



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body**Date and Time:** 02 April 2019 (6:00 pm), held in school

Present:

Mrs Jane Breare	(Co-opted Governor)
Mrs Julie Cawood	(Co-opted Governor)
Mr John Evans (CHAIR)	(Co-opted Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Mrs Rachel Price-Waite	(Parent Governor)
Mr Lee Seymour	(Co-opted Governor)
Ms Sara Travers	(Co-opted Governor)
Dr Richard Wheelhouse	(LA Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
18/40	Welcome The Chair welcomed governors to the meeting and invited all governors to introduce themselves.
18/41	Apologies Consented apologies were received from Mrs Jaki Fraser (Staff Governor)
18/42	Any Other Urgent Business a) Annual Safeguarding Report to Governors: Governors agreed to add this to item 12, Safeguarding.
18/43	Confidential Items No confidential items were identified at this stage of the meeting.
18/44	Declarations of interest A governor declared they are a parent of a Pupil Premium child at the school.
18/45	Governing Body Matters a) (18/30) Update on Skills Audit Governors were reminded of the need to complete the skills audit and return it to the Clerk who will produce a summary to be sent initially to the Chair and HT. ACTION: Governors and Clerk
18/46	Minutes of the last meeting The public minutes of the meeting of the Governing Body held on 04 December 2018 were circulated to all governors before the meeting. Mrs Mason proposed, and Mrs Price-Waite seconded they be accepted as a true record and the Chair duly signed and dated a copy of the minutes.



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	<p>The confidential minutes were circulated at the meeting.</p> <p>An update on minute (18/13) is recorded in the confidential minutes.</p> <p>Both sets of minutes were agreed as an accurate record and will be filed in school and a copy of the public minutes will be posted on the school's website. ACTION Clerk and Headteacher</p>
18/47	<p>Matters arising from the Minutes of the last meeting</p> <p>a) (18/30) Update to parents regarding the breadth of extra-curricular activities</p> <p>The HT confirmed the list has been updated on the website rather than in the bulletin. Governors noted the good range of clubs on offer.</p> <p>b) (18/30) Planning for funding applications</p> <p>The HT outlined potential sources of additional funding for Forest School and the provision of a perimeter track. Some section 106 funding may be available from the local housing development.</p> <p>The HT has submitted an application for £10k funding from the Healthy Pupils Capital Programme (sugar tax).</p> <p>Governors discussed other potential funding sources: Lottery funding; Tesco bags of help and noted that NYCC publishes a useful list. Governors proposed setting up a separate fund-raising committee and it was agreed the HT would consider this further during the summer term. ACTION: Headteacher</p> <p>c) (18/30) Raising parental awareness of educational applications and value of using iPads in school</p> <p>The HT reported:</p> <ul style="list-style-type: none"> the school has a very strong firewall. there are plans to change to a child-friendly search engine. <p>Both of these will be publicised to parents to help allay parental fears. ACTION: Headteacher</p>
18/48	<p>Minutes from Committee Meetings held since 04 December 2018</p> <p>a) Resources Committee (19 February 2019), including SVFS</p> <p>Mrs Price-Waite reported:</p> <ul style="list-style-type: none"> the committee is mindful of the impact of unknown factors on the budget (the funding formula, NI, pension contribution and minimum wage increases) the school does not have a deficit budget, and has a carry-forward but must also consider the 3-year forecast there are some staff changes and cover arrangements were outlined a significant number of policies were reviewed a premises check was undertaken and identified priorities for redecoration Class 3 has been redecorated and new furniture will be purchased for Class 5 and the best furniture from Class 5 moved to the courtyard teaching room. <p>b) Standards & Achievement Committee (26 March 2019)</p> <p>Mrs Mason reported:</p> <ul style="list-style-type: none"> the external review of the Co-operative learning strategy was discussed. This indicates children are motivated and engaged. Next steps are identified. the committee received a very informative presentation by the Science leader, which was followed up by a Governor Monitoring Visit by Dr Wheelhouse. There



