

**Minutes of the Full Governing Board Meeting
16th September 2015 @ 6:00pm**

Governors Present for Meeting:

A Binks
A Dale (Associate Member)
A Fyfe
S Jukes
G Key
M Kildin
J Knowles
S Porteus (Head)
T Rose
J Yates (Chair)
A Wilson (Associate Member)

Others In Attendance:

Sue Nicholson (Clerk to Governors)

Items Needing Action			
Item No	Item	Person	Action
1.7	New Governors	Clerk	Send out Welcome packs
8.10	SIAMs	Head and Chair	
1.9	PMP	Chair	Costing for training courses
	Pay Policy	Clerk	Add to next Agenda
1.11	Training	All Governors	See information from school admin on SmartSolution training courses.
1.12&13	Work planner	Clerk	Send to all Governors
1.14 (2)	SDP	GK	Look at school aim
1.15&16	Strategy planning and Overview	All Governors	Additional Meeting 30 th September @6pm
1.19	Prevent	Clerk	Add to next Agenda
1.23	Safeguarding Report	Clerk	Attendance records and TOR for Chair
1.24	Newsletter	All Governors	Governors to provide a short (50 words) synopsis.
		Clerk	Add to next Agenda

Agenda No FGB 15/16	ITEM	See Action Box
1.1	<p>Welcome and Prayers The Chair formally welcomed and introduced the new members to the Governing Board meeting which started at 6.10pm.</p> <ul style="list-style-type: none"> Rev. Susanne Jukes who is the new ex-officio Foundation Governor. Sue Porteus who is the Acting Headteacher whilst Abi Clay is on maternity leave. Anne Dale who is to be an Associate Member acting in respect of Siam issues. <p>Prayers were then offered By Rev Jukes</p>	



1.2	<p>Apologies Not applicable as all Governors were present.</p>	
1.3	<p>Confirm Chair and Vice Chair</p> <p><u>1. Position of Chair</u> The Chair confirmed to the Governing Board that the term of office for both positions was for 2 years. However, the Chair felt that due to the number of new appointments she wanted Governors to have the opportunity to either re-elect her or choose another Chair. At this point the Chair offered to and did leave the room to allow governors to discuss this matter, confidentially.</p> <p>The Vice-Chair (GK) took control of the meeting and requested from Governors their thoughts about the Chair continuing. The Governors had a short discussion and the consensus was that they all confidence in her to continue as Chair. The Vice-Chair (GK) stated that he felt they needed some stability and the current Chair was the right person to steer the Governing Board.</p> <p style="padding-left: 40px;">Proposal by Garry Key - that the current Chair remain in office Seconded by Julian Knowles Agreed unanimously by all Governors</p> <p>The Chair then was asked to return and informed of the decision. She accepted the vote of confidence and stated she would continue to work to the best of her ability for the Governing Board.</p> <p><u>2. Position of Vice Chair</u> The Chair took control of the meeting and proposed the same action should be adopted for the Vice-Chair position with GK and TR leaving the room. Governors agreed and both Governors left the room. The Chair said that they had both contributed since being elected.</p> <p>Question by Governor: A new Governor asked if having a shared position worked better?</p> <p>Answer: The Chair informed all the new Governors that due to TR being a very new governor when she opted to act as Vice-Chair she wanted to shadow a more experienced Governor. GK stated that he was happy to help and therefore they were both elected. The Chair continued by stating that due to both their diverse skills that election of them both had worked for the school and the Board.</p> <p style="padding-left: 40px;">Proposal by Andy Fyfe - that both Vice-Chairs to remain in office Seconded by Amy Binks Agreed unanimously by all Governors by raising of hands</p> <p>The Chair then asked the Vice-Chairs to return and informed them of the decision. They were both happy to continue.</p> <p>The Governors discussed succession training for the position of Chair and Vice-chairs for all Governors. To be discussed further at a strategy meeting.</p>	



