

The Governing Body of Aire View Infant School
Meeting held on 06 May 2014
MINUTES

Meeting commenced at 7.15pm

Present: Vicky Bottomley (Head), Kelly Coburn, Ellena Cohen, Georges Droogmans, Joanne Gill, Louise Heslop (Assoc.Memb), Anne LeGrove, Jo Munt, Jane Ogston, Lesley Pickard, Lynda Whitton, Steve Wilkinson

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

65/13 Introductory remarks – Chair

The Chair welcomed Sarah Laughey to the meeting and the Clerk explained that she was a new Clerk who would be attending meetings and minuting some of them in the summer term as part of her training.

The Chair reminded Governors that all were equal on the Governing Body (GB). Governors came from various backgrounds and brought a wide variety of skills and expertise to the GB. All were here to support and challenge the school to ensure the best for its pupils, and all views and opinions were equally valid.

66/13 Apologies for absence and their acceptance

Apologies had been received, and were accepted, from Kim Green, Theresa O'Connor and Alison Teasdale.

67/13 Any other urgent business and requests for agenda order variations

The GB agreed to consider donations for tea and coffee and funding for Swim Start in 2014-15 as other business.

68/13 Declarations of interest

Jo Munt declared an interest in the other business item on Swim Start. No other interests were declared in any agenda items.

69/13 Minutes of the meeting of 04 April 2014

- ***The minutes of the meeting of 04 April 2014 were unanimously approved by the Governing Body and signed by the Chair.***

Item 29/13 – ACTION: By the end of term, the Chair would confirm to the Clerk the list of documents to be included on the Governors' pack.

Item 29/13 – ACTION: The Chair would provide a list of policies to the Clerk by the end of the half term to inform production of a workplan for the last meeting of the year.

Item 52/13 – Governors confirmed that they had familiarised themselves with the school's Ofsted data dashboard. They noted that attendance did not yet show a 3-year upward trend and asked whether the new rules about holidays in term time would help. The Head thought that they would in time, but the effect would not be immediate because the school was honouring the plans of parents who had already

Action

Chair

Chair

¹ BC/SGS - School Governor Service, Bradford Council

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

booked holidays. Governors were pleased to note that parents were broadly accepting of the new arrangements, which suggested that the school was managing expectations effectively. The Head said that the LAP² had found that attendance was generally better Key Stage 2 than in Key Stage 1. **ACTION:** Governors would find it useful to see data for other infant schools or KS1 for purposes of comparison.

Head

Governors noted that the school had a high proportion of boys compared to others.

Item 60/13 (a) – The Parental Involvement Worker (PIW) said that work would begin shortly on preparing the Prospectus for 2014-15.

Item 60/13 (b) – The Clerk said that, in her e-mail giving apologies for this meeting, Kim Green had indicated that work was underway on reviewing the equality objective and information and **ACTION:** would be brought to the next meeting.

K. Green

Item 62/13 – Governors had received the latest SGS training brochure. The Clerk would attach the SGS training record to the minutes. (See Annex A - attached)

Item 63/13 – The Chair said that a further meeting had taken place between the Chair, Vice Chair and Head, their opposite numbers at Hothfield Junior School and Bradford Council (BC) officers about pupil place planning. They had been asked not to share what had been said, but a joint meeting of the two GBs was anticipated. The Chair and Vice Chair expressed some discomfort about being asked not to share information with the GB but said that it was necessary in this case.

Governors unanimously expressed their confidence in the Chair and Vice Chair to act in the best interests of the school and its pupils.

Other actions had been completed, were in hand or would be covered under other items on the agenda for this meeting.

70/13 Approve Staffing Structure for 2014-15

Paper: Draft 1 Organisation options for 2014-15 – circulated prior to meeting and attached as Annex B (signed minutes only)

The Head said that the decision to expand the school at BC's request had made it extremely challenging to devise a class structure that complied with the statutory limit on class sizes of 30 pupils while living within the school's budget.

