



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: 17 September 2019 (6:00 pm), held in school

Present:

Mr John Evans (CHAIR)	(Co-opted Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Mr Lee Seymour	(Co-opted Governor)
Dr Richard Wheelhouse	(LA Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A Procedural

1/19 Welcome

The Chair of Governors (CoG) welcomed everyone to the meeting. Governors agreed the core functions: setting strategic direction, holding the Headteacher (HT) to account and ensuring the financial health of the school, are imperative.

2/19 Apologies

Governors consented to apologies received in advance from Mrs Breare and Mrs Cawood (Co-opted Governors), Mrs Jaki Fraser (Staff Governor), Mrs Price Waite (Staff Governor) and Ms Travers (Co-opted Governor). The meeting was quorate with 5 governors present.

3/19 Election of Chair and or Vice Chair of Governors

The Clerk asked for nominations for the post of Chair of Governors. Mrs Pickles nominated Mr Evans, seconded by Mrs Mason. This was unanimously supported by all Governors present.

Mrs Pickles proposed, and Mr Evans seconded the nomination of Mrs Mason as Vice-Chair, which was accepted by all governors present.

4/19 Declarations of interest for any agenda item

There were no declarations of interest in any item on the agenda.

Governors were reminded of the need to declare interests, pecuniary or non-pecuniary, and to make declarations of interest in matters where they have a declarable interest. All governors present reviewed their declarations on the **Register of Interests** and re-read and reaffirmed the declarations made on the **Disqualification Declaration form**. These forms were returned to the Clerk for filing. **ACTION: Clerk**

The Chair of Governors asked for declarations from governors if they had been in receipt of gifts or hospitality. No gifts or hospitality were reported by any governor during the academic year 2018/19. The Chair duly signed and dated the Register of Gifts and Hospitality.

5/19 Notification of Any Other Urgent Business

No items of urgent other business were identified at the start of the meeting.



Governing Body Minutes

6/19 Identification of Confidential Items

No confidential items were identified at the start of the meeting.

7/19 Governing Body matters

a) Standing Orders

A copy of the NYCC Model Standing Orders was circulated in advance of the meeting. Governors unanimously agreed to adopt these Standing Orders subject to amending clause 11, which is marked 'delete as appropriate'. The Chair duly signed a copy to be filed in school. **ACTION: Clerk**

b) Review of Governors' Terms of Office

Governors noted the terms of office of the two parent governors will come to an end at the end of this academic year. There is a NYCC procedure for the election of parent governors which will be followed. The HT acts as returning officer.

c) Review of the NGA Code of Conduct

A copy of the NGA Code of Conduct was circulated with papers for the meeting. All governors present signed to confirm their agreement to abide by its principles. A copy will be filed in school. **ACTION: Clerk**

8/19 Committee matters

a) Terms of reference of the committees

The terms of reference for the Resources and Standards & Achievement Committees are published on the website. **Governors agreed** the committee structure using these terms of reference worked effectively last year and approved them without alteration.

Governors discussed the potential formation of a Fundraising Committee and agreed clear terms of reference would be required if this committee is formed.

b) Membership of the committees for 2019/20

The HT proposed the membership of the committees remain unchanged for 2019/20. **Governors agreed**, subject to the agreement of those not present. Governors noted all governors will have a role to play in monitoring the curriculum this year because of its importance. This will include speaking with children and staff.

c) Appointment of Chairs and Vice-chairs and Clerk of the committees

The CoG proposed the arrangements for chairing and clerking the committees should remain unchanged in 2019/20. **All governors present agreed** and Mrs Mason confirmed her willingness to continue to chair the Standards & Achievement Committee.

9/19 Other appointments

a) Headteacher Appraisal Committee

Membership of the Headteacher Performance Management Committee was confirmed as Mr Evans, Mrs Mason and Mrs Breare. The HT stated the meeting will take place on Wednesday 6 November 1 – 4pm. The SIA meets the HT first, then with governors and then all parties together. Dr Wheelhouse volunteered to attend the committee if any members were unable to be present.



Governing Body Minutes

b) Complaints Committee

The Clerk advised governors to establish membership of this committee. **Governors discussed membership and agreed** that in order to respond to complaints in a flexible way, the committee will be formed by any three governors available at the time who have no prior knowledge of the complaint.

c) Governor responsibilities for key areas of development

Link governors for 2019/20 were confirmed as:

- Child Protection / Attendance / Safeguarding: Mr Evans, Chair
- Health and Safety: Mrs Price-Waite, Chair of Resources Committee
- SEND: Mr Seymour
- EYFS: Mrs Breare
- Sports Premium / Pupil Premium: **it was agreed** the review and monitoring of SP and PP funding would be considered at Resource Committee meetings.

d) Link Governors for core aspects of the School Improvement Plan (SIP)

The HT explained monitoring will focus on curriculum intent, implementation and impact in foundation subjects, with a different focus each term. Governors will monitor each subject in pairs.

