



Governing Body Minutes

Cononley Primary School: Meeting of the Full Governing Body

Date and Time: 21 September 2021 (6:00 pm): In School

Present:

Mrs Jane Breare	(Co-opted Governor)
Mrs Harriet Brewer	(Parent Governor)
Mrs Julie Cawood	(Co-opted Governor)
Mrs Catherine Dresser	(Co-opted Governor)
Mr John Evans	(Co-opted Governor)
Mrs Jaki Fraser	(Staff Governor)
Mrs Katie Mason (CHAIR)	(Co-opted Governor)
Mrs Catherine Pickles	(Headteacher)
Mrs Rachel Price-Waite	(Parent Governor)

Clerk: Ms Sarah Williamson (NYCC Clerking Service)

A	Procedural
1/21	<p>Welcome</p> <p>The Chair welcomed governors to the meeting.</p> <p>Governors noted the core functions of a governing body: setting strategic direction; holding Headteacher to account for educational performance; and ensuring financial health, probity and value for money.</p>
2/21	<p>Apologies</p> <p>Governors consented to apologies received in advance from Dr Wheelhouse (LA Governor)</p>
3/21	<p>Election of Vice Chair of Governors</p> <p>a) Procedure for the election of the Vice Chair</p> <p>Governors agreed to elect the Vice-Chair by show of hands.</p> <p>b) Terms of office of the Chair and Vice Chair</p> <p>Governors agreed the term of office of the Chair and Vice Chair should be one year.</p> <p>c) Election of Vice Chair</p> <p>The Chair nominated Mrs Price-Waite; seconded by Mrs Dresser. Mrs Price-Waite confirmed her willingness to serve as Vice-Chair and temporarily left the meeting. Governors discussed the nomination and voted unanimously to elect Mrs Price-Waite with immediate effect.</p> <p><i>[Mrs Price-Waite returned to the meeting]</i></p>
4/21	<p>Declarations of Interest</p> <p>a) Updating of Declarations Forms</p> <p>A copy of the disqualification declaration form was circulated in advance of the meeting. Governors confirmed they had re-read and then reaffirmed the declarations made on the</p>



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	<p>Disqualification Declaration form. All governors present signed and returned copies to the Clerk for filing in school. ACTION: Clerk</p> <p>b) Register of Gifts and Hospitality</p> <p>The Chair of Governors asked for declarations from all governors if they had been in receipt of gifts or hospitality. No gifts or hospitality were reported by any governor during the academic year 2020/21. The Chair duly signed and dated a copy of the Register of Gifts and Hospitality to be filed in school. ACTION: Clerk</p> <p>c) Annual Register of Business Interests</p> <p>All governors present reviewed their declarations on the Register of Interests form and confirmed there were no changes. The signed and dated copies will be filed in school and an updated overview provided to the school for publication on the website. ACTION: Clerk & Headteacher</p>
5/21	<p>Any Other Urgent Business</p> <p>a) Self-Evaluation Form (SEF)</p> <p>Governors brought forward the discussion of the SEF, item 12d. The HT shared copies of the grade descriptors for each of the 4 aspects of the Ofsted framework and agreed governor responsibilities for further consideration:</p> <ul style="list-style-type: none"> • Quality of Education (All) • Behaviour and Attitudes (Mrs Brewer and Mrs Price-Waite) • Personal Development (Mrs Dresser and Mrs Mason) • Leadership and Management (Mrs Breare, Mrs Cawood and Mr Evans) with support from Dr Wheelhouse. <p>Governors were asked to consider the evidence against the grade descriptors and determine and contribute to the school's self-evaluation judgments.</p> <p>Is there any update on the training requested for governors? The HT will seek further advice from the School's Education Advisor (SEA). A request has been submitted but as no one has been allocated.</p> <p>The HT outlined the timescales for inspection announcements. A 90-minute phone call precedes a visit the following day. Some documents are kept in readiness and the discussion determines the lines of inquiry. Questions will be asked about the priorities in the SEF. The focus is currently changing in light of needs of current Y1/Y2; this was anticipated but requires further adjustment.</p> <p>Is the focus of these needs behavioural? No, it predominantly relates to speech and language development and reading; with some social/emotional development needs.</p> <p>Will there be a 'deep dive' into Reading? Yes, reading and phonics, and maths plus another subject.</p> <p>What do governors need to be aware of? How can they support? The summary SEF on the website contains all the evidence to support the school's assessment of 'good' and identifies next steps. The 2020/21 SEF outlines actions from the previous year and evaluation of impact through the evidence from last year's external monitoring: Curriculum, Reading & Phonics (attended by 2 governors); Remote Learning (conducted by 3 governors); and Safeguarding (including 2 governors) to review impact.</p>



