## SUMMER TERM 2019

## BUCKINGHAMSHIRE LEARNING TRUST

**MINUTES** of the meeting of the Governors of Kings Wood School held at the School on June 18th, 2019 at 6.30pm

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| **PRESENT:** |  |  |
| Mrs Hickman  Mrs Freeman – Headteacher  Mrs Reed  Dr Saunders  Mr Scutt  Mr Sparks  Mrs Holland |  |  |
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| **IN ATTENDANCE:**  Mr Collins Clerk,  Mrs Virgo Assoc. Governor |  |  |
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| **ABSENT:** |  |  |
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Apologies received and accepted

**WELCOME AND APOLOGIES –** Mr Daniels and Mr Horslen

|  |  | ACTION |
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| 1 | NOTIFICATION OF ANY OTHER BUSINESS There were no items of any other business |  |
| 2  3 | DECLARATIONS OF INTEREST OR LOYALTYThere were no declarations of interest or loyalty in items to be covered at this meeting. **GOVERNORS UPDATE INCLUDING THE ELECTION OF A NEW GOVERNOR**  Governors discussed potential recruitment to the governing body and the clerk agreed to make contact with RAF High Wycombe to establish a point of contact to promote governor vacancies. Governors were told that Mrs Adams had decided not to become a governor | **AP1: Clerk** |
| 4 | MINUTES AND MATTERS ARISING |  |
| 4.1 | MINUTES The Minutes of the meeting held on 5th March 2019, having been circulated, were confirmed and signed by the Chair as a correct record. With the addition of the following amendments: to include the discussion regarding the safeguarding audit and KCSIE  An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School. | **AP2: Headteacher** |
| 4.2 | MATTERS ARISING |  |
| 4.2.1 | **MINUTE NO**  **5.2** – **Bullying incidents -** The Headteacher will report back at the curriculum meeting  **5.3** – **SDP review by Curriculum Committee**. This will be reviewed at summer term meeting.  **5.5.2 – Purchasing decisions**. This was delegated to the Finance Committee -  **8.1.5 – Educational visits policy** – This matter is considered in the agenda  There were no other matters arising from the minutes. | **AP3: Curriculum**  **AP4: Curriculum**  **AP5: Finance** |
| 5 | STRATEGIC MANAGEMENT |  |
| 5.1 | REPORT OF THE HEADTEACHER Governors received the Report of the Headteacher, having been circulated. The following questions arose from a discussion and scrutiny of the report.  **Q.** The report highlights 91 families with a watching brief. What does this cover?  **A. Headteacher –** This relates to any safeguarding concerns that have been raised by staff.  **Q.**  What is the actual number of families that we have a significant concern for?  **A. Headteacher -**This would be a smaller number where there is an ongoing concern. A conservative estimate would be circa 40.  Governors expressed concern at the overall numbers but expressed their gratitude to staff for the exhaustive pastoral and safeguarding work undertaken including the mentoring program to ensure families are identified and supported.  The Headteacher noted that pupils on roll has fallen due to families being rehoused out of the catchment areas of the school. The Headteacher anticipates filling any vacancies in September, prior to the census date in October.  **Q.** Four of the children who have moved were in reception, were there any specific reasons for this?   1. **Headteacher –** No this is for the same reasons mentioned above.   **Q.** The analysis of disadvantaged children identifies 19% as eligible for free school meals is that across the school?  **A. Headteacher -**This is across the school, it has been around that number for a number of years.  **Q.** Your report states that there are 3 families on parental contracts with one family being prosecuted. Can you explain?  **A. Headteacher -**We had to go to court to contest one and our position was supported. It related to a family who were not getting the child to school. We hope it will be a deterrent for other families.  **Q.** Persistent attendance is a concern is there anything more we can do?  **A. Headteacher -** Holidays are a big part of this, we do have children taking regular days off but on the whole, it is extended holidays. We could change our policy, but it is at the moment a small number of people.  