



**Minutes of the Full Governing Board Meeting
School Improvement
20th July 2016, 6.30pm**

Governors Present for Meeting:

Amy Binks
Abi Clay
Andrew Fyfe
Garry Key (Vice Chair)
Susanne Jukes
Tara Rose (Vice Chair)
Janette Yates (Chair)
Ian Kildin (Associate Member)
Alison Wilson (Associate Member)

Others In Attendance:

Julie Doyle (LA Clerk)

Apologies:

Nicola Knowles
Maureen Kildin

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	10.8	Governor Training	Amy Binks	Circulate Chairs training to all Governors
2	10.8	Governor Training	Clerk	Contact Julian Knowles and Anne Dale
3	10.16	Skills Audit	All Gov's	Complete skills audit by Governors
4	10.17	SIAMS	Head	Send dates for SIAMS SEF meeting
5	10.18	Newsletter	Chair	Once completed, share with all Governors for comment
6	10.19	Policies	Head / Clerk	Policies listed to come to the next FGB meeting

FGB 15/16	ITEM	Action Box
10.1	Welcome and Prayers The Chair opened the meeting at 6.35pm and welcomed all Governors. Prayers were offered by a Foundation Governor.	
10.2	Apologies and agreed consent The Full Governing Board (FGB) had received apologies from Maureen Kildin and Nicola Knowles. All Governors AGREED to consent to the absences.	
10.3	Determine any confidential 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.	
10.4	Governors were reminded about Declaration of Business interest. Susanne Jukes declared that she is a Governor at two other schools. Alison Wilson declared that she works for the Dfe.	
10.5	Notification of any other urgent business <ul style="list-style-type: none"> • Education Visit Policy • Pre School • Academisation • Stage 3 Report • Website Governors have agreed to address these areas once the minutes have been approved in item 10.7.	

10.6	<p>Correspondence None</p>																																				
10.7	<p>Approve Minutes from the FGB meeting on the 15th June 2016 Approval – The minutes from the FGB meeting held on 15th June 2016 were circulated to all Governors prior to the meeting and were deemed as a true record and were duly APPROVED and SIGNED by the Chair, Janette Yates.</p> <ul style="list-style-type: none"> With reference to the 15th June 2016 minutes, item no.9.16 Katherine Humpleby is spelt incorrectly. <p>Governors are happy with the new style of minutes and thanked the new Clerk.</p> <p>2. Matters Arising</p> <table border="1" data-bbox="188 674 1273 1267"> <thead> <tr> <th>Item No</th> <th>Item</th> <th>Person</th> <th>Action to Do</th> <th>Action Done / Completed</th> </tr> </thead> <tbody> <tr> <td>9.6</td> <td>Corresp.</td> <td>Chair</td> <td>Email White Paper updates to all Governors.</td> <td>Completed</td> </tr> <tr> <td>9.8</td> <td>Training</td> <td>Head</td> <td>Update Governors on Bilton Grange meeting on 23/06/16.</td> <td>Update given in confidential minutes</td> </tr> <tr> <td>9.9</td> <td>Safe-guarding</td> <td>Andrew Fyfe</td> <td>Update Governors on Safeguarding at next FGB meeting.</td> <td>Agenda item</td> </tr> <tr> <td>9.10</td> <td>Spring Term Data</td> <td>Head</td> <td>Once data is cleansed, email to all Governors</td> <td>Circulated to working group of Governors, full update at next FGB meeting.</td> </tr> <tr> <td>9.15</td> <td>Skills Audit</td> <td>All Gov's</td> <td>Complete skills audit by 24th June 2016</td> <td>Small number returned, Governors to complete.</td> </tr> <tr> <td>9.16</td> <td>SIAMS</td> <td>Head</td> <td>Send dates for SIAMS SEF meeting.</td> <td>Date to be set for Autumn term.</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action Done / Completed	9.6	Corresp.	Chair	Email White Paper updates to all Governors.	Completed	9.8	Training	Head	Update Governors on Bilton Grange meeting on 23/06/16.	Update given in confidential minutes	9.9	Safe-guarding	Andrew Fyfe	Update Governors on Safeguarding at next FGB meeting.	Agenda item	9.10	Spring Term Data	Head	Once data is cleansed, email to all Governors	Circulated to working group of Governors, full update at next FGB meeting.	9.15	Skills Audit	All Gov's	Complete skills audit by 24 th June 2016	Small number returned, Governors to complete.	9.16	SIAMS	Head	Send dates for SIAMS SEF meeting.	Date to be set for Autumn term.	
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10.5	<p>Notification of any other urgent business Governors agreed to review the urgent business at this point in the meeting before progressing with the other agenda items.</p>																																				
	<p>Education Visit Policy The Education Visit Policy was circulated to all Governors prior to the meeting, school has recently purchase hi-vis jackets for the children with the school name and telephone number on the back, the children really like these and they have worked well on recent trips.</p> <p>Governors discussed the ratios which are recommended by the North Yorkshire County Council (NYCC) and that the school aim to have lower ratios on school trips.</p> <p>GQ: What about SEN children, what ratio do you have then? SEN children are not included in the whole ratio as they have 1:1 support.</p> <p>Governors discussed the current set up in school, risk assessments which take place, types of trips and the EVC's role.</p> <p>Governor AGREED the policy with the following amendments to be included:</p> <ul style="list-style-type: none"> All trips will comply with minimum ratios and assessed case by case by the Headteacher. 'Alcohol' to be included in on page 5, under 'use of parents cars'. 																																				
	<p>Preschool</p>																																				

