



## MINUTES OF THE GOVERNING BODY HELD ON TUESDAY 19 SEPTEMBER 2017 AT 1800 HOURS

PRESENT: N Briggs (Chair), R Butterfield, A Jarvis, V Khanna (from 1835), A Lomas, L Radcliffe, H Rush, M Thorp, A Watkinson

IN ATTENDANCE: T Wright (clerk)

APOLOGIES: M Hayes, S Lees, R Rehman

### 1. APOLOGIES

Noted above. N Briggs noted M Hayes' apologies due to a leave of absence.

### 2. DECLARATION OF INTEREST AND DBS DOCUMENTATION

Received: Doc 01/17-18

2.1 No declarations of interest were received.

2.2 It was clarified that the policy is for Governors to self-declare annually.

2.3 Documentation is awaited from two Governors.

2.4 Once completed this will need to be uplifted to the website. **Action: S Spencer**

### 3. ELECTION OF CHAIR AND VICE-CHAIR 2017/18

3.1 Following an anonymous election process, N Briggs was elected as Chair and A Lomas as Vice-Chair.

3.2 A Lomas reported this will be her last year in post.

3.3 For succession planning, N Briggs asked all Governors, particularly parent governors, to consider whether they would be interested in undertaking the Vice-Chair role from next year and to make any interest known to him. N Briggs will discuss with R Rehman and V Khanna.

### 4. MINUTES OF PREVIOUS MEETING (11 JULY 2017)

Received: Doc 02/17-18

The minutes were accepted as a true and accurate record of events.

Proposed: R Butterfield. Seconded: A Lomas.

### 5. MATTERS ARISING (NOT COVERED ON AGENDA)

5.1 [Item 4.1] Case studies were circulated with the agenda (doc 03/17-18).

Reports were very useful, particularly the learning walks document provided by M Thorp.

5.2 [Item 4.2] SEF; will discuss in item 9.

- 5.3[Item 4.3] Year 1 recruitment; an NQT appointment was made and the teacher has settled well. One challenging child in the class has now been moved to the other year 1 class to allow the new teacher to settle without disruption. This was done in consultation with parents. The child now appears more settled and a permanent move of class may be considered.
- 5.4[Item 4.5] Pupil and Parent Questionnaires; this will be deferred to the Performance Committee on 4 October 2017.
- 5.5[Item 9.4] It was noted that Ofsted now prefer the term Disadvantaged Children. It was agreed the review should be conducted this term. L Radcliffe and A Jarvis to meet to discuss. **Action: L Radcliffe/A Jarvis**
- 5.6[Item 13] Keeping Children Safe; it is mandatory for all Governors to read the document and sign the declaration. Declarations are to be submitted to T Wright. **Action: All Governors**

## 6. CORRESPONDENCE

Tabled: Doc 06/17-18

Letter received from J Kirk regarding School Prioritisation. The School has been given Priority Level 4 as expected.

## 7. GOVERNING BODY PROCESS AND REPRESENTATION

Received: Docs 04/07-18 and 05/07-18

- 7.1 N Briggs asked to spend some time planning what would be appropriate for the coming year.
- 7.2 N Briggs suggested continuing with the Performance and Resource Committees in order to provide Governing Body support and challenge to the school. All Governors agreed.
- 7.3 It was noted that for Committees to be quorate, four Governors were required.
- 7.4 The Resource Committee is responsible for financial concurrence and control. This year the Committee will incorporate performance and staffing issues. Membership was agreed.
- 7.5 N Briggs will speak with V Khanna, S Lees and R Rehman about Committee membership. **Action: N Briggs**
- 7.6 It was agreed that Leanne Towers would join the Performance Committee as an Associate Governor.
- 7.7 Meeting dates were discussed and agreed. L Radcliffe had recommended the Performance Committee be held during the school day. N Briggs noted the additional benefit of Governor visibility to school. A Resource Committee is to be scheduled for the current half-term. **Action: A Jarvis/N Briggs**
- 7.8 Dates are to be distributed to all Governors and to R Lait and Y Umarji once complete. **Action: T Wright**
- 7.9 Designated Governors were discussed and agreed.
- 7.10A Lomas was confirmed to continue as Forum Representative. For any Governor interested in the Vice-Chair role, it may be useful for them to attend the Forum.

