

The Governing Body of Aire View Infant School
Meeting held on 24 September 2013
MINUTES

Meeting commenced at 7.17pm

Present: Vicky Bottomley (Head), Kelly Coburn, Ellena Cohen, Victoria Fieldhouse, Joanne Gill, Louise Heslop, Anne LeGrove, Martin McGowan, Theresa O'Connor, Jane Ogston, Lesley Pickard, Lynda Whitton, Steve Wilkinson

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

The Clerk opened the meeting and took the Chair for the first item.

01/13 Determine term of office and elect Chair

The Governing Body (GB) unanimously agreed that the term of office for the Chair should be 1 year, to the date of the first GB meeting of academic year 2014-15.

The Clerk reported that she had received 5 written nominations for Ellena Cohen to be elected Chair. No other nominations had been received or were made at the meeting.

[*Ellena Cohen withdrew from the meeting*]

- **Proposal:** that the Governing Body elect Ellena Cohen as Chair of the Governing Body for 2013-14.

Carried unanimously

[*Ellena Cohen rejoined the meeting and took the Chair*]

02/13 Determine term of office and elect Chair

The GB unanimously agreed that the term of office for the Vice Chair should be 1 year, to the date of the first GB meeting of academic year 2014-15.

The Clerk reported that she had received 4 written nominations for Steve Wilkinson to be elected Vice Chair. No other nominations had been received prior to the meeting. One further nomination of Steve Wilkinson was made at the meeting.

[*Steve Wilkinson withdrew from the meeting*]

- **Proposal:** that the Governing Body elect Steve Wilkinson as Vice Chair of the Governing Body for 2013-14.

Carried unanimously

[*Steve Wilkinson rejoined the meeting*]

03/13 Apologies for absence and their acceptance

All Governors were present. The GB noted that it now had 2 vacancies for Community Governors. **ACTION:** The Chair asked that Governors consider the needs of the GB in light of the GB self review and skills audit and submit names of potential candidates to herself, the Vice Chair and the Headteacher by close on Friday 04 October 2013.

04/13 Any other urgent business and requests for agenda order variations

The Head wished to raise 4 items of other business: Attendance; school closure on 01 October 2013 due to strike action; work staff were undertaking with other schools in

Action

All

¹ BC/SGS - School Governor Service, Bradford Council

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

Bradford; Two Valleys Collaborative workstreams. The GB agreed to take these items as other business, along with the departure of the lollipop lady. There were no requests to vary the agenda order.

05/13 Declarations of interest

All Governors returned completed Annual Declaration of Pecuniary Interest forms, which were passed to the head to be kept in school. No interests were declared in any agenda items.

06/13 Minutes of the meeting of 25 June 2013 and matters arising

- ***The minutes of the meeting of 25 June 2013 were unanimously approved by the Governing Body, signed by the Chair and passed to the Head.***

Item 06 (a) - **ACTION:** The Chair of Finance for 2012-13 (Lynda Whitton) would forward to the Clerk a copy of the minutes of the Committee meeting of 17 June 2013 to be circulated with the agenda for the next GB meeting.

L Whitton

Item 06 (b) - The Head reported that the new pay structure for support staff was being implemented; no staff concerns had been reported. Members of support staff present confirmed that they had received letters giving generic information about the impact of the revised structure.

Item 06 (c) - The Head reported that Governor and school priorities for the new build had been passed to the architect; a response was awaited.

Item 06 (g) - Louise Heslop reported that the school prom had been highly successful and thanked Governors and others for volunteering to help.

Item 07 - **ACTION:** Louise Heslop undertook to provide passwords for access to the Governors' section of the website to the Clerk, to be forwarded to Governors.

L Heslop

Item 07 - **ACTION:** The GB agreed that the Clerk should e-mail the minutes of each full GB meeting to Louise Heslop after they had been approved at the following meeting, to be posted on the website.

Clerk

07/13 Governing Body matters

Agenda papers 07/13 (a) to (e)

a) *Governing Body interim self review* - the Chair thanked Governors for completing the questionnaire and said that the outcome showed that Governors collectively had all of the essential, and most desirable skills for a Governing Body. Good progress had been made in the last year, and the GB had completed all the actions it had agreed following the last review.

Members noted that the review would be useful to inform appointments to the 2 existing Community Governor vacancies. The GB agreed that the review should be carried out annually at the end of the summer term.

b) *Agree Committee structure and process for approving Terms of Reference* - Following discussion at its meeting on 25 June 2013 and further consideration during the summer break:

- ***The GB unanimously agreed*** as follows:

- (i) to create a new Pupil Progress and Welfare (PPW) Committee;
- (ii) to merge the individual Finance and Buildings Committees into a single Finance & Buildings (FB) Committee;

- (iii) to hold half-termly meetings of the full GB and each Committee;
- (iv) to consider, in Summer 2014, merging the Personnel Committee into the FB Committee;
- (v) **ACTION:** that each of the 3 Committees (PPW, FB, Personnel) should agree draft Terms of Reference (ToR) at its first meeting for recommendation to the next meeting of the GB;
- (vi) to appoint all Governors who did not work in school to a new Hearings Committee, with the intention that all members would form a pool from which panels would be drawn for all hearings (including appeals) according to eligibility and availability;
- (vii) to ensure that the ToR for the Hearings Committee did not provide for the minutes and/or notes of hearings to be circulated to Governors;
- (viii) to adopt and reflect in Committee ToR the principle that nothing need be referred back to the full GB for approval unless strictly necessary;
- (ix) that each Committee should elect a Chair at its first meeting;
- (x) that Committee meetings should take no longer than 1.5 hours unless there were exceptional circumstances; and
- (xi) that Committee ToR should include a provision that no group of Governors who were also staff members could, on its own, outvote the rest of the Committee.

c) Appoint members to Committees

- **The GB unanimously agreed** to appoint members to Committees as shown at Annex A (attached)

d) Appoint Named Governors

- **The GB unanimously agreed** to appoint Named Governors as shown at Annex A (attached)

e) Approve Governing Body workplan for 2013-14 - the GB unanimously adopted the Governing Body Workplan for 2013-14 (FGB 07/13(e)), subject to the addition of the GB Self Review in the summer term.

f) Review Governor Induction pack - Louise Heslop reported that the Governor Induction pack had been completed and **ACTION:** would be made available on the website.

Action

Committees

L Heslop

Head

08/13 Approve School Improvement Plan for 2013-14

Agenda paper 08/13

The Head said that a more detailed SIP would be reviewed by the appropriate Committees. **ACTION:** When RAISE Online² data became available later in the term, she would update and circulate the SEF³. Replying to questions, she confirmed that the priorities set out at agenda paper 08/13 were in line with the school's latest Ofsted report.

09/13 Review outcome of Home Learning Survey

² RAISE Online: Reporting and Analysis for Improvement through School Self-Evaluation - provides interactive analysis of school and pupil performance data.

³ SEF - Self Evaluation Form: the basis of Ofsted inspections until replaced in 2011-12. Some schools found the SEF format useful and continue to use it; many now produce one in a shorter format.

Agenda papers 09/23 (a) and (b)

Governors had read the results of the parental and Childrens' questionnaires with interest and were pleased to hear that school was acting in response to views expressed, for example in relation to Creative Homework. The school was trying to replace the term "homework" with "home learning".

Noting that a significant proportion of parents had indicated that they and/or their children never used the school website, Governors discussed new ways that the website might be promoted. **ACTION:** The GB asked that senior leadership explore this further and report back to the next meeting.

Head

10/13 Update on investigation of possible creche facility

Louise Heslop said that she and Kelly Coburn had looked into the possibility of establishing a creche facility, including holding discussions with Daisy Chain, the local Children's Centre. They had concluded that the stringent regulatory requirements around staffing levels, health and safety, the requirement for a designated and specially equipped room etc made the establishment of a creche infeasible for the school. They therefore recommended that the suggestions not be pursued further. **The GB accepted this recommendation** and thanked them for their work.

11/13 Review policy on recruitment of ex-offenders

Steve Wilkinson said that he had reviewed the policy and discussed possible high-risk elements with the Head. The Head confirmed that the school gave top priority to any child protection concerns.

- **The GB approved** the policy on recruitment of ex-offenders

12/13 Receive reports from Committees

Papers: SEND News - circulated with agenda and hard copy attached as Annex B (signed minutes only)

The Chair said that the GB needed to consider clerking arrangements for the new Committees.

