

BILTON CHURCH OF ENGLAND VOLUNTARY CONTROLLED JUNIOR SCHOOL

MINUTES OF THE FULL GOVERNORS' MEETING HELD ON 11 December 2013

Present

Mr. D Simmonds	Foundation Governor (Chair)
Mrs. S Diesch	Foundation Governor
Mr. P Kirkaldy	Parent Governor
Mrs. K Browning.	Co-opted Governor
Mrs. D Turner	LA Governor
Mr. P McChleerly	Parent Governor
Mr. A Edwards	Head Teacher
Mrs. A Norton	Deputy Head Teacher
Mrs. G Bakewell	Staff Governor
Mrs K Nessling	Parent Governor
Mrs V Harper	Co-Opted Governor

Also Attended

Mr. B Clulee	Clerk to the Governing Body
Mrs M Burton	School Council

1 MEET THE SCHOOL COUNCIL

The School Council was introduced by Mrs. Burton. The School Council identified themselves and, assisted by a Powerpoint presentation, described what they did and talked about their view of the world at BJS.

During the debate, School Council agreed unanimously that they felt very safe in the school environment.

Mr. Simmonds thanked the Council and Mrs. Burton on behalf of the Governing Body for a well prepared and informative presentation.

2 OPENING PRAYER –read by Mr. D Simmonds

3 WELCOME AND APOLOGIES

Mr. Simmonds welcomed everyone to the meeting, An apology had been received from Alex Watkins.

4 MINUTES OF THE MEETINGS –

The Minutes were signed by the Chair as true and correct record of the meeting of 10th September 2013.

5 MATTERS ARISING –

The thumb nail sketches are now posted to the web site and the next step will be to post some photographs.

The Safe Guarding group had met and the Head Teacher reported it was felt that the use of social media web sites was a distraction and would not be used

and that a greater emphasis would be placed upon the development and use of the school website.

An E-safety policy will be produced in due course.

6 SPORT FUNDING and REPORTING

Mr. Simmonds introduced Mr. Ashley Byrne who had been asked to explain how the school is planning to spend, and monitor the impact of, the Olympic sport funding which the government was providing for the next two years.

The total fund is £150 million and Bilton Junior School will receive £10045.00 which is based on a lump sum of £8000.00 plus £5.00 per pupil enrolled at the school for each of the two years.

There are areas where the funds must be spent and also discretionary areas. A large amount must go towards the professional development of staff. A questionnaire had been sent out to the staff and 80% of the staff had rated their confidence in teaching PE at less than 5 on a scale of 1 to 10. A refresher inset had been booked to address this.

Details of how the school is spending the funds must be published on the school website in order that we can demonstrate to OFSTED that provisions have made both within and out of school for PE and that parents may make comparisons with other schools. Mr. Bryne has plans to fulfil this requirement by publishing a curriculum map, details of extra-curricular opportunities, including games, sports and physical activities at lunch time and also by identifying some of our BJS 'sports stars'.

Mr. Bryne handed out a chart detailing his approach to spending these funds. It is planned to use the services of Mr. Chris Quigley to assist with PE planning. Some of the funds will also be used to develop the provision of swimming (the National Curriculum requires that every child leaving primary school must be able to swim 25 metres) and to introduce a range of different sports and activities. It is proposed that every member of staff is trained in a different area including golf, street surfing and dancing in order that each child can experience twelve different activities. The work of all sports coaches would be subject to quality assurance.

Mr. Edwards thanked Mr. Bryne for the amount of work that he had carried out in preparing for a setting up the Olympic Legacy.

Mrs. Diesch asked whether the school had considered partnership arrangements with other schools and providers but was told there were no plans to pool the funds together.

Mr. Simmonds thanked Mr. Ashley for aiding the Governors to understand what the school was doing in connection with the Olympic Legacy and asked that a note of the Governors' support should be included in minutes.

Mrs. Browning asked what impact the time involved in swimming instruction would have on the childrens' academic achievements. Mr. Bryne said that the swimming instruction would be carried out post SATS and not taken out of key areas of learning.

