



**Oldham**  
Council

# Minutes

## Meeting of Diggle Primary School Governing Body

Wednesday 22 February 2017  
at the school  
at 5.00pm

<b>Present:</b>	Mr Christopher Sleight	Local Authority Governor (In the Chair – Vice-Chair)
	Mrs Marian Faulkner	Co-opted Governor
	Mr David Hampton	Co-opted Governor
	Mr Christopher Ryan	Co-opted Governor (Link Governor)
	Mrs Christine Turkey	Co-opted Governor
	Mrs Sarah Newton	Headteacher
	Mr Michael Hawes	Parent Governor
	Mrs Rachael Russell	Parent Governor
	Mr Michael Yarwood	Parent Governor
	Miss Jane Spivey	Staff Governor

**Also Present:** Mrs Carol Challen Clerk to the Governing Body

In the absence of the Chair, Mr Christopher Sleight (Vice-Chair) assumed the Chair for this meeting of the governing body and opened the meeting by welcoming everyone present.

### 1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Mr Michael Rea and the Reverend Duncan Rhoades (Associate Member).
- 1.2 The governing body gave consent to the governor who had apologised for his absence.

### 2 DECLARATION OF BUSINESS, PECUNIARY OR PERSONAL INTERESTS

Governors were invited to declare any additional business, pecuniary or personal interests to those which had been declared previously in the school's Register of Declaration of Interest.

No declarations were made.

### 3 MINUTES

**RESOLVED:** that the minutes of the meeting held 7 December 2016 be approved as a correct record and signed by the Chair.

### 4 MATTERS ARISING

Matters arising from the minutes of the previous meeting that were not covered elsewhere on the agenda included:

Arising from minute 6.3.2 (Headteacher's Report), this item was deemed to be confidential and would not therefore appear in the minutes and papers to be made available for public inspection

**ACTION:** Headteacher

### 5 HEADTEACHER'S REPORT

The Headteacher's report had been circulated prior to the meeting for consideration by the governors.

The governors discussed, challenged and questioned the Headteacher on the following information contained in her report:

#### Attendance

5.1 Attendance at Spring 1 was at 96.5%, which was an improvement from this time last year, but a slight dip from last term due to a bout of illness in January 2017.

5.2 **Governor Challenge / Support:** Governors requested a breakdown of unauthorised and authorised absences and asked if there was an issue with different holidays to Saddleworth School.

5.3 The Headteacher agreed to include a breakdown of absences in her termly reports. She also reported that the school holidays were not a great deal different to Saddleworth School and she did not think they were the issue, as some children had sibling in Marsden and Mossley and they had very different holidays, but still attended regularly.

**ACTION:** Headteacher

#### Buildings and Premises

#### 5.4 Main Gates

5.4.1 The main large gates are to be left open at present due to one of the stone pillars being struck by a vehicle on 9 February 2017. A surveyor has assessed the damage and stated that the pillar needs to be re-built, but it was not in danger of falling down. The driver drove away, but the car number plate has been handed on to the police and school are hopeful that the work will be paid for by the motorist's insurance.

- 5.4.2 **Governor Challenge / Support:** Governors discussed congestion around school at certain times of the day and suggested 'policing' the area.
- 5.4.3 The Headteacher explained the Site Manager uses cones to control vehicles into the carpark, however the Police had warned school that they had no authority or jurisdiction in front of the gates, but they have been asked to warn any offenders and the Local Authority have been asked to send the camera van.
- 5.5 Portacabin
- 5.5.1 The Portacabin will not be accommodating a Nursery, but the state of the building still needs to be addressed. All avenues for funding from the Local Authority have been exhausted, therefore the school has signed up to a Grant's website and the Business Manager will carry out a Funding Master Class, which will enable her to explore possible funding streams.
- 5.5.2 This item was deemed to be confidential and would not therefore appear in the minutes and papers to be made available for public inspection.
- School Population
- 5.6 The total number of pupils on roll is 187.
- 5.7 One child has left in Year 5 to join his sister at the school she attends and three new children have joined the school, two in Year 2 and one in Year 4.
- 5.8 SAMP for next year currently stands at twenty first preference and nine second preference, the final number should be available by the end of March 2017.
- 5.9 **Governor Challenge / Support:** Governors discussed admissions, raised concern over the low numbers and asked if the school had received any details of the new intake.
- 5.10 The Headteacher reported that they had only received the numbers at this stage and were not aware of the demographics. She suggested a number of reasons why the numbers could be low and explained letters had been sent to all the Pre-school providers, inviting eligible families to come into school and look around. She also asked governors to consider how they could raise the school profile for next year.
- ACTION:** Governors
- Monitoring – Theme / Science Book Scrutiny
- 5.11 **Governor Challenge / Support:** In response to a governor's question, the Headteacher clarified that staff scrutinise the books two / three book each half term and look for evidence of pupil's progress, the exercise also indicates the stage pupils are at and enables staff to plan teaching and learning accordingly.