	Please see confidential minutes.	
Alison Wilson declared in interest in this item and left the meeting at 7.35pm		
	Academisation Please see confidential minutes	
Suzanne Jukes left the meeting at 7.40pm Alison Wilson returned to the meeting at 7.50pm		
	Stage 3 Report Please see confidential minutes.	
Garry Key left the meeting at 8.20pm		
	<p>Website</p> <p>Ian Kildin updated Governors with the progress of the school website, recent filming which has taken place and the importance of the school website with the first impression it gives people.</p> <p>Ian Kildin highlighted to Governors concerns around holding images and filming of children on his computers and the size of the data. Governors have agreed to purchase a portable hard drive and ensure the correct documents are signed for this type of case. Governors discussed the current school website, how user friendly it is, mobile phone friendly, including a Headteacher welcome page with a photo and use of Facebook to positively promote the school.</p> <p>Janette Yates has recently completed the NYCC compliance test.</p> <p>Governors thanked Ian Kildin and Nicky Hartley for the work done on the website.</p> <p>Ian Kildin will carry on working on the website and will speak to Schools ICT to cleanse the current site and amend some faults.</p>	
10.8	<p>Governor Visits & Training</p> <p><u>Governor Visits</u></p> <ul style="list-style-type: none"> • Alison Wilson, Amy Binks, Nicola Knowles attended Mike Smit's Ofsted Ready training. • Janette Yates, Tara Rose, Amy Binks and Susanne Jukes attended collective worship on 24th June 2016. • Susanne Jukes attended the Restorative Practice training session on 13th July • Janette Yates, Tara Rose and Amy Binks attended the school play. • Janette Yates, Tara Rose and Amy Binks attended the school sports day. • Andrew Fyfe attended an educational visit – cluster sports event. • Suzanne Jukes and Janette Yates attended Zulu Day. • Ian Kildin came in to school on 16th June 2016 to carry out filming for the front page of the school website. • Andrew Fyfe carried out a Safeguarding visit and reviewed the Single Central Record on 4th July 2016. <p>Janette Yates reminded Governors to please complete visit forms when a visit has taken place.</p> <p><u>Governor training</u></p> <p>Amy Binks highlighted to Governors Chair of Governor Training which is being ran by Leeds Beckett, 9 month module £80.</p> <p>Action Point: Amy Binks will share the flyer with all Governors.</p> <p>Andrew Fyfe completed the Designated Officer Training.</p> <p>Andrew Fyfe and Janette Yates have completed the Safer Recruitment training.</p> <p><u>PREVENT / DBS update</u></p>	1

	<p>The Chair reminded Governors to return their PREVENT and Child Protection training certificates to school, if they have not already done so. The Clerk will contact Julian Knowles and Anne Dale asking them to return any school documents for shredding and delete school documents from their personal computer. Action point: Clerk to contact Julian Knowles and Ann Dale to ask for school documents to be returned or deleted.</p>	2
10.9	<p>Safeguarding Issues Andrew Fyfe visited school on 4th July 2016 to carry out a Safeguarding visit and updated Governors that there were no issues to report, all documents are in place and training is up-to-date.</p>	
10.11	<p>Headteacher's Report The Headteacher's report was circulated to all Governors prior to the meeting. Abi Clay highlighted an amendment to the report, Year 2 Headline, should be Year 1. 100% achieved in phonics. Governors discussed in detail children taking holidays in term time, currently the attendance in 97% and National Average is 96%. Abi Clay highlighted to Governors the difficulties she is facing when having to authorise and reject applications from parents. GQ: What percentage is unauthorised holidays? Unsure, the children who have poor attendance is not down to taking holidays. The decision was made that we would continue to follow the strict criteria to not authorise holidays unless they met that criteria. The Spring Term Tracking Attainment and Progress from Starting Points (EYFS for Y1 and Y2, KS1 SATS for Y3-Y6) L2C counted as 'AT expectations' for baseline but pupils previously at L2C must make significantly accelerated progress over KS2 or will be 'below' in new curriculum. 4B/4A equivalent data sheet was circulated to all Governors prior to the meeting. GQ: Reading, writing and maths, combined figure is 33%, is this correct? Yes, all 3 need to be achieved to count to the combined figure. GC: Year 6 Pupil Premium looks good but maths has pull this down. GQ: Is the data above or below governed floor standards? Next year school will be in a better position to compare. Abi Clay explains she has no concerns around the figures, maths is currently lower but there is nothing wrong with the math provisions in place, it is felt in school that there has just been a bit of a jump with the new curriculum. GQ: Did you get remarks done, did you get anything from it? Yes but didn't get anything from it. School Improvement Adviser Christine Windwood and Lead Adviser Steven Holmes from NYCC have reviewed the data and they have no concerns around the Year 6 data. GQ: Does the Year 6 data sit in line with the National Average? Unknown at present. GQ: Do you think the results would have been different in maths another year on? Yes, school have bought in new resources to implement in order to continue raising expectations. GQ: Why is Year 2 writing for boys lower than their attainment in reading and phonics? 4 children in year 2 attained greater depth in writing. GQ: The 4 children, are they all girls? 2 boys and 2 girls. Pupils progress is tracked throughout the year, 80% are on target. GC: Pupil Premium have excellent reading data. GQ: Is there not more pupil premium children? No. GQ: Do all KS1 still get free school meals? Yes.</p>	

