



Governing Body Minutes

Meeting: Full Governing Body – Business Meeting
Date: 18 September 2018
Time: 6:00 pm
Location: In the School

Present:

Mrs Jane Breare	(Co-opted Governor)
Mr John Evans	(Co-opted Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Mrs Rachel Price-Waite	(Parent Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
1/18	<p>Welcome and Apologies</p> <p>Consented apologies for absence were received from Mrs Jaki Fraser (Staff Governor).</p> <p>Governors noted the resignations of Mr David Simcock (Co-opted Governor) and Mr Michael Smith (Co-opted Governor). Governors wished to record thanks to Mr Smith and Mr Simcock, latterly Chair of Governors, for all their hard work and commitment to the school during their terms of office.</p> <p>Mrs Pickles agreed to write to thank them for their service to the school. ACTION: Headteacher</p>
2/18	<p>Election of Chair of Governors and Vice-Chair of Governors</p> <p>The Clerk asked for nominations for the post of Chair of Governors with effect from 18 September 2018, following Mr Simcock’s resignation. Mrs Mason nominated Mr Evans, seconded by Mrs Pickles. This was unanimously supported by all Governors.</p> <p>Mrs Mason offered to serve as Vice-Chair. Mrs Pickles proposed, and Mr Evans seconded this nomination, which was unanimously supported by all Governors.</p>
3/18	<p>Declarations of interest</p> <p>There were no declarations of interest in any item on the agenda.</p> <p>All Governors present reviewed their declarations on the Register of Interests and re-read and reaffirmed the declarations made on the Disqualification Declaration form.</p> <p>These forms were returned to the Clerk for filing. ACTION: Clerk</p> <p>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 of the school during the academic year 2017/18 and the Chair duly signed and dated the Register of Gifts and Hospitality.</p>



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4/18	<p>Identification of Confidential Items</p> <p>One item on the agenda was identified at the start of the meeting as being Confidential. This is therefore recorded separately in the Confidential Minutes Not Available for Public Inspection.</p>
5/18	<p>Notification of Other Urgent Business</p> <p>No items of urgent other business were identified at the start of the meeting.</p>
6/18	<p>Governing Body Matters</p> <p><u>Review of Governors' Terms of Office and Appointment of LA Governor</u></p> <p>Governors welcomed the statement from Mrs Pickles that Mrs Fraser's term of office as Staff Governor was to be extended for a further four years.</p> <p>Governors noted there are now four vacancies: 1 LA Governor 3 Co-opted Governors</p> <p>Mrs Pickles proposed Mr Wheelhouse, a parent, for the role of LA Governor and outlined his skills and experience in tertiary education. This was seconded by the Chair and it was agreed Mrs Pickles would contact Mr Wheelhouse and outline the application process for nomination as LA Governor. ACTION Headteacher</p> <p>Governors discussed other potential avenues to explore for Governor recruitment. It was agreed Mrs Pickles would:</p> <ul style="list-style-type: none"> • Continue to pursue the approaches to individuals already made • Email parents to raise awareness • Contact two local businesses <p>ACTION Headteacher</p> <p><u>Standing Orders</u></p> <p>A copy of the North Yorkshire Revised Model Standing Orders was circulated in advance of the meeting. Governors discussed the proposed amendments made by the Clerk and unanimously agreed to adopt these Standing Orders. The Chair duly signed a copy to be filed in school. ACTION: Clerk</p> <p><u>Adopting the NGA Code of Conduct</u></p> <p>A copy of the updated NGA Code of Conduct for Governors was circulated in advance of the meeting. Governors discussed its principles and the additional guidance relating to social media. The Chair proposed that this be adopted in principle but that it be an agenda item for the next FGB meeting.</p> <p>Governors agreed to revisit the Code of Conduct to consider the Nolan principles and reiterate the guidance regarding confidentiality with all governors. The Chair duly signed a copy to be filed in school. ACTION: Clerk</p>
7/18	<p>Committee matters</p> <p>The Terms of Reference for the Standards and Achievement Committee and the Resources Committee were approved at the July meeting.</p>



