

**Minutes of the Full Governing Board Meeting  
16<sup>th</sup> November 2016, 6.30pm**

**Governors Present for Meeting:**

Amy Binks  
Abi Clay  
Andrew Fyfe  
Susanne Jukes  
Tara Rose (Vice Chair)  
Janette Yates (Chair)  
Emily Shaw

**Others In Attendance:**

Julie Doyle (Senior Clerk)  
Angela Clarkson (Bursar)

**Apologies:**

Garry Key  
Nicola Knowles  
Alison Wilson (Associate Member)

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	3.7	Matters Arising	Janette Yates	Update Annual Planner for next meeting
2	3.7	Matters Arising	Abi Clay	Confirm Meeting Dates for 2016-2017
3	3.11	Revised Budget & Monitoring Report	Abi Clay	Circulate budget and monitoring reports to all Governors
4	3.12	Financial Risk and Control Checklist	Angela Clarkson / Clerk	SFVS matrix to be passed on to Abi Clay and Janette Yates
5	3.15	Review Outturn of school fund	Abi Clay	Circulate Comparable Statistics to all Governors.
6	3.16	OFSTED Readiness Handbook	Clerk	Email Nicky Hartley asking for Link Governors to be updated on the website
7	3.16	OFSTED Readiness Handbook	Abi Clay	Set a date for Data Improvement Group to meet.

FGB 16/17	ITEM	Action Box
3.1	<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.	
3.2	<b>Apologies and agreed consent</b> The Full Governing Board (FGB) had received apologies from Garry Key, Nicola Knowles and Alison Wilson. <b>All Governors AGREED to consent to the absences.</b>	
3.3	<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.	
3.4	<b>Governors were reminded about Declaration of Business interest.</b> Susanne Jukes declared that she is a Governor at two other schools.	
3.5	<b>Notification of any other urgent business</b> The Headteacher had one urgent confidential item to be discussed at the start of the finance section of the meeting. <b>Governors AGREED to this addition.</b>	

3.6	<p><b>Correspondence</b>                  Abi Clay shared with Governors that she had received letters from:</p> <ul style="list-style-type: none"> <li>• The Right Reverend Paul Ferguson, Bishop of Whitby congratulating the school on their excellent outstanding rated SIAMS inspection.</li> <li>• Nick Gibb, Minister of State for School Standards congratulation the school on the outstanding 100% pass achievement in the 2016 phonics screening check.</li> </ul> <p>Governors were delighted with these letters and have asked that they are shared on the school website to celebrate.</p>																																											
3.7	<p><b>Approve Minutes from the FGB meeting on the 18<sup>th</sup> October 2016</b>  <u>Approval</u> – The minutes from the FGB meeting held on 18<sup>th</sup> October 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.  <u>Approval</u> – The confidential minutes from the FGB meeting held on 18<sup>th</sup> October 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.                  Amendment to 2.10 to state ‘Vice Chair and Treasurer’.</p> <p><b>2. Matters Arising</b></p> <table border="1" data-bbox="188 913 1353 1480"> <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>2.14</td> <td>GB annual planner</td> <td>Janette Yates</td> <td>Update Annual Planner for next meeting</td> <td>Janette Yates to complete</td> </tr> <tr> <td>2</td> <td>2.17</td> <td>PAN update</td> <td>Abi Clay</td> <td>Update at next FGB meeting</td> <td>Agenda item</td> </tr> <tr> <td>3</td> <td>2.18</td> <td>Annual Gov Statement</td> <td>Clerk</td> <td>Share examples with Janette Yates, Tara Rose and Abi Clay</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>2.19</td> <td>Meeting dates for 2016 – 17</td> <td>Clerk</td> <td>Clerk to set dates</td> <td>Completed – Abi Clay to confirm dates</td> </tr> <tr> <td>5</td> <td>2.19</td> <td>Meeting dates for 2016 – 17</td> <td>Clerk</td> <td>Change meeting date for November.</td> <td>Completed</td> </tr> <tr> <td>6</td> <td>2.20</td> <td>Stage 3 response</td> <td>Amy Binks</td> <td>Draft a letter of response.</td> <td>Completed and letters sent 17<sup>th</sup> November 2016</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action	Update	1	2.14	GB annual planner	Janette Yates	Update Annual Planner for next meeting	Janette Yates to complete	2	2.17	PAN update	Abi Clay	Update at next FGB meeting	Agenda item	3	2.18	Annual Gov Statement	Clerk	Share examples with Janette Yates, Tara Rose and Abi Clay	Completed	4	2.19	Meeting dates for 2016 – 17	Clerk	Clerk to set dates	Completed – Abi Clay to confirm dates	5	2.19	Meeting dates for 2016 – 17	Clerk	Change meeting date for November.	Completed	6	2.20	Stage 3 response	Amy Binks	Draft a letter of response.	Completed and letters sent 17 <sup>th</sup> November 2016	
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3.8	<p><b>Governor Visits &amp; Training</b>  <u>Governor Visits</u>                  The following visits have taken place:</p> <ul style="list-style-type: none"> <li>• Janette Yates, Amy Binks, Susanne Jukes and Nicola Knowles attended collective worships.</li> <li>• Ian Kildin led the Remembrance collective worship.</li> <li>• Tara Rose and Nicola Knowles attended open classroom.</li> </ul> <p>There has been positive feedback from parents after attending the open classroom. Tara Rose gave feedback to Governors that she found the open classroom a really nice opportunity to attend a different collective worship than parents usually see on a Friday and to then see how the children start their school day.</p> <ul style="list-style-type: none"> <li>• Amy Binks attended football and cross country semi-finals.</li> <li>• Tara Rose attended Charing the Governing Board training.</li> </ul> <p><u>Link Governor Visit</u></p>																																											