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	<p>is a well-developed science curriculum supported by NYCC. There is a lack of resources, but this is currently effectively managed.</p> <ul style="list-style-type: none"> • The School Improvement Advisor's (SIA) visit report confirmed the school's own self-assessment judgments of 'good' • The findings of the Peer Review report focussing on Maths were considered • Progress and attainment data was discussed: Y6 Maths continues to be an area for improvement; in Y2 the focus is on writing; and in Phonics just over 80% of children are on target to achieve.
B	School Improvement
18/49	<p>Headteacher's Report</p> <p><u>Introduction to curriculum requirements for new OFSTED framework</u></p> <p>The HT gave a presentation (available on the governor section of the website). Governors noted:</p> <ul style="list-style-type: none"> • the school's next inspection will be against a different framework. • the new NC was introduced in 2014 but Ofsted's approach to it is changing. It was significantly more challenging than the previous curriculum and detailed objectives were set for the core subjects of Maths (Ma) and English (En). • Ofsted believe this may have been to the detriment of other subjects including Science (3rd core subject) and Foundation subjects, as schools naturally focus on Ma and En as they are judged by the Y6 outcome of very demanding tests. • there are programmes of study (PoS) for all subjects, some of which are very prescriptive, others are vague. • the school will be required to determine the breadth and depth of its curriculum within its local context, and to identify clear steps for progression; curriculum goes beyond what is assessed. Ofsted will be considering curriculum in terms of: Intent, Implementation and Impact. <p>The presentation includes examples of questions inspectors may ask Governors about curriculum quality.</p> <p>A governor asked if there is reference to skills in the new framework. The HT responded Ofsted have undertaken research which proves that acquiring knowledge enhances skill development.</p> <p>Curriculum planning will include:</p> <p>Knowledge: what children need to know to understand each subject</p> <p>Progression: key knowledge that builds year on year and reinforces and extends concepts</p> <p>Vocabulary: there is direct correlation between vocabulary and achievement in life</p> <p>Reading: challenging texts, deliberately chosen to support knowledge and extend vocabulary.</p> <p>The HT reported action taken by school staff:</p> <p>The school's context has been examined, considering strengths (strong community links; family friendly; location; rural and industrial; low deprivation – although some is masked; high aspirations; great facilities including outdoors) and barriers (little diversity (religious or heritage); some low aspiration; lack of cultural curiosity in some families; some deprivation; distance from major cities, including London).</p>



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	<p>Staff strengths include: a French speaker; trained PE/Sports specialist; Music specialists and a broad range of interest in Science, PSHE, Computing and Art.</p> <p>Areas of priority have been identified as History, Geography, Design & Technology (DT), Art and PE. The following areas already have well-designed NYCC curriculum which can be adapted: Science, French and Music. 'Purple Mash' has recently been purchased to form basis of Computing curriculum.</p> <p>Planning knowledge, progression and vocabulary for individual subjects has begun with History and Geography. DT is very skills-based, and opportunities will be identified to incorporate if through links to other topics.</p> <p>Governors asked the following questions:</p> <p>Is History is still pre 1066. The HT responded it is but there is also scope for a local study (Skipton Castle) and to consider history over time.</p> <p>How will acquisition of knowledge be assessed. The HT replied assessment points will be built in and teachers will identify practical ways to assess, such as end tasks for a topic; presentations; and big books.</p> <p>How will the school liaise with other schools to re-develop its curriculum. The HT stated Castle Alliance schools are working together, using peer review and working parties in schools. Existing NYCC curriculum for science provides a good blueprint for approaching other subjects.</p> <p>Are there opportunities for using external links to develop DT? The HT stated the school does have some existing resources, but curriculum planning must be systematic.</p> <p>When does the new curriculum have to be implemented? The HT explained Ofsted do not expect it to be in place by September but do expect schools to be planning and preparing. The school is due to be inspected within 2 years. The HT will provide governors with regular progress updates. ACTION: Headteacher</p> <p><u>Headteacher's Report</u></p> <p>The HT's report was circulated in advance of the meeting.</p> <p>a) Attendance Term 1</p> <p>Governors discussed attendance data. A governor asked if the HT is satisfied with levels of attendance. The HT responded some parents still take holidays in term time, but letters and fines are issued. A governor asked to what use such fines were put. The HT responded the fines are £60 per parent per child but go to NYCC, not the school. Any parent taking a child out of school for more than 5 unauthorized days will be fined. A governor asked how the school's attendance data compares to similar schools. The HT responded overall attendance over 97% is good. In 2017/18 attendance was just above that, reflecting some authorized part-time attendance.</p> <p>A governor asked if any children are a particular cause for concern. The HT responded 5 children have average attendance below 90% and one child is close to below 85%. It is possible to access external support if required but there are valid, known reasons for these attendance rates and all are closely monitored. A governor asked if children in hospital are required to attend education. The HT responded children are required to access hospital education departments if they are in-patients for any length of time.</p> <p>Where there are known valid reasons for absence attendance letters are not sent but the HT contacts parents to raise awareness when attendance patterns are</p>
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	<p>decreasing A governor asked if parents are contacted regarding unknown absence. Mrs Pickles explained the robust systems in place to contact parents of absent children by 09.30am.</p> <p>b) Admissions</p> <p>The school is first choice for 8 children joining Reception. This reflects the low local demographic for the cohort. The HT has received 3 prospective enquiries associated with the new housing development. A governor asked when school places are confirmed. The HT replied it is 16 April. A governor asked if this represents a significant change on previous years. The HT replied there are currently 16 pupils in R. It was agreed the HT will distribute flyers about the school to local Nurseries, highlighting it is a feeder school for South Craven. A series of EYFS open days is planned for 2019/20.</p> <p>c) Monitoring</p> <p>The following monitoring reports were circulated with papers for the meeting: Co-operative Learning (Success for All Advisor); Maths (Peer Review and Book Scrutiny); Science and History Book Scrutiny (HT).</p> <p>Governors noted the science book scrutiny reflects a much more structured approach to teaching. A governor asked if the EYFS curriculum has changed. The HT responded the EYFS curriculum will be reviewed in September as other changes permeate down. A governor asked whether there is any EYFS data to consider. The HT explained the data has not been received yet and is due to be moderated. Mrs Breare will discuss this further with the relevant member of staff during the next visit,</p> <p>d) Personal Development, Behaviour and Welfare</p> <p>This is a new section for the HT's report. A governor asked how the school responded to the reported racist incident. The HT explained the incident was repetition of racist language and as such parents had been told it would be escalated by reporting to governors as this raises the profile and has an impact. Parents were very supportive.</p> <p>Three incidents of physical intervention were reported. A governor asked if this related to the same child. The HT responded it does and further action is planned.</p> <p>e) Sports Premium</p> <p>Spending and impact is summarised on the website. It will be updated by 31st July.</p> <p>f) Other matters</p> <p>Governors noted some link governor responsibilities have changed to reflect the composition of committees.</p> <p>The Governance Health Check report will be updated with latest training.</p>
18/50	<p>SEF and School Development Plan</p> <p><u>2018-19 School Development Plan (SDP)</u></p> <p>An updated copy of the SDP was circulated before the meeting, highlighted to show progress/changes made, including changes related to the new Ofsted framework.</p> <p><u>SEF</u></p> <p>The SEF is updated annually and next due for review in September.</p>



