

GREENMOUNT PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Wednesday 8 November 2017 at 4.00pm

PRESENT: Granville Clark (Chair) Caroline Carr (Headteacher)
Robin Goldring Iftikhar Hussain
Afia Khattun (until 5.30pm) Philip Oddy
Christine Thornton

IN ATTENDANCE: Debra Missett – Clerk (Governor Support Service)
Catherine Dyson – Associate Member
Lisa Dixon – Deputy Head (until 5.45pm)

DOCUMENTS DISTRIBUTED PRIOR TO THE MEETING:

Headteachers Report
Pupil Premium Action Plan 2016-17
PE and Sports Premium Report 2017-18
Complaints Procedure
Career Stage Expectations
Pupil Premium Strategy 2017-18
Capability of Staff Policy
October 2017 School Newsletter
Pupil Premium 2017 Trends
PE and Sports Premium Report 2016-17
Greenmount School Pay Policy
Whistleblowing Policy

1.00 APOLOGIES

1.01 Apologies were received and accepted from Emma Robinson and Clark Kellow. Granville Clark chaired the meeting in the absence of Clark Kellow.

2.00 MEMBERSHIP MATTERS

2.01 Claire Grayson and Anne Phillips had resigned from the governing board meaning that there were three vacancies for co-opted governors. The Headteacher reported to governors that an audit of the governing board by the Governor Support Service had been arranged to take place in November. She would confirm the date, which was likely to be the 20th, with governors who were invited to attend.

3.00 MINUTES OF THE LAST MEETING

3.01 Resolved:

- That the minutes of the meeting held on Wednesday 27 September 2017 were agreed as a correct record subject to the amendment below and that the Chair be authorised to sign.

3.02 Governors with specific monitoring duties (minute 11.01 refers) – monitoring duties for Child Protection/Safeguarding and Children Looked After had been combined, the governor responsible was Christine Thornton with the Headteacher.

ACTION

Head
(done
9/11/2017)

4.00	REVIEW ACTIONS AND MATTERS ARISING	
4.01	<u>Vacancies for two co-opted governors (minute 3.02 refers)</u> – there were now three vacancies, an audit of governance would be completed and governors would be invited to attend.	Head Govs
4.02	<u>Specific plan for reading (minute 5.01 refers)</u> – The Headteacher reported that a good plan had been implemented, Phonics were being taught every day and were the highest priority this year. A new approach to the teaching of phonics had been implemented and was being monitored closely. Reading meetings had been held for parents and were well attended. A governor had attended two of the meetings and would complete a visit form. He reported that the meetings were successful in teaching parents to help their child with reading at home.	I Hussain
4.03	<u>Governor training (minute 12.02 refers)</u> – Clark Kellow, Granville Clark and Robin Goldring were booked on Ofsted training.	C Kellow G Clark R Goldring
4.04	<u>Safeguarding policy and training (minute 12.03 refers)</u> – A date would be confirmed for the training.	Head
4.05	<u>Child protection audit (minute 12.04 refers)</u> – this took place on 4 October 2017. A number of concerns were raised in areas where the school was not compliant. Those areas had been addressed since the audit. The Safeguarding Officer would be visiting school on 8 December to confirm that the school was compliant in all areas.	
4.06	<u>JCC delegation (minute 14.02 refers)</u> – this would be covered under item 7 on the agenda.	
4.07	<u>Pen portraits (minute 20.03 refers)</u> – Governors would be asked to provide pen portraits when the new website design had been agreed.	Head
5.00	DECLARATION AND REGISTER OF GOVERNORS' INTERESTS	
5.01	There were no new declarations of interest.	
6.00	GOVERNOR DEVELOPMENT	
6.01	Three governors had been booked to attend the Preparing for Ofsted training on 23 November 2017, one governor had rearranged his training date for next year due to another commitment.	C Kellow G Clark R Goldring
6.02	The Headteacher reported that after discussions with the Governor Support Service regarding concerns about governance, they would be facilitating a governor audit. The date would probably be 20 November 2017, which would be confirmed. Governors would be required to complete a skills audit beforehand and attend to meet with the reviewers. The results of the audit would be reported to governors at the next meeting.	Head Govs Agenda
6.03	Afia Khattun had attended EYFS training on 5 October 2017.	
6.04	Phil Oddy would be attending the National Governors Association conference in Birmingham on Saturday 18 November 2018 and would	P Oddy

report to governors at the next meeting.

7.00 AREA INCLUSION PARTNERSHIP (AIP) AND PARTNERSHIP WORK

7.01 The Headteacher reported that Greenmount Primary school was part of the JESS cluster, which was a partnership of 15 schools, at a cost of £25,000 per school, per year. Greenmount had not used the service much and therefore was not getting value for money. The school had made only one referral in the current year and referrals have been low for several years.