Chair/Finance & Buildings (F&B) explained that the *per capita* funding for the additional pupils was insufficient to cover the costs of the changes that would be required to the class structure. The Chair had written to the Director of Children's Services at BC (BC/DCS) about this, seeking BC's help to square this circle – **ACTION:** she would forward the letter to Governors.

Chair

The Chair said that the Personnel and Pay (P&P) Committee had examined the options set out at Annex B in detail. It had concluded that, in light of the school expansion, Option 1 was the only option that met statutory class size requirements and enabled the school to ensure the safety and effective learning of pupils, a high proportion of whom had significant SEN.

The Head said that the staffing structure shown on page 2 of Annex B represented the current position. Option 1 entailed an additional teacher and 2 additional Teaching Assistants (TAs). The Chair said that the P&P Committee had also identified the need for an additional TA to provide dedicated support to a new SEN pupil with severe needs and an additional 5 lunch time supervisors (LTSS) to provide dedicated support for 5 SEN pupils.

² LAP – Locality Achievement Partnership: a collaborative arrangement of local primary and secondary schools, sometimes with other providers of children's services

Having taken extensive advice from BC/HR, the P&P Committee had therefore recommended that the GB approve a staffing structure consisting of 9 class teachers; 2 Nursery teachers; 23 Teaching Assistants; 1 Higher Level TAs (HLTAs); 1.5 administrators; 1 Parental Involvement Officer; 1 Play Leader (to be funded through the Sports Grant); 12 lunch time supervisors; 1 Headteacher; and 2 Assistant Headteachers (AHTs). The school would also have 1 caretaker and 1 cleaner employed under external contract; and 3 catering staff, also employed under external contract. The P&P Committee was aware that this structure would take the school into budget deficit but saw no alternative if the school was to ensure the safety of pupils and provide effective learning.

Governors noted that, in addition to the proposed expansion in September 2014, the school expected to be asked to take admit up to a further 14 children under the Fair Access Protocol (FAP). They agreed that the structure at option 1 was the only one that would allow this. BC had a statutory duty to provide places for pupils, and the school had been highlighting the implications for the school's staffing and accommodation requirements for many months.

Asked where the additional 15 pupils expected due to school expansion and the further 14 pupils expected to be admitted under the FAP would be accommodated, the Head said that BC had undertaken to provide an additional temporary classroom and to reimburse the school for the cost of fitting and furnishing the classroom. Governors welcomed this news and asked that **ACTION**: the Head seek urgent written confirmation. They noted that an additional classroom required the additional teacher and support staff identified above.

Head

➤ **The Governing Body unanimously**

- **approved**:
 - the class structure set out at Annex B, Option 1; and
 - the staffing structure proposed by the P&P Committee and set out above;
- **noted** that this implied setting a deficit budget; and
- **authorised** the Personnel and Pay Committee to alter the staffing structure in light of continuing budget discussions with BC, reporting back to the next meeting on any such changes.

71/13 Approve opening budget for 2014-15

Papers:

- *Fifth draft budget 2014-15, 28 April 2014 – circulated prior to meeting and attached as Annex C (signed minutes only)*
- *e-mail of 03 May 2014 from Alison Teasdale, Governor, to Chair – read out at meeting and attached as Annex D (signed minutes only)*

Chair/F&B said that details of the 2013-14 end-year budget position had been circulated. In short, outturn had been a little better than previously reported: the anticipated carryforward of £0k to £4k now stood at £13k. The main variances from the original budget had been changes in Nursery and SEN funding and additional expenditure on CRB/DBS checks and support for SEN pupils. She thanked the school for its efforts to make savings wherever possible. **The Governing Body noted** the end-year outturn.

