

WELLINGTON PRIMARY SCHOOL

Dudley Hill Road

Eccleshill

Bradford

BD2 3DE

Headteacher: Mrs Joy Wood

Minutes of the Governing Board meeting

held on Monday 11th November 2019 at 6.00pm

PRESENT: Mrs E Gooding-Brown (EGB), Mr A Senior (AS), Ms D Purewal (DP), Mrs B Dolby (BD), Mr J Parker (JP), Mrs L Sheffield (LW), Miss L Abbasi (LA), Ms J Holmes (JH), & Mrs J Wood (HT) (JW)

IN ATTENDANCE:

1. APOLOGIES

Apologies were noted from Mr D Carey, Mr M Azum & Mrs N Rashid

Miss Leila Abbasi was welcomed to her first GB meeting as a Parent Governor and introductions were made by all.

The clerk will circulate the NGA Governor Skills Audit form to all.

2. NOTIFICATION OF ANY OTHER BUSINESS & AGENDA VARIATIONS

There were no items of any other business.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE LAST MEETING 16.09.19

The minutes of the meeting held on 16th September 2019 were unanimously accepted and signed as a true record of the meeting subject to; the correct spelling in agenda item 9 of DP's forename.

Proposed: LS Seconded: EGB

5. MATTERS ARISING

Action 1 – JW advised that the RSE working party report will be made at the January meeting.

Action 2 – The GB & Committee meeting dates have been circulated.

Action 3 – The meeting dates have been included on the website.

Action 4 – BD has reviewed the SCR. Report has been circulated.

Action 5 – The School Improvement Plan has been updated and will be circulated at today's meeting.

Action 6 – The Parent Governor election took place. Welcome to Miss Leila Abbasi.

EGB advised that the website welcome from the Chair of Governors needs amending due to the election of the new Chair.

Agenda item 9 – AS advised of the low Governor numbers at the recent Resources committee meeting.

An additional member was requested to attend and DP volunteered to move across from the T & L committee.

LA will attend both committees as an observer prior to any decision being taken on membership.

6. CORRESPONDENCE

None for this meeting.

7. HEADTEACHER'S REPORT

JW gave a verbal report.

Staffing

JW advised of the current situation with the SBM's planned absence.

Arrangements for cover during her absence were detailed.

Hazel Lamin will work for 2 days per week with Sohail Mahmood, the bursar, covering the monthly returns. The training carried out by another member of the office staff will also assist with covering the work of the SBM.

The confidentiality of the information was stressed by JW and DP.

See confidential minutes for further staffing updates.

A number of staff are following NPQ training this year:

The Deputy Head is taking the NPQH course.

A teacher is taking the NPQSL course

2 teachers are taking the NPQM course.

The funding for the course fees are also being refunded by the DfE.

In addition, the SEND lead has asked for support to take a Master's degree. She has stated that she will remain at the school until 2023 and has agreed to refund the course fees if she leaves before then.

The benefits to the school were detailed to Governors.

A request for time off for a morning by a teacher for a Governor meeting in relation to her role as a Governor at another school.

JW requested that Governors make the decision on the request due to cost involved.

Time off for public duty activities were discussed along with the specific request.

The request was approved by a majority on a show of hands.

A fixed term exclusion was made on 23rd October for 1.5 days was summarised. This was for persistent disruptive behaviour and violence to staff.

Details of a student on roll at the school were presented to Governors.

A course of action being pursued by the school in relation to this was outlined.

This was unanimously approved by Governors.

See confidential minutes for details.

Breakfast Club – The uptake has been very low with some days only 3 to 4 attending.

This club is now running at a loss each month of approximately £200.

DP advised that following conversations in the playground, parents feel it is overpriced compared to other provision in the area.

JW explained that the timings for the club have been adjusted to suit demand.

The potential for grant funding to be pursued was noted by EGB.

It was explained that the number of staff numb can be reduced due to the numbers of children attending.

How provision has been marketed through leaflets, newsletters, texts etc were outlined.

It was agreed that the Breakfast Club provision will continue with reduced staffing. This will be reviewed at the next GB meeting.

JW advised that the private provider who ran the provision previously could not make it worthwhile due to the inconsistency of demand from parents.

There is a strong network of childminders in the area also.

A new Wellington newsletter has been launched and has been well received. The positive impact of the newsletter on parents was noted by LS.

JW advised that improving the engagement of parents is also a priority in the SIP.

Complaints from residents on Scholar's Walk about parking issues were detailed.

The police have been informed about the problems with parking. There is a lot of anger amongst the residents over this issue.

EGB advised of the parking problems seen by her outside the school and she has reported issue to the police.

SVFS training – the importance of a Governor attending the course was stressed.

