



Rednal Hill Junior School Governing Body

Minutes of Full Governing Body meeting held on Thursday 13th July 2017
at 5.00pm

Present:

Mr Robert Jones (Headteacher) Mr Paul Finnemore (LA governor)
Mr Mark Eaves - Seeley (parent governor and **Chair**)
Ms Karina James (co-opted governor) Mrs Dawn Rottenbury (co-opted governor)
Ms Charlotte Bull (parent governor) Ms Karen Seleshe (LA governor) left the meeting at 7.05pm
Ms Joanne James (co-opted governor) joined the meeting at 5.30pm

By invitation: Ms Clare Jackman (SBM)
Ms Rebecca McAnulty (DHT)
Ms Fay Tilley (DHT)

In attendance: Mrs Janice Moorhouse (clerk)

1.	Welcome and apologies for absence The Chair welcomed governors to the meeting. Apologies for absence received and accepted from Miriam Schwarz (co-opted governor), Ms Ruth Luck (parent governor) and Ms Emma Hughes (co-opted governor)	Action
2.	Governors <ul style="list-style-type: none">Paul Finnemore: end of term of office The HT and the Chair thanked Mr Finnemore for all his support to the school since his appointment in 1999 and for the time given and his commitment to the governing body.New governors HT reported two new governors were joining the Governing Body <u>LA governor</u>: Karen Seleshe: appointed for a four year term of office. Governors confirmed the appointment. Karen joined the meeting and introduced herself to governors <u>Co-opted governor</u>: Joanne James. HT reported Ms James had attended two committee meetings as an observer. Governors confirmed the appointmentRuth Luck re-election HT reported Ruth wished to continue as a member of the GB as a co-opted governor. ACTION: clerk to check procedure with School and Governor Support/governing body support officeJames Bashford resignation HT reported he had received a resignation from James. An advertisement for a parent governor had been posted on the school website.	clerk

Signature:

Date: 02.11.2017

	<ul style="list-style-type: none"> • Staff governor resignation HT reported the staff governor had resigned and been replaced by Katy Judd • Review of link governors and committee membership <u>Premises, H&S committee</u>: Ms James to join the committee. <u>Staffing and finance committee</u>: Ms Seleshe to join the committee <u>Curriculum and standards committee</u>: Ms Seleshe to join the committee <p>Link roles: teaching, learning, assessment: Ms Seleshe personal development, behaviour, welfare: Ms James</p>	
3.	<p>Declaration of changes to pecuniary interests No changes declared</p>	
4.	<p>Minutes of previous meetings held on Tuesday 4th April 2017 The minutes of the meeting held on Tuesday 4th April were agreed as a true and accurate record and signed by the Chair.</p>	
5.	<p>Matters arising from the minutes</p> <ul style="list-style-type: none"> • Governor photographs for ID cards <p>ACTION: outstanding governor photographs to be sent to the HT</p> <ul style="list-style-type: none"> • Audit and school fund update: SBM <p>SBM reported Schools Financial Services unable to carry out a school fund audit due to issues with Santander. School would not be penalised in relation to SFVS. SBM reported she had contacted Santander and the account would be closed.</p> <ul style="list-style-type: none"> • Inventory update: available to governors on 'one drive'. • Mock Ofsted report to be posted on the school website <p>ACTION: report to be posted into the governor area for access via governors' school email addresses</p> <ul style="list-style-type: none"> • Feedback from INSPIRE workshops: DHT <p>DHT reported maths INSPIRE workshops held in the first half of the term for parents of pupils in all year groups. In spring term, workshops focused on English/writing/grammar. Feedback positive with comments 'clear and informative', 'ideas to use at home' Parents requested help in teaching reading. Week beginning 17th July: workshop on reading at home. Autumn term: focus on reciprocal reading.</p> <ul style="list-style-type: none"> • Governor training completed at other schools <p>Governors noted: inform HT of training undertaken at or through other schools.</p>	<p>governors</p> <p>HT</p>
6.	<p>Committee minutes reviewed/questions raised</p> <ul style="list-style-type: none"> • Premises, H&S (draft minutes already circulated) <p>The Chair of Governors summarised the agenda items discussed at the meeting. Headteacher's office lintel repairs: the HT reported the lintel would be repaired during the summer holiday. Car parking space would increase when the work was completed. Work to be carried out on the drains and the boiler.</p>	

