



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time:	12 July 2022 (6:00 pm):	In School
Present:	Mrs Julie Cawood	(Co-opted Governor)
	Mrs Catherine Dresser	(Co-opted Governor) <i>left at 7.31pm</i>
	Mrs Jaki Fraser	(Staff Governor)
	Mrs Katie Mason (CHAIR)	(Co-opted Governor)
	Mr Erik Müller	(Co-opted Governor)
	Mrs Catherine Pickles	(Headteacher)
	Mrs Rachel Price-Waite	(Parent Governor)
	Dr Richard Wheelhouse	(LA Governor)
Clerk:	Ms Sarah Williamson	(NYCC Clerking Service)

A	Procedural
59/21	Welcome The Chair welcomed governors to the meeting.
60/21	Apologies Apologies for absence were given in advance by Mrs Breare (Co-opted Governor) and Mrs Brewer (Parent Governor), to which governors consented.
61/21	Declarations of Interest None
62/21	Any Other Urgent Business None
63/21	Confidential Items None
64/21	Minutes of the last meeting held on 22 March 2022 The public minutes of the meeting of the Governing Body held on 22 March 2022 were circulated to all governors in advance. Mrs Mason proposed, and Mrs Cawood seconded, these minutes should be accepted as a true record of that meeting. Governors agreed and the Chair signed a copy to be filed in school. A copy will be posted on the school's website. ACTION Headteacher
65/21	Matters arising from the Minutes of the last meeting a) Academisation The GB meeting was preceded by a meeting to discuss feedback from the NYCC presentation regarding academisation. At this meeting it was agreed that Mrs



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	<p>Dresser would lead a sub-committee to consider academisation. Over the summer a project plan will be devised. ACTION: Mrs Dresser</p> <p>Governors noted the HT has had approaches from two local MATs to offer further information. Both will be invited to speak to governors following initial meetings with the HT. ACTION: Headteacher</p>
66/21	<p>Minutes from Committee Meetings held since 22 March 2022</p> <p>a) Resources Committee (17 May 2022)</p> <p>Mrs Price-Waite summarised the committee meeting, governors noted:</p> <ul style="list-style-type: none"> • The outturn report was approved and circulated to all governors for comment. • It was agreed that a local company should be contracted to provide essential SENCO cover during maternity leave (0.5 days/week). • Gas & electricity price rises are significant. A 63% increase was in budget but currently there is a 300% rise in energy costs. • The draft start budget and financial revenue forecast was agreed and circulated to all governors for comment. • The cost of school lunches will increase from £2.40 to £2.60. This is the first increase in some time. • Provision of an additional wellbeing/STEM room was discussed. <p>Governors discussed potential ways of saving energy costs and agreed the importance of communicating with parents. It was agreed a statement would be combined with the announcement regarding school meals. ACTION: Chair and Headteacher</p> <p>Ideas included seeking external advice. Investing in movement sensors on lights and exploring any grants available to support energy saving. This matter will be given further consideration. ACTION: Headteacher</p> <p>Governors agreed potential sources of fundraising support should be explored and Mrs Mason and Mrs Cawood agreed to take this further. ACTION: Chair and Mrs Cawood</p> <p>The HT has approached a local institute for funding towards a 'safe space' room and is hopeful this may cover work required to create a separate entrance.</p> <p>Is it possible to generate more income for rental of the school site to offset increasing premises costs? Governors agreed that managing lettings has the potential to create substantial additional work for the HT detracting from any likely return and would not be pursued at the present time.</p>