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18/51	<p>Safeguarding</p> <p>An update on action following a high needs risk assessment is recorded in a separate confidential minute.</p> <p><u>Annual Report to Governors</u></p> <p>The report was circulated in advance of the meeting. Governors agreed that as the annual safeguarding report contains retrospective data it would be more appropriately scheduled for the September meeting in future. ACTION: Clerk</p> <p><u>Child Protection Policy and Safeguarding Flowchart</u></p> <p>Governors approved the policy which outlines responsibilities, training and clearly states procedure and provides useful links. Governors observed it is in line with the online training recently completed.</p> <p>The new flowchart is a very useful aide memoire for staff and governors. It is available in the staff room and on the Governors' section of the website. The CoG asked for his mobile telephone number to be added to the flowchart as the most effective way to contact him in the event of an allegation. ACTION: Headteacher</p> <p><u>NYSCB Safeguarding Audit, including update on Action Plan</u></p> <p>The audit was circulated in advance of the meeting and will be submitted to the NY Safeguarding Children's Board by 31st March. The HT reported the action plan will be completed by September and reviewed with the Annual Report to Governors. ACTION: Headteacher and Clerk</p> <p><u>Confirmation all governors have completed online NYSCB Safeguarding Children in Education training and submitted certificates</u></p> <p>A link to the online training is available on the Safeguarding section of the website. Governors were reminded to email copies of certificates to the HT as evidence of completion. ACTION: All Governors</p>
18/52	<p>Health and Safety / Premises</p> <p>There were no issues or incidents to report.</p>
18/53	<p>School Policies</p> <p>Child Protection Policy - see above</p> <p>Governors acknowledged the recommendation of the Committees and agreed to ratify the following policies, which are based on NYCC model policies adapted to reflect the circumstances of the school:</p> <ul style="list-style-type: none"> • Child Missing from Education Policy 2018 (still in draft but will adopt) • Child in Care Policy • Code of Conduct Spring 2019 • Confidentiality Policy 2018 • Recruitment & Selection Policy • Responsible Use of ICT Spring 2019 • Capability Policy • Information Policy (Data) • Information Security Policy • Medical Conditions Policy



