



**Minutes of the Full Governing Board Meeting
28th September 2016, 6.30pm**

Governors Present for Meeting:

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

Others In Attendance:

Julie Doyle (Senior LA Clerk)

Apologies:

Maureen Kildin
Ian Kildin (Associate Member)

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	1.2	Apologies	Clerk	Email all Governors to check emails are working
2	1.7	Correspondence	Janette Yates	Circulate Parish Council report to all Governors
3	1.8	Matters Arising	Abi Clay	Governor newsletter to uploaded on to the school website
4	1.9	Governor Training	Amy Binks	Circulate the information AB has on the Chairs training to all Governors
5	1.16	Register of Business Interest	Clerk / Maureen Kildin	Return completed Business Interest form to school.
6	1.17	Register of Hospitality	Clerk	NYCC policy to be shared with all Governors and discussed at the next meeting
7	1.18	PAN	Abi Clay	PAN update at the next FGB meeting.
8	1.19	Meeting Dates	Clerk	Set meeting dates for the year.

FGB 16/17	ITEM	Action Box
1.1	Welcome and Prayers The Chair, from last year, opened the meeting at 6.40pm and welcomed all Governors. Prayers were offered by a Foundation Governor.	
1.2	Apologies and agreed consent The Full Governing Board (FGB) had received apologies from Maureen Kildin and Ian Kildin. All Governors AGREED to consent to the absences. Governors discussed in detail start times of the meetings to ensure all Governors can attend and consenting to absences. Governors discussed the concerns around emails being received and the Clerk will contact all Governors via their school email addresses to ensure email are being received. No more emails will be sent to Governors personal email addresses.	1
Alison Wilson arrived at the meeting at 6.50pm		
1.3	Election of Chair and Vice Chair for the Governing Body a. Election of Chair b. Election of Vice Chair All Governor agreed to delay this item to later on in the meeting when the absent	

	Governors had arrived, all Governors Agreed that Janette Yates will continue to Chair the meeting until an election was carried out.																																				
1.4	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.																																				
1.5	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.																																				
1.6	Notification of any other urgent business None.																																				
1.7	Correspondence Janette Yates has received a letter from Asenby Parish Council regarding the annual report which she sends them, they thanked her for the informative report and that the local Councillor Bob Barker can be approached for funding. Action Point: Janette Yates will share the report with all Governors. Andrea Wilson from North Yorkshire County Council (NYCC) has sent correspondence to ask if the legal matter has been closed or not. Janette Yates will respond to say the matter is still open.	2																																			
1.8	Approve Minutes from the FGB meeting on the 20th July 2016 <u>Approval</u> – The minutes from the FGB meeting held on 20 th July 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 20 th July 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. <u>2. Matters Arising</u>																																				
	<table border="1"> <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>1</td> <td>10.8</td> <td>Governor Training</td> <td>Amy Binks</td> <td>Circulate Chairs training to all Governors – To do</td> </tr> <tr> <td>2</td> <td>10.8</td> <td>Governor Training</td> <td>Clerk</td> <td>Contact Julian Knowles and Anne Dale - Completed</td> </tr> <tr> <td>3</td> <td>10.16</td> <td>Skills Audit</td> <td>All Gov's</td> <td>Complete skills audit by Governors – Completed - Completed</td> </tr> <tr> <td>4</td> <td>10.17</td> <td>SIAMS</td> <td>Head</td> <td>Send dates for SIAMS SEF meeting – detail below</td> </tr> <tr> <td>5</td> <td>10.18</td> <td>Newsletter</td> <td>Chair</td> <td>Once completed, share with all Governors for comment - Completed</td> </tr> <tr> <td>6</td> <td>10.19</td> <td>Policies</td> <td>Head / Clerk</td> <td>Policies listed to come to the next FGB meeting – Agenda item</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action Done / Completed	1	10.8	Governor Training	Amy Binks	Circulate Chairs training to all Governors – To do	2	10.8	Governor Training	Clerk	Contact Julian Knowles and Anne Dale - Completed	3	10.16	Skills Audit	All Gov's	Complete skills audit by Governors – Completed - Completed	4	10.17	SIAMS	Head	Send dates for SIAMS SEF meeting – detail below	5	10.18	Newsletter	Chair	Once completed, share with all Governors for comment - Completed	6	10.19	Policies	Head / Clerk	Policies listed to come to the next FGB meeting – Agenda item	
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	10.8 – If any Governors have any shredding, they can bring it in to school to be disposed																																				

