



## Governing Body Minutes

### Cononley Primary School: Meeting of the Full Governing Body

<b>Date and Time:</b>	<b>05 December 2023</b> (6:00 pm):	In School
<b>Present:</b>	Mrs Jane Breare (Co-opted Governor) Mrs Julie Cawood (Co-opted Governor) Mrs Catherine Dresser (Co-opted Governor) Mrs Katie Mason ( <b>CHAIR</b> ) (Co-opted Governor) Mrs Catherine Pickles (Headteacher) Mrs Rachel Price-Waite ( <b>V-CHAIR</b> ) (Parent Governor)	
<b>Clerk:</b>	Ms Sarah Williamson	(NYCC Clerking Service)

<b>A</b>	<b>Procedural</b>
<b>20/23</b>	<b>Welcome</b> The Chair welcomed governors to the meeting.
<b>21/23</b>	<b>Apologies</b> Governors consented to the reason for apologies received in advance from Dr Richard Wheelhouse (LA Governor) and Mrs Brewer (Parent Governor). Mr Erik Müller (Co-opted Governor) was absent. The meeting was quorate.
<b>22/23</b>	<b>Declarations of Interest</b> - None
<b>24/23</b>	<b>Any Other Urgent Business</b> - None
<b>25/23</b>	<b>Confidential Items</b> - None
<b>26/23</b>	<b>Minutes of the last meeting</b> The minutes of the meeting of the Governing Body held on 19 September 2023 were circulated to all governors in advance of the meeting. Mrs Price-Waite proposed, and Mrs Dresser seconded they be accepted as a true record of that meeting. <b>Governors agreed</b> and the Chair duly signed a copy to be filed in school. A pdf version will be posted on the school's website. <b>ACTION Clerk and Headteacher</b> A copy of the confidential minutes of the September meeting were tabled. <b>Governors agreed</b> these were an accurate record. A copy will be filed in school but not made available for public inspection.
<b>27/23</b>	<b>Matters arising from the Minutes of the last meeting</b> <b>a) (17/23a) Headteacher teaching and workload</b> This matter was discussed at the HT's performance management meeting. A part-time teacher is covering the Headteacher's (HT) Music teaching to enable the HT to teach Maths; the part-time teacher is also leading a choir.



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28/23

**Minutes from Committee Meetings held since 20 September 2022****a) Standards & Achievement Committee (17 October 2023)**

A copy of the minutes were circulated with papers for the meeting. Mrs Breare summarised key points from the meeting. Governors noted:

- The Art curriculum from Kapow was reviewed and updated.
- Reading for pleasure monitoring report was discussed in detail: dedicated time each week to discuss books in KS2 (Book Club); new layout for library (KS1 have own area); a member of staff has been trained in reading for pleasure across the curriculum.
- Lowest 20% of readers read to the teachers and books are well-matched to their abilities.
- Priorities in the SEF and SIP were discussed in detail; the school's data compares favourably with national data. Moderation has taken place and will take place again next year.
- The LA SENCO monitored pupil provision maps (POPS) which are very individualised.
- External safeguarding advisor has visited and reported.
- Home learning policy has been updated and is very rigorous.
- The SEN information report is user-friendly and contains lots of accessible information for parents.
- The PSHE scheme and use of Circle time is being closely monitored, internally and externally.
- SEND: consideration has been given to next priorities for training.
- The SEN Policy is bespoke, user-friendly and follows latest guidance. It outlines the graduated approach and is available on the website.

**b) Resources Committee (14 November 2023)**

Mrs Price-Waite summarised key points from the meeting. Governors noted:

- Attendance and subsequent action were considered.
- Pupil well-being was discussed.
- Staffing: a new TA has started work. A member of staff has given notice but would be happy to support with supply cover. There will be a gradual handover regarding monitoring.

**What are the arrangements for replacing this member of staff?** The HT explained arrangements made for cover next term. The post for an experienced part-time KS1 teacher was advertised; there were no applicants. It will be readvertised in January.



