

**Minutes of the Full Governing Board Meeting  
10<sup>th</sup> January 2017, 6.30pm**

**Governors Present for Meeting:**

Amy Binks  
Abi Clay  
Andrew Fyfe  
Susanne Jukes  
Nicola Knowles  
Tara Rose (Vice Chair)  
Emily Shaw  
Janette Yates (Chair)  
Alison Wilson (Associate Member)

**Others In Attendance:**

Julie Doyle (Senior Clerk)

**Apologies:**

Garry Key  
Ian Kildin (Associate Member)

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	5.7	Matters Arising	Clerk	Contact Angela Clarkson to confirm next FGB meeting date.
2	5.10	Safe - guarding Update	Abi Clay	Circulate the behaviour action plan to all Governors
3	5.10	Safe - guarding Update	Abi Clay	Confirm pupil to adult ratio numbers for play and lunch times.
4	5.16	Policies	Abi Clay	Amend Exclusion policy and circulate to all Governors.
5	5.16	Policies	Abi Clay	Circulate Pupil Premium policy to all Governors.
6	5.17	Annual Governance Statement	Abi Clay, Janette Yates, Tara Rose	Update the Annual Governance Statement

FGB 16/17	ITEM	Action Box
5.1	<b>Welcome and Prayers</b> The Chair, Janette Yates opened the meeting at 6.40pm and welcomed all Governors. Prayers were offered by a Foundation Governor.	
<b>Abi Clay and Emily Shaw left the meeting at 6.42pm</b>		
5.2	<b>Apologies and agreed consent</b> The Full Governing Board (FGB) had received apologies from Garry Key and Ian Kildin. <b>All Governors AGREED to consent to the absences.</b>	
5.3	<b>Determine any confidential items</b> Confidential items will be dealt with as they come up. Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Governing Board.	
5.4	<b>Governors were reminded about Declaration of Business interests</b> Susanne Jukes declared that she is a Governor at two other schools. Alison Wilson declared that she works for the Dfe.	
5.5	<b>Notification of any other urgent business</b> None.	
<b>Amy Binks arrived at the meeting at 6.45pm</b>		
5.6	<b>Correspondence</b>	

Signature:

Date:

A letter has been received from Ofsted to say that a Section 8 inspection will take place on 11<sup>th</sup> January 2017.

**Abi Clay returned to the meeting at 6.50pm**

5.7 **Approve Minutes from the FGB meeting on the 12<sup>th</sup> December 2016**  
Approval – The minutes from the FGB meeting held on 12<sup>th</sup> December 2016 were circulated to all Governors prior to the meeting and were deemed as a true record and were duly APPROVED and SIGNED by Janette Yates.  
 Amendment after 4.5 - to the time Amy Binks joined the meeting from 6.20pm to 6.40pm.  
Approval – The confidential minutes from the FGB meeting held on 16<sup>th</sup> November and 12<sup>th</sup> December 2016 were circulated to all Governors at the meeting and were deemed as a true record and were duly APPROVED and SIGNED by Janette Yates.

**Abi Clay left the meeting at 6.55pm**

**Andrew Fyfe arrived at the meeting at 6.55pm but was excused to complete a safeguarding audit**

5.7 2. Matters Arising

Item No	Item	Person	Action to Do	Action	Update
1	4.7	Matters Arising	Clerk	Circulate confirmed FGB meeting dates to all Governors.	Completed
2	4.7	Matters Arising	Abi Clay	Set a date with Angela Clarkson to review SFVS	Clerk to contact and confirm dates
3	4.7	Matters Arising	Abi Clay	Set a date for Data Improvement Group to meet.	Date set. Completed
4	4.10	Safe - guarding Update	Janette Yates	Review accident form.	On going
5	4.19	Policies	Abi Clay	Update Exclusion and Pupil Premium policy – then circulate to all Governors	Update and share both policies.

1

5.8 **Governor Visits & Training**  
Governor Visits  
 The following visits have taken place:

- Susanne Juke attended the Nativity play.
- Amy Binks, Garry Key, Janette Yates, Ian Kildin and Tara Rose attended the Christmas lunch.
- Amy Binks and Susanne Jukes attended the Carol Service.
- Tara Rose and Nicola Knowles attended with the children to sing at the senior citizen Christmas lunch.
- Nicola Knowles and Amy Binks attended Collective Worship.
- Amy Binks and Alison Wilson attended the Christmas Spectacular in Harrogate.

Janette Yates reminded Governors to complete a visit form or actions form when visiting the school.  
PREVENT / DBS update  
 PREVENT training is up-to-date.  
 DBS are up-to-date.