	<p>of, there is a shredding company coming in.</p> <p>10.17 – Abi Clay is in the process of working with Emily Shaw so she can take the lead on SIAM once they have completed their work, Governors will be invited in.</p> <p>10.18 – Governors gave feedback how on informative the Governor newsletter was and thanked Janette Yates for her hard work, the newsletter will be uploaded on to the school website.</p> <p>Action Point – Abi Clay to arrange for the newsletter to uploaded on to the school website</p>	3
1.9	<p>Governor Visits & Training</p> <p><u>Governor Visits</u> The following visits have taken place:</p> <ul style="list-style-type: none"> • Janette Yates, Tara Rose and Amy Binks attended Good News collective worships and the leavers service. • Janette Yates and Tara Rose attended the new music teacher's lesson. • Tara Rose is visiting school 3 days a week to support 2 children with Maths. • Nicola Knowles is running baking club on Mondays. • Nicola Knowles is coming in to read with class 4 on Thursdays. <p><u>Governor training</u> Janette Yates circulated at the meeting a list of Governor training, if Governors wish to attend any training they can make arrangement to book on to this via Nicky Hartley.</p> <ul style="list-style-type: none"> • Tara Rose and Nicola Knowles are booked on to the Chairs training in November 2016. <p>Amy Binks highlighted to Governors at the last meeting Chair of Governor Training which is being ran by Leeds Beckett.</p> <p>Action Point: Amy Binks will share the flyer with all Governors.</p> <p><u>PREVENT / DBS update</u> PREVENT training is up-to-date. DBS are up-to-date.</p>	4
1.10	<p>Academisation Update Alison Wilson highlighted to Governors that the publication of the White Paper, 2020 push and the change which have been made since the initial release of the White Paper. Abi Clay has no further updates at present but will keep academisation on the agenda so any update can be given at the FGB meetings.</p>	
1.11	<p>Pre School Update Please see confidential minutes.</p>	
1.12	<p>Safeguarding Update No updates at present.</p>	
1.13	<p>Review predicted pupil premium spend Abi Clay presented two proposed letters to encourage parents who claim free school meal to complete the pupil premium application form. One aimed at KS1 and one for KS2. Governors reviewed the letters and suggested that just one letter was sent to all parents with the form to complete and an envelope.</p>	
1.14	<p>School Development Plan and priorities for this year Moved to the end of the meeting.</p>	

1.15	Governor Newsletter Discussed in 1.8	
1.16	Register of Business Interest All Governors completed a Business Interest form at the meeting, the Clerk will email Maureen Kildin asking her to complete and return a form to school. Action point – Maureen Kildin to return signed Business Interest form to the school.	5
1.17	Register of Hospitality The Clerk will circulate the NYCC policy to all Governors to discuss at the next FGB meeting. Action point – Clerk to share NYCC Gift & Hospitality policy with all Governors.	6
1.18	PAN (Pupil Admissions Number) Abi Clay highlighted to Governors that the number of pupils coming in to the school will cause class numbers to increase and ideally a fifth classroom would solve any problems. We would need to ask the bursar around funding for a fifth teacher also. GQ: Where would you put a fifth classroom? Where the portacabin currently is but there are lots of options to look into to. GQ: What would the cost be? Not sure, we haven't looked yet at the costs. GQ: Have you contacted the County Council regarding funding? No. GQ: Can classes be split? It hasn't been looked at yet. GQ: Can you accelerate some children? No. Governor discussed in detail possible options and Abi Clay will contact the County Council and bursar to see about funding and give Governors an update at the next meeting. Action Point: Abi Clay to contact County Council, the bursar and update Governors at next meeting.	7
1.19	Meeting dates for 2016 – 2017 The Clerk will set the meetings for this year, share with Abi Clay and the Chair for approval, then circulate to all Governors. Action point: Clerk to set FGB meeting dates. The next FGB meeting will be on 8 th November 2016 and a Strategy Date will be planned for October 2016.	8
Garry Key arrived at the meeting at 8.15pm		
1.20	Policies: All policies were circulated to all Governors prior to the meeting: <ul style="list-style-type: none"> • Assessment Policy – Governor have reviewed this policy and have AGREED to adopt the policy • Handwriting/Spelling Policy - Governor have reviewed this policy and have AGREED to adopt the policy • Homework Policy - Governor have reviewed this policy and have AGREED to adopt the policy • Teaching and Learning Policy - Governor have reviewed this policy and have AGREED to adopt the policy 	