<p>HT informed governors stated lockdown procedures to secure staff and pupils from an outside threat were in place. Window restrictors to be installed. LA to be re-contacted and concerns related to safeguarding raised. Governors viewed the new intervention classroom.</p> <ul style="list-style-type: none"> • Staffing and Finance (draft minutes already circulated) <p>The Chair of Governors summarised the agenda items discussed at the meeting. Catering provision: tender options in conjunction with the Infant School reported. HT updated governors on personnel changes and appointments. HT performance management: midterm review took place on 19th May. An interim report to be prepared for the Chair of Governors. HT on track to meet all PM targets. HT's PM recommendations for the DHTs agreed. Information on Lovetts (solicitors) UK business debt recovery and dispute resolution pricing circulated to governors before the meeting. Questions raised to be addressed the FGB meeting IT: Governors agreed to continue with the contact with Haz Technology. New terms of reference to reflect changes to the HT's delegation statement.</p> <ul style="list-style-type: none"> • Curriculum and Standards (draft minutes already circulated) <p>The Chair of Governors summarised the agenda items discussed at the meeting. <u>Overall attendance:</u> Autumn to end of summer 1: 94.95% Number of pupils <u>persistently absent 10% or more</u> of sessions: Autumn to end of summer 1: 12.1% Number of pupils <u>persistently absent 15% or more</u> of sessions: Autumn to end of summer 1: 5.7.1% Number of pupils <u>persistently absent 20% or more</u> of sessions: Autumn to end of summer 1: 3.01% Persistently absent figure as at 15th June: 10.3%</p> <p>Governors noted the proportion of PA pupils remained above national figures. HT reported a number of initiatives had been put in place to improve attendance including attendance team, school bus, attendance assemblies, weekly class certificate, liaison with school nurse, Think Family and Spotlight. Attendance and impact of the initiatives to be reviewed during the summer term. ACTION: Charlotte Bull governor monitoring attendance to join the committee</p> <p>Spring data circulated, predicted figures for end of year 2017 given. Governors noted: reading strong across the school. writing: more than three terms of progress made in each year group. 2.6 in years 5 and 6. Maths: some concerns in year 3 with some pupils on KS1 curriculum and staff not having experience of teaching KS1. Extra support going in. Maths Lead to go into year 3 in the next academic year. Data on overall progress to be presented at the FGB meeting on Thursday 13th July. Targeted intervention update to be presented at the FGB meeting on Thursday 13th July as a part of the picture for the end of the academic year.</p>	<p>Charlotte Bull</p>
--	-----------------------

	<p>Writing moderation to take place on Friday 23rd June and reported at the FGB meeting on Thursday 13th July</p> <p>The attendance policy was approved for use in the school.</p>	
7.	<p>Link governor feedback/update</p> <ul style="list-style-type: none"> Leadership and management including SEND and attendance <p>Written report already circulated.</p> <p>Governor reported on a visit on 17th June focusing on a review of attendance. Future visits to include monitoring progress of the DLP in ensuring measures being taken are successful.</p> <p>Governor reported the data and case studies showed a much improved position. Safe and well checks were being carried out if pupils were not in school.</p>	
8.	<p>Safeguarding update</p> <p>DHT circulated 'Safeguarding report to Governors' summer term 2017. DHT reported a review of staff training had been carried in response to the particular causes for concern identified.</p> <p>28th June: Review of SCR (Single Central Record): Letter sent to school following the review circulated.</p> <p>The safeguarding governor was present at the review.</p> <p>ACTION: Safeguarding governor to review the training record</p> <p>Childcare Disqualification Regulations(CDR): copy to be added to files.</p> <p>ACTION: staff to sign the declaration except admin staff, BSM, cleaning and catering staff.</p> <p>On line monitoring: Policy Central used to review systems</p> <p>DHT reported four positive returns, pupils had been spoken to and two banned from using computers until the end of term. To increase security, pupils given individual passwords.</p> <p>Attendance: actions taken to address attendance: new attendance officer appointed. SPOTLIGHT started. New attendance policy written. Direct work with PAs including reward charts.</p> <p>Governor queried the availability of the pastoral room</p> <p>DHT reported pastoral staff available at playtimes and lunchtimes. Pupils able to access a 'person' rather than a 'place.'</p> <p>DHT circulated 'Safeguarding yearly training schedule' including details of staff training, briefings and related handouts and emails.</p> <p>Staff received an annual update on abuse signs and symptoms, a summary of KCSiE a review of recording procedures and an update on SCR, DHR and LLRs.</p> <p>One staff meeting each term to be allocated to specific safeguarding issues.</p>	<p>Ruth Luck</p> <p>DHT</p>
9.	<p>Headteacher's report (already circulated)</p> <p>School Development Plan: key priorities</p> <ul style="list-style-type: none"> Effectiveness of Leadership and Management: continue to develop the quality of L&M across the school 	

Governors noted the positive feedback from the BEP review May '17 and from the Colmore Partnership Teaching School Alliance review. (reports circulated)

Behaviour: HT reported robust systems in place had resulted in an improved behaviour picture and a reduction in fixed term exclusions.

