

LYDGATE JUNIOR SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
HELD ON 11 JULY 2019**

Present: Maureen Neill (Chair of Governors); Mark Alexander;
Jeremy Bannister; Chris Batchelor; Julie Farrell;
Rosemary Fletcher; John Hague; Simon Hamilton;
Jacqui Hoole; Stuart Jones (Headteacher); Marelize Joubert;
Carina Kemp; Dan Kirkland; David Kyffin; Alix Wall.

Associates:

In Attendance: Julie Child Clerk to governors

Governors' core responsibilities:

1. ensuring clarity of vision, ethos and strategic direction of the school
2. holding the headteacher to account for the educational performance of the school and its pupils
3. overseeing the financial performance of the school and making sure its money is well spent

1. To accept or receive apologies for absence

All Governors were present at the meeting.

2. Declaration of any pecuniary interest relevant to this agenda.

None were declared.

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 14 March 2019 be approved and signed, subject to the following changes:

Carina Kemp had been present at the meeting.

ACTION

Matters arising from the Minutes that are not covered on tonight's Agenda:

There were no matters arising that are not covered on tonight's Agenda or within the Headteacher's Report

4. Headteacher's Report

Governors had received the Headteacher's Report prior to the meeting for their scrutiny and the Headteacher expanded on particular items, responding to governors' questions.

4.1 School overview

The Headteacher said the school is strong and stable, with very low mobility.

The Headteacher said the school is currently expecting 122 children into Year 3 in September as 2 children have been placed over the admission number of 120.

The Headteacher said the proportion of children with SEND is relatively low when compared to the Sheffield average, as is the number of children attracting Pupil Premium Funding and therefore the school does not receive a lot of additional funding.

Governors noted that attendance at the school is well above average (both within the Local Authority and nationally) at 97.6%. The Headteacher explained the increase in unauthorised absence from 0.3 to 0.4%, saying this is due to his refusing to authorise requests for term time leave.

The Headteacher said the school continues to benefit from a very stable staff body.

4.2 Pupil Achievements

Governors were provided with headline published data which had been circulated to all parents in Year 6 this week and the Headteacher also confirmed this data appears on the school website.

Governors congratulated children and staff on the very high levels of achievement, which are well above the standard nationally.

A Governor asked how the hard work of staff is recognised and

the Headteacher and Deputy Headteacher responded.

The Headteacher said the school has been working hard to close the performance gap in children with SEND, saying this has halved this year. The Headteacher said the gap in Pupil Premium children has almost disappeared, other than in writing. The Headteacher said it is also important for Governors to note that EAL children scored better than others in every area.

Julie Farrell said the school is proud that the children have continued to receive a broad curriculum offer and no undue pressure is put on them due to SATs.

A Governor asked about the children who had not achieved the expected standard and asked if these are the same children across all the subject areas and the Headteacher responded.

A Governor asked whether this year group is particularly able and staff said they have been a very settled, calm and happy year group during since joining in Year 3. The Headteacher said the expectation is that the current Year 5 will produce similar results next year.

A Governor asked when the progress data will be available and the Headteacher said this will not be available until next term and will be discussed at the autumn term meeting.

4.3 Year 4 Multiplication Check – Trial 2019.

The Headteacher explained that the school had volunteered to trial the test this year, saying DfE intend to make a Year 4 Multiplication Check compulsory from 2020 and it has been useful for the school to be a part of the trial in terms of preparation and awareness of what the check will involve.

The Headteacher said this had been an online test which all the Year 4 children had taken part in and this had caused no anxiety for the children, their only regret was that they did not receive a score.

4.4 Behaviour and Safety

The Headteacher said the items identified by Ofsted had all been addressed.

The Headteacher reported there had been no exclusions this academic year. A Governor asked how this compares to the last two years and the Headteacher responded, outlining the

number of exclusions in 2017/2018. Governors asked how the Headteacher would account for the drop in the number of exclusions and the Headteacher explained how the school analyses data around exclusions and behaviour incidents and said he considers staff are better at identifying possible areas of difficulty for certain children and preparing for them ahead.

The Headteacher said there has also been a reduction in the number of recorded behaviour incidents this term. A Governor asked is this comparing the same body of children and the Headteacher confirmed it is.

Governors were informed that visitors to the school constantly comment on the excellent behaviour of the children and the Deputy Headteacher provided examples.

4.5 School Meals Uptake

The Headteacher reported the uptake of school meals has dropped by 9% and said he continues to be in discussion with Managers from Taylor Shaw about potential improvements in the service and outlined the steps being taken.

4.6 Report on Racist Incidents

The Headteacher said there have been no reported and recorded Racist Incidents since the last meeting.

4.7 Site and Site related issues

The Headteacher reported there have been no reported intrusions onto the site by unauthorised visitors.

The Headteacher said the security of the site will continue to be a challenge. Governors said they recognise site security will always be an issue and needs to be constantly risk assessed.

