

THE GOVERNING BODY OF HOLME JUNIOR AND INFANT SCHOOL

Minutes of the Annual meeting of the Governing Body held at 7.30 pm at the School on Wednesday 6 September 2017

Present: Dr R Dodd (Chair), Mr S Bell, Ms J Brook, Mr R Knight, Mrs D Smith, Dr A Williams (Head Teacher)

In Attendance: Mrs M Shaw – Minute Clerk, Mrs S Amesbury (Co-opted Governor Designate) and Mrs R Gough (Parent Governor Designate)

The Chair welcomed Mrs Shirley Amesbury (Co-opted) and Mrs Rebecca Gough (Parent) to their first meeting of the Governing Body.

2273 ELECTION OF CHAIR

No election was necessary at this meeting, Dr Rose Dodd having been elected until September 2018 at the 1 February 2017 meeting.

2274 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs B Hilton (consent).

Ms J Brook and Dr A Williams declared an interest in Agenda Item 22 – Teacher Pay Policy.

Governors confirmed:

- (i) their protocols on apologies and consent to Governor absence as follows:-
 - Decide on whether to grant consent on an individual basis depending on the circumstances;
- (ii) Governors each received a copy of the NGA 2017 Code of Practice and signed the register to confirm that this had been agreed and adopted.
- (iii) Declaration of Business Interest Information
 - (a) Governors completed individual Register of Business Interest forms now provided.
 - (b) Following completion of the above forms, it was confirmed that the current details on the School website would be updated accordingly.

2275 NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

There were no items notified to be brought up under Any Other Business.

2276 REPRESENTATION

(a) Appointment of Co-opted Governors

- (i) Governors received and considered a tabled Expression of Interest and Statement from Mrs Gina Taylor.

RESOLVED: Unanimously, that Mrs Taylor be invited to join the Governing Body as a Co-opted Governor.

Action: Head Teacher and Governor Clerking Service.

- (ii) Governors discussed proposals from two further interested parties and suggested that they be asked to submit an expression of Interest /short statement for consideration at the next Governing Body meeting. In addition, they would be welcome to attend the next meeting as observers, if so desired.

Action: Chair of Governors

(iii) Governor Resignation

Governors were sorry to have received notice on 30 August 2017 of Ms Helen Robinson's resignation as a Co-opted Governor due to pressures of work. Nevertheless, Helen hoped to support the school in other guises.

RESOLVED: That Governors' thanks and appreciation be recorded to Helen not only for her commitment as a Governor but also for her involvement with the school in Fair Trade activities and her successful Public Relations work.

Action: Head Teacher

2277 ELECTION OF VICE CHAIR

No election was necessary at this meeting, Mrs Brenda Hilton having been elected as Vice-Chair until September 2018 at the meeting held on 22 March 2017.

2278 REVIEW OF COMMITTEES

(a) Membership

RESOLVED: That membership of committees be as follows, with immediate effect:-

Finance and Resources Committee

Mr S Bell (Chair), Mrs S Amesbury, Dr R Dodd, Mrs B Hilton, Mr R Knight, Mrs D Smith, Dr A Williams.

Standards and Effectiveness Committee

Ms J Brook, Dr R Dodd, Mrs R Gough, Mrs D Smith, Dr A Williams
(Chair to be determined by the committee at its first meeting)

Head Teacher Appraisal

Dr R Dodd (Chair), Mrs R Gough, Mrs B Hilton.

Pay; Complaints & Personnel Procedures (Staff Dismissal); Pupil Discipline & Personnel Procedures (Appeals) and Staffing Appointments

The above four committees will be staffed by appropriate Governors as and when required.

(b) Terms of Reference

The Terms of Reference adopted by the above committees are those recommended by the Local Authority.

The Finance Committee's budget limit for virement between heads of expenditure of the budget is £5,000.

2279 APPOINTMENT OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED That the Governors named below be given specific responsibilities as follows:-

- Special Educational Needs – Dr Rose Dodd
- Governor Training Contact – Dr Andy Williams
- Governor for Looked After Children – Rebecca Gough
- Child Protection/Safeguarding – Rebecca Gough
- Early Years Governor – Brenda Hilton
- Health and Safety – Vacant
- Public Relations – Shirley Amesbury
- Premium Link Governor – Brenda Hilton (Subject to her approval at the next meeting)

2280 CHAIR'S DELEGATED POWERS

RESOLVED: That the Chair be delegated powers concerning the following:-

- (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 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 on the agenda should be deleted from the copy to be made available at the School.

