

Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time:	06 December 2022 (6:00 pm):	In School
Present:	Mrs Jane Breare Mrs Julie Cawood Mrs Catherine Dresser Mrs Katie Mason (CHAIR) Mrs Catherine Pickles Mrs Rachel Price-Waite (V-CHAIR) Dr Richard Wheelhouse	(Co-opted Governor) left at 8.00pm (Co-opted Governor) (Co-opted Governor) (Co-opted Governor) (Headteacher) (Parent Governor) (LA Governor)
Clerk:	Ms Sarah Williamson	(NYCC Clerking Service)

A	Procedural
21/22	Welcome The Chair welcomed governors to the meeting.
22/22	Apologies Governors consented to apologies from Mrs Brewer (Parent governor), Mrs Fraser (Staff governor), and Mr Müller (Co-opted governor). The meeting was quorate.
23/22	Declarations of Interest pecuniary or non-pecuniary for any agenda item None
24/22	Any Other Urgent Business Two items of other urgent business were identified regarding Staff and Pupil Well-being. Governors agreed discussion of this item should be covered in a separate confidential minute, not available for public inspection.
25/22	Confidential Items None
26/22	Minutes of the last meeting The minutes of the meeting of the Governing Body held on 20 September 2022 were circulated to all governors in advance of the meeting. Mrs Mason proposed, and Mrs Dresser seconded they be approved as an accurate record. Governors agreed and the Chair duly signed a copy to be filed in school. A copy will be posted on the school's website. ACTION Clerk and Headteacher A copy of the confidential minutes of the September meeting were tabled. Governors agreed these were an accurate record. A copy will be filed in school but not made available for public inspection.

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27/22	<p>Matters arising from the Minutes of the last meeting</p> <p>a) (9/22) Update on Headteacher Performance Management Meeting (1 Nov 2022)</p> <p>Mrs Price-Waite and Mrs Mason attended the meeting and are awaiting a copy of the agreed objectives. It was a very productive meeting. The external adviser was Jo Robinson, CEO of YCAT and National Leader of Education. Objectives include improving SEND provision and active learning.</p>
28/22	<p>Minutes from Committee Meetings held since 20 September 2022</p> <p>a) Standards & Achievement Committee (8 November 2022)</p> <p>A copy of the minutes was circulated in advance of the meeting.</p> <p>Mrs Mason summarised key points. The focus of the meeting was SEND and Education Health Care Plans (EHCPs). Governors closely considered the impact of the new synthetic phonics scheme. Governors noted that the ASPIRE and Baseline data is awaited.</p> <p>b) Resources Committee (22 November 2022)</p> <p>A copy of the minutes was circulated with papers for the meeting.</p> <p>Mrs Price-Waite summarised current challenges to the budget. Governors noted EHCP applications are being processed and may attract some additional funding.</p> <p>If the budget goes into deficit what action will be required? The HT explained the school has received a letter asking that the budget be reviewed. The reviewed budget has been submitted. There are several unknown factors at present; however, consideration will need to be given to addressing any future deficit. This could include reviewing structures and supply costs. Governors commented the school is quite well-staffed; however, there is need for that level of staffing.</p> <p>Governors discussed ways of raising funds, such as approaching local businesses.</p> <p>What are the main factors putting the budget into deficit? The HT responded the contributing factors are predominantly additional SEND staffing and in common with many schools, energy costs.</p> <p>Is there any mechanism for clawing back any of these funds? There is no mechanism for applying for funds until an EHCP is in place, then it may be possible to apply for additional funding. The LA must act on any application. 2 children now have plans.</p> <p>Is it possible to have an indication of the potential deficit? Approximately £50k but this does not include the budget for the mezzanine.</p> <p>Does the after-school club pay for its own utility costs? No. The HT outlined the benefits of having after school provision within the school.</p> <p>Is there potential for additional letting income?</p> <p>The HT responded it would not be cost effective. For most schools that operate their own before and after school provision it is not a money making enterprise.</p>

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B	School Improvement
29/22	<p>Headteacher updates:</p> <p>a) Update on pupil numbers and school context</p> <p>No change</p> <p>b) Updated attendance report and SIA report</p> <p>There has been improvement in attendance, especially in the first half of term; this includes attendance of those for whom there were previous concerns. The attendance of some other children has dipped below 90% because of genuine illness. Staff will continue to monitor closely.</p> <p>c) Behaviour report</p> <p>Governors noted the report.</p> <p>d) Update on staff and pupil welfare</p> <p>The HT reported staff absence, including long-term absence is challenging. Are there any issues with which governors can support? It is the result of illness. Governors volunteered to assist with monitoring/supervision if required.</p> <p>Pupils are being assessed but they are very tired and there is illness. Is this additional testing? No, it is routine but resilience is low post-pandemic. What would be the consequence of stopping the testing? It is complete now and is needed to help identify gaps.</p> <p>e) Update on pupil assessment, including pupil tracking and baseline data</p> <p>The HT circulated a data pack. Governors noted:</p> <p><u>Reading</u></p> <p>All pupils are making progress. The HT gave details of those working below expectations. They are making progress and they are receiving tutoring and daily focussed intervention which they enjoy. Children are making progress and fluency is increasing.</p> <p>Is this similar to the picture in other schools? The HT responded it is cohort specific.</p> <p>Are Y6 making normal progress or are they just good readers? They are really good and enjoy their reading. This cohort could read before COVID and reading for pleasure is very evident.</p> <p>Is this linked to having volunteers who listened to children read pre-COVID? Some may miss this and the 1:1 contact with an adult, but the HT does not anticipate using volunteers again as the burden of safeguarding checks and induction is too great.</p> <p>Is there parental support with reading? There is a very mixed picture. Teachers raise this at parents' meetings and comments made in reading logs. Are there other ways of communicating the importance of Reading at home? Class teachers have phoned</p>

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him, and the HT could follow this up. Governors discussed ways in which pupil commitment to and achievement in reading could be recognised.

Governors noted there has been a lot of investment in books. These have been very well-read so the HT will approach the Friends of Cononley School for further funds.

How much is required? Approximately £250/class.

All pupils are making progress using the new phonics scheme. The Reading leader and HT will review the children who no longer need intervention and replace with others. Governors noted the gender disparity in Reading at Y1 but that by Y6 this is much less noticeable.

Writing

This is particularly weak in some year groups; an impact of COVID, when Maths and Reading was easier to sustain.

A new writing scheme, *The Write Stuff*, has been implemented. It is very structured, writing for a purpose. This scheme has been adopted by many local schools and local Headteachers are going to review its impact in January.

Does the scheme include opportunities for extended writing? Yes, the scheme builds up to this. The HT reported it is beginning to have impact. Staff have had twilight training for full implementation in January. It does not include differentiation but adaptation.

The HT invited governors to visit to monitor and look at books. A HART advisor will be visiting on 8 December for a learning walk to monitor SEF actions around structured lessons and support for SEND pupils. Governors were invited to attend the feedback at the end of the visit at 3.30pm. Mrs Mason and Mrs Price-Waite agreed to attend.

Maths

A governor commented the momentum of *Times table Rockstars* may have been lost. *Minute Maths* is very good. The HT responded *Minute Maths* is especially good for younger pupils. Governors discussed how parents receive challenge and feedback around supporting maths.

Does this data contain any surprises? No, it is now about working out what to put in place.

Are parents' meetings too far apart? They are in October and March, then parents receive a written report in July. The HT agreed an earlier Parent Meeting in the Spring term could be beneficial. **ACTION: Headteacher**

Governors agreed further discussion of this item should be recorded in a separate confidential minute not available for public inspection.

Given the limitations in school and staff absence, do staff have sufficient time to embed the training they are having? Staff have 1 hour/week training every week; it is important to be mindful of staff well-being.

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In the recent assessments have any common themes and trends emerged? Yes, they have highlighted areas such as writing which has been followed up by a book scrutiny to get the whole picture. It is the results of these assessments that have been presented to governors.

What gaps have been identified and what is being done about them? In addition to the assessment data, progress meetings are held for all children not on track and teachers are held to account. Parents are kept informed following progress meetings.