Autumn term

In addition to an EYFS visit (Mrs Breare) and a SEND visit (Mr Seymour) the focus will be on:

Science: Dr Wheelhouse and tbc

History: Mrs Mason and tbc

Early Reading: Mrs Mason – dates booked

Computing: tbc

P.E.: Ms Travers – dates booked

Spring/Summer terms (to be confirmed)

Geography

RE

Art & DT & Music

PSHE: Mrs Mason

It was agreed all governors would be asked to identify any preferences for monitoring.

ACTION: Clerk and all Governors

The HT explained the concept of a 'deep dive' into a subject, which includes watching lessons, looking at books and speaking with children. There is no data for many of these subjects other than end of year outcomes. Work is being done to ensure all staff are aware and prepared to respond to the new inspection process.



Governing Body Minutes

10/19 Scheme of Delegation

The Scheme of Delegation, as set out in Annex B of the Budget Management Policy, was discussed. **Governors agreed** Paragraph 4 of Annex B in the Budget Management Policy would remain unchanged and reads: *4. the Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £5,000 whichever is the lesser, without the consent of the Governing Body or, in the case of an urgent matter, the Chair thereof;*

The CoG added the HT and Chair discuss expenditure in their fortnightly meetings.

As previously notified to governors £7.5k is currently being spent on completing the perimeter path. These funds came from the successful bid from the Healthy Schools Capital Fund.

11/19 Minutes of the Meeting of the Governing Body held on 16 July 2019

The minutes of the meeting of the Governing Body held on 16 July 2019 were circulated to all governors before the meeting.

Mrs Pickles proposed and Mrs Mason seconded that the minutes were accepted as a true record of that meeting and the Chair signed and dated a copy for the record, to be filed in school. A pdf version will be posted on the school's website. **ACTION Clerk and Headteacher**

12/19 Matters arising not covered elsewhere

a) (18/67) Update on Fundraising/Marketing Committee

It was not possible for governors to meet on Tuesday 17 September at 5.15pm. Mr Seymour has sourced 2 volunteer marketing professionals willing to give advice.

The HT reported the school's flyer has been revamped. Moving Breakfast Club into school has been successful; the use of outside space is a bonus. **A governor asked if the Breakfast Club provider pays rent.** The HT responded rent is paid and additional travel expenses incurred by the caretaker. Rent is commensurate to the marketing benefit to the school.

b) (18/68) Confirmation the updated Start Budget has been circulated to all governors

The draft Start Budget was sent and received. The Bursar reviewed it on 16 September. Governors noted a positive £22.5k variance, the result of a reduction in additional TA costs. The school is still owed funds from the summer term from Bradford LA.

There is uncertainty regarding additional national funding announced. The budget will not be amended until any funding is concrete. Governors noted 4 or 5 additional children would have a significant positive impact on the budget.

B School Improvement

13/19 Headteacher's Report

The HT gave a verbal report, referring governors to the details contained in the School Improvement Plan (SIP) and the school Self-Evaluation Plan circulated at the meeting.

Governors noted the headings of the SIP match those of the previous HT's Report and mirror the Ofsted framework headings. Quality of Education is the section on which governors should focus. The regular HT's report will be an update of the SIP.



Governing Body Minutes

A governor asked if parents are making voluntary contributions to trips and activities, including swimming. The HT explained the restructuring of swimming lessons, which has reduced transport costs without reducing provision has helped mitigate against the lack of voluntary contributions. Whilst understanding that some families cannot afford to make any voluntary contributions, governors agreed this has an impact on the school's budget. The HT will remind parents of the value of voluntary contributions via the newsletter. Specific detail about funding from voluntary contributions will be obtained for the Resources Committee meeting in November. **ACTION: Headteacher and Clerk**

14/19 SEF and School Improvement Plan

Governors asked the following questions:

How can the school can move from good to outstanding in the SEF? The HT responded governors need to be familiar with the grade descriptors in the Ofsted handbook. The SEF includes evidence of how the school meets those criteria. To be outstanding, the school must meet all the criteria for 'good' and be achieving 'outstanding' elements. This is challenging but is the school's aim.

Does monitoring act as a challenge of evidence reported in the SEF? The HT responded it does. Findings from governor monitoring will further contribute to this evidence-base.

Can the impact of Key Instant Recall Facts (KIRFS) be seen? The HT responded mental maths is key to what children are doing. Parents are mostly supportive of children learning KIRFS at home.

Governors observed the new style of reporting from the HT, with colour coding, is helpful.

What is the impact of the new focus on curriculum for the school? The HT responded it is positive and moves judgments beyond data. It is a significant undertaking for a small school to produce the curriculum to match new requirements as all teachers are subject leaders in addition to other responsibilities. The HT stated the school's preparations place it in advance of others.

