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, 19 March 2019.

PRESENT

Mr Michael Davis (Chair), Mrs Gita Ali, Mrs Julie Hampson, Mrs Memunah Shaikh, Miss Angela Tamm, Mr Mark Thompson.

In Attendance

Mrs Margaret C Webster (Minute Clerk)
Mrs Josey Kutny (School Business Manager)
Mrs Lucy Kingswell (Assistant Head/SENCo)
Miss Lauren Wicks (Assistant Head/Maths Lead)
Miss H Mohammed (Science Lead)
Miss R Khan (Computing Lead)

The Chair welcomed Mr Mark Thompson as a Parent Governor.

2678. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs Firoza Chopdat (consent) and Mr Greg Wadsworth (consent).

There were no declarations of interest.

2679. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No items were notified to be brought under Any Other Business.

2680. CURRICULUM LEADERS TO UPDATE GOVERNORS

Mrs Kingswell presented a breakdown of SEN. She explained in detail all the EHCPs and external agencies, what has happened and what are the next steps.

Miss Wicks presented key actions for maths in the spring term. She explained monitoring, professional development, raising standards and awareness, KS2 test preparation and facilitating quality first teaching.

Q. Were there any particular pockets of learners that needed additional resources?
A. The trends were that higher ability were not challenged enough. This would be focussed on and built into next year’s plan.

Q. Is there a partnership with home?
A. Homework is something battled with throughout school. A lot of parents do not sit down with their children to do homework.

Q. How is homework presented?
A. We are reviewing as a school, looking at how it is presented, what the homework is and getting the balance right. Spellings and timetables do need support at home. Projects have proved to be more successful as they are only once per term.
Q. Would there be any scope in looking at parental needs?
A. A course has started this week in English speaking, and is run by Kirklees.

Q. Homework clubs should continue to ensure links with parents and local colleges?
A. We have SATs preparation classes.

Q. Were the children rewarded for showing consistent progress, and how was it recognised?
A. The children do enjoy their rewards. They receive house points in class and whole school recognition.

Miss Mohammed presented science, showing findings and progress so far. She explained about science taking place weekly, and displays were in most classrooms. She also explained about evidence and investigations with pictures.

She mentioned about areas for development, including planning, working scientifically, investigations and vocabulary.

Q. What structure would be required for Science?
A. There were various ways of laying out investigations, working towards a conclusion.

Miss Tamm joined the meeting at 4.55 pm.

Q. Are you showing progress, and are the teachers embracing it?
A. We are looking at assessment in science, and we need to be able to track the work.

Q. Do you have adequate resources to deliver?
A. An audit was carried out last year. All staff were asked to check that the resources were in place when planning for the next term.

Q. Eventually you will have Year 1, Year 2, etc, and this is what we expect them to do. If Governors popped in, would they be able to observe that?
A. Definitely, because we have changed the cycles and would be able to identify each year.

Q. Do we still teach science as a stand-alone subject?
A. We try to fit a topic with science, and if not it can be stand-alone.

A Governor mentioned that resources from British Heart Foundation and Red Cross were provided free for science.

Miss Khan presented information on computing. She explained that staff were very positive and they have seen good results with team teaching. It was pleasing that staff would ask for help and follow through any recommendations. Children developing key skills can be transferred across the curriculum.

Miss Khan had invited teachers to observe resources being used. The coding club was still being used. She explained how a pupil had been able to lead an activity. She also explained how the assessment mat was used.

She explained the areas to develop and how each area would be developed.

The Chair thanked the curriculum leaders for their informative presentations.
Miss Mohammed and Miss Khan left the meeting at this point.

2681. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manager explained about next year's budget, and that budget monitoring was done every 2 months. She also explained about the 3 main areas. They were looking at a healthy outturn of around £50K. She mentioned that next year had dropped by about £20K based on last year.

Q. Why would it drop?
A. There were various different ways of funding, but initially less pupils, so the block allocation was reduced. Less Pupil Premium children represent a loss of about £17K. Nursery was full, so the funding had increased.

Q. Was there an avenue for school to take more Nursery children to boost income?
A. Yes, but we would also have to employ extra staff to do that. Previously they had been unable to fill it substantially. It is something that could be investigated.

The School Business Manager explained that they had a little bit of protected funds within the budget, also that the expenditure had been balanced with the reduced budget.

