THE GOVERNING BODY OF PARK ROAD JUNIOR, INFANT AND NURSERY SCHOOL

Minutes of a meeting of the Governing Body held at 4.30 pm at the School on Tuesday, 18 June 2019.

PRESENT

Mr Greg Wadsworth (Chair), Mrs Gita Ali, Mrs Julie Hampson, Mrs Memunah Shaikh.

In Attendance

Mrs Margaret C Webster (Minute Clerk)

2712. PRESENTATION BY SPRING GROVE EXECUTIVE TEAM

This item was deferred until the October meeting.

2713. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr Michael Davis (consent) and Mr Mark Thompson (consent).

There were no declarations of interest.

2714. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items were notified to be brought under Any Other Business:

- Conflict of Interest
- Audit report from Veritau

2715. REPRESENTATION

(a) The following matter of representation was reported:

Resignation

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>With Effect From</th>
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<tr>
<td>Mrs Firoza Chopdat</td>
<td>Co-opted</td>
<td>3.6.19</td>
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(b) Appointment of Co-opted Governors

As reported at the last meeting, Mr Mark Thompson volunteered to resign as Parent Governor. This was agreed by Governors in order for him to become a Co-opted Governor. The date of resignation would be effective from 21 May 2019.

RESOLVED: That Mr Mark Thompson be appointed as a Co-opted Governor with effect from 21 May 2019.

Mrs Ali had mentioned to the Head Teacher the name of a person interested in becoming a Governor. It was agreed that Governors would talk about any missing skills before appointing another Co-opted Governor.
(c) **Vacancy for Parent Governor**

As also mentioned at the last meeting, Governors agreed to the runner up at the recent Parent Governor Election being invited to take the vacant Parent Governor role.

After the last meeting the Head Teacher had invited Mrs Yasmin Patel, as the runner up at the recent election, to take the role of Parent Governor pending a satisfactory DBS disclosure, which she had accepted.

2716. **MINUTES OF THE MEETING HELD ON 21 MAY 2019**

RESOLVED: That the minutes of the meeting held on 21 May 2019 be approved and signed by the Chair as a correct record.

2717. **MATTERS ARISING**

There were no matters arising.

2718. **CURRICULUM LEADERS TO UPDATE GOVERNORS**

Removal of this item from this agenda had been requested.

2719. **FINANCIAL MANAGEMENT AND MONITORING**

A report from the School Business Manager was discussed. Mr Wadsworth had looked over the School Fund, which it had been suggested be transferred from Yorkshire Bank to Lloyds Bank as there is a branch of Lloyds in Batley.

Mr Wadsworth noted that external pointing and painting was to be allocated in the 2019/2020 budget.

The Head Teacher mentioned that new Smart boards were being considered.

2720. **HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS**

Removal of this item from this agenda had been requested.

2721. **SAFEGUARDING – OVERVIEW BY MR WADSWORTH**

This item was deferred to the September meeting, when all Governors should be in attendance.

2722. **POLICIES**

(a) **Schools Complaints Procedure**

The model policy had been received from Kirklees, and was now in the process of being modified for Park Road.

(b) **Puberty and Relationships Policy and PSHE Policy**

Governors have looked at these Policies and approve the action being taken by the Head Teacher.

**RESOLVED:** That all the Policies be ratified by the Governing Body.
2723. EVALUATION AND IMPACT

This item was deferred until September.

2724. SUCCESSION PLANNING

This item was deferred until September.

2725. GOVERNOR TRAINING, GOVERNOR VISITS

Mr Wadsworth handed out documents and explained about training for changes to the Ofsted Inspection framework, and the impact from a Governors perspective. Governors talked about the changes to the Ofsted framework.

Dates for Governor visits would be booked at the September meeting.

2726. FORMALISATION OF GOVERNORS' RESPONSIBILITIES FOR NEXT ACADEMIC YEAR

This item was deferred until September.

2727. ANY OTHER BUSINESS

(a) Conflict of Interest

The Head Teacher explained that First Aid Training and Fire Training was due to be carried out, and that Mark Thompson’s company was able to carry out this training.

Governors were asked if they had a problem with requesting a quote from Mark, as he is a Governor. No Governors had a problem with this.

Mr Wadsworth, as Chair, suggested getting quotes from Kirklees and Mark Thompson.

(b) Audit report from Veritau

Mr Wadsworth mentioned the report, and that it should be checked as to which items were statutory or legal requirements to the school.

The Head Teacher informed Governors of a training schedule for staff, and she would check the induction process.

2728. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meetings of the Governing Body be held at 4.30 pm at the School on:

Tuesday, 17 September, 2019 (later changed to 24 September)
Tuesday, 22 October, 2019
Tuesday, 14 January, 2020
Tuesday, 24 March, 2020
Tuesday, 12 May, 2020
Tuesday, 23 June, 2020
2729. **PLANNING – ITEMS FOR THE AGENDA – NEXT MEETING**

Curriculum leaders to update Governors
Safeguarding – overview by Mr Wadsworth
Evaluation and Impact
Succession Planning
Formalisation of Governors responsibilities for next academic year
Dates for Governor visits

2730. **AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY**

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.