[The Clerk withdrew from the meeting. The following minute (to the Clerk's return) is written up by the Clerk on the basis of notes taken by a Governor in her absence]

The Chair said that costings had been calculated on the basis of asking Bradford Council's School Governor Service (SGS) to clerk 2 main committees, for 6 1-hour meetings each per year - this would cost £900 per year. The school currently paid BSG service charges.

The GB balanced the value of professional clerking advice and an external resource to take minutes against the school's budget position.

- **Proposal:** Subject to confirmation from the Finance & Buildings Committee of availability of funds, the GB agreed that SGS should be asked to clerk all 3 Committees, each meeting 6 times per year for up to 1.5 hours per meeting.

Votes for: 11 Votes against: 0 Abstentions: 1 **Carried by majority**

[The Clerk re-joined the meeting. The remainder of the minutes are based on her own notes]

a) Finance - the Committee had not met since the last GB meeting.

b) Personnel & Pay - Ellena Cohen reported that she, Steve Wilkinson and the Head had reviewed Bradford Council model pay and appraisal policies, which had been agreed with the unions, and recommended that they be accepted. This had been

agreed unanimously by the Committee. **The Governing Body ratified** the Committee's decision.

Having consulted fully with the school's HR adviser, the Pay sub-Committee had made a decision on a request for re-grading - **ACTION:** the Chair would notify those who needed to give effect to that decision.

c) Buildings - the Committee had not met since the last GB meeting.

d) SEN - The Head thanked the Vice Chair for the article on SEN funding that he had provided for the SEND newsletter. The Vice Chair said that more changes were to come that would further affect SEN funding.

Governors noted that this edition of SEND News did not include a section on a specific disability. They confirmed that they found these articles useful and interesting, and would welcome their re-introduction in future editions.

e) Home Learning Focus Group - this had been covered elsewhere in the meeting.

f) Parents and Community - Louise Heslop reported on highly successful phonics sessions with parents. There would be 2 2.5hour sessions per week for 4 weeks, so the commitment was significant.

13/13 Review positive behaviour policy

Agenda paper 13/13

Governors noted the positive impact of the new play leader on behaviour in the playground. This was feeding through into other areas, with lunchtime supervisors reporting that children were calmer and had a better understanding of what was expected. The new policy was being implemented and reinforced in class and assembly. It was pleasing to see parents discussing with their children the rules that were posted in "bubbles" around the playground.

➤ **The GB unanimously approved** the positive behaviour policy.

14/13 Chair's correspondence and actions

The Chair had visited school a number of times since the last meeting and had spent time in the playground.

15/13 Report on Governor visits to school, training and development

The Head said that school had a folder to record when Governors had been into school and the reasons for their visits - this was evidence of Governor engagement with the life of the school, and Governors were asked to ensure that they always filled in the record.

The Chair said that the school was considering holding some extracurricular clubs at lunchtimes, to accommodate children whose transport arrangements meant that they could not attend after school; the main constraint was lack of space. The Head said that a lot of staff (including new appointees) had come into school during the summer break - there was a real sense of excitement about the start of the new academic year.

The Chair, Vice Chair and Deputy Head had undertaken training on hearings.

The Head and Louise Heslop had undertaken e-training on hidden harm, domestic violence, substance misuse and Common Assessment Framework (CAF). They reminded Governors that this training was freely available online.

The Vice Chair had undertaken Safer Recruitment training.

The Chair had undertaken training on Pay and Performance, Performance Management and Preparing for the Chair.

The Vice Chair and Head had attended a one-day conference with colleagues from 2VLC on implementing performance related pay.

Anne LeGrove was booked on training for Performance Management.

Governors were reminded to pass all training certificates to school.

The Chair reported that she had continued to liaise with SGS and the BC Buildings Management Team (BMT) about training for the GB on Buildings Management. **ACTION:** She would forward the e-mail correspondence to Governors. The GB was disappointed to learn that BMT did not feel able to offer bespoke training to schools, despite the indication that SGS wished to provide bespoke training. The Head understood that the SGS training package purchased by the school included one free bespoke training session. The BMT had indicated that Governors could attend one of 3 forthcoming training sessions; unfortunately the 2 earlier sessions were to be held in the afternoon, when most Governors could not attend, and the third was not until February 2014. **ACTION:** The GB agreed that the Chair should write to invite BMT to run one of their regular Buildings Management training sessions at this school, open to Governors from other schools.

