

# OTLEY THE WHARTONS PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON WEDNESDAY 26 June 2019 AT 6.30PM

PRESENT	Sarah Morgan (Chair)	Julia Dickson (Headteacher)
	Naomi Bacon	David Drake
	Alan Bowman (left at 8)	Carolyn Gomes
	Rick Wilson	

**IN ATTENDANCE:** Jack Bacon (age 5 weeks)

46.00	APOLOGIES	ACTION
46.01	Apologies were received and accepted from Gerard Francis, Jean Preston, Rachel Morrison, Rick Dickerson, Andy Bray, Dave Turner, Danielle Burgess	
47.00	<b>GOVERNOR MEMBERSHIP AND DEVELOPMENT MATTERS</b>	Sarah and Naomi
47.01	It was reported that Governors had attended the following training: <ul style="list-style-type: none"><li>• Safeguarding training for Safeguarding Governors and Chairs – completed in May by Naomi and Sarah. The training was useful and allowed sharing experience with other Leeds Governors.</li><li>• Safeguarding training for all Governors – completed before this meeting was clear and helpful. <b>It was agreed</b> to circulate a short reference sheet for all Governors on the policies and procedures followed by the school which address the issues raised in the training. It was agreed to look if other local Governing bodies are carrying out training so that Governors who were unable to attend can 'join in'.</li><li>• Induction Training – completed by Dave Drake, Dave Turner, Naomi Bacon and Danielle Burgess. The training was reported as being helpful and clear.</li></ul>	
48.00	<b>MINUTES OF THE LAST MEETING</b>	
48.01	<b>Resolved:</b> that the minutes of the meeting held on 20 March 2019 were agreed as a correct record and the Chair was authorised to sign them.	
49.00	<b>MATTERS ARISING</b>	
49.01	<u>MAT Discussion (minute 38.03)</u> The Chair reported the Working Group has met and an item timetabled on this agenda.	
49.02	<u>SEND training (minute 41.03)</u> The date for the second part of the SEND training will be 15 <sup>th</sup> or 22 <sup>nd</sup> July. Governors have been asked to confirm their availability.	

49.03	<p><u>Governor communication (minute 41.07)</u></p> <p>New Governors have been asked to provide photographs so that the Governor Statement can be completed. The Governor Statement would be circulated at the end of this term or the beginning of next term.</p>	Chair
50.00	<b>REPORTS FROM COMMITTEES</b>	
50.01	<p><b>Resources</b></p> <p>The Resources Committee had met on 24<sup>th</sup> April and 26<sup>th</sup> June. The following key points were raised:</p> <ul style="list-style-type: none"> <li>• Promotional material is being produced for the new St Davids development and the Children's Centre is being contacted to promote the school for future years' intake.</li> <li>• The Accessibility Plan has been reviewed and an additional ramp may be needed to improve access rather than as a statutory requirement</li> <li>• Audit of the School Fund is needed – anyone who can provide the accountancy skills were asked to help</li> <li>• Budget – the contingency has increased by £15K to be carried forward to next financial year.</li> <li>• Breakfast club – a financial assessment against different options to potentially increase hours has been carried out. It had been agreed that Julia and Sarah would meet with the staff team.</li> <li>• Structural Survey – the survey had concluded the wall cracks were not structurally significant</li> <li>• Electricity Bills – Alan had reviewed the bills and this assessment identified that we appear to be overpaying in the region of £5K. This will have a significant impact on the budget this year and in future years given that the annual amount is inflated for the budget figure year on year.</li> <li>• New appointment to the support staff team – this additional support staff team member will provide support to a child with significant needs. In addition to the staff appointment risk assessments are being carried out and potential capital expenditure to ensure the safety of the child. The question was raised whether given that these capital improvements are a safeguarding issue is there any financial support from the Local Authority. It was felt that it would be difficult to look at financial assistance until the child had joined the school and full capital improvements required were known.</li> </ul>	JD and SM
50.02	<p><b>Teaching and Learning</b></p> <p>The Teaching and Learning Committee had met on 2<sup>nd</sup> May. The following key issues were raised:</p> <ul style="list-style-type: none"> <li>• Learning Strategy – a Parent Forum on the strategy is planned for September</li> <li>• SENd – a Parent Forum is planned for the Autumn</li> </ul>	<p>JD</p> <p>CG</p>

