

The Governing Body of Aire View Infant School
Meeting held on 04 April 2014
MINUTES

Meeting commenced at 1.30pm

Present: Vicky Bottomley (Head), Ellena Cohen (Chair), Kim Green, Louise Heslop (Assoc.Memb), Anne LeGrove, Jo Munt, Theresa O'Connor, Jane Ogston, Alison Teasdale, Lynda Whitton, Steve Wilkinson

In Attendance: Helen Osman (Supply Clerk, BC/SGS¹)

52/13 Chair's introductory remarks

The Chair said that the school was now in the period in which Ofsted might visit at any time. She reminded Governors that the key Areas for Improvement identified at the last Ofsted inspection were listed at the bottom of every agenda. She quoted from an Ofsted press release²: "*The School Data Dashboard³ I am launching today raises the stakes. Many governors know their school well already. But for those that don't, there are now no excuses. Inspectors will be very critical of governing bodies who, despite the dashboard, still don't know their school well enough.*"

8 of the Governors present were familiar with the Ofsted data dashboard; **ACTION:** the meeting agreed that they would review it, and those newer Governors who had not yet seen it would familiarise themselves with it, before the next meeting. Governors were already familiar with the information contained within the dashboard, but it provided a helpful summary of the key data that Ofsted would expect Governors to know.

Governors noted that the school was in the third quintile for Reading, Writing and Maths and the fourth quintile for attendance.

The Head said that the school was disappointed with its showing for attendance but had been advised by a Senior Area Achievement Officer for Bradford Council that it was on the borderline for the higher quintile. Measures were in place to improve attendance.

Governors were reminded of other key documents of which they might wish to refresh their memories: the School Improvement Plan (SIP), Self Evaluation Form (SEF) and Headteacher's reports. These were available on the school website.

53/13 Apologies for absence and their acceptance

Apologies had been received, and were accepted, from Kelly Coburn, Georges Droogmans, Joanne Gill and Lesley Pickard. Members noted that Governors who were staff members were absent due to their involvement in Aire View University.

54/13 Any other urgent business and requests for agenda order variations

No other business was notified and there were no requests to vary the agenda.

55/13 Declarations of interest

No interests were declared in any agenda items.

56/13 Minutes of the meeting of 18 February 2014

Action

All

¹ BC/SGS - School Governor Service, Bradford Council

² <http://www.ofsted.gov.uk/news/chief-inspector-raises-stakes-for-school-governance>

³ Ofsted school data dashboard can be found [here](#)

Signed: _____ **Date:** _____ - 1

- **The minutes of the meeting of 18 February 2014 were unanimously approved by the Governing Body, signed by the Chair and passed to the Head.**

Items 29/13 and 30/13 - **ACTION:** the Chair would confirm with the Clerk the documents to be included in the Governors' pack and provide her with a list of policies in time for her to work up a draft workplan for approval at the last meeting of term.

All other actions had been completed.

Action

Chair

Head

57/13 Headteacher's report

Paper: Headteacher's report - circulated prior to meeting and attached as Annex A (signed minutes only)

Governors thanked the Headteacher for her comprehensive report. **ACTION:** Governors asked that future reports include KS1 results and provisional targets for Free School Meals (FSM) and non-FSM pupils.

Replying to questions, the Head said that one fixed penalty notice (FPN) had been issued in respect of persistent absence; she confirmed that FPNs were issued by Bradford Council (BC) on the basis of information provided by school.

Governors asked why the number of authorised and unauthorised absences did not add up to the total number of pupils: staff explained that this was because an individual pupil might have more than one absence and those absences might be both authorised and unauthorised: thus there was no expectation that the total number of absences should match the total number of pupils. Replying to questions, the Head said that the school had information on the number of pupils with 100% attendance, though not to hand at this meeting. Attendance was monitored daily and weekly, and data for each group of pupils was reviewed half-termly by the Head, Parental Involvement Officer (PIO) and administrator. Persistent lateness was also monitored, as this could also have a significant effect on learning.

Replying to questions, the Head confirmed that the school had undertaken work with parents on internet safety, and important element of Safeguarding. Asked how the school knew whether pupils felt safe, the Head said that it asked pupil by means of reviews and through the School Council, and it asked parents whether their children felt safe at school. A Named Governor for SEN added that a question on this was included in a questionnaire for SEN pupils.

