

**SPRING TERM 2016**

**BUCKINGHAMSHIRE LEARNING TRUST**

**MINUTES** of the meeting of the Governors of Manor Farm Junior School held at the School on Monday 25 January 2016 at 5pm.

<b>PRESENT:</b>	Mr N Hunt	Chairman
	Mr A Sierant	Headteacher
	Mr N Bayley	
	Ms H Brown	
	Ms A Buron	
	Mrs E Cheshire	
	Mr S Cook	Deputy Headteacher
	Mrs G Hillier	Assistant Headteacher
	Mr G Innes	
	Ms A Lewis	
	Mrs C Light	Bursar
	Mrs J Mediratta	
	Mr D Teasdale	
<b>IN ATTENDANCE:</b>	Mrs A Downie	Clerk
<b>ABSENT:</b>	Dr H Matthews	Apologies received and accepted

The Chairman welcomed everyone to the meeting.

	<b>ACTION</b>
<p>The Chairman reported that he, the Headteacher and Mrs Cheshire had met with Helen Matthews, who had expressed an interest in joining the Governing Body, and gave a brief outline of her background.</p> <p>Governors agreed the appointment of Dr Matthews as Co-opted Governor.</p> <p><b>1 NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>It was agreed that the following items would be discussed under Any Other Business:</p> <ul style="list-style-type: none"><li>• Performance Data</li><li>• Schedule of Meetings</li><li>• Impact Folder</li><li>• Fund Raising</li><li>• Review of Governor Services</li></ul> <p><b>2 DECLARATIONS OF INTERESTS</b></p> <p>There were no declarations of interests.</p> <p><b>3 MINUTES AND MATTERS ARISING</b></p>	



objective to be presented at the next GP meeting for Governors' approval prior to publication on the School's website.

**ACTION**  
GP Committee

#### **4 STRATEGIC MANAGEMENT**

##### **4.1 REPORT OF THE HEADTEACHER**

The Headteacher had presented his report on the Autumn term at the GP Committee meeting held on 8 December 2015. Following the issue of a new BLT template for Headteachers' Reports, the Headteacher had reviewed and updated his previous Report, which had been published on the Governors' Hub.

##### Schedule of Meetings

Governors agreed to discuss the schedule of their meetings at this point of the meeting. It was agreed that the Headteacher would present his report of the current term to the GP Committee, the meetings of which would take place near the end of each term. The Minutes of the GP Committee meetings would be confirmed at the next full Governing Body meeting, which would continue to take place near the beginning of term. Other Committees would meet during the term between the dates of the full GB meeting and the GP Committee meeting. Governors noted that the exception to this arrangement would be that the Resources and Finance Committee needed to arrange their Summer term meetings prior to the deadline for submission of the Financial Plan to the LA.

##### Headteacher's Update Report

The Headteacher highlighted that self-evaluation grades were '2' in every area and suggested that the GP Committee review these at their next meeting.

GP Committee

A new pupil had joined Year 4, which meant there were now 61 pupils in that year group and SEND numbers had increased accordingly.

The School had been categorised by the BLT as a yellow school and, as such, would receive funded support of a TEP (Teaching Excellence Practitioner) for twelve half-day sessions.

All Staff had attended INSET training on 'Growth Mindset' with Staff from other schools in the Liaison Group and there was evidence that this making a positive impact.

The School had been successful in obtaining bid funding for Science and a representative had visited the School earlier that day to work with the Science Co-ordinator. Governors appointed Mr Teasdale as Science Governor.

The School had achieved a Sainsbury's Gold Award for sports. Ms Lewis, Sports Governor, had attended the presentation earlier that day.

There had been 39 parental responses to the online ICT survey. Approximately 80 parents had responded to previous surveys. The Headteacher highlighted that more work was needed to engage with parents since these rates were disappointing.

New replacement windows had now been installed.

#### School Self Evaluation

Year 3 data was now available and indicated large gaps between pupil premium and non-pupil premium pupils. The Senior Leadership Team was confident that the interventions, which had been put in place, would narrow these gaps.

## 4.2 SCHOOL DEVELOPMENT PLAN

The draft School Development Plan for 2015/16 had been previously circulated. The following points were raised during discussions and questions:

Governors discussed the Key Stage 2, 4-year average percentage data and noted that the School's average exceeded the national average in every area. It was agreed that, although this was not a reporting requirement, it was informative and should be maintained.

