



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: 04 December 2018 (6:00 pm), held in school

Present:

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

In attendance: Mr Richard Wheelhouse (nominated LA Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
18/21	<p>Welcome</p> <p>The Chair welcomed all governors and introduced Mr Richard Wheelhouse, the nominated LA Governor, who is joining the GB.</p>
18/22	<p>Apologies</p> <p>There were none</p>
18/23	<p>Any Other Urgent Business</p> <p>There was none</p>
18/24	<p>Confidential Items</p> <p>It was agreed the report of the Headteacher's Performance Review Committee, under item 9, contained confidential details and as such it would be recorded in a separate confidential minute, not available for public inspection.</p>
18/25	<p>Declarations of interest</p> <p>A governor declared they are a parent of a Pupil Premium child at the school.</p>
18/26	<p>Governing Body Matters</p> <p><u>Vacancies and Nominations</u></p> <p>The Headteacher (HT) briefly summarised the initial discussion at the Resources Committee Meeting, where applicant statements and skills audits of 5 potential governors were outlined.</p> <p>Governors agreed it was very positive to receive such a level of interest from 5 good candidates and noted there are 4 vacancies. Governors acknowledged the need to ensure a balance in the composition of the GB, particularly with regard to the number of governors who are parents, as the GB must be able to form various sub-committees, some of which preclude parental membership in their terms of reference.</p>



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	<p>Governors agreed one candidate duplicates some of the skills of an existing governor, so in the circumstances agreed to ask the HT to speak to this candidate to thank them for their interest and ask to keep their application in reserve.</p> <p><u>Committee Membership</u></p> <p>Governors invited Mr Wheelhouse to join the Standards & Achievement Committee with a new governor with an HR and legal background.</p> <p>The remaining new governors will be invited to join the Resources Committee, reflecting their procurement, financial and compliance experience.</p>
18/27	<p>Minutes of the last meeting</p> <p>The minutes of the meeting of the Governing Body held on 18 September 2018 were circulated to all governors before the meeting.</p> <p>Mrs Price-Waite proposed, seconded by Mrs Breare, that the minutes be accepted as a true record of that meeting and the Chair duly 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>
18/28	<p>Matters arising from the Minutes of the last meeting</p> <p>There were no matters arising not covered elsewhere on the Agenda</p>
18/29	<p>Minutes from Committee Meetings held since 18 September 2018</p> <p><u>Headteacher's Performance Review Committee</u></p> <p>Governors agreed discussion of this item contained confidential details and as such should be recorded in the confidential minutes not available for public inspection.</p> <p><i>[At 6.20pm the Headteacher and Staff Governor stepped out of the meeting].</i> <i>[At 6.26pm the CoG stepped out of the meeting]</i> <i>[At 6.27 pm the Staff Governor returned to the meeting]</i> <i>[At 6.28pm the Headteacher and CoG re-joined the meeting]</i></p> <p><u>Standards & Achievement Committee (20 November 2018)</u></p> <p>Mrs Mason, Chair of the Standards & Achievement Committee, gave a brief summary of the key points from the SDP which was discussed:</p> <ul style="list-style-type: none"> • Improvement in Maths is a focus for KS1 and KS2 • SPAG is an area for improvement at KS2 • White Rose planning is being implemented in Maths • The positive impact of single year teaching in Y4 – 6 • The revised Home Learning Policy • The positive impact of Co-operative learning seen in monitoring <p>Governors agreed they are very happy to note a plan is in place to address all priorities.</p> <p><u>Resources Committee (27 November 2018)</u></p> <p>Mrs Price-Waite, Chair of the Resources Committee, gave a brief summary:</p> <ul style="list-style-type: none"> • The budget is healthy. Whilst there are no excess funds, there is no deficit.



