

**Minutes of the Full Governing Board Meeting  
School Improvement  
15<sup>th</sup> June 2016, 6.30pm**

**Governors Present for Meeting:**

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

**Others In Attendance:**

Julie Doyle (LA Clerk)  
Josie Johnson (Class 3 Teacher)

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	9.6	Corresp.	Chair	Email White Paper updates to all Governors.
2	9.8	Training	Head	Update Governors on Bilton Grange meeting on 23/06/16.
3	9.9	Safe-guarding	Andrew Fyfe	Update Governors on Safeguarding at next FGB meeting.
4	9.10	Spring Term Data	Head	Once data is cleansed, email to all Governors
5	9.15	Skills Audit	All Gov's	Complete skills audit by 24 <sup>th</sup> June 2016
6	9.16	SIAMS	Head	Send dates for SIAMS SEF meeting.

FGB 15/16	ITEM	Action Box
9.1	<b>Welcome and Prayers</b> The Chair opened the meeting at 6.40pm and welcomed all Governors. Prayers were offered by a Foundation Governor.	
9.2	<b>Apologies and agreed consent</b> The Full Governing Board (FGB) had received apologies from Maureen Kildin and Garry Key <b>All Governors AGREED to consent to the absences.</b>	
9.3	<b>Determine any confidential</b> There were no items listed as confidential. Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Governing Board.	
9.4	<b>Governors were reminded about Declaration of Business interest.</b> Susanne Jukes declared that she is a Governor at two other schools. Alison Wilson declared that she works for the Dfe.	
	Josie Johnson, Class 3 teacher and literacy lead, joined the meeting to update Governors on Literacy and handed out at the meeting the Literacy Overview Action Plan and explained the areas of improvement. Reading and writing are showing progress and are expected to meet Key Stage 2 standards. <b>GQ: How do you make sure standards are right?</b> Year 6 writing has been moderated this week, a positive judgement was made and internal moderation takes place throughout the year. <b>GQ: How do you assess reading elements?</b> Comprehensive testing, ongoing assessment, The Kent Grid is used as an assessment for writing also.	

	<p>GL assessments were carried out in September and they have just been completed again for reading, writing and maths.</p> <p><b>GQ: The assessments carried out in September is this in the first 2 weeks?</b> Yes, this gave a baseline to work from.</p> <p>Staff feel this is embedded and are confident using it. SPAG training has taken place and has been linked in to the Marking and Feedback policy. Children understand this and can explain clearly, development of good relationships with parents continues.</p> <p><b>GQ: Do you target all parents or specific parents when further support is needed?</b> This is a good point it has been all parents but working with specific parents is something to consider from September.</p> <p><b>GQ: Sue Porteus put in to place structured interventions following lessons, how is this working?</b> It is working well and is having an impact, children are enjoying this and it is now embedded as a daily practice. TA's work on any gaps found and tailor interventions which are needed.</p> <p><b>GQ: Is it hard to track and monitor interventions?</b> It can be as there is not always a clear starting point.</p> <p><b>GQ: Are you looking at cohorts of children, ie boys?</b> Abi Clay and Josie Johnson have discussed this and it will be included in some further data. All subject leads have been given specific time to do in-depth analysis to look in to data timetabled later this half term.</p> <p>Abi Clay has carried out lesson observations since returning back to school and all lessons observed are showing good standards.</p> <p><b>GQ: Attainment levels, do we know how this sits with other schools?</b> They sit at least at the National Average but Abi Clay is going to be reviewing this and is looking at benchmarking.</p> <p><b>GQ: How is mastery going?</b> Going well, staff have developed a greater understanding of this through training and we are aiming to move as many children as we can, it means that there is a deep understanding and the children know what they are doing.</p>	
<p><b>Nicola Knowles arrived at the meeting at 7.05pm</b></p>		
	<p><b>GQ: Have you found taking on literacy a challenge?</b> Yes. Josie Johnson explained how she has enjoyed the challenge of subject lead and cares about the subject.</p> <p><b>GQ: Do you have enough time to lead on literacy?</b> Ideally a little more time is needed to timetable, time out of class, to carry out lesson observations and talk to children, but this is timetabled in for later this half term.</p> <p><b>GC: It is important to get enough children to have a love of books.</b> There is more to be done around this and the books are being updated.</p> <p>A recent literacy walk has taken place and big improvements can be seen.</p> <p><b>GQ: Is there money in the budget for literacy development?</b> There is a healthy budget, so there has been no restrictions. Books are currently being reviewed and more books have been purchased following on from discussions with children, to see what they are wanting to read.</p> <p>Josie Johnson has been accessing support training from North Star which has enabled her to develop as a subject leader.</p>	
<p><b>Amy Binks left the meeting at 7.15pm</b>  <b>Josie Johnson left the meeting at 7.15pm</b></p>		
9.5	<p><b>Notification of any other urgent business</b> None</p>	
9.6	<p><b>Correspondence</b></p>	

