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

Minutes of the annual meeting of the Governing Body held at 4.30 pm at the School on Tuesday, 24 September 2019.

PRESENT

Mr Michael Davis (Chair), Mrs Gita Ali, Mrs Julie Hampson, Mrs Yasmin Patel, Mrs Memunah Shaikh, Mr Mark Thompson.

In Attendance

Mrs Margaret C Webster (Minute Clerk)
Mrs Josey Kutny (School Business Manager) for Financial Management item

2731. ELECTION OF CHAIR

An election was not necessary as Mr Michael Davis was elected Chair for 4 years in December 2017.

2732. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr Greg Wadsworth (consent).

There were no declarations of interest.

(a) Confirm protocols on apologies and consent to governor absence

RESOLVED: That it was agreed to decide on whether to grant consent on an individual basis depending on the circumstances.

(b) Approve the Governors’ Code of Conduct

All Governors present signed the register to confirm their agreement to the contents listed within the Code of Conduct adopted by the school.

(c) Declaration of Business Interest Information

Governors confirmed that the Declaration of Business Interest information had been updated and published on the school website.

All Governors present completed and signed a business interest form and they were handed to the Head Teacher.

(d) Governors confirmed that the school’s record on Get Information about Schools(GIAS) was up to date.

2733. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

No items were notified.
2734. REPRESENTATION

(a) The following matters of representation were reported:

End of Term of Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>With effect from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Gita Ali</td>
<td>Parent</td>
<td>15/10/2019</td>
</tr>
</tbody>
</table>

Resignation

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>With effect from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Mark Thompson</td>
<td>Parent</td>
<td>21/05/2019</td>
</tr>
</tbody>
</table>

Appointments

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>With effect from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Mark Thompson</td>
<td>Co-opted</td>
<td>22/05/2019</td>
</tr>
<tr>
<td>Mrs Yasmin Patel</td>
<td>Parent</td>
<td>25/06/2019</td>
</tr>
</tbody>
</table>

(b) Appointment of Co-opted Governor

Mrs Ali would like to continue as a Governor, if she is unsuccessful in a Parent Governor election, she would be happy to change category to Co-opted.

The Chair suggested having a Skills Audit. The Head Teacher would send the previous Skills Audit to the Chair.

2735. ELECTION OF VICE-CHAIR

An election was not necessary as Mr Greg Wadsworth was elected as Vice-Chair for 4 years in October 2017.

2736. TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES

RESOLVED: That the following governors be appointed with specific responsibilities:

- Special Educational Needs Governor – Mrs Memunah Shaikh
- Governor Training Contact – Mr Michael Davis
- Governor for Looked after Children – Mr Greg Wadsworth
- Child Protection Governor – Mr Greg Wadsworth
- Early Years Governor – Mrs Yasmin Patel
- Teaching and Learning Governor – Mr Michael Davis
- Safeguarding Governor – Mr Greg Wadsworth
- Equality Governor – Mrs Gita Ali
- Premium Link Governor – Mrs Gita Ali
- Wellbeing Governor – Mr Mark Thompson
- Health & Safety Governor – Mr Mark Thompson
- Community Link Governors – Mrs Gita Ali and Mrs Yasmin Patel
- HT Appraisal Governors – Mrs Gita Ali, Mr Mark Thompson
- Chair of Governors to be nominated Quality Assurer
2737. CHAIR'S DELEGATED POWERS

RESOLVED: That the Chair be granted the following delegated powers:

(a) Change of date of a scheduled meeting, for good reason.

(b) Chair’s powers to grant retrospective consent to absence in the event that a governor would have become disqualified if the matter had to wait for the next governors’ meeting.

(c) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.

2738. DELEGATION OF FINANCIAL POWERS TO THE HEAD TEACHER

RESOLVED: That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties:

(a) Planning and conducting the affairs of the school to remain solvent.

(b) Establishing proper financial management arrangements and accounting procedures, which comply with the Local Authority’s financial regulations and standing orders, and maintaining a sound system of internal controls.

(c) Ensuring that funding from the LA and any other sources is used only in accordance with the conditions attached to that funding.

(d) Providing such information as the LA may reasonably require to satisfy the LA that the financial management and organisation of the Governing Body are such as to enable it to fulfil the obligations specified for it.

Governors agreed to delegate authority to the Head Teacher to vire sums of money and/or to enter into contracts up to a set limit of £10,000. Amounts over the agreed limit would be referred to the Governing Body.

2739. MINUTES OF THE MEETING HELD ON 18 JUNE 2019

RESOLVED: That the minutes of the meeting held on 18 June 2019 be approved and signed by the Chair as a correct record.

2740. MATTERS ARISING

There were no matters arising.

2741. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manager reported on the finance of the school with a carry forward of £75,843. Also received £6,100 budget adjustment mainly due to Nursery numbers.

