

Lydgate Junior School

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

HELD ON 24 NOVEMBER 2016

Present: Maureen Neill (Chair); Rosemary Fletcher (ViceChair);
Stuart Jones (Headteacher); Jeremy Bannister; Ch ris
Batchelor; Julie Farrell; John Hague; Dan Kirkland; Ann
Parker; Rebecca Proctor; Joel Robinson; Carolyn
Sleath, Andrew Sharrock

Associates:

In Attendance: Julie Yates (Clerk to the Governors)

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| 1. | To receive, and if agreed, approve apologies

Apologies were received and accepted from Mark Alexander and Jill Williams. Governors expressed their thanks to Jill Williams who has resigned as a governor. | |
| 2. | Declaration of Pecuniary Interests relevant to this agenda

Governors were requested to declare any pecuniary interests relevant to the agenda. None were declared. | |
| 3. | Appointment of Chair and Vice Chair and term of office

Governors agreed the term of office for the Chair and Vice Chair would be one year.

3.1 <u>Appointment of Chair</u>

Resolved: That Maureen Neill be elected as Chair. | Resolved |
| | 3.2 <u>Appointment of Vice Chair</u>

Resolved: That Rosemary Fletcher be voted as Vice Chair. | Resolved |
| 4. | Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

Resolved: That the minutes of the meetings held on 23rd June 2016 be approved and signed. | Resolved |

Matters arising from the minutes

Item 4.1: There were no matters arising

5. **Headteacher 's Report**

Governors were asked to consider the blue box on the agenda sheet outlining the three core responsibilities of the governing board and that they should be considered when questions were asked at the meeting:

- i. Ensuring clarity of vision, ethos and strategic direction of the school;
- ii. Holding the Headteacher to account for the educational performance of the school and its pupils;
- iii. Overseeing the financial performance of the school and making sure its money is well spent.

Governors considered their role during school inspection. OFSTED inspectors would question governors on the clarity of aims, ethos, vision and intentions of the school and seek evidence on how governors work effectively with the school. Governors must have clarity of their role in the school.

The Headteacher spoke to the report provided to Governors prior to the meeting.

Free School Meals and Pupil Premium

The Headteacher discussed the correlation between free school meal take up and the payment of Pupil Premium. The school actively encouraged parents to take up Free School Meals if they were eligible but the school suspects not all who are eligible are applying.

Governors questioned how the take up of Free School Meals benefitted parents and pupils. The Headteacher explained that there was no real benefit for the parents of children qualifying for Universal Free School Meals (age related) – but additional Pupil Premium Funding would be received for all eligible children. Pupil Premium was not ringfenced to individual children at Lydgate, but for the benefit of all pupils in attendance.

Governors raised and discussed the possibility of the Local Authority using housing benefit as the qualifier for Pupil Premium in the future.

English as an Additional Language (EAL)

The amount of pupil mobility has dropped by around 1%. Governors were advised that there was a greater proportion of EAL outside the Lydgate Junior School catchment.

Admissions

Governors asked the Headteacher what staff felt about admission numbers. The Headteacher explained that school capacity per year group was one hundred and twenty children with thirty children per class. The Headteacher advised that the class limit should not exceed thirty children per class as each additional child reduces efficiency of teaching (in effect each additional child equates to less time per child) and each additional child increases risks under health and safety. The school building does not have the capacity to accommodate additional children.

Governors questioned the success rate when refusing additional children. The Headteacher explained that additional transfers were likely to be successful than unsuccessful.

Governors asked if there was a financial benefit for more children in school. The Headteacher explained the scenario of the requirement of twenty-four additional children of the same age for additional children numbers to be viable. The capacity of the school building was the main limiting factor.

Rights Respecting School

Governors were advised about the difficulties experienced in the delivery of Rights Respecting School as it had to be provided within the school day when staff had high commitments with teaching responsibilities.

External Attainment and achievement.

Assessment criteria had changed and assessment outcomes in writing for children had been lower than expected. Year six staff had been working with year six teachers in schools within the local area to share and develop marking and standardise moderation methods.

Monitoring the quality of teaching

The Headteacher explained that the school acknowledged they had not made enough provision for this. Focus had increased with the senior team carrying out book monitoring, lesson observations, TA interventions and observing the working practices of staff and in the provision of guidance.

