**NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES**

**SPRING TERM 2020**

Date: 4th March 2020

Time: 6pm

Venue: The School

GOVERNORS PRESENT

Mrs G Simm (Chair), Mrs Cliff (Headteacher), Mr A Baguley, Mr P Curran, Miss J Harrop, Mrs R Hesford, Mr N Kokkinis, Ms S Kreitzman, Miss E Owen, and Mrs C Wilke.

IN ATTENDANCE

Mrs N Jordan Associate Member

Mrs C Heaney Governor Support Officer

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| 1. | WELCOME AND APOLOGIES FOR ABSENCE |
|  | The meeting began at 6:08pm. Governors were welcomed to the meeting. Apologies for absence were received from Cllr Weekes-Holt and accepted by the governing board. No apologies were received from Mr C Smith. Governors discussed attendance at governing board meetings and it was duly AGREED that apologies submitted by Mr Smith at future meetings would not be accepted  Governors noted Mrs H Walters resignation and thanked her for her service to the Board. |
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| 2. | DECLARATION OF BUSINESS INTERESTS |
|  | Governors were asked to declare any business, financial or personal interests in any agenda items; no declarations were made. |
|  | Governors were reminded that they should declare any interest which arose during the meeting.  Ms Wilke - Husband owned a solar distribution company which had supplied installations to schools in Stockport, but not this school.  Miss Harrop - Family connection to Harfield Components Ltd who had undertaken work for the school. |
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| 3. | BUSINESS |
| a) | Full Governing Board Minutes |
|  | It was RESOLVED that the minutes of the meeting held on 6th November, copies circulated previously, be approved and signed by the Chair and authorised for publication subject to the correction of Miss Owen’s title on page 4. |
| b) | Action Points from the Previous Minutes |
|  | The actions raised at the autumn term meeting were duly reviewed as follows:   |  |  |  |  | | --- | --- | --- | --- | | **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** | | 4b. | Complete Business Interest Form | RH, SK, CS, SBM, Clerk | CS was outstanding  **ACTION** | | 4c | DBS check and Section 128 checks to be completed. | SBM | CS was outstanding  **ACTION** | | 7b. | Mrs Duckworth to update Chair regarding NRI  Governor Membership and attendance to be added to the Spring Full Governing Board meeting agenda. | ED  Clerk | Updated below  COMPLETE | | 7c. | Committee membership to be added to the Spring Full Governing Board meeting agenda. | All, Clerk | COMPLETE | | 7c | Committee remits to be discussed | CS Committee  Resources committee | COMPLETE | | 7d. | Consider policies at committee level | CS Committee  Resources committee | COMPLETE | | 7e. | Sign the Governor Code of Conduct | All | COMPLETE | | 7h. | Business to be moved near to the top of the agenda | Clerk | COMPLETE | | 7h. | Omitted question to be added to the Summer minutes. | Clerk | COMPLETE | | 7h | Check progress of the H&S Audit | Headteacher | COMPLETE | | 7h. | Behaviour survey to be shared with Governors | Headteacher | **ACTION** | | 7h | Governance section of school website to be completed. | JH | Updated below | | 7i. | Model Pay Policy to be added to the Spring Full Governing Board meeting agenda | Clerk | Approved by the Pay committee | | 7j. | Model Governor Visits policy to be approved. | Steering committee | Updated below | | 7l. | Managing Medical Needs policy to be added to the Spring Full Governing Board meeting agenda. | Clerk | Approved by the Resources committee | | 7m. | Safeguarding policy to be approved. | CS committee | Discussed in item 7b. | | 8e. | Presentation of School Fund Audit Certificate **OR** Approval of School Fund Audit Arrangements | SBM | Updated below | | 11b. | Committee meeting dates to be arranged. | CS Committee  Resources committee | **ACTION** | |
|  | 7b – Governors noted that information had been shared, although the potential candidates suggested by the Infant board had not been suitable. Both Chairs agreed to work together in relation to the current board vacancies.  7h – Governors heard an overview regarding the progress of the Governance section of the school website. Governors were asked to check their terms of office on the circulated handout to ensure accuracy.  The following items were outstanding **ACTION**;   * Mrs Wilke was asked to send her details to Miss Harrop. * Some Governors needed to provide a photograph. * Mr Curran to provide a pen portrait.   7j – The school policy was circulated during the meeting. Governors discussed the school version of the policy which was felt to be more detailed than the LA model policy.  Governors were requested to use the governor visits form during any arranged visits to the school which would later be shared with the governing board. It was noted that this would allow Governors to check whether the form was fit for purpose of if it required any update. Some Governors had used the form during visits, although some were involved in the life of the school but were not evidencing this. The use of the form would provide an evidence base of this involvement, whilst providing useful feedback to the Headteacher.  It was noted that forms would not be shared on GovernorHub for now.  Governors APPROVED the school Governor visits policy. The Chair undertook to share the policy with the clerk for uploading to GovernorHub. **ACTION**  8e – This had been discussed at the Resources meeting, although it was not known whether the certificate had yet been presented. The Headteacher undertook to check with Ms Dodd and provide this at the next meeting. **ACTION** |
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| c) | EOFGB meeting Minutes |
|  | The minutes of the committee meeting held on 9th January were noted by the governing board. |
| d) | Pay Recommendations |
|  | The Pay committee confirmed that recommendations presented by the Headteacher had been considered and decisions made. |
| e) | Consideration of Co-Opted Vacancies |
