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, 15 October 2018.

PRESENT

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

In Attendance

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

2619. ELECTION OF CHAIR

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

2620. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

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

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

RESOLVED: That consent be decided 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 was currently being updated on the school website.

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

2621. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following items were notified to be brought under Any Other Business:

- Pay Review
- Internal Recruitment of Deputy Head Teacher

2622. FINANCIAL MANAGEMENT AND MONITORING

The School Business Manager provided documentation and explained in detail the following:
• Budget adjustments
• Staff
• Employee insurance
• Premises
• Equipment, furniture and materials
• Catering
• Buyback services
• Communications
• School Fund

The School Fund balance was £7,862.24 at 31 August 2018. The Community Fund was now closed and a balance of £2,203 transferred to the School Fund. There was a cash balance of £1,134.71 at 31 August 2018 to be banked.

The School Business Manager also reported that 2017-2018 had been audited and completed. 2015-2016 had been located and completed.

These had been audited and were now presented to the Governing Body. The Governing Body reviewed the Financial Audit report and was impressed by the significant work of the School Business Manager in moving all areas from RI to outstanding.

Governors considered that the progress made was substantial.

Q. Is there anywhere that we could look at saving costs over the next year?
A. We have future plans to find areas for savings.

The Chair thanked the School Business Manager on behalf of the Governors for her audit report and mentioned the massive turnaround to get to outstanding in such a short time. He felt that the level of detail and explanations provided by the School Business Manager and Head Teacher allowed Governors to understand the state of play and identify priority areas to commit, spend and work on as priorities. In the same respect the School Business Manager was tasked to look at the school’s options for future saving prior to future commitment to bought-in services.

The School Business Manager left the meeting at this point.

2623. REPRESENTATION

The following matters of representation were reported:

Resignation

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>With effect from</th>
</tr>
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<tbody>
<tr>
<td>Mrs Firoza Chopdat</td>
<td>Staff</td>
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Appointments

<table>
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<tr>
<th>Name</th>
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<tr>
<td>Mrs Firoza Chopdat</td>
<td>Co-opted</td>
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<tr>
<td>Mrs Memunah Shaikh</td>
<td>Staff</td>
<td>8.10.18</td>
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2624. **ELECTION OF VICE-CHAIR**

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

2625. **REVIEW OF COMMITTEES**

   RESOLVED: That the Governing Body would continue to operate without committees.

2626. **TO APPOINT GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

   RESOLVED: That this item be deferred until the next meeting.

2627. **CHAIRMAN’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.

2628. **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 £6,000. Amounts over the agreed limit would be referred to the Governing Body.

2629. **MINUTES OF THE MEETING HELD ON 26 JUNE 2018**

   RESOLVED: That the minutes of the meeting held on 26 June 2018 be approved and signed by the Chair as a correct record.
2630. **MATTERS ARISING**

There were no matters arising.

2631. **HEAD TEACHER’S REPORT AND GOVERNORS’ QUESTIONS**

The report had been distributed to Governors prior to the meeting.

The Head Teacher explained in detail how changes in staffing were being carried out.

She mentioned that the school had one Looked after Child. Governors discussed interventions and funding which could be sought to help with this child. It was also mentioned that there were things that could be done pastorally for the teacher involved.

Governors looked in great detail at the SATs data and other tracking provided by the Head Teacher and were satisfied by the presentation of detail from the Head Teacher.

She reported the KLP visit last Friday when they went through data and Ofsted. The main issue had been phonics.

In EYFS 73% of children had achieved GLD, which was good compared with last year. Also Governors questioned whether this progress was also improving retention of children from Nursery into school.

**Q.** What were the specific skills of the newly appointed Assistant Head Teacher?

**A.** Maths.

**Q.** How are the student teachers getting on?

**A.** It is early days, but it adds extra capacity within the classroom.

The Chair enquired whether the school would be having a mental health first aider. It was noted that Kirklees offer a free 2-day course.

