



**Minutes of the Full Governing Board Meeting
12th December 2016, 6.30pm**

Governors Present for Meeting:

Amy Binks
Abi Clay
Nicola Knowles
Tara Rose (Vice Chair)
Emily Shaw
Janette Yates (Chair)
Ian Kildin (Associate Member)
Alison Wilson (Associate Member)

Others In Attendance:

Julie Doyle (Senior Clerk)

Apologies:

Susanne Jukes

Non Attendance:

Garry Key
Andrew Fyfe

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

FGB 16/17	ITEM	Action Box
4.1	Welcome and Prayers The Chair, Janette Yates opened the meeting at 6.30pm and welcomed all Governors. Prayers were offered by a Foundation Governor.	
4.2	Apologies and agreed consent The Full Governing Board (FGB) had received apologies from Susanne Jukes. All Governors AGREED to consent to the absence.	
4.3	Determine any confidential items 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.	
4.4	Governors were reminded about Declaration of Business interests Alison Wilson declared that she works for the Dfe.	
4.5	Notification of any other urgent business None.	
Amy Binks arrived at the meeting at 6.40pm		
4.6	Correspondence None.	

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4.7 **Approve Minutes from the FGB meeting on the 16th November 2016**
Approval – The minutes from the FGB meeting held on 16th November 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.
Approval – The confidential minutes from the FGB meeting held on 16th November 2016 were circulated to all Governors at the meeting, the FGB was not quorate to approve the minutes as some Governors present didn't attend this part of the meeting. The confidential minutes will be taken to the next FGB meeting on 10th January 2017 for approval.

2. Matters Arising

Item No	Item	Person	Action to Do	Action	Update
1	3.7	Matters Arising	Janette Yates	Update Annual Planner for next meeting	Janette Yates has started work and will complete asap.
2	3.7	Matters Arising	Abi Clay	Confirm Meeting Dates for 2016-2017	Confirmed – Clerk will circulate to all Governors
4	3.11	Revised Budget & Monitoring Report	Abi Clay	Circulate budget and monitoring reports to all Governors	Completed
4	3.12	Financial Risk and Control Checklist	Angela Clarkson / Clerk	SFVS matrix to be passed on to Abi Clay and Janette Yates	Completed Abi Clay to set a date with Angel Clarkson
5	3.15	Review Outturn of school fund	Abi Clay	Circulate Comparable Statistics to all Governors.	Completed
6	3.16	OFSTED Readiness Handbook	Clerk	Email Nicky Hartley asking for Link Governors to be updated on the website	Completed
7	3.16	OFSTED Readiness Handbook	Abi Clay	Set a date for Data Improvement Group to meet.	Committee to set date

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Alison Wilson and Ian Kildin arrived at the meeting at 6.45pm

4.8 **Governor Visits & Training**
Link Governor Visit
 The following Link Governor Visits have taken place:

- Andrew Fyfe – Safeguarding.
- Amy Binks – English.
- Nicky Knowles – EYFS.
- Alison Wilson – Maths.
- Janette Yates – Health & Safety / Accident forms review.

All Governors will complete a report to support their visit.
Governor Visits
 The following visits have taken place:

- Janette Yates, Amy Binks, Tara Rose, Nicky Knowles, Alison Wilson and Andrew Fyfe attending the Nativity play.
- Tara Rose, Amy Binks and Nicky Knowles attended the Christmas fair.
- Tare Rose continuing with her Maths support.

