

# Minutes

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## Meeting of Diggle Primary School Governing Body

**Wednesday 9 March 2016**  
**at the School**  
at 5.00pm

<b>Present:</b>	Mr Michael Rea	Co-opted Governor (Chair)
	Mr Christopher Ryan	Co-opted Governor
	Mrs Susan Walsh	Co-opted Governor
	Mr David Hampson	Co-opted Governor
	Mrs Sarah Newton	Headteacher
	Mr Christopher Sleight	Local Authority Governor
	Mr Michael Hawes	Parent Governor
	Mr John Ashton	Parent Governor
	Mr Michael Yarwood	Parent Governor
	Miss Jane Spivey	Staff Governor

<b>Also Present:</b>	Reverend Duncan Rhodes	Associate Member
	Mrs Carol Challen	Clerk to the Governing Body

The Chair opened the meeting by welcoming everyone present.

### 1 APOLOGIES FOR ABSENCE

- 1.1 An apology for absence was received from Mr Patrick Diamond.
- 1.2 The governing body gave consent to the governor who had apologised for his absence.
- 1.3 The Chair welcomed the newly appointed governors and everyone present introduced themselves.

### 2 DECLARATION OF BUSINESS OR PERSONAL INTERESTS

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

No additional declarations were made.

- 2.2 The Headteacher agreed to provide the Declaration of Business or Personal Interests form to the new governors and requested they be completed and return as soon as possible, so they could be retained in school.

**ACTION:** Headteacher / Mrs Walsh / Mr Hampson / Mr Sleight

### 3 MINUTES

- RESOLVED:**
- (i) that the minutes of the meetings held on 2 December 2015 and 10 February 2016 be approved as a correct record and signed by the Chair.
  - (ii) that the minutes of the meeting held on 24 February 2016 be approved as a correct record and signed by the Chair subject to the following amendment:

Item 3.1 (Consideration of the Recommendation of the Selection Panel for the Appointment of Deputy Headteacher) should read: 'Prior to the interviews, the candidates had been asked to carry out a lesson in Year 2 and meet with the School Council'.

### 4 MATTERS ARISING

#### 2 December 2015

Arising from minute 5 (Headteachers Report – School Population), the Headteacher stated she was not yet aware of where the new Reception children were coming from.

### 5 HEADTEACHER'S REPORT

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

Main points referred to:

#### 5.1 Attendance

- 5.1.1 **Governor Challenge / Support:** Governors questioned the attendance figure which was lower than expected.

The Headteacher explained attendance was slightly lower this term at 95.95%, which was mainly due to a bout of chicken pox and a stomach bug. However, the child that was persistently late last term, was now arriving in school on time.

- 5.1.2 **Governor Challenge / Support:** Governors requested clarification on attendance from the previous term and asked whether it would be possible to include a comparison in the Headteacher' termly report in future.

The Headteacher reported attendance at the being of December was 97% and agreed to add a chart to her report that detailed the attendance figure for each term.

**ACTION:** Headteacher

## 5.2 Learning Walks

5.2.1 Learning walks raised an issue with the use of the 6 R's at lunchtime and staff are currently looking at ways that teachers and teaching assistants can be part of the supervision at lunchtime.

5.2.2 **Governor Challenge / Support:** Governors requested clarification on the actions for improvement, suggested behaviour at lunch times should be included in staffs' induction and requested they be kept informed of the situation.

The Headteacher outlined the proactive measures for improvement and explained that any unpleasantness at lunchtime has a negative impact on children's learning in the afternoon. She confirmed that lunchtime supervision was built into the midday staffs induction and agreed to include the outcome of the actions in her termly report.

**ACTION:** Headteacher

## 5.3 Training Log

**Governor Challenge / Support:** Governors requested clarification on the Oldham Pledge.

Governors were informed that Baroness Estelle Morris had worked with leaders in Oldham to formulate the Oldham Offer and Pledge, which outlined what schools should be providing. A number of Headteachers were now working together to deliver the Oldham Offer and collating a package to encourage people into the borough to teach, which included providing a coaching mentor.

