



**Minutes of the Full Governing Board Meeting
School Improvement
23rd March 2016 @ 5:30pm**

Governors Present for Meeting:

A Binks (AB)
A Dale (AD) (Associate Member)
A Fyfe (AF)
G Key (GK)
S Porteus (Head)
T Rose (TR)
J Yates (Chair)
M Kildin (MK)
A Wilson (AW) (Associate Member)

Others In Attendance:

Angela Clarkson (Bursar)
Sue Nicholson (Clerk to Governors)

Items Needing Action			
Agenda No	Item	Person	Action
7.8	Governor Training	Clerk	Send PREVENT and Child Protection Training course link to all Governors
7.9	Safeguarding	Chair / Head	Working group to be formed to try and resolve the parking issues.
7.10	SFVS	Clerk	Send electronic copy of SFVS to Bursar Amend work planner to read SFVS in the first Finance meeting after September. End to Governors.
7.12	Headteacher's Report	Head / Chair	Organise Staff / Governor meeting in April
7.13	SEF	Chair	Organise dates with Governors to discuss SEF Leadership input and parent questionnaire.
7.14	Data Review – Case studies	Head Clerk	Completion of more able / talented pupils Add to next Agenda
7.15	Governance	ALL	Governors working group 13th April at 6.30pm - to work on GB Workplanner and Parking at school.
7.16	Inventory Report	Clerk	Add to next Agenda
7.18	Newsletter	Clerk	Add to next Agenda

FGB 15/16	ITEM	Action Box
7.1	Welcome and Prayers The Chair welcomed everyone to the meeting which started late at 6:30pm due to the Governing Board not being at Quorum. Apologies were accepted from Governors who had been delayed. Prayers were offered by a Foundation Governor.	
7.1a	New Governor The Chair welcomed the new parent Governor Nicola Knowles on to the Governing Board. All Governors agreed and welcomed the election.	
7.2	Apologies and agreed consent. The Governing Board (GB) had received apologies from: <ul style="list-style-type: none"> • Rev S Jukes • I Kildin (associate Member) All Governors agreed to consent to the absence.	

7.3	<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. 																																									
7.4	<p>Governors were reminded about Declaration of Business interest. Nothing new was declared.</p>																																									
7.5	<p>Notification of any other urgent business The Head wanted the Single Equality Scheme to be considered at this meeting. Governors agreed to the request under AOB, at the end of the meeting.</p> <p>A Governor wanted to log a vote of confidence in the Chair due to the work she has recently be doing for the school. All Governors responded by also expressing their thanks and gratitude for the work she is doing on the Governing Board.</p>																																									
7.6	<p>Correspondence (See 7.11 Budget)</p>																																									
7.7	<p>Approve Minutes from the FGB meeting on the 24th February 2016 A Governor requested the addition of one word on page 5. This was agreed and completed.</p> <p style="text-align: center;">Proposed Minutes to be Agreed : GK Seconded by: AB 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="256 1339 1326 2016"> <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>3.7</td> <td>Governors Visiting Forms</td> <td>Clerk</td> <td>Add to next Agenda</td> <td>Completed</td> </tr> <tr> <td>5.11</td> <td>SFVS</td> <td>Clerk</td> <td>Add to next Agenda</td> <td>Completed</td> </tr> <tr> <td>6.6</td> <td>Policy</td> <td>Clerk</td> <td>Add Persistent Complaint Policy to next Agenda</td> <td>On Agenda</td> </tr> <tr> <td>6.10.2</td> <td>Diocesan Meeting</td> <td>Rev. SJ</td> <td>Send details of Diocese meeting in March.</td> <td>Chair, Acting Head and Substantive Head attended the meeting</td> </tr> <tr> <td>6.10.3</td> <td>Governor Training / Issues</td> <td>Clerk</td> <td>Add to next meeting for update</td> <td>On Agenda</td> </tr> <tr> <td>6.11</td> <td>Data Review / SDP</td> <td>Head Clerk</td> <td>Produce case studies across school showing progress and impact for the next meeting. Add to Agenda</td> <td>On Agenda</td> </tr> <tr> <td>6.14</td> <td>Governance</td> <td>Clerk</td> <td>Add to next Agenda</td> <td>On Agenda</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action Done / Completed	3.7	Governors Visiting Forms	Clerk	Add to next Agenda	Completed	5.11	SFVS	Clerk	Add to next Agenda	Completed	6.6	Policy	Clerk	Add Persistent Complaint Policy to next Agenda	On Agenda	6.10.2	Diocesan Meeting	Rev. SJ	Send details of Diocese meeting in March.	Chair, Acting Head and Substantive Head attended the meeting	6.10.3	Governor Training / Issues	Clerk	Add to next meeting for update	On Agenda	6.11	Data Review / SDP	Head Clerk	Produce case studies across school showing progress and impact for the next meeting. Add to Agenda	On Agenda	6.14	Governance	Clerk	Add to next Agenda	On Agenda	
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	Review				
6.15	Staff Sickness Scheme	Clerk	Add to appropriate Finance meeting Agenda	On Agenda	
6.16	GB Newsletter article	JY / IK Clerk	Work on next article Add to next Agenda	On Agenda	
6.17	Inventory Report	Clerk	Add to next Agenda	On Agenda	
6.18	Safeguarding	AB	Check Accident / near miss file before next meeting	On Agenda	
7.8	<p>Governor Visits & Training</p> <p>1. <u>Visiting Forms</u> Governors were reminded again to ensure that they complete a Governor Visiting Form after any visit. This is vital evidence for any inspection.</p> <p>2. <u>PREVENT / DBS update</u> The Chair informed Governors that a number of certificates had still not been received by the school in respect of PREVENT and Child Protection (CP) training. A number of Governors requested the link to be resent and agreed to complete the work by the end of the Easter holidays.</p> <p>Action: Clerk to forward links to Prevent and CP.</p> <p>3. <u>Governor Visits</u></p> <p>AB</p> <ul style="list-style-type: none"> • H&S Procedures • Class1 visit to Church • SPAG workshop • Collective worship <p>AF</p> <ul style="list-style-type: none"> • Collective worship <p>TR</p> <ul style="list-style-type: none"> • Good News • H&S with Terry Bland from HandS • Class 2 Cookery Class <p>JY</p> <ul style="list-style-type: none"> • Collective worship • Lent Lunches • Easter Service <p>IK</p> <ul style="list-style-type: none"> • Cookery Class <p>NK</p> <ul style="list-style-type: none"> • Class 3 work 				

