

## NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES

### AUTUMN TERM 2019

Date: 6<sup>TH</sup> November

Time: 6pm

Venue: The School

#### GOVERNORS PRESENT

Mrs G Simm (Chair), Mrs J Cliff (Headteacher), Miss J Harrop, Mr N Kokkinis, Mrs E Owen, Mrs E Duckworth, Cllr L Weekes-Holt, Mrs H Walters and Mr A Baguley.

#### IN ATTENDANCE

Mrs N Jordan Associate Member (Deputy Headteacher)

Mrs C Heaney Governor Support Officer

The meeting convened at 6:09pm

***Bold = Question from a governor***

*Items were discussed in the following order; 1, 2, 3, 4, 7f, 10b, 7g, 7e, 7a-d, 7k-m, 5, 6, 8, 9, 10, 11, 12.*

#### 1. OPENING THE MEETING AND ELECTION OF CHAIR

##### a) Election of Chair

It was noted that Mrs Simm had declared an interest in the position of Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

It was proposed by Mrs Walters seconded by Mr Baguley and unanimously RESOLVED that Mrs Simm be elected Chair for the agreed term.

**Mrs Simm in the chair.**

#### 2. WELCOME AND APOLOGIES

Governors were welcomed to the meeting by the chair. Apologies for absence were received from Mrs Hesford, Ms Kreitzman and Mr Smith and accepted by the governing board.

#### 3. ELECTION OF VICE CHAIR

##### Election of Vice-Chair

It was noted that Mr Kokkinis had declared an interest in the position of Vice-Chair prior to the meeting. Additional nominations or expressions of interest were invited; there were no further candidates.

#### 4. DECLARATION OF INTERESTS

##### a) 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.

b) Business Interest Form

Copies of the Business Interest form 2019-20 had been circulated prior to the meeting. Governors were requested to complete and sign the forms and return them to school for upload to the website. **ACTION**

c) DBS Checks and Section 128 Checks

The Headteacher confirmed that DBS checks were in place for all governors except one and that Section 128 checks had been carried out. It was noted that school would be informed if any were due. **ACTION**

5. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting. The Headteacher noted that the format had been changed to match the new Ofsted handbook. Questions were then invited;

**What was DEAL?** Drama engaging active learning.

**Was there a way of knowing what percentage of books had been read in the 100 book challenge?** We award children when they have read 20 books, 40 books, 60, 80, 90 and 100 books. They also have their photos displayed in the entrance area. At the moment, 6 children had read 20 books and 2 children had read 40 books from the challenge. Years 3 and 4 had one set of books and years 5 and 6 had another set. They were significant texts and varied in size from 50 pages to 200 pages. Children could complete them in any order they liked.

Governors heard that year 6 had been given a class challenge and that approximately 35-40% of children had already read around 10 books from the challenge.

**Given the kind of books on that list, how had pupils with SEND adapted to the challenge?** There was a Getting Started list of accessible books specifically in place for those children. Those books ranged from picture books to bridging into the years 3 and 4 list. This gave them a way in to reading. They could also be read to and audiobook versions could be used.

Governors heard that the challenge had a high profile in school. A clip from a film of one of the books was shown in assembly each week. That there were specific times of day dedicated to reading. A pupil voice had been done and the feedback had been positive. Furthermore that if a book in the list could be used as a class read, it was and the writing activity would be linked to it. It was hoped there would be improvements in outcomes and assessments were planned. However, the Headteacher was also keen to ensure that children loved reading.

Children who were not reading were being monitored. The Headteacher was visiting classrooms and looking at their reading records. These children continued to be encouraged by staff,

**Curriculum files are to be set up which contain each subject areas progression map and links to be made with the Infant school. Is this an intention or had it started?** Curriculum files had been set up and after Christmas, subject leaders would be meeting to look at progression maps. We are very mindful of the Infants and Juniors split and it was important we had an understanding of where the children were coming from. Of equal importance was that the infant school understood where children were going.