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	<p>Membership of the committees for 2018/19 were confirmed as:</p> <p>Resources: Mr Evans, Mrs Price-Waite and the Headteacher</p> <p>Governors agreed specific responsibilities, such as the Premises check would rotate among members of Resources Committee. Mrs Price-Waite volunteered to conduct the first check with the Headteacher on 06 November at 10:30.</p> <p>It was unanimously agreed that Mrs Price-Waite be appointed Chair of the Resources Committee.</p> <p>Standards & Achievements: Mrs Fraser, Mrs Mason, Mrs Breare and the Headteacher</p> <p>It was unanimously agreed that Mrs Mason be appointed Chair of the Standards & Achievement Committee.</p> <p>Governors further agreed newly appointed Governors would be invited to join committees which reflect their skills and experiences when known.</p>
8/18	<p>Other appointments:</p> <p><u>Headteacher Appraisal Committee</u></p> <p>Membership of the Headteacher Performance Management Committee was confirmed as Mr Evans, Mrs Mason and Mrs Breare.</p> <p>The Chair asked the Headteacher to ascertain the availability of Karen Butler, the new School Improvement Adviser to set up a meeting of this committee.</p> <p>ACTION Headteacher</p> <p><u>Link Governors for 2018/19</u> were confirmed as:</p> <ul style="list-style-type: none"> • Child Protection / Attendance / Safeguarding (Mr Evans, Chair) • Health and Safety (Mrs Price-Waite, Chair of Resources Committee) • SEN (Mrs Mason, Chair of Standards & Achievement Committee) • EYFS (Mrs Breare) • Sports Premium / Pupil Premium (Mr Evans) <p><u>Link Governors for core aspects of SDP</u></p> <p>It was agreed all governors will be involved in monitoring some aspect of the priorities outlined in the School Development Plan:</p> <ol style="list-style-type: none"> 1. To develop a system for assessing foundation subjects so that progress and attainment can be tracked. 2. To improve behaviour for learning through Cooperative Learning and embed Co-operative Learning (including questioning skills) so that teaching and learning is active and engaging. 3. To improve outcomes in Mathematics at KS1 and KS2 and to improve outcomes in SPAG at KS2 4. To improve indoor and outdoor provision: ensure that core is well organised and regularly enhanced to challenge all children. <p>This will form the focus of Governor Monitoring Visits. These visits will linked to the school's internal monitoring programme, the schedule for which will be circulated to Governors as soon as it is complete. ACTION HEADTEACHER</p>



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	All governors agreed to undertake at least 1 Governor Visit each term.
9/18	<p>Scheme of Delegation</p> <p>The Scheme of Delegation, as set out in Annex B of the Budget Management Policy, was discussed.</p> <p>It was agreed that Paragraph 4 of Annex B in the Budget Management Policy would remain unchanged and reads:</p> <p><i>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;</i></p>
10/18	<p>Minutes of the Meeting of the Governing Body held on 10 July 2018</p> <p>The minutes of the meeting of the Governing Body held on 10 July 2018 were circulated to all governors before the meeting.</p> <p>The minutes were accepted as a true record of that meeting and the Chair signed and dated a copy of the minutes for the record.</p> <p>These minutes will be filed in school and a pdf version will be posted on the school's website. ACTION Clerk and Headteacher</p>
11/18	<p>Matters arising not covered elsewhere</p> <p><u>69/17 School Meals</u></p> <p>The letter regarding the increase in the cost of school meals to £2.40 was circulated to parents in July. The Headteacher reported an unexpected increase in the number of those taking school meals from 98 to 110. An administrative error regarding this increased charge has now been rectified on Parent Pay.</p> <p>It was agreed that school dinners are good, and Governors commended the work of Mrs Woodward, the school cook, who knows the pupils well and makes adjustments to menus to suit their tastes, whilst promoting healthy eating and ensuring everyone has a little of everything on their plates. One hot option and a vegetarian alternative is offered each day.</p> <p>The Headteacher reported some schools, in response to the cost increase imposed by North Yorkshire Catering Services, have moved to a private provider or re-negotiated their agreement. It was agreed Mrs Pickles should continue to consider the experience of other schools in working with alternative providers. Governors will monitor the impact of the increased costs again at the Resources Committee meeting in February. ACTION: Clerk</p>



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B	School Improvement
12/18	<p>Health and Safety / Safeguarding</p> <p><u>Keeping Children Safe in Education (2018)</u></p> <p>All governors confirmed they have read and understood KCSIE (2018) Part 1 and Annex A, which was circulated in advance of the meeting.</p> <p><u>Volunteer Statement</u></p> <p>All governors signed and returned the Volunteer Statement confirming they have read the following:</p> <ul style="list-style-type: none"> • Child Protection Policy • Acceptable Use Agreement for ICT and E–Technology • Staff Code of Conduct • What to Do if You are Worried a Child is Being Abused • Working Together to Safeguard Children (2018)) and the following school policies <p>All governors confirmed their Safeguarding training was up to date and certificates have been given to the Headteacher.</p>
18/13	<p>SEF and School Development Plan</p> <p>Copies of the school’s SEF and the revised School Development Plan (SDP) were circulated in advance of the meeting.</p> <p>The updated SEF includes evidence, impact and identifies next steps. The judgement for overall effectiveness in the SEF is currently Good (2) and the focus for next steps for 2018/19 is how to sustain this level and move to Outstanding (1), which is beginning to be achieved in some areas.</p> <p>Mrs Pickles explained the use of the Ofsted Grade Descriptors for self-assessment. Specific grade descriptors will be shared with governors during Monitoring Visits as they support the school in considering how it can move to outstanding. Governors noted a new inspection framework will be published in July for implementation in September 2019.</p> <p>The Chair asked Mrs Pickles to invite a Governor to visit to review each section as soon as she is ready. ACTION: Headteacher</p> <p>The governors discussed key aspects of the SEF and the SDP including:</p> <p><u>Premises & Resources</u></p> <p>Significant work was completed in 2017/18 through the MASS scheme but there are still leaks.</p> <p>A governor asked why the contractors waited until the school was back in session before erecting scaffolding. Mrs Pickles responded this was frustrating but was appropriately risk-assessed.</p> <p>A governor asked how much additional funding was still required to support the provision of iPads. The HT will provide an update: ACTION: Headteacher</p>