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	<ul style="list-style-type: none"> <li>The use of external SEN consultancy was reviewed. The committee consider it represents good value for money and would not be an area to cut unless absolutely necessary.</li> <li>The revised budget is now showing a small deficit in Year 2. There are still funds remaining from the energy grant funding.</li> <li><b>Governors agreed</b> the draft 2024-25 budget must be received in sufficient time to enable careful consideration by the committee and circulation to all governors in advance of submission.</li> <li>It was discovered that the budget was incorrectly based on 145 not 142 children. Mrs Price-Waite spoke to the School Administrator. The school's data was correct, the error was in the data used by the FMS Service.</li> </ul> <p><b>Governors agreed</b> further discussion of this item would be recorded in a separate confidential minute not available for public inspection.</p> <p>Has the money raised by the Friends of Cononley School (FOCS) raised from gala been received by the school? The HT has let FOCS know that the school would like to use the funds to purchase books and laptops.</p> <p>The committee proposed that parents buy a book from the reading spine for a class instead of gifts to the teacher. The HT will include this suggestion in the newsletter. <b>ACTION: Headteacher</b></p> <p>The Vice-Chair, as Chair of the Resources Committee, and the HT have a scheduled meeting with NYES Financial Services. <b>Governors agreed</b> during this meeting the FMS team should be asked to provide information on the internal checks carried out by the service to ensure errors are not made with pupil numbers. <b>ACTION: Headteacher</b></p>
<b>B</b>	<b>School Improvement</b>
<b>29/23</b>	<p><b>Headteacher Updates:</b></p> <p>All the following reports were circulated in advance of the meeting. They are also available on the governor section of the website.</p> <p><b>a) Update on pupil numbers and school context</b></p> <p>141 pupils are now on roll. A further child has left; this move was expected. There have been applications for in-year places but for year groups without capacity.</p> <p><b>b) Attendance</b></p> <p>Average attendance (95.9%) is below pre-pandemic levels but above current national averages according to Fisher Family Trust (FFT) data. There has been a lot of illness.</p> <p>Has persistent absence/lateness been addressed? All actions are included in the report; these were discussed at Resources committee. Attendance is an improving picture and actions are having impact. Attendance is monitored every half term.</p>