Signature:

Date:

5.9	<p><b>Pre School Update</b> Confidential item, please see the confidential minutes.</p>	
5.10	<p><b>Safeguarding Update</b> No updates. Janette Yates updated Governors that Abi Clay has completed an action plan to improve lunch time behaviour which will be circulated to all Governors <b>Action point – Abi Clay to circulate the plan to all Governors.</b> Terry Bland will be carrying out a Health and Safety review this term. <b>GQ: Does there have to be a set number of adults in the playground at lunch and break times?</b> This is something which would need to be clarified with Abi Clay if there are pupil ratio numbers. <b>Action point – Abi Clay to confirm pupil to adult ratio numbers during lunch and break times.</b> New bus rules have been implemented and a bus buddy is now traveling with the children to ensure there are no issues on the bus.</p>	<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>3</b></p>
5.11	<p><b>Subject Lead Update – Maths</b> Janette Yates circulated at the meeting Emily Shaw's Maths updates - December 2016 Data Headlines and the Maths Summary Report 2016 were also circulated at the meeting. The School Development Plan – Strand 3: Improve progress in Maths across the school, was circulated to all Governors at the meeting to highlight the updates on the actions points set. Alison Wilson updated Governors of the importance to improving Maths but ensuring a balance with quality Maths teaching in place. KS2 attainment data is 64% and just below floor standards of 65%. KS1 attainment data 66% and EYFS attainment data is 82%. <b>GQ: How is this evidenced and tracked?</b> There has been CPD training for teachers and it is important to continue to monitor to ensure the balance is right but at the same time not letting other subject areas drop. Curriculum time has been increased for Maths and a recent Link Governor visit has evidenced reviews of Maths books against the marking policy. <b>GQ: Are all the interventions and increased work towards improving Maths having an impact?</b> Yes. Governors discussed how important it was that they are shown the impact and improvements. <b>GQ: Is the school doing more for higher attainers?</b> Yes. Governors discussed the importance of Maths Mastery for higher attaining pupils to ensure they are challenged as well as lower attaining pupils. Governors discussed the importance of evaluating the interventions which are taking place and for Governors to be kept up to date on this. Governors thanked Emily Shaw for her detailed reports. Governors thanked Alison Wilson for her updates.</p>	
5.12	<p><b>Monitor / Update to School Development Plan</b> The updated School Development Plan was circulated to all the Governors prior to the meeting, all Governors have reviewed this document.</p>	
5.13	<p><b>Headteacher Performance Management</b> Headteacher Performance Management has been carried out and new objectives have been set.</p>	

Signature:

Date:

5.14	<b>Parent Survey Update</b> Governors have agreed to move this item to the end of the meeting.	
5.15	<b>Academisation</b> Governors have agreed to move this item to the end of the meeting.	
5.16	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>Complaints Policy – was circulated to all Governors prior to the meeting. Governors have reviewed this policy and have AGREED to adopt the policy.</li> <li>Exclusion Policy – Governors discussed the policy and agreed for further changes to be made: <ul style="list-style-type: none"> <li>'he' need to be amended to he/she – page 1.</li> <li>Policy to be made school specific.</li> </ul> </li> </ul> <p>Once completed Abi Clay will circulate for approval at the next FGB meeting on 14<sup>th</sup> February 2017.</p> <p><b>Action point: Amend exclusion policy and circulate to all Governors.</b></p> <ul style="list-style-type: none"> <li>Pupil Premium Policy – Abi Clay will circulate for approval at the next FGB meeting on 14<sup>th</sup> February 2017.</li> </ul> <p><b>Action point: circulate both policies to all Governors.</b></p>	<p>4</p> <p>5</p>
5.17	<p><b>Annual Governance Statement</b></p> <p>Janette Yates, Tara Rose and Abi Clay will review the Annual Governance Statement.</p> <p><b>Action point: Update Annual Governance Statement</b></p>	6
5.18	<b>Next meeting 14<sup>th</sup> February 2017 at 6.30pm.</b>	
<b>Abi Clay and Andrew Fyfe returned to the meeting at 8.00pm</b>		
5.14	<p><b>Parent Survey Update</b></p> <p>Abi Clay updated Governors that parent, pupil and staff surveys have been carried out, showing a strong majority of positive results. A response to parents and a plan has now been put in to place following on from the parent survey.</p> <p><b>GQ: Have you informed parents? They will be notified in the next newsletter. Parent perception on pupil behaviour differs somewhat from pupil perception as evidenced in the recent pupil surveys.</b></p>	
5.15	<p><b>Academisation</b></p> <p>All Governors attended a recent meeting to discuss academisation.</p> <p>Abi Clay discussed with Governors that she felt that the Elevate Multi Academy Trust is in line with what the school already does and has a shared vision and aspirations for academic excellence.</p> <p>Governors discussed the principals, vision, setup, NLE in the MAT and the business team.</p> <p>Governors discussed the importance of joining at the start, the support network, security and vulnerability.</p> <p>Governors discussed the importance of linking academisation with the present pre school options and including this as a dual consultation.</p> <p>All Governors have <b>UNANIMOUSLY AGREED</b> that the initial consultation for academy status can go ahead.</p> <p>That the Full Governing Board of Topcliffe C of E Primary School resolve to apply for and</p>	

Signature:

Date:

# Topcliffe C of E Primary School



	covert to academy status as part of the Elevate Multi Academy Trust.	
5.19	<b>AOB</b> None	

**Meeting Closed at 8.25pm**

Signed .....

Dated.....

Key:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils
- c. Overseeing the financial performance of the school and making sure its money is well spent

Signature:

Date: