

# BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES

## AUTUMN TERM 2018

Date: 4 December 2018

Time: 4.30pm

Venue: The School

### GOVERNORS PRESENT

Mrs J Graham (Chair), Mr E Milner (Headteacher), Mr A Bassett, Mrs G Collins, Ms J Sturch, Mrs J Humphries, Mrs N Taylor, Mr A Bennett, Mrs J Patel, Mrs K Pixton, Mr A Grace, Mr P Thomas

### IN ATTENDANCE

Mr A Lane Governor Support Officer

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed governor to the meeting.

Apologies for absence were received from Mrs J Knott and Mr J Vali and accepted by the board.

#### 2. ELECTION OF CHAIR/VICE CHAIR AND CONSIDERATION OF VACANCIES

The tenure for both positions was until the 2019 autumn term meeting

It was agreed that Mrs Patel be appointed co-opted governor, releasing a parent-governor vacancy for which an election would be held in the New Year. The Clerk would supply the school with the necessary paperwork as well as that for staff-governor. - **Action**

#### 3. BUSINESS INTERESTS

##### a) Declaration of Business Interests

Governors were asked to declare any business, financial or personal interests in any agenda items.

Governors were reminded that they should declare any interest which arose during the meeting.

##### b) Business Interest Form

Copies of the Business Interest form 2018-19 were circulated. Governors were requested to complete and sign the forms and return them to school for upload to the website.

##### c) DBS Checks

It was confirmed that DBS checks were in place for all governors. Mrs Collins, School Business Manager, informed the meeting that there was now a requirement for governors to have a Section 128 check; Mrs Collins would clarify this further with HR - **Action**

#### 4. BUSINESS

##### a) Previous Governing Board/Committee Minutes

It was RESOLVED that the minutes of the meeting held on 15 July 2018, copies circulated previously, be approved and authorised for publication.

The review of the GDPR-related policies would be taken at the next Resources committee meeting.

The minutes of the meetings of the following committee meetings were approved:

Monitoring – 12 October

Standards – 30 October

Resources – 7 November

b) Committee Remits, Membership and Election of Chairs

Governors agreed membership and remits. These were documented in the Governing Board Strategic Plan, which had been commended during the recent LA review meeting.

c) Policy Review

An updated document had been circulated prior to the meeting. It was agreed that the policy review would take place throughout the academic year as required.

d) Governing Board Code of Conduct Review

Governors were referred to the previously circulated document. It was AGREED that the Governing Board Code of Conduct would be adopted.

e) Approval of Policies

- Safeguarding Policy - to be considered further by Mrs Taylor (Safeguarding Governor) and Teaching and Learning committee - **Action**.

- Recruitment and Selection Policy – to be considered further at Resources committee, once the SBM had clarified matters relating to this policy with HR - **Action**

- Job Share Policy and Guidance - to be considered further at Resources committee, once the SBM had clarified matters relating to this policy with HR - **Action**

- \* Parent and Visitor Behaviour Policy – the personalised (to the school) policy was approved by governors.

- \* Attendance Policy – this strengthened the school's drive on pupil attendance with support from the EWO; the policy was approved.

- \* CCTV Policy - this had been approved at Resources committee; governors also approved the policy.

- \* Pay Policy

In terms of the pay policy, consultation with staff had taken place and there had been no dissent. The Resources committee had considered this in detail and had unanimously approved the policy with the designated uplifts. Governors also duly approved the policy.

## 5. RESOURCES

This had been covered at the Resources committee meeting.

The SBM reported that the LA internal audit review had been very positive and had commended the effective governance of the board. The action points arising from this were to be included as an annex to the SFVS. The Chair praised Mrs Collins for her hard work and financial management skills.

Although the school had an approximate carry-over of £84,600, the SBM alerted governors to the significant budget pressures facing the school from 2020-21.

The Headteacher was pleased with how the roof project had gone, adding that the school had obtained a quote of c£8k for electronic roof lights in the library. As the school only needed to commit 10% towards this, the work had been given the go-ahead, with a likely start over the Christmas holidays.

In terms of staffing, Bob Wellings had been replaced by an NQT and a replacement had been appointed for the Site manager post.

The SFVS and School Fund Audit certificate were signed off by the Chair of Governors.

Mr Grace, Health and Safety Governor, would liaise with the SBM and Site Manager to arrange a H & A walk around school - **Action**

Before presenting the next agenda item, the Headteacher explained that his Report would essentially be the SEF and also based on the One Voice document; this style of reporting had already been received favourably by the LA, after being received at the LA review; it had also been recommended to share it with another school.

