



**Minutes of the Full Governing Board Meeting
School Improvement
11th November 2015 @ 6:00pm**

Governors Present for Meeting:

A Binks (AB)
A Dale (AD)
A Fyfe (AF) – arrived at 6:50
S Jukes (SJ)
M Kildin (MK)
S Porteus (Head)
T Rose (TR)
J Yates (Chair)
A Wilson (AW) – arrived 6:40

Others In Attendance:

Sue Nicholson (Clerk to Governors)
Valerie Brown (LA Clerking Service)

Items Needing Action			
Agenda No	Item	Person	Action
2.19	H&S	JK	Organise Legionella training with Caretaker
3.6	Confidential Minutes	Clerk	Amend and reproduce for next meeting
3.7	Governors Visits	School Admin AF	Arrange to forward blank form to all Governors To organise new electronic forms for Gov.
3.9 & 10	Pupil Performance	Head / AF	Head to go forward with the Maths curriculum with support from the Link Governor.
3.11	Gifted and Talented	Head Clerk	Report for next Improvement meeting Add to relevant Agenda
3.14	Indep. Governance Review	Chair Clerk	Approach M Smit to complete Governance work. Add SO review to next Agenda
3.15	Work Planner	Clerk	Add to next Agenda
3.16	British Values	Chair / GK / AW	Share the list of BV questions with Governors and arrange date with Link Governors.
3.17	SIP	Rev. SJ Clerk	Arrange possible / groups of different faiths to explore. Add to appropriate Agenda
3.19.1	Policies	Clerk / All Gov.	Social Media policy to be read and commented on in next 7 days
3.20	Governors pen-portrait	All Governors Clerk	URGENT Governors to send pen-portrait of themselves to TR Add to next Agenda

Agenda No FGB 15/16	ITEM	See Action Box
	Before the meeting commenced The Chair introduced Valerie Brown (VB) to the GB and informed them that she was there to do some quality assurance on the clerks work. The Chair asked if Governors had any objections and they agreed the VB was welcome to stay.	
3.1	Welcome and Prayers The Chair formally welcomed everyone to the meeting which started at 6:10pm. Prayers were led by Rev Jukes.	

<p>3.1a</p>	<p>Apologies Apologies and reasons received from:</p> <ul style="list-style-type: none"> • J Knowles • I Kildin <p style="text-align: center;">All Governors agreed to consent to the absence.</p> <p>G Keys had not sent apologies and did not attend the meeting.</p> <p style="text-align: center;">Absence cannot be consent.</p>	
<p>3.2</p>	<p>Determine which items on the agenda, if any, are confidential There was no items listed as confidential.</p> <p>Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Board.</p>	
<p>3.3</p>	<p>Remind Governors about Declaration of interest Nothing to declare.</p>	
<p>3.4</p>	<p>Notification of any other urgent business</p> <ol style="list-style-type: none"> 1. <u>School Improvement plan (SIP)</u> The Head requested that SIP be added to the Agenda. Governors agreed to add this subject after the other school improvement items on the Agenda.(See 3.16a) 2. <u>Information Policy</u> The Head requested that the Information Policy be added to the Agenda. Governors agreed to add the policy to the Agenda. (See 3.19) 	
<p>3.5</p>	<p>Correspondence The Chair informed the Governors that a letter had been received from one of the complainants from the ongoing Complaint. The letter had been formally acknowledged by the clerk and Peter Fleming from the LA had been notified.</p> <p>Governors had a short discussion regarding appropriate way to respond to the letter but did not want to prejudice the ongoing matter so they refrained from comments about issues raised.</p>	
<p>3.6</p>	<p>Approve Minutes from the 14th October 2015 and matters arising <u>1. Minutes</u> A Governor requested the removal of one word which was agreed.</p> <p style="text-align: center;">Proposed Minutes to be Agreed : Sue P Seconded by: T Rose Unanimously agreed by all Governors by a show of hands, Chair signed the official copy</p>	

2. Confidential Minutes

A Governor stated that the person within those minutes could be recognised and asked that the minutes were amended accordingly and to be agreed at the next meeting.

Governors all Agreed

Action: Clerk to amend the minutes and produce for next meeting.

