



**Minutes of the Full Governing Board Meeting
14th February 2017, 6.30pm**

Governors Present for Meeting:

Abi Clay
Andrew Fyfe
Susanne Jukes
Ian Kildin (Associate Member)
Nicola Knowles
Tara Rose (Vice Chair)
Emily Shaw
Janette Yates (Chair)

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	6.15	Pupil Premium Spending	Abi Clay	Detailed Pupil Premium report for next FGB meeting.
2	6.16	Ofsted feedback & HT Report	Abi Clay	Review attendance policy

Others In Attendance:

Julie Doyle (Senior Clerk)
Angela Clarkson (Bursar)

Apologies:

Amy Binks
Alison Wilson (Associate Member)

None Attendance:

Garry Key

FGB 16/17	ITEM	Action Box
6.1	Welcome and Prayers The Chair, Janette Yates opened the meeting at 6.30pm and welcomed all Governors. Prayers were offered by foundation Governor.	
6.2	Apologies and agreed consent The Full Governing Board (FGB) had received apologies from Amy Binks and Alison Wilson. All Governors AGREED to consent to the absences.	
6.3	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.	
6.4	Governors were reminded about Declaration of Business interests Susanne Jukes declared that she is a Governor at two other schools.	
6.5	Notification of any other urgent business None.	
6.6	Correspondence Abi Clay shared with Governors a letter from Paul Brennan, Assistant Director of Education and Skills at North Yorkshire County Council (NYCC), congratulating the school on the successful Ofsted outcome and the outstanding SIAMS inspection.	

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6.7	<p>Approve Minutes from the FGB meeting on the 10th January 2017 <u>Approval</u> – The minutes from the FGB meeting held on 10th January 2017 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. <u>Approval</u> – The confidential minutes from the FGB meeting held on 10th January 2017 were circulated to all Governors at the meeting and were deemed as a true record and were duly APPROVED and SIGNED by Janette Yates.</p>																																											
6.7	<p><u>2. Matters Arising</u></p> <table border="1" data-bbox="188 607 1353 1234"> <thead> <tr> <th>Item No</th> <th>Item</th> <th>Person</th> <th>Action to Do</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5.7</td> <td>Matters Arising</td> <td>Clerk</td> <td>Contact Angela Clarkson to confirm next FGB meeting date.</td> <td>Completed</td> </tr> <tr> <td>2</td> <td>5.10</td> <td>Safe - guarding Update</td> <td>Abi Clay</td> <td>Circulate Behaviour Plan</td> <td>Completed</td> </tr> <tr> <td>3</td> <td>5.10</td> <td>Safe - guarding Update</td> <td>Abi Clay</td> <td>Confirm pupil to adult ratio numbers for play and lunch times.</td> <td>Update given</td> </tr> <tr> <td>4</td> <td>5.16</td> <td>Policies</td> <td>Abi Clay</td> <td>Amend Exclusion policy and circulate to all Governors.</td> <td>Agenda item</td> </tr> <tr> <td>5</td> <td>5.16</td> <td>Policies</td> <td>Abi Clay</td> <td>Circulate Pupil Premium policy to all Governors.</td> <td>Agenda item</td> </tr> <tr> <td>6</td> <td>5.17</td> <td>Annual Governance Statement</td> <td>Abi Clay, Janette Yates, Tara Rose</td> <td>Update the Annual Governance Statement</td> <td>Janette Yates and Tara Rose are reviewing</td> </tr> </tbody> </table> <p>5.10 – Abi Clay updated Governors that pupil ratios are in line with school policy. At lunch time there is a 1:8 ratio and at playtimes 1:36. There are very few incidents at break times and no cause for lowering the ratios. Janette Yates and Tara Rose have reviewed the accident book and there is no year on year increase, no patterns and no concerns were identified.</p>	Item No	Item	Person	Action to Do	Action	Update	1	5.7	Matters Arising	Clerk	Contact Angela Clarkson to confirm next FGB meeting date.	Completed	2	5.10	Safe - guarding Update	Abi Clay	Circulate Behaviour Plan	Completed	3	5.10	Safe - guarding Update	Abi Clay	Confirm pupil to adult ratio numbers for play and lunch times.	Update given	4	5.16	Policies	Abi Clay	Amend Exclusion policy and circulate to all Governors.	Agenda item	5	5.16	Policies	Abi Clay	Circulate Pupil Premium policy to all Governors.	Agenda item	6	5.17	Annual Governance Statement	Abi Clay, Janette Yates, Tara Rose	Update the Annual Governance Statement	Janette Yates and Tara Rose are reviewing	
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6.8	<p>Governor Visits & Training <u>Governor Visits</u> The following visits have taken place:</p> <ul style="list-style-type: none"> • Tara Rose and Nicola Knowles attended the class 4, Minster trip. • Tara Rose and Nicola Knowles attended the David Godfrey Number Fun. • Janette Yates completed a Health and Safe review with Terry Bland. • Susanne Jukes, Janette Yates, Tara Rose and Nicola Knowles attended collective worship. • Ian Kildin and Janette Yates completed the asset inventory and smartwater identification. • Susanne Jukes attended the Diocesan Office training. • Susanne Jukes completed a monitoring visit to review British Values. • Emily Shaw will attend Governor training when some becomes available. <p><u>PREVENT / DBS update</u></p> <ul style="list-style-type: none"> • Andrew Fyfe has updated his Prevent training. 																																											

