

HOLT HOUSE AND CARTERKNOWLE SCHOOLS FEDERATION

MINUTES OF THE MEETING OF GOVERNORS HELD ON 13 JUNE 2017

Present: Ms A Warner (Chairperson); Dr J Bywaters;
Mr R Choudhry; Mrs A Livesey; Ms M Powell;
Ms S Shah;

Associate: Miss R Reilly

In Attendance: Jane Smith (Clerk to the Governors)

ACTION

1. Apologies for Absence

Apologies for absence were accepted from Miss G Clark, Mr N Evans, Mrs H Haynes, Mrs J Robinson, Mrs G Tyrrell and Mr T Sessions.

Governors noted that Carterknowle Junior School was to be Ofsted Inspected tomorrow.

2. Declaration of pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. No one declared any interests relevant to this agenda.

3. Confirmation of the minutes of the previous meeting and report on matters arising from the minutes

Resolved: That the minutes of the meeting held on 14 February 2017 be approved and signed.

Matters arising from the minutes

3 Item 5

Alison had emailed the Visits Report to Governors. It was noted that Louise and Raza had visited School to look at Sports Premium, Louise had completed a report which she would be asked to email to Alison.

Raza

Governors were informed that Louise Green and Toby Fisher had resigned from the Governing Body. Shabnam asked that in future Governors were notified of any resignations and that there was better communication between School and Governors.

4. Headteacher's Report

The Headteacher's report was received and the following points were noted:

- Attendance

- SEND

It was noted that currently there were 12 Disadvantaged pupils in Yr6, which would be a loss of funding in future years.

- Financial Funding

Jenny asked about future proposed funding and Alison explained the figures for current and subsequent years. It was noted that there were uncertainties regarding SEN funding and the changes to Formula Funding.

- SATs

Roberta spoke to this item informing Governors that the School was currently collecting the evidence for submission on 29 June 2017, the results were looking good.

Yr 4 – Overall there had been some issues with Year 4, some of these had been due to staff changes which had included a maternity leave, long term sickness and inadequate supply teachers. The issues had been addressed by deploying Jayne Laybourn, Assistant Headteacher to provide stability in that year and from Easter there had been a Team Leader in post supported by Jayne.

Yr 4 – There had been a focus on Maths in the Spring term and pupils were close to target at 90%, however, adrift at Greater Depth.

There was some ‘catching up’ with the new curriculum and a 3 year lag across the Primary phase. Strategies to improve Maths included:

- increased spending on resources and development and the impact of this had been evident in the classroom and in workbooks
 - quality staff development and training (this had included White Rose materials and improved book scrutiny)
 - the scrutiny of Maths by Sue Loundes an external advisor
- Shabnam had also undertaken some training with staff on an EAL friendly curriculum in Yr 5. She would also be completing a Learning Walk and looking at ways to help Pakistani pupils improve their learning and reach their potential. Shabnam reported that language structures for Pakistani writing were in place and needed to be used on a regular basis. It was noted that language learning needed to be taught overtime and that the Headteacher had plans in place to support this.

Yr 6 – Governors noted that this was an improved picture and the results were awaited.

- Quality of Teaching and Learning

Governors noted that significant improvements at Carterknowle:

- 90% of teaching was good or better
- Assessment was accurate
- Teaching was having a good impact on learning which was evidenced in the children’s books and in-year data.
- Pupils had developed their language
- Ongoing cross moderation work with staff
- Many visits and residentials and Governors expressed their thanks to all staff for attending residentials
- Lots of opportunities for parents to visit School and see pupils’ work

- Exclusions
Governors noted with concern the recurring incidents of a Yr 4 pupil
- Behaviour
Governors noted that pupils' behaviour in both Schools was good. It was agreed that it would be useful to have a definition of Bullying for both parents and pupils
- Governors noted that there had been an increase in the uptake of the Breakfast Club and the After School Club and that the Headteacher had been working with the 'Playground Friends'
- Attendance
Current attendance figures were at or above the National and that children with below 90% attendance were small in comparison with National. This was good as several families, from both Schools, had taken extended leave. It was noted that Shabnam had spoken with the Headteacher regarding this issue and that it was an area for further discussion. The School may need to consider deterrents i.e. fines and further work with parents. It was agreed that strategies to improve attendance be an agenda item at the next meeting.

Headteacher

Agenda item

The report had been taken to the most recent support and challenge meeting at Learn Sheffield where the focus had been on Carterknowle School.

5. Committee minutes and reports from Governors with curriculum links

Resources and Equalities Committee meeting – 6 June 2017
Alison reported that a meeting had been held last week, however, there were no minute available as yet. The following issues had been discussed:

- Budgets
Governors noted that Holt House Infant School had a balanced budget. Carterknowle had a deficit of £25,000 and the School had applied to the LA for a licenced deficit. Alison reported that this had partly been caused by error by the School's bursar and that the School had not received money back from Sickness Insurance from November 2016. She had taken this up with John Doyle, Director of Business Strategy LA and the School had the expectation that money would be reimbursed into the budget. Governors noted that the School now had a new bursar. It was noted that the School had submitted the SFVS. Gaynor had identified that she would like further financial training and Nick was also to attend Governor training this month.
- LA Audit Report
This had been considered and returned due to incorrect statements and errors. Helen and Alison had met with the Head of Admin Services and complained regarding the inexperienced auditor. The report had since been amended and there were now no significant issues. The LA had promised some pursuit of the Audit process.

- SEN
 SEN funds were still in turmoil and Alison explained the situation to Governors, the School had received no money this year and SEN funding was a recurring issue. Shabnam had met with Sarah and discussed SEN issues and Shabnam reported that Sarah was doing a brilliant job in the circumstances.
- Governors had approved the spend on the windows out of Capita money. The remainder of the money would be spent on replacement whiteboards in all the classrooms except room 6. If any of the whiteboards were redeemable it had been agreed to hold these in reserve for Carterknowle.
- The staffing model had been considered for next year and the covering of a maternity leave.

Curriculum Links – Information had been circulated from Governors and further reports would be sent to Alison for email to Governors.

6. Confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support the process

This item was deferred to the next meeting.

Agenda item

7. To approve the budget spending plan for the financial year 2017-18

It was agreed that the budget spending plan would be approved at the end of the Ofsted meeting or at an additional meeting to discuss the SATs results. Alison would confirm dates with Governors.

Agenda item

8. Annual Report on Safeguarding

It was agreed that this item would be deferred to the Standards Committee, it was confirmed that Alison was the Safeguarding Governor.

**Standards Committee
 Agenda item**

9. Date and Time of the Next Meeting

Resolved: Governors would be informed of future meeting dates.

10. Any Other Urgent Business

Ofsted

Alison confirmed diary arrangements with Governors if required to meet with the Ofsted Inspectors.

Polling Station

Shabnam asked if Carterknowle School was to be used as a polling station for local elections on 22 June 2017 and Alison agreed to confirm. It was noted that the School had written to the LA to inform them that they were ceasing this arrangement in the future.

Alison

Reports

Shabnam asked if pupil reports could be sent to parents before the last day of term to enable parents to speak with teachers if necessary.

Meeting closed at 6:10 p.m.