



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: 16 July 2019 (6:00 pm), held in school

Present:

Mrs Jane Breare	(Co-opted Governor)
Mrs Julie Cawood	(Co-opted Governor)
Mr John Evans (CHAIR)	(Co-opted Governor)
Mrs Jaki Fraser	(Staff Governor)
Mrs Katie Mason	(Parent Governor)
Mrs Catherine Pickles	(Headteacher)
Mrs Rachel Price-Waite	(Parent Governor)
Ms Sara Travers	(Co-opted Governor)
Dr Richard Wheelhouse	(LA Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A Procedural

18/60 Welcome

The Chair welcomed governors to the meeting.

18/61 Apologies

Due to the rearranged date of the meeting, apologies were received from Mr Lee Seymour (Co-opted Governor), to which governors consented.

18/62 Any Other Urgent Business

There was none.

18/63 Confidential Items

No confidential items were identified at this stage of the meeting.

18/64 Declarations of interest

A governor declared they are a parent of a Pupil Premium child at the school.

18/65 Governing Body Matters

a) (18/45) Update on Skills Audit

Governors discussed the summary findings of the Skills Audit. Governors noted that since completing the audit, 4 governors have successfully completed the NYES two-day Introduction to Governance course. Knowledge and experience of the inspection process and framework was identified as an area where governors would welcome more information. The HT agreed to address this in response to the new Ofsted framework being introduced in September and in advance of the next likely inspection window. **ACTION: Headteacher**

b) Terms of Office and election of Chair

No governor is approaching the end of term of office. Governors agreed to conduct the election of Chair at the September meeting. **ACTION: Clerk**



Governing Body Minutes

c) Annual Governance Statement

A blank template of an Annual Governance Statement was circulated in advance of the meeting. Governors discussed producing a user-friendly impact statement for parents, building on the reflection that currently takes place at the end of each meeting. Governors agreed this matter should be discussed further by the HT and Chair and followed up at the Clerk's termly expectations meeting. **ACTION: Headteacher, Chair and Clerk**

18/66 Minutes of the previous meeting

The public minutes of the Governing Body meeting held on 02 April 2019 were circulated to all governors before the meeting. Mrs Breare proposed, and Mrs Cawood seconded they be accepted as a true record. The Chair duly signed and dated a copy of the minutes.

The confidential minutes were circulated at the meeting. Mrs Mason proposed, and Mrs Price-Waite seconded they be accepted as a true record. The Chair duly signed and dated a copy of the minutes.

A copy of the public minutes will be posted on the school's website. **ACTION Clerk and Headteacher**

18/67 Matters arising from the Minutes of the last

a) (18/47) Update on Fundraising/Marketing Committee

The HT informed governors the school was successful in obtaining its £10k bid from the Healthy Schools Capital Fund, raised through the 'sugar tax'. A builder is therefore booked to finish the perimeter path. This will present additional opportunities to promote physical and mental wellbeing for pupils through the daily mile initiative and possibly through the addition of trails and obstacle courses. In addition, some funds will be used towards Forest Schools resources.

Governors thanked the HT for submitting a very carefully targeted, justified bid and suggested the school seeks publicity when this facility is finished.

In addition, the HT has applied for community help funding from Tesco to enable the vegetable beds to be dug out and replaced with new raised beds. A further community tree planting day to create edible hedging to shield the raised beds is planned. A governor asked if pupils make use of the bird hides. The HT explained the School Council has helped supervise this. The school has also achieved its gold level Woodland Trust Green Tree award. Greater use will be made of the hides when Forest Schools is operating. Spring 'stay and play' sessions will utilise outdoor space.

Governors noted the value of exploiting school grounds in terms of a revised school curriculum, focussing on making the curriculum unique to the school. The grounds present opportunities for children to observe bird life, name trees and generally broaden their knowledge and understanding of wildlife.

A governor asked if the HT would consider installing a pond. The HT responded this could be an interesting next step which warrants further consideration, particularly regarding health & safety.

The HT agreed to look at dates for governors to attend a voluntary fundraising meeting next term. **ACTION: Headteacher**



Governing Body Minutes

18/68 Minutes from Committee Meetings held since 02 April 2019

a) Resources Committee (21 May 2019), including Start Budget

The HT explained changes to the draft Start Budget since submission. Governors noted key changes:

- 18 children are joining the school (budget originally based on 10 new pupils)
- 1:1 staffing for a high needs pupil is no longer required.

Governors asked the HT to circulate an updated copy to all governors. **ACTION: Headteacher**

Mrs Price-Waite, Chair, summarised key points from the committee meeting:

- The 3-year forecast indicates a deficit; therefore, there is need for ongoing prudence.
- Latest update presents a healthier picture; a revised budget will be presented in October.
- The potential for staffing changes.
- The parent agreement of the cyber policy was agreed.
- The need for a more structured approach to marketing.

The HT informed governors that costings are being obtained for updating the school's website.

Governors discussed ways of developing current marketing strategies: a personalised approach to families considering joining the school; providing school information to local estate agents and property developers; reviewing potential places for advertising and marketing (e.g. local children's groups); and data protection appropriate ways of following-up visits by prospective families.

Governors agreed to meet at 17.15pm on Tuesday 17 September 2019, to identify practical marketing strategies in advance of the January deadline for school place applications. **ACTION: All governors and Headteacher**

B School Improvement

18/69 Headteacher's Report

The Headteacher's Report was circulated in advance of the meeting.

a) Update of new curriculum planning

Governors noted headings indicated in red match the headings of the new Ofsted framework. Section 1, '*Quality of Education*' is the most significant change and includes an update on Curriculum Intent: Design and Coverage and Implementation.

Key points include:

- The revised curriculum statement will be on the school website by the end of September
- The History curriculum has been redesigned and will be on the web site by the end of September.
- The format for the curriculum in all subjects will map out the key knowledge which pupils will be taught and show the progression in knowledge and skills in each year.
- Geography curriculum will also be ready for implementation in September 2019 – some additional resources have been purchased.



Governing Body Minutes

- The curriculum for RE, PE and Music will be revised in the autumn term. The school will adopt the new North Yorkshire RE syllabus supplemented by its own contextual changes e.g. religious visits.

A presentation explaining curriculum design and coverage will be an agenda item at the December FGB meeting. **ACTION: Headteacher & Clerk**

b) Monitoring Report

Mrs Fraser reported a real energy and excitement about Maths can be seen in school:

- Maths resources and co-operative learning strategies are being used consistently.
- Staff are modelling strategies.
- The use of Maths language is precise.
- Pupils' independent talk is of a very high standard.
- Teachers are using questions to challenge children.
- Equipment is being used throughout school not just at KS1.
- Children are able to explain, apply and justify what they are doing.

Next steps include:

- More problem-solving in some classes.
- Use of additional resources
- A balance of time spent on different activities.

Mrs Fraser has spent some time planning with teachers to facilitate clear steps of learning and provided some coaching in lessons with follow-up observation. A governor asked if this support has been well-received by staff. The HT replied it has. Feedback from monitoring is given in a very constructive way. All staff want to improve. Expertise is being used effectively to support those less confident in a particular area.

c) School Improvement Adviser's Report

The SIA's report was circulated in advance. Governors noted the report indicates progress against previously agreed actions. No more targets have been set other than implementation of the new curriculum and developing opportunities for Maths in Early Years which has been discussed with the link governor. The SIA has praised the extent to which the school has already revised its curriculum in response to new requirements.

d) Assessment and Moderation

KS2 writing was moderated by the LA. The HT worked with staff to moderate Early Years' judgements and on other internal moderation. All judgments were confirmed. 2 staff have passed training for moderation. 1 member of staff was used this year. Hopefully the other teacher will re-do training next year and be deployed. This brings great expertise into school and is very powerful.