|  | Governors noted the agreement between the Infant school and Junior school that the Chair of each governing board should sit on both boards as a co-opted governor. It was felt that the arrangement had been a successful partnership and allowed the two schools to work more closely together.  Mrs Wilke, the Chair of Nevill Road Infants was invited to introduce herself to the board. |
|  | A vote was taken and it was duly RESOLVED that Mrs Wilke be appointed to the governing board for a four year term of office with effect from 4th March 2020. |
|  | The additional Co-Opted vacancies on the governing board were noted. Governors heard that the Chair and Mr Kokkinis had met and held a lengthy discussion with three potential candidates. |
|  | Governors noted and discussed the individual merits of prospective candidates for co-option to the vacancies on the governing board. |
|  | A vote was taken and it was duly RESOLVED that Ms Wong and Ms McGahan were be invited to join the governing board post meeting. |
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| f) | Governor Membership and attendance |
|  | Mr Curran, new parent governor was invited to introduce himself. |
|  | Governors agreed that Miss Harrop be given the opportunity to shadow Mrs Simm as Chairperson of the Curriculum and Standards committee, with a view to her taking on this role from September. |
|  | Governors discussed the need for all members to be proactive and to take on additional responsibilities to build expertise and avoid additional burdens on other members.  Governors discussed current link roles and noted that the list was available on GovernorHub. Governors heard that there would be a need for one person to become the Safeguarding link, following The Chairs resignation at the end of this academic year. Furthermore, following Mrs Walters resignation from the board, a Governor was required to join the Joint committee. Membership of the joint committee was noted in importance in terms of aligning policies, curriculum areas, staff training and communication between the two settings.  It was noted that some link roles could be shared between different Governors and as new members joined, there would be more roles which could be taken on.  Governors discussed changes to committee membership **ACTION**;   * Mr Curran to join the Curriculum and Standards committee * Two new co-opted Governors to join the Resources committee   Miss Harrop to join the Joint Committee until new Governors were appointed to the board.  Governors were asked to consider all link roles and committee membership for the next meeting. **ACTION** |
| g) | Safeguarding Audit |
|  | The Headteacher confirmed that work on the audit was underway. |
| h) | Pupil Premium Report to Governors |
|  | Governors heard that the report had been discussed at the Spring Resources meeting and was available on the school website. A half year review was currently underway which would be made available on the school website so spending impact on outcomes could be considered. |
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| 4. | HEADTEACHER’S TERMLY REPORT |
|  | The Headteacher’s Report had been circulated to the governors prior to the meeting, further key information was outlined and questions were invited;  **What were the strategies currently being used for Reading?** More reluctant readers would complete a pre learning task before the lesson. This activity built confidence and meant that pupils are more able to interact during the lesson. Texts were challenging, it was important pupils were exposed to them, but they also needed to be able to access them. We had also reviewed the book band system to ensure there was continuous progression and we were using the same colour bands as the infant school. We had also considered the types of books pupils were reading. Some pupils had a lower reading level than others, so we had dual books. The content of these books was more age appropriate and engaging, whilst still developing skills to read. The ‘Getting Started’ section included 20 books as part of the 100 book reading challenge. Some pupils may find harder texts too difficult, so we had added more accessible books with less words, and also picture books. We were closely monitoring reading at home. We had a system where reading books were stamped by the class teacher and then any pupils who were identified as not reading at home would be supported by volunteers or teaching assistants in school.  **Were you surprised the parent workshop had been poorly attended?** We had offered different times and also different days to try and catch as many as possible. It was difficult to find times that would suit everyone, but we would keep trying to invite parents in.  Governors discussed possible opportunities in school to invite Parents to workshops when there were other events taking place in school at the same time such as at Parents evening.  **Did you do curriculum meetings?** Yes we had one for year 3 and SATs meeting for year 6 we did not do them for the other years.  Governors that had been involved in the recent pupil voice activity in school noted how well pupils from different year groups had interacted with one another and had been able to articulate their views.  **What would happen to the information which had been collected from the pupil voice activity?** Every curriculum lead had notes about the Pupil voice which had taken place before Christmas. The information had been fed into the strategic tool kit for each curriculum area and strengths and weaknesses had been identified. Actions would then be put into place in each curriculum area. The pupil premium (PP) pupil voice would filter into the PP strategy.  The recent SEND parents forum had been well attended and had been well received by Parents  **Did the two racist incidents recorded relate to two different children?** Both situations were perceived racism and both had been dealt with as per our policy and reported appropriately. Restorative meetings had taken place and we felt the issues had been resolved. We continued to do work with pupils on how we speak to one another. We had done circle time work about the words we use and how our actions can hurt other people. We do this work anyway, the important thing was the learning that came from it.  **Who did you report it to?** Anonymously to the LA, if they had any concerns they would follow this up.  **Was that the first one in quite a while?** We have a better reporting system now and sometimes with an improved system you got more reports. We would continue to do the work we always do with the children.  Governors noted that attendance fluctuated given the time of year and requested a comparison to the same time from the previous year. **ACTION**  Governors heard an overview regarding the recent music ASPIRE day. It was noted that ASPIRE days were based around a curriculum area and the next one would be Computing. Governors heard that this particular part of the curriculum was difficult to deliver without specialist equipment and in limited curriculum time during the school day. Specialists would be attending and would run a programming session with the pupils. It was hoped that these days made it clear that all subjects were equally important in the curriculum. Furthermore, pupils worked in mixed age groups during these days which further built their confidence.  **How many mental health ambassadors do we have?** There are five ambassadors and as we are part of the Bramhall cluster, we are also part of the Mentally Healthy Schools project for the year. This is a free project, but we have to release staff.  Governors heard that pupils had fed back to the Headteacher about what they wanted to do to support mental health in school. Some of the ideas had included a poster competition, mental health first aid stations and redeveloping the outside environment to include areas for mindfulness activities.  There were now mental health first aid trained staff. Ms Jackson had taken the lead as a learning mentor and was now considering a project to allow all ambassadors across Bramhall to work together.  The project was not available to the Infants school given the age of the pupils, although the Headteacher was sharing ideas with the Headteacher of the infant school.  Governors were reminded that governance appeared under Leadership and management on the Ofsted Framework  Governors were referred to the key data. It was noted that Writing was an area which took a full year to build the necessary skills. Furthermore, not all areas of the Maths curriculum had yet been taught.  The current predictions were higher than last year and SPAG was higher than at this point last year. the predictions were also higher than the cohorts key stage 1 outcomes  **Was there a multiplication test?** There was a statutory test in year 4 but the current data has been omitted from the pack. This will be brought to the next Curriculum and standards meeting.  Governors then heard an overview of the multiplication test and how readiness for the test was being addressed in lessons. It was noted that school was still waiting for confirmation of the pass mark.  **Do you feel that the school was on track to get the outcomes you hoped for?** [Mrs Jordan] It is difficult when we do not know what the outcome was supposed to be. We didn’t take part in the trial last year and there were very few school that met the threshold. We are aiming high, although we do not currently have many who were getting full marks consistently, many are close. Teaching assistants are working with pupils who are struggling and pupils are encouraged to use TT Rockstars at home.  **Were the results from the trail published?** We assumed so. There was a DfE leaflet which was being sent home to parents next week.  Governors were referred to the Autumn internal tracking data. A baseline assessment had been completed in year 3 which allowed school to identify any gaps. Target setting was linked to the Key stage 1 outcomes and there had already been some improvements.  There had been a lot of emphasis on reading in year 4 as they had not performed as well as hoped in year 3. There had been an improvement since the end of year 3. The next data set would give the school a better understanding of the impact being made.  Governors heard that any pupils that were well behind were discussed at progress meetings and intervention was put in place. Any interventions were monitored on a regular basis.  The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher’s report be received. |
| 5. | ONE VOICE REPORT |
|  | Governors heard an update regarding the One Voice conversation. It was noted that following the initial visit, a further visit had now taken place with an additional advisor. Governors heard that the visit had been positive overall, although a little more work was needed on presentation of pupils work in their books. The SSIA had assessed year 5 books and had provided actions for the school. Year 3 and 4 books had been assessed last week and there had been a huge improvement in the quality seen.  The Headteacher expressed her thanks to phase leaders and teaching staff for their efforts and noted that there had been a huge shift in a short amount of time. |
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| 6. | GOVERNOR DEVELOPMENT |
| a) | Governing Board Development Plan |
|  | This was discussed in agenda item 3f. |
| b) | Induction |
|  | This item was note discussed |
| c) | Training Feedback |
|  | Governors were encouraged to attend training courses made available by Governor Services. The Development Governor was advised that the following courses had been attended:   * Miss Harrop - Analyse School Performance (ASP) and also Restorative Approaches * Mr Curran - New Governor Training Programme * Miss Owen - SEND   Furthermore, it was noted that the following training was planned this term;   * Mr Kokkinis – Safeguarding refresher.   The Development Governors advised that she had attended the recent Development Governor Termly Network Meeting.  Mrs Simm advised that she had attended the following training with the provider shown;   * New Ofsted framework – Focus Education * Role of the chair - Tameside LA   Mrs Simm also planned to attend Safeguarding training this term run by Stockport LA |
| d) | Succession Planning |
|  | This was discussed in agenda item 3f. |
| e) | Stockport Governor Conference |
|  | Governors noted that the GOVAS Governor Conference would take place on Saturday 28th March 2020 at Marple Hall School. The following Governors were planning to attend;   * Mrs Harrop * Mrs Wilke * Mr Curran |