	<ul style="list-style-type: none"> <li>Alison Wilson visited to review Maths, carrying out work scrutiny and interviewed the subject leader and developing subject leader.</li> </ul> <p><u>PREVENT / DBS update</u> PREVENT training is up-to-date. DBS are up-to-date.</p>	
3.9	<p><b>Pre School Update</b> Confidential item, please see the confidential minutes.</p>	
3.10	<p><b>Safeguarding Update</b> No updates at present.</p>	
<p><b>Emily Shaw left the meeting at 7.25pm</b></p>		
3.11	<p><b>Revised Budget &amp; Monitoring Report</b> Confidential item, please see confidential minutes.</p>	
<p><b>Emily Shaw Returned to the meeting at 8.00pm</b></p>		
3.11	<p><b>Revised Budget &amp; Monitoring Report</b> The updated Revised Budget and Monitoring Report will be circulated to all Governors. <b>Action Point: Abi Clay to circulate budget and monitoring report to all Governors.</b> Angela Clarkson, Bursar, updated Governors that the current budget is looking healthy, the current surplus is £12,000 and projecting figures for September 2017 is for 14 reception children to come in to the school. <b>GQ: How much is in the capital account which can be used towards building work?</b> There is nothing in the capital account, this has already been marked for school reception security improvements and refurbishments. <b>GQ: That money is only up to the end March, would there be an allocation from April which could be used?</b> Next years allocation will be £5,000 coming in. <b>GQ: If school wanted work to be carried out in summer term would there be more allocation to come in?</b> No. <b>GC: Considering the areas previously discussed around Early Years, there is an importance to change the side gate to a full gate.</b> <b>GQ: Is there anything in revenue which could be moved in to capital?</b> Yes there is money there which could be moved. <b>GQ: Have you projected any of the possible decreases which have been highlighted by the Dfe?</b> No, no further decreases have been highlighted or accounted for, only pay award, the workings are on the original funding. <b>GQ: Is Pupil Premium money safe or will this be going?</b> It is safe at present.</p>	<p><b>3</b></p>
3.12	<p><b>Financial Risk and Control Checklist</b> School Financial Value Standard (SFVS) will be updated at the next Finance FGB meeting in the Spring term 2017. Angela Clarkson will share the SFVS matrix with the Clerk to pass on to Abi Clay and Janette Yates, to be reviewed for the next FGB finance meeting. <b>Action Point – SFVS to be shared.</b></p>	<p><b>4</b></p>
3.13	<p><b>SLA – Contracts for renewal</b> No further updates, everything has been updated in Summer term 2016.</p>	

