

**THE KINGSTONE SCHOOL GOVERNING BODY
MINUTES OF THE SUMMER TERM ORDINARY MEETING
HELD ON 13TH JULY, 2011 AT 6.00 PM**

PRESENT

NTN MMN CRS MGW JKW SRN ISE AWE PBV ECH JST KFR JML MBR MTR WWR MMcN JBS

IN ATTENDANCE

SGL KFN CWN PGR IEM

ITEM 1 - APOLOGIES FOR ABSENCE

There were no apologies for absence received for this meeting.

ITEM 2 - DECLARATION OF PERSONAL INTEREST

Resolved 1: That no declarations of personal interest were declared by any member of the governing body.

ITEM 3 - PRIORITISING OF AGENDA ITEMS

Resolved 2: It was agreed that item 5 – Learning Walks be taken as item 4.

ITEM 4 - LEARNING WALKS

A presentation was given to governors by the CWN Vice Principal of Parkwood Academy and KFN. CWN informed governors that she had been in school for five days as part of her NPQH placement. She explained that the purpose of her project was to review current practice with regard to monitoring of teaching and assessment as detailed in the School Improvement Plan, and make any recommendations. CWN explained that there is evidence to demonstrate that Kingstone is a good school and felt that some minor changes in procedures would drive standards higher, and support the evaluation process.

CWN thanked MMN and SMT for the opportunity to work at Kingstone School.

KFN highlighted that further work on monitoring teaching and learning is required. KFN explained that at the time of the Ofsted Inspection, teaching observations were taking place twice per year for each teacher, once for performance management and the second for quality assurance. KFN proposed that a third observation is included in the cycle. It was explained that the purpose of this evaluation would be to provide supportive feedback for development purposes, rather than make judgements. This system would be supported by a central record of observations which could then be used as evidence for the evaluation of teaching and learning.

KFN demonstrated the system of recording observations using an excel spreadsheet. It was explained that judgements would be based on four areas including: teaching; assessment; learning and progress and behaviour for learning. She added that the judgements of other lesson observations could also be recorded using the same system.

Governors were informed that further discussion is required with regard to this issue, along with how learning walks might work in school. Consultation with middle and curriculum team leaders will be undertaken before formal approval is required.

Governors asked how implementation would take place. KFN explained that observations and learning walks would be planned across the academic year. She added that the intention was that this process would assist in identifying common themes, which would then inform whole school development.

NTN thanked CWN for the work she had undertaken on behalf of the school and for attending the meeting.

ITEM 5 - MINUTES OF THE SPRING TERM GOVERNING BODY MEETING HELD ON 9TH MARCH, 2011

Resolved 3: That the minutes of the spring term meeting held on 9th March, were approved and signed as a correct record.

Matters arising from the minutes of the meeting held on 9th March, 2011:

MGW asked if the school was planning to continue arrangements for Work Experience during the next academic year. IEM explained that arrangements with the Local Authority for Work Experience were changing. However, discussions had taken place at SMT and it had been agreed that Work Experience is of value to pupils in terms of development and would, therefore, continue next year.

Minutes of Committee meetings:

NTN reminded governors that the minutes of committee meetings are available on the school website.

ITEM 6 - EMERGENCY DECISION UNDER DELEGATED POWERS BY CHAIRPERSON OR VICE-CHAIRPERSON

NTN explained that a decision had been taken to close the school to Year 7 pupils on 30th June, 2011 due to strike action. Governors confirmed that this decision had also been agreed by the Personnel and Curriculum Committee.

ITEM 7 - GOVERNING BODY REPRESENTATION

It was reported that JHW had resigned as staff governor from the Governing Body and MTR had been appointed to the vacant position. NTN welcomed MTR to the Governing Body and the meeting.

There were no further changes in representation on the Governing Body.

ITEM 8 - COMMITTEES OF THE GOVERNING BODY

Governors were asked to approve the establishment, constitution, terms of reference and membership of committees as detailed in the document presented to the Governing Body.

Resolved 4: Governors approved the establishment, constitution, terms of reference and membership of committees as presented.

ITEM 9 - SCHOOL ITEMS

- **Appointment of Staff Governor to the Temporary Governing Body**

It was reported that due to the resignation of JHW that a vacancy for a staff governor had become available on the Temporary Governing Body. Nominations were, therefore, sought from staff governors. Nominations were received from KFR and MTR. Both parties were asked to leave the meeting whilst a vote took place.

Resolved 5: Governors appointed KFR as staff governor to be a member of the Temporary Governing Body.

