

Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: 10 December 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 Jaki Fraser	(Staff Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Mrs Rachel Price-Waite	(Parent Governor)
Mr Lee Seymour	(Co-opted Governor)
Dr Richard Wheelhouse	(LA Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
23/19	Welcome The Chair welcomed governors to the meeting.
24/19	Apologies Consented apologies were received from Ms Travers.
25/19	Presentation: KS2 Reading Postponed to the next FGB meeting due to a power cut. ACTION: Clerk
26/19	Any Other Urgent Business One item of business was identified, to be considered under item 16: a) Collection and retention of personal data
27/19	Confidential Items No confidential items were identified at the start of the meeting.
28/19	Declarations of interest for any agenda item There were no declarations of interest in any item on the agenda. A governor declared they are the parent of a child in receipt of Pupil Premium.
29/19	Minutes of the last meeting The minutes of the meeting of the Governing Body held on 17 September 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 & HT

Governing Body Minutes

30/19	<p>Matters arising from the Minutes of the last meeting</p> <p>a) (13/19) Summary of funding from voluntary contributions</p> <p>Governors noted contributions were discussed at the Resources Committee meeting; overall contributions are still down. The HT reported one outstanding payment has been pursued through school's legal services and this has now been repaid.</p> <p>b) (14/19) School's curriculum statement</p> <p>A bullet point summary and hyperlink to the full statement is available on the website http://cononley.n-yorks.sch.uk/data/documents/Curriculum-Statement-for-web-site.pdf</p>
31/19	<p>Minutes from Committee Meetings held since 17 September 2019</p> <p>a) Standards & Achievement Committee (12 November 2019)</p> <p>Mrs Mason summarised the meeting:</p> <ul style="list-style-type: none"> • The slight dip in EYFS results means EYFS will be a focus for monitoring this year • Major improvement in results across all areas, especially in KS2. • There is a focus on improving greater depth (GD) at KS1. • Analyse Schools Performance (ASP) and Fisher Family Trust (FFT) data was considered. Progress is very positive and school averages are above local and national averages. • The HT gave a very useful presentation on KS1 Reading; governors enjoyed visiting classrooms and seeing first-hand evidence. • Mrs Mason reported a History-focussed visit and meeting with Y4 and Y6 pupils. <p>b) Resources Committee (19 November 2019)</p> <p>Mrs Price-Waite summarised the meeting:</p> <ul style="list-style-type: none"> • The budget is healthy at present. There is a significant carry-forward at present. • A decision was made to retain long-term teaching supply cover until Easter to preserve continuity. This is not necessarily the most cost-effective solution but is in the best interests of pupils. An appointment will be made at Easter. • Class 1 and 2 toilets were discussed and seen during the subsequent premises tour. Action is required. <p>Governors agreed these toilets need refurbishment as a priority and asked the HT to contact the LA in the first instance as they own the building. ACTION: Headteacher</p> <p>The HT proposed spending some of the devolved capital. Governors agreed to split the refurbishment over 2 years both in terms of costs and executing the refurbishment. Governors agreed three companies should be asked to provide quotations for consideration at the next Resources Committee. ACTION: Headteacher</p> <p>A governor asked if has to be a specialist contractor. The HT explained the</p>

Governing Body Minutes

	<p>importance of checking that the relevant insurances are in place for any contractor used. The LA is likely to steer the school towards particular contractors. Mrs Cawood offered advice regarding meeting relevant DDA guidelines.</p> <p>Governors discussed whether provision of an accessible toilet is a consideration. The HT stated current provision is the staff toilets, which meets the needs of pupils, confirmed by a specialist physiotherapist.</p> <p>Governors unanimously agreed this matter should be delegated to the Resources Committee, when quotations will be discussed. ACTION: Headteacher and Clerk</p>
B	School Improvement
32/19	<p>Headteacher's Report</p> <p>a) Context</p> <p>NOR currently 137 pupils</p> <p>b) Quality of curriculum (progress in curriculum design and monitoring, including governor monitoring)</p> <p>The curriculum statement was discussed at 30/19b</p> <p>Next steps will focus on art and design; design technology; RE; and music. Governor monitoring visits will be planned around these subject areas and EYFS.</p> <p>A significant amount of monitoring has taken place this term. The HT showed governors the curriculum summaries available to parents on the website, which show links to Fundamental British Values (FBV). Governors should be familiar with these documents prior to focussed monitoring visits.</p> <p>The HT reported the school has made very good progress with wider curriculum design. The maths curriculum has also been updated to reflect the White Rose Maths scheme.</p> <p>c) Quality of teaching & learning</p> <p>The HT's report contains hyperlinks to all monitoring reports:</p> <ul style="list-style-type: none"> • Geography: book scrutiny • PE: pupil voice analysed • Reading: pupil voice reveals pupils enjoy free readers more than the reading scheme books. Older readers asked for complete series of books. Reading matches the phonics level. Full details of the reading schemes are available for everyone on the website. <p>Governors asked:</p> <p>Are there are sufficient funds to buy new books? The HT responded a list of 50 books to read before leaving the school has been drawn up. There is currently £1500 in budget and a further £1k from Friends of Cononley School. £5k would be needed to purchase the additional books.</p> <p>Do all books have to be purchased from a single source? The HT replied the school</p>