- 5.12 **Governor Challenge / Support:** A governor requested further details on the actions.
- 5.13 The Headteacher reported staff discuss pupil progress at staff meetings and to maintain a consistent approach they use the same action plan and learning grids, which are kept in books. Staff also use the carousel system to maximise work covered in the afternoons.
- 5.14 **Governor Challenge / Support:** In response to a governor's request, the Headteacher agreed to capture some of the actions in her termly report.
- ACTION:** Headteacher
- RESOLVED:** that the Headteacher be thanked for her report.
- 6 REPORTS FROM COMMITTEES**
- 6.1 Curriculum and Standards Committee
- The minutes of the Curriculum and Standards Committee meeting held on 2 November 2016 were submitted for consideration by the governors.
- Main points referred to:
- 6.1.1 The programme agreed to improve governor engagement has been put into action.
- 6.1.2 Feedback was given from the English and Maths book scrutinies governors carried out.
- 6.1.3 After the meeting governors undertook a Learning Behaviour Questionnaire with children on the 6 R's. A discussion then took place and, based on the information viewed and the conversations with children, feedback was provided to the Headteacher.
- RESOLVED:** that the minutes of the meetings be approved and adopted.
- 6.2 Curriculum and Standards Committee
- The Curriculum and Standards Committee had also met earlier that day 22 February 2017 and Mr Yarwood, Chair of the Committee reported to governors on the issues discussed at the meetings which included:
- 6.2.1 RAISEonline
- Mrs Russell had attended RAISEonline training, analysed the data and produced an Attainment Report which she shared with governors at the meeting. The report gave excellent snap-shot of the position of the school which was very positive, it also emphasised various key points, raised a number of questions and encouraged discussion. The Headteacher agreed to circulate a copy of the report to governors.
- ACTION:** Headteacher

### 6.2.2 Assessment Without Levels

The Headteacher took governors through the new assessment process without levels and presented an actual anonymised assessment table.

### 6.2.3 Pupil Voice Zero Tolerance Spelling

After the meeting, several governors met with a group of pupils to discuss zero tolerance spellings.

**RESOLVED:** that Mr Yanwood be thanked for his summary of the issues discussed at the meeting.

## 6.3 Finance, Premises and Staffing Committee

The Finance, Premises and Staffing Committee had met earlier that day 22 February 2017 and Mr Sleigh, Chair of the Committee reported to governors on the issues discussed at the meeting which included:

### 6.3.1 Benchmarking

Governors reviewed the benchmarking exercise and scrutinised the data. The school was out of line in a couple of areas, staff development and training, and learning resources, however, the Headteacher confirmed training was linked to the School Development Plan and performance management targets, and that staff accessed the necessary training and were all on track, the school was just careful with funding. In addition, the costs of energy supplies were no longer a concern and were more in line with the other schools.

### 6.3.2 Budget Review

A budget review had taken place and there were no areas of concern. Governors agreed any surplus funding should be used to bring forward the IT Rolling Programme.

### 6.3.3 Schools Financial Value Statement (SFVS)

Governors reviewed, amended and agreed the SFVS, they agreed the school was now fully compliant and thanked the Business Manager for working extremely hard to collate all the information.

### 6.3.4 Best Value Statement

The Best Value Statement was reviewed and agreed.

### 6.3.5 Finance Policy

The Finance Policy was reviewed and agreed in principle, subject to a number of amendments. The main areas requiring attention and updating were risk and control, which included the check list and the IT inventory.

The Business Manager agreed to liaise with Chair of the Committee to finalise the Policy and she also agreed to carry out an inventory of other high cost furniture and equipment.

**ACTION:** Business Manager

### 6.3.6 Portacabin

There was an issue with funding a replacement portacabin and the Business Manager agreed to carry out a Funding Master Class, which would enable her to apply for grants on the school's behalf. However, before she applied for any grants, governors were asked to identify their requirements and formulate plans to move forward with, therefore the Headteacher agreed to consult with the stakeholders and report back to the Committee.

**ACTION:** Headteacher

### 6.3.7 New Funding Formula

It was reported that if the proposed funding formula was agreed, the school budget could be reduced by 10 – 13%, and then a further 3% for the next four years until the other schools in the borough were in line. The school did not attract a great deal of Pupil Premium funding and if the funding per head and the block grant were reduced, the school would lose money.