1.4	<p>Determine which items on the agenda, if any, are confidential The Chair declared one item would be confidential and will advise when being discussed.</p>																					
1.5	<p>Remind Governors about Declaration of interest The Chair reminded Governors that they should declare any interest that may be deemed as contentious to their role as a Governor.</p> <p>The Clerk provided each Governor with the annual declaration and asked them all to complete and sign.</p>																					
1.6	<p>Notification of any other urgent business</p> <ol style="list-style-type: none"> 1. The Head said that she had one item Equality Objectives. 2. The Chair had the Annual Governance Report to give to Governors. 																					
1.7	<p>Induction of any new Governors and staff The Chair informed Governors that they need to provide a very short synopsis about themselves so that the information could be loaded on to the school website.</p> <p>The Head would also be taking photos of new staff for the website.</p> <p>Action: The Clerk said that she would provide welcome packs to:</p> <ul style="list-style-type: none"> • A Dale • Rev. S Jukes • M Kildin • T Rose (also requested a pack) 	<p>See Action Box</p>																				
1.8	<p>Approve Minutes from the 1st July 2015 and any matters arising</p> <p><u>1. Minutes</u> The Chair asked Governors if anyone had any objections to the minutes or noticed anything that was not correct. No amendments made.</p> <p>Minutes: Proposed Agreed : G Key Seconded by: T Rose</p> <p style="text-align: center;">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="284 1816 1254 2047"> <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>8.10</td> <td>SIAMs</td> <td>Head and Chair</td> <td>Arrange meeting</td> <td>Due to maternity leave and holidays this still needs to be arranged</td> </tr> <tr> <td>9.6</td> <td>EDA Report – LA Review</td> <td>Head</td> <td>Email report to all Governors</td> <td>Head to forward to Governors</td> </tr> <tr> <td>9.8</td> <td>Work planner</td> <td>Clerk</td> <td>Amend for</td> <td>Clerk still to forward to</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action Done / Completed	8.10	SIAMs	Head and Chair	Arrange meeting	Due to maternity leave and holidays this still needs to be arranged	9.6	EDA Report – LA Review	Head	Email report to all Governors	Head to forward to Governors	9.8	Work planner	Clerk	Amend for	Clerk still to forward to	<p>See Action Box</p>
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				Head and Chair	Governors
	9.9	H&S Accident and Nr miss book	JK Clerk	Check if work completed Add to next Agenda	On Agenda
	9.10	Life without levels	Clerk	Add to Work planner and next Agenda	On Agenda
	9.11	Annual Safeguarding Report	Head Clerk	Complete for next meeting Change work planner and add to next meeting	Completed by Chair to be forwarded to Governors. Completed
	9.13	Governor Newsletter	TR Clerk	Complete for next meeting Add to next Agenda	On Agenda
	9.14	Contingency Planning	Chair	Letter to Carlton Miniott School in respect of contingency Head planning + Emergency Disaster Plan storage	This is still ongoing by Chair and Head
	9.17	Before and after School Club	Clerk Head	Add to next Agenda Flyer to Parents + outline for next meeting	No one was suitable was identified in the recent round of recruitment. A discussion was had about how recruitment could go forward. Head to pursue alternatives.
	9.19	FGB Dates	Everyone Clerk	See end for dates for next year. Email Bursar	Completed
1.9	<p>Appoint Governors with specific responsibilities</p> <p>1. <u>Training Performance Management Process</u> The Chair outlined 2 possible external advisor services. One with county at approximately £300 and one with North Star Alliance at a reduced cost.</p> <p>Action: The Head and Chair agreed to provide the Governing Board with the relevant details and costings for the next meeting.</p>				<p>See Action Box</p>



	<p>2. <u>Governor special Responsibilities</u> Performance Management Panel - Janette Yates/ Amy Binks / Andy Fyfe</p> <p>Safeguarding - Andy Fyfe H&S - Julian Knowles SEND - Andy Fyfe Complaints - Janette Yates / Amy Binks / Andy Fyfe All Appeals Committee – Garry Key / Alison Wilson / Tara Rose</p> <p>Question by Governor: How is the staffing pay issues addressed under the new system?</p> <p>Answer: The county pay policy for 2015/16 is not yet available and this needs to be determined when county publish the policy.</p> <p>Action: Clerk to add Pay Policy to next Agenda</p> <p>3. <u>Link Governors</u> RE: Rev. S Jukes Literacy: A Binks Maths: A Fyfe EYFS: T Rose</p> <p>A Governor proposed that they should also have a link governor for Science and British Values as this is high on the Ofsted requirements list.</p> <p>Science / PSHE / British Values: G Key / J Yates / A Wilson</p> <p>Rev SJ left the meeting at 7pm due to a previous appointment</p>	<p>See Action Table</p>
<p>1.10</p>	<p>Governor visits: agree timetable The Chair informed Governors that they need to work closely with Head and teachers to arrange visits. Governors are always welcome on informal visits in school but where formal visits are being completed they should give a minimum of 14 days' notice should be given to the school before an agreed visit takes place. One visit per term is usual.</p>	
<p>1.11</p>	<p>Governor training: arrange training The Chair advised Governors that all training is now done via SmartSolutions and she had obtained details of the current training being offered. The Chair said that she would organise for the information on training to be forwarded to Governors from the school admin. The Chair said that it was really important that Governors signed up to courses asap and this should be done via the school admin.</p> <p>Action: Governors to seek information from school admin regarding courses</p>	<p>See Action Table</p>