Action

Chair

Chair

Chair

16/13 Other urgent business referred from Item 04/13 above

a) Governors were deeply concerned to learn that the letter of thanks and gift voucher sent on their behalf by the previous Chair to the previous Clerk and previous Vice Chair in appreciation for their years of service to the GB had not been received. **ACTION:** The GB agreed that the Chair would speak to the previous Clerk and apologise on behalf of the whole GB; write a letter of thanks to replace the one that did not arrive; and discuss with the issuer of the gift voucher the possibility of a replacement. If the gift voucher could not be replaced, Governors would have another collection.

b) The Head asked for Governor involvement in work to improve attendance: Vik Fieldhouse, Louise Heslop, Jane Ogston and Jo Gill offered to help.

c) The Head said that the school would close to children on 01 October 2013 in light of strike action; the Head and support staff would be in school. Asked about the impact on extracurricular clubs, she said that the Gym Club would be offered an extra day.

d) The Head reported that she had been asked to undertake School Improvement work with a school in Bradford for up to 6.5 days; the school would be paid for her help. The GB considered this to be a testament to the value that BC attached to the Head's skills and experience. The Head had also been asked to undertake EYFS moderation with 5 or 6 schools again, during the summer term - again, the school would receive payment for her time.

e) The Head reported that the Literacy Co-ordinators, Wendy Sealey and Helene Herrington, had undertaken work to develop phonics, which was already having a significant impact on attainment. She had been invited to give a presentation to the Education Strategic Board at City Hall - feedback, via the Senior Area Achievement Officer, had been very positive, with Councillors and the Director of Strategic Education referring to it as "outstanding" and "stunning". The possibility of an article in the Telegraph and Argus was under discussion. They were due to speak at a number of events in 2013-14, and the school had received £1k in recognition of their work. Governors thanked them for their hard work and commitment and congratulated the school on this positive recognition.

f) The Head said that she was the lead Headteacher for the Two Valleys Learning Collaborative (2VLC) workstream on EYFS. She also participated in the groups that focused on SEN, Writing, Assessment and the Creative Curriculum. The Writing group

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Date: _____ -

had developed a booklet of moderated work to support assessment in schools. The school had received £10k (double the usual sum, in recognition of positive feedback) for the work on which the Head was lead.

Governors welcomed this update on the work of 2VLC. Replying to questions, the Head said that collaboration between the schools did not as yet include the GBs - Governors thought that it might be useful to collaborate on hearings, **ACTION:** and asked that she explore this possibility with the other Heads.

g) Governors noted the recent retirement of the lollipop lady. The school would send flowers and arrange an opportunity for parents to express their thanks. **ACTION:** the GB agreed that the Chair should write on its behalf to thank the lollipop lady for her dedication to the school and its pupils.

Chair

17/13 Date of next meeting

The next meeting would be held at **1.30pm on Friday 06 December 2013.**

The meeting closed at 9.35pm

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

Summary of actions

Item	Action	Person responsible
03/13	Submit names of potential Community Governors to Ellena Cohen, Steve Wilkinson, Vicky Bottomley by 04 October 2013	All
06	Chair/Finance 2012-13 to e-mail minutes of Finance Committee 17 June 2013 to Clerk to be circulated with next GB agenda	Lynda Whitton
07	Louise Heslop to provide passwords for access to the Governors' section of the website to the Clerk, to be forwarded to Governors	Louise Heslop
07	Clerk to e-mail minutes of FGB meetings to Louise Heslop, after approval by the GB, to be posted on website	Clerk
07/13 (b)(v)	Committees to agree draft Terms of Reference for approval by FGB 06 December 2013	Committees
07/13 (f)	Governor Induction pack to be made available on website	Louise Heslop
08/13	Head to update SEF when RAISE Online data available and circulate to Governors	Head
09/13	SLT to explore new ways to promote the website and report to next meeting	Vicky
12/13 (b)	Notify decision on request for regrading to enable decision to be implemented	Chair
15/13	Chair to forward to Governors e-mail correspondence about Buildings Management training	Chair
15/13	Chair to invite BC/BMT to conduct one of its regular training sessions on Buildings Management at this school, open to Governors of other schools	Chair
16/13 (a)	Chair to apologise to ex-Clerk for non-arrival of thank you letter and gift; replace letter; and explore possibility of replacement of the voucher.	Chair
16/13(f)	Head to explore with 2VLC Heads the scope for GBs to collaborate on hearings	Head

Signed: _____

Date: _____ -