



**Minutes of the Full Governing Board Meeting
School Improvement
24th February 2016 @ 6:00pm**

Governors Present for Meeting:

A Binks (AB)
A Fyfe (AF)
Rev. S Jukes (SJ)
G Key (GK)
S Porteus (Head)
T Rose (TR) Departed at 8:30pm
J Yates (Chair)
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 Visiting Forms	Clerk	Add to next Agenda
5.11	SVFS	Clerk	Add to next Agenda
6.6	Policy	Clerk	Add Persistent Complaint Policy to next Agenda
6.10.2	Diocesan Meeting	Rev. SJ	Send details of Diocese meeting in March.
6.10.3	Governor Training / Issues	Clerk	Add to next meeting for update
6.11	Data Review / SDP	Head Clerk	Produce cases studies in across school showing progress and impact for the next meeting. Add to Agenda
6.14	Governance Review	Clerk	Add to next Agenda
6.15	Staff Sickness Scheme	Clerk	Add to appropriate Finance meeting Agenda
6.16	GB Newsletter article	JY / IK Clerk	Work on next article Add to next Agenda
6.17	Inventory Report	Clerk	Add to next Agenda
6.18	Safeguarding	AB	Check Accident / near miss file before next meeting

FGB 15/16	ITEM	Action Box
	<p>Before the start of the meeting the 2015/16 SVFS was completed by two available Governors and the Bursar. The Governors stated to the GB that the full SVFS documentation would be ready for ratification at the next FGB meeting.</p> <p>Question: Do we have enough finance meetings within the year to meet the required schedules of finance items? Answer: The Bursar confirmed that three meetings a year with the options to add an odd items of finance to any other FGB was sufficient.</p>	
	Due to a delay in waiting for the arrival of two Governors who had been held up and to ensure the FGB was at quorum.	
6.1	<p>Welcome and Prayers The Chair welcomed everyone to the meeting which started at 7:30pm. Apologies were accepted from Governors who had been delayed.</p> <p>Prayers were offered by Rev. Jukes.</p>	

6.2	<p>Apologies and agreed consent. The Governing Board (GB) had received apologies from:</p> <ul style="list-style-type: none"> • A Dale (Associate Member) <p style="text-align: center;">All Governors agreed to consent to the absence.</p>																
6.3	<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. 																
6.5	<p>Governors were reminded about Declaration of interest. Nothing new was declared.</p>																
6.6	<p>Notification of any other urgent business There were no additional items to be heard at this meeting.</p> <p>The Head provided Governors at the meeting with details of a new Best Practice for School Complaints Procedure 2016 that included a sample policy for unreasonable complaints from the DFE (Jan 2016) and requested that Governors read the documentation and have any questions ready for the next meeting when it would be presented.</p> <p>Action: Clerk to add policy to next Agenda</p>																
6.7	<p>Correspondence</p> <ol style="list-style-type: none"> 1. <u>Parent's Letter</u> The Chair shared with the GB a letter that had been sent by a parent to her about the forthcoming Parent Governor elections and possible candidates. The contents of the letter were noted by the GB. 																
6.8	<p>Approve Minutes from the 13th January 2015 and matters arising</p> <ol style="list-style-type: none"> 1. <u>Minutes</u> There were some small grammatical errors that were amended. <p style="text-align: center;">Proposed Minutes to be Agreed : TR Seconded by: AB Unanimously agreed by all Governors by a show of hands, Chair signed the official copy</p> <p>2. <u>Matters Arising</u></p> <table border="1" data-bbox="236 1742 1310 2018"> <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 Visits</td> <td>Clerk AF</td> <td>Clerk to email AF AF to report progress of Governor Visiting Forms</td> <td>Done Still on-going Clerk to add to next Agenda.</td> </tr> <tr> <td>4.7</td> <td>Sports Kit</td> <td>Head</td> <td>Send out letter with other</td> <td>School has sent letters but are about to send letters</td> </tr> </tbody> </table> 	Item No	Item	Person	Action to Do	Action Done / Completed	3.7	Governors Visits	Clerk AF	Clerk to email AF AF to report progress of Governor Visiting Forms	Done Still on-going Clerk to add to next Agenda.	4.7	Sports Kit	Head	Send out letter with other	School has sent letters but are about to send letters	See Action Box
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			information to Sponsors	from pupils with photos.
5.7.7	Easter Egg Company	TR / Rev Jukes	Investigate Easter Egg Company and possible school involvement	Completed and a small egg with the story of Easter has been purchased for each pupil in school. The GB wanted to thank FOTS for purchasing the eggs.
5.10	Budget Monitoring	Clerk	Email Bursar for Budget Summary report	Completed
5.11	SVFS	Head AW/TR/JY AW	Arrange meeting with Bursar / Governors. Meeting to complete SVFS Summary report after meeting for GB Clerk	Completed with Bursar SVFS will be ready for ratification at the next meeting. Add to next Agenda
5.12	Inventory Report	IK	Complete for IT equipment and items over £100	On Agenda
5.17.3	Safeguarding / Health and Safety	IK / Head	Parking issues added to the Website IK	GK informed the GB that the Parish Council had historically instigated various traffic measures. Posters, website and newsletter to be done to ensure continued awareness to parents.
5.20	Work Planner	Clerk	Amend as requested and email new version to all Governors	On Agenda
TR left the meeting at 8:30pm				
6.9	Strategy workshop Governors had been sent the notes from the Strategy workshop. Governors wanted to confirm that these were only notes and not minutes as declared on the Agenda.			
6.10	Governor visits: Reports 1. <u>Visits</u> Governors declared that they had attended various events including the Good-News assembly, Staff well-being meeting and Governance Review.			