Summary of distribution of red, yellow and green cards: DHT reported the giving out red and yellow cards had been extended into lunchtimes.

Governor asked if there was a lack of consistency across the staff with regard to giving out warnings and cards.

DHT stated the giving out of red cards was as consistent as possible. There was a lack of consistency in giving out yellow cards.

HT commented staff were individuals and there would be differences with consistency/tolerance levels.

Governor suggested there could be moderation between staff on appropriate action.

Governor asked if the school had information on who gave out the cards

DHT reported the school had used an electronic recording system in the last 2 ½ terms so that information would be available.

Questionnaire to LTSs: Governors noted the positive change in the July 2017 responses from lunchtime supervisors when compared to the January 2017 responses.

Middle Leader Development: four year group leaders in post from September '17 in charge of two teachers and two TAs.

Performance management targets revised and extended/shaped around the role.

CPD opportunities: HT reported collaborative working to support moderation and standardization of assessments judgements. T&L team focus on teachers' written feedback to pupils. The CPTSA review found marking to be consistent across most of the school and judgements made by the LT on the standard of work in books accurate.

DHT reported marking at RHJ had been favourably compared with that at an outstanding school.

Governors noted the links made between CPD and the Ofsted action points.

SEND: 23% of the school population (75 pupils) identified as SEND.

25% of year 5 pupils and 26% of year 6 pupils identified as SEND.

HT reported SENCo met with staff at RHIS in relation to year 3 SEND pupils and attended review meetings with parents. At least 17 pupils transferring in September '17 identified as SEND.

Two pupils with EHC plans. One transferring to special school in September '17.

SENS TA appointed Easter 2017 attended an intensive 3 day speech and language training course.

Governance: Governance progress and impact review update noted governors were effectively addressing the action points identified by the review.

The Chair and HT to meet with the NLG carrying out the review in September '17.

- Quality of teaching, learning and assessment

HT reported teaching was improving as a result of continuous SLT support. Good 80% RI: 20% No inadequate teaching. A good proportion of outstanding teaching.

HT stated RI teachers just needed additional support, be given opportunities to team teach, plan together, targeted support etc.

On behalf of governors, the Chair thanked the HT, the 2 DHTs and the whole of the staff team for the phenomenal turn around.

HT stated there had been a significant shift in the mindset of teachers.

DHT reported extensive moderation planned for year 6 to accelerate progress/attainment.

Maths and English targets to be set every half term.

Creative curriculum: first whole day INSET held on 5th June and teachers planned for the autumn term.

Whole school assessment: pupils working at ARE identified and shared with parents for the first time to enable honest conversations at future parents' evenings regarding the level at which pupils are working. Staff to give information on progress made in a term.

ACTION: timing of parents' meetings to be reviewed.

An online reporting system to be used to keep parents updated. INSPIRE workshops helping to familiarise parents with the required standards/levels.

Chair commented on the excellent pupils' report that included detail on what had been covered and a level for every curriculum area.

DHT reported the reports could be accessed online and/or parents could request a paper copy.

To be explained: the difference between attainment, progress, effort.

Pupil Progress meetings: Intervention progress data July '17 - summary of 2016/16 circulated

DHT reported meetings now embedded and judgements on the effectiveness of interventions can be made. Meetings focused on developing an ethos of responsibility for pupil progress and empowering teachers to plan and deliver interventions.

Governors noted the strengths and areas for development listed in the summary, the details of the progress data for each year group and the interventions used during the year.

DHT reported Year 4 was a concern. Plans being made for additional support for those pupils on moving to year 5.

- Personal development, behavior and welfare (personal development, behavior and welfare log circulated)

HT reported improved engagement seen during learning walks was due to quality first teaching and better behaviour management strategies.

Behaviour for Learning to be a focus for the 2017/18 academic year.

