



# Minutes of the Autumn Term Meeting of the Kilnhurst Primary School Governing Board held on Thursday 28<sup>th</sup> June 2018 at 4:30pm

EXPECT THE BEST

GIVE THE BEST

BE THE BEST

## PRESENT:

Governors	Alison Lee, Daniel Whaley, Gary Webb, Samantha Russell
Head Teacher	Ryan Cousins
Clerk/Adviser to the Governing Body	Pete Steadman
Other	Liz Swift

## APOLOGIES FOR ABSENCE

Apologies for non-attendance have been received from:

- Laura Brearley
- Peter Haynes – Trust CFO

It was resolved that the apologies be accepted

## MEETING FINISHING TIME

It was agreed the finishing time would be 6:00pm

## DECLARATION OF PERSONAL OR BUSINESS INTEREST

There were no declarations of personal, business interests in relation to any item on the agenda.

## ITEMS TO BE INCLUDED UNDER ANY OTHER URGENT BUSINESS

There were no items to be included under urgent business

## NEW GOVERNOR/S

AL welcomed Gary Webb - Rotherham United Community Foundation and Samantha Russell – new staff governor to the meeting.

## HEADTEACHERS TERMLY WRITTEN REPORT

### Accountability for Educational Performance

Developing Excellence Plan (DEP) update provided by RC covering each of the priorities. As part of the commitment to school improvement the Trust undertook a review of teaching and learning (S Rodgers and A Tyler – Headteachers). There had been good feedback, and this had been shared with the school staff. The key point to come from the review was that the look and feel of the school was extremely good – very good learning environment.

Reading has been a big focus over the last year with a full staff development day in June – reading will continue to be a focus with positive re-enforcement. The key development point for the school coming out of the review is that the school needs to make sure that children know how to move on to the next stage in their development.

KS1 and KS2 moderation also received positive feedback and agreed with the school judgments in the Self Evaluation.

The draft report has been received and once agreed – excerpts will be shared with governors and parents

- 1 RESOLVED that the Headteacher be thanked for the update and staff be thanked for their continued work and commitment to the school

#### Staffing Update

The NQT was currently on-track to successfully complete his induction year. The Appropriate Body had recommended that the school share good practice on the induction of NQTs within the Trust – graded as good with outstanding features

A teacher had resigned outside the statutory notice period and a recommendation is that this be accepted within this notice period provided. Need to start the recruitment procedure as soon as possible – it is a short term problem but will be a satisfactory long term solution.

Q – Could this vacancy be picked up internally?

A – Potential for some additional support in school but it depends on who we appoint – it would ideally suit a School Direct Student. Contact had been made with the trust to see if the school could retain supply a little longer.

Q – Can RUFVC provide any additional non-teaching support?

A – That may be helpful and will be considered

A re-structure has been shared with staff in consultation with HR and Trade Unions and the consultation period ends on 3<sup>rd</sup> July 2018. It was a difficult meeting with 2 potential staff redundancies, but all staff have been impacted on with a knock to their moral.

Q – How are Tas taking to their new roles?

A – No complaints so far. One to one meetings have been held with them all and 2 Tas are applying for job share.

Q – If job share is refused how would this be received?

A – Not well but we will have to see how this roles out and I will report back to a future meeting

- 2 RESOLVED that the resignation be received, and the school commence the recruitment process with immediate effect.

#### Budget Forecast Returns

This item had to be deferred In the absence of P Haynes.

The budget for 2017/18 however was presented for approval.

- 3 RESOLVED that the 2017/18 budget be approved

#### Safeguarding Report

RC reported that a staff training leaflet had been produced for staff and governors.

#### Approval/Receive Trust Policies

The following trust policies were presented for governors to receive:

- GDPR Data Protection Policy
- Data Breach Prevention & Management Policy

- Freedom of Information Policy
- GDPR Staff Training Leaflet
- Records Management Policy
- Surveillance & CCTV Policy

4 RESOLVED that the WWPAT policies be received.

**EFFECTIVE GOVERNANCE**

Reports from Board Members

DW provided a written report following his first school walk as a governor. He could see significant progress being made in many areas including teacher expectation and pupil learning objectives. All staff including support staff were fully engaged in the classroom. There was no clutter and the classrooms were very tidy. Children spoke positively – excellent behaviour.

**MINUTES**

5 RESOLVED that the minutes of the meeting held on 24<sup>th</sup> May 2018 be approved as a true record.

**MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes

**ANY OTHER BUSINESS**

There no other items for discussion

**CONFIDENTIALITY**

The governing body considered whether any items discussed at the meeting should be deemed confidential. It was determined that the staffing proposals remain confidential until after the staffing restructure has been completed.

**DATE AND TIME OF NEXT MEETING**

6 RESOLVED that the date and time of the next meeting be Thursday 18<sup>th</sup> October 2018 at 4:30pm

**ACTION POINTS:**

Res number	Details	Chairs initials
From previous meeting	Appointment of Link Governors	