	<p>Question by Governor: Is there a cost to the school for the courses?</p> <p>Answer: There is cost to some courses but the SIN is free and Governors should try to attend, at one of the venues.</p> <p>The Head thought that there would be some Headteacher Performance and Governor Induction training via the North Star Alliance in the near future. If and when this becomes the Head will forward to all Governors.</p>	
<p>1.12 & 1.13</p>	<p>Review the Calendar and Annual Plan of work</p> <p>The Chair said that the annual plan of work was agreed at the last meeting but the calendar need to be distributed</p> <p>Action: Clerk to send out calendar immediately and add these topics to the next Agenda</p>	<p>See Action Table</p>
<p>1.14</p>	<p>Data SEF and SDP</p> <p><u>1. SEF</u></p> <p>The Head had provided Governors before the meeting with a Baseline Summary of Topcliffe C of E Primary School SEF. The Head stated that she and Abi Clay had worked on the SEF before Abi left on maternity leave. The Head continued to say that it was difficult to complete the overview because of the influx of new staff. The SEF will evolve as the year progresses with a strong bias towards monitoring of teaching and the children’s development.</p> <p>Governors had a discussion around the current school position and the Acting Head agreed with the Head and LA judgment. Due to a significant staff turnover these judgments are based on historical data and it is important that we gather data around current staff and children as soon as possible.</p> <p>Question by Governor: Will Ofsted take into account the current influx of number of new teachers?</p> <p>Answer: Yes to a certain degree. We need to get this on to the website showing the new staff and what and how we are moving forward. If Ofsted come as a Good school we will receive a short inspection. If the inspector cannot find sufficient evidence to secure a judgement this may be converted to a two day inspection.</p> <p>Question by Governor: What about the short term situation?</p> <p>Answer: We are doing everything we can to get the evidence together to show that we are moving forward at the required level. The Head teacher said she would be focusing on monitoring and gathering evidence of the quality of teaching and learning as a priority.</p> <p>Governors Agreed with the Headteacher’s assessment</p>	

Question by Governor: Is this an ongoing document?

Answer: Yes we start it now at the beginning of the year and will develop during the year.

Governors had a discussion for the benefit of new Governors on how Ofsted works and what will happen if the school gets a call that Ofsted are coming.

Governors were also aware that the website may not be showing them in the best light and this was something they should be actioned. A Governor highlighted that an unsuccessful candidate for co-option had offered to assist the school with the website.

The Chair proposed that they asked Ian Kildin to be an Associate Member with the responsibility of working on the website.

Proposed : Chair

Seconded : T Rose

Agreed unanimously by all Governors by raising of hands

(6 Governors voted – M Kildin abstained due to conflict of interest)

2. SDP

The Head provided Governors with a draft before the meeting with an outline of the SDP including the school vision, aim and an introduction of the evaluation scheme. However an updated to this was presented at the meeting.

Two Key priorities had been identified these being

- Ensuring that all teaching across the school is at least good so that all groups of pupils make good or better progress in reading, writing and maths relative to starting points as they move through school attainment is at or above national expectation for most pupils
 - a) Strengthening leadership and system to promote learning
 - b) developing teaching and learning
- Developing assessment and tracking systems that enable the school to accurately monitor and promote the progress of all pupils.

Governors had a discussion on how these objectives would be met.

A Governor commented that the priorities were correctly identified. The Head said she would add some additional mile stones to monitoring and evaluation. Subject leaders would feed into the SDP with their own action plans.

The head said that she thought that the governors may want to add a governor section to the SDP. The Chair reminded governors about the strategic golden thread that should run through the SDP. They could write their plan at the strategy meeting.

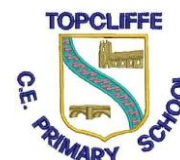
Question by Governor: If we compare the school with others, where are we in the league tables and what can we do to raise that level?