Governing Body Minutes

	<p>has some good sources of books that are competitive.</p> <p>Is governor approval required to spend £5k on books? The HT responded this sum is within delegation. The Bursar has indicated there are funds available.</p> <p>Mrs Price-Waite proposed, and Dr Wheelhouse seconded, the HT should spend £5k on books in addition to the £1k from FOCS. A governor stated the spend is in response to outcomes of curriculum monitoring; impact assessment is informing decision-making. Governors unanimously agreed the funds should be used for additional reading resources.</p> <p>A governor suggested the HT should feedback directly to the Y5 and Y6 pupils who made the suggestion regarding the GB's decision to authorise spending on books.</p> <p>ACTION: Headteacher</p> <p>The Co-operative learning report from <i>Success for All</i>, includes pupil voice: children say they enjoy not always sitting next to the same people. School rules need to be reviewed and further aligned to co-operative learning strategies.</p> <p>How random are the co-operative groups? The HT explained groups are random as far as children are concerned but teachers manage groups. Groups change every half term; it is important they do.,</p> <p>The CoG commented it is very pleasing to see how thorough the monitoring is and how the action points which emerge inform the next stages of the development plan. The HT added monitoring is not a process done to staff but with staff. Staff model co-operative learning and want to learn from monitoring. Governors noted all staff are working very hard and monitoring helps celebrate this.</p> <p>Is there any additional input from Ofsted around curriculum and assessment? The HT replied the framework is now research-based which is better. The onus is on schools to devise their own curriculum and assessment. The HT has attended OFSTED training on the new curriculum.</p> <p>Governors noted the impact on subject leaders at primary level are significant in comparison to secondary schools, especially as they receive no time or remuneration. Ultimately at Cononley the governors expect that it is school leaders who take responsibility for curriculum. Staff co-lead subjects rather than take individual responsibility and therefore inspectors should speak to subject leaders alongside SLT. The GB expressed a strong preference that no individual members of staff, other than the HT, are interviewed alone.</p> <p>Is there any particular aspect of the curriculum about which the HT is concerned? The HT responded that the main concern is about the sheer volume of work required to ensure both the curriculum and safeguarding requirements are updated and reviewed regularly. The HT continues to be vigilant and has been reading recent Ofsted reports.</p> <p>The HT reported some inclusion referrals this term and one application for an EHCP.</p> <p>Mr Seymour reported a great deal of rigour around SEND provision seen during a</p>
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Governing Body Minutes