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	<ul style="list-style-type: none"> Tara Rose, Nicky Knowles and Alison Wilson attended Good News Collective Worship. <p>Janette Yates reminded Governors to complete a visit form or actions form when visiting the school.</p> <p>Janette Yates highlighted to all Governors that the Governor School Improvement Network (GSIN) meeting which will be taking place in the spring term, Governors are welcome to attend these meetings and can book on to the meeting via the school admin. Governors discussed setting up a Governor Training Action Plan so training can be reviewed and planned.</p> <p><u>PREVENT / DBS update</u> PREVENT training is up-to-date. DBS are up-to-date.</p>	
4.9	<p>Pre School Update Confidential item, please see the confidential minutes.</p>	
4.10	<p>Safeguarding Update Abi Clay updated Governors following on from Andrew Fyfe’s recent Safeguarding visit. At this visit the Behaviour policy was reviewed and discussed. Abi Clay updated Governors the responses from the recent Parent Survey and a full update will be given at the next FGB Meeting on 10th January 2017. Following on from the parent survey a pupil survey was completed which gave interesting results which were different from the parents feedback.</p> <p>Janette Yates will review the accident forms in more detail to see if there are any links to behaviour and groups of children.</p> <p>Action point: Janette Yates to review accident forms for behaviour links. From the pupil survey, changes have been made to the lunch time setup, Cathy Mousette is leading on arranging structured play activities with groups of pupils and giving additional lunch time support. Governors discussed options around behaviour, zero tolerance and changes which are being put in to place.</p>	4
4.11	<p>Raise Online The Raise Online Summary Report and the Raise Online Analysis report was circulated to all Governors prior to the meeting. Alison Wilson talked Governors through the analysis report. <u>KS2 (2015/16 Cohort) - Floor Standard</u> - Attainment: at least 65% of pupils achieved the expected standard in all three subjects – (reading, writing and maths) Progress: sufficient progress in all three subjects (-0.5 reading, -0.7 writing, -0.5 maths) Topcliffe is above the floor standard for 2015/16. <u>KS2 (2015/16 Cohort – Reading</u> - Attainment: all pupils - 86% achieved the expected standard (above national) and disadvantaged - 100%. GQ: Can our higher attainers make more progress? Yes. There are systems in place to track pupil progress from Early Years to Year 6. There is more pin pointing, regular pupil progress meetings to review who is on track and having regular conversations around pupil progress. If pupils are not on track, interventions are put in to place and monitored. Home reading expectation has been increased to 5 times a week and children are rewarded for this. GQ: Do you do this for the high attainers? It is part of the curriculum. There is a new approach for the high attainers, Emily Shaw have attended training on John Murray resources which gives a different approach to reading, looking at</p>	

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questioning and targeting key areas to improve. Emily Shaw updated Governors that she has received really positive feedback from the pupils.

GQ: Is the reading scheme tailored for mix ability groups? It is. All pupils can access the scheme so that they can read at the right level.

Emily Shaw explained to Governors the importance of book choices and quality text. There is a reading focussed newsletter which is about to be sent out to parents.

GQ: Are there enough books in schools, library and classrooms? Yes there is a good range. There is a push for all pupils to read throughout the school, there is a reward system for children who are reading every night. Amy Binks and Janette Yates shared their findings from the last literacy focussed learning walk, where they had evidenced the quality of reading books and actioned the removal of tatty and worn books.

GQ: Boys are still a concern – what are we doing on boys reading? All the areas discussed earlier is supporting the boys reading.

GQ: Are there enough reading books for boys? Yes. School has a good range. Emily Shaw explained how the reading books have been set and how it allows boys to pick the free reading books. The boys and high attainers get more from free reading.

GQ: What factors led to our success with our disadvantaged pupils – luck or strategies? Strategies, interventions are in place and support given.

KS2 (2015/16 Cohort) – Writing – Attainment: all pupils: 86% achieved the expected standard (above national) and disadvantaged - 100%.

GQ: Our high attainers make good progress in writing, but not in reading, what is driving this? There are case studies to support this, a pupil has had an eye problems which meant he didn't achieve the target.

The last reading test was difficult, it was not pupil friendly and didn't suit high attainers. Disadvantaged pupils got 100% in reading and writing.

GQ: What factors led to our success with our disadvantaged pupils – luck or writing strategies? Strategy, SIAMS report highlighted this individual learning support as a strength and support has been put in to place. There is a high level of support staff, 100% at times enabling support and teaching to be effective.

KS2 (2015/16 Cohort) – Maths – Attainment: all pupils - 64% achieved the expected standard (1% below national) and disadvantaged - 67%.

GQ: What is the national average? 69.9%.

GQ: What are our strategies for maths improvements? The maths Governor visit report highlights Governor exploration of this issue with the Maths subject leads.

A third strand has been included in to the School Development Plan to support Maths progress. The Ofsted Readiness document was discussed at the last FGB meeting where the streamlined key points are included and line of enquiry sheet is included in the document.

