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

Minutes of a meeting of the Governing Body held at 4.30pm at the School on Tuesday, 26 June 2018.

PRESENT

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

In Attendance

Mrs Margaret C Webster (Minute Clerk)

2597. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

2598. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following item was notified to be brought under Any Other Business:

- Thanks to Staff Governor

2599. REPRESENTATION

(a) Appointment of a Co-opted Governor

It was reported that the interested party had now withdrawn interest in becoming a Governor at Park Road.

The Chair suggested that a Governor skills audit should be carried out in order to update the missing skills. We could also look to advertise on ‘Reach’ where candidates from all sectors look for voluntary roles. The cost usually being £200.

The Head Teacher would send out a skills audit to Governors.

(b) Appointment of Staff Governor

A replacement Staff Governor would be elected for next term, and one person had already put themselves forward.

(c) Appointment of Parent Governor

The appointment of a Parent Governor was a work in progress.

It was suggested that the Chair should visit an assembly and speak to the children about the role of being a Governor. The children could then write a letter to their parents about why they should volunteer to become a school Governor.

The Chair agreed to do this in the Autumn term.
2600. MINUTES OF THE MEETING HELD ON 21 MAY 2018

RESOLVED: That the minutes of the meeting held on 21 May 2018 be approved and signed by the Chair as a correct record, subject to the following amendment:

In Attendance

Sarah Sharp’s role should read ‘Literacy Lead’.

2601. MATTERS ARISING

There were no matters arising.

2602. MINUTES OF THE SPECIAL MEETING HELD ON 23 MAY 2018

RESOLVED: That the minutes of the meeting held on 23 May 2018 be approved and signed by the Chair as a correct record.

2603. MATTERS ARISING

Appointment of New Deputy Head Teacher (Minute 2594 refers)

Following further discussion, it had been agreed that it would be an appropriate move to switch from recruiting a Deputy Head Teacher to an Assistant Head Teacher.

The new Assistant Head Teacher would join the SLT as a second Assistant Head Teacher.

Governors want to consider the post of Deputy Head Teacher, at an appropriate time during the next year, from an internal recruitment process.

Governors also discussed offering a TLR for one year to a teacher to lead on Data.

It was reported that 4 applications had been received for the post of Assistant Head Teacher, and interviews would be carried into the Autumn term. All candidates had been advised.

RESOLVED: That Governors agree that the Head Teacher and Chair would recruit to the TLR.

2604. UPDATE – SATS

The Head Teacher reported that it was difficult to anticipate what the results would look like. Some children had high targets based on their KS1 attainment and expectations since then have been raised.

Q. Could we have an update on reading, and were rewards given?
A. It was hoped that the new library would be in place in September. The Literacy Lead was wanting a reading area in every classroom.

A Reading Rocket was used for rewards, also have used trips and visits to cinema rewards for 100% attendance.
Q. Did Governors establish an attendance target in September 2017?
A. Governors had previously discussed this and want an aspirational target.

The Head Teacher would report on final attendance data in the Autumn term and Governors would set a target for attendance and punctuality.

2605. STAFFING STRUCTURE INCLUDING RATIFICATION OF ADDITIONAL ASSISTANT HEAD TEACHER AS OPPOSED TO DEPUTY HEAD TEACHER

This was already dealt with in Minute 2603 above.

2606. SCHOOL NUMBERS FOR NEXT YEAR AND ATTENDANCE FOR CHILDREN AND STAFF (ANALYSIS OF ABSENCE OF STAFF AND SUGGESTED IMPACT)

The Head Teacher reported that they had looked at all children with 90% or below attendance and the reasons. She also mentioned that persistent absentees were 8% and disadvantaged children 9.3%.

Miss Tamm joined the meeting at 4.55 pm.

Q. How do staff feel about absentees?
A. Staff Governor reported that they needed to be more strict, and get the lateness sorted.

Q. What about an incentive for turning up to school on time?
A. Another Governor answered that they should not be given an incentive for something that they should be doing anyway by law.

