

LYDGATE JUNIOR SCHOOL

MINUTES OF THE MEETING OF GOVERNORS HELD ON 22 JUNE, 2017

Present: Maureen Neill (Chairperson); Jeremy Bannister; Chris Batchelor; Julie Farrell; Rosemary Fletcher; John Hague; Stuart Jones; Dan Kirkland; Ann Parker; Rebecca Proctor; Joel Robinson; Andrew Sharrock; Carolyn Sleath.

In Attendance: Russell Johnson (Clerk to the Governors)

ACTION

1. Apologies for Absence

Apologies for absence were accepted from Mark Alexander.

Maureen noted the resignation of Jodie Foster from the Board, and expressed appreciation of her contribution to the School.

2. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.

3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

Resolved: That the minutes of the meeting held on 23 March, 2017 be approved and signed, with one minor amendment:

(i) Item 4 page 3, 'SLT' stands for 'Senior Leadership Team', not as stated.

Matters arising from the minutes

There were no Matters Arising

4. Headteacher's Report

The Headteacher's report, which had been circulated before the meeting, was received. Stuart Jones noted that the format of his Report is tied to Ofsted Reporting and the School's SEF.

Stuart Jones took the opportunity to remind Governors of 'Rights Respecting' ethos of the School, which is central to all its work with children. Stuart Jones described this approach in practical terms: listening to children; building 'polite assertiveness' behaviours and,

recently, teaching about campaigns and campaigning.

Inspection

Stuart Jones reminded the Board that an Ofsted Inspection is expected in the near future, the last one took place in November 2012. Diane Stokes will conduct a two-day pre-inspection audit.

Pupils' Achievement

The July outcomes data is expected to be very positive. The School continues to be high-attaining and high-achieving. Progress is strong in all year groups and in all targeted groups.

The Y6 Statutory Writing Assessment has recently been moderated. A randomly selected 15% of the cohort is checked. Three have been downgraded; two of these will be the subject of appeals. The school is confident in its assessments partly because one of the staff is a trained moderator herself.

87% of Y6 have reached Expected Standard or above in writing (teacher-assessed). The other 13% have made good progress.

When full school data and national statistics are available for benchmarking a full analysis will be presented to Governors.

Quality of Teaching

All teaching has been judged good or outstanding. In a few cases, rapid intervention and support has brought teaching assessed on some occasions as approaching 'good' up to the required standard.

Safeguarding

Safeguarding information for pupils moving to secondary is appropriately and securely shared with the receiving SENCO.

Behaviour & Safety

Stuart Jones told the meeting that there are no significant outstanding H&S items. Some training needs have been identified and will be actioned.

Pupil behaviour is exemplary: incidents of unacceptable behaviour are rare.

One fixed-term exclusion (FX) has been necessary since the last FGB meeting and there have been two incidents recorded as racist. These have been appropriately addressed. Bullying is rare and is always dealt with in accordance with the Rights Respecting ethos.

Stuart Jones shared anonymised background information for the fixed exclusion, only the second in three years. Exclusion is, of course, the absolute last resort and work is put in place to prevent a recurrence. This prompted some concerns by Governors about the currently very difficult SEND funding landscape where support needed by children may not be available.

Electrical socket covers are to be removed following new advice.

Pupil Attendance

This regularly exceeds the target of 97.6%, and the few Persistent Absentees are supported by specific interventions which are largely successful.

There was a short discussion about the cut-off point between 'late', and 'absent' – i.e. time of closure of register. Almost all pupils are punctual so in practice this does not impact on attendance data significantly.

Staffing

Governors noted that Mrs Hardy will be retiring at year end after a 37 year career. The Chair agreed to write a letter of thanks on behalf of the Board recognising Mrs Hardy's outstanding contribution over a remarkably long period.

The school's staff remains remarkably stable.

Chair

Complaints

A parental complaint sent to Ofsted had been referred to the LA who contacted the School. Following investigation, the LA was satisfied that the matter had been handled correctly. The pupil concerned is no longer on roll.

Governor Question

Q How are complaints/concerns collated to check for any patterns?

A There are very few complaints, and no themes have emerged.