There are strategies for everyday classrooms, Maths eyes and vocabulary focus walls.

GQ: When are you doing the handover for the Maths lead? Currently it is going to stay with Emily Shaw as Heather Stanwix is leaving. The vacant teachers post has been advertised with a requirement of either SEN or Math experience.

Year 6 have potential high attainers identified for the Maths mastery class.

GQ: Is this just for year 6? Yes.

Abi Clay and Emily Shaw updated Governors on the recent Maths Challenge which took place and the school came third, with positive feedback on how committed the children were and worked hard to solve the mathematical challenges.

Enriching in maths planning has been supported by the using White Rose and Schofield and Simms Maths books resources.

GQ: Is this the whole school? Yes. There has been 10 minutes a day increase on Maths in all classes called The Magic Ten. A Dave Godfrey number fun day is planned and rigorous tracking is in place from the start of any new interventions or initiatives to

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track impact.

The pupils are loving Maths and there has been positive pupil and staff feedback.

GQ: What are our strategies for our high attainers in maths? How can we ensure middle attainers make expected? All the areas discussed previously support this for all pupils.

GQ: What more should we be doing to assist our disadvantaged pupils in maths. Have we identified their barriers? 2 out of 3 have met the standards and 1 was very close to meeting it. Case studies have been carried out to and give clear evidence and explanations to support the results.

KS2 (2015/16 Cohort) – Science - is teacher assessed. 93% of pupils met expected standard (against 81% nationally), 100% girls and 83% of boys met expected standard.

GQ: Pupils are doing well in Science so why are they not doing as well in Maths?

Abi Clay is aware of this and is continuing to track the pupils. There are long term plans in Maths which is weighted in number skills and school have signed up for Maths Mastery Hub which will be starting in the New Year.

GQ: Are you still doing Singapore Maths? Yes, across the whole school.

GQ: Have all teachers had training in Singapore Maths? Yes.

KS2 (2015/16 Cohort) – SPAG test – 79% of pupils achieved the 100+ score (72% nationally).

KS2 (2015/16 Cohort) – Combined - Attainment: 64% (met expected standard in each of RWM). 67% of disadvantaged pupils met this standard, (above national) and 0% of our high attainers met this combined standard.

GQ: Are we looking at high attainers' achievement across each of the assessed areas (RWM)? Yes. With it being a small cohort individual pupils can be looked at, all the time to ensure rigours monitoring.

KS1 (2015/16 Cohort) - 15 pupils of which 1 disadvantaged and met expected standard. Reading 80%, Writing 47%, Maths 67% and Science 67%.

GQ: How is writing and maths being prioritised in the lower school? This is a cohort specific issue. Case studies are in place to provide evidence on support given. Learning journeys are used for children who didn't achieve the required results. Catch up is taking place using work watch to raise progress faster which is suitable for all pupils.

GQ: Can pupils catch up and make progress? Yes there a lots of strategies in place, some pupils respond really well and monitoring continues on this. Some pupils are not on the SEN register but there are actions in place to support them.

GQ: Are we capitalising on strong phonics outcomes? Yes, phonics screen check results were really good.

GQ: Should the phonics underpin the reading and writing? Yes, phonics can only to a certain extent and there can be learning complexities but we are looking at other ways to support pupils beyond phonics.

EYFS (2015/16 Cohort) - Good level of development: (*nb. our reception class is the final year of the EYFS for our pupils*). Topcliffe 75% and National 66%. 100% of girls achieved good level of development. 63% of boys.

GQ: How does our early years plan address areas of concern above? The JANTA working party is continuing to review the early years planning and feedback given at every FGB meeting.

GQ: What strategies do we have for better progress of boys in the early years setting? Alison's training has improved setting for early years. Subject Lead of Education (SLE) is supporting work for boy's provision.

GQ: Is there an age split which is significant? No, this has been reviewed and there is nothing standing out. Nationally there are a lot of research taking place around this.

GQ: Is it a well mixed group? Yes, it is a larger year group for this school. There is a good outdoor area which is accessible all year for pupils to use.