Chair/F&B thanked the Business Manager, the Head and members of the F&B Committee for their work in developing the draft budget for 2014-15 at Annex C. This budget did not include the additional posts agreed under item 70/13 above (1 teacher, 2 TAs and 5 LTSs). Chair/GB said that these posts would cost an estimated additional £75k. This would take the planned outturn from a surplus of £24.6k to a deficit of £50k.

Budget planning had been undertaken against a background of considerable change and uncertainty. The principle uncertainties related to:

- Income from catering in light of the introduction of universal infant Free School Meals from September 2014 – it was not possible to predict the level of take-up, and this income. This should be clearer in January 2015 after the first term's experience.
- Pupil Premium – the financial impact of the transfer of responsibility for free school uniforms from BC to schools.
- Nursery intake (and thus income).
- The number of additional pupils from school expansion and the FAP.
- SEN funding changes arising from the Children and Families Act 2014.

The school and Committee had made what it believed to be prudent assumptions in light of these uncertainties. They had taken extensive advice from BC's School Funding Team (BC/SFT) and, *via* the P&P Committee, from BC/HR. Seeing no other option, and following hard discussion, the Committee had taken the difficult decision to recommend that the GB approve a deficit budget for 2014-15. As noted at Item 70/3 above, Chair/GB had written to BC/DCS seeking help in resolving this situation, and the school continued to hold detailed discussions with BC/DFT BC's School Funding Team (BC/SFT). The Committee therefore requested that the GB authorise it to agree adjustments to the budget in light of those discussions, on the understanding that any adjustments would only be made to reduce the planned deficit.

Chair/F&B said that schools were required to submit 3-year repayment plans alongside any deficit budget. The budget pressures facing the school, particularly those relating to school expansion, were long-term; the Committee did not see a way to set a repayment plan.

Governors noted that the additional posts leading to the proposed deficit broadly broke down into 2 categories: those required for school expansion (the teacher and 2 TAs) and those required to support SEN requirements (1 TA and 5 LTSs). Without the school expansion, which was planned at BC's request in order to help meet its statutory duty to place pupils, the posts required to support SEN requirements would be affordable within the budget, although there would be no contingency to cushion against financial shocks such as an unexpected need to replace the boiler.

Negotiations continued with BC, both through the Chair's letter to BC/DCS and ongoing discussions between the school and BC/SFT, as the school sought help in reconciling BC's need for additional places with the budget.

Governors discussed their responsibilities to ensure the effective financial governance of the school and to secure the safety and learning of its pupils. These responsibilities were in conflict and, without help from BC, the conflict appeared irreconcilable. Governors considered that safety and learning had to take precedence.

The Chair read out an e-mail from Alison Teasdale who, in her unavoidable absence from this meeting and as a member of the F&B Committee, expressed her support for the Committee's recommendation. (Annex D)

- With regret and concern, ***the Governing Body unanimously***
 - ***approved*** the 2014-15 budget as set out at Annex C ***with the addition*** of up to £75k further expenditure in respect of the costs of 1 teacher, 3 TAs and 5

LTSs to support school expansion and additional SEN needs, giving a deficit of £50k in 20140-5; and

- **authorised** the Finance & Buildings Committee to adjust the opening budget in light of continuing discussions with BC, on the understanding that any such changes would only reduce the planned deficit, reporting back to the next meeting on any such changes.

72/13 Headteacher's report

The Head confirmed that, as Governors had been advised by e-mail, the school had been successfully assessed for the Engaging Families Award and had received very positive feedback from the assessors. Governors congratulated the school and thanked staff for their efforts, particularly Louise Heslop who had drawn together the portfolio of evidence. The Head said that the report would be sent to every family. Replying to questions, Louise Heslop said that local press would be invited to cover the award of the plaque and certificate.

The Head said that, over the next 7 years, it was expected that an additional 105 pupil places would be required.