The Head informed Governors that a suitable candidate had been found in respect of the additional temporary teaching post discussed at the last meeting.

Governors then discussed with the Head how she would be using that teacher on the days the candidate was available. The Head clarified when they would be working and the year groups involved.

3. Matters Arising

Item No	Item	Person	Action to Do	Action Done / Completed
2.7	Benchmarking	Clerk	Add to next Finance Agenda	Completed
2.8	PMP	Chair Clerk	Meet with PMPC Add to next Agenda	Completed
2.9	SFVS	Bursar Clerk	Bursar to forward Blank SFVS and last years to Clerk for distribution Clerk to distribute + add to next Finance Agenda.	Completed
2.10	Contracts	Clerk	Add to next Finance Agenda	Completed
1.7	New Governors	Clerk	Send out Welcome packs	All Governors except MK. To be sent asap. MD requested a welcome pack. Clerk to forward.
8.10	SIAMs	Head / Chair	To be arranged	On going
1.12 & 1.13	Work planner	Clerk	Send to all Governors	On Agenda
1.14 (2)	SDP	GK	Look at school aim	On going
2.12	Governor Reports	AF	To organise new electronic forms for Gov.	On Agenda
2.13	Focus linked Gov.	Clerk	Add to next Finance Agenda	Completed
2.14	Policy Social Media	Clerk	Add to next Agenda	On Agenda
2.15	Governor	Clerk	Add to next Agenda	On Agenda

Clerk

	Independent Investigation					
	2.16	Strategy Meeting	AB Clerk	Forward electronic copy to clerk Clerk to circulate minutes	Completed	
	2.19	Health & Safety	JK	Organise Legionella training with Caretaker	On Going	
	2.20	Gov. Newsletter	All Gov Clerk	Portrait to TR	On Agenda Newsletter - Done	
3.7	<p>Governor visits: Reports The Chair said that AF was still working on the electronic forms and that Governors should complete their reports manually until this task has been completed and could everyone forward any outstanding reports asap.</p> <p>Question From Governor: Can I have a copy of the blank form that is required? Answer: Yes. I will arrange for the School Admin to send you one.</p> <p>Action: Arrange for school admin to send out blank Governor Visit Forms.</p> <p>Governors advised of the following visits done:</p> <ul style="list-style-type: none"> • GK – Magna Carta • TR & AB – Collective worship and Harvest Festival • TR Class 3 visit walking round Topcliffe • AB – Phonic visit • AF – Learning walk with the Head including a Safeguarding briefing. <p>The Chair reminded Governors to sign in and out of the Governor log book.</p> <p>Action : Governor to set up Google Doc asap</p>					Sch Admin
3.8	<p>Governor training / feedback</p> <ul style="list-style-type: none"> • TR – Informed the GB that she had attended a morning course in respect of New Governor training with a further morning booked on the 2/12/15 to complete the programme. She stated that the course was very good. <p>The Chair requested Governor ensure that their DBS checks had been done and that they had all completed the online Child Protection training.</p> <p style="text-align: right;">AW arrived at 6:40</p>					
3.9 & 3.10	<p>Pupil Performance and End of Year Assessments The Head had provided to Governors in advance of the meeting a copy of the Inspection Dashboard Report and RAISEonline Summary Report.</p> <p>The Chair explained to Governors how Ofsted would view the report and</p>					

how the expectations of some of the results may influence them prior to any visit. The Head said that the report was as expected, with some assessments showing significantly below average results including English Grammar.

Governors had a discussion on how the last cohort had been a challenging year group, due to a variety of reasons.

Question From Governor: Why was this cohort below average?

Answer: Various suggestions had been raised by past and present staff. The school tried to address the problems over a number of years but with only limited impact. The cohort was unbalanced with 12 boys and only 3 girls and contained some children with significant SEN children, but more children should still have made good progress from their various starting points.

Question from Governor: What can we learn from this group?

Answer: It is difficult to clarify but we think it is linked to phonetics and reading and the gaps in the reception years that had not been addressed until later.

