



**Minutes of the Full Governing Board Meeting
School Improvement
13th January 2016 @ 6:00pm**

Governors Present for Meeting:

A Binks (AB)
G Keys (GK) Departed at 8pm
S Porteus (Head)
T Rose (TR)
J Yates (Chair)
A Dale (AD)(Associate Member)
I Kildin (IK)(Associate Member)
A Wilson (AW)(Associate Member)

Others In Attendance:

Sue Nicholson (Clerk to Governors)

Items Needing Action			
Agenda No	Item	Person	Action
3.7	Governors Visits	AF Clerk	Clerk to email AF about progress of Governor Visiting Forms
4.7	Sports Kit	Head	Send out letter with other information to Sponsors
5.7.7	Easter Egg Company	TR / Rev Jukes	Investigate Easter Egg Company and possible school involvement
5.10	Budget Monitoring	Clerk	Email Bursar for Budget Summary report
5.11	SVFS	Head AW/TR/JY AW	To arrange meeting with Bursar / Governors. Meeting to complete SVFS Summary report after meeting for GB
5.12	Inventory Report	IK	Complete for IT equipment and items over £100
5.17.3	Safeguarding / Health and Safety	IK Head	Parking issues added to the Website Contact Council / Police for possible assessment.
5.20	Work Planner	Clerk	Amend as requested and email new version to all Governors

Agenda No FGB 15/16	ITEM	See Action Box
5.1	Welcome, Prayers and Apologies The Chair formally welcomed everyone to the meeting which started at 6:15pm. Prayers were offered by a Foundation Governor.	
5.2	Apologies and agreed consent. The Governing Board had received apologies from: <ul style="list-style-type: none"> • Rev Jukes • M Kildin • A Fyfe • The Bursar <p align="center">All Governors agreed to consent to the absence.</p>	



5.3	<p>Determine which items on the agenda, if any, are confidential There were no items listed as confidential.</p> <ul style="list-style-type: none"> Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Board. 	
5.5	<p>Remind Governors about Declaration of interest Nothing declared.</p>	
5.6	<p>Notification of any other urgent business There were three items that Governors agreed to add to the Agenda. (see AOB 5.21)</p>	
5.7	<p>Correspondence</p> <p>1. <u>Resignation of Parent Governor</u> The Chair confirmed that she had received from Julian Knowles on Friday 8th January 2016 a notification of resignation for personal reasons. The Chair had accepted his resignation and wanted to acknowledge and thank Julian for his work on the Governing Board over the last three years.</p> <p>The Chair confirmed that there is now a vacancy for a Parent Governor with letters being sent out at the end of this week to all pupils' parents.</p> <p>2. <u>Letter from Diocese on Academies</u> The Chair informed Governors that she had received a letter from the York Diocesan Education Department regarding the increased implications of schools becoming Academies. Governors were verbally advised about the contents of the letter and a discussion followed about the implications for Topcliffe and how they may or may not wish to get involved.</p> <p>Question: How would the Academy system work for us? Answer: It would mean big changes and we need to ensure that we are all fully aware of the implications involved with academy status.</p> <p>Governors had a long discussion on various Trusts and Clusters workings within this area and how the school may be affected.</p> <p>Question: How does the Headteacher situation work and is there a Head with overarching authority within the Trust / group? Answer: There usually is an Executive Head who is effectively an Accounting Officer for the Group or Trust and in principle, yes they do have a Head.</p>	

