

**Minutes of the Meeting of Delius School
Full Governing Body
held on Monday 23 March 2015**

Meeting commenced at : 6.35 pm

Present: Sallly Birkbeck (Chair); Sally Joy (Head); Natasha Elsworth; Jean Kellett; Charlotte Millea; Peter Sumpter; Barbara White; Elisha Stokes

**In Attendance: Rob Cameron – Associate; Aziz Rehman – observer; Farzana Hussain – observer; Richard Meredith (for item 80/14); Ann-Marie Cullen (for item 80/14)
Gill Jennison, Clerk**

Action

SB opened the meeting and welcomed newcomers. She explained that AR and FH were attending as Observers with a view to becoming co-opted governors at a future date. SB will supply application forms in due course.

67/14 Apologies for absence and their acceptance.

Apologies were received, and accepted, from Amjid Shah and Heidi Bradshaw.

68/14 Declarations of interest for items on this agenda

None

69/14 Governor Vacancies

- **New Staff Governor** - Elisha Stokes was introduced, and welcomed, as the new elected Staff Governor.
- **Progress on recruiting new governors** - AR and FH were welcomed again as observers and reminded that they may go forward to apply to become co-opted governors. Should this be the case, there will be one vacancy remaining on the governing body. AS is approaching the local community about the vacancy and SB has contacted BMDC's New Communities and Travellers team to request that they make the advertisement available to that community. She was also considering contacting Bradford Bulls.
- **Staff and children have also leafleted the local community.**

70/14 Notice of any other business and requests for agenda order variations.

Item 80/14 to be taken next

80/14 Policy / Document review (item continued later in agenda)

RM and A-MC joined the meeting

ICT Policy – *Minutes for this item to be sent out later*

SJ/SB/Clerk

71/14 Approval of Minutes of last meeting held on 19th January – *previously circulated*

The minutes were proposed as a correct record by SB, seconded by JK and they were duly signed.

72/14 Matters arising from the last meeting not covered elsewhere on this

Signed by Chair as a true record Date:

Action

agenda

- **Governor Induction Pack** - PS confirmed that this is now almost ready. A-MC is collating the information suggested by PS. There are plans to give the information out electronically on memory sticks rather than as hard copies. The memory sticks will include information of interest to all governors so it was suggested that these should be given to all governors, not just newly appointed ones. **PS asked if a particular governor would take responsibility for inducting all newly-appointed governors, or if this should be shared out?** This *to be decided at the next meeting*, but it was noted that HB is mentoring NE. CM was asked to mentor ES.
- **Governors' Open Day** – it was confirmed that this will be arranged for 22nd April, to coincide with the 5th anniversary of the school. RC will co-ordinate the arrangements.
- **Governor visits to their link classes** - PS and JK confirmed that they have completed their visits. BW has given some proposed dates to RC. CM clarified that it is up to governors to approach teachers with proposed dates. *She will email all governors to remind them that they should try to visit their classes before the next governors' meeting.* **NE asked how often governors should visit their link class?** RC suggested a termly visit, and said governors should be guided by the Teaching & Learning Committee as what aspect of teaching learning should be considered on each visit. SJ said that she would like individual governors to be given responsibility for the areas of the Ofsted framework, e.g. Achievement, Leadership & Management; Behaviour and Safety; Progress and Quality of Teaching. The following responsibilities were agreed:
 - Achievement, probably linked with Quality of Teaching – PS, shadowed by NE.
 - Leadership & Management – SB
 - Behaviour – JK
 - Safety – BW, for safeguarding and child protection, HB for Health & Safety
 - Other responsibilities would be agreed at the next meeting.
- **Response to BMDC Travel Consultation** – SB confirmed that Delius' response had been submitted. She had not written to BMDC about the format of the consultation as she felt that governors' views on the subject were reflected in the response. SJ and staff had held meetings with parents to help them to complete the form. The DAP Chair of Governors Group had written to raise concerns about the proposals, particularly for EYFS children.

PS/A-MC

Agenda

RC

CM

Agenda

73/14 School to School Review

SJ tabled two documents: 'DAP Visit report 3 March' and 'SLT training in the triangulation of lesson observations', both by Dave Smith the School Improvement Partner.

The Visit Report is highly complimentary of the school, summarising it as "a school on a determined journey from good to great". The report says there "is strength in depth in the aspirational senior leadership". School is "confident that teaching is now 'good plus', leading to particularly good progress. There is a focus on the typicality of provision". "Governors are on track to move to outstanding in the near future."

The report makes 6 suggestions to improve provision even further. All of these are already being addressed and Dave Smith predicts that the school will be Outstanding by October 2015.

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Action

AR asked about the credentials of Dave Smith? SJ said he is a Ofsted Inspector and his judgements and advice are valued.

To support the SLT, Dave Smith had delivered some training on the Triangulation of lesson observations, which had shown that school is already quite effective in this area. *CM and ES will show PS and NE the triangulation process demonstrated in the training.*

CM/ES

74/14 Governor Collaboration Agreement

SB explained the background to the proposed collaboration agreement with other DAP schools. The need has arisen because it is not always possible to muster sufficient governors at short notice for *ad hoc* meetings, e.g. disciplinaries, appeals etc. The collaboration agreement would allow school to 'borrow' governors from other schools as necessary. Governors were happy for *SB to take this further at the next meeting of the DAP Chairs of Governors group.*

SB

75/14 Governors' Action Plan

SB tabled the updated action plan. She said governors could also download it from their shared area on the school website. In addition to the usual Red-Amber-Green colouring, the blue highlights mean a deadline is approaching. **AR asked what is Modern Governor?** SB explained that it is an on-line training programme for governors.