Governors were informed that the gap had been established during the cohort's earlier years and although the school had tried to address the situation they were always playing catch-up. The cohort had not had sufficient phonetic input during the reception years and because of that the school did bring in a well-trained teaching assistant to help. The intervention put into place was unfortunately too late to make a difference to that cohort.

The Governors wanted the Literacy Link Governor (AB) to be fully aware of the situation and to get into school with a monitoring sheet asap to show the standard of Reading, Writing and Grammar now.

The Head went through various parts of the report explaining the percentages and the progress made and questions that Governors may be asked by Ofsted.

AF arrived at 6:50

Governors were advised that Ofsted might look at previous year's GB minutes to establish Governor's awareness and response to in-school data during the previous year. They will look at interventions and the impact of those interventions. This would include Maths and Literacy.

Question From Governor: Are we looking at getting any additional assistance in Maths as well as Literacy?

Answer: Yes. However, like a lot of school we are experiencing difficulties getting good additional Maths support.

Question from Governor: What about help from the school Alliance?

Answer: We are getting some help with the new Singapore Maths from the Alliance but getting good people in to help with pupils is the problem. The Head said that school was categorised as priority 2 by the LA due to a

	<p>range of factors, including the substantial change in staff and the school's data. The school is waiting for a support plan and she had spoken to S Holmes last week about the delay in getting the plan. Nothing had been received this week, to date.</p> <p>The Chair summarised</p> <ul style="list-style-type: none"> • Support requirement for both Headteachers • Literacy Priority • Maths Priority • Support from North Star Alliance <p>The Chair continued to say that if Ofsted arrived Governors needed to be able to identify the school's priorities and show how the school is tackling under-achievement and the interventions that have been put into place.</p> <p>Question from Governor: Where within the year groups are our Pupil Premium (PP) Children situated? Answer: We PP children in all years but there is a significant group within our Year 5 group.</p> <p>Question from Governor: Have we got any issues with the PP in this year? Answer: There is a gap to close and the school recruited an HLTA to support in this class in September.</p> <p>Question from Governor: Do we have volunteers to support reading? Answer: Yes we have two very good volunteers. The Chair also stated that the school was trying to improve its reading scores.</p> <p>Question from Governor: How is the roll out of the Singapore Maths going? Answer: The new approach is being used very effectively in years one and two and aspects of the approach used in other classes as research had found this approach to be effective. The Head explained that she had received concerns from a parent about the new approach to maths and she was addressing that issue.</p> <p>Governors had a short discussion on the requirements of the new curriculum and in particular the expectation that children should have an in-depth 'mastery' of subjects, including the understanding of number and the ability to be agile in their approach and able to manipulate number with understanding.</p> <p>Question from Governor: Could every class do additional Maths at the start of the day? Answer: The Head said that she had recently changed the timetable allowing better use of time v lessons.</p> <p>New morning timetable:</p>	
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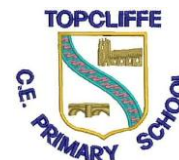
	<ul style="list-style-type: none"> • 1 hour Lesson • Collective Worship • 1 hour Lesson • Playtime • 35 min Lesson <p>Governors were informed that this had been done to maximise on lesson time and ensure a prompt start to learning at the beginning of every day.</p> <p>Question from Governor: Does the school have collective worship every day? Answer: Yes but on a Fridays it is in the afternoon.</p> <p>Question from Governor: Are we monitoring the change in the timetable to show any impact? Answer: Pupils had completed baseline tests and these would be repeated at the end of the year to provide standardised measures of progress.</p> <p>A Governor suggested that this wasn't adequate and that we needed that information in the next 3months. Suggested monitoring both the Literacy and Maths with Link Governors (AF & AB).</p> <p>The Governors were asked to closely look at the Dashboard details and to ask any questions if there was something they did not understand.</p> <p>Question from Governor: What is the situation with Phonics? Answer: Ok for last year.</p> <p>Action: Head to go forward with the Maths curriculum with support from the Link Governor.</p>	<p>Head / AF</p>
<p>3.11</p>	<p>SEND Monitoring The Head provided Governors at the meeting with a short SEND update.</p> <p>The Head stated that she had decided to buy additional time from NYCC Educational Psychologist. The reason was that some children needed an assessment now and they could not wait.</p> <p>Governors were informed that the support staff member who was working with the SEN child with the EHCP was getting excellent progress results.</p> <p>Question from Governor: Has the support made a difference? Answer: Yes, as stated the child is getting exceptional support and is making good progress.</p> <p>Question from Governor: Do we have records from previous years to support this? Answer: The child was not with us during the previous year. However the information can be accessed if required.</p>	