The Headteacher then referred to the Shanghai project and explained that Mrs Jordan would be visiting two schools in November and teachers from those school would be

visiting Nevill Road Juniors. Governors were welcome to visit when the teachers were here.

**Does the Mental Health counsellor work on a weekly basis and is this with groups or individuals?** On a weekly one to one basis with children in year 5 or 6 who have been carefully selected against set criteria and there was parental consent. Governors then heard an overview of the process involved and that parental feedback had been positive.

**Who was funding this?** It was free.

**How do our attendance figures compare to other schools in Bramhall and the National averages?** Attendance was currently 96% this was above national averages. It was difficult to get attendance data from other local schools.

The Headteacher then referred Governors to the Internal data on pages 9-11 and noted that the year 6 data was based on an assessment which had been done in September. Governors heard in Reading, 58% of children were at their expected level and 22% were working at Greater Depth (GD). Predictions for these pupils were 90% EXS+ and 20% GD which was slightly above KS1 predictions.

There had been no official Writing assessments. However, writing had been compared to the quality of pupil books from the previous year who had made expected progress to enable predictions.

Governors heard that in Maths predictions were 85% EXS+ and 22% GD which was higher than the KS1 data. A recent Maths assessment showed 24% were EXS+. It was noted that the assessment covered material taught between years 3-6 and that students had not yet studied 25% of the curriculum. It was felt that this was an expected picture at this point in time and it was also rare for a child to be working at GD at the beginning of year 6.

The Headteacher noted that the expected progress in Maths was still slightly lower than the KS1 data and this was being investigated. The next assessment would look at gaps in learning and a program of support would be put in place for these pupils. Governors were reminded that a number of pupils didn't finish the SATs Reading paper. Governors heard a variety of strategies were being employed to improve reading pace. It was felt children were enjoying reading and that staff had taken the strategies on board.

**What lessons can we learn from the SATs results?** This year's cohorts predictions were higher and more in line with previous data. Lessons had been learnt and gap analysis had been completed.

Governors then heard an overview of how the Maths curriculum was being structured and teachers were revisiting learning. It was felt that the most significant issue was ensuring that GD children answered all questions correctly as they had a large impact on the overall progress figures. It was also noted that the School Improvement Officer (SIA) had been asked to return to the school with a colleague. The SIA had been confident the results were cohort related although Governors felt more evidence was needed. This second visit would allow the SIA to complete a deep dive on more subject areas.

**Will the One Voice conversation be fed back to whole governing board?** There will be a written report which will be shared.

**Do we know what the data was last year before year 6 sat the assessment?** In Reading we do four data captures based on past SATs papers. In March 77% were EXP+ which wasn't far off the expected results. The final results were a shock. Governors noted their concern that the progress scores were low in all three areas and furthermore that attainment was not as high as it should have been.

The Headteacher also noted that the baseline assessment in year 3 showed results which were lower than the key stage 1 data. For example, Reading had decreased from 85% EXP+ to 60% EXP+

The Headteacher then explained that there had been external writing moderation which she had been involved in. As a result of this the writing assessments across the

whole school had been adapted. Furthermore, Bear Necessities were displayed in every classroom which gave children clear, non-negotiable points which had to be included in all pieces of writing.

The Headteacher was thanked for her report and there not being any further questions it was RESOLVED that the Headteacher's report be received.

## 6. GOVERNOR DEVELOPMENT

### a) Governing Board Development Plan

Governors were advised that the Steering subcommittee had considered the current status of the board.

### b) Induction, Training, Succession Planning

Governors were encouraged to attend training courses made available by Governor Services. Governors heard that Mrs Hesford was the Development Governor and she kept a record of training and also Governor visits to school. Governors were asked to let Mrs Hesford know if they visited the school to ensure records were accurate. It was also noted that volunteering to Chair sub-committees was good practice for succession planning and Governors were encouraged to consider this. It was noted that there was Local Authority training for new Chairs. Furthermore, that Governors could consider shadowing or taking it in turns to Chair meetings.

### c) Restorative Practices Training

Discussed in item 7g.