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	<p>The HT outlined the new priorities:</p> <ul style="list-style-type: none"> • Embed curriculum subjects further and 'strip back' knowledge progression. • Set up knowledge checks (including sticky knowledge checks after every holiday). • Provide suitable support and intervention for lowest 20% of learners • Focus on development of reading throughout school (including selection of new phonics programme to replace Letters and Sounds) • Re-establish rules and expectations for behaviour. • Revisit Co-operative Learning behaviours with pupils and provide staff refresher training. • Monitor Circle Time and PHSE (through the NYCC audit). • Lead, monitor and evaluate the school curriculum offer including progress of new sticky knowledge checks and reading throughout school • Complete all actions from Safeguarding Review June 2021 • Embed new EYFS Curriculum Focus on development of reading throughout school (including new phonics programme to replace Letters and Sounds) <p>Is a sticky knowledge check a test? A low-stakes quiz. Children like doing them. Advisors from HART suggest using the same test each time to monitor progress; this will enable teachers to analyse which aspects are not secure.</p> <p>Governors will be invited to come in to school quite quickly, to monitor more than one aspect e.g. Phonics/Reading, core subjects, assessing how new starters have come into school.</p> <p>The SEF outlines where the school is and what needs to be done next and supports focus on key priorities. Governors agreed it is a key tool in making sure children are getting the best deal at all times.</p> <p>What progress is being made in re-establishing rules and expectations for behaviour? This is going really well and can be seen in behaviour coming out of assembly; in the playground; routines of co-operative learning in class. Positive behaviour for learning is being embedded again; the children are doing well under the circumstances.</p> <p>Has a decision been taken regarding a new phonics scheme? Careful consideration is being given to what is practical for our school. The organisation behind the co-operative learning strategy has a new reading programme coming out but schemes will be evaluated and a decision made for the whole school to follow.</p> <p>Is a scheme constraining? It will be like the White Rose Maths scheme that was adopted. Teachers like the consistency; resources are provided which is quite liberating. Children appreciate the structure and know what they are doing, which has a positive impact on behaviour for learning. Some models are very expensive. The most appropriate scheme will be one with flexibility around training. All reading programmes concentrate on the younger year groups; however, all staff need to be trained.</p> <p>The HT will send out a schedule for governor monitoring this term to which governors are asked to subscribe. ACTION: Headteacher and all governors</p>
6/21	<p>Confidential Items</p> <p>Governors resolved that consideration of some aspects of item 12e (Staffing) be deemed confidential and excluded from the minutes to be made available for public inspection.</p>



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7/21	<p>Governing Body matters</p> <p>a) Standing Orders</p> <p>A copy of the Standing Orders was circulated in advance of the meeting. Governors confirmed they are satisfied with the way that meetings have operated and agreed no changes are required.</p> <p>b) Review of Governors' Terms of Office</p> <p>Governors noted the following governors' terms of office end during this school year:</p> <p>Mrs Breare (Co-opted governor) ends on 26 March 2022 Mr Evans (Co-opted governor) ends on 31 August 2022 Mrs Fraser (Staff governor) ends on 30 August 2022</p> <p>The NYCC procedure for the election of staff governors will be followed for this vacancy when it arises. The HT acts as returning officer. ACTION: Headteacher</p> <p>c) NGA Code of Conduct</p> <p>A copy of the revised NGA Code of Conduct was circulated in advance. All governors confirmed they have read it and agreed to abide by its principles. A copy was duly signed by the Chair and all governors present, to be filed in school. ACTION: Clerk</p> <p>d) Governor training including (64/20e and 69/20b) update on Safer Recruitment training and Prevent Awareness training.</p> <p>Governors asked the Clerk to send a link to the latest government Prevent training. ACTION: Clerk</p> <p>Mrs Mason requested that any new dates for NYES training for Chairs be forwarded. ACTION: Headteacher</p> <p>Mrs Price-Waite attended Headteacher Performance Management training (14 July 2021) provided by NYES.</p> <p>e) (69/20b & 71/20d) Update on Governor Skills Audit to inform training plan</p> <p>The Clerk thanked all governors who had returned their recent skills audit. A summary will be prepared once all have been received and will be considered at the December meeting. ACTION: Clerk and governors</p>
8/21	<p>Committee matters</p> <p>a) Terms of reference of the committees</p> <p>Governors noted the two committees have worked very successfully for a number of years. The CoG proposed no change; governors agreed.</p> <p>b) Membership of the committees for 2021/22</p> <p>Governors confirmed membership of the committees for 2021/22 as: Resources: Mrs Cawood, Mrs Dresser, Mr Evans, Mrs Pickles, and Mrs Price-Waite</p> <p>Standards & Achievement: Mrs Breare, Mrs Brewer, Mrs Fraser, Mrs Mason, Mrs Pickles and Dr Wheelhouse</p> <p>c) Arrangements for the election/appointment of the chairs and clerk of the committees.</p>