7.02 The Headteacher met with the manager of the cluster, Lucy Metcalfe, on the morning of the FGB meeting and told her that the school had its own provision in place which was sufficient to meet needs.

It was proposed that Greenmount withdraw from the cluster if that did not have a negative impact on the other schools involved. The cluster manager confirmed that there was capacity in the cluster for Greenmount to leave. If the school wanted to withdraw from the cluster, notice would have to be given by 1 January 2018 to leave on 1 April 2018.

Q Should we make more referrals to the service to get value for money?

A The school has trained staff in place, the £25,000 can be used for services in school. The services provided by school can be accessed faster, often on the day of referral.

7.03 In response to a question about school working in clusters and partnerships, which was looked on favourably by Ofsted, the Headteacher said that the school did not want to work in isolation and had been involved in a meeting at Sharp Lane school to address this.

Sharp Lane were part of a Learning Alliance with New Bewerley and Hunslet Carr schools. They had invited Greenmount and Ingram road to join. The Learning Alliance was formally structured and would offer a lot of benefits to the school, including sharing good practice. The alliance was about reciprocity and Greenmount had already gained from involvement.

7.04 A steering group of Heads and Chairs met regularly, the next meeting would be held at New Bewerley school on Thursday 23 November 2017 at 5pm. Governors were invited to attend, some gave apologies as they would be attending training. Phil Oddy confirmed that he would attend the meeting.

7.05 The schools in the Learning Alliance welcomed Greenmount governors to attend their governing body and committee meetings as observers. The next meetings were:

- Hunslet Carr Resources Committee – Wednesday 22 November 2017 at 4pm.
- Hunslet Carr Teaching and Learning Committee – Wednesday 6 December at 4pm.

P Oddy

- New Bewerley FGB – Wednesday 6 December at 4.30pm.

7.06 After further discussion, governors agreed that notice would be given to the JESS cluster on the understanding that all services provided by the cluster could be provided in-house.

Resolved:

That the school would give notice to leave the JESS cluster on 1 April 2018.

Resolved:

That the school would join the Learning Alliance with Sharp Lane, Hunslet Carr, New Bewerley and possibly Ingram Road.

**Head
Chair**

8.00 POLICY REVIEW

8.01 Pay Policy

The policy had been distributed to governors prior to the meeting and all had reviewed the document which the Headteacher had updated to include the criteria to cross the threshold and career stage expectations.

Resolved:

That the pay policy is approved.

8.02 The appraisal policy would be discussed and approved at the Resources Committee meeting in January 2018. The committee would also determine how often the charging and remissions policy and the governor expenses policy would be reviewed.

**Res
Comm
Agenda**

8.03 Capability of Staff Policy

The policy had been distributed to governors prior to the meeting and all had reviewed the document.

Resolved:

That the capability of staff policy is approved.

8.04 Complaints Policy

The policy had been distributed to governors prior to the meeting and all had reviewed the document.

Resolved:

That the complaints policy is approved.

8.05 Whistleblowing Policy

The policy had been distributed to governors prior to the meeting and all had reviewed the document.

Resolved:

That the whistleblowing policy is approved.

9.00 PUPIL PREMIUM – REPORT ON USE AND IMPACT

9.01 Reports had been sent to governors prior to the meeting, there were some slight differences in the documents which the Headteacher clarified:

- 38% of children met the criteria for pupil premium.
- 29% is the national average meeting the criteria.

9.02 The Headteacher outlined the plan for the pupil premium budget for 2017-18 and reviewed the plan for the previous year. She explained

that the plan for the current year was using a new, more in-depth format which meant that it should be easier to review at mid-year and at the end of the year.

The budget amount for pupil premium was £217,500, which was similar to previous years.

9.03 The pupil premium strategy and the school improvement plan (SIP) had been linked together and key priorities were interlinked. The pupil premium strategy document detailed how the funding would be used to benefit the whole school and also targeted work.

9.04 The Headteacher reported to governors that there were some gaps between pupil premium (disadvantaged) and non-pupil premium pupils. The school is addressing concerns about 'closing the gap'. The Assistant Head was leading on pupil premium with a TLR teacher as Pupil Premium Champion.

Q Are we encouraging parents to complete the paperwork to get pupil premium funding?

A Parents do not necessarily apply in the years up to Year 2 because of universal free school meals. In Year 3 the numbers applying goes up fast. The school will work with parents to increase pupil premium funding. Hunslet Carr school which has a similar demographic has 60% eligible for pupil premium compared to 38% at Greenmount.

9.05 Governors noted that each extra child funded brings in £1,300. Work done in September before the census brought in 10 more children funded. Children who had been entitled to free school meals in the last six years were eligible for pupil premium funding.

Reception classes would be targeted to increase numbers, currently 14 of 59 pupils in Reception were funded. In Year 6, 31 of 57 pupils were funded.