Asked how the school addressed the "friendship issues" identified in her report, the Head said that staff and parents were made aware of any issues. Playground Buddies took their role in befriending other pupils very seriously - the Chair said she had seen this first hand earlier in the day. Children with "friendship issues" were also supported through the Rainbow Room, work with parents, circle time in class as part of SEAL⁴, pairing them with another child. Most children, including those with Social, Emotional and Behavioural Difficulties (SEBD) were very caring, and supporting other children helped their own development.

Noting that the last Headteacher's report had indicated that 2 children had been removed from the Child Protection Register, a Governor asked how many were now on the register. The Head said that none were on the register; 2 were on Child in Need Plans; 1 appeared likely to be placed on a Common Assessment Framework (CAF). The school had strong communication links with Daisy Chain⁵ - a Governor who managed Daisy Chain confirmed this.

⁴ SEAL - Social and Emotional Aspects of Learning

⁵ Daisy Chain Children's Centre

Governors asked why the school judged itself as 2+, rather than 1. The Head said that, because there were currently 2 NQTs⁶, she did not feel comfortable saying that the quality of teaching was consistently Outstanding. Replying to questions, the Head said that there were sub-categories of teaching in which the school was Outstanding; this was made clear, with evidence, in the SEF. Governors considered that the identification of areas for improvement and prompt action to address them was a strength of school leadership.

58/13 Report from Committees

The minutes of the committee meetings were taken as read.

Finance & Buildings - Chair/FB said that, since the Committee met on 28 March 2014, updated information on the 2014-15 budget had become available. The outlook for 2014-15 and beyond remained tight, but better than it had previously seemed: the school was now looking at a break-even position in 2014-15, with a potential carryforward of up to £4k. Much uncertainty remained, and some of it would continue at least until September 2014. Asked how uncertainty could be minimised, Chair/FB said that a Committee member was working with the Business Manager (BM) to examine potential catering income in detail - this was the single largest changeable item. The budget was being prepared on the assumption that the additional 15 pupils that BC had asked the school to admit would arrive in September 2014 as planned. The budget would also be based on a conservative estimate of the number of pupil in Nursery, so that any change would be in a positive direction.

The Chair said that she had been attending FB meetings as an observer and had been impressed by the knowledge, experience and commitment of FB members. She believed that they, with the BM, were well placed to manage the uncertainties around the tight budget situation. Governors were pleased to note that the BM would attend the GB meeting on 06 May 2014 at which the GB would be invited to approve the opening budget for 2014-15.

Chair/FB reminded Governors that the use and impact of Pupil Premium (PP) funding was high on Ofsted's agenda. The school had all the information required, but it needed to be consolidated in one place; a PP policy needed to be adopted in line with Ofsted recommendations; and work was needed on policy and process in relation to supporting the cost of school uniforms and/or a hardship policy.

On the basis of recommendations of the FB Committee, ***the Governing Body***:

- ***appointed*** Alison Teasdale as Named Governor for Pupil Premium and to lead on the school uniform/hardship policy;
- ***appointed*** Jane Ogston, Anne LeGrove, Alison Teasdale and Louise Heslop to a temporary Pupil Premium Working Party, to include the Business Manager and administrator, to take forward work as outlined above; and
- ***appointed*** Ellena Cohen, Jo Munt, Jane Ogston and Louise Heslop to a temporary Fundraising Working Party, to include the administrator, to consider all aspects of fundraising including: taking the views of parents; scoping the possibility of converting AVFun into a registered charity to widen the range of funding for which it could apply; and piloting a half day workshop on fundraising available as a result of contacts established when arranging the recent buildings management training for Governors. The need was noted to avoid any perception that parents were being

⁶ NQT - Newly Qualified Teacher. Qualified and undergoing 1 year training post. Governors have a responsibility to ensure that NQTs are given the support and training to which they are entitled, including induction time away from the classroom as well as the usual Planning, Preparation and Assessment time to which all teaching staff are entitled.

sidelined or, alternatively, that their generosity of time and money was taken for granted.