	<p>SEND-focussed monitoring visit. It is really clear provision and is planned to achieve best outcomes. All staff are involved in provision and success is documented – see SEND Progress and Attainment Report link within the HT's report.</p> <p>d) Moderation</p> <p>Two members of staff have again been accepted for LA moderation training and assessment. If successful, their expertise will help to support staff in making accurate assessments.</p> <p>Moderation of core and foundation subjects is planned to take place with Water Street School and Embsay Primary School (date tbc).</p> <p>It is expected this year EYFS assessments will be moderated by the LA, as it will be four years since the last LA moderation. Additional moderation exercises will take place with local schools. The AHT will have returned by then but the supply teachers will have done lot of groundwork.</p> <p>e) Inspection Data Summary Report (IDSR) and other data reports given out at Standards and Achievement (ASP and FFT)</p> <p>Governors discussed the IDSR report headline data. The school is in the lowest quintile for deprivation and the top quintile for stability of staff.</p> <p>If statistics indicate a year group is below national average, how many pupils does it take to have an impact on the results? The HT replied approximately 2 pupils. It should be noted if pupils are low attainers it does not necessarily mean they are not making good progress. Governors noted SEND and PP progress data is also very good. Data is positive for all groups.</p> <p>The HT reminded governors how to access all data on the school's website. An area for focus is ensuring pupils are being challenged to achieve Greater Depth at KS1.</p> <p>Governors agreed further discussion of this item contained details that should be recorded in a separate confidential minute not available for public inspection.</p> <p>f) Attitudes and behaviour</p> <p>The Behaviour Policy has been reviewed and is available on the website. It will be reviewed again to reflect co-operative learning which is having a positive impact.</p> <p>Governors noted the very positive feedback from the NSPCC who visited the school regarding pupil behaviour.</p> <p>There has been no prejudicial bullying, but some prejudicial language was reported to the GB last year. The school arranged a visit from the Bradford City FC Respect campaign, which included a talk about racism in society, which was relevant to the children.</p> <p>There have been no exclusions.</p> <p>Mrs Price-Waite monitored the new behaviour monitoring system during a visit and reported that recording over time enables trends to be spotted and individual</p>
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Governing Body Minutes

	<p>reports can be produced.</p> <p>Governors noted a new First Aid report is also being produced. The 'other injuries' data needs to be added to the table. ACTION: Headteacher</p> <p>g) Personal development</p> <p>The HT's report summarises all the activities that have supported pupil personal development this term. Governors noted the significant range of opportunities. The school provides a lot of extra activities to promote character education. All relevant information is available on the school's website under curriculum.</p> <p>The HT has conducted a parental questionnaire. A summary will be produced for the next FGB. ACTION: Headteacher</p> <p>Some parents commented too many extra-curricular activities are sporting; however, this is not the case. Extra-curricular activities are listed on the website.</p> <p>Was there a good response to the questionnaire? The HT reported it was a better response than previous questionnaires conducted at parents' evenings.</p> <p>Governors noted the Relationships and Sex Education Policy has been reviewed and is available on the website. The Staff Governor reported the policy was fit for purpose already as the school covers more than the minimum requirements. The only national change is that relationships education must be taught from 2020; pupils may not be withdrawn from relationship lessons. Pupils can be withdrawn from sex education.</p> <p>Do parents give reasons for withdrawing children? The HT responded reasons can be cultural. Each year a parental workshop is offered to outline what is taught. Attendance has dropped but all information is available on the website. Parents often want to talk to their children first which is encouraged by the school.</p> <p>Preparation for next stage of education: the school has lots of good links with South Craven. Inspirational speakers visit the school including a STEM ambassador and Climate Change speaker, both of which were inspiring. In the last week of term Y6 are visiting the anatomy and physiology suite at Bradford University.</p> <p>h) Leadership and management</p> <p>Governors reviewed the Annual Safeguarding Report, which summarises all Safeguarding work in 2018-19 and this term, including progress against actions from the NYSCP Safeguarding Audit (February 2019).</p> <p>Governors noted there are a few areas of outstanding action. Staff have completed Action Counters Terrorism training. Non-teaching staff will do this during the January training day. Staff need updated RPI training, but this is no longer provided by the LA and currently not required. Staff will re-do this training when needed. Visit Leader training was planned but has been cancelled. No referrals have triggered any Child Protection action.</p> <p>Emerging priorities are listed – see report. Safeguarding training and updates</p>
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Governing Body Minutes