## 5.4 Buildings and Premises

5.4.1 **Governor Challenge / Support:** Governors questioned the move from Unity Partnership to Bradbury Consulting for building and premises management.

The Headteacher explained the move was based on the quality of services, rather than the cost. Two schools within the collaborative have been using Bradbury Consulting for a number of years and were very positive about the service, therefore the collaborative negotiated a cost for the group, which was very similar to Unity Partnership's charges. The Headteacher outlined a number of issues with Unity, which included delayed responses and expensive quotations. Bradbury Consultancy would start by carrying out a full survey of the school and provide a five-year action plan for improvements and repairs.

5.4.1 Work took place during half term to create a new area between Year 3 and Year 4. The area has been transformed into a modern inviting cloakroom area and addressed the health and safety trip hazards.

## 5.5 Accident

**Governor Challenge / Support:** Governors discussed details of the accident and questioned if a risk assessment had been carried out.

The Headteacher clarified that staff had looked into the incident, there was no damage to the equipment and as the child had broken her wrist previously, she was advised not to use hula-hoops outdoors.

**RESOLVED:** that the Headteacher be thanked for her report.

## 6 SCHOOL FUND ACCOUNT AUDITED SUMMARY

The Headteacher reported the lady that usually audits the School Fund Account has retired and governors at the recent Finance Committee meeting considered alternative options. They agreed to close swimming and music funds from 31 March 2016 and pay an external provider for this year and from 2017 (next year), when the School Fund Account would not include children / parents personal information, take up the kind offer from a parent who was a qualified accountant.

## 7 SADDLEWORTH AND LEES SCHOOLS WORKING IN PARTNERSHIP

This item was deemed to be confidential and would not therefore be included in the minutes and papers to be made available for public inspection.

## 8 REPORTS FROM COMMITTEES

### 8.1 Curriculum and Standards Committee

The minutes of the Curriculum and Standards Committee meeting held on 24 February 2016 had been circulated prior to the meeting for consideration by the governors.

Mr Yarwood took governors through the main issues discussed at the meeting, which were:

#### 8.1.1 RAISEonline data

The dips in attainment were explained.

#### 8.1.2 Changes to Assessments

Assessments are now completed without levels and evidence is required on mastery / depth of the subject.

The Headteacher informed governors that when children have reached the age related expectation, they are now expected to gain more breadth and depth to their knowledge and have more opportunity to develop their 'using and applying skills'. Staff have worked hard to develop the following three stage system that records depth.

Stage 1 – Grasped the concepts from the year group curriculum, however still needs prompting in some areas.

Stage 2 – Confident with the curriculum, have internalised the information for use twelve months later.

Stage 3 – Mastered a deep understanding of the curriculum and can apply the concept when problem solving.

Within the new curriculum there are a number of statements attached to each subject which pupils should achieve. Staff calculate progress by counting the number of pupils at each stage and dividing them by the number of statements, to give an average score.

**Governor Challenge / Support:** Governors asked if staff were struggling to evidence mastery.

The Headteacher explained the system was still work in progress, it was working with Maths and Writing, however there were difficulties in Reading.

#### 8.1.3 Sport Provision

The new sports initiatives being introduced within school were outlined and included a coach from Lancashire Cricket Club to promote cricket in school.

#### 8.1.4 Questionnaires

Following the meeting, several governors conducted questionnaires with pupils, to establish how they felt the sports provision in school could be improved. The details of the consultation were passed to staff for consideration.

#### 8.1.5 Mr Yarwood wished to formally thank Mrs Hazelhurst for her time and input with the sports provision.

**RESOLVED:** that Mr Yarwood be thanked for his report and that minutes of the meeting be approved and adopted.

### 8.2 Finance and Premises Committee

A verbal report was given on the meeting of the Finance and Premises Committee held on 8 March 2016.

The Headteacher took governors through the main issues discussed at the meeting, which were:

#### 8.2.1 Budget

Governors were reminded the budget was tight, however as money for roof repairs was not required, new IT equipment had been purchased.