Governors questioned how much partnership and sharing was carried out with other schools in the area.

Governors were advised that this was constantly developing; Currently the Headteachers of nine schools within the locality meet and share strategy and practice. However, whilst there was intellectual capacity and willingness between colleagues, financial and staffing restrictions would delay development.

Governors discussed the development of networking between schools

using IT. It was agreed to make this an agenda item at future committee meetings

Behaviour

Governors were advised that behaviour was very good but inappropriate behaviour had been observed in a small minority of children in the school.

Attendance Policy

Governors discussed the difficulties being faced as primary and secondary schools had different holiday dates. It was noted that there would be lower incidents of unauthorised leave if the Local Authority were to coordinate holiday dates to ensure all schools were the same. Governors were advised that Academy School would be exempt from Local Authority control on this matter.

Exclusions

The Headteacher discussed the difficulties faced by Primary Inclusion Centres which had reached their capacity in terms of pupil numbers. The Primary Inclusion service prided themselves on preparing pupils for successful reintegration to mainstream school, but in many cases, primary schools were unwilling to accept excluded pupils back. Secondary schools had agreed to accept one child per year and primary schools were being encouraged to do the same.

Site related issues

Governors raised issues about the top entrance into school which had become extremely flooded following the heavy rain. Children had to contend with some muddy ground during a period of unusually heavy rain.

Governors enquired how premises work was prioritised in school. Governors were advised that school has very little surplus budget available to deal with premises development matters. Governors had to decide how money could be apportioned between educational priorities and premises developments and repairs. The Local Authority has a contingency for any urgent and dangerous building work required.

Timing of Parent Consultation

The Consultation results presented a wide division of opinion with timing preferences at each end of the spectrum. The results had led the school to consider both a late and early option.

Website

The school website evaluation showed high viewing of content. The

design of the website prevented postings onto the site to protect both pupils and staff. Staff had been advised to provide professional emails only to stakeholders.

6. Committee Minutes and reports from governors with curriculum links

Governors acknowledged the curriculum reports provided.

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

Resolved: Curriculum and Staffing: Maureen Neill (Chair); Rosemary Fletcher; Stuart Jones; Rebecca Proctor; Jeremy Banister;; Carolyn Sleath; Julie Farrell; Ann Parker; Jodie Foster

Resolved

Resolved: Finance and Premises: Maureen Neill (Chair); Stuart Jones; Chris Batchelor; Mark Alexander; Julie Farrell; Joel Robinson; Andrew Sharrock and Dan Kirkland

Resolved

Resolved: School Development Plan: Maureen Neill (Chair); Rosemary Fletcher; Stuart Jones; Ann Parker; Julie Farrell; John Hague

Resolved

Resolved: SEND Governor will be Carolyn Sleath

Resolved

New governors were invited to visit each committee to assist their decision on which committee they would prefer to support.

8. Pupil Performance Data

The Headteacher discussed the Inspection Dashboard.

Governors questioned whether the school had any concerns with the outcomes.

The Headteacher explained that the school was aware of and fully understood the outcomes of the data and were developing ways of addressing areas of weakness that would make a difference.

9. Behaviour Policy

The proposed mandatory minima for sanction thresholds, included in the Policy, were considered by Governors. It was agreed that sanctions were dependent upon the circumstances – it was difficult therefore, to identify general sanctions.

10. Managing Children and Young People's Health Needs Policy

The Headteacher provided an overview of the policy and identified Asthma as having a key focus for discussion. The policy had been challenged by a parent and the school had resolved to send a member of staff with a child when a child was being sent to hospital - other than when the professional medical staff in attendance decline anyone attending.

Resolved

Governors requested that the document be numbered to assist reading and understanding.

Resolved: That the document be approved

11. To adopt the Governing Boards Code of Conduct

The Governing Body Code of Conduct was adopted by Governors. Governors were requested to sign copies and to return them to school to be recorded centrally.

12. School Admissions 2018/19

Resolved: Governors approved the Indicated Admission Number of 120 for the academic year 2018/19

13. Date and time of the next meeting

The next meeting of the Full Governing Body will be 23rd March 2017 at 19.00.

14. Any other urgent business

There was no further business discussed.

The meeting closed at 9.15 pm