See

	<p>Answer: The information can be seen on RAISEonline. The Associate member (AW) offered to lead a session looking at RAISE data when it is published.</p> <p>The Chair said that as Governors we need to support and challenge the headteacher. We can do this by identifying key issues and asking challenging questions.</p> <p>The Chair thanked the Head for her work on this initial documentation.</p> <p>The Governors had a short discussion about the school aim(s) that was reproduced on the SDP.</p> <p>Action: Governors agreed that GK could take a look at that school aims section on the plan in respect of rewording to reflect that the school had only one aim, and refer that back to the Head.</p> <p><u>3: Equality Objectives</u> The Head requested that this item was appropriate to be heard by Governors at this point of the meeting. Governors agreed to this.</p> <p>The Head provided Governors with draft Equality Information 2015 and some proposed equality objectives. Governors decided that they needed time to read and digest the equality information. They were asked to feedback any thoughts by the end of the week because this had to be put on the website as soon as possible.</p> <p>Question by Governor: A Governor asked if a version could be prepared that made referenced to all of the protected characteristics.</p> <p>Answer: The Head agreed reference a more detailed version would be provided and distributed to Governors as soon as possible.</p> <p>In respect of the objectives these were accepted as relevant and appropriate to the school. Governors agreed these could be posted on the website immediately.</p>	<p>Action Table</p> <p>See Action Table</p>
<p>1.15 & 1.16</p>	<p>Strategy planning The chair gave a brief overview of the need to have short, medium and long term strategic plans. The governors felt that they needed more time to produce an effective plan. They agreed to add in an additional strategy planning meeting.</p> <p>Action: Governors agreed to a separate meeting Meeting date 30th September 6pm (no clerk required – minutes by A Binks)</p>	<p>See Action Table</p>
<p>1.17</p>	<p>Baseline Summary The Head had provided Governors with a report on the Baseline information prior to the meeting and an additional page during the meeting.</p>	

	<p>Governors had a discussion around Baseline data and identified key areas for development in KS2.</p> <p>Question by Governor: How are you going to improve and reach the required level?</p> <p>Answer: Through interventions and doing additional training on Writing and Maths.</p> <p>Question by Governor: Where are you in respect of providing and giving information to Parents about the assessment without levels?</p> <p>Answer: Parent information meetings will be held later in the year.</p> <p>The Head provided Governors with a copy of the front page from the DFE showing the National Curriculum Assessment KS2 levels. This was a very well presented item at national level. The Head advised this was the last such report due to the end of assessment through levels. A Governor said she would feed back the positive comments about the report.</p>	
1.18	<p>Improvement Plan See 1.4 (Item 2)</p>	
1.19	<p>Prevent Update The Head confirmed that she and Substantive Head had undertaken PREVENT training and rolled out the information to all staff.</p> <p>The Chair said that she too had attended the Home Office run PREVENT training.</p> <p>The Head said that this subject needs to be added to the Safeguarding Policy. A Governor suggested an appendix to the policy as this policy had only just been agreed</p> <p>Action: Add Prevent information to Safeguarding item for next Agenda</p>	<p>See Action Box</p>
1.20	<p>Complaints Update (CONFIDENTIAL) Confidential item</p>	
1.21	<p>H&S - Accident and Nr miss book A short report was provided to Governors by the Health & Safety Governor. The Governor had inspected the Accident Record File with various minor injuries being recorded.</p> <p>The only incident that he wanted to raise was an accident within the Baking Club when some boiling water had caused an injury. The Governing Board recommended that the school review the baking club procedures to exclude the use of boiling water.</p> <p>Governors wondered if the accident forms could be looked at, with possibly two forms being used to differentiate between a head bump and other</p>	

Topcliffe CofE Primary School



	<p>injuries. The Head also advised Governors that a gate post at the front of school had been replaced and fencing at the rear had been repaired.</p>	
1.22	<p>Life without levels See 1.14 (item 1)</p>	
1.23	<p>Annual Safeguarding Report The Chair had completed the form and just needed some further information from the clerk on attendance and Term of office dates.</p> <p>Action: Clerk to provide required details to the Chair</p>	<p>See Action Table</p>
1.24	<p>Governor Newsletter A Governor (TR) presented the Governors with a draft Newsletter with some of the things that had been done during last year by the Governors.</p> <p>Governors were also required to provide short synopsis of themselves to go into the newsletter.</p> <p>Action: Governors to provide a short (50 words) synopsis. Clerk to add to next Agenda</p>	<p>See Action Table</p>
1.25	<p>AOB</p> <ol style="list-style-type: none"> 1. The Chair presented to Governors the Annual Governance Statement for their information and feedback. 2. The only other item was a very short statement from the Vice-Chair (GK) who informed Governors that £1500 sponsorship deal for PE equipment and kit had been agreed and further details would follow in the very near future. 	
	<p>Meeting Closed at 8:45pm</p>	

Signed

Dated.....