7.9	<p>Safeguarding Issues</p> <p>A Governor raised a safety issue regarding the turning circle which is regularly blocked by parent's cars due to them stopping and parking to drop off their children. The Chair and Head both confirmed that this was starting to cause a major concern for children's safety and Governors wanted to raise the profile of this issue. A Governor also stated that should the emergency services be required they would not get through.</p> <p>Governors had a discussion about the best way to tackle the parking problem. The Head said that she would remind parent's again in the Newsletter.</p> <p>Action: Working group to be formed to try and resolve the issue of dangerous parking.</p>	
7.10	<p>SFVS</p> <p>Governors had been sent a copy of the SFVS prior to the meeting.</p> <p>The Governors had a short discussion on the documentation before voting.</p> <p>Governors Agreed: The SFVS to be signed by the Chair.</p> <p>Action: Clerk to send electronic copy to Bursar Clerk to amend work planner to read SFVS in the first Finance meeting after September</p>	
7.11	<p>Draft Budget</p> <p>The Chair wanted to inform Governors at this point of some correspondence that had been received and was relevant to the Budget.</p> <p>The Bursar had provided Governors with a draft Start Budget and 2 options in respect of the anticipated changes in a teaching post.</p> <p>The Bursar started by verbally advising Governors that the school budget was healthy with an approximate balance of £60K. Governors were informed that the anticipated pupil numbers on the registry was 106 and numbers were not envisaged to drop over the next three years, in fact it may rise with the building projects within the area.</p> <p>The Bursar said that NYCC were no longer requesting revenue balance over 15% to be refunded. However it would be wise to invest any surplus revenue on the current children in the school. The Bursar reminded Governors of the healthy budget when discussing the options provided.</p> <p>Governors had a discussion on both revenue options in respect of staffing issues and Governors raised a number of questions.</p>	
7.12	<p>Headteacher's Report</p> <p>The Headteacher's Report had been forwarded to Governors in advance of the meeting. The Head then gave a verbal account and said that there were very few changes from the report, but the following were highlighted:</p>	

	<ul style="list-style-type: none"> • Attendance had dropped to 95.3% (4 children below the required level) <p>Question: Do you award pupils for 100% attendance? Answer: No – some children may feel penalised when they are off ill or parents take them out of school for holidays.</p> <p>The Head had produced an article on attendance in a recent newsletter however, it should continue to be monitored and reviewed each half term.</p> <ul style="list-style-type: none"> • SEF had been updated to category 2 (see 7.13) • Cases Studies completed (See 7.14) <p>Question: Are you happy with the quality of data and assurance completed on the case studies? Answer: Yes the information is from updated tracking and the evidence in the pupils work confirms the agreed levels.</p> <p>Question: Does the current data and evidence show enough proof that we are a Good School? Answer: Yes I believe it does.</p> <p>The Chair wanted to remind Governors that they had agreed, they would have a meeting / catch-up session with teachers. A Governor proposed that they should try to complete this in April because there was not a FGB meeting during that month.</p> <p>Action: Chair / Head to organise staff / Governor meeting in April</p> <ul style="list-style-type: none"> • Pupil Premium There had been some accelerated progress in Maths which was excellent • Focus in the summer term on literacy <p>Question: What is the focus in literacy in the Reception Class? Answer: The emphasis is on Phonics.</p> <p>Governors had a long discussion on the benefits of Phonics verses a reading programme in the Reception class. Governors were told that Phonics are the building blocks for future years and that is why they concentrate on phonics at an early age. The children are always encouraged to read to and with parents.</p> <ul style="list-style-type: none"> • Pupil Premium <p>Question: How many PP pupils are there in Class 1 and Class 2? Answer: None in Class 1 and Two in Class 2.</p>	
7.13	<p>Monitor/update School Self-Evaluation form (SEF) Governors were provided with a current copy of the SEF before the meeting.</p>	