Governors recorded their thanks for the overall attendance figures and the continued efforts to work on persistent absence.  **Q.** Do you have an update on the Year 4 teacher vacancy?  **A. Headteacher –** We are working with agencies to fill this role we have potential candidates coming to visit the school. If the candidate is really solid, we will pay the one-off fee and recruit permanently, if not we will try them on a terms supply cover and then take a view.  **Q.** What if we do not fill the role what is the fallback plan?  **A. Headteacher -**We would have to look at supply teacher options.  **Q.** Nursery number attendance figures are low is this likely to change?  **A. Headteacher –** Nursery parents tend to have a more relaxed view on attendance versus school.  **Q.** Do we have a waiting list for nursery?  **A. Headteacher -**Not at the moment, we do sometimes remove children from the nursery if they have very poor attendance to ensure the places are going to people who need them.  **Q.** There are 23 children with EHCP’s, 9 not in the ARP. What kind of challenges do they have?  **A. Headteacher -**It is a mix we have some who are awaiting special school places or that is the direction of travel. A lot of them are for ASD related issues or speech and language. Quite a lot of admissions into year 3 with children wanting ARP places. We do have a capacity issue in the system around speech and language therapy.  The Headteacher noted child protection figures were 2 CiN pupils and 2 families and this is now 6 pupils and 5 families for child protection.  **Q.** Can you explain why there have been no applications for the vacant Middle leader role?  **A. Headteacher -** I was quite surprised we have not had applicants particularly with the science T&L. It was externally advertised.  The Headteacher highlighted the upcoming “Wow Day” This is a Mental Health Awareness day where the children will all be put into vertical groups of 30 from Reception to Year 6. They will rotate around activities including: Yoga, arts and crafts, sports and dance. It starts at 8.50 with a flash mob dance by teachers.  The Headteacher noted that If it is a success there will be more days in the future. |  |
| 5.2 | SCHOOL DEVELOPMENT PLAN (SDP) This has been covered at the curriculum meeting. Governors considered the key objectives with the following observations provided by the Headteacher and Deputy Headteacher.   * **Ensure quality of teaching and learning is consistently good or better**. It has been judged good in the recent Ofsted inspection but we need to work on it being consistently good which will be a challenge with staffing turnover. * **Improving progress and attainment of pupils in R, W & M.** Until the most recent data comes in, we will not be able to benchmark but the initiatives put in place are showing good signs. Progress should be good but attainment is lower than we would hope.   + **Q.** Should you only be producing data for the governors?   + **A. Headteacher -**We produce information that we need and then governors review this. * **Diminishing difference between PP and non-PP** – The report has been provided to governors showing a focus on attendance and punctuality which has helped and overall is making a difference. PiXL for children in Years 2 ,5 and 6 is making a difference with more interventions. A Positive focus on Pupil Premium children this year has made a real difference. Overall good progress made this year. Noted in Ofsted that practise around disadvantaged children is good * **Science curriculum to support good pupil progress, good standard of presentation.** Thescience curriculum has been fully implemented and now needs resourcing for September. In the Ofsted report it highlights there is work to be done to look at considering progress in the wider curriculum. * **Good standard of presentation across the school**. This is of a good standard. Teachers modifying their handwriting style has this been actioned. It is still work in progress. * **Behaviour and conduct to be good or better** – This has recently been confirmed by Ofsted. * **Pupil Premium tracking**. We are moving to a new system which will be up and running in September.   + **Q.** It does seem monitoring systems change a lot?   + **A. Headteacher -** Changes of curriculum and levels has led to a lot of changes.   + **Q.** Are you confident about the new system?   + **A.** **Headteacher -**Yes we are but we will find challenges along the way. * **Continue to use PiXL effectively**. Generally speaking it is going well but there is more to do in the next 12 months. Needs more grounding in year 5. We have moved a year 6 teacher to year 5 and this should help. * **Leadership to be effective in moving the school forwards**. There are lots of good initiatives, changes to report formats and changes to MLT. The right approach and moving forwards |  |