The Head reported that the first Aire View University study course had been completed. A graduation ceremony had been held at which pupils had received their diplomas – pictures had been posted on the school website. The University had given staff an opportunity to share their wider interests with pupils; a large number of local people had also contributed and pupils had visited a number of local businesses as part of their studies. A Governor had undertaken to run a Business School as part of the University. Governors welcomed this very practical engagement with the local community. The Chair said that the recent issue of Notepad had included information about a small grant opportunity, one of whose criteria was around employment and skills. Unfortunately, this opportunity had expired on the day that Notepad arrived; but she suggested that Governors and the school monitor future such funding opportunities.

The Head continued to meet local child minders, Daisy Chain Children's Centre and Dradishaw Day Nursery to share ideas and align themes. A new day Nursery was due to open shortly; the Head intended to make early contact.

The School Council had raised £45 through its coffee morning; a further £100 had been added from the School Fund. Pupils wished to purchase a bird table.

The school had started transition meetings with parents for pupils who would join Aire View or move from Aire View to Hothfield in September 2014. The Head said that Reception would have 4 autistic children from September 2014 – they would require considerable support.

73/13 Report from Committees

Personnel & Pay – Chair/P&P said that the Committee had focused on the issues covered under Item 70/13 above. It had noted the appointment of an NQT³ – the Chair assured Governors that the NQT had been appointed as the best person for

³ 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.

the job, not on financial grounds. The Committee had noted a number of staff moves. In light of the positive impact of the Play Leader post and the availability of Sports Grant funding, it had agreed to the continuation of this post next year.

Finance & Buildings – Chair/F&B said that the Committee had focused on the budget issues discussed at Item 71/13 above. It had heard that the Pupil Premium Working Party, under the leadership of Alison Teasdale, would first meet on 07 May 2014; changes to provision of school uniform would be one of its early priorities. Louise Heslop had agreed to lead the Fundraising Working Party, which would meet shortly. **The Governing Body appointed** Jo Munt as an additional member of the Fundraising WP. Chair/GB was arranging training on fundraising; Governors agreed that Thursday mornings would be a good time for this. Georges Droogmans expressed interest in attending this training. **ACTION:** Lynda Whitton undertook to send to Louise Heslop a leaflet about potential fundraising opportunities. **The GB agreed** that the Pupil Premium WP should report to the PPW Committee and the Fundraising WP to the F&B Committee.

L Whitton

Pupil Progress & Welfare – Chair/PPW said that the Committee was due to meet on 15 May 2014. He highlighted the overview of Keeping Children Safe in Education, which helpfully summarised recent changes – he recommended that every Governor read and be aware of this.

74/13 Receive report on work with parents and the community

The Parental Involvement Worker (PIW) highlighted the following forthcoming events:

- 26 May 2014 – the Business School would run Mark's Magic Kingdom, a family event to be held at the Sports Club – the presence of some Governors would be helpful.
- 19-20 June 2014 – Dress Up and Dance in aid of MacMillan (this event would take the place of the usual coffee morning for MacMillan). The PIO would forward details of the time.
- 28 June 2014, 10.00am to 1.00pm – Summer Fair. Ideas for new stall would be welcome.
- 21 July 2014, 5.00pm to 6.15pm – Year 3 Prom. Help in setting up during the afternoon or manning the doors would be gratefully received – dress would formal. Ellena Cohen and Jo Munt indicated that they would attend.

The PIW said that the Toddler Group continued to grow and was helpful in supporting transition for children entering school in September 2014. Governors were welcome to drop in on Thursday afternoon. The Stepping Stones transition programme with Hothfield continued and was working well – the school targeted the children who would most benefit and hoped that as many as possible would go through the programme by the end of the year.

The school's Engaging Families portfolio had been returned – Governors were welcome to view it in school or borrow it. The GB expressed its appreciation of the hard work and commitment of the PIW and the wider team.

The Chair said that only 13 parents had completed the Ofsted online Parent View questionnaire. (**ACTION:** The PIW said that the school would draw the questionnaire to the attention of parents again in the next issue of the newsletter.) Those responses had been overwhelmingly positive about the school. The only question for which the response had been less positive was question 8, where 46% of the 13 parents had said that they did not know how the school dealt effectively with bullying.

