

**LYDGATE JUNIOR SCHOOL**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD  
HELD ON 16 NOVEMBER 2017**

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

In Attendance: Julie Child (Clerk to the Governors)

**ACTION**

**1. Apologies for Absence**

Apologies for absence were received and accepted from Chris Batchelor.

No apologies were received from Joel Robinson.

**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. Appointment of Chairperson and Vice Chairperson**

Governor agreed that the term of office of the Chairperson and Vice Chairperson would be one year.

**3.1 Appointment of Chairperson**

Resolved: That Maureen Neill be elected as Chairperson.

Proposed by Mark Alexander  
Seconded by Carolyn Sleath

**3.2 Appointment of Vice Chairperson**

Resolved: That Rosemary Fletcher be elected as Vice Chairperson.

Proposed by Maureen Neill  
Seconded by Rebecca Proctor

Governors noted that the terms of office of Joel Robinson and Carolyn Sleath end on 27 November 2017.

Carolyn Sleath expressed her willingness to remain on the Governing Board and Governors agreed to the proposal she convert to a Co-opted Governor for a term of four years.

The Headteacher agreed to continue to seek expressions of interest in the role of Parent Governor from the parent body.

Headteacher

**4. 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 22 June 2017 be approved and signed, subject to the following amendment: Under Item 6 Ann Parker needs adding to Core Membership of the Resources Committee.

**Matters arising from the minutes**

4.1 **Item 9 – Annual Report on Safeguarding** – the Headteacher confirmed the new online proforma from the Sheffield Safeguarding Board has now been completed and will be returned to the Safeguarding Board tomorrow, 17 November 2017.

The Headteacher went on to explain the Report produces a RAG rating under each area and any item highlighted in amber go onto an Action Plan. The Headteacher said many of these items have already been addressed and confirmed the Action Plan will go to the next Resources Committee meeting.

Agenda item for Resources Committee

**5. To adopt or confirm the Governing Board Code of Conduct**

It was confirmed the Governing Board Code of Conduct had been sent out to all Governors, who had all re-signed the Code of Conduct.

Governors agreed to review and re-sign this document annually.

**6. Revised Terms of Reference for new Committees**

The revised Terms of Reference had been circulated to Governors and the Headteacher said they are based on National Governor Association recommendations and the previous Terms of Reference for Committees.

The Chairperson said the first meeting of each of the new Committees had now taken place, with a Chair and Vice Chair having been elected.

The Chairperson asked Governors to consider and agree how they would like to proceed should a meeting fail to be quorate. Following discussion, Governors agreed to proceed with the meeting, recognising it would not be possible to make any decisions.

Governors approved the revised Terms of Reference.

## 7. Headteacher's Report

The Headteacher's Report had been circulated to Governors prior to the meeting for their scrutiny and the Headteacher highlighted key areas of the Report.

The Headteacher spoke of the professionalism and keenness of staff, saying it is extraordinary and is promoted by the stability of the workforce.

Parental support is very high and the Headteacher fed back to Governors on the results from the annual parent views survey. Governors noted that the information provided to parents on pupil progress is not considered to be of value by 22% of parents and there followed lengthy discussion on how the school might investigate this point further and how the information given can be made more pertinent to parents. A Governor suggested sending the survey out after Parents Evening and the Headteacher said the school may look to take this approach next year.

A Governor asked about attendance at Parents Evening and what is done to follow up on non-attenders. The Headteacher said attendance had been 98% and outlined the process for following up with non-attending parents.

The Headteacher informed Governors school had received a letter from Sheffield University stating that the quality of mentoring offered to their students is inspirational and the Headteacher confirmed this letter has been shared with staff.

Governors asked about the visit to school from Diane Stokes, School Improvement Partner from the Local Authority. The Headteacher said this had been an opportunity for Diane Stokes to update herself face to face with the school and to validate the responses to the categorisation process document. The Headteacher said she had commented that data, behaviour, relationships and breadth of the curriculum are all very good.

The Headteacher spoke of the extent and breadth of the curriculum and the impact of this on spelling and mental maths. A Governor asked whether any analysis had been done to identify whether the children involved in the more extended curriculum are the ones falling behind. Governors entered into a lengthy discussion on the benefits of a broad curriculum to individual children and how the school looks to reach a balance. It was recognised there are currently more sporting activities available and this is due to targeted funding for sport.

The Headteacher reported that an unexpected long term staff absence due to illness is impacting on the budget, saying this will impact on the end of year surplus.

A Governor asked about the Information Café held in school by the Multi-Agency Support Team (MAST) and how well this had been

attended by parents. The Headteacher responded by saying this had been well received and the information offered was of high quality.

**8. Committee Minutes and reports from governors with curriculum links**

The Chair noted that all Committee Minutes had been circulated.

**9. Review of Committee Membership, Terms of Reference, Delegated Powers and to confirm/establish Link Governors for Curriculum Areas**

See Item 6 above.

Carolyn Sleath agreed to continue in her role as SEN Governor.

**10. Pupil Performance Data (2017) – Inspection Dashboard**

The Inspection Data Summary Report was circulated to Governors at the meeting and the Headteacher explained this is the document an Ofsted Inspection Team would use as a starting point in any inspection.

Governors asked about training on interpretation of the data and Maureen Neill confirmed a training session will be held at the school for Governors.

Governors asked the Headteacher to send them the Inspection Data Summary Report to enable them to familiarise themselves more fully with the content of the Report and the Headteacher agreed to do this.

Headteacher

The Headteacher walked Governors through the data, pointing out some key aspects, in particular around the data for disadvantaged children. Governors asked what interventions are being put in place for disadvantaged children in maths and the Headteacher outlined what is being done to support these children.

The Headteacher spoke of the work planned to improve spelling and said spelling and mental maths will now be focus areas teaching.

**11. School Admissions 2019/2020 – to approve the Indicated Admission Number**

Governors approved the Indicated Admission Number of 120 for the 2019-2020 Academic Year.

12. **Date and Time of Next Meeting**

**Resolved:** That the next meeting be held on 8 March 2018 at 7.00 p.m.

13. **Any Other Urgent Business**

The Chair said the Sheffield Governors Conference is due to take place on 3 March 2018, 9.30 to 12.30 and Governors were asked to express their interest in attending.

**Meeting closed at 7.50 p.m.**