Q Are more able children eligible for pupil premium funding?

A Yes, higher attainers are eligible, the school is required to demonstrate that the child is being challenged to meet their potential.

Q Are there a lot of children in school entitled to pupil premium but not claiming it?

A Yes, some schools offer a £10 voucher as an incentive to parents to complete the forms for funding.

The cost of school meals would be £450 per year for those paying which becomes clearer to parents in Year 3. Other incentives for parents would be to provide vouchers towards uniform. By providing £20 to £30 towards uniform, the school could benefit from £1,300 funding.

9.06 The Headteacher reported that the ASP dashboard had been released on the previous Friday. She would email this to governors.

Head

10.00 PE AND SPORTS PREMIUM – REPORT ON USE AND IMPACT

10.01 The PE and sports premium report was very detailed and had been compiled by Emma Robinson, it was presented by the Headteacher.

10.02 The amount of funding received for 2017-18 was £9,650, the school would spend a lot more money from its own budget on PE and sports. In 2016-17, funding received was £8,570 and the total amount spent by the school was £50,522.

10.03 Funding was used for specialist coaches to train staff and a lot of money was used for swimming lessons.

10.04 In response to a question about how the grant was calculated, the Headteacher said each school gets about £9,500, the amount was due to rise to nearly double that, at around £17,000.

11.00 OTHER REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES

11.01 Iftikhar Hussain had visited the school to attend and observe parents reading meetings on 6 November 2016. He attended the meetings for Year 1 and Year 3 and found them very useful and informative. Parents were able to see how their children were being taught Reading and Phonics and were given ideas on how to support their children’s learning at home. A governor visit form would be completed.

I Hussain

11.02 Phil Oddy would be visiting school to do Reading with Year 1 children on 10 November 2017. This is a weekly commitment he has made and will allow him to observe school life first hand.

P Oddy

11.03 Granville Clark had visited school on 6 November 2017 and met with the Headteacher, he would complete a governor’s visit form.

G Clark

12.00 SCHOOL IMPROVEMENT PLAN (SIP) PRIORITIES AND
13.00 QUESTIONS ABOUT THE HEADTEACHER’S REPORT

12.01 The Headteacher said she would like to cover the SIP and her report as the same agenda item if governors agreed. Governors consented and the items were covered together.

12.02 The SEF had been shared with governors at the last FGB meeting and there were some concerning areas. Tim Richards, School Improvement Advisor (SIA) had met with the Headteacher and Lisa Dixon, Assistant Head on 30 October and agreed that the judgements made in the SEF were accurate.

The main priority was to keep school out of a Requires Improvement or Inadequate Ofsted judgement. There were major issues including:

- Concerns about the quality of teaching and learning.
- Governors had previously been told the standard of teaching was good.
- There would be an audit of governance to strengthen governance.

- There were some performance management issues.

12.03 The Headteacher would send an email to governors with information about the governance audit and to confirm the date and times for attendance.

Head

Q How do the staff team feel about the judgements made in the SEF?

A The staff team are now aware of the position that the school is in and are aware that a lot of work needs to be done.

12.04 The Headteacher reported to governors that there were a lot of HR issues to deal with, but along with the leadership team, she was trying to keep morale high and look after the wellbeing of staff. A number of the staff team were being paid high salaries for responsibilities that they were not necessarily fulfilling. The Headteacher reported that she had been careful not to add to workloads but had been clear that staff would be more accountable. Governors noted that performance had to be linked to pay and the Ofsted framework.

The Headteacher had distributed the career stage expectations document to governors before the meeting and informed governors that the expectations are clear for teachers and would be used in the current school year.

12.05 There was some discussion about the changes being made to improve the performance of the school and the Headteacher highlighted the following points:

- It was estimated that 95% of teachers were able to perform adequately.
- One teacher had indicated that they wanted to leave at Christmas.
- Two teachers were off sick, it was not clear how long they would be off work.
- Some teachers were looking forward to the changes and challenges and were enthusiastic about working to improve the school.
- The vast majority of teachers were receptive and willing to change practice and follow new ideas.
- There were a few who might find the process difficult.
- Teachers who were struggling would be offered both general and targeted support.
- Governors and the Headteacher wanted staff to feel valued.
- The staff room would be renovated to provide a nicer environment.

12.06 Staff and governors were aware of the position of the school, but parents were not yet aware. Parents would need to be informed that the school was no longer performing at outstanding.

**Head
Chair**

12.07 Governors were aware that they could have provided more challenge and would learn from the experience.

Q Is there much teaching that is less than good?

A No, less than 5%, the majority of staff are capable of being good teachers.

12.08 Governors noted that being part of the Learning Alliance would support the work that needed to be done in school and that joining was a positive move.

12.09 A governor noted that there had been an incident of racial abuse recorded in the Headteacher's report.

Q How was the incident of racial abuse dealt with?