PIW

The Head suggested that this might be because bullying was so rare in school; Governors noted that the anti-bullying policy was on the website and could perhaps be drawn to parents' attention. The Head said that responses to the Barnado's questionnaire were on the website. Again, the responses had been very positive. The school had written a response addressing the one or two areas where parents' responses had shown that they were unsure. The Chair said that it was reassuring that the school took parents' views seriously – she knew this from her own experience as a parent.

75/13 Review policies etc

Paper: letter of 07 April from Bill Turner and Jenni Leary, BC SEN Team, to Heads, Chairs of Governors and SENCOs – circulated with Notepad

- a) Equality objectives and information for publication – the GB noted that Kim Green had work on this in hand and **ACTION:** would bring the objectives and information to the next meeting for approval.
 - b) Complaints – the GB noted that this policy had been approved in April 2013 and that it had been agreed to review it in 3 years.
 - c) Safeguarding – the GB noted that this was in hand and delegated it to the PPW Committee for approval.
 - d) Sex Education – Anne LeGrove had produced a statement for the website, which would be put to the PPW Committee for approval at its next meeting. The Head said that the PSHE Co-ordinator was looking at the policy.
 - e) Information on SEN local offer – the Head said that the current system of School Action, School Action Plus and Statements was giving way to a system of Ranges. Unless SEN pupils were assessed as having needs equivalent to those that currently qualified for a Statement, schools would be expected to meet their needs from within existing resources, working with external agencies. The “local offer” mentioned in the letter from the BC/SEN team referred to the school's provision for SEN pupils. Aire View's local offer consisted of a generic BC statement with text at the end specific to Aire View – **ACTION:** Governors asked that the Aire View text be moved to the front.
- **The Governing Body unanimously:**
- **agreed** the joint statement of roles and responsibilities for schools and local authorities;
 - **adopted** the model of Ranges 1, 2 and 3 of the SEN guidance as the graduated approach for supporting children and young people with SEND across Bradford schools; and
 - **approved** the school's local offer for publication on the school website.

K Green

Head

76/13 Chair's correspondence and actions

The Chair said that she had received a complaint from a parent. Replying to questions, she said that the parent had raised a number of issues; she had asked the parent to put her concerns in writing, provided a copy of the complaints procedure and encouraged the parent to discuss her concerns with the Head, which she had done. The Chair had made a written record of her contact with the parent. The Vice Chair had been present when she telephoned the parent. No written complaint had been received. The Head and PIW were maintaining contact with the parent and monitoring the situation.

The Chair had been deeply concerned to find that the parent had been given her personal mobile telephone number. The proper procedure was for complaints to be made to the chair in writing, care of the school. The Chair knew how her number had been given out and had dealt with the matter. She reminded Governors that no Governor's personal contact details should be given out under any circumstances – they should be contacted *via* the school.

The Chair said that she, the Vice Chair and the Head had been invited to attend a half-day briefing entitled “*Just How High have Ofsted Raised the Bar?*” – all 3 planned to attend.

77/13 Report on Governor visits to school, training and development

Jo Munt had arranged to visit the Rainbow Room. Lynda Whitton had visited school to monitor SEN provision. Georges Droogmans would arrange to visit school. The Chair and Vice Chair continued to meet the Head regularly.

The Chair noted that Governors had been sent log-in details for Modern Governor, which contained a wide range of training modules. She encouraged Governors to make use of the modules and to report back that they had done so.

The Chair reminded Governors of their responsibility to ensure that they had or developed the skills and knowledge needed to perform their role effectively, and drew their attention to the Summer edition of the SGS training prospectus, which covered a lot of useful ground. She reminded newer Governors that the GB considered it essential that they attend the New Governor Induction course as a priority. She highlighted the Headteacher Performance Management training to Georges Droogmans, in view of his recent appointment to the Headteacher Performance Management panel. It would be useful if several Governors could attend the course on “Holding Schools to Account”, as this was an area of increasing Ofsted focus. Members of the P&P Committee might find it useful to attend the courses on Governor Responsibility for HR Matters; HR Strategy; Recruiting and Selecting the Right Staff.