- 7.11 R Butterfield was confirmed as Governor for Safeguarding/Child Protection and Health and Safety.
- 7.12 A Lomas was confirmed as named SEN Governor.
- 7.13 It was agreed that Designated Governors for English and Maths/Science were not required. The proposal would be to look for Governors to attend School and actively support L Radcliffe in the delivery of the School Improvement Plan. All Governors agreed.
- 7.14 R Rehman, N Briggs and H Rush were confirmed as Governors for Head-teacher's Performance Management.
- 7.15 N Briggs noted that issues arise periodically in relation to conduct, grievance etc. when a Governor panel is required. N Briggs asked all Governors to declare a conflict of interest if appropriate. M Thorp declared. All other Governors present would be available for panel.
- 7.16 Two membership vacancies remain; a parent governor and a staff governor. L Radcliffe will continue to actively encourage staff. For parent governor it was suggested a vacancy notice be issued to parents inviting them to speak with L Radcliffe and N Briggs if interested. A Jarvis noted the need to be clear about expectations and skills required. **Action: L Radcliffe/N Briggs**

## 8. GOVERNING BODY EXPECTATIONS FOR 2017/18

- 8.1 N Briggs noted the critical expectation of the Governing Body's vision for the School for 2017/18. There will also be expectations of the Chair/ Vice-Chair and Governing Bodies' meeting process.
- 8.2 *Q: N Briggs asked "What is everyone's vision?"*
- 8.3 R Butterfield: to drive things forward, where we are starting from, how we want to end the year, how we monitor and how we support the School.
- 8.4 M Thorp; being able to evidence short-term step improvements, need a framework to understand what improvements have been made so can discuss, progress data across School so there is a baseline and clear improvement, quality of teaching and learning around evidence pulled together, eg: drop-ins, lesson observations.
- 8.5 L Radcliffe has tried to locate the document to provide an overview of teaching and learning performance. M Thorp will re-send. **Action: M Thorp**
- 8.6 N Briggs supported M Thorp and stated that L Radcliffe is looking at these by setting targets 'above floor' and 'working towards', performance management and linking to set targets, linking to, for example: disadvantaged children and narrowing the gaps, making sure teaching is good and challenging, working on questioning, reading focus with support from Copthorne and BEOP. L Radcliffe reported no new strategies but focussing on consolidating what was done last year.
- 8.7 N Briggs suggested re-visiting at Performance Committee.

- 8.8 A Jarvis suggested we demonstrate how Governors are adding value to the process by making note of this at the end of each meeting. All Governors agreed and this will be incorporated into the Performance Committee meeting.
- 8.9 A Lomas talked about accountability. Governors discuss a lot of data but what questions are we asking and how do we know it is accurate.
- 8.10 It was agreed the minutes should show the level of debate.
- 8.11 Q: R Butterfield asked “how do we know teaching is good/outstanding?” This needs to be evidenced.
- 8.12 L Radcliffe feels the Governors need to be able to quality assure the School.
- 8.13 A Lomas said we need to make sure the School and Governors vision is joined up, that every person knows what the vision is and that expectations are high. M Thorp feels this needs to relate to the last Ofsted inspection. A Lomas further commented that the whole School community need to be working in the same way and are all signed up to it. A Jarvis noted in the most successful organisations, everyone knows their contribution and the role they play in the vision. L Radcliffe has informed staff we are unable to say the School is good if outcomes do not demonstrate this. M Thorp feels messages often need to be repeated, giving a balance that they are on a journey and highlighting successes along the way.
- 8.14 L Radcliffe feels teachers need to raise their expectations of children.
- 8.15 N Briggs summarised that the School Improvement Plan (SIP) would be the vehicle to inform people what the School is doing, their part in it and how this will be monitored. L Radcliffe said the SIP is just a framework at the moment but that the performance management process and target setting would support it.
- 8.16 Governors agreed that meeting process was working satisfactorily and that the meeting review item would be replaced by a ‘Governing Body added value’ item in the future.