	term	
	<ul style="list-style-type: none"> <li>• Division Strategy – following the success of the Parent Forum on Maths held in the Summer term a second forum is being held specifically looking at the 'Division Strategy'</li> <li>• Girls and Maths – a lot of work was carried out in the spring and summer terms to improve girls' confidence in Maths. Sats results will be one indicator of the success of this strategy.</li> </ul>	<b>PH</b>
50.03	<p><b>Pupil Support</b></p> <p>Sarah reported on the meeting of Pupil Support held on 19<sup>th</sup> June. The following issues were raised:</p> <ul style="list-style-type: none"> <li>• New Ofsted Framework – Carloyn provided an outline of the new framework, highlighting the implications for the school. The following issues were discussed: <ul style="list-style-type: none"> <li>○ Curriculum development – staff leads on the different areas of the curriculum will be expected to demonstrate the intention, impact and learning strategies for their curriculum area. The Whartons had done a lot of work over the last 2 years on developing the curriculum.</li> <li>○ Vocabulary – the school will need to demonstrate how vocabulary is developed throughout the curriculum.</li> <li>○ Working memory – the school will need to demonstrate how learning is embedded and continually 'come back to' as children go through school.</li> </ul> </li> </ul> <p>Dave D asked about the implications for the school, the following was raised:</p> <ul style="list-style-type: none"> <li>○ The curriculum has been developed over the last few years but curriculum leads need to be able to justify/be passionate/demonstrate learning strategies etc. for their area</li> <li>○ The school will need to show the 'golden thread' between the curriculum areas – for example the impact of outside learning (a key driver for the school) on the curriculum areas.</li> <li>○ Staff training is being carried out and a monitoring timetable has been established.</li> </ul> <ul style="list-style-type: none"> <li>• Parent Questionnaire – it was reported that a questionnaire has been prepared in line with last years so that outputs can be compared. The questionnaire will be carried out by Governors on the School Sports Day (as last year when returns were high). Governors who are available on 5<sup>th</sup> July were invited to help.</li> </ul>	
50.04	<p><b>Otley, Pool and Bramhope Steering Group</b></p> <p>The meeting reviewed the notes from Jean on the outputs from the joint schools meeting.</p>	<b>Governors</b>

51.00

### **SENd Monitoring**

The outputs of the meeting with Jean P and Carolyn to monitor SENd in school had been circulated. The following issues were raised:

- A parent forum on SENd provision is planned for the Autumn term. The forum will include information on funding available which is commonly misunderstood.
- The increased level of children with SENd was identified and it was recognised that this had significant implications for staff time/resources and training. Training and resources have been accessed through STARS an autism support organisation

It was agreed Governors can discuss the outputs of the report at the send part of the SENd training which will be in July.

CG

52.00

### **MAT Working Group**

52.01

The minutes of the MAT working group held on 9<sup>th</sup> May had been circulated. The meeting looked at the benefits and disbenefits of a MAT against each of the key challenges for the school. The meeting also addressed any other information needed. The meeting agreed with the next steps:

- To seek a discussion with Governor representatives across the cluster of schools to share thinking/concerns and look at the potential for joint working
- To arrange a further meeting with Janet and the FD to look at the issues raised at this first MAT meeting
- To meet with external experts – the working group is to meet with a Head who has gone through the MAT process in a Bradford school on 4<sup>th</sup> July.

The Full Governing Body will continue to receive notes from the working group and can raise any issues at any time.

53.00

### **Headteachers report**

53.01

The meeting discussed the report the following questions were addressed and issues raised:

- Lesson assessments – despite no assessments in the Spring term across the year 10 assessments were carried out all were 'good' with some elements identified as 'outstanding' and a few elements which 'required improvement'
- Higher than average staff absence in Spring was due to a virus which affected a high proportion of pupils too
- Water supply leak in the major repairs item refers to an ongoing leak across a farmers field which has now been resolved
- Pupil attendance for 18/19 is well below the target of 97%. A range of action has been taken throughout

the year – Otleyopoly, letters to parents, meetings with parents and fines

- Otley Carnival – The Whartons were the overall year for the second year running. The Carnival Committee and parents did a great job.
- Achievement – Pupil Progress – it was agreed to re-circulate the report with the July results.

**54.00**

**Safeguarding**

54.01

The annual return had been circulated completed by Naomi and Julia. It was noted that the school demonstrated compliance in all areas.

**55.00**

**Any Other Urgent Business**

55.01

**Congratulations** to Dave D on the birth of baby Hugo and to Naomi on the birth of baby Jack.

55.02

**Challenging behaviour** – Governors had witnessed staff who were very ably dealing with some challenging behaviour of a pupil on recent visits for other monitoring work. Governors expressed their thanks to staff involved as it was recognised as very intense work.

**56.00**

**Schedule of Meetings for 2019/20**

56.01

The schedule of meetings for next academic year was noted:

Wednesday 18<sup>th</sup> September 2019 at 6.30pm

Wednesday 13<sup>th</sup> November 2019 at 6.30pm

Wednesday 29<sup>th</sup> January 2020 at 6.30pm

Wednesday 18<sup>th</sup> March 2020 at 6.30pm

Wednesday 24<sup>th</sup> June 2020 at 6.30pm