Is the new format of the curriculum helpful? The HT responded staff now have a good grasp of what is required and a significant bank of curriculum planning and resources has been built. Staff feel confident.

How close is the school to achieving 'outstanding', are the current SEF judgments conservative? The HT responded the school is close to achieving 'good' in all criteria and this will continue to evolve throughout the year.

How are next steps prioritised in terms of biggest impact? The HT responded some next steps are easier to achieve. The priorities in the SIP for 2019/20 focus on reviewing the curriculum. Routine School Improvement is listed in a separate document to remind HT of routine required actions.

Governors noted:

- The school's provision for personal development is logged on the website, to which impact statements will be added.
- The Forest Schools curriculum is almost ready for delivery and will form part of SMSC.
- A draft curriculum statement will be sent to governors. This considers what the school is doing to address its mono-cultural context, such as linking with Bradford schools, visitors from different religions. **ACTION: Headteacher**



Governing Body Minutes

- A governor with access to diversity and inclusion resources in a different context offered to investigate their suitability for use with children.
- A governor has facilitated a Y6 trip to an Anatomy & Physiology simulation at Bradford University.
- The HT's enthusiasm for the new curriculum which is likely to be transferred to staff and children. The HT responded maths has been a strong focus for 3 years, much has been implemented and is having a positive impact, it is therefore good for everyone to move on to a new focus.

Staffing

Staff appraisals will be based around the SEF/SIP this year and subj leadership.

The HT explained teaching pay scales for the benefit of recently appointed governors. To progress from the main pay scale (MPS) to the upper pay scale (UPS) teachers have to meet all appraisal targets and be able to demonstrate wider impact. Teachers apply to move to the UPS but this is not obligatory.

The HT stated 3 members of staff have reached the threshold for UPS. Governors asked for confirmation all necessary criteria have been met. **Governors agreed** the HT's recommendation that these three staff should progress.

A governor asked the HT if performance management works effectively. The HT responded the school has a strong staff team. All staff are working at capacity and often undertake additional work. There is significant goodwill amongst staff which reduces stress for the whole team. Governors observed the school feels a genuinely happy place in which to work and learn.

15/19 Safeguarding

- There were no issues or incidents to report. Latest updates are included in the SEF.
- The Single Central Record of appointments is being reviewed. The Ofsted focus on safeguarding has altered. There will be closer scrutiny of records such as monitoring accidents. The HT will report to governors on this in future. The HT's Report will always make reference to any referrals.
- Dr Wheelhouse is booked to attend safeguarding training.
- Prevent Training**
All governors are required to complete Prevent training. The HT will audit completed training and email reminders as necessary. **ACTION: Headteacher**
- KCSIE (2019)**
All governors present signed to confirm they have read and understood the updated guidance.

16/19 Health and Safety / Premises

- There were no issues or incidents to report.
- (18/72) Update on quotation for replacement tarmac**
The cost of the replacement tarmac was £1k and the work has been completed.



Governing Body Minutes

17/19 School Policies

a) Annual Review Schedule

Governors noted the review schedules for Curriculum, Non-curriculum and Statutory Policies are available on the website.

b) Pay Policy

The NYCC model policy has not changed. **Governors agreed** the Chair's proposal, seconded by Mrs Mason, that the current policy continue to be used until a new policy was available for review.

c) Budget Management Policy

Mrs Mason proposed and Mr Seymour seconded that the NYCC standard policy be adopted. **All governors present agreed.**

C Other Business

18/19 Governor Training

All governors will be asked to complete Prevent training.

The local Governor School Improvement Network meeting will be held on 14 November at the Rendezvous Hotel, Skipton. Dr Wheelhouse has booked to attend.

19/19 Governor Visits Schedule for 2019/20

It was agreed the visits schedule will be agreed when link roles are confirmed. **ACTION: Headteacher**

20/19 Any Other Urgent Business

There was none.

21/19 Consideration of the Impact of the meeting on the children at the school

Governors recognise:

- The more positive current budget position
- The impact of the new curriculum
- Staff morale and wellbeing is good
- School improvement is focussing on the new curriculum and how to move from good to outstanding



Governing Body Minutes

22/19 Dates of future meetings

The following dates were agreed for 2019-20:

Full Governing Body (starting at 6 pm):

- Tuesday 10 December 2019
- Tuesday 24 March 2020
- Tuesday 14 July 2020

Committee Meetings (starting at 6pm):

Resources Committee

Tuesday 26 November 2019

Tuesday 25 February 2020

Tuesday 19 May 2020

Standards & Achievement Committee

Tuesday 19 November 2019

Tuesday 17 March 2020

Tuesday 14 July 2019 (5pm tbc)

Close The Chair declared the meeting closed at 7.28 pm and thanked everyone for attending.

SIGNED:

DATE:

CHAIR