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	<p>b) Standards & Achievement Committee (28 June 2022)</p> <p>Governors noted:</p> <ul style="list-style-type: none"> The OFSTED report, Action Plan and pupil outcomes were discussed. Many of these items are covered in the HT report. SEND challenges were discussed and the impact of COVID, especially on Early Years' children.
B	School Improvement
67/21	<p>Headteacher's Report</p> <p>a) Quality of Education Action Plan</p> <p>A copy of the plan was circulated to governors. This will form the school's Self-evaluation Form (SEF). All actions are incorporated. The OFSTED report commented the curriculum was well-designed.</p> <p>Did the school give OFSTED feedback on the inspection process? Yes. This centred on the impact on a small school.</p> <p>The HT gave governors an update on the areas identified for improvement:</p> <ul style="list-style-type: none"> Each staff member has had a full observation before the end of term. The HT has carried out 3 weeks of learning walks. Staff training took place straight away on implementation and how lessons are taught. <p>As part of the action plan external advisors, such as those of the HART Alliance and the School's Education Advisor (SEA), will visit the school to support the HT making judgments.</p> <p>The HT, accompanied by the SEA did not observe any passive learning. Teachers need to focus on Co-operative Learning and strategies have been revisited in training in May & June and will be revisited again in September.</p> <p>Is there more that governors can do to support in terms of monitoring? Governors do not monitor teaching but can support by focusing on discussion with subject leaders. Governors need to gather information and consider the evidence of any independent audit reports so they are able to answer the vital question '<i>How do you know</i>'?</p> <p>All governors confirmed they have read the Action Plan and seen it in various iterations.</p> <p>How will TAs be used? They will be supporting high needs children, either carrying out specific interventions or supporting individuals. A focus for teachers will be the lowest 20%.</p> <p>Are children with SEN and in receipt of PP tracked in extra-curricular activities? This will be the focus for a monitoring visit in September. ACTION: Mrs Dresser</p>