	<p>Sue Porteus has now left and Janette Yates made arrangement to send her a card and flowers to thank her for all her hard work from the FGB. Janette Yates has received a letter from Sue Porteus thanking the FGB for being so welcoming and providing excellent support and challenge.</p> <p>Further updates on the White Paper has been sent out, Janette Yates will email full details out to all Governors.</p> <p><b>Action: Chair to forward email to all Governors</b></p>	1																														
9.7	<p><b>Approve Minutes from the FGB meeting on the 23<sup>rd</sup> March 2016 and 11<sup>th</sup> May 2016</b> Governors discussed the minutes, it was agreed the Governors who attended the meeting were not present at this time in the meeting and this item would be picked up at the end of the meeting when these Governors were present.</p> <p><u>2. Matters Arising</u></p> <table border="1" data-bbox="188 741 1273 1240"> <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>8.6</td> <td>Corres.</td> <td>Chair</td> <td>Forward email to all Governors</td> <td>Completed</td> </tr> <tr> <td>8.7</td> <td>Minutes</td> <td>Clerk</td> <td>AB to amend minutes and send to clerk - approval at the next FGB meeting</td> <td>Completed</td> </tr> <tr> <td>7.7</td> <td>SEF</td> <td>Chair</td> <td>Organise dates with Governors to discuss SEF Leadership input and parent questionnaire.</td> <td>On the agenda to be discussed</td> </tr> <tr> <td>7.7</td> <td>Data Review</td> <td>Head</td> <td>Report on more able and Talented Pupils</td> <td>On the agenda to be discussed</td> </tr> <tr> <td>8.8</td> <td>Monitor Training</td> <td>AB</td> <td>Information to be cascaded to all Governors</td> <td>Completed</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action Done / Completed	8.6	Corres.	Chair	Forward email to all Governors	Completed	8.7	Minutes	Clerk	AB to amend minutes and send to clerk - approval at the next FGB meeting	Completed	7.7	SEF	Chair	Organise dates with Governors to discuss SEF Leadership input and parent questionnaire.	On the agenda to be discussed	7.7	Data Review	Head	Report on more able and Talented Pupils	On the agenda to be discussed	8.8	Monitor Training	AB	Information to be cascaded to all Governors	Completed	
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9.8	<p><b>Governor Visits &amp; Training</b> <u>Governor Visits</u></p> <ul style="list-style-type: none"> <li>• Alison Wilson visited school on 18<sup>th</sup> May 2016 to review PSHE and British Values, a report has been completed. Alison Wilson highlighted to Governors about bringing in more of the Christian ethos.</li> <li>• Tara Rose attended the Countryside Days school trip on 15<sup>th</sup> June 2016 to Harrogate.</li> <li>• Janette Yates and Susanne Jukes attended collective worship on 10<sup>th</sup> June 2016.</li> <li>• Susanne Jukes has carried out a walk of the school reviewing SIAMS on 15<sup>th</sup> June 2016.</li> <li>• Janette Yates and Tara Rose attended the Queens celebration on 10<sup>th</sup> June 2016.</li> <li>• Ian Kildin observed the legionnaires checks taking place in school.</li> <li>• Nicola Knowles attended the Good News CW and Queens celebration on 10<sup>th</sup> June 2016.</li> <li>• Janette Yates has been supporting the refresh of books and the school play.</li> <li>• Janette Yates, Susanne Jukes and Gary Key have given Headteacher Support.</li> <li>• Janette Yates has continued with Quality Assurance of the reading books.</li> <li>• Ian Kildin will be coming in to school on 16<sup>th</sup> June 2016 to carry out filming for the front page of the school website.</li> <li>• Andrew Fyfe will be coming in to school on 4<sup>th</sup> July to review Safeguarding.</li> </ul> <p><u>Governor training</u></p>																															