In response to a question regarding the gap between Year 5 pupil premium and non-pupil premium pupils in Maths, the Deputy Headteacher reported that targeted support had been put in place and the gap had closed during the Autumn term. It was confirmed that teachers were aware of which pupils were eligible for pupil premium. Some of these pupils had joined the School after Year 3 and these were very small groups. The Pupil Premium Governor would discuss this with the Deputy Headteacher during their meeting later that week.

Governors questioned the basis on which whole school attainment targets had been based and why the target for Writing was lower than that for other areas. The Headteacher explained that these targets were cohort based. The Senior Leadership Team had looked at data for each pupil in Year 6 and there was a wide range of ability, particularly in Writing. These targets were considered to be realistic and the same approach to setting targets had been applied across the curriculum. The Headteacher highlighted that the new curriculum was more difficult and the School was implementing 'Learning Tracks', a new assessment system. The DfE would not be publishing details of scaled scores until data was available following the results of the first tests based on the new national curriculum. The Headteacher agreed to share these targets with the BLT Adviser for feedback prior to presenting them to the next BLT Focus Group meeting. The Headteacher would ensure that Writing was included within the SDP as a key priority.

Headteacher

Headteacher

The Chairman agreed to raise Governors' concerns regarding the

Chairman

		<b>ACTION</b>
	postponement of the scheduled Focus Group meeting to March.	
	Governors discussed and agreed to include an additional 'evidence' column within the SDP, to be completed by Committee Chairmen.	Committee Chairmen
	Governors discussed the recommendation from the previous BLT Focus meeting to establish one key area on which to aim for an 'outstanding' judgement. The Headteacher highlighted that the key priority should be the quality of teaching, learning and assessment, which was solidly good with some outstanding aspects.	
	The Chairman emphasised that the School's values should be prevalent throughout everything undertaken by the Governing Body and the School. The Headteacher agreed to raise the profile of this within the SDP.	Headteacher
	It was agreed that all items raised by Ofsted would be carried forward as key priorities in order to ensure a continued monitoring process.	Headteacher
	Governors approved the School Development Plan for 2015/16, subject to the additions as recorded above.	Headteacher
<b>4.3</b>	<b>THE SCHOOL'S VISION, VALUES AND ETHOS</b>	
	The Chairman suggested the following addition to first line of the School's vision statement: Our school values achievement <u>and effort</u> ,	
	Governors agreed to review this at the next 'Have Your Say' day.	
<b>5</b>	<b>NEW BUSINESS</b>	
<b>5.1</b>	<b>ADMISSION ARRANGEMENTS – SEPTEMBER 2017</b>	
	The supporting Appendix was noted. Governors agreed that they did not wish to respond to the admissions consultation nor did they wish to comment on any aspects of the published admission arrangements for Foundation, Voluntary-aided schools or Academies.	
<b>5.2</b>	<b>PHYSICAL ACTIVITY, PE AND SPORT FOR CHILDREN AND YOUNG PEOPLE IN SCHOOLS</b>	
	Governors noted the requirements of them in relation to PE and sport activities as outlined in Appendix 2.	
	It was also noted that Leap has a responsibility for auditing compliance of schools' websites in relation to reporting on sports premium funding. Schools need to show the amount of Sports Premium they are in receipt of, what they are spending it on and the impact.	