Q. What is the protocol for morning attendance?
A. Register is taken at 9.00 am. Deemed to be late between 9.00 am and 9.30 am. A log is taken of late children and how often it happens.

It was suggested that there should be a big push, not only for attendance, but also punctuality. Need to be setting a higher standard.

Q. At what point does absence tracking kick in?
A. After 9.30 am we would be knocking at their door.

2607. HEAD TEACHER APPRAISAL UPDATE FOR GOVERNORS

Miss Angela Tamm and Mr Michael Davis would be responsible for carrying out the Head Teacher's appraisal before the end of term. The following choice of dates would be given to Bev Richards, KLP for her convenience:

Wednesday, 4 July 2018 at 4.00 pm
Monday, 9 July 2018 at 4.00 pm
Wednesday, 18 July 2018 at 4.00 pm

2608. FINANCIAL UPDATE AND PLANNED USES FOR CARRY FORWARD ETC

The Head Teacher reported on a check on paper usage. Staff had been made aware that it was necessary to slow down the use of paper and also printing costs.
She also mentioned that they would try to get email addresses from more parents in order to reduce the number of letters being sent out to them on paper.

**Q.** Do we need to increase the insurance cover in relation to some areas of long term staff absences?

**A.** No it is not necessary to do that.

It was mentioned that Governors were eager to monitor staff attendance each term.

### 2609. UPDATE ON POST OFSTED ACTION PLAN AND PROGRESS

The Head Teacher reported on the following:

- Appointment of a new Reception teacher had gone ahead.
- Early Years end of year data - GDS had been achieved by 77% of children which is good.
- Final paperwork was being completed for the NQT.
- New handwriting initiative – bronze, silver and gold pencils to be awarded to the children. Each year group to have its own standards.
- Homework and how it was incorporated into the new Curriculum.
- Every member of staff had been allowed planning days to work in pairs.
- Various initiatives were in place for reading.
- Scrutiny of standards in marking and approaching literacy.
- Big thermometer on stair well to show percentages for attendance.
- Governors also received a school structure within the report

**RESOLVED:** That the school structure be accepted.

Mr Wadsworth left the meeting at 5.25 pm.

### 2610. UPDATE ON SCHOOL IMPROVEMENT PLAN

The Head Teacher explained about all the focuses which were happening. She would look at finalising everything on this year’s development plan and starting on the new one.

### 2611. PARENTS FORUM UPDATE

This had already been discussed.

### 2612. GOVERNOR RECRUITMENT

This had been discussed under Minute 2599.

### 2613. GDPR

The Head Teacher reported that there were no changes to the plan. They had got all the basics in place, just need to start to map things.

**Q.** How are we addressing teachers working from home?

**A.** They have their laptops which have been encrypted, and we have banned the use of USBs. All have signed an Acceptable Use Policy.
2614. **SAFEGUARDING**

Governors had all received Mr Wadsworth’s presentation. Visits had been planned for next term, and there were no changes since Ofsted.

The School Business Manager takes care of the checks.

2615. **ANY OTHER BUSINESS**

**Thanks to Staff Governor**

The Chair expressed huge thanks to Firoza on behalf of the Governors, for her commitment, loyalty and dedication as a Staff Governor.

He also mentioned that the Governing Body would like her to consider becoming a Co-opted Governor at Park Road.

Firoza accepted the invitation and said that she would be happy to take on this role.

2616. **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:

- Monday, 17 September, 2018
- Monday, 15 October, 2018
- Monday, 3 December, 2018
- Monday, 21 January, 2019
- Monday, 11 February, 2019
- Monday, 18 March, 2019
- Monday, 22 April, 2019
- Monday, 20 May, 2019
- Monday, 17 June, 2019

2617. **PLANNING – ITEMS FOR THE AGENDA – NEXT MEETING OF THE GOVERNING BODY**

No planning was agreed.

2618. **AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY**

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