	<p>GQ: Is there a boy / girl disadvantage, are boys birthdays later then the girls? Not really, boys do generally develop slower.</p> <p>Abi Clay updated Governors that she has appointed an Advanced Teaching Assistant for Class 3, starting in September, working mornings and 1 afternoon.</p> <p>GQ: Will there be 2 TA in class 3 now? There is some moving around to be done. Work is taking place in maths and science and are now challenging high ability pupils.</p> <p>GQ: The bullying issue listed has this been dealt with? Yes, it was a straight forward case.</p> <p>Abi Clay updated Governors about the recent visit from Mike Smit, Ofsted Preparation Day, this was a good rehearsal for the 'real thing'. The day involved joint lesson observations with Headteacher and senior leader, book observations, discussions with subject leaders, discussions with Governors and discussions with a group of children. The day was very productive and it gave a lot ideas on how to tighten up the evidence bank ready for the real inspection in order to secure a Good outcome.</p> <p>GQ: How did the Restorative Practice training go? Really well, there has been positive comments from the staff. It has given a focus on how to rethink how we approach behaviours and is a good performance management for staff.</p> <p>GQ: Is any of the staff champion on this? Gill Weightman but all the staff will be taking an approach to this.</p> <p>Summary SEF – June 2016, School Priority Action Plan and Key Priority Focus Areas for Summer 2 – 2016 were all circulated to all Governors prior to the meeting, which Governors have reviewed.</p>	
10.12	<p>Review Data / Pupil Premium Data</p> <p>Spring Term Tracking Attainment and Progress from Starting Points (EYFS for Y1 and Y2, KS1 SATS for Y3-Y6) L2C counted as 'AT expectations' for baseline but pupils previously at L2C must make significantly accelerated progress over KS2 or will be 'below' in the new curriculum. 4B/4A equivalent data sheet was circulated to all Governors prior to the meeting and discussed in the Headteachers report, item 10.11.</p>	
10.13	<p>SEND Report</p> <p>Included in the Headteacher report, item 10.11.</p>	
10.14	<p>Evaluate case studies of GAT pupils</p> <p>Governors have received the GAT case studies at the previous FGB meeting, which they have reviewed and found very useful, all Governors thanked staff for their work.</p>	
10.15	<p>Monitor/update School Development Plan</p> <p>Included in the Headteacher report, item 10.11.</p>	
10.16	<p>Governing Body Skills Audit - Update</p> <p>Some Governing Body Skills Audits have been returned, Governors who have not completed the audit have been asked to do so and return so Janette Yates can collated the data.</p> <p>Action: If not already done so, Governors to complete Skills Audit</p>	3
10.17	<p>SIAMS</p> <p>Abi Clay will send planned dates to Janette Yates and Susanne Jukes so they can be involved in the SIAMS SEF once it is confirmed.</p> <p>Action point: Abi Clay to confirm SIAMS visit dates.</p>	4



10.18	<p>Prepare GB newsletter article for parents Janette Yates will send a copy of the Newsletter to all Governors once completed, for comments. Action point: Janette Yates to circulate newsletter to all Governors</p>	5
10.19	<p>Policies: Assessment Policy, Handwriting/Spelling Policy and Homework Policy, will be reviewed at the next FGB meeting once the staff have reviewed these policies. Action point: To be reviewed at the next FGB meeting.</p>	6
10.20	<p>AOB The next FGB meeting will take place on 28th September 2016 at 6.30pm.</p>	

Meeting Closed at 9:55 pm

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