

LYDGATE JUNIOR SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
HELD ON 08 MARCH 2018**

Present: Maureen Neill (Chairperson); Mark Alexander;
Jeremy Bannister; Chris Batchelor; Julie Farrell;
Rosemary Fletcher; John Hague; Simon Hamilton;;
Stuart Jones; Carina Kemp; Dan Kirkland; Ann Parker.

In Attendance: Julie Child (Clerk to the Governors)

The Chair welcomed Carina Kemp and Simon Hamilton to the meeting as new Parent Governors.

ACTION

1. Apologies for Absence

Apologies for absence were received and accepted from Rebecca Proctor. No apologies were received from Jacqui Hoole and Andrew Sharrock.

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 16 November '17 be approved and signed.

Matters arising from the minutes

3.1 **Item 9 – SEND Governor** – This role is now vacant due to the resignation of Carolyn Sleath from the Governing Board. Rosemary Fletcher said she is filling this role in the interim but explained she is keen to see another Governor take on this responsibility. Following discussion and some explanation of what the role involves, Dan Kirkland agreed to take on the role and Rosemary Fletcher said she will support him in taking up this position.

Dan Kirkland/
Rosemary
Fletcher

3.2 Indicative Admission Number

The Headteacher reported there had been an unsuccessful Appeal for a place and there are currently 479 pupils on roll.

4. **Headteacher's Report**

The Headteacher's Report had been circulated to Governors prior to the meeting for their scrutiny and the Headteacher said the revised format is in response to Governors asking for a more compact Report. The Headteacher spoke to the Report, highlighting the following key areas:

4.1 **Tracker interaction**

The Headteacher spoke of how the tracker is used to provide challenge around the progress children make and highlight any changes required.

The Headteacher said this term's data will be input at the end of next week and will show the progress of individual children this academic year.

4.2 **Report from External Behaviour Consultant**

The Headteacher said the report had highlighted some off-task behaviour and as a result school has looked at 'behaviour for learning' including lesson start times, instigating individual conversations with children to promote learning and how long it takes the children to settle to their learning in class.

A Governor asked why one class is much quicker at settling than another and the Headteacher outlined the reasons for this and the impact this then has on the lesson.

The Headteacher then outlined the actions taken and the impact these actions had had.

4.3 **Safeguarding**

The Headteacher said safeguarding is always paramount in school's thinking and outlined some of the actions taken to ensure the safeguarding of all the children.

The Headteacher said school has updated its protocol around non-notification of pupil absence and outlined the process now in place.

A Governor asked if administrative staff are asked to visit homes singly or in pairs and the Headteacher confirmed they visit in pairs and detailed what they have been told to do if they feel at all uncomfortable at the home.

4.4 **Staff self-evaluation and requests for support**

The Headteacher gave an outline of the actions taken to support staff.

4.5 **School Opening in Adverse Weather conditions**

Governors discussed the school opening during recent adverse weather conditions and asked the Headteacher what the expectations are around staff travelling in. The Headteacher responded, saying staff are asked to make 'reasonable effort' to get in.

The Headteacher outlined the arrangements for informing parents school is open and a Parent Governor said the different approaches to informing parents adopted in the Infant and Junior School had led to confusion and parents had then had to deal with the issue of the two schools opening at different times that day. The Governors said it would be good to see the same approach taken across the two schools on how parents will be informed and the Headteacher said the two schools are separate institutions with their own processes and procedures in place.

4.6 **Parent Complaint regarding P.E.**

The Headteacher said he had received a complaint about a child doing PE in bare feet and informed Governors how this complaint had been dealt with, confirming the matter is now closed.

4.7 **Curriculum Review**

The Headteacher said school has been working to boost the profile of science in school this term and spoke of the beneficial impact of science week on the pupils.

The Chair thanked the Headteacher for his Report.

5. **Committee Minutes and reports from link governors curriculum**

The Chair noted that all Committee Minutes had been circulated.

New Governors were invited to express an interest in which Committee they would like to be linked to and Governors were reminded that all Governors are welcome to attend all meetings.

The new Governors were encouraged to attend induction training and any other training they considered would be helpful in their role. It was confirmed that Chris Batchelor is the Training Governor and Governors were asked to inform him of any training they attend.

New
Governors

6. **Changes to the Data Protection Law – are we ready?**

Governors were informed a Report on this item has already been made to the Resources Committee.

The Headteacher said the Local Authority Human Resources have said they are compliant with the requirements.

The Headteacher said the new online payment system, sQuid, which replaces Parent Pay, has also had to satisfy the Local Authority that they meet the requirements of the new General Data Protection Regulation (GDPR).