Q. Was there any plan to come back with a 3-year budget at the next meeting?
A. Yes. They were looking at third party contracts to save money and achieve better services. They were doing as much as possible in these initiatives.

Q. Was Pupil Premium going down?
A. It was based on the number of children that we have.

As the Head Teacher has met all her targets, etc, and is currently paid at the top of a Group 2, it has been agreed by the Governing Body, that the Head Teacher range should be increased to L17 to L23. This is in line with Teachers Pay and Conditions which allows us to pay the Head Teacher up to 25% over and above the top of the School Group Size.

Deleted – See Minute 2695

The Chair thanked the School Business Manager for her report.

Mrs Kutny left the meeting at this point.

2682. REPRESENTATION

The following matter of representation was reported:

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<thead>
<tr>
<th>Appointment</th>
<th>Category</th>
<th>With effect from</th>
</tr>
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<tbody>
<tr>
<td>Mr Mark Thompson</td>
<td>Parent</td>
<td>13.03.2019</td>
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2683. MINUTES OF THE MEETING HELD ON 22 JANUARY 2019

RESOLVED: That the minutes of the meeting held on 22 January 2019 be approved and signed by the Chair as a correct record.
2684. MATTERS ARISING

There were no matters arising.

2685. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

The report had been circulated prior to the meeting.

Q. Regarding Huddersfield Town Football Club, what was the range of activities, and was there a positive impact?
A. This just started last Monday, taking over from the breakfast club. TAs were leading football and cricket in the rear playground, which had improved punctuality.

Q. Were the children allowed to attend just the activities?
A. Yes, they can join in, but staff ensure that they have already had breakfast.

Q. How do you monitor the attendance?
A. Attendance is formally monitored for breakfast club. We will start a register for the sporting activities.

Q. Could you update Safeguarding and Looked After Children?
A. There were only 2 children in need, and one family with one child with child protection.

Q. Was there a record of unauthorised absence?
A. No, but it can be included in the next Head Teacher’s report.

Q. Are we able to compare persistent absenteeism with the national average?
A. A family of 3 Pupil Premium children have now left, which will have an impact. It was mentioned that children were actually fetched from home.

Q. Could Governors be updated on the staffing structure for next year?
A. An explanation was given as to how the structure would look, and that there was no increase expected.

The Chair asked that the budget be inclusive of adding in LP changes for the recruitment of an internal Deputy Head Teacher over the next financial year. This was previously agreed by the Governing Body.

Q. Were Year 2 children likely to achieve FFT?
A. Everything that could be done for Year 2 was in place, and tracking showed that 15 children would achieve. Since the tests in February, very specific interventions have been put in place for the Year 6 children. Access arrangements have been looked at for the cohorts. No children would be dis-applied.

Mrs Kingswell and Miss Wicks left the meeting at this point.

2686. BUSINESS SERVICES

This item was covered in the School Business Manager’s report.
2687. HEALTH & SAFETY

It was reported that urgent repairs were required to the roof and quotes were being obtained, with involvement from Asset Management.

External pointing and painting was to be conducted by Asset Management during the holiday.

Peri Caretaking Service had been improved, and correct Health & Safety checks and Fire Alarm testing were being conducted regularly.

Walkie Talkies were now being used by staff members on outside duty as part of Safeguarding and lock down procedures.

2688. SFVS (Minute 2669 refers)

This document had been signed off by the Chair of Governors.

2689. GDPR - UPDATE

This item had been covered in the Head Teacher's report.

2690. ACADEMISATION AND DISCUSSIONS WITH SPRING GROVE GOVERNORS (Minute 2668 refers)

This item would be addressed at a meeting when all Governors were in attendance.

2691. GOVERNOR TRAINING, GOVERNOR VISITS AND GOVERNOR LINKS (Minute 2643 refers)

This item was deferred until the next meeting.

2692. ANY OTHER BUSINESS

There was no other business.

2693. 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, 21 May, 2019
- Tuesday, 18 June, 2019

2694. PLANNING – ITEMS FOR THE AGENDA – NEXT MEETING OF THE GOVERNING BODY

- Safeguarding – overview by Mr Wadsworth
- Spring Grove presentation and questions

June meeting – review of Governor responsibilities for September 2019
RESOLVED: That the final paragraph of Minute 2681 be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.