ACTION: The Chair asked those Governors who had not completed the feedback form for the building management training to do so. She handed out training certificates for that course, confirming that the school held copies.

The GB noted that the Head and PIW would undertake SEN training in June, organised through the LAP.

All

78/13 Other urgent business referred from Item 67/13 above

a) Jo Gill explained that staff paid for their own tea and coffee supplies and brought in biscuits etc. Governors had not been aware of this and expressed consternation that their *refreshments* were being paid for by staff. They thanked Jo Gill for making them aware and undertook to contribute to the donation jar kept in the kitchen. The Chair, who had been alerted to this issue prior to the meeting, passed a bag of biscuits to Jo Gill to pass on to staff. Governors agreed to assign 1 or 2 of their number at each meeting to bring biscuits to the next meeting. **ACTION:** Lynda Whitton and Louise Heslop would bring biscuits to the next meeting.

b) Jo Munt said that *Swim Start* was a charity that provided swimming for children up to the age of 9. Until recently, BC had funded Swim Start to the tune of £8k per year; last year, this sum had been cut and it had been agreed that schools would pay half the cost of the sessions, with parents paying the other half – the cost was £8 per pupil per term. Swim Start needed to know whether the school was willing to

L Whitton
L Heslop

continue this arrangement from September 2014. Chair/Finance said that Governors had felt that their hand had been forced somewhat when this was discussed last year, because Hothfield had already been asked and had made a decision. Replying to questions, Jo Munt said that Hothfield had not yet been approached this year. **The GB invited** Swim Start to write to the school setting out its request for consideration at the next meeting of the F&B Committee, write to Hothfield in parallel.

79/13 Date of next meeting

Governors noted that the planned meeting time of 1.30pm would clash with Aire View University, with which a number of Governors were involved. They agreed that the meeting should instead be held at 9.00am

The next meeting would be held at **9.00am on Friday 11 July 2014.**

ACTION: The Head would thank Kim Green and let her know that the meeting would no longer need to take place at Daisy Chain.

The Chair said that the agenda for the next meeting would include a number of procedural issues in preparation for 2014-15, including review of Committee Terms of Reference, appointments to Committees and appointment of Named Governors. She asked that Governors consider which roles they would be interested in taking next year.

Head

The meeting closed at 9.12pm

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

Summary of actions

Item	Action	Person responsible
29/13	Chair to confirm contents of Governors' pack to Clerk by end of term	E Cohen
	Chair to provide policy list to Clerk by Spring Bank Holiday	E Cohen
52/13	Head to obtain comparable data on attendance from other schools in LAP	V Bottomley
60/13(b), 75/13(a)	Kim Green to bring equalities objective and information to next meeting	K Green
70/13	Chair to copy to Governors her letter to C/Director of Children's Services re budget constraints	E Cohen
	Head to seek urgent written confirmation of BC agreement to provide temporary classroom and reimburse costs of furnishing and fitting	V Bottomley
73/13	Lynda Whitton to send to Louise Heslop a leaflet re fundraising	L Whitton
74/13	PIW to remind parents of Parent View questionnaire	L Heslop

Signed: _____ Date: _____ - 9

75/13(e)	School to amend SEN local offer to bring text specific to Aire View up front	V Bottomley
77/13	Governors who had not already done so to complete feedback form for training on building management	Governors
78/13(a)	Lynda Whitton and Louise Heslop to bring biscuits to next meeting	L Whitton; L Heslop
79/13	School to thank Kim Green for offer of use of Daisy Chain for next meeting and advise that it was no longer needed.	V Bottomley