

BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2018

Date: 17 July 2018
Time: 4.30 pm
Venue: The School

GOVERNORS PRESENT

Mrs J Graham (Chairperson), Mr E Milner (Headteacher), Mrs J Humphreys, Mrs J Patel, Mr D Bennett, Miss J Sturch, Mr A Bassett, Mrs K Pixton, Mrs G Collins, Mrs J Knott, Mrs N Taylor, Mr P Thomas

IN ATTENDANCE

Mr A Lane Governor Support Officer

Prior the meeting, a discussion, replacing the Standards committee meeting, took place regarding the recent SATs results.

Governors received the following:

- * Initial SATS analysis – key data for governors.
- * Year Group and Class Group progress and targets –value-added.

The following were noted:

- The SPAG and Maths results were pleasing, coming in at above national average.
- According to the School Improvement Partner, the School was broadly in line with Reading and Writing.
- ***Had this been a good cohort ?*** Yes, so this could not be a prediction for next year.
- ***Were these what the school had anticipated ?*** Based on teacher-assessment and moderation by the LA and supported by close tracking, they were fairly accurate.
- ***Did the higher achievers raise the overall scores ?*** No, every child counted.
- The greater depth scores were in line with the national average.
- Strategies were in place to address gaps in progress/attainment. These included looking at the timetable and delivering discrete grammar teaching in the curriculum
- The work of the Year 6 team was commended.
- Some papers in the tests had been returned for remarking.
- The pupil premium children had performed significantly better than last year with the following data for meeting age-related expectation: Reading – 56%, Writing – 75%, Maths - 63%
- In the context of these results, there was a clear improvement on six months ago.

4.45pm – the meeting started with the main governing board business.

1. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence from Mrs K Wyld, Mr A Grace and Mr J Vali were received and accepted by the board.

2. DECLARATION OF BUSINESS INTERESTS

Governors were asked to declare any business, financial or personal interests; no declarations were made.

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

3. BUSINESS

a) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meetings on 15 March and 12 June 2018, copies circulated previously, be approved and authorised for publication.

b) Matters Arising from Previous Governing Board Minutes

c) Action Points from Previous Governing Board Minutes.

d) Committee Minutes

It was RESOLVED that the minutes of the following meetings, copies circulated previously, be approved and authorised for publication.

Community and Safeguarding – 24 April 2018

Resources – 3 May 2018

Steering – 21 May 2018

e) Matters Arising from Previous Committee Meetings

Community and safeguarding

The 20 Key questions had been circulated to governors.

Resources

- The LA Health and Safety Officer had confirmed that risk assessments would be carried out for home visits.
- The buildings maintenance contract was now with Robertsons
- The LA had paid for the cost of a new pump for the boiler.
- The School was GDPR-compliant, with the audit having been completed and submitted to the LA.

The following policies considered:

Managing Medical Needs – this had been ratified previously

Data Breach, Data Subject Handling– these were referred to Resources committee for further consideration – **Action**

The pay policy would be reviewed ideally at the stand-alone September meeting or, failing that, in the same manner as last year, namely, consultation with staff, consideration by the and recommendation for approval to full governing board.

4. BUDGET

There were no significant changes to the budget covered at Resources committee.

Mrs Collins added that:

- The Prudential Loan had been confirmed.
- Two teachers are due to leave in July. Two NQTs have been appointed for September.
- There were also two maternity leaves due, which includes the SENCO. At this point, the Headteacher commended Clare Frost's and Danielle's work as SENCO.
- FOBL were looking at areas of grounds maintenance enhancements for their fund-raising.
- The roof work was due to start over the summer holidays.
- Work on the (melting) skylights was required.

5. HEADTEACHER'S TERMLY REPORT

The Headteacher's Report had been circulated previously to the governors.

The main part of the report in terms of progress/attainment had been covered in the SATs discussion. **How did the targets come about ?** They were based on teacher assessment, DFE scores and national percentages to arrive at: Reading – 81%, Writing – 81%, Maths – 91%

The Requires Improvement Action Plan would be circulated to governors – **Action**. It was agreed that there would be value in this being "version controlled".