Is re-watching a video on the teaching of Phonics to ensure it is being taught uniformly across the school a bit basic given the experienced teaching staff? It is essential to show exact fidelity to the scheme; this is quite challenging particularly if teachers are used to greater freedom and flexibility.

ASPIRE data shows 8% SEND is this correct? ASPIRE uses data from the previous census; it is now 15%. Which is above national average (14%). The HT will update as necessary. **ACTION: Headteacher**

f) School Improvement Plan and SEF and internal monitoring

Quality of Education

The HT summarised progress against the identified actions:

Actions this term towards priority 1: Lessons are well-planned and structured.

The HT has completed another full observation on all staff using the monitoring form shared with governors at the Standards & Achievement Committee meeting.

The SIP/SEF shows areas which the school needs to improve and identifies training needs. Staff are aware of the required structure for lessons, and this now needs to be embedded and sustained. The feedback from the external advisor visit on 8 December will be used to identify further support.

The SEF includes an overview of strengths. Staff have had individual feedback. The HT has used a coaching model, which staff have welcomed.

Phonics monitoring is about fidelity to the new Systematic Synthetic Phonics scheme.

There is rightly a focus on meeting the needs of SEND pupils but what is in place for other children? The emphasis has changed. The SEND TAs are at a premium and now being used to support high needs children, but the emphasis is on the whole class achieving.

What provision is there for the most able? The emphasis is on depth. The HT explained what is done using the context of Maths. More able students have additional challenge books covering the same topic but in greater depth, deepening their learning and fluency. In writing, there is additional scaffolding for some children and challenge for more independent work from the more able.

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	<p>Do we meet the needs of our most able? This is an aspect that can always be improved. It is more challenging in the humanities but in Science for example children can be challenged to be more creative in designing experiments.</p> <p>Is there anything that governors can do in terms of monitoring? Talking to pupils, looking at their books and talking to them about their work is useful during monitoring. Governors asked for further training around monitoring. ACTION: Headteacher.</p> <p>The SEF shows what actions have been taken this term. In Term 2 the focus on Teaching & Learning will continue to be around the general structure of lessons and SEND provision but the emphasis will on subject leader monitoring with some training from HART Alliance. The curriculum in many subjects has been reviewed this year.</p> <p>Governors asked for Subject Leaders to present at meetings. The HT agreed and stated subject specific Sway presentations will also be updated. ACTION: Headteacher</p> <p>Have instrumental lessons recommenced? Yes, throughout all Years 1 – 6. Lessons are available on keyboard, guitar, ukelele and accordion.</p> <p>g) SEND provision and monitoring, including update on audit and EHCP applications and exceptional funding</p> <p>Governors discussed the benefit of external provision. Initially, this created more work but has been productive. Governors stated they feel they have confidence with what has been put in place and that it is being led very well.</p> <p>Have parents had an opportunity to meet the SENCO yet? All parents received an invitation and many chose to attend.</p> <p>Has an online questionnaire been carried out? It is in progress. Children have completed a questionnaire and it will then go to parents.</p> <p>Governors noted that 2 Education Health Care Plans (EHCPs) have been approved. The school has not yet received the written plans.</p> <p>Governors agreed further discussion of this item should be included in a separate confidential minute not available for public inspection.</p>
30/22	<p>Finance</p> <p>a) Budget Forecast Update</p> <p>See discussion at 28/22b.</p> <p>b) Recommendation from the Resources Committee regarding voluntary parental contributions</p> <p>Governors noted this was discussed in detail at the Resources Committee meeting. A half-termly voluntary contribution of £5 was proposed to support additional</p>