	<p>The Head continued by stating that the school had investing in buying into a Counselling Service to support emotional well-being and the needs of children for whom this was their primary Special Educational Need. The service had started last week.</p> <p>Question from Governor: How will this be monitored? Answer: We will look at the impact on the children. How they have settled into doing work and behavioural practices.</p> <p>Governors were advised that the Counsellor is for use throughout the school</p> <ul style="list-style-type: none"> • for pupils, • staff • Governors, if required. <p>The Head said that she had attended a SENCo meeting where they had discussed school Websites, in respect of access to SEN information. The Head was happy the school was compliant with the new requirements.</p> <p>Data had been covered (See 3.9 & 3.10).</p> <p>The Chair asked the Head to explain about Value Added (VA) amount to Governors. The Head stated that the level baseline is at 100 and anything above that is VA.</p> <p>Question from Governors: How is VA going to be measured this year? Answer: We are still waiting for that information to be disclosed. The Head said that she would keep Governors informed.</p> <p>Action: Gifted and Talented on the next Improvement Agenda</p>	<p>Clerk</p>
<p>3.12</p>	<p>Educational Visit Risk assessments Nothing to declare</p>	
<p>3.13</p>	<p>Performance Management The Chair said last year’s PM for the Head had been completed.</p> <p>The Chair continued by stating objectives had been set for the Head this year. The Head also advised Governors that she had set objectives for teachers. Objectives had been linked to the SIP.</p> <p>Governors had a short discussion on the objectives set for the Head by the panel, with input from M Smit (MS) an independent advisor, and if the same would be completed for the returning Head. The Chair confirmed that this would be the case.</p> <p>Governors had been impressed by SM and his experience and stated that they thought his input would be useful in future years.</p>	
<p>3.14</p>	<p>Governor Independent Investigation</p>	

	<p>Governors discussed the current situation and agreed that at the last meeting they had confirmed they had accepted the outcome from the Independent Investigations.</p> <p>The status was that the GB needed to agree on the recommendations and the legal advice that had / had not been adequately provided.</p> <p>Governors were informed that should they not accept the LA advice the school may be liable and would not have the backing or support required from the LA.</p> <p>Governors had a long discussion concerning the current status and the next steps. All Governors agreed that they needed to proceed with caution and ensure the recommendations suggested in the Report are fully adhered to.</p> <p><u>Recommendations</u></p> <ol style="list-style-type: none"> 1. Independent review of Governance Governors discussed who would be the best person / company to approach to complete this work. Governors discussing the possibility of M Smit (MS) being approached to see if he was available to do that piece of work. Proposal by AB: MS to be approached to do the Governance Review Seconded by AF Unanimously agreed by all Governors by a show of hands. 2. Clerking to be Reviewed Quality assurance is now being undertaken by the County Clerking Service and is being completed tonight by VB. 3. Review of Standing Orders Item for discussion in the SO is that ex-Governors should return all paperwork to school for disposal and all electronic files deleted. To be added to next Agenda <p>Action: Chair to approach M Smit to complete Governance work. Clerk to add item SO Review to next Agenda</p>	<p>Chair Clerk</p>
<p>3.15</p>	<p>Work planner The Chair suggested that due to them reviewing the Standing Orders at the next meeting that it would be sensible to review the Workplanner at the same time. Governors Agreed Action: Add to next Agenda</p>	<p>Clerk</p>
<p>3.16</p>	<p>British Values</p>	

