

LYDGATE JUNIOR SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
HELD ON 14 NOVEMBER 2019**

Present: Maureen Neill (Chair of Governors); Toyin Aderiye; Julie Farrell; Rosemary Fletcher; Simon Hamilton; Jacqui Hoole; Stuart Jones (Headteacher); Marelize Joubert; Carina Kemp; 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

The Chair welcomed Toyin Aderiye to the Governing Board as a new Co-opted Governor and governors introduced themselves, outlining their role on the Board.

	ACTION
<p>1. To accept or receive apologies for absence</p> <p>Apologies for absence were received and accepted from Mark Alexander and John Hague.</p>	
<p>2. Declaration of any pecuniary interest relevant to this agenda.</p> <p>None were declared.</p>	
<p>3. Appointment of Chairperson and Vice Chairperson and confirmation of term of office</p> <p>The Clerk took over from the Chair at this point and asked if any expressions of interests in either of the posts had been received. The Chair and the Headteacher confirmed none had been received.</p> <p>A governor referenced the fact that there was no known process for</p>	

declaring an interest in a senior leadership post on the Governing Board and he was unclear about what the role entailed in terms of time commitment and duties.

The Chair responded by stating the process for expressing an interest was to send an email to the Headteacher and the Clerk invited the Chair and Vice Chair to outline what the role involves.

The Chair provided a high level outline of her role and the Clerk spoke of the benefit of succession planning and the training on offer through Learn Sheffield.

Governors approved the re-appointment of Maureen Neill as Chair for a term of one year.

Proposed: David Kyffin
Seconded: Marelize Joubert

Governors approved the re-appointment of Rosemary Fletcher as Vice Chair for a term of one year.

Proposed: David Kyffin
Seconded: Marelize Joubert

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 11 July 2019 be approved and signed.

Matters arising -

4.1 Item 4.2 – Data – the Headteacher informed governors he had received the Inspection Data Summary Report last week and explaining this is what Inspectors look at prior to a School Inspection.

The Headteacher explained the structure of the Report and said none of the data had triggered a negative area to be highlighted. The Headteacher went on to speak briefly about all the positives within the Report, saying this will be discussed in greater depth at the next TLP Committee meeting.

4.2 Item 4.10 – Space for extra-curricular activities – the Headteacher updated governors on how this had been addressed and said although it has been necessary to change the location for the delivery of some of the peripatetic music this has not caused any major disruption.

4.3 Item 8 – Safeguarding – the Headteacher informed Governors that the school has signed up to be part of Operation Encompass, which is an initiative around safeguarding children. The Headteacher outlined how the initiative operates, saying this joined up working can only be of benefit to children.

The Headteacher confirmed parents will be informed that school is signed up to Operation Encompass and how this operates.

4.4 Item 19 – Performance Management Training – Carina Kemp confirmed she has now undertaken the training for Headteacher Performance Management reviewers.

4.5 Item 10 – Recruitment of new governors – the Chair confirmed two new governors have been appointed since the last meeting of the Full Governing Board, one Parent Governor and one Co-opted Governor.

4.6 Item 10 – Committee Membership – Rosemary Fletcher asked governors to ensure they are registered as a Member of one of the committees. It was stressed all governors are welcome to attend any of the meetings but attendance at the committee you are a member of is important.

5. 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.

5.1 School Context

The Headteacher said all data reports are indicating that the school is performing well, showing green in all areas on any ‘traffic light’ system.

The area the data highlights as needing additional input is the performance of boys in writing at greater depth as opposed to girls and the Headteacher outlined how the school plans to address this matter, including working with a consultant.

A governor asked whether the school analyses the data by groups and the Headteacher confirmed it does and detailed the various groups looked at, saying there is no significant gap in attainment across the groups. Julie Farrell, Deputy

Headteacher, said she and the Headteacher do not just look at outcomes for groups of children but drill right down to individuals.

A governor asked if it is possible to compare where the school sits nationally and the Headteacher confirmed it is and provided details, reminding governors of the context of the school in terms of its socio-economic profile.

A governor said the two areas that appear to stand out are progress of less advantaged children and boys writing and the Headteacher confirmed this is the case and will be where school is concentrating its efforts this year.

5.2 Impact of budget constraints

The Headteacher said although the overall strategy is one of financial prudence, the decision had been taken at the Resources Committee to increase support staff levels in response to identified need.

5.3 Staff absence

A governor asked about the impact of staff absence on staffing in general and staff governors present responded by highlighting the great teamwork and how supportive staff are of one another. The Headteacher provided an analysis of staff absence at the school compared to other schools nationally, saying the school's level of absence is almost identical to national.

5.4 National Funding Formula

The Headteacher updated governors on current indications around changes to funding.

5.5 Peer Reviews

The Headteacher explained how these take place across the S10 Partnership schools and outlined what is involved, saying this work will continue this year.