RESOLVED: That the Head Teacher would review this suggestion, identify training available and identify who would take on the post.

The Head Teacher would report back to Governors at the November meeting.

With Governors’ agreement the Head Teacher had put on hold the interviews for the School Business Manager post.

The Chair of Governors had valued the significant work the School Business Manager had completed and the value she added into the smooth running of the school. Governors wished to retain Mrs Kutny for as long as possible, particularly during a period when other schools were recruiting to School Business Manager posts at higher grades. The Head Teacher was tasked with looking at prompt solutions to retain the School Business Manager.

2632. **TEACHER APPRAISAL POLICY & TEACHER PAY POLICY**

It was reported that the appraisals had been done, and approval of the new 2018/19 Pay Policy would be deferred until Kirklees had sent the new model Policy, and it had been adapted for Park Road.
2633. POLICIES FOR REVIEW BY FULL GOVERNING BODY

The following policies had been reviewed and brought to the Governing Body for approval:

- Safeguarding – approved by Governors
- Whistleblowing – approved by Governors
- Staff Code of Conduct – adopting Kirklees model
- Attendance – needs slight amendment with just one paragraph to change from Kirklees school expectations to Government expectations in terms of school attendance
- Staff Handbook – to add an introduction from the Head Teacher

RESOLVED: That the Policies were approved by the Governing Body.

2634. CONSULTATION ON ADMISSION ARRANGEMENTS FOR 2020/21

Governors agreed that they could see no reason to change the PAN.

2635. UPDATE – SATS

This had been reported in the Head Teacher’s Report (Minute 2631 refers).

2636. FINAL ATTENDANCE DATA (Minute 2604 refers)

The Head Teacher reported that the school day had been brought forward by 5 minutes. She explained how the new bell system would work and at what time a late mark would be applied.

She also explained that at the end of each week there would be a draw for good attendance and punctuality.

The Head Teacher would report on improvements within her next report.

2637. UPDATE ON POST OFSTED ACTION PLAN AND PROGRESS (Minute 2609 refers)

The Head Teacher explained that a new approach had been launched to improve handwriting.

She also mentioned that EYFS was now Good, and had been externally verified by the KLP.

2638. UPDATE ON SCHOOL IMPROVEMENT PLAN (Minute 2610 refers)

This had been mentioned in the Head Teacher’s Report.

2639. GDPR

The Head Teacher reported that some BBest schools had employed Veritol in North Yorkshire as DPO for GDPR. The cost to this school for this service would be £1,035. They would deal with all subject access requests and provide templates to education specification.

RESOLVED: That Governors agree that the school should take this option forward, subject to final due diligence.
2640. **SAFEGUARDING**

The Head Teacher reported that Safeguarding training was being reviewed, particularly with new staff. The Safeguarding document had been updated and would be emailed to Governors.

2641. **ANY OTHER BUSINESS**

(a) **Deleted – See Minute 2644**

(b) **Internal recruitment of Deputy Head Teacher**

The Chair mentioned that it is clear that a Deputy Head Teacher is really needed in order to support the Head Teacher at times when required. Governors need to ensure that the Head Teacher takes dedicated headship time to work away from school when required.

There was a discussion and concern that in moving the school forward we needed to add in additional capacity and support for the Head Teacher by appointing an internal candidate to Deputy Head Teacher.

All Governors were in favour of working towards appointing a Deputy Head Teacher. They would like to go through the whole process internally, and would like to appoint within the Spring Bank holiday. The Head Teacher was tasked with ensuring the role was included in the next budget.

The Head Teacher would ensure that Assistant Head Teachers are challenged and tested in order to be able to stand the test of appointment as Deputy Head Teacher.

2642. **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, 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

2643. **PLANNING – ITEMS FOR THE AGENDA – NEXT MEETING OF THE GOVERNING BODY**

Governor links to be discussed and agreed at December meeting.

2644. **AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY**

RESOLVED: That Minute 2641 (a) be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.