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Admissions

The HT reported NOR of 144, with an additional pupil about to join Y5.

A governor asked if the HT was disappointed by the number of pupils joining Reception. Mrs Pickles replied this was a low birth year and therefore numbers were understandable in the context. A governor asked what the school's maximum capacity is. The HT replied the school's PAN is 147, which has almost been reached.

Vulnerable groups

Governors noted the number of pupils in receipt of PP is increasing.

Parents and Carers

The HT informed governors a Parent Questionnaire will be initiated later in the autumn term.

Leadership & Management

Governors discussed the evidence and impact and noted next steps.

A governor asked for an update on the effectiveness of the Y4, Y5 & 6 split for English and Maths (Tues – Friday mornings). Mrs Pickles replied the Y5s & Y6s have got off to a rapid start and the arrangements are working well for pupils and teachers.

A governor asked where each group was being taught. Mrs Pickles replied Year 5 are being taught in the Courtyard room and invited governors to look at the changes made to teaching environment.

PE and Sports Premium Leadership and Management

The HT reported the school achieved Gold Sports Mark in July 2018. Governors commend the school on this achievement, which has been an objective for 3 years.

A governor asked what 30:30 was, which is a 'next step'. The HT explained the school has very few inactive pupils and therefore needs to respond creatively. The 30:30 initiative aims to increase pupil activity both in and out of school. To support this the extra Sports Premium funding will be used to purchase additional playground equipment. There will be more Sports Leaders this term to ensure pupils are actively engaged in structured activity at break time.

A governor asked who the Sports Leaders are. The HT replied all pupils in Y5 & Y6 act as Sports Leaders. They will help decide the additional equipment to be purchased. Governors agreed this 'ownership' will help to ensure pupils look after the equipment.

A governor asked if the visit from an athlete was successful. The HT responded children found the visit from a Commonwealth diver inspirational. Sponsorship money had been collected and pupils had already raised over £1K.

Personal development, behaviour and welfare

A governor asked what 'Compass Buzz' is. The HT stated Compass Buzz promotes mental health & wellbeing. All staff had received Level 1 training in 2017/18; Mrs Fraser would undertake Level 2 training this year.