	<p>Janette Yates, Garry Key and Abi Clay attended the NGA Academy meeting on 13<sup>th</sup> June 2016. Janette Yates fed back to Governors about the process of becoming an academy, structures and key concerns. Governors discussed academy options and the possibility of discussing further with Alison Wilson and Bishop Paul. This will be discussed further at the Strategy Day. There will be a box file in the Headteacher's office where all academy documents will be kept, if Governors would like to review the details collected. There is an academy meeting taking place at Bilton Grange on 23<sup>rd</sup> June 2016, Abi Clay will look in to this meeting and let Governors know.</p> <p><b>Action: Abi Clay to find detail out about the Bilton Grange meeting on 23<sup>rd</sup> June 2016 and let Governors know.</b></p> <p><u>PREVENT / DBS update</u></p> <p>The Chair reminded Governors to return their PREVENT and Child Protection training certificates to school.</p>	2
9.9	<p><b>Safeguarding Issues</b></p> <p>No updates to be given.</p> <p>Andrew Fyfe will be visiting school on 4<sup>th</sup> July and will update Governors after this visit.</p> <p><b>Action: Andrew Fyfe to update Governors on any Safeguarding issues at the next FGB on 20<sup>th</sup> July 2016.</b></p>	3
9.10	<p><b>Review end of Spring term data</b></p> <p>Abi Clay circulated at the meeting the following documents:</p> <ul style="list-style-type: none"> <li>• End of Spring Term 2016 – Tracking Data Year 1 to 6.</li> <li>• Key Priority Focus Areas for Summer 2 – 2016 (leading to 2016-17).</li> <li>• Summary SEF May 2016.</li> </ul> <p>Governors have agreed to review these documents after the meeting and if they have any questions to contact Abi Clay or bring them to the next meeting. Abi Clay has just returned from maternity leave and this was her first week back.</p> <p>Abi Clay highlighted to Governors the Key Priority Focus document with the key focuses for this half term which are:</p> <ul style="list-style-type: none"> <li>• Data is robust and accurate.</li> <li>• Teaching and learning is on the SEF.</li> <li>• Update to the SEN and Pupil Premium data and provisions are in place.</li> <li>• Focus on school ethos.</li> <li>• Raise standards of behaviour across the school.</li> </ul> <p><b>GQ: Is the NLE still coming in to school?</b> Yes, she came in last Friday and dates are planned for further visits.</p> <p><b>GQ: Reviewing the standards of behaviour, do you have concerns around behaviour?</b> There will be a focus around attitude to learning, with clear learning behaviours in place. The general behaviour around school could be improved. Restorative Practice training is booked in to take place.</p> <p><b>GQ: Is there any particular groups which are worrying you?</b> No, it is more general behaviour.</p> <p>Governors are invited to join the Restorative Practice Training children's project, Abi Clay is keen to get this back in to the school as it is felt it will have an impact</p> <p><b>GC: I am glad behaviour is being looked at, after reviewing the accident book there are accidents from pushing and shoving.</b></p> <p>Abi Clay will continue to work on cleansing the data and will email out to all Governors.</p> <p><b>Action: Abi Clay to email data update to Governors.</b></p>	4
9.11	<p><b>Evaluate case studies of GAT pupils</b></p>	