'Horizon Scanning'

On funding, Stuart Jones observed that the Infant universal free meal is likely to remain, reducing any savings nationally that might have been used to mitigate the effects of the national Funding Formula (NFF). However, political turbulence puts the NFF in question and creates much uncertainty.

The recently highlighted LA 'Fair Access Policy' on in-year admissions has implications for pupil numbers. Even where a year group is up to IAN ('full'), further children may have to be admitted. This could be one extra per year group.

For Y3 September 2017 admission, there are likely to be 17 appeals. As always, the Governor agreed position on this will be defended. The IAN acts as a useful reference point for resisting excessive numbers.

5. Committee minutes

The Chair noted that all Committee Minutes had been circulated.

6. Review of GB Composition and Committee Structure

Members discussed a paper setting out a possible new Committee Structure for Lydgate Junior with information on other comparable schools for comparison.

Following detailed consideration, it was agreed that, from September 2017, there shall be two Committees:

- Resources (Finance, Staffing and Premises) normally meeting twice each term.

Core Membership – Mark Alexander; Chris Batchelor; Julie Farrell; Rosemary Fletcher; Stuart Jones; Dan Kirkland; Maureen Neill, Rebecca Proctor; Carolyn Sleath.

- Teaching, Learning and Progress, to meet normally once per term.

Core Membership – Jeremy Bannister; Julie Farrell; Rosemary Fletcher; John Hague; Stuart Jones; Maureen Neill; Ann Parker.

The Chairs and Vice-Chairs of these Committees to be elected at the first meeting.

Stuart Jones and Maureen Neill to bring draft Terms of Reference to the first meetings.

Chair, HT

All Governors to be invited to all meetings.
All minutes to be circulated to all Governors.

Dates of meetings to be emailed to members.

Chair, HT

- The Full Governing Body shall continue to meet once each school term.

7. **Positive Relationships Policy – Approval Sought**

The Board was asked to comment on a previously circulated document: *Lydgate Junior School Positive relationships Policy May 2017*.

Stuart Jones noted that this Policy includes areas that in other schools may come under titles such as ‘behaviour’, ‘bullying’, etc.

The policy has its roots in the Rights Respecting agenda, based on a UNICEF Charter.

Its purpose is to promote positive behaviour choices creating a safe and productive learning environment.

Q It does seem to be rather lengthy – who is the intended audience?

A The length is due to the various elements included in a single policy. The key audience is staff, and the approved policy will be communicated and discussed with all staff at the September training. It will also be on the website for parents’ information. A paper copy can be provided for parents on request.

Q How can children come to understand how the policy applies to them?

A In each class, pupils and staff devise a Charter, based on the policy fundamentals. The Policy will also be shared with the Rights Respecting Steering Group. Assemblies will cover aspects of Positive Relationships in a way that children can understand.

Following further discussion, and agreeing some minor amendments, the Policy was approved.

8. To Ratify the Budget Spending Plan for 2017-18

Governors received a paper: *Local Authority Return Financial Year 2017/18 to 2019/20*.

This had already been scrutinised by Governors and was presented for information and final ratification. The proposed Budget was formally approved.

9. Annual Report on Safeguarding

In the absence of a working online reporting proforma from the Sheffield Safeguarding Board, there is no Annual Report. This will be created when possible.

Q Have there been any safeguarding issues?

A Yes, and Maureen has been aware of the actions taken, and is satisfied with the School's actions in ensuring the safety and welfare of children.

10. To Confirm or Appoint the Headteacher's PM reviewers and to appoint an External Adviser.

Governors **resolved** that Maureen Neil, Rosemary Fletcher and Dan Kirkland be appointed Reviewers.
(Chris Batchelor and Rebecca Proctor reserves)

Liz Tunnard has been appointed external adviser.

11. Date and Time of Next Meeting

Resolved: That the next meeting be held on 22 November 2017 at 7.00 p.m.

12. Any Other Urgent Business

Governor Vacancies

The meeting agreed that Andrew Sharrock be coopted to the Board.

Members were asked to suggest possible candidates for remaining co-opted vacancies.

Andrew Bingham to be contacted for possible names.

All

Chair

Meeting closed at 8.50 p.m.