4.8 Complaints Policy and Complaints

The Headteacher said no official written complaints have been received this year and explained how any parent raising a concern is listened to and taken seriously.

A Governor asked whether informal 'complaints' or concerns are tracked and the Headteacher confirmed this does happen and a record of concerns raised is maintained and analysed in order to identify any emerging patterns of concern.

4.9 Website and Year Group Blogs

The Headteacher confirmed that he has consulted with staff about the year group blogs, as agreed at the last meeting, and reported that Year Leaders are keen to continue with the current initiative for the time being. The Headteacher said he will raise the question of the value of the year group blogs again in the summer term next academic year.

The Headteacher said the school continues to look at how it can improve its communication to parents and a full year calendar of dates for events will be provided on the website for next year by the end of term.

4.10 Extra-curricular activities

The Headteacher spoke of the huge demand on space which results from the number of children accessing peripatetic instrument tuition and outlined the issue this may cause for the school next academic year with the new Year 3 cohort coming in to school.

Following lengthy discussion on how the Headteacher might deal with this matter Governors asked to receive an update on how the resolution reached at the next meeting.

Headteacher

The Chairperson thanked the Headteacher for his full and informative Report.

5. Committee minutes and reports from governors with curriculum links

Governors confirmed they had received all Committee Minutes. No reports were discussed at this meeting.

6. Parent Survey Feedback

Governors were provided with a copy of the feedback from the Independent Governors Survey and Dan Kirkland said 77 responses had been received, double the number received last year.

Dan said nearly all the positive comments were around teaching and learning.

Governors discussed the recurring negative themes of school meals, communication with parents, the state of the building and site security,

and pre- and post-school activities.

Governors recognised that the Headteacher had already updated them on what is being done to address the standard of the offer around school meals and plans to improve communication to parents around the scheduling of school events.

7. To approve the budget spending plan for the financial year 2019/20

The Chairperson said this item had been addressed at the Resources Committee and the Headteacher reported the school is now forecasting a small positive out-turn at the end of the year and are balancing the budget, saying this comes at the expense of hours in the classroom.

Governors formally approved the spending plan for the financial year 2019/20.

8. Annual Report on Safeguarding

Governors received a Safeguarding Annual Report from the Headteacher dated July 2019.

The Headteacher confirmed the school has completed the annual Safeguarding Audit required by the Local Authority and this had highlighted one item to be addressed, explaining what this involved.

A Governor asked whether the school keeps a record of training provided to staff and the Headteacher confirmed a record is maintained of training undertaken.

9. To confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support the process.

Maureen Neill, Rosemary Fletcher and Carina Kemp were confirmed as the Reviewers for the Performance Management of the Headteacher and Governors agreed the appointment of Diane Stokes through Learn Sheffield as External Advisor to support the process.

10. Review of the Governing Board Membership/Constitution

The terms of office for Jeremy Bannister, Chris Batchelor, Julie Farrell and Rosemary Fletcher as Co-opted Governors end on 31 August 2019.

Jeremy Bannister and Chris Batchelor resigned their position as

governors and were thanked for their commitment to the school during their time as governors.

Julie Farrell and Rosemary Fletcher expressed a willingness to continue to the role of Co-opted Governor for a further term of 4 years to 31 August 2023 and Governors approved the reappointment of these individuals as Co-opted Governors.

Dan Kirkland also tendered his resignation as a Parent Governor and the Headteacher thanked him for his valuable input to the work of the governing board, especially around the area of accountability.

It was agreed the Board will look to hold a Parent Governor election in the autumn term.

Governors recognised these resignations will result in the Board losing some of its more experienced governors and with this in mind the Board will seek to appoint governors with previous experience of school governance. The Chair said she would contact Governor Support for their support around the recruitment of new governors.

Chair

Governors agreed to continue with the current Constitution of the Governing Board at this time.

Rosemary Fletcher asked Governors not currently allocated to a Committee to express an interest in which committee they would like to join and the Headteacher agreed to email out the Committee membership to Governors.

Headteacher/All Governors

Governors noted their thanks to Heather Lawrence, from the school's administrative staff, who has clerked their committee meetings and wished her well in the future.

11. Receive the skills audit and agree governor training priorities for 2019/20

Governors reviewed the skills audit and noted the areas where there are skills gaps.

Following discussion Governors agreed it would be useful to appoint a Governor with experience in procurement and purchasing.

Governors also expressed the view that it would be beneficial to the Board to appoint an individual with previous experience of school governance in view of the loss of experienced governors who had tendered their resignations to the Board this evening.

12. Review of the meeting – how has the governing body fulfilled the three core functions for which it is responsible?

The Chair said she considered the Board had fulfilled its responsibilities, having held management to account and reviewed the financial performance of the school.

11. Any other urgent business

There was no other urgent business.

12. Date and time of the next meeting

The next meeting will be held at 7.00 pm. on 14 November 2019

The meeting closed at 9.00 pm.