	<p>The Clerk reminded Governors that they need to complete written Visiting Reports so that evidence can be produced at any Ofsted inspection and the importance of these reports. The Chair and Head reiterated the importance of the written reports.</p> <p>2. <u>Diocesan Meeting</u> The Rev. Juke informed the GB that there was a meeting, led by the Diocese on the 3rd March at 4:30pm on Academies. Further Information to be forwarded.</p> <p>Action: Clerk add to agenda for update</p> <p>3. <u>Training / Issues</u> The Chair reminded various Governors about getting their DBS, Child Protection training and New Governor Training completed and their certificates to the school office. Governors were also informed of the online PREVENT training being offered by county. (see link below – takes approx. 15 mins)</p> <p>http://course.ncalt.com/Channel_General_Awareness/01/index.html</p> <p>Action: Clerk add to agenda for update</p>	<p>See Action Box</p> <p>See Action Box</p>
<p>6.11</p>	<p>School Development Plan (SDP) The Head had provided Governors, in advance of the meeting, with the current attainment, progress figures and feedback on all age groups for the SDP.</p> <p>The Head briefed Governors on the position and expectations from the children and the current lack of clarity from the DFE on what would be the national anticipated levels. The Head informed Governors how the school had been advised on how the new scheme would work, looking at all results and then finding the national level from the results, with schools being advised afterwards how / where they are in respect of above or below the national average.</p> <p>Governors discussed how this may affect the school's current standings against previous ratings.</p> <p>Question: How is the school measuring progress given the current situation of life without levels? Answer: The Headteacher briefed Governors on in school monitoring and referred to the data provided to Governors</p> <p>A Governor noticed that current figures for children exceeding national expectations were low and asked how these figures were being calculated</p> <p>Governors had a long detailed discussion about how the new curriculum had higher expectations than the old one. The school is being responsive to clarification from the DFE and collaborative work with other schools in developing in school tracking and assessment.</p>	

	<p>A Governor opened a discussion on the more able and talented children.</p> <p>Question: Would it be possible to look at some individual anonymised case studies from PP and SEN groups across the school? Answer: The Head confirmed that this would be possible and would provide Governors with that information in March.</p> <p>The Head drew Governors attention to data comparing girls and boys and talked about some of the measures being put in place to bridge and gaps between them. The Head said she would look at data later in the year to look at the impact. Governors wanted to know from the start of the year the impact and any improvements that individual children had made with interventions.</p> <p>Question: Is the school making special preparations for the test in the summer? Answer: Yes. We are holding after school classes for year 6.</p> <p>Governors then discussed how the lower year groups could also benefit from this strategy and thereby show increases in the schools figures.</p> <p>Governors opened a discussion on the best way of showing any evidence and data feedback to an Ofsted Inspection.</p> <p>Action: Head to produce cases studies in across the all year groups showing progress and impact for the next meeting. Clerk : Add to Agenda</p>	<p>See Action Box</p>
<p>6.12</p>	<p>Update from SENCo The Head had provided Governors prior to the meeting with a current SEND report.</p> <p>The Head gave Governors a brief verbal account of the highlights within the report including the number of children, at what level the children are working at and the training the Head had undertaken.</p>	
<p>6.13</p>	<p>Review end of Autumn term data This had been discussed with the monitoring item (See item 6.11)</p>	
<p>6.14</p>	<p>Feedback / Recommendations of Governance Review Due to time constraints and Governors wanting additional time to reflect on the recommendations this item was adjourned until the next meeting. Include the work planner with this item on next Agenda.</p> <p>Action: Clerk to Add to next Agenda</p>	<p>See Action Box</p>
<p>6.15</p>	<p>Review Staff Absence Scheme To be added to next Finance meeting.</p> <p>Action: Clerk to Add to next Agenda</p>	<p>See Action Box</p>

6.16	<p>Prepare GB newsletter article for parents The Governors discussed the articles that should go into the next GB newsletter. The Chair said that they should focus on the positive aspects of the school and what Governors have been doing in the school.</p> <p>A Governor suggested that they wait until after the Parent Governor elections so that the new Governor details could be incorporated into the article.</p> <p>The Chair requested a volunteer from Governors in producing an article.</p> <p>Action: Chair and IK to work on article. Clerk add to next Agenda</p>	See Action Box
6.17	<p>Asset inventory- review of disposed assets This should be completed for the next FGB meeting.</p> <p>Action: Clerk to Add to next Agenda</p>	See Action Box
6.18	<p>Safeguarding Issues Nothing declared. The Head confirmed a routine Health and Safety inspection was due on the 25/2/16.</p> <p>Action: H&S Officer (AB) to check accident and near miss file before the next meeting.</p>	See Action Box
6.19	<p>Work Planner Governors decided that this should be discussed as part of the Governance Review feedback. (see 6.14)</p>	
6.20	<p>Policies</p> <p>1. <u>Assessment Policy</u> Governors had been provided before the meeting with copies of the policy for scrutiny. No amendments requested. Proposed: AF Seconded: GK Agreed by all Governors with a show of hands</p> <p>2. <u>Budget Management Policy</u> Governors had been provided at the last meeting with copies of the policy for scrutiny and had received the requested amendments via email. No further amendments requested. Proposed: GK Seconded: SJ Agreed by all Governors with a show of hands</p>	
6.21	<p>AOB</p> <p>1. The only items were the request to amend the time of the next meeting to 5:30pm to accommodate the Bursar.</p> <p>2. The Chair also stated the Substantive Head had requested all future FGB</p>	

Topcliffe CofE Primary School



meeting from May commence at 6:30pm.

Governors agreed to both proposals with a show of hands.

Meeting Closed at 9:15 pm

Signed

Dated.....