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	<ul style="list-style-type: none"> The Revised Forecast budgets contain a significant number of unknown factors at present e.g. increases in the cost of traded services from NYCC are not yet known. The Bursar presented the worst- and best-case scenarios to governors. <p>Governors considered the comparative financial benchmarking report and noted the area of most significant disparity was the proportion of HLTAs at the school in comparison with the range of TAs, GTAs and HLTAs at similar schools.</p> <p>Mr Wheelhouse asked what the school's overall budget was. The HT responded it is approximately £500k; the majority of expenditure is salaries.</p> <p>A point of action from the committee meeting was for the HT to write to parents clarifying the cost of school meals. The HT confirmed this has been actioned.</p>
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B	School Improvement
18/30	<p>Headteacher's Report:</p> <p>The HT's report was circulated in advance of the meeting.</p> <p>In discussion with the Chair, the format has changed. The report focuses on the SDP and data for discussion will be attached as appendices. Any changes from the previous report will be highlighted.</p> <p><u>Parent View Survey October 2018.</u></p> <p>The most contentious issue in the survey was homework, which divides parents' views. The HT hopes this will be addressed by the revised Home Learning policy to be launched in January.</p> <p>Governors noted 75% of parents agree/strongly agree the school deals effectively with bullying. A governor asked why this figure was not higher. The HT responded the question reflects the fact that a further 20% responded 'neither agree nor disagree', indicating the question was not applicable. The HT added she has followed up individually with the very small number of parents who disagreed or strongly disagreed, and then briefed staff to make them aware of the particular concerns so they can be addressed.</p> <p>An area for improvement identified in free text responses was the predominance of sport-focussed out of school clubs. The HT responded there are a number of non-sporting activities: Chess Club, Choir, and Science. Governors asked the HT to write to parents to make them aware of the breadth of provision currently available.</p> <p>ACTION: Headteacher</p> <p><u>Priorities for the School Development Plan (SDP)</u></p> <p>a) Assessment of Foundation Subjects</p> <p>The HT outlined the likely changes to the new Ofsted framework, which will focus on a broad and balanced curriculum. Each school will need to devise its own curriculum, then devise progress measures for foundation subjects.</p> <p>A governor asked if this would present significant challenges for the school. The HT responded the curriculum is broad and balanced, therefore the school will wait to respond further until an audit tool, based on the published framework, is widely</p>



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	<p>available. Governors agreed in the meantime the focus should be on other areas for improvement already identified.</p> <p>b) Mental Health & Wellbeing</p> <p>The HT added Mental Health & Wellbeing needs adding to the SDP to reflect the work the school is already undertaking in this important area.</p> <p>c) Leadership & management</p> <p>A governor noted the last Governance Health Check took place in 2016 and asked if it would be appropriate to commission another check. The HT responded participation in a NYCC Health check would have cost implications.</p> <p>Governors discussed ways in which the GB could review its own effectiveness. It was agreed existing governors will also complete the NGA Skills Audit and the GB asked the Clerk to collate and summarise responses alongside those already completed by new governors. ACTION: Clerk</p> <p>The Clerk also suggested the Chair's 360-degree Review may be a tool the GB could consider later in the year. Governors asked the Clerk to see if there is a Governor Health self-check audit tool freely available. ACTION: Clerk</p> <p><u>Monitoring Reports</u></p> <p>The following monitoring reports were circulated in advance of the meeting:</p> <p>a) Maths monitoring</p> <p>The Staff Governor summarised the impact seen through the Maths monitoring undertaken this term:</p> <ul style="list-style-type: none"> • The book scrutiny showed the planning overview is being used effectively. • Lots of concrete apparatus is being used. • Planning sheets are being used for planning and as an assessment tool, all are being completed well. • Teachers know where children are. • Children are able to apply problem-solving skills and can explain what they are doing. Governors noted this needs to be more explicit/evident in KS1. • An area for improvement is consistent use of terminology and Mrs Fraser has sourced a glossary to circulate to parents, an action point from the Standards & Achievement Committee meeting. <p>Mrs Fraser stated lesson observations showed:</p> <ul style="list-style-type: none"> • enthusiasm for Maths • clarity over a shared sense of purpose • teachers are really taking the new scheme on board. • co-operative learning in Maths is having a positive impact as mixed skill groups are working well. <p>A governor observed this approach to co-operative learning mirrors what is happening in universities with peer to peer teaching, and therefore co-operative learning prepares children well for the future.</p> <p>b) Y4-6 single year group teaching:</p> <ul style="list-style-type: none"> • Planning is being followed. • Older children are using concrete apparatus to good effect in KS2 • Apparatus reinforces and challenges higher achieving pupils to explain what they are doing
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- Problem solving is bringing maths to life and giving it purpose.
- End of unit tests are purposeful and identify gaps, which teachers can then ensure are filled

A governor asked if there is evidence that teaching to single year groups is more effective. The Assistant HT responded it is more effective. Even if pupils do not get the right answer, they can see they are applying problem-solving skills. The HT added the alternative to this approach would be two classes of 34 pupils each. Single year group teaching gives Y6 separate time to focus on preparation for examinations.

A governor asked if the current Y6 is the first cohort to have experienced changes to the maths curriculum. The HT responded there were significant changes to assessment in 2014. The White Rose Maths curriculum has only just been implemented and the single year group teaching began part way through the previous academic year and is dependent on finances. The HT added it is hoped the impact will be seen in this summer's outcomes for pupils.

The Chair added it will be important to review the impact in the summer and to consider its effectiveness with a view to continuing funding.

c) English monitoring

The HT summarised the findings of English monitoring, which was discussed in detail at the Standards & Achievement Committee meeting:

- A book scrutiny for English was undertaken it will be repeated at the end of term.
- A SPAG glossary will be produced for parents. Governors noted this is now Grammar, Punctuation and Spelling (GPAS) **ACTION: Headteacher**

d) SIA report

The report by the School Improvement Advisor, Karen Butler, was circulated in advance of the meeting.

A governor asked why the school was identified as a Priority 2 school. The HT explained this is a result of the Maths results last year.

A governor asked what governors can do to help with monitoring. The HT replied scheduled governor monitoring visits, focussing on link areas and the SDP are very important, as are routine visits, such as the Premises Visit with Mrs Price-Waite and regular meetings with the Chair. Forthcoming visits include:

- Mrs Breare: EYFS
- Mrs Mason: Co-operative learning in Maths in January
- Mr Wheelhouse: Science leader and Maths (date to be agreed) **ACTION: Mr Wheelhouse and Headteacher**

The HT stated the Maths/English book scrutiny will be repeated before the end of term to check progress. The HT will visit every class next week to monitor the outcome of the assessments that have taken place e.g. looking at reading folders and identifying children who may require intervention and considering with the teacher what this may be.

A governor asked if Maths passports have been introduced. The HT replied the ready-made resources are expensive, so a suitable free alternative has been sourced which will be introduced in January following the Parents' Meeting. A governor asked what the purpose of the passports is. The HT explained it records individual targets for children to work through.



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A governor noted previous concerns existed around reading and asked if these have been fully addressed. The HT responded they have been addressed and results have been much better in recent years, this is evident in consistently good results for reading.

School performance data

Governors noted the useful front-page summary. KS2 Attainment is higher than national averages for Reading / Writing / Maths combined and combined results for Greater Depth score is also above average. The HT stated the results summary is on the website and the readily accessible Fisher Family Trust (FFT) data is available on the Governors' section of the website, alongside the Inspection Dashboard information.

KS2 Progress scores for Reading and Writing are in line with National data, but Maths progress is well below National Data. Governors were warned this would be the case. There are a number of factors including anomalies in the KS1 scores for this cohort and the fact progress data is based on a very small cohort (12 pupils).

Maths is a high priority on the SDP.

Governors observed KS1 Phonics results are impressive and that EYFS data indicates 79% Good Level of Development. KS1 Maths is weaker than other areas; all other scores are above national averages. Maths is a priority for improvement.

Early Years GLD tracking

Governors noted the Early Years on entry data, identifying weaknesses and strengths.

A governor asked for an explanation of the levels. The HT explained:

D = developing

B = beginning

S = securing.

A governor asked if the school was using Tapestry. The HT responded it works very well, elicits feedback from home and gives an immediate picture of progress. Parents feel well informed.

A governor asked that in future, all Early Years data be broken down to enable analysis by gender. **ACTION: Headteacher**

Attendance Summary

Governors noted average attendance is high at 97% even with one child attending school on an agreed part-time basis. A governor asked if there are any children with specific attendance issues. The HT responded there are no pupils with specific attendance issues such as school refusal.

