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, 22 January 2019.

PRESENT

Mr Michael Davis (Chair), Mrs Gita Ali, Mrs Firoza Chopdat, Mrs Julie Hampson, Mr Greg Wadsworth.

In Attendance

Mrs Margaret C Webster (Minute Clerk)
Mrs Josey Kutny (School Business Manager)

The new Assistant Head Teacher was introduced to Governors and welcomed to the school by them.

2661. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs Memunah Shaikh (consent) and Miss Angela Tamm (consent).

There were no declarations of interest.

2662. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No items were notified.

2663. REPRESENTATION – VACANCY FOR ONE PARENT GOVERNOR

The Head Teacher updated Governors that the search for a Parent Governor was a work in progress.

2664. MINUTES OF THE MEETING HELD ON 3 DECEMBER 2018

RESOLVED: That the minutes of the meeting held on 3 December 2018 be approved and signed by the Chair as a correct record.

2665. MATTERS ARISING

GDPR Update (Minute 2653 refers)

Q. Did the school buy the GDPR package?
A. Yes.

2666. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manager, who was now permanent, provided a printed comprehensive report and explained the details fully. Certain points were highlighted as follows:
(a) **Budget**

Had received about £8,000 additional funding because Early Years was fuller than this time last year. Also an extra £7,000 from Early Years Pupil Premium, and £4,000 SEN top up.

The School Business Manager explained in detail the staffing finances, including underspends and overspends.

She anticipated a likely carry forward of £40,000, which would be earmarked for projects.

She mentioned that the school fund balance was £9,112.

Pleased that overall the finances were looking very good.

Q.  Was there any idea where the money needed to be committed?  
A.  It would be nice to find out the cost of having a library, and if there were any grants available. The school has a spare room, plus part of a store room to create a library area. The School Business Manager is negotiating an appointment with a construction company which has been used before. The school would have to pay for an architect to create some drawings, and advise on feasibility.

(b) **Premises and Health & Safety**

The School Business Manager explained the details of the progress being made in separating the house and the school, in the expectation of it being taken over by Dewsbury College.

She felt that the school was currently exposed in Health & Safety due to the long term absence of the Caretaker. Some duties were being covered by the Peri insurance scheme.

The fire alarm testing has not been done regularly, so the School Business Manager was looking at staff training in order to do the testing in house.

Locks had been fitted to office doors to protect personnel data.

Walkie Talkies were to be used more especially for staff members on outside duty as part of safeguarding and lock down procedures. The lock down procedure had been built into the fire alarm.

Mr Wadsworth joined the meeting at 5.00 pm.

There had been an audit of gate fobs and users. All SLT have a full set of keys and a fob.

The Health & Safety walk would be carried out by the School Business Manager and a member of SLT. It was mentioned that Mrs Chopdat should also join the walk.

(c) **Other items**

Emailing parents had been trialled, but were now trying SchoolPing as an electronic form of communication.
It was hoped that all parents would use SchoolPing, which could also be used to send forms out to parents instead of paper forms.

She reported that the school bell system was now installed and working well.

The new AHT and School Business Manager had been added as bank signatories.

Water coolers had been installed in each class, which was much more efficient than pupils leaving class.

The School Business Manager reported a lot of service issues with the IT contract, and was in the process of looking at an alternative company. She was awaiting a report. Also looking at upgrading equipment. Would like the new IT company to look at all staff members having Park Road email addresses.

The phone system had been reconfigured to include voicemail to minimise disruption.

The School Business Manager would collaborate with BBest members following a visit from Veritau. There would also be a Condition Data Collection visit in March to assess the condition of the building.

The Chair thanked the School Business Manager for all her hard work, and added that she was moving forward quite rapidly.

The School Business Manager left the meeting at this point.

2667. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

The report had been distributed prior to the meeting, and the Head Teacher reported in detail on the following:

- Brief overview of staff and how they are being used
- Interventions to be looked at after February half term

Q. Would it be possible to put class sizes on the next report please?
A. Yes, will do that.

Q. What is the number on roll?
A. 223.

Q. Do you think the majority of nursery children will stay on?
A. It would depend on whether they had siblings at this school.

- Princes Award working with Year 4 using Pupil Premium funding
- Military School working with Year 6 with one-to-one mentoring using Pupil Premium and Sports Premium funding

Mrs Chopdat mentioned about her sister who is in the forces in Lincoln and is coming to Batley to do some school assemblies. She offered her services to Park Road whilst she is in the area.
Areas of focus this half term

Mentoring – Performance Management and a wider curriculum.
Looking at reviewing assessment.

Q. Were there any behavioural issues this term such as racism, harassment or bullying?
A. Just the attitude of a few boys in Year 5. No other issues.

Attendance is over 96%, and they would keep an eye on the list showing trends.
Staff were keeping close tabs on Year 2 and Year 6 as far as attainment goes.

The Chair thanked the Head Teacher for her report and detailed explanation.

2668. **Deleted – See Minute 2677**

2669. **SFVS**

The Head Teacher reported that this document has to be dealt with annually. This would be checked and signed off at the next meeting.

2670. **POLICIES FOR REVIEW BY FULL GOVERNING BODY – TEACHER APPRAISAL AND TEACHER PAY POLICY (Minutes 2632 and 2652 refer)**

**RESOLVED:** That, as there are no major changes in the policies, Governors agree to adopt the Teacher Appraisal Policy and Teacher Pay Policy.

2671. **GDPR UPDATE**

There was nothing further to report.

2672. **SAFEGUARDING**

The Safeguarding and Child Protection Policies would be updated and brought to a future meeting.

The Chair reported that he was dealing with a complaint which he had received from a parent regarding a school process.

Q. Do all Governors have access to Safeguarding?
A. Mr Wadsworth would do a presentation at the next meeting.

It was noted that all staff and Governors needed to read the document ‘Keeping Children Safe’.

2673. **GOVERNOR TRAINING, GOVERNOR VISITS AND GOVERNOR LINKS (Minute 2643 refers)**

Mr Wadsworth had visited in November, and looked at the Single Central Register.

The Chair mentioned that, ideally, Governors should be visiting 3 times per year.
Q. Does the school have evidence of agency staff?
A. Yes, but it depends on the staff.

The Head Teacher left the meeting for the next item.

2674. ANY OTHER BUSINESS

Deleted – See Minute 2677

2675. 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, 19 March, 2019
- Tuesday, 21 May, 2019
- Tuesday, 18 June, 2019

2676. PLANNING – ITEMS FOR THE AGENDA – NEXT MEETING OF THE GOVERNING BODY

- Financial Management and Monitoring
- SFVS
- GDPR
- Safeguarding - presentation
- Business Services
- Health & Safety
- Special Responsibilities of Governors
- SDP
- Curriculum leaders to update Governors
- Visit from Spring Grove

2677. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That Minutes 2668 and 2674 of these minutes be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.