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	<p><b>c) Behaviour report</b></p> <p><b>Has the category of assault been recently added?</b> The Behaviour log has been changed to include pupil-on-pupil assault that is one-off, therefore not under the category of bullying. The HT explained the circumstances and the tracking in place.</p> <p><b>Have you seen referral waiting times improve?</b> No, the CAMHS waiting list is now apx 4 years, or 6 months for a private provider. Further information is included in the Safeguarding report.</p> <p>Governors noted they can make statistical comparisons with previous terms/years. There is minor change over time but the number of negative behaviours (18), is lower than any previous term.</p> <p><b>d) Update on staff and pupil well-being</b></p> <p>The Pupil well-being &amp; healthy lifestyle report was circulated in advance.</p> <p>Zones of regulation were introduced in September. As children learn to self-regulate these are having a positive impact and are working very well.</p> <p><b>How does this strategy work?</b> Children are given strategies to follow and the language to articulate their feelings. Calming toys and activities are provided. Children have a regular check-in with a member of staff and use a colour to identify their moods.</p> <p>A member of staff has completed the full training, and all staff have had some introductory training. Children are encouraged to talk about their feelings.</p> <p><b>Is the strategy for all children not just specific ones?</b> It is a whole school strategy but is used by some more than others.</p> <p>Mrs Fraser has monitored Circle Time and gave a verbal report of what happens. It is a valuable time when children can express feelings and see positive action.</p> <p>During the activities in Anti-bullying week, children were able to talk about bullying and know what a bystander is. <b>What opportunities have there been for pupil voice on bullying?</b> The Senior Education Adviser visited and spoke with children; this is recorded in the Safeguarding report and confirmed children know how to report bullying behaviour.</p> <p>PSHE topics covered this term are listed in the report. The PCSO has visited to talk about safety in the dark etc.</p> <p>Governors noted the constant pressure staff are under waiting for OFSTED to return and the impact this has.</p> <p><b>How are staff being supported?</b> The HT summarised steps to support staff well-being outlined in the report. The Staff Governor added being able to go home to work without distraction is very beneficial.</p> <p><b>e) (12/23c) Progress data with comparison to national data</b></p> <p>The Fisher Family Trust report was circulated in advance of the meeting. Progress and attainment at KS2 are higher than the national average. Governors noted this</p>
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	<p>shows evidence that SEN strategies are workings. Information on the website has been updated.</p> <p><b>f) Update on pupil assessment data, including updated Y2 and Y6 targets (S8/23b)</b></p> <p>Predictions given are based on last summer's scores.</p> <p><b>Working at GD appears lower in Writing than previous years; all other areas are broadly in line. How is the school responding?</b> Writing is an area of focus, but the outcomes are cohort specific. School data is positive so intervention must be having impact. Governors noted most data for SEND children is positive except for Reading; however, there is now a good scheme in place.</p> <p>Teachers are currently assessing children at the end of Term 1; this data will be available for the next Standards &amp; Achievement meeting. <b>ACTION: Clerk</b></p> <p><b>How do you think they are doing?</b> As well as we expected but staff are constantly tracking and looking at how children can make more progress.</p> <p><b>Do you communicate this progress to parents?</b> Most parents want to know children are on track. Should there be any concerns parents would be contacted before any parents' meeting. Where there are concerns about a pupil's learning, they will be assessed, a plan put in place and ultimately they might be put on the SEND register. Staff are using PIVATS to measure progress in smaller steps. All other children are measured against national expectations.</p> <p>Governors noted numbers of children with an EHCP are lower than national averages and those with SEND are broadly in line.</p> <p><b>g) (S9/23d) Internal and external monitoring reports: Early Years</b></p> <p>Governors discussed the LA Advisor's report, which was circulated in advance.</p> <p>Governors noted the change of EYFS leader. Other staff are strong, and a handover can be effected. Governors noted actions included in the report:</p> <ul style="list-style-type: none"> <li>• Analysing data for groups: this is already in place.</li> <li>• Specific vocabulary: language is now in provision areas.</li> <li>• Stripping back the number of yellow words: all actions have been completed.</li> </ul> <p><b>h) Monitoring; Quality of Education monitoring</b></p> <p>Governors noted the evidence of the monitoring reports which identify strengths and next steps. Other strengths are included in the SEF/SIP.</p> <p><b>Has the external advisor completed the report from the HT's appraisal yet?</b> It has not yet been received but will be chased. <b>ACTION: Chair</b></p> <p>The HT summarised the report: all actions are linked to the OFSTED priorities.</p> <p>Governors discussed the initiative for staff to work in pairs to plan, then observe each other's Writing lessons; this has been very effective.</p> <p>Maths monitoring was conducted by the AHT alongside the external advisor. This helps develop subject leader's skills in monitoring. The AHT outlined the findings of</p>
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the monitoring visit and the next steps e.g non-negotiables for Maths. Mrs Price-Waite followed this up with a successful monitoring visit.

**Are staff receptive to change?** Yes. Teachers are used to change but adapt at different rates. The HT added there is a good team in place, keen to continuously improve, and receptive to advice from the external advisor.

**What positives came from the last OFSTED inspection?** Staff are now much more adaptive. There is better use of IT. The school is focussing on engineering success for everybody.

**Do you feel that the diet is right for SEN, so it is right for everyone?** Yes – improvement is always a continuous process, but progress has been more rapid.

**Is provision in place for more able children?** Yes, there is evidence of challenge e.g. application and problem-solving in Maths once they have achieved fluency. Provision is meeting the needs of all children including those working at greater depth. Every subject is very specific. There is a separate challenge book in Maths. The writing process in English is structured but can be deepened. In other subjects scaffolding can be taken away to provide challenge.

Mrs Mason carried out a History and Geography monitoring visit the previous week, focussing on how the EYFS curriculum progresses to KS1 in Geography.

Computing and Science monitoring has also taken place. Reports will follow.