5.6 Website update

The Headteacher said parents are keen for school to use the website for communication and confirmed that Newsletters and

other general communications are attached to the website as they are sent home (in the main by email).

The Headteacher said the school's website compares very favourably with other local primaries in terms of accessibility, coverage and currency.

5.7 Premises improvements

The Headteacher updated governors on improvements carried out around the premises and governors discussed the upgrade to the library and the support from the School Library Service.

5.8 Customer Commitments

The Headteacher outlined some recent situations where parents had been verbally confrontational with staff, saying he feels it would be beneficial to have a more formalised information and process to be put in place that will be communicated to parents and staff. The Headteacher said he is looking to use the Local Authority's Customer Commitment as a base and will bring this back to governors for their comment and ratification.

Headteacher

Following a lengthy discussion regarding acceptable behaviour, governors recommended setting out what parents can expect to discuss at a Parents Evening and asking parents to make a separate appointment should they need to discuss more in depth issues.

Governors discussed the value of a home/school contract and the Headteacher said how the document he is looking to develop could be used for this purpose.

A governor asked what support is offered to staff when they have been the subject of verbal aggression and the Headteacher and Deputy Headteacher responded, outlining the steps taken to support staff.

A governor asked what follow up had taken place with the parents who have been verbally aggressive and the Headteacher responded.

5.9 Withdrawing children from elements of the curriculum

The Headteacher updated governors on which areas of the curriculum parents can ask that their children are withdrawn from, saying that the National Curriculum is not optional in any

part.

5.11 Complaints

The Headteacher informed governors there had been one official complaint which had been dealt with by governors and asked governors who had been involved for any feedback on the Policy and process. Governors expressed the view that both the Policy and process were appropriate and in particular said the support they had received from Governor Support had been fantastic.

The Vice Chair detailed actions taken.

5.12 Formal analysis of behaviour records

The Headteacher said this had been highlighted at the school's last Ofsted Inspection as needing to take place and confirmed it is now done monthly and spoke to the example contained within his Report. The Headteacher explained how this is used to track and identify patterns of behaviour or if there is a recurring theme.

A governor asked if there is a pattern of behaviour incidents happening more at a particular time of the day and the Headteacher said lunchtimes and gave the possible reasons for this and the steps the school takes to mitigate these issues.

The Headteacher made governors aware of issues the school is experiencing with a particular child and the steps the school is taking to support this child and ensure the teaching and learning of the other children in the class is not compromised. Governors said they feel confident school is doing everything it can to address this issue.

5.13 Curriculum development

The Headteacher said Ofsted want to see a quality of continuity of the widest school curriculum and explained how this looks in practice.

The Deputy Headteacher provided governors with an overview of how the school is developing the new curriculum in each subject area.

5.14 Admissions arrangements

The Headteacher informed governors that Tapton and King Edward VII schools are currently consulting on changing their admissions arrangements and explained why this is happening.

6. Committees : matters arising from the circulated Minutes

Governors confirmed the receipt of the Minutes from committees. The Chair said these are dealt with at the committees.

There were no matters arising.

7. Review of Governing Board Membership/Constitution/Committees

This item had been covered at the Full Governing Board meeting in July 2019.

8. To adopt or confirm the Governing Board Code of Conduct – NGA Revised Edition 2019.

Governors adopted the Governing Board Code of Conduct – NGA Revised Edition 2019.

9. Annual Report on Safeguarding

This item was covered at the Full Governing Board meeting in July 2019.

10. School Admissions 2021/22

The Indicated Admission Number for 2021/22 proposed by the Local Authority is 120 and Governors approved the number.

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

The Chair said Governors oversee the financial performance of the school and ensure the money is well spent at the Finance Committee.

Governors had challenged the Headteacher around how he is ensuring the wellbeing and progress of all the children in school.

		ACTION
12. Review of Learn Sheffield Governor Training Options 2019/20, including confirmation or appointment of a Training Coordinator.	<p>Governors were encouraged to access training through Learn Sheffield and to inform school of any training undertaken.</p> <p>Governors asked the Headteacher to arrange for Lucie Clack to maintain a record of training undertaken by governors.</p>	Headteacher
13. To consider the Sheffield Governor Newsletter	<p>The Newsletter is emailed out to all governors at the beginning of each term and no items were discussed.</p> <p>Governors agreed it would be useful to have a printed copy at Full Governing Board meetings to enable them to refresh on its content and the Headteacher said he would ensure a printed copy was provided for future meetings.</p>	Headteacher
14. Any other urgent business	<p>The Headteacher reminded governors of the open invitation to visit school to see high quality teaching and learning taking place. Governors were asked to contact the Headteacher or the Deputy Head to arrange visits.</p> <p>There was no other urgent business.</p>	All Governors
15. Date and time of the next meeting	<p>The next meeting will be held at 7.00 pm. on 12 March 2020 and the summer term meeting will be held on 9 July 2020.</p> <p>The meeting closed at 9.10 pm.</p>	