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	PREVENT training is up-to-date. DBS are up-to-date.	
6.9	Pre School Update Update to be given 6.17.	
6.10	Safeguarding Update Safeguarding review has been updated; there are no concerns. Dates are planned for the next review. Further safeguarding update are included in the Headteacher's report.	
6.11	Health & Safety Updates Janette Yates and Terry Bland, Health and Safety Adviser from NYCC recently carried out an inspection, Janette Yates circulated a report at the meeting to all Governors, gave full updates and the recommendations made for Governors to consider. The report was good and compliant with Health and Safety. The recommendations made which would need to be actioned within 3 to 6 months are: <ul style="list-style-type: none"> • Fence along the playing field is rotten. • Shelter in the wildlife area is rotten. • Galvanised barriers are loose and could need replacing. • Bins need to be relocated. Governors will review these recommendations at the next FGB meeting on 15 th March 2017. Governors thanked Nicky Hartley for the excellent job she does keeping all the files and fire regulations in order.	
6.12	Budget Monitoring update & Approve The summary Budget Monitoring Summary Report for Month Ending December 2016 and detailed Budget Monitoring Report was circulated to all Governors prior to the meeting. Angela Clarkson updated Governors on the budget and highlighted spending on staff training. GQ: What courses have been attended? Early Year, curriculum based courses, first aid, MFL, mainly areas to boost staff in the curriculum. An in-depth list is in the Headteacher's report. GQ: Has Miss Stanwix leaving, been factored in to the budget? This will be in the next report as the one presented runs to the end of 31 st December 2016. Governors discussed the changes in pupil numbers and current funding formulas. GQ: Are you expecting more children? The numbers tend to be fairly stable. GQ: If the school considers taking 2 – 11 year olds, does the funding still come from the Local Authority? Early Years funding comes from LA. GQ: Will the funding stay the same? That is not known at present, Early Years funding does need to have some local management for it. The working group are currently looking at this. GQ: Is there any capital funding left? No, new allocations is given in April 2017, this will be similar to last year. Contracts Review Schedule was circulated to all Governors prior to the meeting to be reviewed. Governors discussed in detail options around having another teacher working 5 mornings a week but the costs would need to be reviewed. Governors discussed further class sizes and options around providing for this.	

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6.13	<p>Review SFVS The SFVS was circulated to Governors prior to the meeting; the asset inventory work has been completed that requires the document to be updated therefore the Governors AGREED to review this document and to approve this at the next FGB meeting on 15th March 2017.</p>	
6.14	<p>Monitoring staff costs and CPD needs Governors discussed what possible CPD will take place next year, Abi Clay updated Governors that there are no large training areas needed and training can be accessed via North Star Alliance, which is reasonably priced. GQ: Is there any more training booked for this year? Only small training sessions.</p>	
6.15	<p>Pupil Premium Spending Update Pupil Premium is up-to-date and available on the school website. Abi Clay will complete a detailed report to share with Governors at the next FGB meeting on 15th March 2017. Action Point: Abi Clay to complete detailed Pupil Premium report for next FGB meeting.</p>	1
Angela Clarkson left the meeting at 7.40pm		
6.16	<p>Ofsted feedback & Headteacher's Report The Headteacher's report was circulated to all Governors prior to the meeting. <u>Attendance</u> - Abi Clay highlighted to Governors her concerns around attendance and Governors discussed different options on how to deal with attendance issues. Governors agreed to continue sending letters to the parents to highlight the poor attendance and if this continues, a meeting should be arranged with the Headteacher and a Governor. Action Point: Abi Clay will review the attendance policy. Abi Clay circulated at the meeting a copy of the recent Ofsted Report, Governors thanked all staff for the hard work. Governors especially thanked Nicky Hartley for the smooth running and her hard work on the day of the inspection.</p>	2
Nicola Knowles left the meeting		
	<p><u>Attainment and progress</u> – Governors reviewed the attainment and progress predictions for summer term and children being able to achieve these predications. Overall data looks positive and on track. <u>Sport Premium</u> GQ: Is the morning running sessions still taking place? Yes GQ: Is it having an impact on learning? Yes, there was a requirement for more physical intervention on a daily basis and the children have got a lot out of it, they have increased in confidence and joining in more. GQ: Is FOT's up and running? They have done a lot over the Christmas period and a meeting date has been set for the spring term.</p>	
6.17	<p>Academisation Abi Clay updated Governors that the formal academisation guidelines which are set out by the DfE are currently being followed and a consultation will follow shortly. Governors discussed in detail options around the current play group with regards to this</p>	

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	<p>consultation. Abi Clay will contact the diocese to discuss academisation further and the Elevate MAT. Governors agreed that if Abi Clay requires any further help the JANTA working group are happy to support.</p>	
6.18	<p>Policies:</p> <ul style="list-style-type: none"> • Exclusion Policy – was circulated to all Governors prior to the meeting. Governors have reviewed this policy and have AGREED to adopt the policy. • Pupil Premium Policy – was circulated to all Governors prior to the meeting. Governors have reviewed this policy and have AGREED to adopt the policy. • 	
6.19	<p>Annual Governance Statement Janette Yates and Tara Rose are updating the Annual Governance Statement.</p>	
6.20	<p>Next meeting 15th March 2017 at 6.30pm.</p>	
6.21	<p>AOB <u>Residential Trip</u> - Abi Clay updated Governors that she has had limited take up from parents from the initial enquiries for the possibility of a French trip, 4 children have initially shown an interest. It is difficult to gauge interest levels as some parents did not respond at all. Governors discussed this in detail and felt that once this was widely known; more children might want to take part. Governors fully supported the residential trip to France. <u>Chair of Governor</u> - Janette Yates will officially step down as Chair of Governors and become the Vice Chair from the start of next term. Governors thanked Janette Yates for all her hard work and commitment. Tara Rose will take over as Chair of Governors from the start 20th February 2017.</p>	

Meeting Closed at 8.45pm

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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