

**Minutes of the Full Governing Board Meeting
15th March 2017, 6.30pm**

Governors Present for Meeting:

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

Others In Attendance:

Julie Doyle (Senior Clerk)

Apologies:

None Attendance:

Andrew Fyfe

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	7.7	Matters Arising	Clerk	Send example attendance policies to Abi Clay
2	7.8	Governor Visits & Training	Tara Rose & Janette Yates	Complete World Book Day report.
3	7.9	Pre school	Abi Clay	Review further options and cost around the current pre school building.
4	7.14	Learning Walk Maths	Abi Clay	Email the learning walk Maths video to all Governors.
5	7.16	Academisation	Abi Clay	Organise for the academy conversion consultation to commence.

FGB 17/17	ITEM	Action Box
7.1	Welcome and Prayers The Chair, Tara Rose opened the meeting at 6.30pm and welcomed all Governors. Prayers were offered by a foundation Governor.	
7.2	Apologies and agreed consent The Full Governing Board (FGB) did not received any apologies.	
7.3	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.	
7.4	Governors were reminded about Declaration of Business interests Susanne Jukes declared that she is a Governor at two other schools. Alison Wilson declared that she works for the DfE. Tara Rose declared that she is the Chair of Friends of Topcliffe School.	
7.5	Notification of any other urgent business None.	
7.7	Correspondence None.	
7.7	Approve Minutes from the FGB meeting on the 14th February 2017 <u>Approval</u> – The minutes from the FGB meeting held on 14 th February 2017 were	

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circulated to all Governors prior to the meeting and were deemed as a true record and were duly APPROVED and SIGNED by Chair, Tara Rose.

Matters Arising

Item No	Item	Person	Action to Do	Action	Update
1	6.15	Pupil Premium Spending	Abi Clay	Detailed Pupil Premium report for next FGB meeting.	Completed and an agenda item.
2	6.16	Ofsted feedback & HT Report	Abi Clay	Review attendance policy	Still to be reviewed

6.16 – **Action Point: Clerk to send example attendance policies to Abi Clay.**

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7.8 **Governor Visits & Training**

Governor Visits

The following visits have taken place:

- Tara Rose, Amy Binks, Janette Yates and Nicola Knowles attended Book Day.
- Tara Rose and Janette Yates will complete World Book Day report.

Action Point: Tara Rose and Janette Yates to complete report.

- Tara Rose, Amy Binks and Nicola Knowles attended Open Classroom.
- Susanne Jukes, Janette Yates, Amy Binks and Nicola Knowles attended collective worship.
- Susanne Jukes has lead collective worship.
- Amy Binks has attending swimming and hockey.
- Nicola Knowles has attending netball.
- Tara Rose continue to run Maths sessions.
- Janette Yates and Susanne Jukes have attended lent lunch.

Governor Training

The next Governor School Improvement Network Meeting (GSIN) will take place on 8th May 2017; all Governors are invited to attend. If Governors wish to attend they will need to contact Nicky Hartley to make arrangement to be booked on the network.

PREVENT / DBS update

PREVENT training is up-to-date.

DBS are up-to-date.

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7.9 **Pre School Update**

The pre school consultation is currently taking place and will close on 4th April 2017.

GQ: Have you had many replied to this? Yes, there has been about 20 responses so far, which has been from parents of the school and the pre school.

HR meeting, parent meetings and staff meeting are all planned.

GQ: If the school converts to an academy will they still have North Yorkshire County Council (NYCC) HR support? Yes, this is one of the packages that will continue to be bought and NYCC HR is working with other schools in the Elevate Trust.

GQ: Will further meetings be required after this consultation? Yes there will need to be a FGB meeting to confirm the decisions.

Governors discussed in detail the current lease of the pre school portacabin and option around ending the lease, purchasing the building/portacabin or exchanging the building for a new one. Governor have agreed that Abi Clay will review further options about a

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	<p>new building/portacabin and cost implications Action point: Abi Clay to review further options and cost around the current pre school building. Abi Clay explained to Governors that once the consultation is completed and if it is agreed that the school will take over the pre school, a door will need to be added to the library to give better access to and from the school to the pre school. Governors discussed concerns over the cost of building work required, cost of classroom extensions and future proofing to ensure there is a strategic plan in place before any work is carried out. Governors felt it was important to strategically look at future proofing and planning for the school, before further work is carried out and review possible changes with number of children. The JANTA working group have agreed to meeting on 29th March 2017 at 9.00am to review consultation responses. An additional FGB meeting will be held on 5th April 2017 at 6pm to review the consultation around the pre school. Governors have agreed that pre school spending needs to be frozen until the consultation is completed and a final decision is agreed.</p>	<p>3</p>
<p>7.10</p>	<p>Safeguarding Update There are no Safeguarding updates. Ian Kildin updated Governors that a local CEOP Officer has offered the school some online safety training for the children.</p>	
<p>7.11</p>	<p>Health & Safety Updates Previous Health and Safety recommendations are on-going and will be reviewed at the next FGB meeting on 9th May 2017.</p>	
<p>7.12</p>	<p>Pupil Premium Update The Strategic Pupil Premium plan, Updated Pupil Premium details and Data Summary Report for Pupil Premium were circulated to all Governors prior to the meeting. The Strategic Pupil Premium plan is currently up-to-date and on the school website. GQ: There has been an increase in service children, what is driving this? This is unknown at present. GQ: Has there been an increase in Pupil Premium pupils? Yes. GQ: Has any of the parents taken up the offer of free uniform? No, there has been a request for support with a school trip. GQ: Homework clubs, are you doing anything more formal for homework clubs? Yes, these clubs are running, some children are directed to attend these clubs, other children chose to attend. The student teachers who have been in school have helped out with these clubs. GQ: Will you be evaluating these clubs? Yes. GQ: The Pupil Premium details sheet, what do the colours mean? Blue shows the service pupils and pink are the rest of the pupils. GQ: How are you addressing attendance concerns? At present monitoring is continuing, letters are sent out to parents and as discussed in the last FGB meeting, if attendance still is not improving a meeting with the Headteacher and a Governor will be arranged. GQ: There is a number of service children who are on track, are you doing anything else to stretch these children? These children are on track as a result of the pupil premium money which has supported this and the strategy documents gives evidence to show support put in place.</p>	