### d) Stockport Governor Conference

Governors noted that the GOVAS Governor Conference would take place on Saturday 28<sup>th</sup> March 2020 at Marple Hall School. Some governors had attended in the past and had felt it was very useful.

## 7. BUSINESS

### a) End of Term of Office

The meeting was informed that the following governor's term of office were due to end;

- Mrs Simm 16<sup>th</sup> November
- Ms Walters 31<sup>st</sup> December
- Miss Owen 31<sup>st</sup> December

It was noted that they were eligible for re-appointment or re-election. All Governors expressed an interest in continuing as Governors for an agreed term.

### b) Consideration of Vacancies

The current constitution was circulated to Governors and the current Co-Opted vacancies were noted. The Chair explained there was likely to be a number of changes including the membership of Mrs Duckworth as Chair of the Infant Governing Board. Mrs Duckworth agreed to inform the Chair when her situation changed. **ACTION**

It was noted that information had been shared regarding the Governing Board at a recent parents evening and that the Parent Governor election process was currently underway. Membership of the Governing Board was to be discussed following the parent election. **ACTION**

It was noted that the Governors skills audit had shown a lack of financial skills. There had been interest from a potential Governor who had some skills in this area.

Governor attendance over the year was discussed. It was hoped that recent issues had been resolved and all Governors planned to take a full and active role in the Board in the coming weeks. This was to be reviewed at the next FGB meeting. **ACTION**

Governors were reminded to consider succession planning, given that the Chair was planning to resign from the Board in this academic year.

Miss Harrop noted that she was happy to take on further duties for the Governing Board

c) Consideration of Committees

Governors discussed and reviewed committee structure and membership, and link governors as per Appendix 1. Governors agreed no changes were necessary to the membership of Resources, Curriculum and Standards and Joint Committee at this time. Membership would be reviewed at the Spring FGB, following upcoming Governor recruitment. **ACTION**

It was noted that it was not good practice for the Chair to be included in the Headteacher's appraisal as if there was an appeal, usually it would be the Chair that heard this. However, as Mrs Hesford was not available for the recent Appraisal meeting, any future appeals could be heard by her.

Governors agreed to continue with Curriculum and Standards as opposed to Teaching and Learning as this was felt to be more in line with the Ofsted framework.

Updated model committee remits had been circulated prior to the meeting. Governors agreed to consider these at committee meetings. **ACTION**

Governors unanimously **RESOLVED** that Mr Kokkinos be elected Chairperson of the Resources committee for the agreed term.

Governors unanimously **RESOLVED** that Mrs Simm be elected Chairperson of the Curriculum and Standards for the agreed term.

d) Policy List

Governors considered the updated Policy List and the review date cycle. It was noted that the recent LA policies needed to be looked at in more detail and adapted. Governors agreed to look at policies at committee level and bring back to FGB for approval **ACTION**

e) Review of Revised Governor Code of Conduct

Governors were referred to the previously circulated document and considered the proposed amendments. The Chair explained the importance of ensuring Governors understood the commitment expected. Attendance at meetings was expected and apologies were to be given in advance of the meeting when absence was known.

Governors were also reminded of the procedure to follow if there were any complaints made. The Chair reminded Governors that the Board made strategic decisions and operational decisions were the responsibility of the school.

Governors were reminded of the need for confidentiality regarding discussions which took place at meetings.

Governors were expected to know the school well and visits were expected.

The Code of Conduct was to be updated to include a space for Governors signatures. Governors agreed to the updated Code of Conduct and that it should be personally signed by all Governors. **ACTION**

f) School Vision

Governors heard that the school vision had been updated over the last few years and had encompassed what the school was trying to achieve. It was on the website and had been developed from pupil parent and staff voice.

