

BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES

AUTUMN TERM 2019

Date: 2 December 2019

Time: 4.30 pm

Venue: The School

GOVERNORS PRESENT

Mrs J Graham (Chairperson), Mr E Milner (Headteacher) (EM), Mrs E Battersby, Mrs J Patel, Mr D Bennett, Ms J Sturch, Mr A Bassett (AB), Mr P Thomas

IN ATTENDANCE

Mr A Lane

Governor Support Officer

1. OPENING THE MEETING AND ELECTION OF CHAIR/VICE-CHAIR

This item was not applicable as this was the mid-point of a two-year tenure.

This item was not considered

2. WELCOME AND APOLOGIES

Governors were welcomed to the meeting by the Chair.

Apologies for absence were received from Mrs K Pixton, Mrs G Collins, Mrs J Knott, Mrs N Taylor and Mr J Vali and accepted by governors.

Mrs Battersby was welcomed to the meeting; introductions from those present then ensued

It was noted that, due to increasing work commitments which took her out of the area, Mrs Knott was currently considering her position as a governor.

As the recent parent-governor election had only attracted one candidate, it was agreed to canvas interest from the parent body more informally.

Mrs Collins was stepping down as a governor, although she would continue to provide financial advice to the Board and Resources committee. The board thanked her for her service, while the Clerk would be writing to thank her for her service on behalf of the LA and governing board - **ACTION 1**

3. DECLARATION OF INTERESTS

a) Declaration of Business Interests

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

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.

c) DBS Checks and Section 128 Checks

The checking process was complete for all governors.

4. HEADTEACHER'S TERMLY REPORT

The Headteacher explained that, due to the practice of various documents being presented to Monitoring committee, this would also apply to the board and it would no longer be a Head's report as such which was sent out, but rather a number of discrete but related documents.

One Voice – This new forum was a device for holding SLT to account. A summary of the One Voice meeting with the School Improvement Adviser (SIP), Headteacher and Monitoring committee had been sent to governors. The conclusion was very positive following a comprehensive scrutiny of lessons and SIP observation.

Outside scrutiny - An outside consultant, Michelle Cundle (MC), had carried out a validation visit for writing. MC had confirmed the SIP's assertion that the quality of the books was of a "gold" standard. MC had also assessed Reading, although this had not been a "deep dive". MC was due to return on 3 December. While the Guided Reading sessions had been commended, some of the Reciprocal Reading had been questioned. There had also been adverse comment on the reading corners. To address this, the school had invested in new resources – furniture and books.

There was disappointment on the part of the school that the standards identified were not translating into improved results. A governors queried whether this **may be attributable to vocabulary ?** Possible measures to address this such as "Word Avenue" or speech and language therapy were suggested. AB observed that whole class Reading helped children with their expertise on words and retrieving and remembering words.

School Website – Ms Sturch was thanked for her work in ensuring that the school website was up to date and compliant with statutory requirements. The governors' section needed updating.

Deep Dives – These had been carried out for Maths and Art and Design. A Pupil Voice on the Subject Leads had taken place, while the SIP had observed and interviewed the Leads. The SIP's questioning was based on "**why this and why now ?**" The SIP also recommended that the quality of teaching and learning on subjects be graded at gold, silver or bronze. There had been good feedback in Art and Design, although the interviews had not been as strong as those for Maths.

Self-evaluation form – This was due to be updated after Christmas. EM cited the SIP's comment that he was happy with the quality of teaching which was termed "good", although EM regretted that much of the SIP's comment was not committed to written form. JG also echoed this in terms of evidence from the books' quality and that of triangulation. AB also commended the quality of the curriculum as evident in the books and that this charted the school's vision of a rich curriculum, not solely one mindful of Ofsted.

Behaviour – AB updated governors on the log of behaviour incidents. There had been no incidents of physical intervention, while there had been four internal exclusions.

5. GOVERNOR DEVELOPMENT

Governors were encouraged to attend the LA's governor development sessions

Governors noted that the GOVAS Governor Conference would take place on Saturday 28th March 2020 at Marple Hall School.

6. BUSINESS

a) End of Term of Office

There were no governors' terms of office due to end.

b) Consideration of Vacancies

Governors were invited to consider candidates to join the Governing Board to fill the one co-opted vacancy. It was noted that the recent staff governor election had attracted no nominations. The parent-governor vacancies had been considered earlier.

c) Consideration of Committee remits/membership

This remits were agreed

The membership would be retained.

It was agreed that Mr Thomas would become the Health and Safety governor.

d) Policy List

The School Business Manager monitored and updated the policy review cycle.

e) Review of Revised Governor Code of Conduct

Governors approved the Code and the policy on Open Government.

f) Action Points from the Previous Minutes

The minutes were approved and the actions from the summer minutes were noted..

h) Model Pay Policy 2019

The pay policy had been referred to staff for the relevant consultation period; no dissent had been received. The Resources committee had previously approved the policy.

Since then, the Pay committee had met to agree staff pay enhancements.

i) Model Governor Visits Policy

This was ratified.

j) Model Complaints Procedure

This was ratified. Due to a current ongoing complaint, it was agreed to defer implementation of the updated policy to 1 January 2020.

k) Safeguarding Policy

The updated policy had been received; the main changes had related to sexting, self-harm and peer-on-peer abuse. The policy was approved.

l) Schools Financial Value Standard (SFVS) Letter

The guidance was noted.

7. RESOURCES

8. TEACHING AND LEARNING

Committee Minutes

The minutes of the Monitoring, Resources and T & L committee meetings were approved.

Budget – The school was in a strong financial position, although staff planning was a major challenge. **What accounted for the rise in energy costs ?** The Headteacher undertook to look into this - **ACTION 2**

Did the school have succession planning in place for the School Business Manager ? Not currently.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

Governance Update

GOVAS update

School Improvement – One Voice

Safeguarding – Changes to KCSIE

SEND update

Assessment update

Early Years Outcomes

Restorative Approaches

School Estate

The Briefing Papers were noted.

10. DATES

a) Full Governing Board

b) Committee Meetings

The calendar of governing board/committee meeting meeting dates had been set for the year.

c) May Bank Holiday Date Change

Governors were reminded that the first May Bank Holiday had been moved from Monday 4th to Friday 8th May 2020 to coincide with the 75th anniversary of VE day.

At this point, governors recorded their approval for the forthcoming trips/visits to Conway and Ilam

11. ANY OTHER BUSINESS

a) Sharing Email Addresses with GOVAS and NGA

This was agreed.

b) Inclusion of Contact Details on GovernorHub

This was agreed.

For the final item, EM and AB left the meeting due to a conflict of interest.

Following careful discussion, governors approved a change in the Headteacher's individual salary range from 16-23 to 16-24.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6.30pm.

MEETING ACTION POINTS

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
1	Write to Mrs Collins to thank her for her service as a governor	GSO	Post-meeting
2	Look into rise in energy costs	Headteacher	Post-meeting