



## NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL

**Full Governing Body meeting held on Wednesday 11<sup>th</sup> May 2016 in school**

### Minutes

**Present:** Paul Edwards (Head); Jo Williams (Vice Chair); Emma Littlewood; Paul Moore; Mark Wilkinson; Cath Down

**In attendance:** Kath Harper (LA Clerking Service)

*Meeting opened at 7.07pm*

No.		Action
1	<p><b>Apologies for absence and to determine whether any absences should be consented to:</b> Apologies had been received from Melissa Horberry (in Bridlington); Christian Dickson (abroad with work); Stuart Lewis (on holiday); Paul Butler has resigned and Jo Williams will therefore become Acting Chair for the remainder of the term of office until elections are held in September 2016. All absences were consented to.</p>	
2	<p><b>Declaration of interests, pecuniary or non-pecuniary:</b> None</p>	
3	<p><b>Determination of confidential items:</b> The Acting Chair has inserted an extra staffing agenda item after item 5 which is confidential and agenda item 10 (MAT) is confidential</p>	
4	<p><b>Minutes of the previous meetings of the FGB held on 13<sup>th</sup> January 2016 and 9<sup>th</sup> March 2016:</b> The draft minutes from 13<sup>th</sup> January 2016 have not been made available. Following a short discussion it was agreed that meeting notes would be put together by the Head and approved at the next FGB meeting.</p> <p><b>Action</b></p> <p>Draft minutes from the FGB meeting held on 9<sup>th</sup> March 2016 had been circulated and were agreed as a true record of the meeting. The confidential minutes had been approved by the Head and Acting Chair and both sets of minutes were signed by the Acting Chair and filed in school.</p>	<b>Head</b>
5	<p><b>Matters arising from the minutes for which there is no separate agenda item:</b></p> <p>a) (6.b.iii) Ofsted have announced that the Data Dashboard will not be updated with 2015 data. The current dashboards will remain available until 20<sup>th</sup> September 2016 when the site will close down.</p> <p>b) (6.b.iv) Lisa Ashton, the new GTA appointment has had an immediate positive impact via intervention groups and 1:1 support all guided by the SENDCo and class teachers. The lunch cover pressure has also been reduced.</p> <p>c) (6.b.v) The whiteboard in Class 4 has now been moved</p> <p>d) (6.c.) The Heads Performance Management has not yet been arranged.</p> <p><b>Action</b></p> <p>e) (7.1) <b>Gov Q: Have there been any more admissions interest and can the governors help manage this?</b>  <b>A: Nothing official at the moment. The Head can respond as and when requests are made via the LA admissions team</b></p> <p>f) (7.iv) <b>Gov Q: Were there any responses from parents regarding the 'open letter' referring to the Year 6 SPAG and age related tests?</b>  <b>A: There had been general agreement from parents</b></p> <p>g) (7.vi) Not all governors have completed the Prevent or safeguarding online training yet.</p>	<b>Acting Chair</b>

	<p><b>Action by July FGB meeting</b></p> <p>h) (7.vi) The taxi has been replaced by a bus removing the car seat issue  i) (7.vii) SI Committee has discussed the R-A-G system on the SIP. A governor has suggested the SIP is 'dated' following each update.  <b>Action</b></p> <p>j) (7.vii) Using the St Aidan's minibus option will be looked at once school has joined the MAT  k) (8) Resources committee – <b>see confidential minutes</b>  l) (8) SEND release time is now in place and allocated as additional time across school  m) (12) JW has hard copies of the new Ofsted Framework information if governors would like to access it. The Head and new Head, Amber Andrews will be attending training on Ofsted Section 8 Inspections at the end of June at St Aidan's.</p> <p><i>Cath Down was requested to leave the meeting</i></p> <p><b>See confidential minutes for staffing item</b></p> <p><i>Cath Down returned to the meeting</i></p>	<p><b>govs</b></p> <p><b>Head</b></p>
<p><b>6</b></p>	<p><b>Headteacher's Report (on file):</b> The HT Report and associated documents had been circulated prior to the meeting. The Head reported that numbers on roll are stable at 102 pupils. Attendance is good overall and the Year 2 pupil is now out of hospital and being home educated until September 2016. The attendance figures will reflect this situation and therefore show an improvement.</p> <p><b>Gov Q: What are the unauthorised absences for?</b>  <b>A: Holidays in term time or a reason outside exceptional circumstances</b></p> <p><b>Gov comment: Year 3/4 have a number of 'Lates' is this a trend to watch?</b>  <b>A: The Head is keeping an eye on this – they relate to the same pupils and there are personal issues surrounding this</b></p> <p>The Steps Report reflects a lag in the transfer from Levels. The gap is closing lower down the school where the pupils have had access to the new curriculum for longer. School may not keep the Tracker long term and will discuss this with the MAT to match up for the future. It shows a strong school data base for now and Kirkby Overblow, our sister school in the MAT uses the same system.</p> <p><b>Gov Q: What is the difference between Steps and Bands?</b>  <b>A: Steps show the 6 months ahead expectation and Bands 18 months ahead. For example Year 3 show a lot of growth as they have been exposed to the new curriculum for longer. These steps can be subdivided if governors wish.</b></p> <p>The governors commented that this is encouraging as a high percentage of pupils are within Band 7.</p> <p>The Head confirmed the government has now scrapped the EYFS Baseline.  <b>Gov Q: What will we use instead?</b>  <b>A: We will wait for the government to give more details regarding a replacement system. We are already using the school Tracker system for Foundation Stage pupils which is very detailed and links throughout the pupil's school life.</b></p> <p>Thanks were extended to the Head for his report.</p>	
<p><b>7</b></p>	<p><b>Pupil Premium update (on file):</b> Governors had received the report from the SENDCo prior to the meeting which details the funding and impact from 2013 onwards. The School Improvement committee had gone through the report in detail and it has been updated to</p>	