**ACTION: Headteacher.**

Governors thanked the HT for a very detailed report. This helps provide focus for governor monitoring, which can focus on whether next steps have been achieved. Governors feel confident that what staff tell them is supported by the quality assurance provided by external advisor reports and governor monitoring.

### i) School Improvement Plan and SEF

A copy of the updated plan and evaluation was shared with governors in advance. The OFSTED inspection criteria have been added at the bottom.

**Has it been possible to extend the range of activities and clubs?** Yes, under the personal development section the Choir and Crafts club have been added.

**Are you using teaching staff to extend this provision?** Yes, they volunteered. The HT does not place an expectation on staff who already make a significant contribution. **Could governors volunteer to run clubs at lunchtime?** Yes, chess, Lego and board games would all be welcome.

The HT asked a governor to visit to monitor the use of CPOMS. Mrs Price-Waite volunteered. **ACTION: Headteacher and Mrs Price-Waite.**

### j) SEND provision and monitoring

Monitoring provides quality assurance for the POPS. Children have target mats so should be able to articulate their targets and provision to anyone.

Governors discussed the participation of children with SEND in clubs and activities.



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	<p>The HT will produce anonymised PIVATS data for governors to see. <b>ACTION: Headteacher</b></p> <p>The HT explained each of the following criteria, how children:</p> <ul style="list-style-type: none"> <li>• acquire the knowledge and cultural capital they need to succeed in life</li> <li>• make progress, in that they know more, remember more and can do more; they are learning what is intended in the curriculum</li> <li>• produce work of high quality</li> <li>• achieve well in national tests and examinations, where relevant</li> <li>• are being prepared for their next stage of education, training or employment at each stage of their learning,</li> <li>• are able to read to an age-appropriate level and fluency</li> </ul> <p><b>Governors agreed</b> to review these criteria, highlighting where they feel they have sufficient evidence they are being met. Where further evidence is required, they will revert to the HT and ask for further evidence to be produced. <b>ACTION: Chair and Vice-Chair.</b></p> <p>Governors noted the external reports are very useful. The HT met with the LA Advisor last week to go through the report. The number of EHCPs in place are below national average but some applications are in process.</p> <p><b>What do you think about the quality of the reports?</b> The HT responded they are very accurate and detailed.</p> <p><b>What are you still seeking to improve?</b> Always trying to improve but need a bigger stock of laptops so each child with SEND can have an individual designated device.</p> <p><b>How can this be achieved?</b> The cost of additional laptops is £2.5k. The school is moving to a cloud-based server. 15 laptops are not able to do this and will also need replacing. <b>Governors agreed</b> the HT should order 5 laptops.</p> <p>The HT has given provisional notice on all services with a proviso the school may renew in February.</p> <p>Mrs Cawood will contact Mrs Brewer, Chair of FOCS, to ask what funds have been raised and what may be available to support this provision. <b>ACTION: Mrs Cawood</b></p>
30/23	<p><b>Finance</b></p> <p>a) <b>Budget Forecast Update</b></p> <p>A copy was circulated with papers for the meeting. See earlier discussion at 28/23b.</p>
31/23	<p><b>Academisation</b></p> <p><b>Governors agreed</b> this item should be on hold for the time being. The next step is to ask the third MAT to give a presentation.</p>