## 9. THE OFSTED FRAMEWORK 2017/18

- 9.1 L Radcliffe and N Briggs attended the Yorkshire and Humber Ofsted briefing on 18 September. Presentation slides will be made available and N Briggs will circulate, these will include links and videos. **Action: N Briggs**
- 9.2 Ofsted are working to statutory inspection obligations but there was reference to austerity and tighter budgets. This means that schools in RI will only receive one HMI monitoring visit; Grove House had one in October 2016.
- 9.3 It was noted there were a lot of new MATs.
- 9.4 They talked about a big picture approach to safeguarding and about myths, for example: that three RIs would result in Inadequate. It was noted each inspection is unique.

- 9.5 For the School; data and performance will be important along with capacity and sustainable improvement. Governors will need to have shown direction and vision.
- 9.6 M Thorp noted that Bradford have improved but only in line with national so the gap has not improved.
- 9.7 Clear strategies should be available for dealing with weaknesses.
- 9.8 SEF is important so need to think about shaping and influencing. M Thorp noted you are expected to upload the SEF on the first day of inspection. N Briggs can provide some examples for L Radcliffe.
- 9.9 There was a specific presentation on SEN and the use of SEN funding and its impact on outcomes. A Lomas and L Radcliffe attended the SEN Conference in July and have discussed an SEN day with R Lait. L Radcliffe and A Lomas will look at dates with R Lait and report back to Governors. **Action: L Radcliffe/A Lomas**
- 9.10 M Thorp reported a recent useful update which gave a top-down summary from inspectors. There was a strong focus on capacity and depth of leadership. M Thorp agreed to provide the link for circulation. **Action: M Thorp**
- 9.11 N Briggs agreed to circulate a link regarding 'getting to good'. **Action: N Briggs**

## 10. SAFEGUARDING DATA

- 10.1 N Briggs provided a reminder that a Safeguarding Review was conducted by Jayne Done and Suzanne Ellis on 19 June. Following this a report was circulated and a working party convened of L Radcliffe, S Spencer, A Lomas, R Butterfield and R Rehman.
- 10.2 There was a follow-up inspection by S Ellis on 19 July where it was recognised some progress had been made but that the Safeguarding Action Plan was not complete. It is likely S Ellis will visit School again in October. A Lomas reported a few items are to be completed shortly.
- 10.3 A Lomas, R Butterfield and N Briggs met with S Spencer and L Radcliffe on 15 September to discuss progress on the plan. S Spencer has now version controlled the plan. T Wright to obtain a final version of the plan and circulate. **Action: T Wright**
- 10.4 R Butterfield provided an update on policies. LAC Policy was with R Rehman. A Lomas has seen an amended document from R Rehman from July and has now forwarded this onto R Butterfield. This document needs to be finalised before S Ellis' next visit. **Action: R Butterfield**
- 10.5 The Safeguarding Policy has been revised. N Briggs feels the policy is comprehensive but requires some attention to formatting and presentation. H Rush agreed to do this and R Butterfield will email the document. **Action: R Butterfield/H Rush**
- 10.6 There is a physical site security review scheduled for 21 September.
- 10.7 The planning permission request has been submitted for the fencing. A response is awaited.

