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 Monday, 3 December 2018.

PRESENT

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

In Attendance

Mrs Margaret C Webster (Minute Clerk)

2645. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr Michael Davis (consent) and Miss Angela Tamm (consent).

There were no declarations of interest.

2646. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

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

• Change of meeting day

2647. REPRESENTATION

The Head Teacher reported that the appointment of a Parent Governor was under discussion.

2648. MINUTES OF THE ANNUAL MEETING HELD ON 15 OCTOBER 2018

RESOLVED: That the minutes of the annual meeting held on 15 October 2018 be approved and signed by the Chair as a correct record.

2649. MATTERS ARISING

There were no matters arising.

2650. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

The Head Teacher reported in detail on the following:

• Staffing changes
• School activities and visits

Q. Will the data be affected by the staffing changes?
A. No, and we will always ensure that interventions are in place.

• Military school working with Year 6, every Wednesday afternoon.
• Open afternoon on Thursday, 15 December at 2.45 pm.
• Monitoring has continued to take place, however as it is assessment week next week, followed by nativities, monitoring will recommence after January.
• Visits from SLE at Spring Grove and KLP, notes of visit enclosed.
• Caretaker currently off sick, we have a peri caretaker at the moment that is covered by insurance.
• Attendance looking better.

Q. Are there any rewards in place for good attendance?
A. Yes, rewards are given weekly and at the end of term.

• EYFS predictions are in line with 2018 National Data.
• Nursery numbers looking good.
• Assessment information for all year groups was discussed, more will be known next week, following December assessments.

2651. FINANCIAL MANAGEMENT AND MONITORING

The Head Teacher reported that she had met with the School Business Manager last week to check on overspends and the reasons. In most cases these overspends were due to budget allocations. They would need to build into the budget staff pay increments as the percentages allocated were different to those budgeted for.

2652. POLICIES FOR REVIEW BY FULL GOVERNING BODY

Teacher Appraisal Policy & Teacher Pay Policy (Minute 2632 refers)

The Head Teacher reported that they were still awaiting the new model Policy from the LA.

2653. GDPR UPDATE

The Head Teacher reported that the company they were working with was Veritau Limited, which was being used by other schools in the BBest Partnership.

She also mentioned that a part-time member of the office staff would be responsible for this work and updating the website.

2654. SAFEGUARDING

The Vice-Chair had slightly amended the Single Central Record as part of a visit. He also spoke to the pupils about how they felt.

The Head Teacher reported that several staff would be attending the first part of a Safeguarding course – Working Together. This would mean that there were 5 members of staff who were trained as Designated Safeguarding Leads.

2655. GOVERNOR LINKS TO BE DISCUSSED AND AGREED (Minute 2643 refers)

This item would be deferred to a future meeting when the Chair of Governors was present, and discussed within Governor Training.

2656. GOVERNOR TRAINING AND GOVERNOR VISITS

Governors were invited to attend the Christmas lunch on 13 December, and the KS1 and KS2 performances.
The Head Teacher explained a reward when one child is nominated each Friday to sit at the top table for lunch, together with a chosen friend. Governors were also invited to join the Friday top table.

2657. ANY OTHER BUSINESS

Change of Meeting Day

There was a great deal of discussion both prior to and during the meeting about the best day to hold meetings and the frequency.

RESOLVED: That future meetings should be held on Tuesdays, and that 2 meetings be removed from the list.

2658. 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, 22 January, 2019
- Tuesday, 19 March, 2019
- Tuesday, 21 May, 2019
- Tuesday, 18 June, 2019

2659. PLANNING – ITEMS FOR THE AGENDA – NEXT MEETING OF THE GOVERNING BODY

- Financial Management and Monitoring
- Policies for Review
- GDPR
- Safeguarding
- Governor Training, Governor Visits and Governor Links

2660. 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.