The Headteacher explained that in light of the new Ofsted framework, Curriculum Intent had been introduced. Each term, there was a focus on one element of the intent and this was shared with pupils. Development was ongoing with regard to the meaning of the words in the school. Staff were using the words in general practice in the classroom, and it was gradually being introduced to parents.

g) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 11<sup>th</sup> July, copies circulated previously, be approved and signed by the Chair and authorised for publication subject to the following change. It was noted that a question had been omitted from the minutes;

**Were home-schooled children included in the SAT's results?** No, only children that were on roll. **ACTION**

h) Action Points from the Previous Minutes

The actions from the summer term minutes were reviewed as follows:

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>UPDATE</b>
3b	Restorative Practices training to be arranged for governors	Headteacher  This training is provided by the LA	See note below
3d	Check progress of H&S audit	Headteacher	See note below
3e	Section 128 checks complete	Headteacher	<b>ACTION</b>
3g	Organise Pay committee meeting	Resources committee	COMPLETE
4d	Scheme of Delegation form 2019/20	Resources committee	Spring meeting
5	Behavioural survey update	Headteacher	See note below

5	To include student numbers in exclusion figures	Headteacher	COMPLETE
5	To identify and additional member of staff for Operation Encompass training	Headteacher	COMPLETE
7g	Healthcheck Governor section of school website	Miss Harrop	<b>ACTION</b>
7g	Vision or Intent on the Ofsted framework	Headteacher	COMPLETE
7g	Ensure governors understand the vision of the school.	Headteacher	COMPLETE
7g	Provide email address to Chair	Mrs Duckworth	COMPLETE
7g	Register with Inspiring Governance	Chair	COMPLETE
9b	Arrange meeting dates	Sub-committees	COMPLETE
10a	Mrs Walters to be added to End of Term of office for Autumn meeting	Clerk	COMPLETE
10c	Dates of school events to be added to GovernorHub	Headteacher	COMPLETE

10c	Governor lanyards to be provided	Headteacher	COMPLETE
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It was noted that Governors preferred the agenda to include Business items nearer to the beginning **ACTION**

3b – It was noted that Restorative training was being offered by the LA on the 26<sup>th</sup> and 27<sup>th</sup> November. Governors were encouraged to attend.

3d – This had been discussed at resources committee. There were still outstanding issues **ACTION**

5 – Results from the Spring term survey had led to a number of actions;

- The lunchtime provision had been changed. There were now two sports coaches every lunchtime and this had had a huge impact on behaviour.
- New furniture had been bought for the year 6 and year 3 classrooms. Improvements to the school environment were hoped to have a positive impact on wellbeing.
- The current Behaviour policy had been considered. Pupils had the opportunity to provide ideas about rewards in school.

It was noted that a further survey had been completed, although it was felt to be inaccurate mainly due to a significant number of pupils being on an educational trip the day it was carried out. The Headteacher was happy to share this survey with Governors although a further survey was planned to incorporate all pupils. **ACTION**

**Was it inaccurate overall or was it certain questions?** The numbers were different, it didn't pull out any average results.

7g – Miss Harrop gave an overview of the outstanding issues on the Governance section of the school website;

- There was still some Governor information missing. These Governors had been emailed and were to return this information to Miss Harrop
- Date of Appointment and Terms of Office needed to be included.
- Attendance records and some minutes
- Business and Financial interests, it was noted that personal interests also needed to be included such as relationships between Governors and staff.

It was noted that Mrs Simm and Mrs Duckworth were Governors for the Infant school and this was to be included.

The clerk advised that certain information could be downloaded from GovernorHub.

Governors thanked Miss Harrop for her work on this. It was noted that work would be done with the Infant school to ensure the Governance sections of each website mirrored one another.

i) Model Pay Policy 2019

The Headteacher confirmed that a detailed and minuted consultation upon the 2019 pay policy was being held with school staff and/or their union representatives. It was to be brought to the Spring FGB meeting for approval **ACTION**

j) Model Governor Visits Policy

Governors discussed the policy which had been circulated prior to the meeting. It was noted that there was a pro-forma which could be used during Governor visits to the school. The Chair explained the importance of recording notes of the visit and sharing



them with the Governing Board. Governors were asked whether they would prefer to use the proforma shown or the one that was already being used. Governors were asked if they would like to trial the new visits proforma, to contact the Chair.