	<p>The Head informed Governors that the whole school had been involved at various levels and depths in learning about British Values.</p> <ul style="list-style-type: none"> • Class 4 – tolerance and respect - Work had been undertaken following the RE unit on Islam. The Head said that this had proved very useful and had highlighted some strong feelings and beliefs about the Islamic faith. • Class 3 - All aspects of British values including the Rule of Law and democracy. • Class 2 - The class was involved with the 4 pts of the British values promoting the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. • Class 1 – The Class has only just started this work and a governor highlighted some ways in which the youngest children were being introduced to the key principles. <p>The Chair said that this may be a good topic for the school pupil voice. Governors were reminded that displays related to this work could be viewed in corridors and classes.</p> <p>Action: Chair to share the list of BV questions with Governors. Arrange date with Link Governor to complete this task.</p>	<p>Chair / GK / AW</p>
<p>3.16a</p>	<p>School Improvement Plan (SIP)</p> <p>The Head had provided Governors before the meeting with an update to the current SIP.</p> <p>Governors were informed and shown that a copy of the SIP was on the staff notice board and was being used as a working document. The Head said that the work on BV had been recently added to the SIP along with other items relating to developing the pupils' awareness and understanding of diversity within British society and beyond.</p> <p>The Chair suggested that a visit to another faith group may be useful.</p> <p>Action: Add to next Agenda and obtain possible venues / groups of different faiths to explore for meeting.</p>	<p>Rev. SJ</p>
<p>3.17</p>	<p>Safeguarding / Health and Safety</p> <p>The Head said that staff had completed the online Child Protection training. The head also reported on the more rigorous approach to the recruitment of volunteers now in place.</p> <p>Question from Governor: Due to a recent Social Media incident was there anything on the school agreement about this?</p>	

	<p>Answer: It already comes under the Code of Conduct and is governed by the confidentiality requirement.</p> <p>The Health & Safety Link Governor (AF) reported that he had questioned a range of staff on a recent monitoring visit and all had been able to confidently explain actions to be taken in response to child protection concerns. He had also highlighted a couple of potential improvements during his visit including improvements to the side gate (pre-school side) and the introduction of Walkie-Talkies for use in the event of a fire or other various safety issues. The head reported that these are now in use and work to increase the height of the playgroup fence and to add a facing to the top vehicle access gate had been planned.</p>	
<p>3.18</p>	<p>Admission Arrangements</p> <p>The Head provided to Governors at the meeting information regarding the NYCC consultation on Admission Arrangements (PAN) for 2017. The current PAN is 16 but due to increasing pupils on the school roll there was an issue as to whether the Governing Board wanted to reduce that to number to 15.</p> <p>Governors had a discussion on admissions and the best way forward for the school including teachers and class numbers.</p> <p style="text-align: center;">Proposal by AF – PAN remains at 16 Seconded by AB Unanimously agreed by all Governors by a show of hands.</p>	
<p>3.19</p>	<p>Policies</p> <p>1. <u>Social Media Policy</u></p> <p>A Governor said that the policy was due for review and that after reading it there did not appear to be any major changes that were required. However, the Governor felt that part of this policy should be included in the School Home Agreement. Governors discussed this as an expectation but stated that it could not be enforced.</p> <p>Governors indicated that they had not had the opportunity to read the policy and wanted some additional time to do so.</p> <p>However, the policy was agreed in principle with the proviso that the policy was sent out immediately to all Governors giving them 7 days to raise any objections.</p> <p style="text-align: center;">Agreed in principle by all Governors by a show of hands.</p> <p style="text-align: center;">Action: Policy to be read and comment on policy in next 7 days</p> <p>2. <u>School Information Policy and Scheme of Publication</u></p> <p>The Head had produced a policy and scheme which was a standard template from the Information Commissioner's Office (ICO). The only</p>	<p style="text-align: center;">Governors Clerk</p>



	<p>additional item within the policy was to agree the charges of the photocopying. Most items in the scheme were available electronically and this would be the preferred means of providing information.</p> <ul style="list-style-type: none"> • Black and white – 20p • Colour -30p <p>Unanimously agreed by all Governors by a show of hands.</p>	
3.20	<p>Governor newsletter The newsletter has been completed and sent out.</p> <p>TR still waiting for pen-portraits.</p> <p>Action: URGENT Governors to send pen-portrait of themselves to TR Clerk add to next Agenda</p>	Governors Clerk
3.21	<p>AOB Nothing declared</p>	

Meeting Closed at 9:20pm

Signed

Dated.....