(18/13) Additional funding required to support the provision of iPads

It was agreed the HT should:

- Re-assess the requirements for additional IT hardware provision
- Consider potential sources of external funding for a range of initiatives
- Plan application bids for alternative funding, drawing on the expertise of existing and new governors. **ACTION: Headteacher**



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	<p>Governors asked the Headteacher to raise parental awareness of the educational applications and value of using iPads in school. ACTION: Headteacher</p>
18/31	<p>SEF and School Development Plan</p> <p>The 2018-19 SDP was discussed under the Headteacher's Report. Governors noted the Data Report from the SEF was discussed in detail at the Standards & Achievement Committee meeting.</p>
18/32	<p>Safeguarding</p> <p>Governors noted the report of a bullying incident with racial undertones and acknowledged the sensitive way in which the HT handled the incident.</p> <p>Governors are satisfied the school worked hard to ensure all parties were informed, involved and on board so the matter could reach a satisfactory resolution.</p>
18/33	<p>Health and Safety / Premises</p> <p>Mrs Price-Waite stated there was nothing significant to report from the Premises Walk Round conducted earlier in the term with the HT.</p> <p>The HT reported the Visit by Dale Barton will be rescheduled and will include a discussion regarding fire evacuation procedures when parents are present.</p>
18/34	<p>School Policies</p> <p>Governors acknowledged the recommendation of the Committees and agreed to ratify the following policies, which are based on NYCC model policies adapted to reflect the circumstances of the school:</p> <ul style="list-style-type: none"> • Pay Policy • SEND Policy <p>The HT confirmed the SEND policy will be made available to parents and prospective parents on the school's website. ACTION: Headteacher</p>
C	<p>Other Business</p>
18/35	<p>Governor Training</p> <p>Mrs Breare confirmed she will be attending NYES Introduction to Governance training (Day 1 and 2) at the Rendezvous, Skipton in March.</p> <p>Mrs Mason has enrolled on a training course for Vice-Chairs.</p> <p>Governors asked the Clerk to re-circulate the list of NYES training opportunities to all Governors. ACTION: Clerk</p>
18/36	<p>Governor Visits Schedule for 2018/19</p> <p><u>(8/18) To confirm circulation of the Schedule for Internal Monitoring</u></p> <p>The Chair asked for an overview of visits to be included on the next agenda, with a view to all governors volunteering to visit the school regularly. ACTION: Headteacher and Clerk (future agenda item)</p>



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18/37	<p>Other Urgent Business</p> <p>There were no other items of urgent business.</p>		
18/38	<p>Impact</p> <p>Governors considered the impact of the meeting on children at the school. Governors:</p> <ul style="list-style-type: none"> • Noted the changes and developments in Maths, including training and planning. • Are confident key actions are in place for Maths to ensure this priority for improvement is being addressed. • Look forward to the positive impact these measures will have on outcomes in Maths. • Can see the evidence of impact of single year group teaching through the monitoring reports and will aim to safeguard this strategy in the budget at end of year. • Have ensured all vacancies on the GB have been filled and that the GB skill set has been broadened. 		
18/39	<p>Dates of future meetings the following dates were agreed for 2018-19:</p> <p>Full Governing Body (starting at 6 pm):</p> <ul style="list-style-type: none"> • 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> Tuesday 19 February 2019# Tuesday 21 May 2019 #to include review of School Catering</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Standards & Achievement Committee</u> Tuesday 26 March 2019* Tuesday 9 July 2019 *to include presentation by Science Coordinator</p> </td> </tr> </table>	<p><u>Resources Committee</u> Tuesday 19 February 2019# Tuesday 21 May 2019 #to include review of School Catering</p>	<p><u>Standards & Achievement Committee</u> Tuesday 26 March 2019* Tuesday 9 July 2019 *to include presentation by Science Coordinator</p>
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Close	<p>The Chair declared the meeting closed at 7.32 pm and thanked everyone for attending.</p>		
	<p>SIGNED: DATE:</p>		