e) SEND

An initial referral in Term 1 has now become a referral for an EHCP.

f) Attitudes and Behaviour

Action taken with regard to recorded incidents of prejudicial bullying, detailed on pg 7 of the HT's Report, was discussed. The incidents relate to the same child. The HT has contacted the Equalities Advisor, who has advised several courses of action which the school could take, including a visit from the PCSO. A governor asked the



Governing Body Minutes

purpose of this visit. The HT responded the PCSO would speak with the child to make them aware racist language is unlawful. Parents have been very supportive and the proposed visit from the PCSO will be discussed with them first. The language being used is very childish. Parents of the victim are naturally concerned and have been involved in the process. Action taken has been explained.

The HT added the school wishes to do everything to challenge this type of behaviour which is why external sources of support have been approached. The locality is not very diverse, so challenge and awareness raising is particularly important. **A governor asked what the school does to raise multicultural awareness.** The HT replied that the school uses a two-pronged approach of standalone activities and those woven through the curriculum. More will be made of relevant annual theme days and events such as black history month. Stories from different cultures are used and more will be done in assemblies to promote diversity. A number of suggestions were made: equality and inclusion week; and *Mighty Girls* on Facebook. The HT has explored *Show Racism the Red Card* a resource from the FA, but it is not free to schools in this area.

g) Attendance

Whole school attendance data to April 2019 was circulated as an appendix to the HT's report. Governors noted the overall percentage for Term 3 may be lower – the impact of some unauthorized absence and longer-term illness.

h) SMSC

Reports have been updated on the website, links for governors are listed on pg 8 of the HT's report. Section 3.2 (pg 9) lists a summary of all activities to promote pupil wellbeing and healthy lifestyle.

Governors noted the children's art to promote keeping children safe on the line is being unveiled at the railway station on 17 July at 2pm.

A revised curriculum for Relationships and Sex Education has been published by the DfE for delivery from September 2020. This presents a good opportunity to review the school's provision in this area.

Pupil voice surveys this term have been used to obtain pupil opinion about bullying in school and sports coaching. Results will be analysed and presented at the November Resources Committee. **ACTION: Headteacher and Clerk**

A governor observed that at Sports Day it was very impressive to see Y6 pupils coaching and encouraging the youngest pupils.

i) Preparation for the next stage of education.

The HT commented the transition day for Y6 pupils moving to South Craven is particularly good.

Governors discussed class structure for 2019-20 and parental perspective. The HT explained the school has a 5-class structure covering 7 school years. The structure of those classes is determined by the best interests of the pupils in school at the time. **A governor asked how information about class allocation was conveyed to parents.** The HT responded parents receive a letter which is sent out as soon as the picture regarding numbers has stabilised.

The HT explained it is not possible to guarantee how pupils will move into a class. Using date of birth as a cut off measure is too crude. Decisions are made to meet



Governing Body Minutes

the meet the needs of individual children. It is important that parents are encouraged to speak directly to the HT if they have any concerns.

18/70 School Improvement Plan

a) Update on progress 2018-19

An updated version of the School Improvement Plan was circulated in advance of the meeting. Governors noted:

- The summary of impact from the key priorities for improvement on page 1.
- Key priorities are all addressed.
- The majority of actions have been completed, only a small number of actions are outstanding. Where relevant these will be carried forward.

The HT gave further details of the context of these areas:

- A limit on the number of teacher observations prevented more observations of SPAG lessons. This may be an area of weakness with regard to progress and will be a focus in 2019-20.
- Some have been overtaken by time.

Governors asked:

What progress has been made regarding ideas for the outdoor play area outside Class 2. The HT responded the majority of Class 2 will be Y2 pupils next year, therefore priorities have changed.