1.21	<p>School Updates from Headteacher <u>New School Year</u> – Abi Clay updated Governors that:</p> <ul style="list-style-type: none"> • All children have settled in well and new starters have also settled in well. • One of the new parents has offered to set up a parent prayer group • Governor were updated on exclusions. • Lesson observations, book scrutiny and pupil voice have taken place. 	
<p>Andrew Fyfe arrived at the meeting at 8.25pm</p>		
1.21	<ul style="list-style-type: none"> • Everyone, including the teachers are settled. <p>GQ: Subject leaders, are they the same as last year? Yes, there is transition for Heather Stanwix to take over the lead in maths.</p> <ul style="list-style-type: none"> • Michael Simpson is the new TA in class 3 supporting Josie Johnson. • Mr Weighwell is the new music teacher. • Mrs Dale has been in to provide supply teaching. 	
1.22	<p>AOB School Development Plan and SWAP Analysis was circulated to all Governors prior to the meeting. Governors have been asked to attend the Parents Evening on 12th and 13th October 2016. Governors discussed the idea of having laptops for parent views to be completed. Janette Yates, Susanne Jukes, Tara Rose and Nicola Knowles will attend the evening, Abi Clay will send out a timetable. Janette Yates highlighted to Governors that it is the schools 50th Celebrations as the school was built in 1966. Governors discussed possible ideas and Tara Rose will coordinate this.</p>	
1.3	<p>Election of Chair and Vice Chair for the Governing Body</p> <p>a. Election of Chair – notes of intent to stand had been requested prior to the meeting but none had been received. The Clerk asked for any nominations or Governors to nominate themselves for the Chair’s role, Governors discussed possible options around the post with regards to shadowing and sharing. Tara Rose and Amy Binks were interested in the post and were put forward.</p>	
<p>Tara Rose and Amy Binks left the meeting at 8:40pm</p>		
	<p>Governors discussed in great detail each person, looking at what they could bring to the FGB, their skills as a chair, knowledge and experience. Governors agreed to a secret ballot, resulting in Amy Binks being given the Chair of Governors role. It was agreed that Amy Bink would take the role for 1 year and reviewed in the Autumn term 2017.</p>	
<p>Tara Rose and Amy Binks returned to the meeting at 9.10pm</p>		
	<p>b. Election of Vice Chair - The Clerk handed the meeting over to Amy Binks the new Chair of Governors. The Chair asked for any nominations or Governors to nominate themselves for the Vice Chair’s role, Governors discussed possible options around the post and sharing. Tara Rose was interested in the post and as discussed in during the nomination discussions for Chair, Janette Yates agreed to stand for Vice Chair also. Governors put forward Tara Rose and Janette Yates.</p>	
<p>Tara Rose and Janette Yates left the meeting at 9.15pm</p>		



	<p>Governors discussed this and options around sharing the role. Governors agreed to a show of hands, Tara Rose and Janette Yates would be given the Vice Chair of Governors role, as a shared role. It was agreed these Governors would take the role for 1 year and reviewed in the Autumn term 2017.</p>	
<p>Tara Rose and Janette Yates returned to the meeting at 9.18pm</p>		
	<p>Amy Binks thanked Janette Yates for her hard work and support over the last 2 years. Governors agreed to set the Panel committees for next year: Panel Committees - <u>Headteacher Performance Management Panel</u> – Nicola Knowles, Garry Key, Janette Yates and Amy Binks. <u>Appeal Panel</u> – Andrew Fyfe, Susanne Jukes and Tara Rose. <u>Complaints Panel</u> – Garry Key, Janette Yates and Amy Binks. <u>Appeal Panel</u> – Andrew Fyfe, Susanne Jukes and Tara Rose. Link Governors were agreed as: <u>Safeguarding</u> – Andrew Fyfe <u>Health & Safety</u> – Janette Yates <u>SEND</u> – Andrew Fyfe <u>British Values / PREVENT / PSHE / RE</u> – Susanne Jukes, Alison Wilson, Andrew Fyfe</p>	
	<p>The next FGB meeting will take place on 8th November 2016 at 6.30pm and a Strategy meeting will take place in October 21016, the date will be confirmed.</p>	

Meeting Closed at 9:35 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