7 Governance Improvement Programme – Issue 5 Governor Changes

Mr. Simmonds opened by saying that a lot had happened over the last nine months and he would summarize these matters.

In the last academic year our monitoring and challenging was evolutionary and we had developed roles and responsibilities during that period, taking into account input from Edison Learning and HMI.

At the beginning of this term a new Governance Key Issue 5 Plan had been drawn up, taking into account what had been said at the Inset day on 2nd September 2013. This had not been well received by HMI on the basis that it was not was not sufficiently challenging.

Around this time the Governing Body was reconstituted and it now has twelve Governors. In the middle of October HMI arranged for Mrs. Harper and Mr. Simmonds to visit a reference school in Derbyshire. During 2009 they had been placed in Special Measures but since then had progressed to Good. The visit highlighted the similarities between our two schools and convinced us of the benefits of having them as partners on our road to Excellence. There were some particularly good practices in governance which we could adopt.

Shortly after that visit we had a formal Review of Governance, instituted by HMI. A report was produced and based on its contents, our review of governance and our findings from the, our Key Issue 5 plan has been revised by Mrs. Browning and sent off to HMI approximately three weeks ago. To date no reply has been received, a situation which Mr. Simmonds felt indicated that it had been well received.

Mr. Simmonds has engaged with the Diocesane Board of Education and has had a couple of meetings with Linda Wainscote who can assist us over the next few months.

Mr. Simmonds went on to say that he now believed that he and Mrs. Browning have a perception of what excellence is in terms of governance. Mr. Simmonds continued by saying that some themes had emerged over the nine months. We have been told data analysis must be produced by the Governing Body not the Head Teacher. Governor involvement in our responsibilities has been patchy and left to chance and we have not made the best use of resources.

The reviewer had criticized the Governing Body for not having five year (long term) and three year (medium term) plans. The school in Derbyshire has a Strategic Development Committee which consists of the Head Teacher, the Chair of Governors, the Deputy Head Teacher and Chairs of the various committees. They monitor the road to improving Governance but also look at the long term vision.

Mr. Simmonds went on to say that we need to consider the next steps. Firstly we need to meet as a Strategic Development Committee and we will be able to obtain advice from members of the Governing Body of Parkside Junior School from Derbyshire when they visit us during January.

The Diocese will deliver training on an evening in January on what are OFSTED Governor's Standards and during February training in effective school visits will be given by WCC.

One other thing that must be done is that Governors who have year group responsibility meet with the staff member in January to carry out a review and report to the Learning and Standards Committee at the 5th February meeting.

Mrs. Browning remarked that she felt that at the last Learning and Standards Committee Meeting the governors were asking the right questions.

The new Governance Key Issue 5 Plan will be issued by e-mail to the Governors and there may be minor amendments following the forthcoming meetings with Diocese.

Mr. Simmonds reported on changes to Governing Body membership:-

Jeremy Hyland now felt he was too busy and had resigned. The PCC of St Mark's Church had agreed to reduce the number of Foundation Governors from 4 to 2 so Mr. Hyland will not be replaced.

The Foundation Governors are now Mr. Simmonds and Mrs. Diesch.

Mr. McKee has resigned as he is leaving BJS at Christmas. A replacement staff Governor has yet to be appointed.

Mr. Kirkaldy is now Chair of the Finance Committee.

8 HEADTEACHER'S REPORT

HMI Visit July 2013

The Head Teacher reported that he had been advised by the HMI that the main focus is now hand writing but the Governors were also supportive of the Head Teacher's other priorities.

There will be a further 2 half day visits and the HMI will re-visit when invited by the school.

RaiseOnline Headlines

The Head Teacher reported that he had spent a day with David from Edison Learning during which he and David examined RaiseOnline and internal tracking data. The bottom line is that the 'Greens' i.e. SigC+ in attainment were very good and there are more than in previous years. We still have a large number of 'Blues', i.e. SigC- on progress, but fewer than in previous years. We are going in the right direction and if the internal tracking data is robust and correct then next year we should be able to wipe out all the SigC-s on RaiseOnline.