76/14 Response to BMDC travel consultation

Reported at 72/14 above.

77/14 Pupil Attendance Data

RC talked through the previously circulated paper. There had been much viral sickness over the winter. He summarised the work being done to improve attendance. The Education Social Worker has provided some support this year, but the SLT believes that school staff can deliver the same level of support and the ESW service will not be renewed for the next academic year.

78/14 SIP/SEF update

SJ said she has updated the SIP to reflect a new priority in the Spring Term, when expectations with regard to triangulation were altered. As a result, SJ has moved some dates in the SIP. She reported that school is more or less on track with the SIP, which *she will bring to the next meeting.* It has been R-A-G rated, and *SB asked her to put it on the Governors confidential page on the website*

SJ

The SEF was circulated. It has been updated following consultation with Dave Smith. SJ is presently developing different versions of the SEF for different audiences, e.g. a short/summary version.

79/14 Report from Committees

- **Finance & General Purpose Committee** – had met that evening. The first start budget for 2015/16 has been drafted; a more accurate version will be developed once the Funding Statement is received. **AR asked if all children in school are funded individually?** SJ said, yes, funds are allocated according to children's needs which are split into 7 categories. The F&GP Committee had

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also looked at benchmarked figures for I&E and how grants and Pupil Premium have been spent.

- **Teaching & Learning Committee** – PS reported that the committee aims to check and challenge pupil progress over time. They believe this is on the up, a view supported by Dave Smith’s School to School Review. The Committee has reviewed the Attendance & Punctuality Policy and the e-Safety Policy. They are now looking at individual subjects, starting with the core subjects. CM said that the school has embarked upon the ‘Engaging Families’ award with an initial cost of £1500. A meeting to progress this will be held on Wed 15th April at 8.30; governors are welcome to attend.
- **Pay Committee** – PS said that the Committee has not needed to meet, but will meet in the next few weeks to agree terms of reference etc.

80/14 Policy Document Review (continues item 80/14)

- **Leave of Absence Policy** – previously circulated. School has taken advice and amended the policy to show that attendance cannot be enforced for children under statutory school age. **SB proposed, seconded by NE, that the policy was approved and all agreed.**
- **Home Tuition Policy** – CM took governors through the policy and highlighted updates. SJ asked for an amendment on page 3 to show that some staff are trained to Level 3. SB felt the policy was very positive in benefitting children too poorly to attend school. **PS asked if there should be any reference to child protection/safeguarding in view of the lone working?** CM assured governors that the initial visit is always done by two staff in tandem, when a risk assessment is carried out. Subsequent visits are made by two staff if there is felt to be a risk to an unaccompanied individual. BW offered to look at the risk assessment as the named governor for safeguarding and CM agreed to show it to her the next day. **Subject to the small amendment being made, it was proposed by SB, seconded by SJ and agreed by all that the policy should be accepted.**
- **Attendance & Punctuality Policy** – had been circulated after the other papers and not all governors had a copy. It was agreed to hold this over to the next meeting.

CM

RC

81/14 Headteacher’s Report

Nothing to add – key matters already reported earlier in meeting

82/14 Feedback from governor training and visits made to school

Safer Recruitment training had been attended by BW; PS; HB; A-MC; SB. Governors didn’t feel the course was as detailed as the previous version which had been run by safeguarding professionals rather than PACT HR.

SJ asked governors to let school have copies of certificates received for attending training courses.

Governors had attended the **school fair** on Saturday 21 March. SB gave particular thanks to JK for her help. The Governors’ stall raised around £50, with the fair overall raising approx £1000.

all

Governors’ Briefing – SB had attended and Judith Kirk, the new AD for

Action

Education and School Improvement, gave a presentation. Other items on the agenda were: the Bradford Primary Partnership; the appointment of Sarah Rawnsley to promote teaching in Bradford; Tackling Hate Crime.

83/14 Chair's action and correspondence

Nothing to add – key matters reported elsewhere on agenda

84/14 Discussion re palliative care plans

Two new palliative care plans for children in school have come in. Governors usually review these so they are aware of any impact upon staff etc. BW offered to look at these tomorrow when she is in school.

85/14 Updated events calendar for staff and parents

Circulated

86/14 Any other business from 70/14

EYFS disqualification by association. At the last meeting, governors had decided to apply this provision to all staff and governors at Delius. SB has since looked into this very thoroughly and reported that NGA guidance, based on statutory guidance, is that governors should not be subject to this provision. Governors were not comfortable with this guidance. *It was proposed that SB discuss this with other DAP Chairs to establish a consensus.*

SB

Governor Training Evening – RC will facilitate this with a focus on the Ofsted aspects, triangulation and British Values. The date was agreed as **Mon 8 June at 5.30**, with pizza snack.

87/14 Date of next meeting

Monday 11 May at 6.30 pm

There being no further business, SB thanked governors for their attendance and the meeting closed at 8.55 pm