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	<p><u>Summary</u></p> <ul style="list-style-type: none"> • Maths is an area of development priority across the school – have we secured enough resource for this in this academic year? • Boys remain a priority across the school – have we addressed this sufficiently? • Need to have eye on combined outcomes in KS2 • Need to have eye on high attainers across the school – are they achieving as much progress as possible? • Our good attainers in the EYFS are not progressing as well at the end of KS1 as we would wish. • Are children making enough progress from end of foundation stage and into KS1? • Phonics is very good in the school – so why are more children not getting the 'expected' standard in reading? <p>All Governors thanked Alison Wilson for her detailed analysis and for leading the data scrutiny discussion.</p>	
4.12	<p>Monitor / Update to School Development Plan</p> <p>An extra strand has been included in to the School Development Plan (SDP) to support progress in Maths.</p> <p>Abi Clay is currently RAG rating the SDP and will be share with all Governors at the next FGB meeting on 10th January 2017.</p>	
4.13	<p>Monitor LA H&S service provision</p> <p>Governors discussed the Local Authority Health & Safety provision which are currently in place.</p> <p>GQ: Is the service good value for money? Yes, if Terry Bland continues to be the Health & Safety visiting lead within the service.</p> <p>GQ: Is it worth contacting Northern Star to see if there are alternative provisions to purchase? It is possible, the LA service is good but it would all depend on the same adviser giving the service.</p>	
4.14	<p>Headteacher Performance Management</p> <p>Headteacher Performance Management has been carried out, full update to be given at the next FGB meeting on 10th January 2016.</p> <p>Interim review will take place January / February 2017.</p>	
4.15	<p>Subject Leader Reports</p> <p>Update given earlier in the meeting in item 4.8.</p> <p>Governors voiced that they found the last Subject Leader presentation of huge benefit and asked that Subject Leaders continue to be invited to attend a FGB meeting to give updates.</p>	
4.16	<p>Meeting dates for 2016-2017</p> <p>Dates confirmed and clerk will circulated as agreed in item 4.7.</p>	
4.17	<p>Academisation</p> <p>All Governors will be attending an Academisation meeting on Wednesday 14th December 2016 and a full update will be given at the next FGB meeting on 10th January 2017.</p>	
4.18	<p>Residential Trips</p> <p>Abi Clay shared with Governors a letter which she would like to send to parents enquiring to see if there is any interest to attend a trip to France.</p>	

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	<p>GQ: What is the drive behind this? It was to find an alternative to East Barnby now that it is running every other year. Also we have a Gold Quality Mark and it is another way to ensure the good level of language teaching continues in school and continues to have a meaning. Another school has approached the school asking if we would be interesting to do a joint trip.</p> <p>GQ: Have you liaised with this other school previously? No, Abi Clay knows the Headteacher well and has worked with this person before.</p> <p>Governors discussed the importance of teaching children at all ages a language and giving them different opportunities for this.</p> <p>GQ: Will Modern foreign language continue for all ages? Yes, this is the plan.</p> <p>GQ: Would this be an expensive trip for parents? It is cheaper than East Barnby.</p> <p>Governors have AGREED that they are happy for Abi Clay to email the letter to parents to gauge the interest for a trip to France.</p>	
4.19	<p>Policies:</p> <ul style="list-style-type: none"> • Pay Policy – was circulated to all Governors prior to the meeting. Governors have reviewed this policy and have AGREED to adopt the policy. • Exclusion Policy – Governors discussed the policy and agreed for further changes to be made, once completed Abi Clay will circulate for approval at the next FGB meeting on 10th January 2017. <p>Pupil Premium Policy – Abi Clay will circulate for approval at the next FGB meeting on 10th January 2017.</p> <p>Action point: circulate both policies to all Governors.</p>	5
4.20	<p>Annual Governance Statement Janette Yates, Tara Rose and Abi Clay will review the Annual Governance Statement.</p>	
4.21	<p>Next meeting 10th January 2017 at 6.30pm.</p>	
4.22	<p>AOB <u>Chair Handover Update</u> – Janette Yates updated Governors as planned Tara Rose will be taking over the Chair role from 20th February 2017.</p> <ul style="list-style-type: none"> • Janette Yates and Tara Rose have a full day planned to work together to pass anything over. • Tara Rose has completed the Chair of Governor training. • Tara Rose is copied in to all the Chair of Governor / Headteacher emails to see what is happening. 	

Meeting Closed at 8.50pm

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

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