

BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES

SUMMER 2022

Date: 5 May 2022

Time: 4.30pm

Venue: The School

GOVERNORS PRESENT

Mrs J Graham (Chair), Mr P Thomas, Mrs C Owens, Mr T Ellison, Mrs E Battersby, Mr M McDermott, Mrs J Carson, Mr E Milner (Headteacher)

IN ATTENDANCE

Mr A Lane Governor Support Officer

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| 1. | <u>WELCOME AND APOLOGIES</u> |
| | Governors were welcomed to the meeting by the Chair. Apologies for absence were received from Mr J Vali, Ms J Sturch, Mrs A Boulderstone, Mr D Bennett, Mrs A Power, Mrs J Patel and accepted by the governing board. |
| | The Clerk confirmed that the meeting was quorate. |
| 2. | <u>DECLARATION OF ANY OTHER BUSINESS (AOB)</u> |
| | The Chair invited governors to declare any items for discussion under AOB. No items were declared. |
| 3. | <u>DECLARATIONS OF INTERESTS</u> |
| | 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. |
| | <u>CORE OBJECTIVE 1: ENSURING CLARITY OF VISION, ETHOS & STRATEGIC DIRECTION</u> |
| 4. | <u>SCHOOL DEVELOPMENT PLAN (SDP)</u> |
| | It was confirmed that the core features of the SDP were reflected in the Headteacher's termly report. |
| 5. | <u>CORE BUSINESS</u> |
| a) | <u>Previous Governing Board Minutes, Actions & Matters Arising</u> |
| | It was RESOLVED that the minutes of the meeting held on 27 January 2022, copies circulated previously, be approved and signed by the Chair and authorised for publication. |
| | The actions from the spring term minutes were reviewed as follows: |

MEETING ACTION POINTS

| ACTION NUMBER | MINUTE POINT | ACTION REQUIRED | ACTION FOR | UPDATE ON ACTION TO BE COMPLETED |
|---------------|--------------|--|---------------------------------|--|
| 1 | 5b | Review/consider data protection-related policies | Resources committee | Completed |
| 2 | 8 | Receive report on History and Geography audit | Teaching and Learning committee | Completed |
| 3 | 9 | Observe a school wellbeing group | Mrs Boulderstone | Completed. It was noted that other governors had also observed wellbeing groups in school. |

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| b) | <u>Approval of Inset Days 2022-23</u> |
| | Governors had previously APPROVED the INSET days for the academic year 2022/23. |
| c) | <u>Pay Committee Membership</u> |
| | The Pay committee membership was reaffirmed. |
| d) | <u>Health & Safety Policy</u> |
| | The Health & Safety policy was considered and APPROVED by the governing board. |
| 6. | <u>BOARD/STRATEGIC DEVELOPMENT</u> |
| a) | <u>Governing Board Development Plan (Skills Audit, Induction, Training, Succession Plans)</u> |
| | A governor had attended diversity training, while the development sessions were commended to all governors. The Chair had attended the Chair's briefing session. The Chair recommended to colleagues the NGA on-line development sessions. |
| b) | <u>End of Term of Office</u> |
| | There were no imminent ends to governors' terms of office. |
| c) | <u>Board Vacancies</u> |
| | There were currently two co-opted and one LA governor vacancies. The Clerk undertook to clarify the current position on the prospective governor application – ACTION 1 |
| d) | <u>Terms of Office for Chair and Vice Chair</u> |
| | Governors duly AGREED a continuation of the current arrangements. Terms of office to remain at two years from the date of the autumn term meeting 2022; the Chair and Vice Chair to remain in office until the date of the autumn term meeting 2024. |
| e) | <u>Expressions of Interests in the Roles of Chair, Vice Chair, Chairs of Committees</u> |
| | Governors were invited to express an interest in the above roles. Governors were invited to give some thought to the roles and contact the Clerk prior to the autumn term full governing board meeting to express an interest. |
| f) | <u>Feedback on Governor Visits</u> |
| | A number of governors had attended the recent Governor Drop-in Day. The next one was |

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| | <p>scheduled for 25 May.</p> <p>Mrs Patel would be meeting with Mrs Howarth on 23 May.</p> <p>A governor had observed a wellbeing class comprising girls and had found the session very positive. It was clear that this was a valuable forum for offering peer support and affording pupils the opportunity to express their feelings.</p> <p>Three governors had assisted with the recent school residential trip and commended the exemplary pupil behaviour. Both the Headteacher and Mr Ellison, staff governor, recorded their appreciation of governor support.</p> |
| | |
| 7. | <u>BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY</u> |
| | <p><u>Governance update and governor development</u></p> <p>Declarations of interests to be made at every governing board meeting</p> <p><u>Recent DfE White and Green Papers</u></p> <p>Governors to respond to the Green Paper on SEND - ACTION 2</p> <p>The Chair highlighted the four key strands of the White Paper. Governors were informed of the government's intention of school academisation by 2030. A discussion then ensued among governors on what the school's approach should be. It was agreed that, at the current time, there was no great will among most Stockport schools to pursue this and it was noted that future developments in government could impact on this.</p> <p>Governors were encouraged to respond to the SEND Green Paper by 7 July. It was noted that educational health care plans for pupils were not always the complete solution for the school as the school often had to deploy top-up funding.</p> <p><u>Guidance on Headteacher Pay</u></p> <p>Governors noted the guidance.</p> <p><u>Adaptive Teaching</u></p> <p>Governors noted the guidance.</p> <p>The Headteacher informed the meeting that the school was considering withdrawing from the Learning Support Service.</p> <p><u>Early Years Update</u></p> <p>Governors noted the guidance.</p> <p><u>New Guidance on School Uniform</u></p> <p>Governors to review the school's uniform processes and policy - ACTION 3</p> <p><u>DfE Updates for Schools</u></p> <p>Governors noted the updates.</p> |
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| | <u>CORE OBJECTIVE 2: HOLDING THE HEADTEACHER TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE SCHOOL AND ITS PUPILS</u> |
| 8. | <u>HEADTEACHER'S TERMLY REPORT</u> |
| | <p>The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:</p> <p>The Headteacher updated the governors upon matters arising from the Report:</p> <ul style="list-style-type: none"> Michelle Cundle (MC), Literacy consultant, had spent the day with the Deputy Headteacher and Cheryl Rock, Literacy Lead. Two staff meetings were set for the latter |

| | <p>summer half-term to plan for the trialling of some new procedures. Ultimately, the school was looking at moving from Guided Reading to Whole Class Teaching.</p> <ul style="list-style-type: none">• The loss of Khad been a setback to the school in developing Phonics progress.• Pupil attendance currently stood at 93.35%, whereas pre-Covid this had been in the range of 95.6% to 96.1%• There had been an improving picture on pupil behaviour this term. There had been seven exclusions in the autumn term, one in the spring and one so far this term. There had been two incidents of physical intervention this week, with a total of twenty-two over the year. Was there a “buddy” system ? No, although rigorous support and intervention measures were carefully deployed to address pupils’ challenging behaviour. While noting the need to safeguard the needs of challenging pupils, Governors were concerned about both the impact on staff wellbeing and the teaching and learning of the rest of the school’s pupils. The Headteacher stressed that the school’s restorative approach policy meant that it was committed to trying every support/intervention strategy before initiating a fixed-term exclusion. The Chair advised that there was exclusion training for governors from the LA and via the NGA on-line suite of courses. | | | | | | | | | | | | |
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| 9. | <u>WELLBEING</u> | | | | | | | | | | | | |
| | This had been covered previously in the meeting. | | | | | | | | | | | | |
| 10 | <u>TEACHING & LEARNING</u> | | | | | | | | | | | | |
| a) | <u>Committee Minutes</u> | | | | | | | | | | | | |
| | <p>The minutes of the committee meeting held on 24 February 2022 were noted by the governing board.</p> <table><tr><th>ACTION POINT</th><th>ACTION REQUIRED</th><th>ACTION FOR</th><th>UPDATE ON ACTION</th></tr><tr><td>1</td><td>Circulate SIP</td><td>Deputy Headteacher</td><td>Completed</td></tr><tr><td>2</td><td>Clarify Year 3 data</td><td>Deputy Headteacher</td><td>Completed</td></tr></table> | ACTION POINT | ACTION REQUIRED | ACTION FOR | UPDATE ON ACTION | 1 | Circulate SIP | Deputy Headteacher | Completed | 2 | Clarify Year 3 data | Deputy Headteacher | Completed |
| ACTION POINT | ACTION REQUIRED | ACTION FOR | UPDATE ON ACTION | | | | | | | | | | |
| 1 | Circulate SIP | Deputy Headteacher | Completed | | | | | | | | | | |
| 2 | Clarify Year 3 data | Deputy Headteacher | Completed | | | | | | | | | | |
| b) | <u>Ratification of Policies</u> | | | | | | | | | | | | |
| | There were no policies from the meeting to ratify. | | | | | | | | | | | | |
| c) | <u>Teaching & Learning/Curriculum Update</u> | | | | | | | | | | | | |
| | Covered in the Headteacher’s termly report. | | | | | | | | | | | | |
| d) | <u>Educational Recovery Progress</u> | | | | | | | | | | | | |
| | Covered in the Headteacher’s termly report. | | | | | | | | | | | | |
| | <u>CORE OBJECTIVE 3: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL & MAKING SURE ITS MONEY IS SPENT WELL</u> | | | | | | | | | | | | |

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| 11 | <u>RESOURCES & BUDGET</u> |
| a) | <u>Committee Minutes</u> |
| | The minutes of the committee meeting held on 9 February 2022 were noted by the governing board. The action points would be covered at the forthcoming Resources committee meeting. |
| b) | <u>Ratification of Policies</u> |
| | The Managing Employee Reductions policy had been considered by the committee and was duly RATIFIED by the governing board. The Health and Safety policy (referred to earlier) was approved, pending clarification of the section on contractors. |
| c) | <u>Approval of 2022-23 Budget</u> |
| | To be covered at Resources committee. |
| d) | <u>Budget Update</u> |
| | To be covered at Resources committee. |
| e) | <u>Evaluation of Pupil Premium, Sports Grant, Covid Catch Up Spending</u> |
| | To be covered at Resources committee. |
| f) | <u>Residential Trips</u> |
| | The forthcoming residential trips were APPROVED by the governing board subject to all appropriate Risk Assessments being in place. |
| g) | <u>Local Authority Buybacks</u> |
| | To be covered at Resources committee. |
| h) | <u>Scheme of Delegation</u> |
| | Governors considered and duly APPROVED the Scheme of Delegation 2022-23. |
| i) | <u>Finance Manual</u> |
| | The Finance Manual (circulated previously) and agreed by Resources committee was considered and APPROVED by the governing board. |
| 12 | <u>PREMISES & HEALTH & SAFETY (H&S)</u> |
| | There were no major issues, just some snagging work outstanding. The Headteacher would be presenting a feasibility study to governors in due course for gender specific toilets – ACTION 4 |
| 13 | <u>DATES</u> |
| a) | <u>Full Governing Board</u> |
| b) | <u>Committee Meetings</u> |
| | The Clerk would circulate in due course suggested governing board and committee meeting |

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| | dates for the autumn term – ACTION 5 |
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| 14 | <u>ANY OTHER BUSINESS</u> |
| | <p>The school would be marking the Queen's Jubilee celebrations.</p> <p>The Governing Board approved the Safeguarding policy.</p> <p>Governors were invited to come into school to next week to help with the administration of the SATs.</p> |
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| | With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 6.15 pm. |

SUMMER TERM 2022 GOVERNING BOARD MINUTES
MEETING ACTION POINTS

| ACTION NUMBER | MINUTE POINT | ACTION REQUIRED | ACTION FOR | DATE ACTION TO BE COMPLETED |
|----------------------|---------------------|--|-------------------|------------------------------------|
| 1 | 6c | Clarify governor application | Clerk | Post-meeting |
| 2 | 7 | Respond to SEND Green Paper | Governors | By 7 July |
| 3 | 7 | Review School Uniform policy | Governors | Post-meeting |
| 4 | 12 | Present toilets feasibility study to Resources committee | HT | Post-meeting |
| 5 | 13b | Circulate suggested autumn term meeting dates | Clerk | Post-meeting |