Attendance: (see also item 6)

	<p>HT reported attendance term working very hard in difficult circumstances. Summer 1: 94.95%. PA above national. Initiatives to improve attendance to be reviewed in the second half of the summer term. The school was working closely with the LA Lead Officer for attendance. Summer term Pas to date: 5.5%</p> <p><u>Parental involvement</u>: DHT reported a better attendance at parent forum meetings, a positive response to the parental survey and positive results from parent view.</p> <ul style="list-style-type: none"> • Outcomes <p>SATs results current year 6: Reading: 50% secure; 9% greater depth Writing: 54% secure; 0% greater depth Maths: 56% secure; 10% greater depth EPGS: 54% secure; 13% greater depth Combined: 36%</p> <p>Governor commented the benefit of the increase in outstanding teaching would be seen in the 2018 results.</p> <p>Governors noted a terms progress in a term was not enough to close the gap. More accelerated progress required to bring the school's data in line with national expectations. Whole school progress to be at 90% as a minimum for the school to be judged good or better.</p> <p>40% of pupils did not make three terms of progress in reading.</p> <p>HT reported the in-year data looking much better with the age related gap narrowing. Progress of disadvantaged pupils was in line with or exceeding that of non-disadvantaged pupils. The SEND group in year 4 had made 2.6 terms of progress over the academic year.</p> <p>ACTION: to set data in context, a case study related to data to be produced and presented to governors.</p> <p>The Chair thanked the HT for his comprehensive and encouraging report.</p>	DHT
10.	<p>Approval of School Development Plan (SDP) Governors approved the SDP summary 2017/18 as presented.</p>	
11.	<p>Finance update School Business Manager(SBM)</p> <ul style="list-style-type: none"> • Litmus update <p>SBM circulated the details of the six expressions on interest in the tender for catering services and the proposed procurement timetable. Bidder's presentations: Monday 6th November 10am RHIS: governors invited. SBM reported financial information would be included with the tender return. Catering staff fully involved with the change caterer and would continue to work at the school.</p> <ul style="list-style-type: none"> • Lovetts update <p>SBM reported the debt on dinner money had been reduced to approximately £3,000. Some pupils owing money had left the school.</p> <p>Pupil Premium: SBM reported an increase of £20,580 due to the online FSM eligibility system used in school.</p>	

	<p>Governors discussed ways in which to continue to monitored eligibility and encourage parents to apply.</p> <p>Energy costs: £7,500 savings made with the Infant school.</p> <p>Windows: LA Officer to meet with SBM and surveyor.</p> <p>Governors noted: windows must be able to be opened to 90 degrees. Retainers cannot be fitted on old windows. Glass in windows did not meet regulation requirements.</p> <p>Procurement: saving of £3,500 due to a change of stationary supplier.</p> <p>Proposed re-structure to administrative staff: saving of £28,000.</p>	
12.	<p>Teacher training days.</p> <p>Governors noted training dates as listed.</p>	
13.	<p>Headteacher's delegated statement (circulated at the meeting)</p> <p>Governors agreed the changes to the amounts included in the statement as below:</p> <p>1.5: The HT may undertake virements and budget revisions up to a value of £10,000 which should be retrospectively reported to the Finance committee.</p> <p>The HT can authorise orders to a value of £10,000 without reference to the Finance committee.</p> <p>1.6: The HT will recommend virements and associated budget revisions between £10,001 and £40,000 to the Finance Committee for approval.</p> <p>The HT can authorise orders between £10,001 and £40,000 with the prior approval of the Finance committee if within budget provision and subject to receipt of three quotations.</p> <p>1.7: The HT will recommend virements and budget revisions above a value of £40,000 to the FGB for approval.</p> <p>The HT can authorise orders above £40,000 if within budget provision with prior approval of the FGB and subject to receipt of three quotations.</p>	
14.	<p>Governing body training update</p> <ul style="list-style-type: none"> • Skills audit <p>ACTION: clerk to send NGA skills audit dated 2017 to HT.</p>	clerk
15.	<p>Any other business</p> <p>Dates of 2017/18 meetings:</p> <p>Autumn term: Committee meetings: Thursday 19th October 4pm, 5pm, 6pm. Full governing body meeting: Thursday 2nd November 5pm</p> <p>Spring term: Committee meetings: Thursday 29th March 4pm, 5pm, 6pm. Full governing body meeting: Thursday 19th April 5pm</p> <p>Summer term: Committee meetings: Thursday 14th June 4pm, 5pm, 6pm. Full governing body meeting: Thursday 12th July 5pm</p> <ul style="list-style-type: none"> • Attendance policy (already circulated) <p>Governors approved the Attendance policy as presented for use in the school.</p> <ul style="list-style-type: none"> • Summer School: for one week beginning on 1st August. • Targeted school support and challenge <p>HT reported the school to have an extra 20 days of support from the Colmore</p>	

	<p>Partnership.</p> <ul style="list-style-type: none">• Resignation SBM: (SBM left the meeting) <p>HT reported the SBM had resigned from her post at the school. Schools Financial Services bursary package purchased. Changes to administrative staff: to employ three FT members of staff on grade 4. Governors agreed to the appointment of a grade 4 as requested by the HT</p> <p>The meeting closed at 6.55pm.</p>	
--	--	--