	Abi Clay circulated at the meeting the Case Studies of High Ability Pupils. Governors have agreed to review these documents after the meeting and if they have any questions to contact Abi Clay or bring them to the next meeting.	
9.12	<p><b>Analyse pupil premium progress</b></p> <p>Abi Clay circulated at the meeting the Topcliffe CE Primary School Impact Statement for Pupil Premium Spending 2015-16. Governors have agreed to review this documents after the meeting and if they have any questions to contact Abi Clay or bring them to the next meeting.</p>	
<b>Amy Binks arrived back to the meeting at 8.05pm</b>		
9.13	<p><b>Monitor/update School Development Plan</b></p> <p>School Development plan is on the wall in the staff room, most areas have been achieved and few areas are amber or red, it is felt school is on the right track to achieving these areas. There has been progress made</p>	
9.14	<p><b>Parent, staff, pupil questionnaire feedback</b></p> <p>Abi Clay circulated at the meeting the Parent/Carer Summary Survey 2016, Governors reviewed this document and raised concerns around the statement of 'My child lessons are not disrupted by bad behaviour'. Abi Clay highlighted to Governors Key Priority Focus Areas for Summer 2 – 2016 (leading to 2016-17) document which was circulated early and the plans she has put in to place to improve behaviour across the whole school.</p> <p><b>GQ: Is this the latest survey? Yes</b></p> <p><b>GQ: How does this compare to the last one carried out? A higher percentage are concerned about behaviour than they were on the previous survey carried out in March 2016. There has been improvements already since Abi Clay has returned back to school.</b></p> <p>Jannette Yates explained to Governors that she already feels that changes are taking place and she is confident Abi Clay is working on improving this.</p> <p><b>GQ: Family dining has this started again? Janette Yates has observed this, it is working well but due to numbers, not all pupils can get in the hall at the same time, Abi Clay will continue to review this with staff, but now all children are in the hall together to say the lunch time prayer together.</b></p>	
9.15	<p><b>Governing Body Skills Audit</b></p> <p>A Governing Body Skills Audit was circulated to all Governor at the meeting, as part of the yearly health check Governors have been asked to complete this document and return it back to the school office by 24<sup>th</sup> June 2016, Janette Yates will collate the results.</p> <p><b>Action: All Governors to complete Skills Audit by 24<sup>th</sup> June 2016.</b></p>	<b>5</b>
9.16	<p><b>SIAMS</b></p> <p>The SIAMS SEF is to be reviewed, Abi Clay has time planned to meet with Emily Shaw and Alison Somerville so they can work through this. Emily Shaw will be passing this area of work over to Alison Somerville and she will be taking the lead, a meeting is planned for 12<sup>th</sup> July 2016.</p> <p>Susanne Jukes would like to be involved in this work</p> <p>Abi Clay is looking at the British values.</p> <p><b>GQ: Is there anything Governors can do to be of help? Prep is taking place.</b></p> <p>Katherine Humpleby from the Dioceses is in the area so it might be worth seeing if she is free to come in to school. School Trip to the mosque is planned.</p>	

	Abi Clay will send planned dates to Janette Yates and Susanne Jukes so they can be involved in the SIAMS SEF.	6
9.17	<b>Prepare GB newsletter article for parents</b> Janette Yates and Ian Kildin have discussed the newsletter, Governors discussed further areas to include in the newsletter and have agreed to include this in the Strategy Day which will be taking place at the end of term.	
9.18	<b>Monitor/update School Self-Evaluation form (SEF)</b> Discussed in 9.10. Abi Clay is happy with how the SEF is going and progressing. Lesson observations are all good, Abi Clay has not seen any lessons which are less than good. Behaviour is improving, marking policy is more effective and the books update is looking good.	
9.19	<b>Policies:</b> <u>Health and Safety Policy</u> The policy was circulated to all Governors prior to the meeting and reviewed this policy. <b>All Governors able to vote AGREED to adopt this policy.</b> Assessment policy will be reviewed at the next FGB Meeting on 20 <sup>th</sup> July.	
9.7	<b>Approve Minutes from the FGB meeting on the 23<sup>rd</sup> March 2016 and 11<sup>th</sup> May 2016</b> Approval – The minutes from the FGB meeting held on 23 <sup>rd</sup> March 2016 and 11 <sup>th</sup> May 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. The confidential minutes from the FGB meeting held 11 <sup>th</sup> May 2016 were circulated to all Governors and were deemed as a true record and were duly APPROVED and SIGNED by the Chair. <ul style="list-style-type: none"> <li>• With reference to the 23<sup>rd</sup> March minutes, item no.7.10 actions table ‘SFVS’ has been spelt incorrectly.</li> <li>• With reference to the 11<sup>th</sup> May confidential minutes the date should be ‘11<sup>th</sup> May’ and ‘confidential’ is spelt incorrectly.</li> <li>• With reference to the 11<sup>th</sup> May minutes, item no. 8.8 first question is incorrect, it should say ‘answer: Yes they were there on the original visit but not today’.</li> </ul>	
9.20	<b>AOB</b> Governors are invited to the Restorative Practice training on 13 <sup>th</sup> July 2016 and Sports Day will be on 1 <sup>st</sup> July 2016. The next FGB meeting will take place on <b>Wednesday 20<sup>th</sup> July 2016 at 6.30pm.</b>	
<b>Alison Wilson left the meeting at 9.35pm</b>		
9.20	Governors discussed the options around Associate Members. Anne Dale is unable to continue as an Associate Member, Governors thanked Anne for all her hard work. Governors discussed the needs and benefits of asking Alison Wilson to continue as an Associate member and all Governors <b>AGREED</b> for Alison Wilson to stay for 1 year.	

Meeting Closed at 9:40 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