	<p>The Head said that she would be adding to the SEF during the Easter holidays as the SEF was a working document. Governors were also requested for contributions towards the Leadership section on the SEF.</p> <p>Question: How had we used the feedback from the parent questionnaires? Answer: The Head advised that the results had been in the majority very positive and there were very few comments or suggestions on them. Similarly there had been very few responses in the suggestion and comments box provided at the recent parent's evening.</p> <p>A discussion amongst the Governors around communication with stakeholders resulted in the decision to hold a parents workshop/forum in the summer term to engage with parents by working in small groups. Action: The Head to organise dates for SEF Leadership input and parent questionnaire.</p> <p>Question: Is the playground buddy scheme still in place? Answer: Yes, although the majority of the restorative practice and buddy scheme work was completed with last year's Yr 6s. It perhaps needs revisiting as a whole school approach.</p> <p>The Head and Chair said that they are to attend a meeting on closer working together with other schools on the 27th April at 5:30pm.</p>	
7.14	<p>Data Review – case studies The Head presented Governors with a number of cases studies as requested. All the Governors read the information provided and thanked the Head for the work.</p> <p>Question: Can we also look at case studies from the more able children? Answer: Yes that can be arranged for the next meeting.</p> <p>Action: Head to complete cases for more able / talented pupils Clerk to add to next Agenda</p>	
7.15	<p>Governance Review including work planner All the Governors felt that once again there was not sufficient time to fully discuss this matter within the FGB meeting.</p> <p>Governors Agreed: To a separate pop up working group from whichever governors are available to attend to discuss this item. A summary of the work should then be fed back at the next FGB.</p> <p>Action: Governors meeting Date 13th April at 6:30pm – to include The GB Workplanner, review of Governance recommendations and school parking.</p>	
7.16	<p>Inventory Report A Governor has started the work and it is ongoing.</p> <p>Action: Clerk to add to next Agenda</p>	



7.17	<p>Confirm accident and near miss books have been signed Completed</p>	
7.18	<p>Prepare GB newsletter article for parents The Chair said that she and Governor (IK) had agreed to work on this matter. Items to add into newsletter</p> <ul style="list-style-type: none"> • Workshops for parents • Class 1 • Parking issues • Governance • Parent surgeries <p>Action: Clerk to add to next agenda.</p>	
7.19	<p>Policies</p> <p>1. <u>Single Equalities Scheme</u> The Head informed Governors that although the scheme was very similar to the one adopted last year, the school is now required to have an accessibility plan and this had been updated in the new documentation provided. The Governors were informed verbally of the highlights on the action plan changes.</p> <p>Question: Do you have disabled access in class 4? Answer: No, this question was raised during the works that took place on the playground and class 4 steps in 2014/15. Disabled access is not required for all classes and funding was not available. If disabled access was needed by a year 5/6 pupil then class 4 would be swapped to the main school building.</p> <p>2. <u>Best Practice for School Complaints Procedure 2016</u> Governors had been provided with the documentation at the last meeting to read. The Head said that this was a DFE policy. There were no major changes to the Complaints Policy. The only highlighted part was the timescales proposed within the policy that were open to change. Governors decided that it was best to adopt the proposed timescales on the policy to fully comply.</p> <p style="text-align: center;">Proposed: AF Seconded: TR Agreed by all Governors with a show of hands</p> <p>3. <u>Unreasonable Complaints Policy</u> The Head stated that the above policy has been sent out to schools this term from the Local Authority and is to be used in conjunction with the policy above. Governors had a short discussion about this policy.</p> <p style="text-align: center;">Proposed: AB Seconded: GK Agreed by all Governors with a show of hands</p>	
7.20	AOB	

Topcliffe CofE Primary School



	<p>A Governor wanted to report three items from the Parish Council meeting that may be relevant for the school</p> <ul style="list-style-type: none">• Parking signs that are to be available (discuss at the Parking / Governance meeting)• Magna Carter planting day• New Play park in the village for 2-7 year olds	
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Meeting Closed at 8:30 pm

Signed

Dated.....