The in-year budget was on track, there were no apparent issues and the carry forward figure was expected to be £54,661 just below the 8% contingency allowance.

However, if there was no increase in the budget or pupil numbers, the projected surplus for 2017/2018 would be reduced to £4,000. The Headteacher reported she was actively trying to increase the pupil numbers and they had recently increased from 184 to 189.

The School Business Manager was currently working with the Local Authority Bursar, but as soon as she was familiar with the financial systems and protocol, she would take on the role, which would result in savings.

#### 8.2.2 Benchmarking

The committee members carried out a benchmarking exercise against similar schools. Energy costs were high due to the roof, but there were no major concerns.

#### 8.2.3 Schools Financial Value Standard

Staff were working on the financial standard statement which should be completed by the end of the financial year.

**RESOLVED:** that the Headteacher be thanked for her report and that the minutes of the meeting be approved and adopted.

Mr Ryan left the meeting during consideration of the above item.

### 9 LOCAL AUTHORITY ITEMS FOR INFORMATION

Schools Forum

Governors were asked to receive and note the synopsis of the recent meeting of the Schools Forum.

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

### 10 REPORT FROM CHAIR OF GOVERNORS

The notes from the Chairs briefing meeting held on 21 January 2016 had been circulated prior to the meeting.

### 11 REPORT FROM LINK GOVERNOR AND GOVERNOR TRAINING

11.1 There was no report available from the link governor.

11.2 Mr Yarwood reported on training he had recently attended: The Role of the Governing Body in Monitoring the Quality of Teaching. At the session, details of Ofsted's expectations were outlined and governors were asked if they understood the impact of teaching, learning and assessment on pupil progress; and if they understood how the school makes decisions about teachers' salary progression and performance. Mr Yarwood asked whether governors' fulfilled these requirements, he also circulated a list of questions that an effective governing body should ask and possible strategies for governors to use.

Governors discussed their statutory responsibilities and agreed the Curriculum and Standards Committee should draw up a statement / action plan that would provide evidence that the governing body was providing challenge and support, and contributing effectively to the school.

**ACTION:** Curriculum and Standards Committee

- 11.3 Governors were encouraged to attend training on offer through the Local Authority and Headteacher agreed to forward Mr Hampson's details to the Business Support Service, to enable him to attend the next induction for new governor induction training session.

**ACTION:** Headteacher

- 11.4 Mrs Walsh reported she was due to attend training on Managed Moves and Fair Access.

## 12 FIRE DRILL

A fire drill had not yet taken place so far this term.

**ACTION:** Headteacher

## 13 SCHOOL LETTINGS

The only school lettings was Diggle Dandelions Pre-school.

## 14 DATE AND TIME OF NEXT MEETING

**RESOLVED:** that the next meeting of the governing body should be held on Wednesday 11 May 2016 at 5.00pm.

## 15 OTHER URGENT BUSINESS

- 15.1 The Chair circulated Disclosure and Barring Service (DBS) forms at the meeting and asked governors who had not been checked to complete and return the document, as the DfE insist all governors now require an enhanced check by September 2016.

- 15.2 **Governor Challenge / Support:** Governors questioned the holiday pattern, as a parent had raised concerns that the Christmas holiday was different to Saddleworth School.

The Headteacher explained the holiday pattern had been changed slightly for 2016 / 2017 to accommodate training days, and instead of closing on 16 December 2016, the school would close the following week.

- 15.3 Mr Yarwood attended the Spring Concert and report that it was a fantastic event with excellent quality music. He had received many comments overwhelmingly positive on the quality of play, he stated the event was very inclusive and there was a very committed music teacher. He asked the Headteacher to congratulate the staff and children on a wonderful production.

**ACTION:** Headteacher

16 **CONFIDENTIALITY**

There was one item of confidential business.

(There being no further business, governors were thanked for their attendance and the meeting was declared closed at 6.40pm).

Signed: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_



S04/cac/governorminutes/springterm2016