2281 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) The financial limits of this delegated authority, eg spending limits, budget virement are £5,000.

2282 MINUTES OF THE MEETING HELD ON 12 JULY 2017

RESOLVED: That the minutes of the meeting held on 12 July 2017 be approved and signed by the Chair as a correct record.

2283 MATTERS ARISING

Health & Safety Policy – Minute 2266

Dr Williams indicated that a further Health & Safety review would be carried out during the current term.

With regard to situations where parents were willing to transport pupils to events etc., Dr Williams would check on the legal requirements. It was suggested that a 'bank' of parents willing to carry out this service, and who had the appropriate legal documentation required, could be compiled for such occasions.

2284 REPORTS FROM COMMITTEES

No committees had taken place at this early stage in the new academic year.

2285 HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

Dr Williams reported verbally as follows:-

(i) Inspection of School Meals Provision

Kirklees LA Catering Team had made an unannounced visit on the first day of the new academic year to carry out an audit of the school's complete service in relation to school meals' provision. Governors were delighted to learn that Mrs Walker had scored 95% in this inspection, the 5% loss relating to paperwork. Governors asked that their thanks be conveyed to Mrs Walker for her excellent service.

Action: Head Teacher

(ii) Pupil Numbers

Dr Williams was pleased to report that the number of pupils on roll at the start of this academic year was 35, an increase of 6 on the same time last year.

(iii) Leavers' Assembly

Year 7 Leavers' event was held on 28 July and was tinged with sadness, but also pride, at the pupils' development and readiness for the next stage of their education. Governors who had also been present at this event echoed Dr William's comments and remarked on "the lovely atmosphere".

(iv) School Improvement Visit Report

Dr Williams circulated copies of the above report, compiled by Beverley Richards, the school's new KLP, on her visit on 17 July 2017. This was the first of a series of three reports which would be compiled following future visits in the Autumn and Spring terms. As this report was finalised only on the previous day, and tabled, Governors were asked to take it away and read at their leisure. (This was the first such report which Governors had received).

RESOLVED: That School Improvement Visit Report, Summer term 2017, be an agenda item at the 8 November 2017 meeting of the Governing Body.

Action: Kirklees Governor Clerking Service for item on next agenda.

(v) School Staff

The school now had a full complement of staff, all of whom were on permanent contracts. The new Class 2 teacher had made an excellent start, resulting in brilliant feedback from parents.

In conclusion Dr Williams commended the hard work of the whole staff group. He, in turn, was thanked for his report.

2286 VISION PLANNING

Following agreement at the July meeting of the Governing Body, an informal meeting had been held at 5.00 pm at the school on Tuesday 8 August for the purpose of consideration and discussion on the future vision planning and proposed Vision Statement for the school.

Since that meeting, Dr Williams had done further work on the next stage of the Vision Plan, taking into account Governors' feedback and this document was now tabled.

RESOLVED: (a) That Governors should consider the document at their convenience and feed back any comments they might wish to make to Dr Williams within the next two weeks.

Action: Governors

(b) That Vision Planning be an agenda item at the 8 November 2017 meeting of the Governing Body.

Action: Governor Clerking Service

2287 FEDERATION

RESOLVED: That this item be withdrawn as a Standing Item on future agendas.

Action: Governor Clerking Service.

2288 WRAP AROUND CARE

RESOLVED: That this item, which was now being addressed as part of the Vision Statement, be withdrawn as a Standing Item on future agendas.

Action: Governor Clerking Service.

2289 REVIEW PROGRESS OF DEVELOPMENT PLAN

Dr Williams tabled a first draft of the proposed School Development Plan for 2017/18 which he had produced during the summer holidays. This copy had been shared with staff on the first day of this new term and their feedback was awaited. Dr Williams highlighted the following areas covered by the Plan:-

Behaviour/Attitudes; Teaching and Learning; Achievement; Leadership; Extended Services.

RESOLVED: (i) That the 2017/18 Development Plan be approved in principle as a working document.

(ii) That Governors should feed back to Dr Williams, any comments they might wish to make within the next two weeks.

Action: Governors

(iii) That School Development Plan 2017/18 should be an agenda item at the 8 November meeting of the Governing Body.