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	<p>Governors agreed the arrangements for clerking the committees should remain unchanged in 2021/22.</p> <p>It was agreed the following governors would act as Committee Chairs:</p> <p>Resources: Mr Evans</p> <p>Standards & Achievement: Mrs Breare</p>
<p>9/21</p>	<p>Other appointments and responsibilities:</p> <p>a) Headteacher Appraisal Committee</p> <p>Following advice from recent governor training, governors agreed it is best practice to rotate membership of the Headteacher Performance Management on a 2-year cycle. For 2021-22 the committee will be: the Chair, Vice-Chair and Mrs Breare, plus the school’s external advisor.</p> <p>b) Date for HT Appraisal</p> <p>The HT advised a proposed date will be agreed with the school’s advisor at a meeting on 23 September.</p> <p>c) Complaints Committee</p> <p>The Clerk advised governors to establish membership of this committee. Governors discussed membership and agreed, in order to respond to complaints in a flexible way, the committee will be formed by any 3 eligible governors at the time. Mrs Breare and Mrs Price-Waite have completed complaints training.</p> <p>Are there any ongoing complaints? No.</p> <p>d) Governor responsibilities for key areas of development in school:</p> <p>The following responsibilities for 2021-22 were agreed:</p> <ul style="list-style-type: none"> ● Child Protection / Attendance / Safeguarding: Mrs Mason (Chair) ● Health and Safety: Mr Evans (Chair of Resources Committee) ● SEND: Mrs Brewer ● EYFS: Mrs Breare (Chair of Standards & Achievement Committee) ● Sports Premium / Pupil Premium: Mrs Dresser <p>e) Link Governor responsibilities for core aspects of the SDP</p> <p>The following link responsibilities for 2021-22 were agreed:</p> <ul style="list-style-type: none"> ● Art & Design: Mrs Cawood ● English/Sport/French/Computing: Mrs Dresser ● Geography & History: Mrs Mason ● Maths/PSHE/RE: Mrs Price-Waite ● Music: Mr Evans ● Science: Dr Wheelhouse <p>Governors noted Art/Design takes place the week preceding each holiday across 3 afternoons.</p> <p>The HT will identify key areas/issues for each aspect as a monitoring visit focus; this will include pupil voice and samples of work showing progression in subjects across year groups.</p>



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10/21	<p>Minutes of the last meeting</p> <p>The minutes of the meeting of the Governing Body held on 13 July 2021 were circulated to all governors before the meeting.</p> <p>Governors agreed the minutes should be accepted as a true record of that meeting and the Chair duly signed a copy to be filed in school. A pdf version will be posted on the school's website. ACTION Clerk and Headteacher</p> <p>Governors further noted that copies of all full governing body and committee meetings that were approved during virtual meetings have now been signed and filed in school.</p>
11/21	<p>Matters arising from the Minutes of the last meeting not covered elsewhere</p> <p>a) (66/20c) Update on Planning Application Governors noted the decision is still pending.</p>
B	<p>School Improvement</p>
12/21	<p>Headteacher updates:</p> <p>a) Update on re-opening, to include safeguarding, risk assessment, staff and pupil welfare, pupil assessment</p> <p>The revised risk assessment is on the website. The HT continues to monitor staff welfare.</p> <p>It is a priority to complete the actions from the Safeguarding Review, all of which are minor. Governors noted one priority was additional security to the entrance to the main corridor as children are working there now. Ways to avoid walking through this space are being devised. An additional quotation is awaited for remedial work to the locks on the hall doors; a project more complex than originally thought.</p> <p>b) Update on pupil admission numbers</p> <p>Governors noted the details included in the HT's report (School Context). NOR is currently: 156</p> <p>c) School Improvement Plan</p> <p>Governors noted the School Improvement Plan is formulated from the next steps identified in the school's Self-Evaluation Form (SEF).</p> <p>d) Self-Evaluation Form (SEF)</p> <p>See 5/21 above</p> <p>e) Staffing</p> <p>The HT reported some staff absence. Further consideration of this item is included in a separate confidential minute.</p> <p>Are further resources required? Not for staff absence.</p> <p>Governors noted additional resources are required to support learning in younger year groups. The budget is healthy.</p> <p>Governors agreed the HT should explore with the Bursar the feasibility of appointing an additional part-time teacher for a short period of time at a meeting on 29 September. Subject to this advice governors approved the HT's proposal to make an additional</p>



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	<p>appointment either through an agency if there is a suitable candidate, or advertise. The HT will also discuss this with the school advisor at the visit on 23 September.</p> <p>Will there be availability? Yes. Ideally someone with Early Years'/KS1 experience. TAs would then be redirected in other areas. Governors noted this temporary appointment relates to learning needs not staff absence.</p> <p>Are additional TAs required? Two further TAs were appointed last year and hours have increased. Currently a supply TA is supporting a child for whom an EHC plan application is underway. This may become permanent.</p> <p>Governors noted the use of volunteers would be challenging in the current circumstances.</p> <p>Are parents encouraged to support reading at home? There will be an information evening at the end of September. A video containing further information is also planned. The HT signposted governors towards Phonics and Early Reading at Cononley Primary School a key piece of comprehensive information for parents about how the school teaches reading. There are videos to help parents too.</p> <p>f) (64/20e) Sports Premium and Pupil Premium updated statements</p> <p>Sport Premium funding statement has been updated to 31 July 2021. The format for reporting Pupil Premium impact has changed. The revised deadline for completion is 31 December.</p> <p>g) Data</p> <p>How do you feel about the data? It is what teachers expected it to be. Children with SEND make expected progress but do not reach national expectations; they are however improving.</p> <p>Governors asked for further information regarding the outcomes for Y2 included in this report. The HT explained outcomes have been impacted because of Covid and children not being in school; therefore, additional staffing is required for KS1.</p> <p>Why do the numbers identified for summer born children not match up? The HT explained the government calculates this from 1 April each year, whereas the school uses Easter holiday dates. Governors discussed the potential impact on achievement for summer born children in the EYFS and the ways in which the school takes this into consideration. Governors noted any gap is usually made up by age 7.</p>
<p>13/21</p>	<p>Safeguarding</p> <p>a) Issues or incidents</p> <p>There were no issues or incidents to report.</p> <p>The HT outlined the updates to KCSIE (2021) that were given to staff at the start of term. This included reporting low level concerns "nagging doubts"; updated guidance on sexual harassment, sexual violence; and peer on peer abuse. All staff are very aware of their responsibilities; the PSHE curriculum includes teaching about positive relationships and acceptable behaviour.</p> <p>b) Keeping Children Safe in Education 2021</p> <p>Governors must read the whole of this updated guidance. A link to <i>Keeping Children Safe in Education</i> was circulated to all governors in advance of the meeting. Some governors</p>



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	<p>confirmed they had read these updates. All governors will be asked to declare they have read and understood the guidance at the December meeting. ACTION: Clerk and Governors</p> <p>Governors confirmed they have read the school's revised Child Protection policy and approved it.</p> <p>c) (64/20e) Monitoring of the Single Central Register of Appointments</p> <p>The HT confirmed the SCR is up-to-date. The Chair will monitor this in a meeting on 22 September.</p> <p>Do we know the safeguarding concerns in the local community? Governors discussed at length the contextual safeguarding matters around the school. The HT will make contact with the local community police support officer and invite them to visit school again.</p> <p>What mechanisms do we have to protect children from online safety issues? Online safety forms part of the PSHE curriculum. Training on online safety for staff is being updated this week. Governors supported the HT's proposal to host an event for parents to further raise awareness. ACTION: Headteacher</p>
<p>14/21</p>	<p>Health and Safety / Premises</p> <p>a) Issues or incidents</p> <p>A new electronic door system providing additional security has been installed on the internal door by school office.</p> <p>b) (67/20b&c) Update on work carried out over the summer and NYCC premises visit</p> <p>A detailed update is included in the HT's report. This includes new fencing to the EYFS playground.</p> <p>Following the NYCC premises visit it is likely that the school's bid to the local authority for refurbishment of the Class 2 toilets will be approved and work carried out this year.</p> <p>Has there been any development of the outside area for Class 2? This is still under consideration, but other work has taken priority.</p>
<p>15/21</p>	<p>School Policies</p> <p>a) (64/20e) Annual Review Schedule</p> <p>The annual review schedule is available in the governor section of the website. It includes Curriculum, Non-curriculum and Statutory Policies. The Clerk and HT will bring revised policies to the relevant governors or committee meetings at the right time. ACTION: Headteacher and Clerk</p> <p>b) Review Pay Policy</p> <p>Governors noted this policy is not yet available from the LA.</p> <p>c) Budget Management Policy, to include approval of the Scheme of Delegation to the Headteacher</p> <p>The revised LA policy was circulated in advance of the meeting. The Chair proposed the Scheme of Delegation agreed in 2020/21 should continue.</p>



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	<p>Governors agreed Paragraph 4 of Annex B in the Budget Management Policy would remain unchanged and reads: <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>
C	Other Business
16/21	<p>Governor Monitoring Visits</p> <p>a) (63/20b) Schedule of suggested dates</p> <p>The HT will circulate (see 5/21 above)</p> <p>b) (64/20e) Monitoring visit checklists</p> <p>Governors will be directed towards specific areas on which to focus during visits.</p> <p>Governors agreed they must ask even more challenging questions, including how the school is addressing the challenges facing Y1/Y2 and how the split year group classes are working.</p> <p>A governor will check the school website for compliance. The HT will provide the requisite checklist. ACTION: Headteacher</p> <p>How can we monitor the renewed impact of the co-operative learning strategy? It can be seen in the classroom through active learning and active listening. Consider the children's participation.</p> <p>The HT will ask all governors to monitor in school before October half term whilst being mindful of staff wellbeing. ACTION: Headteacher</p>
17/21	<p>Any Other Urgent Business</p> <p>None</p>
18/21	<p>Consideration of the Impact of the meeting on the children at the school</p> <p>Governors:</p> <ul style="list-style-type: none"> • Noted the Class 2 toilets will be refurbished. • Considered provision to address gaps in learning, including a potential new appointment • Began evaluating the SEF and looked at next steps and ways forward • Looked at the principle of future assessment and will carry out monitoring visits to see it working • Agreed roles and responsibilities and a schedule for future monitoring priorities • Will resume face to face meetings and monitoring • Discussed the impact of the current situation and how the school is trying to mitigate it.

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<p>19</p>	<p>Dates of future meetings</p> <p>The following dates were agreed at the July meeting for 2021-22:</p> <p>Full governing body meetings, starting at 6pm:</p> <ul style="list-style-type: none"> • Tuesday 7 December 2021 at 6pm • Tuesday 22 March 2022 at 6pm • Tuesday 12 July 2022 at 6pm <p>Committee meetings, starting at 6pm:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Resources:</td> <td style="width: 50%;">Standards & Achievement:</td> </tr> <tr> <td>Tuesday 23 November 2021 (V)</td> <td>Tuesday 16 November 2021 (V)</td> </tr> <tr> <td>Tuesday 8 February 2022 (V)</td> <td>Tuesday 8 March 2022 (V)</td> </tr> <tr> <td>Tuesday 17 May 2022</td> <td>Tuesday 12 July 2022 (at 5pm)</td> </tr> </table> <p>Governors agreed in the interests of staff wellbeing and potentially poor weather that committee meetings in the winter months should be virtual. The Resources Committee (May) and the Standards & Achievement Committee (July) will take place in school.</p>	Resources:	Standards & Achievement:	Tuesday 23 November 2021 (V)	Tuesday 16 November 2021 (V)	Tuesday 8 February 2022 (V)	Tuesday 8 March 2022 (V)	Tuesday 17 May 2022	Tuesday 12 July 2022 (at 5pm)
Resources:	Standards & Achievement:								
Tuesday 23 November 2021 (V)	Tuesday 16 November 2021 (V)								
Tuesday 8 February 2022 (V)	Tuesday 8 March 2022 (V)								
Tuesday 17 May 2022	Tuesday 12 July 2022 (at 5pm)								
<p>Close</p>	<p>The Chair thanked governors for their contributions. The meeting closed at 7.58pm</p>								
	<p>SIGNED: DATE:</p> <p>CHAIR</p>								
<p>Clerk</p>	<p>Sarah Williamson</p>								