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32/23	<p><b>Safeguarding</b></p> <p><b>a) Issues or incidents to report</b></p> <p>There have been no incidents, but governors noted robust procedures are in place. No children are currently open to a child protection plan.</p> <p><b>b) Online safety: filtering &amp; monitoring</b></p> <p>Data is included in the HT's report. The HT did inform the LADO regarding the test. Has IT Services put in place a dummy IP address for the HT from which to test the system? Not yet. The HT will follow this up. <b>ACTION: Headteacher</b></p> <p><b>c) To consider the Annual Safeguarding Report to Governors</b></p> <p><b>Do you feel we are seeing an improvement?</b> Governors discussed the report and noted that records show safeguarding measures are effective. The action plan is rag-rated and has been updated.</p> <p><b>How do we know that safeguarding is effective?</b> Governors can see the number of incidents and the actions that have been done, so know that safeguarding is continually improving. The HT explained the actions that are in place:</p> <ul style="list-style-type: none"> <li>• Staff training: zones of regulation etc</li> <li>• The AHT has set up a folder of resources and advice for parents.</li> </ul> <p><b>How up to date are the bulletins on the website?</b> The most recent is number 9 on FGM and will be uploaded. Governors noted the statutory duty to report suspected FGM to the police.</p> <p><b>Governors approved</b> the 2022-23 report which was circulated in advance.</p> <p><b>Governors agreed</b> further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p> <p><b>d) LA Safeguarding monitoring report and LA Safeguarding and Attendance monitoring</b></p> <p><b>How do we know the school's safeguarding measures are effective?</b> Quality assurance from external advisors. The SCR has been checked externally. Governors have also received the LA safeguarding monitoring reports. Information is fed back to parents in newsletters. The school keeps careful safeguarding records, and the Vice-Chair will monitor this system on Friday 8 December.</p> <p>Safeguarding training records and updates were also circulated to governors.</p> <p><i>[At 7.55pm Mrs Breare left the meeting]</i></p>
33/23	<p><b>Health and Safety / Premises</b></p> <p><b>a) Issues or incidents to report</b></p> <p>The HT explained a minor incident involving a school gate last week. Protocols were followed but the gate was not locked promptly. The HT reported the incident</p>





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	<p>as a 'near-miss' to the LA through the <i>Be Safe</i> system. A revised risk-assessment has been completed and shared with all staff.</p> <p>Should the school look at an alternative method for locking the gate other than a padlock? The HT responded key codes can also be problematic.</p> <p>The school has been given a defibrillator, which will require fitting.</p> <p><b>b) (14/23d) Annual Health &amp; Safety Report from the LA</b></p> <p>The LA Health &amp; Safety Paperwork evaluation has also taken place. Governors noted the actions.</p> <p>At present the school does not have a regular caretaker but relief caretakers. Monthly asbestos checks have all been done. Water temperature checks have been done but the HT needs to have the records to sign. This has been reported to the LA Cleaning and Caretaking Services. <b>ACTION: Headteacher</b></p> <p>Mrs Price-Waite has visited the HT to discuss the H&amp;S reports.</p> <p><b>c) First Aid Report</b></p> <p>A copy of the reports was circulated. There are no obvious trends that require attention. Governors noted the school has a suitable number of staff with paediatric first aid training, which ensures cover.</p> <p>Staff updated anaphylaxis and EpiPen training in the summer.</p> <p>Governors noted the thoroughness of all the Headteacher's reports.</p>
<b>34/23</b>	<p><b>School Policies</b></p> <p><b>a) Pay policy</b></p> <p><b>Governors agreed</b> with the Resources Committee's recommendation for approval of this standard LA policy.</p> <p><b>b) Health &amp; Safety policy &amp; Fire Safety policy</b></p> <p>Staff have seen the Fire and H&amp;S policies and signed to confirm they have read and understood them. <b>Governors approved</b> both of these policies.</p>
<b>C</b>	<b>Other Business</b>
<b>35/23</b>	<p><b>Governor Monitoring Visits and Governor Training</b></p> <p><b>a) (16/23a) Update on governor monitoring visits</b></p> <p>These are included in the <i>Sway</i> that was circulated. Some reports are in progress.</p> <p>Governors noted Mrs Dresser has kindly agreed to take on the additional responsibility as link governor for Music.</p>