She also mentioned that an amount of £12,000 had been set aside towards the library project through repairs and maintenance.
There would be funding from the Condition and Development Survey as the building needed extra money spending on it. Funding had been put aside for external painting.

Q. Does the school have any pending staffing changes?
A. There is a query regarding the caretaker and a maternity returner. Also extra staff were needed in the playground using Sports Premium funding.

Q. What about accessibility issues which need to be rectified?
A. The only thing was the fire doors upstairs which may be left until the remodelling is carried out.

Q. Could Governors be updated on CPD, which looks a bit low?
A. We have a carry forward of £3,000. The School Business Manager explained how this came about. The Head Teacher mentioned that the Assistant Head Teacher was taking a NPQH course but that this was fully funded. There was also almost £12,000 in the Apprenticeship Levy, which could be used to upskill staff. If not used at Park Road, it had been agreed it could be used elsewhere within the BBest Hub.

The School Business Manager reported that the School Fund was also ready to be audited. As only one Governor was required Mrs Ali agreed that she would be happy to audit the Fund.

The Chair thanked the School Business Manager for her report, and she left the meeting at this point.

2742. HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS

The report had been distributed to Governors prior to the meeting. The Chair explained to Governors about the new format of the report.

The monitoring programme was explained by the Head Teacher.

The Head Teacher would invite the member of staff who deals with Wellbeing to attend the January meeting to explain about her role.

Q. Could Governors be given details of the recent incident of bullying?
A. The Head Teacher explained the nature of the incident and how it was dealt with.

Q. Was there anything to highlight in the data?
A. Year 2 data was always going to be low because of the cohort. Maths was higher than reading. The needs of some of the children within this year group are such that they may always find learning a challenge, however, support will be in place.

Q. What was parental engagement like?
A. Not good. Looking at how to get parents to come into school. Have had meetings with every single year group. Need to look at how to create a love of reading.

A Governor explained how, from her experience, the reading group could be improved.

Q. Does the school still have a Parents Forum?
A. The Vice-Chair and Head Teacher set one up, and only 2 parents attended.

Q. Was there anywhere within school which could be a community space?
A. Not just now, but when the Library Project is completed this could be used as such.

Q. What about approaching the new mosque across the road?
A. We already have a good relationship with them.

The school needed to have a big overhaul of the curriculum as Ofsted is very different now. The Head Teacher had visited another school where the Head was also an Ofsted Inspector, and she had gone through the differences.

Governors noted the school strategy for Pupil Premium and Sports Premium. Governors felt that the strategies would be likely to improve outcomes for all children.

2743. TEACHER APPRAISAL POLICY & TEACHER PAY POLICY
Governors noted the percentage increase to pay, and were awaiting the new Policy. Governors would carry out the Pay Review in October. The Head Teacher’s Appraisal Governors were working towards the final assessment in collaboration with the new Schools Link Officer from Kirklees. The Chair asked if this could be completed in time for the Pay Review meeting in October.

2744. POLICIES FOR REVIEW BY FULL GOVERNING BODY
RESOLVED: That the Governing Body ratify the Whistleblowing Policy.

2745. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2021/22
This item was noted, and there was no change to the PAN.

2746. CCTV POLICY
RESOLVED: That the Governing Body agree to adopt this policy.

2747. CONSULTATION ON FAIR ACCESS PROTOCOLS
This item was noted.

2748. CURRICULUM LEADERS TO UPDATE GOVERNORS
This item was deferred until the January meeting. For future planning these presentations would be held once per term.

2749. DATES FOR GOVERNOR VISITS
Governors agreed to make contact with the Head Teacher in order to make appointments to visit. The Chair mentioned that each Governor should make a minimum of 3 visits per year, and that there was a specific form to complete. The Link Governors monitoring template would be sent to Governors by the Head Teacher prior to the arranged visits. Governors to copy in the Chair of Governors on the date of visit and monitoring reports.

2750. ANY OTHER BUSINESS
There was no other business.
2751. 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 October 2019
- (Pay Review & discussions with Spring Grove re their MAT)
- Tuesday, 14 January 2020
- Tuesday, 24 March 2020
- Tuesday, 12 May 2020
- Tuesday, 23 June 2020

2752. PLANNING – ITEMS FOR THE AGENDA – NEXT MEETING OF THE GOVERNING BODY

1. Safeguarding Presentation by Vice-Chair of Governors.
2. Governors to have read the document about Keeping Children Safe.
3. Request from Chair to have a list in the next Head Teacher’s Report to show being fully policy compliant
4. The Chair would like all Governors to be familiar with the Teachers Pay Policy and how we were expected to review. The current Policy would be sent out to Governors. The Pay Scale would also be shown to Governors. Need to set a date to review the Head Teacher’s PLR. The Head Teacher to send Policy and Pay Scales to all Governors as soon as possible. Would Governors ensure that they look at the areas where discretion can be used over the Head Teacher’s pay. Guidance is shown in the Pay Policy.

2753. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That the 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