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	<p>resources for children and improvements to facilities. Governors agreed the proposal and that:</p> <ul style="list-style-type: none"> • Mrs Price-Waite should take this forward with the school administrator. • Parents will be informed via the school bulletin that the budget is challenging, and the strategies being considered by governors. <p>c) Financial benchmarking report (if available)</p> <p>This is not yet available. It will be carried forward to the next Resources Committee meeting. ACTION: Clerk</p>
31/22	<p>Academisation</p> <p>a) Feedback on presentation from YCAT</p> <p>Governors discussed next steps.</p> <p>Governors agreed they would hold an informal meeting in January to discuss information received to date and determine what further information is required, such as a third presentation. The Clerk advised governors that any decisions would have to take place in a formal, minuted full governing body meeting.</p> <p>Mrs Dresser offered to produce a summary of the two previous presentations. ACTION: Mrs Dresser</p> <p>The HT will ask the CEO of YCAT for a copy of the slides. ACTION: Headteacher</p> <p>Governors agreed that <i>Academisation</i> would be an initial agenda item at the next Resources Committee meeting. ACTION: Clerk</p> <p><i>[Mrs Breare left the meeting at 8pm]</i></p>
32/22	<p>Safeguarding</p> <p>a) Issues or incidents</p> <p>None</p> <p>b) Reports, including the Annual Safeguarding Report to Governors</p> <p>Governors confirmed they had read and received the detailed First Aid report and had no further questions.</p> <p>Governors noted that in addition to reading and understanding any updates to KCSIE guidance that it is now an expectation that all governors complete safeguarding training annually. A link will be circulated. ACTION: Headteacher and Clerk</p> <p>The Online Safety bill also places an emphasis on regular safeguarding updates for governors. The HT will circulate a <i>Sway</i>. ACTION: Headteacher</p> <p>c) Visit of the Director of Children's Services</p> <p>Were there any actions arising from this visit? No. The HT explained that the demographic indicates that the birth rate is about to decrease. The school will need to limit numbers in Reception to 20 going forward to avoid the need for any unusual</p>

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	<p>splits in classes. It will be important to keep numbers consistent for the sake of staffing and to avoid any impact on the budget. Governors noted it is possible to have more than 30 children in a Key Stage 2 class but ratios are different at KS1.</p> <p>d) Monitoring of the Single Central Register of Appointments and (13/22d) update on external scrutiny from the LA</p> <p>How often are Criminal Record checks from the DBS renewed? NYCC deal with this and will renew 10% annually. A NYCC HR Advisor visited the school in the previous week. A couple of best practice recommendations were given. The HT will circulate a copy of the report to governors when it is available. ACTION: Headteacher</p>
33/22	<p>Health and Safety / Premises</p> <p>a) Issues or incidents</p> <p>None</p> <p>b) (14/22b) Update on replacement/provision of external doors, including for the Nurture room</p> <p>The Nurture room is in use but no further update regarding the external door is available.</p> <p>c) (11/22b) Update on fundraising and projects (including Mezzanine)</p> <p>See discussion at 28/22b and 30/22b.</p> <p>d) Health & Safety Audit Report</p> <p>Governors noted Mrs Price-Waite is visiting the school for the termly premises check on 9 December. ACTION: Mrs Price-Waite</p>
34/22	<p>School Policies</p> <p>The following policies were discussed and approved at the Resources Committee meeting:</p> <ul style="list-style-type: none"> a) Anti-bullying policy b) Low Level Concern Procedures c) Charges and Remissions policy <p>The following policies were discussed at the Resources Committee meeting and are recommended to the FGB for approval:</p> <ul style="list-style-type: none"> d) Budget Management policy e) Pay policy f) Child Protection Policy and Procedures (2) g) SEND Policy and Local Offer h) Behaviour Policy and Statement (2) <p>Governors accepted the committee's recommendation and approved all these policies.</p>