	<p>schedule is included.</p> <p>The HT reported school's HR services have undertaken a check of the Single Central Register; a report will follow. The SCR has been transferred to a spreadsheet. Everything is as it should be; entries were cross-checked with evidence on personnel files. The check highlighted a requirement for evidence of the dates of birth and addresses of all staff and governors.</p> <p>Governors observe they provide this information on appointment and asked why they are being asked to provide it again. The CoG expressed concern at the increase in bureaucratic demands on schools. Governors are happy to provide evidence but unhappy that the school is being asked to store it. The HT assured governors it will be stored securely in a locked filing cabinet in the HT's office.</p> <p>PP funding information is not up to date. There are 3 new pupils with PP so it will be updated. There are now 14 pupils and just over £20k PP grant.</p> <p>The HT reported Mrs Travers conducted a PE-focussed monitoring visit and looked at ways in which the school uses Sports Premium funding. A coherent scheme of work (SoW) is required for PE. External coaches are used as CPD for staff, which in turn will help develop the new SoW.</p>
33/19	<p>School Self-evaluation Form (SEF)</p> <p>a) Consideration of the draft SEF with regard to Behaviour and Attitudes and Personal Development</p> <p>This item was postponed to the Resources Committee meeting in February 2020. Governors noted the Quality of Education section of the SEF was considered against the Ofsted grade descriptors at the Standards & Achievement Committee meeting.</p>
34/19	<p>Safeguarding</p> <p>a) Issues or incidents</p> <p>Governors noted any safeguarding issues will be included in the HT's report</p> <p>b) Annual Safeguarding Report to Governors</p> <p>A hyperlink to the Annual Report was included in the HT's report circulated in advance of the meeting.</p> <p>c) (15/19d) Confirmation all governors have completed Prevent training https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html</p> <p>Governors were reminded of the need to provide copies of certificates of completed training to the school. Mrs Pickles will send reminders. ACTION: Headteacher</p>

Governing Body Minutes

35/19	Health and Safety / Premises a) Issues or incidents None. A summary is included in the Annual Health and Safety Report to Governors, which was circulated as a hyperlink in the HT's report. b) Governor Health & Safety Visit An action plan of any works that need to be carried out, will be included at the end of the Annual Health and Safety Report. The H&S link governor reported it is pleasing to see wellbeing of staff is included in the Annual Health & Safety Report. An anonymous wellbeing survey will be carried out for staff. ACTION: Headteacher c) Health & Safety Visit by the LA H&S Advisor During the health & safety visit it was identified that a fence needs to be added to the wall at the front of the playground. It is 1.4m but children are able to climb the buttresses. A solution that does not require planning permission is to erect a fence in front of the wall, which will not be visible outside school.
36/19	School Policies Governors noted the following school policies were ratified at committee meetings this term: a) Behaviour policy (ratified at Standards & Achievement committee) – including an updated Behaviour Statement for the web site b) Health & Safety policy (ratified at Resources committee) c) Special Needs Policy & Local offer (ratified at Stds & Ach committee) d) Single Equalities Objectives (ratified at Stds & Achievement committee)
C	Other Business
37/19	Governor Training The summary of governor training on the website will be updated when governors have responded to requests regarding outstanding Prevent or Safeguarding training certificates. See 34/19c above.
38/19	Governor Monitoring Visits a) Governor visits Schedule 2019/20 and Governor visit reports These are included in relevant sections of the HT's Report as part of monitoring etc. Governors were asked to notify the HT which of the subjects they wish to monitor next term. ACTION: Governors
39/19	Any Other Urgent Business Discussed at 32/19 above.

Governing Body Minutes

40/19	Consideration of the Impact of the meeting on the children at the school Governors: <ul style="list-style-type: none"> • Considered the proposal to refurbish pupil toilets and agreed to obtain quotations • Responded to feedback from children and agreed additional funding for reading books • Agreed the importance of continuity of staffing for pupils • Know that reading and phonics is being closely monitored. • Know how children are taught to keep safe • Know the children are safe because they take part in effective fire practices • Know how behaviour is monitored • Are aware of the robust systems to support children with SEND • Know that SP funding is being spent effectively Also see list of focussed governor monitoring visits which includes a summary of impact on children at Cononley School.		
41/19	Dates of future meetings the following dates were agreed for 2019-20: Full Governing Body (starting at 6 pm): <ul style="list-style-type: none"> • Tuesday 24 March 2020 • Tuesday 14 July 2020 Committee Meetings (starting at 6pm): <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Resources Committee</u> Tuesday 25 February 2020 Tuesday 19 May 2020 </td> <td style="width: 50%; vertical-align: top;"> <u>Standards & Achievement Committee</u> Tuesday 17 March 2020 Tuesday 14 July 2020 (5pm tbc) </td> </tr> </table>	<u>Resources Committee</u> Tuesday 25 February 2020 Tuesday 19 May 2020	<u>Standards & Achievement Committee</u> Tuesday 17 March 2020 Tuesday 14 July 2020 (5pm tbc)
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Close	The Chair declared the meeting closed at 7.50 pm and thanked everyone for attending.		
	SIGNED: DATE: CHAIR		