Pupil Progress & Welfare - Chair/PPW said that the committee had received an impressive and concise presentation from the 2 Assistant Headteachers (AHTs) on EYFS and Key Stage 1 predictions. This information was available to Governors in various reports; the presentation had been an opportunity to understand the tracking and other systems in school that underpinned the detailed data and the actions taken as a consequence of that data. The Committee had been impressed by the wealth of information and reassured that it was a matter of routine for the school to track pupils at this level of detail. It proposed to arrange a dedicated session to go into further detail.

Work was underway to finalise the Sex Education policy and to conduct the annual review of safeguarding.

Personnel & Pay - the Chair said that the Committee had held an extraordinary meeting earlier on 04 April 2014 and was working closely with the FB Committee on the staffing structure for 2014-15. The Committee had taken extensive advice from BC(PACT)/HR and BC(PACT)/HR's school business partner would visit school the following week to discuss the Committee's recommendations.

A new Reception class teacher had been appointed, having stood out from a field of several candidates in a rigorous selection process.

59/13 Receive report on work with parents and the Community

The PIO reported on recent and forthcoming events (a fashion show fundraiser; Bag To School fundraiser; a well-attended parents' evening at which pupils had served light refreshments; "Mark's Magic Kingdom" to be held at the football club, which had also provided accommodation for the fashion show and the forthcoming prom; the Summer Fayre to be held on 28 June 2014; the School Council Coffee morning on Tuesday 08 April 2014 to raise funds for a bird feeder.

The PIO reminded Governors that the school would be assessed for the Engaging Families Award on 09 April 2014 - the assessors would speak to a number of parents, staff, volunteers and Governors.

The PIO said that a 3-week transition course was being run at Hothfield Junior School for groups of Year 2 pupils - the intention was that all Year 6 pupils would attend by the end of the summer term. The aim was to familiarise pupils with Hothfield and lay to rest some of the myths that unnerved them. They were encouraged to make up small books of information about Hothfield, with photographs, that they could review over the summer break.

Governors were interested to note that Aire View and Hothfield were running a joint course in sign language; 7 of Aire View's pupils and parents were attending.

60/13 Review policies etc:

Agenda papers 60/13 (c) and (d)

a) Prospectus 2014-15 - item deferred to Summer 2 GB meeting. **ACTION:** Alison Teasdale and Kim Green would work on the Prospectus with the Head and PIO in the meantime.

b) Equality objective and information - **ACTION:** Kim Green would review the Equality objective and information with a view to approval at the next meeting.

c) Governor visits protocol - The Chair said that she, the Vice Chair and Head had produced the policy; drawn on examples from elsewhere; and received positive feedback from a GB in Berkshire with which it had shared the draft. Governors considered that it

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Teasdale
K Green

K Green

would be useful to establish a minimum expectation of the frequency with which Governors would visit school. To this end, it asked that the following amendment be made:

"Introduction", third paragraph: at the end add "Certain Governors, depending on their role and responsibilities, may wish to visit more frequently - ideally termly in the case of Named Governors."

- Subject to the amendment agreed, ***the Governing Body adopted*** the Governor Visits protocol

ACTION: Governors who had not visited school in the last 12 months were asked to arrange to do so by contacting the Head; to discuss with her what they would like to cover during their visit; and to complete the short Governor Visit Report form.

The GB authorised the Clerk to share the Governor Visits protocol with her other Governing Bodies.

d) Nursery admissions policy

- ***The Governing Body adopted*** the Bradford Council Nursery Admissions policy.

61/13 Chair's correspondence and actions

The Chair had corresponded extensively with Darren Starkey, a contact established as a result of the training arranged for Governors on Building Management, about a half day workshop for Governors on fundraising - he had significant relevant experience and believed he could run the workshop for free as a pilot for subsequent roll-out to other GBs.

62/13 Report on Governor visits, training and development

Lynda Whitton had circulated to Governors a report on her visit to school.

Jane Ogston had acted as an architect as part of the school's "House that Jack Built" theme, in which pupils were designing and would build a new house for Mrs Bottomley.

Alison Teasdale continued to visit school around twice per week as a volunteer and planned to run a course for Aire View University. Governors who had other roles in school noted the need to be aware of which role they were undertaking at any given time.