Were governors happy with the LA-prescribed format of the Heads report ? Yes, this gave a clear overview to allow for question and challenge.

There had been the first exclusion for seven years; this had been a fixed-term, initially for two days and then repeated at four days. The school was receiving significant external agency support for this pupil.

6. STANDING ITEMS

School Improvement Plan (SIP) / School Development Plan (SDP) Update

The SDP had now been overtaken by and subsumed within the Requires Improvement Plan

The key action points of this were mirrored in the Head's report.

Appraisal

The process was ongoing in school.

Report on Racist, Bullying, Homophobic Incidents

The Headteacher reported that there had been no racist incidents during the spring term.

Mr Bassett reported that the school was scrupulous in the recording of bullying incidents. Four such incidents had been investigated and dealt with; it had been confirmed that these should not be logged as bullying.

Report on Physical Interventions

The Headteacher reported that there had been no incidents during the spring term where the use of physical intervention procedures had been necessary.

Young Carers in school

To be confirmed.

Policies for Ratification

Policies were approved on an ongoing basis.

7. GOVERNOR DEVELOPMENT

a) Governing Board Development Plan

This was a standing item on each of the committees' agendas.

b) Induction

New governors were asked to share any feedback they have regarding their induction process.

c) Terms of Office for Chairperson/Vice Chairperson and End of Term Date

Governors agreed that the current term should be two years for the Chairperson and Vice Chairperson roles. The tenure was currently half-way through

d) Development Governor report

Mrs Humphreys reported back on issues covered at the Development Governor workshop.

- **Had any governors accessed on-line training recently ?** None recently
- It was vital that governors regularly reviewed the skills' audit. This was separate from the 20 Key Questions circulated recently.
- The school website should be monitored and updated regularly. Miss Sturch regularly monitored the inclusions in the website to ensure compliance. Mrs Wyld played a monitoring role in this.
- There was a need to target governor attendance according to that governor's committee membership.

Mr Bennett would work with Jenny Humphreys as Development Governor. A skills audit would be completed in September

8. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) Governors' Report from the Headteacher

- Governors considered the new template and AGREED to its adoption.

b) Early Years Update

c) Schools Capital Update

- Governors noted the guidance.

- d) Wellbeing Strategy Update
 - Governors noted the guidance.
- e) GDPR Update
 - Governors had been updated earlier in the meeting upon the school's progress towards GDPR compliance.
- f) Governance Update
 - Governors noted the guidance.

9. DATES

It was agreed to hold a special governing board meeting on Tuesday 18 September at 4.30pm, prior to which governors would meet with Subject Leaders for about twenty minutes. Mr Bassett, with Mrs Taylor and Mis Pixton, had produced a proforma with five key questions which could shape the discussion with the Subject Leaders.

The autumn term governing board meeting was set for Tuesday 4 December at 4.30pm. The Steering committee was set for Monday 16 September at 9.00am. The Clerk would circulate to governors the agreed and other future proposed committee meeting dates for 2018/19 - **Action**

10. ANY OTHER BUSINESS

End of Term of Office

As Miss Sturch had secured a post elsewhere and would leave the school, she would no longer be eligible to be staff governor. Joanne still wished to remain on the board. Governors agreed that she be appointed as co-opted governor with effect from September.

School Residential visits

Mr Bennett recorded his appreciation for staff's commitment in giving up their own time and their commitment in supervising the children on the three annual school residential trips, particularly citing their dedication in ensuring that the children's medical needs were met.

With no further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 7.00 pm.

BANKS LANE JUNIOR SCHOOL GOVERNING BOARD MEETING ACTION POINTS

ACTION POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
3	Review of Data Breach, Data Subject Handling policies	Resources committee	Next committee meeting
5	Circulation to governors of Recovery Improvement Plan	School	Post- meeting

9	Complete skills' audit	Governors	September 2018
9	Circulate 2018/19 meeting dates	Governor Support Officer	Post-meeting

DRAFT