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	<p>Other policies</p> <p>i) (S9/22a) Teaching & Learning policy</p> <p>Not yet available. The HT will review it and it will be carried forward to the next Standards & Achievement committee meeting. ACTION: Headteacher and Clerk</p> <p>j) Health & Safety policy</p> <p>k) Fire Safety policy</p> <p>Governors approved these two policies.</p>
C	Other Business
35/22	<p>Governor Monitoring Visits and Training</p> <p>a) (15/22b) Pupil Premium (PP) Report and Monitoring Visit (w/b 28 Nov)</p> <p>Mrs Dresser met with the HT and reviewed the Pupil Premium Report. This is consistent with the School Improvement Plan. The PP report will be updated. ACTION: Headteacher</p> <p>b) Updates on governor training</p> <p>All governors to confirm to the HT they have refreshed Prevent training. ACTION: All governors</p> <p>For safeguarding training see 32/22b above.</p>
36/22a	<p>Any Other Urgent Business</p> <p>a) Racial awareness and Behaviour</p> <p>Should this be specifically drawn out in the Pupil Well-being Report? Diversity is regularly celebrated in assemblies but this aspect of the PSHE curriculum needs embedding at Key Stage 1.</p> <p>The HT explained that the school used the North Yorkshire County Council PSHE programme of study; however, OFSTED indicated this needed review. The school has purchased a new scheme and has arranged for a meeting with the PSHE Advisor for NYCC in January. The HT wishes to go back to the parent who originally offered suggestions around racial awareness with information about the school's response. ACTION: Headteacher</p>

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37/22	Consideration of the impact of the meeting on the children at the school Governors considered: <ul style="list-style-type: none"> The impact of attendance on learning The purpose of assessment Current pressures on the school's budget and ways of addressing them How the school is supporting children not meeting age-related expectations Academisation and options available to the school The Child Protection policy and know what is in place and what is required, including safeguarding training for governors Progress on the actions in the School Self-evaluation The Headteacher's objectives which are aligned to the priorities in the school improvement plan. 						
38/22	Dates of future FGB meetings Full governing body meetings, starting at 6pm: <ul style="list-style-type: none"> Tuesday 21 March 2023 at 6pm Tuesday 11 July 2023 at 6pm Committee meetings <table> <tr> <td>Resources:</td><td>Standards & Achievement:</td></tr> <tr> <td>Tuesday 7 February 2023 (V) at 5.30</td><td>Tuesday 28 February 2023 at 6pm</td></tr> <tr> <td>Tuesday 16 May 2023 at 5.30 TB</td><td>Tuesday 27 June 2023 at 6pm</td></tr> </table>	Resources:	Standards & Achievement:	Tuesday 7 February 2023 (V) at 5.30	Tuesday 28 February 2023 at 6pm	Tuesday 16 May 2023 at 5.30 TB	Tuesday 27 June 2023 at 6pm
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Tuesday 7 February 2023 (V) at 5.30	Tuesday 28 February 2023 at 6pm						
Tuesday 16 May 2023 at 5.30 TB	Tuesday 27 June 2023 at 6pm						
Close	The meeting closed at 8.19 pm. The Chair thanked all governors for their contributions.						
	SIGNED: DATE: CHAIR						
Clerk	Sarah Williamson						

Item	Action	Person	Date
26/22	Copies of minutes to be filed in school	HT/Clerk	6 Dec 2022
29/22e	Consideration to bring forward Parent Meeting (Spring term)	HT	Jan 2023
29/22f	Governor training: Monitoring	HT	Spring 2023
29/22f	Subject Leaders to present at future GB meetings.	HT	Spring 2023
29/22f	Subject specific Sway presentations will also be updated	HT & Subject Leaders	Spring 2023



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30/22c	Financial Benchmarking Report to be considered at Spring Resources Committee meeting	HT & Clerk	7 Feb 2023
31/22a	Summary of two academisation presentations to be produced	Mrs Dresser	Jan 2023
31/22a	Copy of presentation from CEO of YCAT to be obtained and circulated.	HT	Jan 2023
32/22b	HT & Clerk to circulate link to all governors so they complete online safeguarding training	All governors	ASAP
32/22b	HT to circulate a Sway regarding Online Safety for governors to read	HT & all governors	ASAP
32/22d	Report of NYCC HR Advisor's scrutiny of the Single Central register to be circulated when available	HT	Spring 2023
33/22d	Termly Premises Visit	HT & Vice-Chair	9 Dec 2022
34/22i	Teaching & Learning policy to be updated or next Standards & Achievement Committee Meeting	HT	21 Feb 2022
35/22a	Pupil Premium Report to be updated	HT	Spring 2023
35/22b	Governors to confirm to the HT they have completed Prevent training	All governors	ASAP
36/22a	HT to revert to parent regarding action on racial awareness and behaviour	HT	Spring 2023