The Policy was delegated to the Steering committee for approval and adoption. **ACTION**

Governors heard there was to be a pupil voice session at 9-10:30 am on the 4<sup>th</sup> December. An overview was given and Governors were invited to attend. It was noted that all subject areas were involved and Governors could sit with a group from a particular area they had an interest in.

k) Model Complaints Procedure

Governors considered the Complaints Procedure which had been circulated prior to the meeting. It was duly AGREED by the governing board, and the Headteacher undertook to publish the document on the school website.

l) Managing Medical Needs

This was to be discussed at the Spring FGB **ACTION**

m) Safeguarding Policy

The Headteacher explained that this policy had changed and now included additional areas. The Policy was delegated to the Curriculum and Standards committee for approval and adoption. **ACTION**

It was also noted that staff had completed their safeguarding training some time ago therefore knowledge was being checked. Governors heard that staff had received the yellow section of the safeguarding policy today and were also being asked questions to check their understanding.

n) Schools Financial Value Standard (SFVS) Letter

Governors noted the letter from Peter Hughes, local authority Finance Manager, advising of changes to the SFVS requirements. Noted we recently had an audit, the things we said we were doing were checked.

7:15pm *Cllr Weekes-Holt left the meeting*

8. RESOURCES

a) Committee Minutes

The minutes of the Curriculum and Standards committee meeting held on 30<sup>th</sup> Oct were noted by the governing board.

b) Matters Arising from Previous Minutes

It was noted that the minutes and matters arising would be discussed at the next Resources meeting.

c) Ratification of Policies

Not discussed.

d) Budget Update

Mr Kokkinis referred to the minutes from the recent Resources meeting and gave an overview of the key areas;

- The budget was healthy and had been helped by the increase in pupil numbers from 308 to 325.
- The recent LA finance audit had been successful and it was felt the budget was being managed effectively.

- The audit had raised a number of recommendations, this document was available to Governors.
- The only high risk recommendation had related to Governor attendance at meetings. It was noted the Chair had worked to address this and it was hoped that attendance would now improve.
- There was a medium risk recommendation relating to the school cheque book.
- The SBM had circulated the budget report on 18<sup>th</sup> October. There were no issues of concern.

e) Presentation of School Fund Audit Certificate OR Approval of School Fund Audit Arrangements

Not discussed **ACTION**

9. TEACHING AND LEARNING

a) Committee Minutes

The minutes of the committee meeting held on 4<sup>th</sup> July and 14<sup>th</sup> Oct and were noted by the governing board.

b) Matters Arising from Previous Minutes

It was noted that the minutes for the meeting on 14<sup>th</sup> October had not yet been approved. There were no further matters arising.

c) Ratification of Policies

Not discussed.

10. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Governance Update

Governors were invited to consider their own training and development needs and those of the whole governing board.

Miss Harrop was presented with a certificate for completing New Governor training and the Board congratulated her.

b) GOVAS update

School Improvement – One Voice

An overview was given regarding the One Voice conversation with the SIA. Governors heard that the four key questions which would be considered during an Ofsted inspection were;

How is the curriculum constructed?

How are knowledge and skills across the curriculum built upon as the children move throughout school?

How would you describe the progress that children make across school in all subjects?

How do you ensure progress in reading is prioritised across the school?

It was noted that progression in all subjects was important and not just Reading, Writing and Maths. Furthermore, that there was progression between year groups without repetition of learning.

c) Safeguarding – Changes to KCSIE

A revised version of *Keeping Children Safe in Education* (KCSIE), effective from 3<sup>rd</sup> September 2019, has been published; governors noted the key changes. The Headteacher confirmed that all staff had read and understood the revised document.

Governors expressed concern that those who were not in an educational setting may lack understanding of what it means within a school. It was noted that Safeguarding was an agenda item at each Resources committee meeting. The Headteacher requested that any questions relating to Safeguarding were directed to the committee and they would be considered there. Furthermore, that the questions and responses would be minuted for future reference for any Governors who were not present at the meeting.