The Clerk asked for the purposes of the Minutes who will be the designated Data Protection Officer and the Headteacher said in the meantime this role will fall to him.

7. Safeguarding Report – 2017 Action Plan update

The Headteacher said there had been 6 actions identified following the online Safeguarding audit and most of these have now been completed.

The Headteacher said it is a requirement that the designated Safeguarding Lead Governor meets with new Governors to discuss safeguarding and confirmed he will be contacting the newly appointed Parent Governors to arrange to fulfil this requirement.

Chair/new
Parent
Governors

8. Discussion on the SEND Policy

The Headteacher said this Policy is currently being updated by the Special Educational Needs Co-Ordinator. The Headteacher said the reason he is not able to bring the updated Policy to the meeting is one of capacity. The Headteacher said it is important that the Policy is sufficiently robust to change school's practice if need be and therefore updating the Policy is not a 'tick box' exercise.

Dan Kirkland asked when this will be seen as a priority and Governors said they want this to be completed by the next Full Governing Board meeting. The Headteacher agreed this will be done.

Headteacher

9. To approve the Safeguarding Children Policy

This Policy had been circulated to Governors prior to the meeting.

Governors approved the Policy.

10. Disadvantaged Pupils: what are we doing and is it enough?

Julie Farrell, the Deputy Head Teacher, explained to Governors that this item has been carried over from the Teaching, Learning and Progress Committee meeting which was cancelled last week.

Julie Farrell provided Governors with a paper showing key headline data on Age Related Expectations for vulnerable groups including comparative data for non-vulnerable groups.

Governors reviewed the data and Julie Farrell gave an outline of what is being done to support the Pupil Premium pupils in order to improve their outcomes. Julie confirmed that the Pupil Premium Strategy Statement has been updated and is on the website.

Julie said school has looked at various matters that can impact on attainment and provided detailed information on the attendance and behaviour of this group, stating the attendance of Pupil Premium children stands at 96.2% and is just over 1% lower than the non-Pupil Premium group. When looking at behaviour, Julie said there is a higher level of low level disruption amongst the Pupil Premium children and outlined the work done to support these children with their behaviour.

Governors discussed alternative provision being offered and what is on offer and the Headteacher and Julie Farrell outlined what is available. John Hague asked about the individual level of analysis done and Julie Farrell said she is confident school are in a position to tell a detailed story for each of the 36 pupils. John Hague asked how outside agencies are involved to support these children when appropriate and the Headteacher outlined what can be accessed but said that parents have to confirm they are willing to work with outside agencies before any involvement can take place.

A Governor asked if school has been able to identify what the main issues are for these children and Julie responded.

Julie Farrell said Pupil Progress meetings take place termly and it is evident that these children have become central to the teachers focus in the classroom. A Governor asked what training and support is offered to less experienced teachers and Julie outlined what is provided.

Julie outlined the strategy of using planned interventions for a period of 12 weeks, with the children tested before and after the period of intervention, and fed back on the results of this approach. Julie said school is constantly reviewing what is being done to improve the outcomes of these children, saying there has been analysis of the barriers to learning with a bespoke plan put in place for each child.

The Headteacher said it is important to note that a large number of these children are in Year 6 and it will appear that school has a greatly reduced number of Pupil Premium children next academic year. However, there may well be a 'hidden group' of Pupil Premium children whose parents are unaware they are entitled to Free School Meals as free school meals are currently provided for all children in the infant phase.

11. **Review of the meeting**

The Chair said she was confident that Governors had challenged and held leaders to account and there had been discussion around finance.

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

Resolved: That the next meeting be held on 12 July at 7.00 p.m.

13. **Any other urgent business**

13.1 Ofsted Inspection

The Chair and Headteacher said the Inspector is due in school tomorrow and Governors are invited to come and speak to the Inspector at 2.00pm and to attend the feedback session at 5.00pm. Those Governors able to attend identified themselves to the Governing Board.

The Headteacher said 153 parents had responded to Parent View and in response to the statement "This school is well led and managed" 26% had disagreed with the statement.

Governors expressed their concern about this response and said it is worrying that this is the perception of a significant number of parents. Following discussion, it was agreed the Governing Board will seek to get more detailed parental feedback, on an anonymous basis, at the next Parents Evening. Governors agreed how this will take place and Rosemary Fletcher and John Hague said they will carry out a review and analysis of the feedback and take their findings to the next Curriculum Committee.

The Chair said the Sheffield Governors Conference on 3 March had been cancelled due to adverse weather and will be re-scheduled.

Rosemary
Fletcher and
John Hague

Meeting closed at 9.10 p.m.