**Governor Challenge / Support:** As the proposal was still at the consultation stage, governors suggested including the details in the school newsletter with a link to the Government website, for parents to voice their opinions.

The Headteacher reported she was due to attend a collaborative meeting and they would formulate a letter to send to the Government.

**RESOLVED:** that Mr Sleigh be thanked for his summary of the issues discussed at the meeting.

## 7 LOCAL AUTHORITY ITEM FOR ACTION

### 7.1 Governor Information on School Website and Edubase

**7.1.1** Governors were asked to note the legal requirement to ensure governor information was kept up-to-date on the school's website and Edubase.

**7.1.2** The Headteacher confirmed Edubase and the school website were up-to-date with the required information and the school was statutorily compliant.

**RESOLVED:** that the information be received and noted.

- 7.2 Prevent Self-Assessment – Schools**
- 7.2.1** Governors were referred to the Prevent Duty Strategy and the recommendation to complete the Oldham School Prevent Self-Assessment.
- 7.2.2** The Headteacher informed governors that she had completed and submitted the RA6 rated Prevent Self-Assessment and a copy was circulated at the meeting.
- RESOLVED:** that the Oldham School Prevent Self-Assessment be approved by the governing body.
- 8 LOCAL AUTHORITY ITEMS FOR INFORMATION**
- 8.1 Local Authority Policy on Academy Conversions**
- Governors were requested to note the contents of the Oldham Local Authority Policy and Guidance on Academy Conversions (2016).
- RESOLVED:** that the information be received and noted.
- 8.2 Schools Records and Archiving Guidance for Closing Schools**
- The Schools Records and Archiving Guidance for closing schools or schools merging to become Academies had been circulated at the meeting for information, or any future action as necessary.
- RESOLVED:** that the information be received and noted.
- 8.3 DfE EAL Proficiency Census**
- 8.3.1** A briefing paper regarding assessing EAL learners was circulated at the meeting for governors' information and the Local Authority provided the following online guide to help schools complete and submit the census data: [www.oldham.gov.uk/schoolcensus2016](http://www.oldham.gov.uk/schoolcensus2016)
- 8.3.2** The Headteacher reported the relevant data had been collected for the EAL Proficiency Census for Autumn 2016 to Summer 2017 and submitted to the Local Authority.
- RESOLVED:** that the information be received and noted.
- 8.4 Updated Statutory Guidance on the Constitution of Maintained Schools**
- 8.4.1** Updated information regarding Statutory Guidance on the Constitution of Maintained Schools was circulated at the meeting. Governors were advised they must consider the guidance when carrying out their functions in relation to maintained schools. The new guidance can also be found on the following link: [www.oldham.gov.uk/constitutionofmaintainedbodies](http://www.oldham.gov.uk/constitutionofmaintainedbodies)
- 8.4.2** It was noted that the governing body had reconstituted in accordance with the new guidance in 2015.

- RESOLVED:** that the information be received and noted.
- 8.5 Schools Forum**
- Governors were asked to receive and note the synopsis of the recent meetings of the Schools Forum:
- RESOLVED:** that the information be received and noted.
- 9 FEEDBACK AND UPDATE FROM THE OLDHAM GOVERNORS' CONFERENCE 2016**
- Governors discussed details from the Oldham Governors' Conference at the last governing body meeting and were informed there was a power-point presentation on the Local Authority website for governors to access useful resources: [www.oldham.gov.uk/governorconference](http://www.oldham.gov.uk/governorconference)
- 10 REPORT FROM CHAIR OF GOVERNORS**
- There was no report available from the Chair, but governors were advised that the report on the topics covered at the Chairs Briefing held on 9 January 2017 was available on: [www.oldham.gov.uk/chairbriefing](http://www.oldham.gov.uk/chairbriefing)
- 11 REPORT FROM LINK GOVERNOR**
- There was no report available from the Link governor, but governors were advised that the report on the topics covered at the Link Governor Network meeting held on 11 January 2017 was available on: [www.oldham.gov.uk/linkgovernor](http://www.oldham.gov.uk/linkgovernor)
- 12 GOVERNOR EXTERNAL TRAINING UPDATE**
- Governors were asked to let the school know if they attend any external training courses.
- ACTION:** All Governors
- 13 GOVERNOR TRAINING UPDATE PROVIDED BY OLDHAM GOVERNOR SERVICE**
- 13.1** Governors were asked to let the school know if they attend any training courses provided by Oldham Governor Service and to provide copies of their training certificates so they can be held on file in school for Ofsted evidence.
- 13.2** Governors were and reminded they can book Local Authority training using the following webpage: [www.oldham.gov.uk/governortrainingservice](http://www.oldham.gov.uk/governortrainingservice)
- 13.3** Governors reported on the following training they had attended:
- Mrs Russell – RAISEonline
  - Mrs Faulkner – Induction for New Governors
  - Mrs Tuckey – Induction for New Governors
  - Mr Yarwood – Safeguarding
  - Mr Sleight – Finance