A There is a diverse group of children in school and they can treat each other badly. The incident was taken very seriously and a high emphasis is being put on anti-bullying week next week.

The Headteacher reported that there had been two more incidents of racial abuse in the last week and that incidents had not been recorded in the past.

For anti-bullying week the school would be using the tagline 'All Different, All Equal', providing wristbands and stickers and teaching children that bullying and racial abuse was wrong.

12.10 The Headteacher informed governors that PSHE had been removed from the curriculum the previous year to give a higher emphasis on core subjects. This decision had now been reversed. Governors noted that PSHE should be included in the curriculum.

12.11 A parent had approached the school requesting that work was done on Black African heritage and was willing to help with this.

14.00 EVALUATION OF GOVERNING BOARD EFFECTIVENESS - AUDIT

14.01 The evaluation of governing board effectiveness would be completed during the governance audit expected to take place on 20 November 2017.

15.00 ENSURE SCHOOL HAS A CLEAR VISION

15.01 Governors had previously noted that the school website needed updating, research had been completed and quotes obtained.

15.02 A quote had been obtained from Allgood, who do not solely build websites for schools. Their quote was for £8,000 which included the website and other beneficial add-on services. This would be a one-off payment and the school would own the content of the website. Any member of staff with a log in would be able to access the website.

A governor asked if there would be a Website Champion, the Headteacher replied that this would be Cat Dyson. She said that staffing in the school office needs to be improved.

A second quote had been obtained from Expo, their price was £5,000 for a website only and no add-ons.

- 15.03** There was some discussion about the website and the vision for the school which would be agreed along with a strapline and new logo which were all included in the price from their preferred provider, Allgood.
- 15.04** Governors asked if any references had been sought for Allgood. Cat Dyson would contact Fieldhead Carr school to seek opinions on their website which had been provided by Allgood. It was recommended that governors view Fieldhead Carr's website as an example of the work done by Allgood.
- 15.05** After more discussion, governors agreed that steps should be taken to start the work on the new website and associated vision, strapline and logo.
- Resolved:**
That after satisfactory references have been obtained, Allgood should be commissioned to complete work on the new school website.

Afia Khattun left the meeting at 5.30pm.

16.00 COMMITTEE REPORTS

- 16.01** There were no committee reports available due to the cancellation of committee meetings in October. There was some discussion about re-arranging the committee meetings, but governors agreed that there were many urgent priorities to be dealt with before committees could effectively deal with their business.
- 16.02** The recent health and safety audit had raised a large number of issues that had to be resolved urgently and works would need to be prioritised. The budgeted figure for improvements was around £12,000.
- In response to a question about uneven paving stones, the Headteacher said she would check the next day and take appropriate action.
- 16.03** A governor advised that dilapidation surveys could be commissioned to identify over and above what had been highlighted in the health and safety survey. The Headteacher reported that a lot of maintenance had not been completed.
- 16.04** There were no facilities for staff to change children in school and it was not clear how much money could be made available from the budget for improvements. A Finance Officer would be visiting school on 13 November to look at how the budget can be used to best effect.

17.00 CHAIR'S BUSINESS

The Chair had no business to report.

18.00 CLERK'S BUSINESS

- 18.01** The clerk had no business to report.

19.00 ANY OTHER URGENT BUSINESS

19.01 The Headteacher's appraisal was due to be completed on Tuesday 14 November at 4pm. Governors were asked if they could cover in the event that the Chair was unable to attend. A governor said that it was possible that he could attend. The Headteacher would liaise with governors on this.

Lisa Dixon left the meeting at 5.45pm.

19.02 The Headteacher asked governors to consider appointing a Deputy Head on a temporary basis. Lisa Dixon was proposed as interim Deputy Head until a full staffing restructure could be completed. Lisa was the most experienced and skilled person for the post and had provided a high level of support to the new Headteacher. Governors requested that HR advice be sought to ensure procedure was followed and equality issues met, but approved in principle to the Interim Deputy Head post to start as soon as possible.

Resolved:

That following HR guidance, an Interim Deputy Head be appointed.

20.00 AGREE MEETING DATES FOR THE FULL YEAR

Meeting dates for the rest of the year were agreed:

Full governing board meetings:

Tuesday 20 February 2018 at 4pm.

Wednesday 11 July 2018 at 4pm.

Resource committee meetings:

Wednesday 31 January 2018 at 4pm.

Wednesday 23 May 2018 at 4pm.

Teaching and learning committee meetings:

Wednesday 7 February 2018 at 4pm.

Wednesday 6 June 2018 at 4pm.

21.00 DATE AND TIME OF NEXT MEETING

21.01 The next full governing board meeting will be held at 4pm on Tuesday 20 February 2018.

The Chair closed the meeting at 6pm.