Action: Governor Clerking Service

- Dr Williams took this opportunity of updating Governors on the planned reconstruction of the school's website.

2290 SAFEGUARDING

Governors each received a copy of the Kirklees model School Safeguarding Policy updated for 2017/18 which had been received in school on the previous day. Dr Williams took members through the 30 page policy, pointing out changes/additions made since the previous version.

RESOLVED: That the model policy be adopted and the school's Safeguarding policy be updated accordingly.

2291 DRAFT MARKETING PLAN

Dr Williams took Governors through tabled copies of a Pupil Numbers/Marketing document which set out his proposals for a review of the current admission arrangements and various approaches to marketing the school, together with target dates. This document had not yet been seen by the school's staff.

Governors fully endorsed Dr Williams' suggestions and awaited further updates in due course.

2292 DOCUMENT CONTROL PLAN

Dr Williams presented for information a paper outlining systems for documentation control which included:-

- Fundamentals
- Electronic storage of documents
- Documentation folders
- Master-lists of documentation review
- Governor meetings
- Pupil records
- Retention of documents

Governors were pleased to note that a folder structure would be set up with differing levels, in order that Governors could have their own confidential section, allowing use of this space for working documents and negating the need for the previous “Drop Box” system.

2293 FINANCIAL MANAGEMENT AND MONITORING

- Proposals for 3 year Budget Planning

At their last meeting on 12 July 2017, Governors had been provided with a tabled document on funding projections and three year budget planning. (Minute 2259 refers). Governors had been asked to take this document away for reflection over the summer holiday in readiness for firm decisions to be taken at their September meeting.

RESOLVED: Unanimously that the contents of this paper be approved in full.

- School Fund Audit Report

This item was deferred to the next meeting.

Action: Governor Clerking Service

2294 TEACHER APPRAISAL POLICY AND TEACHER PAY POLICY

It was noted from the agenda for this meeting that the Kirklees Model Policies were currently being reviewed and would be made available via OneHub. Until that time the school would work to existing policies.

In the meantime the Chair of Governors had received a letter signed by the General Secretaries of ASCL, NAHT, NEU UCAC and Voice, giving their joint advice on the application of the Government’s 2017 School Teachers’ Pay and Conditions Document (STPCD).

2295 POLICY REVIEW

Whistleblowing Policy

Dr Williams circulated copies of Kirklees updated Whistleblowing Policy and indicated that this would be made widely available to staff and also inserted on the school website to replace the previous version.

2296 CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2019/20

From documentation provided, Governors noted that:-

- (i) For community and voluntary controlled schools that are part of the LA Admissions authority, a period of consultation regarding co-ordinated schemes, admission arrangements including the proposed published admission numbers

(PAN) will run from Wednesday 1 November 2017 and end on Tuesday 12 December 2017.

- (ii) The contents of the report will be published on the Kirklees website on Wednesday 1 November 2017. Governors will be able to access the report via www.kirklees.gov.uk/admissions and discussion will take place at the 8 November 2017 meeting.

Action: Governor Clerking Service for 8 November agenda.

2297 GOVERNANCE REVIEW AND IDENTIFICATION OF GOVERNOR TRAINING NEEDS

- (a) The Chair referred to the meeting scheduled for Wednesday 27 September 2017 at 7.30 pm at the school when Mr Apthomas, National Leader of Governance, would carry out a review of the Governing Body. Members had already completed and returned to school a questionnaire compiled by Mr Apthomas.

In view of the above, it was considered appropriate to await the outcome of this review, and Mr Apthomas's advice, before signing up for particular training courses.

- (b) Dr Williams referred to the complete sets of papers tabled for all Governors at this meeting. He suggested that he would continue this practice unless individual Governors informed him to the contrary.

Action: Governors

2298 GOVERNOR VISITS

There was nothing to report at this first week of the academic year.

2299 ANY OTHER BUSINESS

No items of Any Other Business had been requested.

2300 DATES OF FUTURE MEETINGS

RESOLVED: That future meetings of the Governing Body will be held on Wednesday evenings, commencing at 7.30 pm at the School as follows:-

- (i) 8 November 2017
- (ii) 17 January 2018
- (iii) 7 March 2018
- (iv) 16 May 2018
- (v) 11 July 2018

2301 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.