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	<p><u>Attendance</u></p> <p>A governor asked why attendance was 97% in 2017/18 but 97.2% the previous year. Mrs Pickles responded attendance is good and better than the national average. One pupil attends part-time. There has been an increase in parents taking pupils on holiday in term time but every pupil who misses 10 sessions is always reported to the local authority.</p> <p>A governor asked if parents were invited to meet to discuss attendance. Mrs Pickles confirmed invitations and standard letters were issued. Governors observed fines are currently insufficient to make an impact. A governor asked if some families took more than one period of unauthorized absence per year. Mrs Pickles reported this was the case, particularly where siblings attend another educational setting that does not issue fines. Governors agreed that a week's unauthorized absence can have a significant impact but that most children at the school have amazing attendance.</p> <p><u>Quality of Teaching & Learning</u></p> <p>A governor asked for an update on the impact of the Co-operative learning framework. The HT explained the Success for All Advisor cancelled the appointment for 18 September 2018 due to a severe weather warning. Mrs Fraser conducted the observations using the published criteria. The programme is very effective for pupils as they know exactly what they are doing; expectations are clear. All children have a chance to access the main curriculum at the beginning of each lesson. Mrs Pickles invited governors to see this problem-solving, paired/team approach in practice.</p> <p>A governor asked if the Headteacher would be taking part in the Peer Review Project again, and if so, what would be the focus for review. The HT replied she has invited other heads to visit the school to look at how Maths is taught.</p> <p><u>Appraisal and Pay Awards</u></p> <p>Governors agreed this matter included confidential details and accordingly the discussion should be recorded in a Confidential Minute. No members of the public were present.</p> <p><u>Continuing Professional Development</u></p> <p>A governor asked if there is opportunity for staff to give each other feedback. The HT replied findings from Peer Review are fed back into the appraisal process. A focus in appraisal last year was subject leadership and the HT gave examples of evidence of positive impact in the achievement of the Gold Award in PE and in subject leadership. All staff are drawing up subject action plans and Governors are invited to look at these to see further evidence of impact.</p> <p><u>Outcomes for children</u></p> <p>The HT stated progress remains the focus. Much more robust assessment is in place; therefore, judgments are secure. Consequently there should be a commensurate improvement in progress moving forward.</p> <p>A governor asked what plans are in place to ensure all year groups are achieving consistent results across all areas, not just reading. The HT responded reading skills is a focus and is now firmly embedded. The re-vamped home learning policy, with a focus on basic maths skills, including times tables work is one strategy. In KS1 the phonics focus (Bold Beginnings) would be supplemented by regular focus on maths</p>
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	<p>skills. The school is considering buying into the Success for All daily maths programme for introduction in Y1 & Y2 to take a more systematic approach.</p> <p>Governors noted the data included in the SEF for outcomes for pupils in all year groups and the progress of particular groups. The identified next steps were discussed in detail. The HT described the methods for tracking all pupils not making expected progress and of the particular need to track the progress of pupils with SEND to ensure high expectations are set so that progress is in line with the progress of all children.</p> <p><u>67/17 Growing up in North Yorkshire Survey</u></p> <p>Mrs Pickles explained this is the same as the Health & Wellbeing Survey. Some data from this survey has been included in the SEF.</p> <p>A governor asked if the survey identified any negative findings that require action. The HT responded some children reported they had not been out of breath in the last week. Staff may need to check how active pupils are at break time but also suggested this response may reflect pupil understanding of some of the questions.</p>
18/14	<p>School Policies</p> <p><u>Annual Review Schedule</u></p> <p>Governors noted and agreed the Curriculum Policy Schedule / Non-curriculum Policy Schedule and Statutory Policy Schedule, which are available on the school website.</p> <p><u>Pay Policy</u></p> <p>The school follows the North Yorkshire model Pay Policy, which has not been updated.</p>
C	<p>Other Business</p>
18/15	<p>Governance Health Check and Governor Skills Audit</p> <p>The action points in the Governance Health Check in 2016 have predominantly been achieved. The HT has the summary of the previous Governor Skills Audit. Governors agreed to consider these matters again when vacancies on the GB are filled.</p>
18/16	<p>Governor Training</p> <p>Headteacher Performance Management: Mrs Breare agreed to ascertain availability to attend the training on 02 October.</p> <p>Training for New Chairs: Mrs Mason expressed an interest in undertaking the training available from NYES. Governors agreed this would be beneficial for succession planning.</p> <p>Mrs Pickles agreed to circulate relevant dates and make bookings via NYES. ACTION: Headteacher</p>
18/17	<p>Governor Visits Schedule for 2018/19</p> <p>See 18/13 Monitoring Visits</p>



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18/18	<p>Other Urgent Business</p> <p>There were no items of other business</p>		
18/19	<p>Impact</p> <p>Governors considered the impact of the meeting on children at the school. Governors:</p> <ul style="list-style-type: none"> • Identified priorities for development for 2018/19. • Discussed the impact of the Y4,5 6 class split, which is very positive 		
18/20	<p>Dates of future meetings</p> <p>The following dates are agreed for 2018-19:</p> <p>Full Governing Body (starting at 6 pm):</p> <ul style="list-style-type: none"> • Tuesday 4 December 2018 • Tuesday 2 April 2019 • Tuesday 9 July 2019 <p>Committee Meetings (starting at 6pm):</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>Resources Committee</u></p> <p>Tuesday 27 November 2018</p> <p>Tuesday 19 February 2019*</p> <p>Tuesday 21 May 2019</p> <p><small>*to include School Meal provision</small></p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Standards & Achievement Committee</u></p> <p>Tuesday 20 November 2018*</p> <p>Tuesday 26 March 2019</p> <p>Tuesday 9 July 2019</p> <p><small>*to include presentation by Science Coordinator</small></p> </td> </tr> </table>	<p><u>Resources Committee</u></p> <p>Tuesday 27 November 2018</p> <p>Tuesday 19 February 2019*</p> <p>Tuesday 21 May 2019</p> <p><small>*to include School Meal provision</small></p>	<p><u>Standards & Achievement Committee</u></p> <p>Tuesday 20 November 2018*</p> <p>Tuesday 26 March 2019</p> <p>Tuesday 9 July 2019</p> <p><small>*to include presentation by Science Coordinator</small></p>
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Close	<p>The Chair declared the meeting closed at 8.00 pm and thanked everyone for attending.</p>		
	<p>SIGNED: DATE:</p>		