		<b>ACTION</b>
	Ms Lewis, Sports Governor, reported that the School was meeting these requirements but highlighted the need to update the information currently published on the School's website.	Ms Lewis
<b>5.3</b>	<b>GOVERNOR SERVICES TEAM: POOL OF GOVERNORS</b>	
	Governors noted the request from the Learning Trust for nominations from Governors, who might be able to offer help to schools in challenging circumstances.	All Governors
<b>5.4</b>	<b>SCHOOL BUDGETS 2016/17</b>	
	Governors delegated responsibility to the Resources and Finance Committee to ensure a provisional Financial Plan was submitted to the Local Authority by 20 May (provisional date). The Committee would present their recommendations for approval at the next meeting.	R&F Committee Agenda
	Governors also delegated responsibility to the Resources and Finance Committee to confirm the purchase of professional services from the Learning Trust, Local Authority and other providers.	R&F Committee
	The outcome following the Local School Funding Consultation (School Bulletin edition 410) was not yet known. [School Forum Agendas and Minutes were published on the Bucks County Council website: <a href="https://democracy.buckscc.gov.uk/ieListMeetings.aspx?Committeeld=461">https://democracy.buckscc.gov.uk/ieListMeetings.aspx?Committeeld=461</a> ]	
<b>5.5</b>	<b>OTHER ITEMS OF NEW BUSINESS</b>	
	<b>SEN Policy</b> A new model SEN Policy for schools had been published on the Schoolsweb and the Local Offer website. This sets out key requirements, taking into account guidance from the SEND Code of Practice, January 2015. Governors delegated responsibility to the Teaching and Learning Committee consider the new model policy.	T&L Committee
	<b>Supporting Pupils with Medical Conditions</b> Governors noted that the DfE had issued new guidance on the above. <u>Post meeting note:</u> Pat Beveridge, LA Health and Safety Consultant, reported that there were no changes to statutory guidance; the revised guidance provided helpful clarity. With regard to the role of Governors, they should ensure Staff were properly trained to provide the support that pupils need and were able to access information and other teaching materials as needed.	
	<b>Annual Safeguarding Report and Guidance</b> Governors noted that a new template for the Annual Safeguarding	

Report had been issued. If schools had already completed an annual return for 2014-15 there was no expectation for this to be repeated but schools should use the new template moving forward.

A range of optional audit tools had been created to support schools to gain an overview on safeguarding. These could be used to gain an overview of the effectiveness of processes which may be in place and which could be used to populate future reports at the end of the academic year. These would be made available on Schoolsweb in the Safeguarding area of the site within the Toolkit created for schools.

## **6 REPORTS OF COMMITTEES AND WORKING GROUPS**

### **6.1 GENERAL PURPOSES COMMITTEE**

Minutes of the General Purposes Committee meeting held on 8 December 2015, having been circulated, were confirmed and signed by the Chairman as a correct record. An additional copy of the Minutes was signed by the Chairman and handed to the Headteacher for the School's files.

The Chairman thanked Ms Lewis for producing these Minutes.

### **6.2 FINANCE COMMITTEE**

Minutes of the Finance Committee meeting held on 14 October 2015, having been circulated, were noted.

Governors ratified the SFVS return, which had been submitted to the Local Authority.

### **6.3 RESOURCES COMMITTEE**

Minutes of the Resources Committee meeting held on 14 October 2015, having been circulated, were noted.

Governors ratified the policy for Supporting Pupils with Medical Conditions, as recommended by the Committee.

### **6.4 PAY REVIEW COMMITTEE**

The Pay Review Committee had met on 14 October 2015, the confidential Minutes of which had been circulated to members of the Committee.

### **6.5 TEACHING AND LEARNING COMMITTEE**

Minutes of the Teaching and Learning Committee meeting held on 2 December 2015, having been circulated, were noted.

Governors ratified the following policies as recommended by the Committee:

	<b>ACTION</b>
<p>Anti-Bullying Behaviour Complaints Data Protection Safeguarding Statement Tackling Radicalisation SEND/More Able Pupils</p>	
<p><b>6.6 STAFF DISMISSAL / STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE / PAY REVIEW APPEALS / PUPIL DISCIPLINE COMMITTEES / COMPLAINTS</b></p> <p>These Committees had not needed to meet.</p>	
<p><b>6.7 DEVELOPMENT WORKING GROUP</b></p> <p>The Development Working Group had not met.</p>	
<p><b>7 REPORTS</b></p>	
<p><b>7.1 REPORT OF CHAIRMAN</b></p> <p>The Chairman had not taken any action under emergency or delegated powers.</p>	
<p><b>7.2 REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS</b></p> <p>The Chairman reported that he received a list of training undertaken by Governors each term, which had been published on the Governors' Hub.</p> <p><u>Annual Conference for Governors</u> The Annual Conference for Governors would take place on Friday 17 June at the Gateway Conference Centre, Aylesbury from 9.15 am to 1pm. The subject of the conference would be 'Creating Excellence in Education'. Bookings would be on a first come-first served basis, with two places per Governing Body. Governors were advised to contact the Governor Support Team (Tel: 01296 383180 or email: <a href="mailto:govhelp@learningtrust.net">govhelp@learningtrust.net</a>) if they wished to attend.</p> <p>Ms Lewis and Mrs Cheshire expressed an interest in attending this conference.</p> <p>The Chairman agreed to send the School's Governor Induction information to Dr Matthews.</p>	<p>Ms Lewis/ Mrs Cheshire</p> <p>Chairman</p>
<p><b>7.3 REPORT OF INCLUSION GOVERNOR</b></p> <p>There was nothing to report on this occasion.</p>	
<p><b>7.4 REPORT OF SAFEGUARDING/CHILD PROTECTION GOVERNOR</b></p>	