## 6. HEADTEACHER'S TERMLY REPORT

The School Improvement Partner had praised the practice of each statement at the end of each evaluation. Governors also welcomed the bullet point format. Of particular note, the school had looked at the past marks for Key Stage 1 which were more than twice as high at the national average for infant data.

The base line for English and Maths was now included, which revealed interesting data.

At this point, the following findings from the LA review were received:

- Praiseworthy displays around school.
- Credible, confident and assured reading.
- Consistent teaching and learning.
- Strong assessment systems.
- Effective safeguarding procedures.
- Robust tracking.
- Good progress in Maths.
- No flaws in leadership.
- Significantly far on from "requires improvement".

The recommendations included:

- How Reciprocal Reading caters for higher ability children.
- Greater depth In Writing.
- Check the reliability of the Maths data and how it caters for lower ability children.

Following the meeting between the School Improvement Partner and governors, the following had been identified as key questions for governors.

- Their self-evaluation role
- Their strategic approach
- Their use and understanding of data.

It was agreed that these would be considered in further detail at Monitoring committee – **Action**

**How do such reports link to Ofsted ?** They can evidence progress.

**What were the tangible improvements in school ?** The way the school evidences progress across the curriculum in books, the development of Middle Learners (commended by the SIP), the more consistent, rigorous and sharper approach on the part of staff.

**Has the children's learning improved ?** As yet, that cannot be quantified, although pupil progress meetings were very effective.

The Chair cautioned on the need to be mindful of the wellbeing of both staff and pupils and invited governors' thoughts on how this could be supported.

#### School Development Plan (SDP) Update

Governors received the overview

b) Appraisal and Pay Update

The process was ongoing in school.

c) Behaviour in School Update

d) Update on Physical Interventions

There had been one incident.

e) Young Carers Update

There had been no young carer referrals.

#### 8. GOVERNOR DEVELOPMENT

Governors noted that the GOVAS Governor Conference would take place on Saturday 23<sup>rd</sup> March 2019 at Marple Hall School. The Development Governor encouraged colleagues to attend the LA sessions.

Mrs Humphries, Development Governor, reported back on her attendance at the pupil premium training.

The Chair recommended the sessions on safeguarding, SEND and safer recruitment as well as the NGA on-line modules.

#### 9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Safeguarding Update

The guidance was noted.

b) Facilitated Learning Opportunities for the Primary Sector

Governors noted the range of opportunities available from the Primary School Improvement Team.

c) Early Years Updates 1 and 2

Governors noted the guidance on assessment and the 30 hours nursery funding scheme

d) Schools' Finance

Governors noted the guidance.

e) HR Update

Governors noted the guidance.

f) Restorative Approaches

Governors noted the guidance and the training opportunities detailed within the Governor

Training Brochure 2018-19.

g) Hate Incidents – Recording and Reporting

Governors noted the guidance.

h) Governance Update

Governors noted the guidance.

10. DATES

a) Full Governing Board (2019)

Thursday 17 January at 4.30pm (preceded by meeting with Curriculum Leaders)

Thursday 21 March at 4.30pm

Thursday 11 July at 4.30pm

Committees

Teaching and Learning – Tuesday 22 January at 4.30pm.

Standards – Tuesday 29 January at 4.00pm.

Resources – Thursday 6 February at 4.30pm.

b) INSET Dates for 2019-20

To be presented in the Spring Term 2019 - **Action**

11. ANY OTHER BUSINESS

a) Sharing of Email Addresses

Governors AGREED to sharing 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.

c) End of Term of Office

There were no governors with terms of office due to end before 31.12.18.

At this point in the meeting, the Chair invited colleagues to consider in the future measures to develop engagement with parents.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6.25pm.

### MEETING ACTION POINTS

<b>ACTION POINT</b>	<b>ACTION REQUIRED</b>	<b>ACTION FOR</b>	<b>DATE ACTION TO BE COMPLETED</b>
2	Arrange parent- and staff-governor election	GSO	Post meeting
3	Clarify governors' s128 check	SBM	Post meeting
4	Review of policies	Respective committees	Next committee meetings
5	Carry out H & S walk	H & S Governor, SBM, Site Manager	Post meeting
10	Present 2019-20 Inset dates	Headteacher	2019 Spring GBM