

**Oxenhope C of E Primary School
Governing Body**

Minutes of meeting held on Wednesday 20 January 2010

The meeting opened at 7.50pm

Present: D Ashcroft, A Bennett (Chair), F Bolam-Peel, D Burns (HT), F Cameron, J Clarke, G Dyson, J Ellis, M Hopkinson, Rev K Medhurst, R Nichols, C Reynard, R Whitaker

In Attendance: K Nutting (DHT), H Osman (Supply Clerk)

Action

Welcome

The Chair welcomed the supply Clerk, and Governors introduced themselves. The Chair also welcomed Jackie Ellis to the Governing Body as a Parent Governor.

42/09 Apologies for absence and their acceptance

Apologies had been received, and were accepted, from T Matthews and A Lloyd-Owen.

43/09 Declarations of interest

None.

44/09 Any other business and requests for agenda order variations

The proposed secondment of the Year 6 teacher would be taken after Item 51/09. A request for leave of absence during term time would be taken under AOB.

45/09 Matters arising from meeting held on 18 November 2009

School policies (min 28/09)

A schedule was now in place and had been discussed by the Committees.

Travel plan (min 28/09)

A proposal to introduce a 20mph speed limit in the village centre had been put to the Parish Council – governors welcomed this development.

Class Link Governors (min 28/09)

The HT would make sure all classes knew who their Link Governors were.

Safeguarding and Child Protection (min 37/09)

Governors asked whether CRBs were now in place for all Governors: the HT confirmed that they were.

Other matters arising would be covered elsewhere on the agenda or in the reports from Committees.

46/09 Accept minutes of meeting held on 18 November 2009

The minutes of the meeting held 18 November 2009 were approved as a true record of the meeting and signed by the Chair.

48/09 Election of Associate Members

- **Proposal:** that M Hopkinson be appointed as an Associate Member of the Governing Body without voting rights

Proposed: A Bennett **Seconded:** D Ashcroft **Carried unanimously**

HT

Signed: _____



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- **Proposal:** that M Hughes be appointed as an Associate Member of the Governing Body without voting rights

Proposed: R Whitaker **Seconded:** J Clarke **Carried unanimously**

The Chair reminded Governors that Associate Members could not be Chair of Vice Chair of the full Governing Body, but could chair Committees.

47/09 Inclusion Governor election (to replace M Hughes)

The Governing Body (GB) thought there would be merit in appointing a relatively new Governor as Inclusion Governor, backed up by an experienced Governor. **It therefore appointed** J Ellis as Inclusion Governor, in partnership with M Hughes.

49/09 Haworth Primary School 1.5 FE proposal update

The following discussion was sensitive in nature and is therefore recorded in a separate, confidential minute.

50/09 Extended Schools project update

The Chair said that work to establish the Before and After School Club continued. He and the HT had met Bradford Council and a business plan and fact-finding document had been drawn up. The Club would need to charge &4 for each morning session and £8 for each afternoon session in order to break even – this was within the range indicated in the fact-finding document. Funding would be available to pay for 8 children in the first year. Projected costs were based on an assumption of 75% occupancy in the first 2 years – that is, 12 out of 16 places. The HT said that more than 30 people had expressed interest in taking up this provision at some point each week. The next step was to update the business plan and add job descriptions and costings for items such as external lighting, for submission to Bradford Council by 13 February 2010. In reply to Governors, the Chair confirmed that the GB would be the employer of Club staff. **The GB agreed** that J Ellis should join the existing Working Group of A Bennett, F Bolam-Peel, Dan Burns and F Cameron.

[J Clarke left the meeting at 8.26pm]

The Chair noted that the School Improvement Partner (SIP) had suggested that the school might consider providing a Nursery. The following points emerged from a wide-ranging discussion of the possibility:

- Schools without Nurseries tended to lose out to those with such provision, because parents tended to keep their children at the school where they had attended Nursery.
- Although some minor adjustments might be necessary, the existing premises met most requirements for a Nursery, which were not very different from those for Reception.
- There would be no need for the Nursery to be separate from the rest of the school – areas could be shared.
- Nursery education worked to a similar curriculum to that for Reception.
- Having a Nursery would enable the school to ensure that children entered Reception with the basic knowledge and skills necessary to ensure good progress.

The GB agreed unanimously that the proposal should be pursued. The HT and DHT would develop proposals and bring them back to the GB, which would then establish a Working Group as appropriate.

HT,
DHT

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51/09 Admission policy consultation update

The Chair said that minor changes had been made to the admissions policy for 2011 in light of advice from the Diocese. The main change was to the procedure for changing schools mid-year: this now had to be done through central admissions rather than by agreement between the schools concerned. The Admissions Committee had approved the revised policy and it had been issued for consultation locally and sent to Education Bradford for wider consultation. Responses were due by 01 March 2010, and the policy would be brought to the next GB meeting for approval.

Proposed secondment

The following discussion was sensitive in nature and is therefore recorded in a separate, confidential minute.

52/09 Holiday dates 2010-11

The GB approved the proposed holiday dates for 2010-11 unanimously.

53/09 Governor expenses/allowance policy

The draft policy had been distributed to Governors prior to the meeting.

- **Proposal:** that the Governing Body approve the Allowances and Equal Opportunities policy

Proposed: A Bennett **Seconded:** R Whitaker **Carried unanimously**

54/09 Headteacher's report

The Chair said that the Headteacher's report had been discussed by the Governing Body's Committees. The GB asked the HT to report back in due course on the work of Sam Adams, a consultant working with the school.

HT

55/09 Report from Finance & General Purposes Committee, including Health & Safety update

D Ashcroft, FGP Chair, highlighted the following points:

- The Committee had amended its Terms of Reference and approved them for the current year.
- The Committee had approved a number of policies subject to any comments that Governors might submit to the HT in the next 3 weeks.
- The Committee had considered the budget for the current year and forecasts for the next 5 years; figures had been adjusted to take account of proposed staffing arrangements. A small surplus was forecast – careful in-year monitoring would be required and it would be necessary to keep a close watch on pupil numbers.
- D Ashcroft had been nominated to the School Forum. **The GB endorsed** his nomination unanimously.
- The Committee had approved capital expenditure related to safeguarding and security and had accepted a quote from Data Cable for work on the computer network.
- The Committee had received a report from R Whitaker on the recent Governor Forum.

56/09 Report from School Development Committee

F Bolam-Peel, SDC Chair, highlighted the following points:

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- Two members of the EYFS staff had been trained in the use of outdoor and water play equipment. The school had been asked by Bradford Council to feature in a video about the use of such equipment, for use across the local area. It was hoped that an extract from the video would be put on the school's website shortly.
- The Committee had received the analysis of the recent parent questionnaire. Many parents had commented positively on the sense of community and belonging that the school engendered, and the way that children were consulted. 2 main concerns were highlighted: that homework-setting was erratic and lacked context; and that target setting did not allow parents to see the progress that their children were making during the year. The latter point was already being addressed, and the DHT had briefed the Committee on how the school would tackle the former issue.
- Pupil attendance was running at 94.7%, against the target of 97%, largely as a result of winter illnesses, bad weather and the pantomime season. The Committee recommended that parents be required to meet the HT to discuss any requests for leave during term time, so that he could ensure they understood the importance of regular attendance to attainment. The HT acknowledged that there was a risk that this might lead to an increase in unauthorised leave, but said that the issue had to be addressed: attendance was a limiting judgement under the new Ofsted framework, and at present the school could not expect to receive better than a 3 for attendance.
- The school had advertised for a TLR. Applicants would be shortlisted on 01 February and interviewed on 08 February: a panel had been appointed. The school had also advertised for a SA to replace one who would shortly leave to take up a promoted post in a local secondary school.

57/09 Staffing structure 2010-11

The following discussion was sensitive in nature and is therefore recorded in a separate, confidential minute.

58/09 Governor Development Plan update

The Chair said that some Governors had written job descriptions for Named Governor roles. Those who had not were asked to do so as soon as practicable.

[K Nutting left the meeting at 9.25pm]

Named Governors would arrange to come into school before the next GB meeting and would write short summaries of their visits in preparation for a more substantive discussion of this item at the next meeting.

59/09 Any other business

The following discussion was sensitive in nature and is therefore recorded in a separate, confidential minute.

The next meeting would be held on **17 March 2010**.

The meeting closed at 9.33pm

Signed: _____



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