		<b>ACTION</b>
	See Part II – Confidential	
	<p><u>Annual Safeguarding Report</u> The Headteacher confirmed that the Annual Safeguarding Report had been published on the Governors’ Hub and agreed to ensure that it had been submitted to the Education Safeguarding Advisory Service.</p>	Headteacher
	<p><u>Prevent and Safeguarding Toolkit</u> HMI advice is that schools and Governors complete the Prevent and Safeguarding Toolkit. Yvette Thomas, Children’s Policy and Equalities Manager, had informed Clerks that a new Prevent Action Sheet would be circulated. The Clerk agreed to forward this to the Chairman and Headteacher when it was made available.</p>	Clerk
<b>7.5</b>	<b>EQUALITIES GOVERNOR</b>	
	There was currently no-one appointed to undertake this role. The Equality Scheme and audit had been discussed under item 3.	
<b>7.6</b>	<b>REPORT OF PUPIL PREMIUM GOVERNOR</b>	
	Ms Lewis had arranged to meet with the Deputy Headteacher on 29 January to review the latest information.	Ms Lewis
<b>7.7</b>	<b>SCHOOL COUNCIL GOVERNOR</b>	
	The Chairman had not yet attended a School Council meeting this term.	
<b>7.8</b>	<b>GOVERNOR VISITS</b>	
	Reports of Governors’ visits had been published on the Governors’ Hub.	
	The Chairman reported that he had visited Year 5. Ms Brown had visited the Nurture Group and highlighted the amazing care and attention, which Staff gave to pupils. Ms Brown had also attended a school lunch and had been very impressed, particularly with the pupils serving food. Ms Buron had undertaken a learning walk with Mrs Hillier and suggested making use of the entrance hallway for displays to promote the visibility of ‘British Values’ and ‘Growth Mindset’. It was suggested that Governors discuss this at the next GP meeting.	GP Committee
<b>8</b>	<b>RECURRING ITEMS</b>	
<b>8.1</b>	<b>GOVERNING BODY MEMBERSHIP</b>	
	Governors noted that Mrs Light’s term of office as Staff Governor would end on 11 July 2016 and there was a current vacancy for one Local Authority Governor.	



**ACTION**

failed.

Fund Raising

The Chairman had met with Mr Teasdale to discuss approaches to fund raising. Mr Teasdale had undertaken some research and planned to meet with the Headteacher to discuss this.

Mr Teasdale

Review of Governor Services

Governor Services would very much like to hear the views and suggestions of those who used this service. Headteacher s and Chairmen had been invited to an informal meeting, which would take place on Tuesday 2 February 2016 from 10.30 am to noon at the BLT Head Office, King George V House, King George V Street, Amersham HP6 5AW. Contact: Jane Sebbage by Wednesday 27 January on 01296 387813. Any comments or suggestions could also be submitted to Nicola Cook, Governor Services Manager: [ncook@learningtrust.net](mailto:ncook@learningtrust.net)

**11 CONDUCT OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these Minutes

The Chairman thanked everyone for their attendance at the meeting, which closed at 7.10pm.

Signed ..... Date .....  
CHAIRMAN

**PART II – CONFIDENTIAL MINUTES**

**CIRCULATION LIST: ALL GOVERNORS**

Confidential MINUTES of the meeting of the Governors of Manor Farm Junior School held at the School on Monday 25 January 2016 at 5pm.

7.4	REPORT OF SAFEGUARDING/CHILD PROTECTION GOVERNOR	ACTION
	The Chairman reported that there had been two referrals to Social Services last term.	

Signed ..... Date .....  
CHAIRMAN