Governors also noted that there was LA Safeguarding training available in January.

d) SEND update

Miss Owen the SEND link Governor gave an overview of the Entitlement Framework. Governors noted the SEND questions which could be used to frame a discussion around its implementation. Examples were given showing how it had been implemented within school;

- There was less clutter on classroom wall displays
- Children had crib sheets which were used for transition between teachers. These gave details of strategies and triggers for the child.
- Parents of SEND children had separate half an hour sessions to the PCE.

8:09pm *Miss Harrop left the meeting.*

e) Assessment update

VERY Provisional LA Primary Data  
The information was noted.

f) Early Years Outcomes

Not discussed

g) Restorative Approaches

School Estate

The guidance was noted.

11. DATES

a) Full Governing Board

6pm 4<sup>TH</sup> Mar and 1pm 8<sup>th</sup> Jul 2020

Apologies were noted from the Chair for the summer meeting.

b) Committee Meetings

To be arranged post meeting **ACTION**

c) May Bank Holiday Date Change

Governors were reminded that the first May bank holiday had been moved from Monday 4<sup>th</sup> to Friday 8<sup>th</sup> May 2020 to coincide with the 75<sup>th</sup> anniversary of VE day.

12. ANY OTHER BUSINESS

a) Sharing Email Addresses with GOVAS and NGA

Governors AGREED to share their email addresses with GOVAS and the NGA.

b) Inclusion of Contact Details on GovernorHub

Governors were made aware that their contact details were visible on GovernorHub to all members of the governing board. The Clerk outlined the procedure for restricting visibility and advised that the LA must have a postal address to contact governors.

c) Admissions Consultation

Governors were made aware that the local authority admissions consultation for 2021-22 had not yet been released.

d) Updated Governor Privacy Notice

Governors noted the updated document.

e) Holiday List 2020-21

The Headteacher circulated the holiday list for 2020-21 and outlined the use of INSET days. It was noted that the school was closed for Polling day and that this was being used as an additional INSET day. It was an opportunity for staff to have further training around the new curriculum.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 8:15pm.

**NEVILL ROAD JUNIOR SCHOOL**  
**AUTUMN TERM 2019 GOVERNING BOARD MINUTES**  
**MEETING ACTION POINTS**

<b>MINUTE POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
4b.	Complete Business Interest Form	RH, SK, CS, SBM, Clerk	Post meeting
4c	DBS check and Section 128 checks to be completed.	SBM	Post meeting
7b.	Mrs Duckworth to update Chair regarding NRI  Governor Membership and attendance to be added to the Spring FGB agenda.	ED  Clerk	Post meeting  Spring FGB
7c.	Committee membership to be added to the Spring FGB agenda.	All, Clerk	Spring FGB
7c	Committee remits to be discussed	CS Committee  Resources committee	Spring meetings
7d.	Consider policies at committee level	CS Committee  Resources committee	Spring meetings.
7e.	Sign the Governor Code of Conduct	All	Post meeting.
7h.	Business to be moved near to the top of the agenda	Clerk	Spring FGB
7h.	Omitted question to be added to the Summer minutes.	Clerk	Post meeting.
7h	Check progress of the H&S Audit	Headteacher	Post meeting
7h.	Behaviour survey to be shared with Governors	Headteacher	Post meeting.

7h	Governance section of school website to be completed.	JH	Post meeting.
7i.	Model Pay Policy to be added to the Spring FGB agenda	Clerk	Spring FGB
7j.	Model Governor Visits policy to be approved.	Steering committee	Spring meeting.
7l.	Managing Medical Needs policy to be added to the Spring FGB agenda.	Clerk	Spring FGB
7m.	Safeguarding policy to be approved.	CS committee	Spring meeting
8e.	Presentation of School Fund Audit Certificate <b>OR</b> Approval of School Fund Audit Arrangements	SBM	Spring FGB
11b.	Committee meeting dates to be arranged.	CS Committee Resources committee	Post meeting