| 5.3 | SCHOOL BUDGET 2019-20 |  |
|  | Mr Sparks drew governor’s attention to the minutes of the resources committee. The school budget has been approved and submitted as required. Governors agreed to ratify the budget.  Purchasing decisions – new replacement governor services costs are circa £1,400 as a subsidiary of Herts Learning. There is a provision within the budget.  Governors discussed the merits of the proposal and agreed to adopt for a year with the training package. |
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| 6 | DELEGATED REPORTS - COMMITTEES |  |
| 6.1 | FINANCE & RESOURCES COMMITTEE Overview provided by Mr Sparks:  The school will have a balanced budget with a managed reduction in the surplus and increased expenditure on the children. We did look at benchmarking:   * We spend more on support staff than other schools * 2nd lowest funded school per pupil of the benchmarked schools.   It was noted that top slicing from school budgets to fund the high needs school budget and contingency funding will go from 2021  **Q**. What would a school that has a serious funding challenge do?  **A.** **Headteacher -**They will go into deficit and put a recovery plan into place.  **Q**. Are you fighting in the school’s forum for funding.  **A**. **Headteacher -**Yes, we feed into the F40 who feed back to government.  The Headteacher noted that the school is still looking for an apprentice site manager an advert is out but no applications at the moment.  **Q.** What do they earn.  **A.** **Headteacher -** £5 per hour but they also get expenses. The Headteacher agreed to post in local schools and the Wycombe Facebook group. | **AP6: Headteacher** |
| 6.2  6.3 | **CURRICULUM COMMITTEE**  The committee had nothing further to report at this meeting.  **PERSONNEL AND PAY REVIEW**  Meeting on July 9th |  |
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| 7 | DELEGATED REPORTS - GOVERNORS |  |
| 7.1 | REPORT OF CHAIR The Chair had not taken any action under emergency or delegated powers.  The Chair congratulated the school on their good Ofsted report.  The Chair asked the Headteacher whether the award of a Governor day for staff has been impactful and if it should be adopted in the upcoming school year.  The Headteacher noted that It had a positive impact on staff morale, it had been used sensibly and it had not been difficult to cover with little or no additional cost.  Governors agreed to continue this for the next year, in recognition of the recent Ofsted report.  The Chair noted that an extraordinary governing body meeting had taken place to agree the new staff structure.  A discussion took place around the use of Dropbox now that the school was using Governor Hub. Mr Sparks agreed to delete content from Dropbox after having checked with Mr Horslen. | **AP7: Mr Sparks** |
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| 7.2 | REPORT OF SEND GOVERNOR The SEND governor had provided a report to governors and also noted the following:  **Q.** Following a meeting with Nicola it is striking how long it is taking for county and the NHS to provide resources to the school e.g. SALT. What can we do more to support the school?  **A**. **Headteacher -** They are struggling with recruitment at the moment, I am not sure there is much more we can do.  Governors agreed to write a letter to their MP highlighting the issues of cuts and access to critical services. | **AP8: Governors** |
| 7.4 | **REPORT OF SAFEGUARDING GOVERNOR** |  |
|  | It was confirmed that the Single Central Record was up-to-date. |  |
| 7.6 | REPORT OF PUPIL PREMIUM GOVERNOR Nothing further to report |  |
| 7.7 | DATA PROTECTION GOVERNOR The Data Protection governor reported on progress towards GDPR compliance. The school continues to work on its ongoing action plan.  A report was provided and documents for governors to review. Overall the school is in a good place; a few small gaps but nothing worrying from a risk perspective. The current DPO is no longer in post, we have been in discussion with Nicola Cook to ask for at least one visit per year. Governors discussed and agreed to delegate this decision to the Data Protection Governor. | **AP9: Data Protection Governor** |
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| 8 | OTHER MATTERS |  |
| 8.1 | NEW BUSINESS APPENDICES |  |
| 8.1.2 | **ADMISSIONS** Governors noted the deadline of Monday 7 October 2019 for communicating any requested changes to admission rules or number for September 2021 to the Bucks CC Admissions and Transport Team. |  |
| 8.1.3 | **RELATIONSHIP, SEX AND HEALTH EDUCATION**  Governors noted the new statutory guidance on Relationships Education, Relationships and Sex Education and Health Education and the requirements within this. It was agreed that the development of the Relationships, Sex and Health Education Policy would be delegated to the Curriculum Committee. | **AP10: Curriculum** |
| 8.1.5  8.1.6  8.1.7  8.1.8  8.1.9 | **SCHOOL COMPLAINTS PROCEDURES**  Governors noted the new best practice guidance on school complaints procedures published by the DfE in January 2019 and the new requirements and revised recommendations within this.  Governors agreed to delegate review of the school’s complaints procedures to the Curriculum Committee and Headteacher.  **PERFORMANCE MANAGEMENT ARRANGEMENTS**  Governors agreed that Mrs Reed, Mr Scutt and Mrs Hickman would be appointed as Performance Management Governors for the forthcoming year.  Governors discussed the arrangements for appointing an external advisor and agreed to appoint Deb Whittle and a meeting was set for 27th September at 1pm meeting.  **GOVERNANCE HANDBOOK**  Governors noted that the DfE Governance Handbook had been updated in March 2019 and was available to download  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf>  **IT INFRASTRUCTURE**  **Q.** Does anyone review the plan for procurement?  **A**. **Headteacher -** We do not have a written plan but this is something we could look at in the future.  **RESOURCES TO SUPPORT GOVERNNG BOARD IN REDUCING TEACHER WORKLOADS**  Governors noted and delegated to curriculum committee meeting. | **AP11: Head + Curriculum**  **AP12: Curriculum** |
| 9  9.1  9.2  9.3  9.4 | RECURRING ITEMS **POLICIES TO REVIEW**   * Annual Review of Health and Safety Policy – This will take place in the Autumn term * Supporting pupils in school with medical conditions – The Headteacher agreed to review the model policy with the Resources Committee   **SCHOOL WEBSITE REQUIREMENTS**  Mr Scutt sent out a DfE checklist report to review the websites compliance. The website is complaint but there are some areas that need updating. Complaints procedure from 2015 needs updating – curriculum committee – charging and remissions policy new version with correct date needs changing.  **TERM DATES AND INSET DAYS**  *2019/2020*  Monday 2nd September 2019  Tuesday 3rd September 2019  Monday 6th January 2020  **Monday 19th July**  **Tuesday 20th July**  **GOVERNING BODY MEMBDERSHIP CHANGES**  The Chair advised that Leila Adams has resigned as a governor. Discussion are taking place with a prospective governor. The staff governor has gone, and an election will be held in September. The Headteacher will mention to new reception parents in July  The Chair drew attention to the upcoming resignation of Mr. Sparks who committed over 20 years x 21 years to the governing body. Governors thanked him for everything he has done, including twice being Chair of Governors. Governors agreed that his commitment has been appreciated by the governing body and the school.  Mr Horslen has agreed to stand in to the Chair and Resources committee roles in the autumn term.  Governors discussed recruitment and will continue to search for new applications. | **AP13: Headteacher + Resources**  **AP14: Headteacher** |
| 10 | DATES AND TIMES OF NEXT MEETING The following dates and times of future meetings had previously been agreed:  An informal meeting will be held next Tuesday and dates for the autumn term are yet to be finalised. |  |
| 11 | ANY OTHER BUSINESS There were no items to consider |  |
| 12 | **EVALUATION OF MEETING**  Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes |  |

The meeting closed at 8.30pm

Signed ……………………………………………………… Date ……………………

CHAIR