The legionella report has been received and the site manager is attending training on this subject.

Rats have been seen in the school grounds and action has been initiated to address this.

JW explained that the first data collection will be in December but in Y2 and Y6 sampling takes place in October.

The figures circulated for Governor's information are based on the end of year expectations.

JW explained that this data is used as an early indicator.

Access arrangements have been changed for the December SATs dummy run, and these were outlined. How staff members are now being more accountable including middle leaders was explained.

The efforts to improve on GDS and EXCS predictions were emphasised by JW.

Q – What about Y3, 4 & 5?

A – Y1,3,4,5 will do their end of Autumn term assessment and this will be reported in January.

JP advised of the decision to concentrate on Reading in Y2 and how the children are assessed.

8. SCHOOL IMPROVEMENT PLAN 2019-20

JW circulated the Preliminary statement and the revised SIP which is in the form of an Excel spreadsheet.

The new format was explained and it was noted that the priorities had been agreed at the last meeting.

The full SIP will be circulated by JW.

9. COMMITTEE REPORTS

Resources 06.11.19

AS explained that the Q2 Budget Monitor return had been approved.

The carry forward of £29,153 (1.38%) was noted however there is a projected deficit in future years.

The revised PACT HR Pay Policy was approved at the meeting.

Pay progression for staff was also discussed at the meeting along with staffing issues to be addressed.

BD presented her report on the SCR (Single Central Record) following her meeting with the Business Manager.

10. REVIEW OF SCR (Single Central Record)

BD advised of her meeting with the SBM to review the SCR and her report had been circulated to Governors.

There were no issues to report.

The potential for including a health condition declaration for new starters and return to work interviews etc. had been discussed and agreed.

The use of this in respect of making reasonable adjustments was discussed.

11. GOVERNOR VISITS/TRAINING

LS has completed the HTPM training. She explained that an external advisor has been difficult to arrange due to the unavailability of the previous advisor. This will be completed asap.

DP has been involved in the JU-MP initiative with the school. She advised that this is one of the best initiatives she has ever been involved in.

2 meetings with the JU-MP team have taken place and the team have been in today with Y1 and she explained her involvement with the children.

This is all about getting the children more active.

Wellington have been the most successful school in obtaining parental approval for the scheme.

This is a 4-year programme and has now been included in the School Improvement Plan.

Hopefully, free Forest School training will also come out of this involvement.

There are 12 schools in Bradford as a whole with 4 schools in the immediate area involved.

Q – Is nutrition included etc.?

A – The drive is to make the children more physically active.

Outcomes from the project are being fed back to the DfE as this is cutting edge research.

All the facets of the programme are listed in the SIP.

12. POLICIES

A policy review schedule will be created to ensure all are current and up to date.

DP will liaise with the Chair.

13. HOLIDAY DATES 2020-21

The proposal for 2020-21 was circulated.

The 5 Training Days and 5 Occasional Days were detailed.

October half-term has been made into a week's break using 2 Occasional days this is also the case in February. The final day will be taken on 4th January 2021.

The training day before the Autumn term is important. JW noted that this will be on 3rd September with the children coming in the following day.

The Bradford recommendation in respect of Eid was outlined.

The impact of Eid on attendance was discussed.

A discussion took place around the dates and it was agreed that the 7th September will be the return to school day for pupils in 2020 with the 4th September being a staff training day.

3rd September will be holiday day covered by the occasional day originally planned for the 4th January.

The revised Holiday Dates 2020-21 were unanimously approved.

14. ANY OTHER BUSINESS

It was agreed that timings for agenda items will be reintroduced on future agendas.

Q – Has there been any impact on attendance following the decision to fine parents for unauthorised absence?

A – This is too new to see any impact. However, all parents are aware of this policy.

Q – Have we been involved in the Anti-bullying week?

A – The Deputy Head held an assembly on this and Y6 are creating an anti-bullying code of conduct.

Kindness is being stressed in school.

EGB noted that exclusions for bullying have dropped by 20% in the Bradford area in the past year.

JW explained the initiative being introduced to counter cyber bullying in school.

15. DATE OF NEXT MEETINGS:

13th January 2020

DP thanked everyone for their attendance and closed the meeting at 8.00pm

Action Points

Action Number	By Whom	Action	Timescale
1	Clerk	Clerk to circulate the NGA Governor Skills Audit form.	ASAP
2	MA & NG	Chairs welcome on the website to be updated.	ASAP
3	Clerk	Breakfast Club to be an agenda item at next meeting.	Next meeting
4	JW	The revised SIP to be circulated by email.	ASAP
5	LS	Source an external advisor for the Headteacher's Performance Management process.	ASAP
6	DP/MA	Policy review schedule to be created	ASAP