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	<p><b>b) (S12/23b) Confirmation governor monitoring visit report form has been adjusted to include a reference to Equalities.</b></p> <p>The HT will complete this action and update the Single Equalities scheme and plan. <b>ACTION: Headteacher</b></p> <p>Governors asked the clerk to source the most up-to-date training brochure from NYES. <b>ACTION: Clerk</b></p>						
<b>36/23</b>	<p><b>Governance</b></p> <p><b>a) Governor terms of office and attendance</b></p> <p>Governors noted terms of office and discussed attendance at meetings. <b>Governors agreed</b> further discussion of this item should be recorded in a separate confidential minute not available for public inspection.</p>						
<b>37/23</b>	<p><b>Any Other Urgent Business</b></p> <p><b>a) School grounds</b></p> <p>A member of the public raised a query with a governor about the use of the raised beds in the school grounds and the condition of the hedge abutting Meadow Close. Governors briefly discussed these matters and agreed an out-of-date banner should be removed from the gate. <b>ACTION: Headteacher</b></p>						
<b>38/23</b>	<p><b>Consideration of the Impact of the meeting on the children at the school</b></p> <p>Governors:</p> <ul style="list-style-type: none"> <li>• Are assured by the substantial evidence of Quality Assurance reports from a National Leader in Education, and the LA external advisers.</li> <li>• Considered comparative data from the Fisher Family Trust and noted the improvement in KS2 outcomes.</li> <li>• Considered evidence from the SENCO and the LA Hub SENCO of internal and external monitoring of provision for those children with learning needs.</li> <li>• Know that staffing is in place and stable.</li> </ul>						
<b>39/23</b>	<p><b>Dates of future FGB meetings</b></p> <p><b>Full governing body meetings</b>, starting at 6pm:</p> <ul style="list-style-type: none"> <li>• Tuesday 12 March 2024 at 6pm</li> <li>• Tuesday 9 July 2024 at 6pm</li> </ul> <p><b>Committee meetings</b>, starting at 6pm:</p> <table border="0"> <tr> <td><b>Resources:</b></td> <td><b>Standards &amp; Achievement:</b></td> </tr> <tr> <td>Tuesday 6 February 2024 (V) at 6.00</td> <td>Tues 27 February 2024 (V) at 6pm</td> </tr> <tr> <td>Tuesday 7 May 2024 at 6.00 TB</td> <td>Tuesday 18 June 2024 at 6pm</td> </tr> </table>	<b>Resources:</b>	<b>Standards &amp; Achievement:</b>	Tuesday 6 February 2024 (V) at 6.00	Tues 27 February 2024 (V) at 6pm	Tuesday 7 May 2024 at 6.00 TB	Tuesday 18 June 2024 at 6pm
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<b>Close</b>	The meeting closed at 8.22 pm. The Chair thanked all governors for their contributions.
	<p>SIGNED: ..... DATE: .....</p> <p>CHAIR</p>
<b>Clerk</b>	Sarah Williamson

Item	Action	Person	Date
28/23b	Parents to be made aware, via the newsletter, of a proposal to buy a book from the class reading spine instead of giving gifts to a teacher at the end of term.	Headteacher	ASAP
28/23b	The Financial Management Services team should be asked to provide information on the internal checks carried out by the service to ensure errors are not made with pupil numbers.	Vice-Chair and Headteacher	December
29/23f	Term 1 assessment data to be an agenda item at the next Standards & Achievement Committee meeting.	Clerk	February
29/23h	HT's appraisal report to be chased from the external advisor.	Chair	ASAP
29/23h	Computing and Science monitoring reports to be circulated when complete.	Headteacher	ASAP
29/23i	Mrs Price-Waite to visit to monitor the use of CPOMS.	Vice-Chair and Headteacher	Friday 8 December
29/23j	A sample of anonymised PIVATS data to be presented at the Standards & Achievement Committee.	Headteacher	February
29/23j	Governors to review SEND criteria, highlighting where they have sufficient evidence criteria are being met; identifying any further evidence required.	Chair and Vice-Chair	ASAP
29/23j	Contact the Chair of FOCS, to ask what funds have been raised and what may be available to support laptop provision.	Mrs Cawood	ASAP
32/23b	IT Services to put in place a dummy IP address for the HT from which to test the filtering and monitoring system.	Headteacher	January
33/23b	HT to chase water temperature checks from the LA Cleaning and Caretaking Services.	Headteacher	December
35/23b	Governor monitoring visit report form to be adjusted to include a reference to Equalities. The Single Equalities scheme and plan to be updated and circulated.	Headteacher	ASAP
35/23b	Most up-to-date training brochure from NYES to be circulated.	Clerk	ASAP
37/23a	An out-of-date banner to be removed from the gate.	Headteacher	January