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	<ul style="list-style-type: none"> Home Learning Policy <p>Mrs Price-Waite proposed, and Mrs Mason seconded that all these policies be adopted. Governors unanimously agreed.</p>
C	Other Business
18/54	Governor Training <p>Recent Governor training is listed in the Headteacher's report. Mrs Mason confirms she is attending the NYES Chair's training in the summer term.</p>
18/56	Governor Visits Schedule for 2018/19 <p><u>(18/30) Update on Governor Monitoring Visits (EYFS; Co-operative Learning in Maths; Science & Maths)</u></p> <p>Reports of visits are available on the website</p> <p>a) Dr Wheelhouse summarised the findings of his visit which focussed on science provision and future aspirations for the subject.</p> <p>Governors discussed how priorities are determined for purchasing resources. The HT responded the recent priority has been on developing IT resources. Requests for new resources are channelled through subject leaders who are good at identifying what is needed and making requests. The Science Leader champions science, which was the focus of a successful £5k funding bid five years ago. Current spending priorities include renewing reading books and developing the outdoor area.</p> <p>The CoG observed the need for continued prudence regarding budgets, especially in light of projected R numbers, although it is felt sure these will rise.</p> <p>Spending priorities are determined by curriculum needs and a rolling programme. Devolved capital can be used for IT hardware. En and Ma are allocated £1k pa as core subjects. Most other subjects receive £100 pa for resources. Governors agreed that exploring grant applications is the way forward. It is likely that grants are available to support science, but Geography and History resources will require investment to match new curriculum development. For example, there are insufficient up-to-date atlases.</p> <p>Governors further discussed forming a new funding sub-committee and the HT agreed to ask subject leaders to contact relevant LA Advisors for information about available funding streams. ACTION: Headteacher</p> <p>Further to discussion in item 18/47 governors agreed a voluntary meeting will be called regarding funding. Governors noted the importance of not conflicting with any of the important fundraising the Friends of Cononley School undertake and the importance of liaison. The HT was asked to gather additional information and circulate a list of potential dates to Governors. It was agreed this meeting should ideally take place prior to the Resources meeting on 21 May. ACTION: Headteacher</p> <p>b) Mrs Mason summarised the findings of her visit which focussed on curriculum:</p> <ul style="list-style-type: none"> The home learning policy with regard to KIRFS was considered from a parental perspective. A learning walk to look at KS1 Maths took place. The new Ofsted framework was considered in the context of History planning.



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	<ul style="list-style-type: none"> The Co-operative Learning Advisor's report was discussed. <p>c) The HT thanked Mrs Cawood for her support in interviewing a prospective candidate for a TA post. This appointment is now on hold.</p> <p><u>(18/36) Overview of governor visits to the school 2018/19</u></p> <p>The HT reported this is available on the web site</p>		
18/57	Any Other Urgent Business There was none		
18/58	Consideration of the Impact of the meeting on the children at the school Governors considered the impact of the meeting on children at the school. Governors: <ul style="list-style-type: none"> Considered Safeguarding, including the NYSCB audit, annual report and reviewed the Child Protection policy to help make school as safe as possible for the children. Considered the new Ofsted framework and its impact on the school's curriculum Have participated in very useful training to ensure they have the relevant skills to fulfil their roles. Have determined to form an additional committee to look specifically at funding initiatives to support the provision and development of resources for learning. 		
18/59	Dates of future meetings: Full Governing Body (starting at 6 pm): <ul style="list-style-type: none"> Tuesday 9 July 2019 – SATS results are out that day. All Governors are invited to attend the Standards & Achievement Committee meeting starting at 5pm, not just committee members. Committee Meetings: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Resources Committee</u> Tuesday 21 May 2019 – Bursar confirmed at 6pm </td> <td style="width: 50%; vertical-align: top;"> <u>Standards & Achievement Committee</u> Tuesday 9 July 2019 (5pm) </td> </tr> </table>	<u>Resources Committee</u> Tuesday 21 May 2019 – Bursar confirmed at 6pm	<u>Standards & Achievement Committee</u> Tuesday 9 July 2019 (5pm)
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Close	The Chair declared the meeting closed at 7.59pm pm and thanked everyone for attending.		
SIGNED: DATE: CHAIR			

ACCESS TO GOVERNORS' SECTION OF WEBSITE

<http://www.cononley.n-yorks.sch.uk/governors/governor-secure-log-in>

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