3.14	<p><b>Pupil Premium &amp; Sport Premium</b> All documents are up-to-date and published on the school website.</p>	
3.15	<p><b>Review Outturn of school fund</b> The school fund account has been closed. Governors reviewed the Comparable Statistics which will be circulated to all Governors. <b>GQ: The current figures show that the school is high on HLTA?</b> Yes this is correct there are more HLTA hours and less GTA hours. HLTA area used to cover PPA time. <b>GQ: Pupil Premium, what is CFR?</b> Consistent Financial Reporting. <b>GQ: Water and sewerage is high compared to other schools, why is this?</b> Highest is £23 compared to £17, the school currently has the huts to pay for and it is worked out on square meter. <b>GQ: Is the information accurate with salary movement?</b> Yes. <b>Action Point: Abi Clay to circulate comparable statistics to all Governors.</b> Governors thanked Angela Clarkson for her detailed update.</p>	5
<b>Angela Clarkson left the meeting at 8.20pm</b>		
3.17	<p><b>PAN update</b> PAN update was agreed to be moved forward in the meeting. Governors discussed the current PAN which is set at 16 and why they would want to change this. Governors looked at current number of pupils in the school, class sizes and all Governors have AGREED to keep the PAN at 16.</p>	
<b>Andy Fyfe left the meeting at 8.30pm</b>		
3.16	<p><b>OFSTED Readiness Handbook</b> The OFSTED Readiness Handbook was circulated to all Governors prior to the meeting and Abi Clay invited Governors to ask questions. Abi Clay has suggested forming a pop up working group to look at data in more depth. <u>Further development engagement with other partners</u> <b>GQ: Would it be possible to include the link Governors roles in to this area?</b> Yes. Governors have asked for Link Governors information to be updated on the school website. <b>Action Point: Clerk to arrange for Link Governors to be update on the website.</b> <u>School Structure September 2016</u> <b>GQ: Is that right that there are no SEN girls?</b> Yes, it is interesting to see this. <b>GC: There is a nice even split between boys and girls.</b> <u>Raise on-line and in-year attainment data</u> <b>GQ: What does GAP mean?</b> It is to compare between school figures and national average. <b>GQ: What should we be looking at, as a concern?</b> Year 2 writing is currently below the national average, but it has better greater depth. Abi Clay highlighted to Governors that the booklet circulated includes at the back lines of enquiry which shows all the areas that the senior staff have already identified and gives answers all the questions asked and next steps. Raise on-line will be updated at the next meeting. Alison Wilson will lead the Raise data meeting, where data will be looked at in depth. Abi Clay highlighted to Governors the Inspection Dashboard in the document showing the schools strengths and weaknesses. <b>GQ: Are you worried about children not making age related progress?</b> The school has interventions in place for this and monitoring continues. Workwatch is currently</p>	6

	<p>taking place and continuing well.</p> <p><b>GQ: Do teachers lead on interventions is that right?</b> Yes, while teachers are leading on interventions TA take over the classes. This is a good mix and is working well.</p> <p><b>GQ: What are the current teaching observations graded as?</b> Good. Abi Clay highlighted to Governors the Overall Effectiveness of the school (as agreed by the LA) in the handbook.</p> <p><b>GQ: Pupil Premium, is there an in-depth report on what the spending is?</b> Yes this has been reviewed and is on the school website, current information is included in the handbook.</p> <p>Abi Clay updated Governors that Maureen Kildin has completed ELSA (Emotional Literacy Support Assistant) training which has been really useful and is already being used in school.</p> <p><b>GQ: How would we see this in the results to see that this is making a difference?</b> Children who with anxiety find it difficult to learn if this additional support can be provided via ELSA the child can find it easier to learn and enabling them to access the curriculum.</p> <p><b>GQ: How do you know a child is vulnerable if they are not Pupil Premium children?</b> Abi Clay shared with Governors the Vulnerable Learns checklist and demonstrated how the school uses this to identify what support, if any, is needed.</p> <p>Abi Clay invited Governors to review the handbook further and if there are any further questions to bring to the next meeting.</p> <p>Governors have agreed to set up a working party to review data in more depth; the Data Improvement group will be Abi Clay, Janette Yates, Tara Rose and Alison Wilson.</p> <p><b>Action point: Abi Clay to set a date for Data Improvement Group to meet.</b></p>	7
3.18	<p><b>Meeting dates for 2016 – 2017</b></p> <p>The Clerk has set the meetings for 16-17, Abi Clay will confirm if dates are suitable.</p> <p><b>Action point: Abi Clay to confirm dates.</b></p>	2
3.19	<p><b>Stage 3 response</b></p> <p>Discussed in 3.7.</p>	
3.20	<p><b>Academisation</b></p> <p>Abi Clay has been invited to attend a Vision Meeting with an emerging Multi Academy Trust (MAT).</p>	
3.21	<p><b>Policies:</b></p> <p>All policies were circulated to all Governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Pay Policy – to be reviewed at the next FGB meeting on 12<sup>th</sup> December 2016.</li> <li>• Charging &amp; Remissions Policy - Governors have reviewed this policy and have AGREED to adopt the policy.</li> <li>• Collective Worship Policy - Governors have reviewed this policy and have AGREED to adopt the policy.</li> <li>• Volunteer Policy - Governors have reviewed this policy and have AGREED to adopt the policy.</li> </ul>	
3.22	<p><b>Annual Governance Statement</b></p> <p>Janette Yates, Tara Rose and Abi Clay will review the Annual Governance Statement.</p>	
3.23	<p><b>Next meeting 12<sup>th</sup> December 2016 at 6.30pm</b></p>	



3.24	<b>AOB</b> Governors discussed the options around asking Ian Kildin to continue as an Associate Member, Governors discussed in detail the skills he brings to the FGB and the benefits of this. Governors have AGREED to ask Ian Kildin to continue as an Associate Member until the end of Summer term 2017.	

**Meeting Closed at 9.25pm**

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