Are there plans for redecoration in the holidays. The HT replied funds have been spent on new furniture; redecoration will a priority next year.

The HT outlined a proposal to move After School Care into school in September/October. Plans are well-developed. A governor asked if staff are supportive. The HT replied arrangements will be different. There may be teething problems, but the school needs to be able to offer this provision. A governor asked if morning Sports Cool sessions have stopped. The HT explained there was so little take-up, sessions were unviable. The Chair added Before and After School club will be run by Stepping Stones, a very professional organisation. It will be better for these services to be on school premises. A governor asked what numbers are anticipated. The HT replied using school premises enables capacity to extend to 40 children. 2 nights are full already. The organisation will apply for a change of licence with Ofsted to recognise the change of location. The LA Schools Legal department is drawing up the agreement for use of premises. It is not intended to make a profit from this venture, but governors agreed this facility is much needed for the school.

Mrs Price-Waite proposed, and Mrs Mason seconded that Governors should approve these plans. **Governors unanimously agreed.**

b) Draft 2019-20 plan

This is outlined in the Headteacher's Report. Governors will be presented with the new draft at the September meeting. **ACTION: Headteacher and Clerk**

18/71 Safeguarding

An update was included in the Headteacher's report. There were no issues or incidents to report.



Governing Body Minutes

18/72 Health and Safety / Premises

An update was included in the Headteacher's report. The need for replacement tarmac was discussed at the Resources Committee. The HT is obtaining a quotation.

ACTION: Headteacher

18/73 School Policies

Governors agreed the revised Charges and Remissions Policy discussed at the Standards & Achievement Committee be approved.

C Other Business

18/74 Governor Training

Ms Travers and Mr Seymour attended the local Summer G SIN Meeting. Topics included the importance for governors of considering all decisions in light of the school's Vision; and the mental health and wellbeing of teachers as well as pupils.

A copy of the NYES Governance Support Training Programme 2019/20 was circulated. Courses can be booked through the School Administrator.

18/75 Governor Visits Schedule for 2019/20

Governors agreed to revisit this item at the September meeting when the revised SIP is ready. **ACTION: Clerk**

18/76 Any Other Urgent Business

The Chair, on behalf of the GB, wished to record thanks to the Headteacher for all her hard work, especially in the last two terms. Governors also unanimously asked for thanks to be conveyed to the whole staff team for the very impressive results. The HT responded the school benefits from a significant amount of goodwill from staff; there is a very strong staff team who are all supportive of each other.

18/77 Consideration of the Impact of the meeting on the children at the school

Governors recognise:

- The design and coverage of the new curriculum is being addressed in a timely manner.
- The very good SATS results analysis of which determines areas for focus in 2019/20.
- Outcomes in Writing, Reading and Maths show evidence of the positive impact of recent teaching strategies and of single year group teaching all year.
- The move of out of hours care into school facilities will enhance provision for pupils and parents.
- The budget is more positive than the start budget.
- The significant focus on activities to promote pupil wellbeing.
- Additional funding received will enable further development of outdoor areas of school.

Governing Body Minutes

18/78 Dates of future meetings

The following dates were agreed for 2019-20:

Full Governing Body (starting at 6 pm):

- Tuesday 17 September 2019 (*NB: preceded at 5.15pm by a 30-minute meeting to discuss Marketing*)
- Tuesday 10 December 2019
- Tuesday 24 March 2020
- Tuesday 14 July 2020

Committee Meetings (starting at 6pm):

Resources Committee

Tuesday 26 November 2019

Tuesday 25 February 2020

Tuesday 19 May 2020

Standards & Achievement Committee

Tuesday 19 November 2019

Tuesday 17 March 2020

Tuesday 14 July 2019 (5pm tbc)

Mrs Cawood gave advance apologies for the September FGB meeting.

Close The Chair declared the meeting closed at 7.37pm and thanked everyone for attending.

SIGNED: **DATE:**

CHAIR