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	<p>GQ: The more able Pupil Premium pupils is the school, are you able to give them extended opportunities? Yes, the service pupils have had the opportunity to be part of the service children events, pupil premium children access the maths challenge cups through North Star and Y6 have had had an academic year of extension maths activities.</p> <p>GQ: What sort of event is there for the service pupils? There is a service at the cathedral, sports events and activities are sent in to school.</p> <p>Governors discussed the last Maths Challenge which children took part in and how successful this was for children to take Maths further for greater depth children and gives them opportunity to work with children from other schools.</p> <p>GQ: The details sheet, what is early transition? This is where a child can access secondary school earlier, have extra session which can make the transition smoother for the pupil.</p> <p>Governors thanked Abi Clay for her detailed update.</p>	
7.13	<p>Subject leader report Maths</p> <p>Emily Shaw circulated at the meeting the School Development Plan – Strand 3: Improve progress in Maths across the school, to highlight the updates.</p> <p>Emily Shaw updated Governors that continued checking is taking place across the school and the Maths strategies are embedding. Work is continuing with teachers with Magic 10, ensuring this takes place after lunch.</p> <p>Spring term data will be inputted in 2 weeks and will be presented to Governors as soon as possible and evaluations of the actions points continues.</p> <p>GQ: How are you finding the SDP fits with ‘keep up not catch up’? There are still elements of ‘catch up’ in school but the ‘keep up’ approach is becoming more imbedded.</p> <p>Introduction of Schofield and Simms has been seen to be more established and embedding well, with the Pupil Voice in December giving positive feedback.</p> <p>GQ: How are the children finding learning their times tables? It is working well, using various different teaching methods, such as Number Fun, Table Trooper, Rock Stars and Percy Parker.</p> <p>GQ: Are the times tables a weakness? No, this has not been noticed.</p> <p>GQ: Did we have any children that passed the Ripon Grammar test? Yes.</p> <p>GQ: How is it looking for SATs Maths results? Attainment for this KS2 group was weaker in KS1 and therefore we are looking for strong progress markers.</p> <p>GQ: Are you running booster groups? Yes.</p> <p>Tara Rose updated Governors that she has seen progress within the Maths groups she is supporting.</p> <p>Governors thanked Emily Shaw for her detailed update.</p>	
7.14	<p>Learning Walk Maths</p> <p>Abi Clay arrange for a learning video to be made by the school council to be present to the Governors at the meeting, unfortunately this was not possible and the video will be emailed to all Governors to review.</p> <p>Action Point: Abi Clay to email the learning walk video to all Governors.</p>	4
7.15	<p>Review SFVS and Approve</p> <p>The updated SFVS was circulated to all Governors prior to the meeting, all Governors have reviewed this document and have UNANIMOUSLY AGREED to APPROVE this document.</p>	
7.16	<p>Academisation</p> <p>Abi Clay updated Governors that the Academy order has arrived.</p> <p>GQ: When are you planning on starting the consultation and if it is successful,</p>	

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	<p>when would you like to convert? It is a question to Governors when they would like to agree to start the consultation and if everything goes through a conversion date in June or July 2017 would be a possibility.</p> <p>GQ: The pre school consultation closes on 4th April can 2 consultations run at the same time? Yes but there will be no need for them to overlap.</p> <p>GQ: What happens at the end of the consultation, is it a long process? It will all depend on how long the consultation is ran, as part of the consultation workshops will be run for the staff and parents to attend and support will be given by the Elevate Project Manager during the consultation.</p> <p>Governors discuss the different options in details and have AGREED for the academisation consultation to go ahead as soon as possible.</p> <p>Abi Clay will contact the project manager who is supporting the conversion to arrange for this to commence</p> <p>Action Point: Abi Clay to organise for the academy conversion consultation to commence.</p>	5
7.17	<p>Policies: None.</p>	
7.18	<p>Annual Governance Statement Janette Yates and Tara Rose are updating the Annual Governance Statement.</p>	
7.19	<p>Next meeting 9th May 2017 at 6.30pm.</p>	
7.21	<p>AOB <u>North Yorkshire Planning for Housing</u> – Gary Key updated Governors that there has been no further developments for the planning for houses near the school. <u>Apple Trees</u> – The school have kindly had 4 different types of apple trees donated to the school. <u>Parents Evening</u> – will be taking place next week, can Governors please let Tara Rose know which days they are available. <u>Chair of Governors</u> – an update will be included in the school newsletter to let parents know that Tara Rose is now the Chair of Governors and Janette Yates is now the Vice Chair.</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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