| *7:44pm* | *Mrs Hesford left the meeting* |
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| 7. | POLICIES |
| a) | Policy Review |
|  | This item was discussed in agenda item 7b. |
| b) | Policies for Approval |
|  | The following policies had been circulated prior to the meeting and were APPROVED by the governing board:   * Data Protection * Governor Visits * Safeguarding * Anti-Bullying * Attendance Policy (discussed in agenda item 9b)   The following policies had been approved prior to the full governing board meeting;   * Model Pay Policy – approved by the Pay Committee * Managing Medical Conditions – approved by the Resources committee.   The following policies were to be discussed and approved at the Summer term committee meetings indicated. **ACTION**;   * Governor Privacy Notice - Steering committee * Wellbeing - Curriculum and Standards committee   It was noted that the wellbeing policy was to be deferred in light of the current ongoing work with the mental health team. |
| 8. | RESOURCES |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 12th February were noted by the governing board. |
| b) | Matters Arising from the Previous Minutes |
|  | Governors discussed the proposal to create an Assistant Headteacher position within the staffing structure; this was duly APPROVED by the governing board. |
| c) | Ratification of Policies |
|  | This item was not discussed. |
| d) | Budget Update |
|  | Governors heard that the budget was considered to be healthy and had been boosted by the number of pupils now on roll. |
| e) | Approval of the Budget 2020/21 |
|  | This item was not discussed as the 2020-21 budget had not yet been completed. **ACTION** |
| f) | Approval of School Fund Audit Arrangements |
|  | This was discussed in agenda item 3b. |
| g) | Changes to the Buyback of LA Services |
|  | Governors heard there were no changes planned to the buybacks. |
| h) | SFVS |
|  | Governors heard an overview of SFVS and noted that the progress which had been made. |
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| 9. | CURRICULUM AND STANDARDS |
| a) | Committee Minutes |
|  | The minutes of the committee meeting held on 5th February were noted by the governing board. |
| b) | Matters Arising from the Previous Minutes |
|  | Governors heard an overview regarding persistent absence and were asked to support the school in the implementation of fines;  Despite significant support some families refused to engage with the school, and pupil attendance was poor.  **Did we have a statutory duty to do this?** The policy gave the structure, it was up to the governors whether they fined parents or not. Some schools did use fines. There needed to be a next step, the use of a fine would be the last resort and it was hoped the threat of a penalty notice would work.  **Was this something where there should be a joint approach with the Infant school?** I have a duty of care to the pupils here and feel I need a decision from Governors to safeguard those pupils concerned. I feel very strongly that we need to have this in place as part of the policy.  Governors heard that the families concerned did not have children at the Infant school at the moment.  **What happened if they were fined**? We did not know and we were not sure as this was the first time the fines had been used, it would be up to the LA.  Governors noted that they should support the Headteacher to do what she felt was necessary to address persistent absenteeism and duly APPROVED the Attendance Policy with the inclusion of fixed penalty notices.  The Headteacher noted that she would inform the Governing Board if any penalty notices were issued. |
| c) | Ratification of Policies |
|  | Governors noted committee approval of the following policies:   * Looked After Children * Young Carer Policy * Attendance Policy   The policies were duly RATIFIED by the governing board. |
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| 10. | BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY |
|  | * Governance Update |
|  | * Early Years Update |
|  | * Stockport Guidance on Responding to Anxiety-Based School Avoidance. |
|  | Governors noted the guidance within the reports. |
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| 11. | DATES |
| a) | Full Governing Board |
|  | 8th July 1pm |
| b) | Committee Meetings |
|  | Resource 17th June 1pm  curriculum and Standards 17th June 3:30pm  Steering and Joint committee were to be arranged post meeting. |
| 12. | ANY OTHER BUSINESS |
| a) | School Residential Trips |
|  | The governing board duly APPROVED the following residential trips:  Year 5 Castleton  Year 6 Conway centre |
| b) | Approval of INSET days |
|  | Governors duly APPROVED the INSET days for the academic year 2020-21 which were to be agreed in conjunction with Nevill Road Infant School. |
| c) | Parent’s Evening |
|  | This would take place on 16th and 18th March. Governors were asked to attend either session and hand out questionnaires to parents. It was noted that there was usually a good response rate due to Governors being present and questionnaires being returned immediately. The Headteacher undertook to send the recent year 6 responses to Miss Owen. **ACTION** |
| d) | Hall Hire |
|  | Governors heard there had been a request from Ms Goodwin who ran the sports club and taught drama in school to use the hall over the summer holiday. It was noted that the caretaker would be on site at this time. Governors heard there was a lettings policy in place and agreed to the use of the hall subject to a lettings charge of £300 per week. |
| e) | Buildings Work |
|  | Governors heard that work on the office was being completed during the Easter holidays. Work on the dining area could be completed during the May half term holidays, however there would be no caretaker on site during the second week. Governors discussed the potential security issues relating to sharing security information with an external contractor. It was noted that there was not currently a policy to cover this issue and there were possible implications on school insurance. Governors agreed to delay this work until the summer holidays when the caretaker would be on site. |
|  | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:20 pm. |

**NEVILL ROAD JUNIOR SCHOOL**

**SPRING TERM 2020 GOVERNING BOARD MINUTES**

**MEETING ACTION POINTS**

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| **MINUTE POINT** | **ACTION REQUIRED** | **ACTION FOR** | **DATE ACTION TO BE COMPLETED** |
| 3b | DBS, Section 128 and Business Interest forms to be completed | CS | Post meeting |
| 3b | New Behaviour survey to be shared with Governors | Head | Summer FGB |
| 3b | Agree summer meeting dates | Steering &  Joint committees | Post meeting |
| 3b | Outstanding governor information to be sent to Miss Harrop for inclusion on the school website. | All | Post meeting |
| 3b | School Governor Visits policy to be added to GovernorHub | Chair & Clerk | Post meeting |
| 3b | Presentation of School Fund Audit Certificate | Head | Summer FGB |
| 3f | Committee membership to be updated on GovernorHub  Governors to consider committee membership and possible link roles | Clerk  All | Post meeting  Summer FGB |
| 4 | To provide comparative attendance data for the previous academic year | Head | Summer FGB |
| 7. | To discuss and approve policies;  Governor Privacy Notice  Wellbeing | Steering  C & S | Summer meeting  Summer meeting |
| 8d. | Approval of Budget 2020-21 to be added to the Summer FGB agenda | Clerk | Summer FGB |
| 12c. | Parent feedback questionnaires to be sent to Miss Owen | Head | Post meeting |