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	<p>Question: How do we get Legal cover or other services? Answer: We buy the services that the school requires but can still buy those services from the LA or elsewhere.</p> <p>Question: How are we funded? Answer: Funding would be via the Central Government rather than the LA. The school or the overarching Trust is then fully responsible for all their financial matters.</p> <p>The Chair requested Governors thoughts on “if the Board thought they should be involved with the discussions” described within the Diocesan letter. A Governor said that he had discussed with a number of parents about the academy avenue and the majority of them did not fully understand the implications and they also commented that the information about Academies was scant. The Head said that there is information available about Academies status but few people appear to have read or understood that information.</p> <p>The Governors discussed the best option for the school and at this point in time they considered that they would want to be involved in any discussions but would not want to commit to anything.</p> <p style="text-align: center;">The GB had a show of hands on the above proposal. All Governors agreed.</p> <p>3. <u>Email from LA on Database of Governors</u> The Chair had received a notification from Chrissy Richardson about how details for all Governors were now held in the SmartSolutions data base and also a copy with the Clerk.</p> <p>4. <u>Letter of Complaint</u> The Chair had received a letter of Complaint and had been given to the Complaints Panel to action.</p> <p>5. <u>Return of Head teacher</u> The Chair had received a letter from Mrs Clay stating that her intended return date would be the 29th May 2016.</p> <p>Question: Is the Acting Head happy with the date due to it being slightly later than originally anticipated? Answer: Yes that date is fine.</p> <p>Governors wanted to thank Mrs Porteus for her work and effort whilst Mrs Clay has been off. Governors and Mrs Clay wanted to share the information with parents in the next newsletter.</p> <p>6. <u>SIN Meeting dates for Spring and Summer</u> The Clerk had received the dates for the next SIN meetings which the Chair shared with Governors. Governors were advised to attend if possible and arrange with the school administrator to book them on</p>	
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	<p>to the workshop and course at the venue they required.</p> <p>7. <u>Rev Jukes (Easter)</u> The Chair had received information from the above about the parish providing all the children at the school with a Palm Cross before Easter.</p> <p>The Chair said that the Rev. Jukes had also wanted to discuss the school being involved with the Meaningful Easter Company, were pupils would receive an Easter Egg with the Easter message. There would be a cost to the school. TR said that she would look into the company / cost and report to Governors for the next meeting.</p> <p>Action: TR to investigate involvement of Easter Eggs with the Meaningful Easter Company with Rev Jukes.</p>	TR																									
5.8	<p>Approve Minutes from the 16th December 2015 and matters arising</p> <p><u>1. Minutes</u> There were three small grammatical errors that needed to be amended of the minutes as agreed by all the Board members.</p> <p style="text-align: center;">Proposed Minutes to be Agreed : GK Seconded by: SP Unanimously agreed by all Governors by a show of hands, Chair signed the official copy</p> <p><u>2. Matters Arising</u></p> <table border="1" data-bbox="228 1207 1023 1756"> <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>2.19</td> <td>H&S</td> <td>JK</td> <td>Organise Legionella training with Caretaker</td> <td>Training to be completed and overseen by the new H&S Governor</td> </tr> <tr> <td>3.7</td> <td>Governors Visits</td> <td>AF</td> <td>To organise new electronic forms for Gov.</td> <td>On Going</td> </tr> <tr> <td>4.7</td> <td>Sports Kit</td> <td>Clerk / Chair</td> <td>Letter to Sponsors</td> <td>Almost completed</td> </tr> <tr> <td>4.17</td> <td>Work Planner</td> <td>Head</td> <td>Add to next Agenda Head to arrange for school admin to sort email addresses for Governors. Amend Standing Orders and then send to Chair before sending to Governors.</td> <td>On Going and on Agenda</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action Done / Completed	2.19	H&S	JK	Organise Legionella training with Caretaker	Training to be completed and overseen by the new H&S Governor	3.7	Governors Visits	AF	To organise new electronic forms for Gov.	On Going	4.7	Sports Kit	Clerk / Chair	Letter to Sponsors	Almost completed	4.17	Work Planner	Head	Add to next Agenda Head to arrange for school admin to sort email addresses for Governors. Amend Standing Orders and then send to Chair before sending to Governors.	On Going and on Agenda	
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5.9	Governor visits: Reports																										



