

SGS/231/PJB/AMB

28 January, 2014

GOVERNING BODY OF WEST BRETTON J&I SCHOOL

Minutes of proceedings at a meeting of the Governing Body held at the school on Tuesday, 28 January, 2014 at 7.00pm.

PRESENT		
Chair:	Mrs S Earnshaw (Chair)	
Headteacher:	Mrs J Womersley	
Governors:	Mrs A Bowman	Cllr. L Kirkpatrick
	Mr S Care	Miss A Lockwood
	Mr I Cawthorne	Mr D J Spaul
	Mrs J Grindle	Ms E V Trueman
In Attendance:	Mrs B Archer (Associate Governor)	Cllr. Mrs J Drysdale (Associate Governor)
Clerk:	Mr A M Bradshaw	
Apologies:	Mr R Atkinson	
	Mrs L Sellens	

No.	AGENDA ITEM	ACTION
<u>PROCEDURAL ITEMS</u>		
	APOLOGIES FOR ABSENCE	
	Governors' Consent to Absences Resolved 21 <i>That Governors consent to the absences of Mr Atkinson and Mrs Sellens.</i>	
	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
	CONSTITUTION	
	Election of Staff Governor Governors noted that Mrs J Grindle had been elected to serve as a Staff Governor for a four year term of office, and they welcomed her to her first meeting.	SGS
	End of Term of Office of LA Governor Governors noted that Mrs A Bowman's term of office would end on 23 March, 2014 and they expressed the hope that she would be re-appointed.	SGS
	MINUTES OF THE MEETING HELD ON	
	Resolved 22 <i>That the minutes of the meeting held on 10 December, 2013, being correct, be signed; and</i> <i>That a copy of the signed set of minutes for publication be made available</i>	

No.	AGENDA ITEM	ACTION
	<i>at the school for anyone wishing to inspect them.</i>	
	MATTERS ARISING FROM THE MINUTES	
	<p>Caretaker Governors noted that 29 applications had been received and that shortlisting had taken place and interviews would be held on 30 January, 2014.</p> <p>Q. Had the post been advertised on the websites of Kirklees and Barnsley LAs? A. No, the Headteacher had contacted Kirklees LA and was informed that the website was only available to Kirklees schools, and it was reasonable to assume that Barnsley LA had the same approach. The Headteacher added that, so far, it had not been necessary to contact the LA's Street Scene Team because the weather had been mild.</p>	
<u>SCHOOL IMPROVEMENT ITEMS</u>		
	REPORTS OF COMMITTEES AND /OR WORKING GROUPS	
	<p>Finance Committee Governors received the minutes of a meeting of the Finance Committee held on 23 January, 2014. Governors noted the latest financial statement.</p> <p>Standards and Pupils Committee Governors received the minutes of a meeting of the Standards and Pupils Committee held on 22 January, 2014.</p>	
	HEADTEACHER'S REPORT	
	The Headteacher presented her written report on matters of interest relating to the school for which she was thanked. The report included items on: Characteristics of School – Numbers on Roll; Staffing; Achievements of Pupils – Progress; Attainment and Closing Gaps; Quality of Teaching – Planning; Teachers' Expectations; Interventions and Support; Assessments; Marking, Feedback and Homework; Cultural; Behaviour and Safety – Attendance; Racist and Bullying Incidents; Health and Safety; Leadership and Management – SEN; School Improvement Plan; Premises; Finance; Resources; Performance Management; Curriculum; Trips; Staff Professional Development; Safeguarding; Engaging Parents and the Community; Extended Schools; and Dates for your Diary.	
	MATTERS ARISING FROM THE HEADTEACHER'S REPORT	
	<p>Staffing Q. Is the PGCE student from Leeds Metropolitan University? A. Yes.</p> <p>Attainment and Closing Gaps Q. Are the new spelling programmes being used? A. Yes, time slots are being identified and the programmes are reinforcing spellings. Q. Are spelling and handwriting being dealt with together? A. Yes, they do fit together in part.</p> <p>Attendance</p>	

No.	AGENDA ITEM	ACTION
	<p>Governors noted that attendance was 97.3%, which exceeded the target of 96.5%, and the Headteacher reported that some parents had contacted her about the new Attendance Policy. Governors were pleased that the new policy had clarified the situation for parents.</p> <p>Educational Visits Resolved 23 <i>That the following visits be approved:</i> 12.2.14 KS1 and Foundation Stage – Zoolab; 28.2.14 Year 5/6 – Blue Planet.</p> <p>Breakfast Club – Parent Questionnaire Q. What was the result of the questionnaire about the possibility of starting the Breakfast Club 15 minutes earlier? A. The Headteacher said she was analysing the returns and would report the result as soon as possible.</p>	H/T
	PERFORMANCE MANAGEMENT REPORT: HEADTEACHER AND STAFF	
	Governors had agreed that this item would be dealt with at their next meeting.	SGS
	PROFILE OF TEACHING	
	Governors had agreed that this item would be dealt with at their next meeting.	SGS
	PUPIL ATTAINMENT AND PROGRESS: PROGRESS TOWARDS TARGETS	
	This item had been dealt with under 'Headteacher's Report'.	
	REVIEW OF POLICIES	
	Governors noted that the Resources Committee was reviewing the policies that were due for review.	
<u>LOCAL AUTHORITY ITEMS</u>		
	REVIEW OF COMMITTEES	
	<p>The purpose of the report was to remind Governors that the structure, terms of reference and membership of committees must be reviewed at least once a year, by law. Governors noted that this could be done at any time.</p> <p>Governors noted the issues to consider and the recommendations of the report. Resolved 24 <i>That the LA's report be noted;</i></p> <p><i>That Governors will review their committee structure and membership at their training session on Wednesday, 29 January, 2014; and</i></p> <p><i>That this item be included on the next agenda.</i></p>	SGS
<u>GENERAL ITEMS</u>		

No.	AGENDA ITEM	ACTION
	CORRESPONDENCE / CHAIR'S ACTIONS	
	<p>Correspondence There was no correspondence to report.</p> <p>The Chair reported that she had authorised the temporary appointment of Mr M Walker as a temporary caretaker, on behalf of the Governing Body.</p> <p>Resolved 25 <i>That the Chair's action be endorsed.</i></p>	
	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>Appointment of Training Link Governor Resolved 26 <i>That 'Appointment of Training Link Governor' be included on the next agenda.</i></p>	SGS
	HEALTH AND SAFETY/SAFEGUARDING	
	There was nothing to report under this heading.	
	ANY OTHER BUSINESS	
	There were no other items of business to discuss.	
	DATE AND TIME OF NEXT MEETING	
	<p>Governors confirmed that their next meeting would be held on Tuesday, 25 March, 2014 at 7.00pm.</p> <p>Apologies Mrs A Bowman submitted her apologies for the next meeting.</p>	
	CONFIDENTIAL ITEMS	
	<p>Resolved 27 <i>That there are no confidential items to remove from the minutes.</i> The meeting closed at 7.57pm.</p>	

CHAIR