The Head Teacher handed out a report which has been produced in conjunction with Edison Learning. Green indicates the good areas and yellow where there are alerts. There were only 4 yellow areas out of a total of 33 and the Head Teacher was happy that all year groups were going in the right direction and that the data indicated that the school is on track to be 'Good' in 2013-14.

Staff Changes

The Head Teacher confirmed that the Business Manager had been appointed: Mrs Natasha Strefford will commence employment during January 2014.

A specialist SEN teacher Mrs. Dawn Lavinia has been appointed and will start during late January 2014.

Mr. Mckee has not yet been replaced. Candidates had been interviewed but no one was found to be suitable. The post has now been re-advertised.

Mrs Carol Stanford will return from maternity leave in May 2014.

9 LEARNING and STANDARDS COMMITTEE UPDATE

Mrs. Browning reported she felt the committee was in transition. The Head Teacher had produced for the committee at the last meeting a minority tracking report.

During the meeting Mrs. Browning asked the Governors to make a written record of any questions asked and these notes have been retained as evidence of challenging and of the questions the Governors were asking.

It is important that we keep a very firm hold on what the school is doing with regard to Free School Meals, Pupil Premium and School Action Plus. These are our focus children and this why we have gone ahead and employed a SEN teacher.

We now have a strategy in place under the leadership of Mrs Webb and Miss Lewis.

10 ACADEMY COMMITTEE UPDATE

Mrs. Harper reported that, after 2 years of deliberations within the committee appointed by the Governing Body to consider whether Bilton Junior School should convert to an Academy, the following proposal was agreed at their last meeting.

That the decision to convert to Academy status should be postponed until after the next OFSTED inspection.

Mrs. Harper went on to say that the reasons for this were:-

It was felt that all the work involved in conversion would be a distraction to the main focus of the school at this stage, which is to become an Outstanding/Excellent School. There is little evidence to show that by becoming an Academy standards are raised.

The appointment of a Business Manager is vital to any moves towards conversion and by postponing the decision we enable the new appointee to understand the current financial situation of the school before undertaking all that will be necessary for conversion.

It is likely that in our current situation as `Requiring improvement` we would not be able to become a stand alone Academy under the Diocesan Multi Academy Trust.

Any decision with the Local Authority about building developments could be compromised if we were converting to an Academy.

It was unanimously agreed by the Governing Body that the decision to convert to Academy Status should be postponed until after the next OFSTED inspection.

Mrs. Harper agreed that she would maintain a watching brief about Academies and any information about them.

11 PAY COMMITTEE

The formation of a Pay Committee is a statutory requirement. Teaching staff are now subject to performance related pay. Staff members will be appraised in September/October 2014.

It is a requirement that the Governing Body have a committee to which any staff pay-related grievances can be referred.

Mr. Simmonds asked for three volunteers and Mrs. Diesch, Mrs. Harper and Mr. Kirkcaldy were appointed to the committee.

12 SMSC COMMITTEE

Mrs. Norton explained the purpose of the committee and asked for volunteer to join the committee

Mrs. Harper volunteered and Mrs. Norton will contact her in connection with next meeting.

13 HEAD'S PERFORMANCE MANAGEMENT

See confidential minute.

13 SAFEGUARDING UPDATE

Mrs. Diesch confirmed that had been the Governor responsible for Safeguarding since May 2013. She confirmed that Safeguarding was to be an agenda item at every Full Governors meeting. She further confirmed that she meets periodically with members of the Safeguarding team and that the Safeguarding policy had recently been re-written. The main changes were that an annual report would be prepared and that Safeguarding would be a standing governors' agenda item.

A Missing Child Policy had now been produced.

15 BUSINESS and PERCUNIARY INTERESTS

There were no matters to report or record.

16 ANY OTHER BUSINESS

There was no any other business.

17 DATE OF NEXT MEETING

The next meeting of the Full Governing Body will be held on Tuesday 11 March 2014 at 6.30pm.

Chairman:

Date: