



**Minutes of the Full Governing Board Meeting  
School Improvement  
16<sup>th</sup> December 2015 @ 6:00pm**

**Governors Present for Meeting:**

A Binks (AB)  
G Keys (GK)  
I Kildin (IK)  
J Knowles (JK)  
S Porteus (Head)  
J Yates (Chair)

**Others In Attendance:**

Sue Nicholson (Clerk to Governors)

Items Needing Action			
Agenda No	Item	Person	Action
2.19	H&S	JK	Organise Legionella training with Caretaker
3.7	Governors Visits	School Admin AF	Arrange to forward blank form to all Governors To organise new electronic forms for Gov.
4.7	Sports Kit	Clerk / Chair	Letter to Sponsors
4.17	Work Planner	Head  Clerk / Chair	Add to next Agenda Head to arrange for school admin to sort email addresses for Governors. Clerk to amend Standing Orders and then send to Chair before sending to Governors. Clerk to send Letter for outgoing Governors to Chair for approval

Agenda No FGB 15/16	ITEM	See Action Box
4.1	<p><b>Welcome, Prayers and Apologies</b> The Chair formally welcomed everyone to the meeting which started at 6:15pm. Prayers were offered by a Foundation Governor</p> <p>Apologises and reasons received from:</p> <ul style="list-style-type: none"> <li>• Rev Jukes</li> <li>• T Rose</li> <li>• M Kildin</li> <li>• A Dale</li> <li>• A Fyfe</li> </ul> <p>A Wilson had not sent apologies but was delayed and unable to attend.</p> <p align="center"><b>All Governors agreed to consent to the absence.</b></p>	
4.2	<p><b>Determine which items on the agenda, if any, are confidential</b> There was no items listed as confidential.</p> <ul style="list-style-type: none"> <li>• Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Board.</li> </ul>	

4.3	<b>Remind Governors about Declaration of interest</b> Nothing to declare.																																											
4.4	<b>Notification of any other urgent business</b> There were two item (see AOB 4.19)																																											
3.5	<p><b>Correspondence</b> The Chair informed Governors that she had received an invoice from the advisor being used in connection with complaint. Governors were told that some clarification had been requested in respect of the invoice.</p> <p>A letter from Pete Dwyer, Corporate Director of Children’s service had been received thanking all Governors for their hard work.</p>																																											
3.6	<p><b>Approve Minutes from the 14<sup>th</sup> October 2015 and matters arising</b></p> <p><u>1. Minutes</u> The initials of M Smit changed from (SM) to (MS)</p> <p style="text-align: center;"><b>Proposed Minutes to be Agreed : JY</b> <b>Seconded by: AB</b> <b>Unanimously agreed by all Governors by a show of hands,</b> <b>Chair signed the official copy</b></p> <p><u>2. Matters Arising</u></p> <table border="1"> <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&amp;S</td> <td>JK</td> <td>Organise Legionella training with Caretaker</td> <td>Ongoing</td> </tr> <tr> <td>3.6</td> <td>Confidential Minutes</td> <td>Clerk</td> <td>Amend and reproduce for next meeting</td> <td>Completed</td> </tr> <tr> <td>3.7</td> <td>Governors Visits</td> <td>School Admin AF</td> <td>Arrange to forward blank form to all Governors To organise new electronic forms for Gov.</td> <td>Ongoing</td> </tr> <tr> <td>3.9 &amp; 10</td> <td>Pupil Performance</td> <td>Head / AF</td> <td>Head to go forward with the Maths curriculum with support from the Link Governor.</td> <td>Completed</td> </tr> <tr> <td>3.11</td> <td>Gifted and Talented</td> <td>Head</td> <td>Report for next Improvement meeting</td> <td>Covered in the Data meeting on the 9<sup>th</sup> December.</td> </tr> <tr> <td>3.14</td> <td>Indep. Governance Review</td> <td>Chair Clerk</td> <td>Approach S Smit to complete Governance work. Add SO review to next Agenda</td> <td>Completed / on Agenda</td> </tr> <tr> <td>3.15</td> <td>Work Planner</td> <td>Clerk</td> <td>Add to next</td> <td>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	Ongoing	3.6	Confidential Minutes	Clerk	Amend and reproduce for next meeting	Completed	3.7	Governors Visits	School Admin AF	Arrange to forward blank form to all Governors To organise new electronic forms for Gov.	Ongoing	3.9 & 10	Pupil Performance	Head / AF	Head to go forward with the Maths curriculum with support from the Link Governor.	Completed	3.11	Gifted and Talented	Head	Report for next Improvement meeting	Covered in the Data meeting on the 9 <sup>th</sup> December.	3.14	Indep. Governance Review	Chair Clerk	Approach S Smit to complete Governance work. Add SO review to next Agenda	Completed / on Agenda	3.15	Work Planner	Clerk	Add to next	On Agenda
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	3.16	British Values	Chair / GK / AW	Share the list of BV questions with Governors and arrange date with Link Governors.	Completed	
	3.17	SIP	Rev. SJ Clerk	Arrange possible / groups of different faiths to explore. Add to appropriate Agenda	Completed	
	3.19.1	Policies	Clerk / All Gov.	Social Media policy to be read and commented on in next 7 days	Completed	
	3.20	Governors pen-portrait	All Governors Clerk	<b>URGENT</b> Governors to send pen-portrait of themselves to TR Add to next Agenda	JK to complete	
<b>4.7</b>	<p><b>Governor visits: Reports</b></p> <p>1. The Chair and AB said that they had completed a Literacy learning walk. They had visited all classes. Both Governors confirmed that they were happy with the work being done, and evidence in the classrooms especially in Class 4. A comment from them was that the boards in the hall appeared to require updating. In Class 1 they observed</p> <ul style="list-style-type: none"> <li>• books on the walls</li> <li>• areas of display</li> <li>• the need for some new books and in particular relevant to their age.</li> </ul> <p>In class 2</p> <ul style="list-style-type: none"> <li>• reading corner was exceptional and should be used as an example to other classes</li> </ul> <p>Governors stated that they had completed and provided to the Head their written reports. The Chair confirmed that some work on pupil voice was still to be completed.</p> <p>2. New Sports Kit GK had presented the school with the new kit. This will be published both in the Newsletter and on the Website.</p> <p>The Governing Board wanted to thank the sponsors formally and agreed that a letter should be sent to them.</p> <p><b>Action: Clerk to produce a letter and send for approval to the Chair</b></p>					
						<b>Clerk</b>

	<p>3. Other visits                  Chair / AM- Collective worship                  AB – EYFS Learning Journey                  A number of Governors had also attended the Nativity / the Christmas Fayre / Carol Concert</p>	
4.8	<p><b>Governor training / feedback</b>                  There had been no Bespoke training this term.</p> <p>IK reported that he completed the PREVENT online training.</p>	
4.9	<p><b>Governor Working Party Dates</b>                  The Chair wanted to try and arrange dates for a working party to complete any outstanding policies.</p> <p>The Head said that the school and the Governing Board was getting through the policies this year and all the statutory policies had been completed.</p> <p>The Chair wanted a date set for Pupil voice and Governors agreed that this was better done as a day or half a day exercise rather than segmented.</p> <p>Date: Monday 11/1/16@ 1pm.                  Governors: JY / JK / AB</p>	
4.10	<p><b>Receive the Headteacher's Report</b>                  The Headteacher had provided in advance of the meeting a comprehensive report for Governors. The Head also provided at the meeting an additional sheet with some information regarding quality of teaching, lesson observations, evidence of pupils progress and anticipated Spring Term monitoring.</p> <p>The Head went through her report and highlighted various items for the Governors to note.</p> <p><b>Question: Has Mrs Veakin formally started work?</b>                  Answer: Yes.</p> <p>The Head wanted to confirm that the school is in a good financial situation at present and was therefore able take on additional staff. She also confirmed the E Shaw has started to take on some leadership responsibilities as previously discussed with Governors.</p> <p><b>Question: Are you anticipating any new children starting?</b>                  Answer: We may have one child start in January but this has not yet been confirmed.</p> <p>The Head wanted Governors to be aware of the DFE's change to the persistent absentee threshold which has risen from 85% to 90%.</p>	

**Question: How will this affect us and are we comparable to other schools?**

Answer: The Head thought at present the increase in the persistent absentee threshold may not affect the current status, but it could affect children if they were off due to illness for a long period. Comparable Data with other schools is not yet known, too early.

Governors discussed how the school could monitor and keep parents informed with a child's absence percentage. The Head said she would be advising parents of the new level and criteria and continued by stating that she had already taken the importance of this on-board.

Governors were then informed of some Health and Safety, premises and welfare issues, including the Class 2 new door, the roof on the old PE store and the addition of the counsellor.

**Question: Has the counsellor made a difference?**

Answer Definitely and we may need her services for another two children. Governors were informed that the counsellor's input had made some impact into behaviour and emotional needs of the children that had received counselling.

The Head said no formal complaints had been received this term.

The key priorities and data had been discussed in a separate meeting. The Head briefly informed Governors of the current situation.

Governors were informed that Class 3 were engaging in a multicultural project about Thailand in January, with input from a parent who would be teaching the children some of the Thai language. She was also hopefully that younger children would do a project around the Chinese New Year.

The Head then provided Governors with the information regarding progress, monitoring and observations.

**Question: How do you monitor lessons and what criteria do you use?**

Answer: The Head confirmed that she used the Ofsted quality of teaching statements as the basis for the feedback for teachers. The teachers are aware how the process works and use it as a process for their own learning and development.

**Question: How many lessons do you monitor?**

Answer The usual rate is 3 per year (1 per term), formally. However due to a number of the staff being newly qualified I have done more, with their agreement.

The Head confirmed the priorities for the Spring Term.

The Chair thanked the Head for her very good and thorough report.

<p>4.11</p>	<p><b>Data Feedback</b>                  The Head had provided Governors with some EYFS data covering some tracking, development and progression for individual anonymised children in that school area.</p> <p>Governors discussed the data and could identify that the cohort did have an SEN child included. A governor noted links with the RAISEonline data discussed at the data meeting the previous week. The head agreed that this was an important area to monitor.</p>	
<p>4.12</p>	<p><b>Monitor/update School Development Plan</b>                  See Head teachers Report (item 4.10)</p>	
<p>4.13</p>	<p><b>Monitor LA H&amp;S service provision</b>                  Previously Completed</p>	
<p>4.14</p>	<p><b>Number of termly parental concerns</b>                  None but are aware of an ongoing situation.                  See also Head teachers Report (item 4.10)</p>	
<p>4.15</p>	<p><b>Annual review of pupil exclusions/formal complaints/racial incidents</b>                  See Head teachers Report (item 4.10)</p>	
<p>4.16</p>	<p><b>Policies</b></p> <p>1. <u>Developing Performance</u>                  This is a standard NYCC policy. Governors discussed why the school should have it.</p> <p style="text-align: center;"><b>Proposed by: SP</b>  <b>Seconded by: GK</b>  <b>All Governors agreed with a show of hands</b></p> <p>2. <u>Capability Policy &amp; Procedure</u>                  Again Governors were informed that this was a standard NYCC policy and they discussed why the school should have this policy.</p> <p style="text-align: center;"><b>Proposed by: SP</b>  <b>Seconded by: GK</b>  <b>All Governors agreed with a show of hands</b></p> <p>A Governor wanted the Head to reassure Staff that the policies above were not about any individual staff member, but it was about the school being required to be legally covered for any future problems. The Head confirmed that she would relay that message to staff.</p>	



	<p>3. <u>E safety Policy</u>                  The Head again said that this was a NYCC policy and she had consulted with staff and they agree and are signing up to the agreement. Governors discussed the policy and thought it was a really useful policy for the school to have.</p> <p style="text-align: center;"><b>Proposed by: JK</b>  <b>Seconded by: GK</b>  <b>All Governors agreed with a show of hands</b></p>	
<p>4.17</p>	<p><b>Standing orders / Work planner</b></p> <p>1. <u>Standing Orders</u>                  Governors had as requested read before the meeting and then discussed any changes that they felt were required.                  Page2: Section4                  Item 1 to change the wording to read “candidate will be requested” from the “candidate may be requested” to leave the room</p> <p>An additional paragraph included advising any outgoing Governors that they will be required to destroy any paperwork, including any electronic files, at the end of their term of office. A letter is to be included within the Welcome pack advising new Governors about the destruction of material.</p> <p style="text-align: center;"><b>Proposed by: GK</b>  <b>Seconded by: JK</b>  <b>All Governors agreed with a show of hands</b></p> <p>The Chair and a number of Governors felt that it would be better if they had school email addresses rather than personal ones for security reasons.</p> <p><b>Question: Would there be a cost involved?</b>                  Answer: The school thought it would be free</p> <p><b>Action: Head to arrange for school admin to sort email addresses for Governors.</b>  <b>Clerk to amend Standing Orders and then send to Chair before sending to Governors.</b></p> <p>2. <u>Work Planner</u>                  The Clerk was asked to make the appropriate changes discussed and add to next Agenda.</p> <p><b>Action: Clerk add to Agenda</b></p>	<p style="text-align: right;"><b>Head</b></p> <p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<p>4.18</p>	<p><b>Governor Pen-Portrait</b>                  JK was requested to complete his Pen-Portrait and send to TR asap</p>	



<p>4.19</p>	<p><b>AOB</b></p> <p>1. <u>Website</u> IK informed Governors about what he had been doing on the Website and the changes made to ensure the school had a better service.</p> <p>Governor's discussed the development of the website and IK advised them about the templates and how the school could make the site more appropriate for their school rather than standard templates.</p> <p>Governors were informed that the introduction on the website to Mrs Stanwix's Class 4 was very good and other teachers should be referred to it so that they could adopt that for their classes. The chair thanked IK for his work on the Website.</p> <p>2. <u>Interaction Programme</u> The Head said that she just wanted Governors to be aware that she is proposing to move the interactive whiteboard from class three to the library and to install a new, larger, whiteboard and new projector in class three. The cost is below her delegated amount but will cost £4163. Governors were happy that she should go ahead with this.</p>	
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**Meeting Closed at 8:15pm**

Signed .....

Dated.....