Alison Teasdale had attended training on Governor Induction and Effective Financial Governance.

Kim Green had attended Governor Induction training.

The Head and Louise Heslop had attended training on Looked After Children.

All Governors had attended the training on Buildings Management arranged for the GB in school. Those who had not already done so completed evaluation forms and returned them to the Chair. Governors considered that the course had been useful but would better suit GBs looking for a general overview rather than a GB such as this one that was looking towards a specific buildings project. This had meant that the first part of the course was of less interest to this GB, whereas there had not been enough time for all Governors' questions in the latter part of the session. This indicated that Governors needed to be more specific about their requirements and training objectives if they commissioned other training in future. Asked about the timing of the session, Governors felt that a 7.00pm start would have worked if the course had focused on the GB's particular interests and ended half an hour earlier.

ACTION: The GB asked that the Clerk obtain from BC/SGS a list of all SGS courses undertaken by Governors and to ascertain when SGS expected to issue the next training brochure.

63/13 Other urgent business referred from Item 54/13 above

a) Governors had been pleased by the positive report from the School Improvement Partner on the Aire View University initiative, which had been circulated under cover of the Head's e-mail of 03 April 2014.

Governors discussed how to give parents greater involvement in Aire View University without compromising the school's focus on what inspired each child. The GB agreed that parents should have the information they needed to discuss course options with their children at home, but that children should choose their own options in class. Governors considered that the University was an excellent way to expose children to a wide range of activities that they might not otherwise experience, and they welcomed the fact that University took place in the school day and not as an extracurricular activity, noting the PP pupil take-up of extracurricular activities tended to be low. Replying to questions, the Head said that a graduation ceremony would be held; Governors suggested inviting local press.

b) Governors noted that the school had difficulty making a room available for GB meetings during the day. The GB therefore agreed as follows:

- the GB meeting on 11 July 2014 would be held at Daisy Chain Children's Centre (with thanks to Kim Green)
- all full GB meetings in 2014-15 would take place on Tuesday evenings.

c) The school continued to be used by Early Years Inspectors and BC's Senior Early Years Achievement Officer as an example of good practice - they regularly brought leaders and staff from other schools to visit, and feedback was positive. Governors welcomed this evidence of the school's high standards in Early Years and the respect in which the Head was held by visiting schools and others which she supported. It was gratifying that the school was able to support others and disseminate best practice.

d) The Head said that she and the Head of Hothfield Junior School had been called to a meeting on Friday 11 July with Bradford Council's Assistant Director of Education & School Improvement, the Head of Organisation & Placement Planning and the Head of the Educational Buildings Team. She had been unable to obtain an agenda for the meeting or ascertain its purpose beyond "to discuss a matter that involves both schools". Governors considered this another example of the lack of communication from BC that was causing considerable stress and concern to staff. **ACTION:** The Head would keep the GB informed.

64/13 Date of next meeting

The next meeting would be held at **7.15pm on Tuesday 06 May 2014.**

The meeting closed at 3.16pm

Clerk's contact details - hosman01@hotmail.co.uk; 07725 880625

Summary of actions

Item	Action	Person responsible
29/13	Chair to confirm list of documents for Governors' pack to Clerk by end of term	E Cohen
30/13	Chair to provide list of policies to Clerk in time to produce workplan for last meeting of year	E Cohen
52/13	Governors to familiarise themselves with latest Ofsted data dashboard	All
57/13	Future Headteacher's reports to include KS1 results and provisional targets for Free School Meals (FSM) and non-FSM pupils	V Bottomley
60/13 (a)	Alison Teasdale and Kim Green to work on Prospectus with Head and PIO for Summer 2 meeting	A Teasdale; K Green
60/13 (b)	Kim Green to review equality objective and information for next meeting	K Green
60/13 (c)	Governors who had not visited school in last 12 months to arrange visit with Head, discuss with her what the visit would cover and write complete short Governor Visit Report	Governors
62/13	Clerk to seek clarification of timing of SGS summer term training brochure and obtain list of Governor attendance at SGS training courses	H Osman
63/13 (d)	Head to keep Governors informed of purpose and outcome of meeting with senior BC officers and Head/Hothfield	V Bottomley

Signed: _____

Date: _____ -