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	<p>When the OFSTED report is published, to where are parents directed? To the OFSTED website and the HT is happy to address any questions. Governors discussed whether there was a need to add further information for parents concerning the plan that is in place. As the school remains 'good' with some action required, governors agreed they would not send further information.</p> <p>b) School context, including update on pupil numbers for September</p> <p>The number of pupils joining Reception in September is now 15 or 16 (previously 17).</p> <p>c) Staffing</p> <p>An HLTA has been appointed. A member of staff will be on maternity leave in the autumn term.</p> <p>Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p>d) Quality of Education</p> <p>All data was discussed in depth at the Standards & Achievement Committee</p> <p><u>EYFS Profile data</u></p> <p>All data was discussed in depth at the Standards & Achievement Committee meeting. No national data is available for comparison. Reading outcomes are better than the previous year. Outcomes for Writing and Numerical Patterns have been impacted.</p> <p>What is being done to support these aspects next year? Teachers know the children who need intervention and what strategies need to be in place.</p> <p><u>Phonics screening</u></p> <p>The impact of investment has been good. Most children who participated in the re-check have now passed the test. 4 children out of the current Y1 have not achieved it but 7 children need ongoing support next year. Reading intervention that complements the phonics scheme is in place.</p> <p><u>End of KS1 tests</u></p> <p>Governors noted no national data is available yet. Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p>How will this be taken forward? This is a stronger cohort for Maths. Reading and Writing will need intervention, particularly Reading.</p> <p><u>Multiplication Tests (Year 4)</u></p> <p>The AHT explained the biggest challenge for the children is the intensity of the test; they must answer a question every 6 secs.</p> <p>Does the school still use Times table Rockstars? It is used weekly in school with Y4 but may benefit from a reboot for use at home. Homework expectations will be</p>
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	<p>reintroduced to parents in September. ACTION: Headteacher and Assistant Headteacher</p> <p>Governors noted that staff absence has had an impact on monitoring the use of such Apps.</p> <p>Have the additional funds made available for training in Maths been used? Yes, the training is being accessed. <i>White Rose Maths</i> are offering more modules. Governors noted there is only 1 hr of directed training time available each week.</p> <p>KS2 SATS</p> <p>Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p>How will the school respond? Question level analysis may provide more detailed information. Teachers will look at next year's entirely different cohort to see if there are any actions that might impact them.</p> <p>Governors observed that this year's Y6 missed more school than those in the previous year who did not have to sit SATS. The HT concurred but comparison with national data remains important.</p> <p>Will results be published on the website? Not this year but will be reported to parents with the national picture.</p> <p>Governors noted there appear to be good improvements in Science: 11% above national. Dr Wheelhouse observed this reflected the ability seen in children who visited Bradford University.</p> <p>The HT stated it has been useful to compare Grammar, Punctuation and Spelling outcomes with where previous gaps existed.</p> <p>What trends will be a focus for the School Improvement Plan? Greater Depth across the board. This was an existing objective going into the pandemic.</p> <p>e) Behaviour and Attitudes</p> <p>Staff have had de-escalation training, Team Teach training and training for children with attachment disorders. The inclusion team have visited and provided advice.</p> <p>Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p>Governors considered the positive impact for all pupils of creating a 'Safe Space' to help de-escalate behaviour which will enable the corridors to be kept clear.</p> <p>f) How is the Courtyard room ventilated? Windows are meant to be electrically operated but they are not working and there is no fresh air. This has been reported to the NYCC Health & Safety Advisor but there has been no response. Governors agreed NYCC should resolve this matter under the MASS agreement as the windows are still under warranty. The HT will send the latest email regarding this matter to the Chair. The Chair will write on behalf of governors to request urgent action. ACTION: Chair</p>
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	<p>When is the MASS contract renewed? It is agreed in December and paid in March.</p> <p>g) Attendance</p> <p>There has been a significant impact on attendance data this year. In the autumn children were still having to isolate for 10 days but this was recorded as absence. Governors discussed the tracking of a small number of pupils for attendance, including unauthorised absence, and whether there has been any improvement.</p> <p>Do fines make a difference? No, it is not a disincentive.</p> <p>Are there any other strategies available? The HT described the engagement of Early Help to support families and the use of PP funding to enable some children to attend breakfast club to support punctuality as it affects attendance data.</p> <p>Has attendance impacted on SATS results this year? Not unauthorised absence, but the HT will look at COVID absence for that year group.</p> <p>Governors noted that in 2022/23 it will be easier to monitor absence as there will no longer be a requirement for isolation.</p> <p><i>[At 7.31pm Mrs Dresser left the meeting].</i></p> <p>Governors agreed that at the start of the 2022/23 year parents should be sent a reminder of the impact of absence on children's learning, regardless of the reason for absence. ACTION: Headteacher</p> <p>It was further agreed that governors would re-visit the Attendance Policy at the September FGB meeting, and that the policy would then be reissued to parents. ACTION: Clerk and Headteacher</p> <p>h) Personal Development</p> <p>Governors noted the positive impact of trips and visits on pupil personal development outlined in the HT's report.</p> <p>i) Leadership & Management</p> <p>The First Aid Report will be updated and presented in the Autumn Term.</p> <p>The SP and PP information will be updated by 31 July and presented at the September FGB meeting. ACTION: Clerk and Headteacher</p> <p><u>Safeguarding Report</u></p> <p>Causes for concern were high in term 2, lower in term 3. This reflected the recording of some matters relating to high needs children as 'cause for concern' but changes the way in which these are being recorded have taken place.</p> <p>Governors noted two recent instances of the use of homophobic language which have been dealt with.</p> <p>The safeguarding feedback from the OFSTED inspection was good. Circle time introduced in September has been effective.</p> <p><u>Wellbeing of staff and pupils</u></p>
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	How is staff morale? Staff responses to the OFSTED survey were overwhelmingly positive. Staff are quite robust. They are moving forward to get things right.
68/21	Attainment and Progress a) (S38/21d) Progress of lowest 20% readers from December to June <p>Detailed level of analysis will be presented at the Standards & Achievement Committee meeting in the Autumn term. ACTION: Headteacher and Clerk</p> <p>Governors discussed Phonics and KS1 assessments in detail. Those needing Reading (and Maths) intervention next year have been identified. The new assessment linked to the Phonics scheme will analyse small steps of progress.</p>
69/21	Ofsted Report and Action Plan <p>See discussion of the Headteacher's Report at 67/21a</p>
70/21	Wellbeing of Staff and Pupils a) (48/21) Update on support for children's mental health and the impact on leadership time <p>Governors discussed the significant impact on HT and AHT leadership time of high needs children at present.</p> b) (50/21) Update on staff absence and impact of cover on teaching staff <p>All staff who have been absent have now returned. A member of staff is successfully on a phased return to work. Cover is in place for maternity leave from October; this will provide continuity.</p>
71/21	Safeguarding a) Any issues or incidents to report <p>See above at 67/21e above.</p>
72/21	Health and Safety / Premises a) Any issues or incidents to report <p>None</p> b) (51/21d) Update on garden room to provide additional space <p>Mrs Cawood summarised the findings of her investigation into the provision of additional space for the school. A local primary school fundraised for 2 years to install a building to support STEM activities (£40k). They have given all the details of the contractors they used whom they would highly recommend. NYCC offered a half day pre-construction meeting to support the project. £10k funding was obtained from Network Rail because of the proximity of the site to the railway. This may also apply at Cononley and could be worth actioning in the Autumn term. The school is happy for any governor to visit to see what they have achieved.</p>



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	<p>Another local school has installed 4 additional rooms and benefitted from additional funding as a special school.</p> <p>Governors agreed further thought should be given to what might be required at Cononley, location, costing and whether this project is a current priority. The matter will be revisited at the September FGB meeting. ACTION: Clerk</p> <p>Where will the extra year group be taught in September? In the hall.</p> <p>c) (52/21c) Update on scheduled building work for toilets</p> <p>The work will commence as term ends and will be signed off before term starts.</p>
73/21	<p>School Policies</p> <p>Governors noted:</p> <p>The following policies were approved at the Standards & Achievement Committee: Intimate Care policy; Drugs Education policy; and Teaching & Learning policy.</p> <p>The following policies were approved at the Resources Committee: Business Continuity & Disaster/Critical Incident Recovery Plan; Complaints policy and procedure; Dealing with vexatious complaints; Recruitment & Selection Policy and Procedure; and Induction of Early Careers Teachers</p>
C	Other Business
74/21	<p>Governance & Governor Training</p> <p>a) To note governor terms of office expiring in the next 12 months:</p> <ul style="list-style-type: none"> Mrs Cawood (Co-opted governor): 04/12/2022 Mrs Fraser (Staff governor): 30/08/2022 <p>Mrs Cawood confirmed that she would be happy to be co-opted for a further term of office. Governors noted that the Headteacher will make arrangement for a Staff Governor election. ACTION: Headteacher</p>
75/21	<p>Governor Monitoring Visits</p> <p>a) (47/21e) Monitoring of circle time & evidence of co-operative learning strategies</p> <p>The HT will record all the monitoring visits that have taken place.</p> <p>Governors discussed how to enable the KS2 Food & Nutrition requirements to be met given the school's facilities. The HT has explored possibilities including using facilities at a local secondary school which has not been possible.</p>
76/21	<p>Any Other Urgent Business</p> <p>The HT will produce a summary for governors of the information received from MAT representatives.</p>



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77/21	Consideration of the Impact of the meeting on the children at the school All governors have analysed the results of tests and know what is being done. Governors considered: <ul style="list-style-type: none"> • Fallout from COVID and its impact on children • Provision for high needs children and its impact on staff and children • Space in school and classrooms in light of pupil numbers • The action plan and monitoring following the OFSTED inspection
78/21	Dates of future FGB meetings and Committees The date of the next meeting will be Tuesday 20 September at 6.00pm at which dates for 2022/23 will be agreed.
Close	The meeting closed at 8.19pm The Chair thanked the Headteacher and all the staff for their hard work this term and thanked governors for their contributions to meetings and monitoring throughout the year.
	SIGNED: DATE: CHAIR
Clerk	Sarah Williamson