrs Lockwood would be covering subject leadership time and NQT cover. The school was not using any supply or cover teachers. The support staff have been slimmed down.

d) Data

Results were tabled comparing GLD over three years. All data was positive and the SLT were pleased with the overall results. The School felt that these results were a fair reflection of the children's progress from their starting points.

In Y2 phonics, 6 out of 8 had passed the test. The two pupils who did not pass now have additional support in year 3.

RWM – this was a target on the SDP, the school achieved higher results in combined expected across RWM than the previous year.

Q: The figures are very good, rising from 63.5% to 79%. Is this because of the focus you put on it?

A: The results are a combination of factors- including being a specific focus for staff. It was also a different cohort as targets are set the previous year but it is a very positive increase.

SATS – the school was pleased with the excellent results. Writing is teacher assessed and there was a 1.7% points drop with high attainers due to teachers being very fair with their assessment. This was on the SDP.

Q: Is the extra support for maths going to continue this year?

A: We have had to scale back on booster classes as we have no staff to cover them.

Governors conveyed their thanks to the SLT and staff for the excellent SATs results.

The Chair read out a letter of thanks that had been received from parents of a pupil leaving Y6. The letter thanked all staff who had been involved with teaching their child throughout the school.

The Chair thanked the Head Teacher for her report.

96. SAFEGUARDING

Michelle Hodges, LA Safeguarding Officer would be conducting training with Governors at 6.00 pm at the school on 12 November.

Mrs Corcoran presented a brief run through of changes to 'Keeping Children Safe in Education' which came into force in September 2019.

Q: Do you ever have any issues with pupils discriminating against children from same sex families?

A: No we have never come across any discrimination or bullying at the school over this particular issue.

The school were looking to improve security at the front entrance door as access can be gained into the front reception and the office before being 'buzzed' in. Governors discussed current access to the school buildings.

Governors noted that the school has increased the security at all the entrance points- no unauthorised person is allowed in without a visitors badge.

97. FINANCIAL MANAGEMENT AND MONITORING

a) School Fund Audit Report

It was agreed to defer this item to the next Governing Body meeting.

98. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY

Noted.

99. POLICIES FOR REVIEW

RESOLVED: To approve the following policy:

- Whistleblowing.

100. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22

RESOLVED: To keep the PAN at 60.

101. CCTV POLICY

This item was not discussed as the school does not have any CCTV.

102. CONSULTATION ON FAIR ACCESS PROTOCOLS

Governors considered the contents of the report and discussed the contents. It was noted that the school has benefitted from this in the past.

RESOLVED: To agree to sign up in principle

103. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were advised that the Chair and Mrs Taylor had conducted a visit to focus on wellbeing during the summer term. They had visited during wellbeing week. The Chair reported that they had seen consistent strategic work being done in all classrooms, all achievements and awards were being celebrated. All classrooms were tidy, purposeful, calm and focussed and benefitted everyone's wellbeing. There was a lot of target setting and stimulating activities. They had also visited the outdoor classrooms and noticed a difference in the quality of the provision compared to indoor classrooms. This impacted on wellbeing. Cloakrooms were small and unappealing. Governors discussed this ongoing issue with the portacabins and were advised that a meeting had been arranged with the School Business Manager and Scott Deakin from Asset Management.

The Chair asked all Governors to make appointments to conduct their link visits to the school.

104. ANY OTHER BUSINESSa) School Development Plan

Copies of the SDP were circulated to Governors. This would be discussed at the next Governing Body meeting.

RESOLVED: That this be an item for the next Full governors meeting

105. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held at 7.00 pm at the school on:

Tuesday 12 November 2019 – Agenda item – School Development Plan
(to be preceded by safeguarding training at 6.00 pm)

Tuesday 14 January 2020

Tuesday 3 March 2020

Tuesday 5 May 2020

Tuesday 16 June 2020

Finance Committee all to be held at 6.00 pm on:

Tuesday 3 March 2020

Tuesday 5 May 2020

Curriculum Committee to be held at 6.00 pm on:

Tuesday 14 January 2020

Head Teacher Performance Management Committee

Monday 7 October 2019 at 7.00 pm

106. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the Agenda, minutes or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The meeting closed at 8.10 pm