- 10.8 R Butterfield had today checked the SCR and CPOMS record and was happy with this. L Radcliffe reported that checking is also conducted within the School on a weekly basis.
- 10.9 N Briggs reminded all Governors of the importance to read the “Keeping Children Safe in Education” document and sign the declaration.
- 10.10 Q: N Briggs: “Have all Governors received Safeguarding training?” The School are planning to invite S Ellis to do INSET training on 7 November or 5 December, once a date is confirmed Governors will be invited to attend. M Thorp noted two on-line units on the NSPCC site with a similar one for Prevent. M Thorp agreed to provide links for circulation. **Action: M Thorp**
- 10.11 A Watkinson said it had been reported that an Ofsted inspector had asked a lunchtime supervisor during an Ofsted inspection “who was responsible for safeguarding”. The response was the Headteacher. The response would be expected to be that all staff are responsible. N Briggs suggested a similar idea to the ‘bitesize chunks’ of the SIP, the School could do the same with safeguarding.

## 11. SCHOOL IMPROVEMENT PLAN 2017/18

- 11.1 The plan is being developed by L Radcliffe and Leanne Towers, Assistant Head-teacher. The plan was supported and developed in a discussion with R Lait towards the end of last term. R Lait is planning to attend School again on 21 September with N Briggs in order to further review and develop the SIP. It is expected the SIP will be received by the next Performance Committee where we will need to discuss Governor involvement with the plan.
- 11.2 L Radcliffe has attempted to integrate the plan with performance management and will share this with N Briggs and R Lait on the meeting on 21 September.

## 12. NURSERY PROVISION

- 12.1 Nursery provision was discussed at FGB on 16 May 2017 when a strategic statement of intent was made to offer 30 hour provision to the community.
- 12.2 L Radcliffe provided an update:
- 12.2.1 Three children are in all day
  - 12.2.2 18 children are in for the morning including the three above; two children started 19 September
  - 12.2.3 18 children are in for the afternoon including the three above
  - 12.2.4 The School’s nursery is therefore far more utilised than this time last year.
  - 12.2.5 The provision provides 26 places.
  - 12.2.6 The School are now looking at 3-year old provision.
  - 12.2.7 There were some proposals on staffing hours and responsibilities but no changes have yet been made.
- 12.3 N Briggs does not propose to continue with a Nursery Provision item for future meetings as this is now an operational deliverable.

### 13. ATTENDANCE POLICY / POLICY REVIEW PROCESS

Received: 06/17-18

13.1 It was agreed on 11 July that the Attendance Policy was not fit for purpose. S Spencer has now modelled a new Attendance Policy based on other 'good' Schools. This was reviewed by R Butterfield, A Lomas and N Briggs on 15 September and the view is that the new policy is fit for purpose. Any final Governor contributions to the policy were invited to S Spencer, L Radcliffe and N Briggs by 22 September. **Action: All Governors**

13.2 A policy log for statutory policies is being created. Most policies will be reviewed by Resource and Performance Committees. The list is yet to be finalised with S Spencer and N Briggs. **Action: T Wright with S Spencer/N Briggs**

### 14. ANY OTHER BUSINESS

14.1 V Khanna mentioned he still does not have access to BSO training.  
**Action: T Wright/S Spencer**

14.2 H Rush asked for the date of the Ofsted visit. No date is available but this is likely to be January onwards. It was agreed to discuss and plan for the inspection at the next FGB meeting. H Rush asked if Governors were required in School for the visit. It was clarified that there would be a meeting with the Governing Body during the visit. N Briggs will advise Governors as soon as he is aware of any date. Notice for the visit is 24 hours.

14.3 Website

*Q: A Lomas: "Is the website compliant? Has anyone checked recently for compliance and being up-to-date?"* There is a compliance statement available on BSO. A Watkinson agreed to check the website. **Action: A Watkinson**

14.4 N Briggs extended a big thank you to L Radcliffe for taking the School forward and her demonstrable commitment and enthusiasm. Lynda's work has been recognised by Governors and from within the School. L Radcliffe mentioned that she still requires some support, especially at the beginning of the year when there is a lot to do with settling in. A Jarvis agreed we should be looking at interim support. N Briggs clarified there are restrictions on what is possible whilst process continues which is hoped to be complete by the end of half-term. N Briggs agreed that if appropriate, middle leaders can be given temporary extra responsibility.