- 13.4 Mr Yarwood informed governors that everyone has the same responsibility for safeguarding and encouraged all governors to attend the training.
- 13.5 The Headteacher stated the school SLA includes the training package and encouraged governors to attend any relevant training, she also agreed to send them the link with the newsletter.
- ACTION:** Headteacher
- 14 SCHOOL VISITS BY GOVERNORS**
- 14.1 There was evidence that governors had carried out lesson observations, a learning walk and met with pupils.
- 14.2 Governors discussed their visits to the classes they were linked with, and agreed to maintain links with the same class and follow the children through school.
- ACTION:** All governors
- 15 GOVERNOR KEY DATES**
- Governors were invited to attend the following:
- 15.1 **Chairs Briefing – Chairs and / or Vice-Chairs** were requested to book a place at the 16 May 2017 Chairs Briefing using the online booking system: [www.oldham.gov.uk/governortrainingprogramme](http://www.oldham.gov.uk/governortrainingprogramme)
- 15.2 **Link Governor Network Meeting – Link Governors** were requested to book a place at the 9 May 2017 Link Governor Network meeting using the online booking system: [www.oldham.gov.uk/governortrainingprogramme](http://www.oldham.gov.uk/governortrainingprogramme)
- 15.3 **SACRE Conference –Tuesday 17 October 2017 at 8.30am - 4.00pm** to be held in the Oldham Council Chamber. Leaders and Teachers of Religious Education can book a place online at: [www.oldham.gov.uk/sacreconference](http://www.oldham.gov.uk/sacreconference)
- The Headteacher agreed to discuss the SACRE Conference with Reverend Duncan Rhodes
- ACTION:** Headteacher
- 16 FIRE DRILL**
- A successful fire drill had taken place on Thursday 27 January 2017, the school was evacuated in one minute 17 seconds and there were no issues to report. The Headteacher suggested the next drill would take place during a lunchtime and involve the midday supervisors.
- 17 LETTINGS**
- 17.1 The Headteacher informed governors that Mrs Hazelhurst (Year 4 teacher) planned to run a holiday club and would rent the field and Before and After School Portacabin.

- 17.2 **Governor Challenge / Support:** In response to a governor's questions, the Headteacher clarified Mrs Hazelhurst planned to run the holiday club for six weeks in the Summer, she held a current First Aid certificate and would arrange liability insurance.
- 17.3 **Governor Challenge / Support:** Governors' discussed applying for funding to replace the portacabin and questioned facilities for the holiday club if they were to be shared with the community and links extended with Diggle Olympics and Diggle Band Club.
- The Headteacher clarified that Mrs Hazelhurst could be accommodated in the school building if necessary.
- RESOLVED:** that the Holiday Club be approved.
- 18 OTHER URGENT BUSINESS**
- 18.1 **Osted Inspections**
- 18.1.1 **Governor Challenge / Support:** Governors at the Curriculum and Standards Committee had discussed Osted inspections, they requested further information in preparation and suggested forming a panel of governors who would be available if an inspection took place.
- 18.1.2 The Headteacher reported a local school recently received an Osted inspection and would ask the Headteacher to share the experience with governors. She also suggested the panel should consist of at least two representatives from the Curriculum and Standards Committee and the Finance, Premises and Staffing Committee and agreed to research information in preparation of an inspection.
- ACTION:** Headteacher
- 18.1.3 **Governor Challenge / Support:** Governors discussed Osted inspections, they agreed everyone should be aware of the relevant information and considered the best way to brief everyone.
- Governors concluded they would create a rolling programme and address at least two Osted questions at each committee and governing body meetings.
- ACTION** Curriculum and Standards Committee / Finance, Premises and Staffing Committee / Business Support Service - Governors – agenda item
- 18.2 Learning Partnership Meeting**
- 18.2.1 The Headteacher reported there was a Learning Partnership meeting on Monday 27 February 2017, where they should be making the final arrangements and asked for a volunteer to join her at the meeting.
- 18.2.2 Governors discussed the meeting and agreed to arrange for at least one governor to accompany the Headteacher and notify her beforehand.

ACTION: Governors

19 CONFIDENTIALITY

There were two items of confidential business.

(There being no further business, governors were thanked for their attendance and the meeting was declared closed at 8.35pm).

Signed:   
Chair

Date: 3/5/17