- **Appointment of Deputy Headteachers to act up as Joint Headteachers of the school 2011/12**

MMN confirmed that the Finance and General Purposes Committee had approved the appointments of IEM and PGR as Joint Headteachers for the academic year 2011/12. It was confirmed that the Local Authority were also in agreement with the arrangements. The Governing Body was asked to support the appointment decisions already taken.

Resolved 6: Governors confirmed their support of the arrangements made for the appointments of IEM and PGR as Joint Headteachers for 2011/12.

- **Headteacher's Report to Governors**

MMN referred to the Headteacher's report which was distributed with the agenda for the meeting. MMN asked governors to note:

School Improvement Plan – Governors were particularly asked to note section 3 and consider how they could link to a particular department and support an event planned to mark the closure of Kingstone. MBR asked that KCR email a list of events to governors for their consideration.

Reports from Heads of Year – An update was provided by each Head of Year commenting upon pupil numbers, attendance and academic and sporting achievements.

Budget – There were no issues to report.

Attendance – PGR reported that attendance is marginally higher compared to the previous year.

Nursery – The nursery will be taking part in an Extended Services Day on Sunday 17th July between 10.00 am and 2.00 pm. Governors were invited to attend.

NTN thanked MMN for his report. Governors noted the information presented.

- **School Improvement Plan**

Governors were asked to ratify the School Improvement Plan as detailed in the Headteacher's Report.

Resolved 7: Governors ratified the School Improvement Plan for 2011/12 as presented.

- **Revised Complaints Policy**

MBR referred to the revised Complaints Policy in which governors had been involved in reviewing. It was explained that the policy devised by the Local Authority had been referred to as a starting point. However, governors agreed that there should be one opportunity for an appeal, rather than two as detailed in the Local Authority Policy. Governors were asked to approve the revised Complaints Policy as presented.

Resolved 8: Governors approved the implementation of the revised Complaints Policy with immediate effect.

- **Governor Development Programme 2011/12**

NTN confirmed that a copy of the Governor Development Programme for 2011/12 had been circulated to governors for information. MBR confirmed that the school has to pay as and when governors attend courses, rather than having a service level agreement. It was, therefore, agreed that governors wishing to attend any of the courses should contact KCR in order that the costs could be noted.

- **Safeguarding**

MGW confirmed that a report on Safeguarding had been presented at the Governor Training Event. PGR added that the Local Authority is currently working on a model policy for safeguarding, which brings together different aspects and agency involvement into one document.

ITEM 10 - LOCAL AUTHORITY ITEMS (*documents forwarded with agenda*)

For Action:

Doc. A **Support for the Establishment of Team Barnsley, Physical Education, Health and Sport Partnership for Barnsley Schools and Communities from September, 2011**

Reference was made to the report circulated with the agenda. Governors were asked if they had any questions or required clarification on the content of the report.

MMN confirmed that arrangements are already in place with regard to developing school sports at Kingstone School. This also includes an agreement to share resources with Greenacre and Springwell Schools. MMN recommended that governors note the information provided in the report and wish Team Barnsley well for the future.

Resolved 9: Governors noted the information provided in the report and agreed to wish Team Barnsley well for the future.

ITEM 11 - ALC Developments

Governors noted that a representative from the Local Authority did not attend the meeting to provide an update.

PGR reported that a joint training session had taken place with staff from Holgate School on Friday 1st July, 2011. NBN presented his vision, values and expectations of staff. Prior to this, a joint SMT meeting had been held on Thursday 30th June, 2011 when a tour of the site had taken place.

TBY confirmed that the Temporary Governing Body is in the process of agreeing the name of the ALC. She added that the Temporary Governing Body had been informed that the building work is currently on target for completion by September, 2012.

ITEM 12 - ANY OTHER URGENT BUSINESS/ITEMS NOT FOR PUBLICATION (CONFIDENTIAL MATTERS)

Dates of meetings

MBR asked if governors could ratify the dates circulated for governing body meetings during the next academic year.

Resolved 10: Governors ratified the dates for meetings of the Governing Body as listed.

Barnsley Governors Association

MGW confirmed that the annual general meeting of the Barnsley Governors Association will take place on 5th October, 2011 at 7.00 pm. The venue is yet to be confirmed. MGW added that a website is currently being developed and this should be accessible within the next few weeks.

End of term staff meeting

MMN confirmed that the end of term staff meeting will take place on Friday 22nd July at 12.00 pm. Governors were invited to attend.

The meeting closed at 7.00 pm.