	<p>1. <u>Visits</u> The Chair and AB had been involved in some Pupil Voice work and the Chair presented Governors with a verbal and written report about what the children had said to them at the meetings. It was very constructive and the children raised some very good points.</p> <p>The main area of discussion appeared to be around pupils understanding of the terms 'British Values' in various aspects of their work.</p> <p>Question: Is it possible to have BV collective worship and how those could be used to get this subject clearly across to the children? Answer: This may be possible.</p> <p>The Chair reported that pupils stated that they were happy and safe at school.</p> <p>2. <u>Training</u> The Head reminded Governors that the Governance Review was taking place on Monday 18th January 2016 by M Smit.</p> <p>MS had requested that it would be good to have some Governors present to talk to as well as the Chair. He would require seeing copies of Minutes, Agendas and the Work Planner. The review would take all day and a feedback session would be done about 4pm.</p> <p>A number of Governors provided times that they would be available to speak to MS.</p>	
<p>5.10</p>	<p>Budget Monitoring Reports</p> <p>1. <u>Revenue Budget</u> The Bursar had sent her apologies and the Head provided Governors with the information they required.</p> <p>The Head stated that Governors should be aware that the Revenue Budget was healthy and although they had spent some of the income on staff and other purchases the budget was now within the 15% claw back figure that the authority may have looked at.</p> <p>The Head said that she wanted to use some of the money towards additional staff on a 1:1 basis.</p> <p>Governors had seen the information prior to the meeting and discussed the Budgets. The feeling was that Governors wanted to look at the Summary Sheet also but that had not been provided by the Bursar.</p> <p>Action: Clerk to email Bursar and ask her to forward Summary</p>	

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	None at this time	
5.14	Monitor any SEN Budget needs Completed	
5.15	Monitor staff cost / needs Completed	
5.16	SDP Costings Only minor costing so Governor approval not required.	
5.17	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. The Head confirmed that she had completed a level 2 Safeguarding course and the training for Designated Person for Safeguarding in the school. E Shaw had also completed the Designated Person Safeguarding course. 2. A Governor stated that during Pupil Voice a pupil had been informed that pupils had told her they felt safer since the fence had been modified and the height raised Governors expressed their pleasure with this item. 3. The Chair wanted to highlight the ongoing parking difficulties that the school were facing. Governors were informed that a number of parents are parking inappropriately and the Chair felt that as a GB they should somehow bring this problem to <u>parent's</u> attention. The Chair thought that perhaps the issue should be raised again with the Council and the Police for assessment. <p>Question: Why do parents bring their children in by car from Dalton when there is a school bus provided? Answer: Parents stated that the bus does not go past their homes.</p> <p>All Governors felt that the school needed to encourage those parents to use the bus.</p> <p>Action: IK to add this issue to the Website Head to contact Council / Police for possible assessment.</p>	IK Head
5.18	<p>Long term/short term building conditions survey. The Head stated that the LA had completed this but had not sent the school any written report.</p> <p>Action: Head said it is not practise to send this but would see if she could get a copy. Governors felt that it would be good if we could have a copy.</p>	Head
5.19	Policies See Budget Management (See 5.12)	
5.20	Work planner	

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Topcliffe CofE Primary School



	<p>Governors requested a number of changes in the Work Planner. A Governor also thought that substantive items could be shown in Bold to highlight this work.</p> <p>Action: Clerk to amend and send out to Governors.</p>	<p>Clerk</p>
<p>5.21</p>	<p>AOB</p> <ol style="list-style-type: none"> 1. <u>Governors Issues</u> <ul style="list-style-type: none"> • DBS checks due – AD / AF / IK / Rev J Please see Nicki School Admin to complete asap • Child Protection Online Training Please complete or produce certificate to Nicki IK / Rev J / AF / AW 2. <u>Challenge Review</u> The Head provided Governors with a verbal and a written report on the Challenge Review Report for the School. The report showed the school in a positive light with good progress being made. The Head reported that in particular the Book Scrutiny showed evidence of pupil across the school with good progress and the pupils and school is seeing benefits form this. The overall picture given to Governors was that the school is progressing well. 3. <u>Nominate new H&S Governor</u> Provisionally AB agreed to take on the role. 	

Meeting Closed at 8:55 pm

Signed

Dated.....