	show how the current years funding is spent on SEN. £6,440 funds two 'Looked After Children' (LAC) and two 'EVER6' pupils (pupils who have received Free School Meals at any time in their school life). These pupils need SEN support so the funding covers 37.05 hours per week of HLTA support which is just one quarter of the cost to school. The Chair added that this 1:1 support in a mixed age class is invaluable. The report will be published on the school website to comply with statutory information.	
8	<p><b>Sports Premium update (on file):</b> The Head tabled the interim report from the School Sports Leader showing the use of funding from September 2015 to May 2016. A report for the whole year showing impact across the school will be produced at the end of the summer term, Amber Andrews (new Head from September 2016) will contact James Finch to try and secure his continued coaching from September 2016.</p> <p><b>Gov Q: What will be the legacy of the Sports Funding once it ends?</b>  <b>A: The schools ethos and expectation is now to take part in sports competitions and aim to win. The sports profile has been raised.</b></p> <p>Thanks were given to the staff for writing the report and a governor thanked the Head for distributing fliers to pupils for tennis coaching at Almscliffe Tennis Club which has generated a good uptake. Governors felt this was indicative of how our pupils are enjoying sport.</p>	
9	<p><b>Update from the Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>School Improvement:</b> The committee had met on 10<sup>th</sup> May 2016 and a verbal report was given with minutes to follow. Much of the meeting has been covered within this meeting already. The Learning Policy had been reviewed including the approach to marking which is more consistent through school and the written response to feedback from learning. It was noted there is an impact on time spent marking due to the numbers in class. A governor asked for clarification on the abbreviation 'TC' and 'TAC' within the context of the policy – Teacher Conference and Teaching Assistant Conference. The School Improvement Plan (SIP) will be used as an agenda item in future meetings. The Head will re colour code and update the SIP and keep the explanatory notes as a summary sheet.</li> <li>• <b>Resources:</b> The Resources committee has not met since the last FGB meeting. The Acting Chair and Head will arrange a meeting. <b>Action</b></li> </ul>	<b>Acting Chair/ Head</b>
10	<b>MAT Consultation update: See confidential minutes</b>	
11	<p><b>Policy Review (on file)</b></p> <ul style="list-style-type: none"> <li>• <b>Budget Management Policy</b> – This policy will be looked at in detail by the Resources committee to ensure all the statutory duties are being carried out</li> <li>• <b>Lettings Policy</b> –  <b>Gov Q: Do we charge deposits and do we have a policy about when we collect fees?</b>  <b>A: No, we make a direct arrangement at the time. We have very few lettings.</b> A governor commented that the groups who are mentioned within the policy need updating.  <b>Action</b></li> </ul> <p><b>Decision: Both policies were agreed by governors subject to the above update to the Lettings Policy</b></p>	<b>Head</b>
12	<p><b>Succession Planning</b></p> <ul style="list-style-type: none"> <li>• <b>Co-opted Governor Vacancy:</b> JW reported to the governors that someone who lives in the village and has a background in education IT has expressed an interest in becoming a governor. JW, EL and MW will meet with her.  <b>Action</b></li> </ul>	<b>JW/EL/ MW</b>

	<ul style="list-style-type: none"> <li>• <b>Chair of Governors from September 2016:</b> To be discussed at the July FGB meeting. <b>Action</b></li> <li>• <b>H&amp;S Link Governor to appoint:</b> Paul Moore is to consider the role and will liaise with the Head. <b>Action</b></li> </ul>	<p><b>Clerk</b></p> <p><b>PM</b></p>
13	<p><b>School monitoring</b></p> <ul style="list-style-type: none"> <li>• <b>Governor visit reports</b> – No visits have been made since the last FGB meeting</li> <li>• <b>Book summer term visits</b> <ul style="list-style-type: none"> <li>- Paul Moore will visit the Pears Class (Year 1 &amp; 2)</li> <li>- Mark Wilkinson will book to cover an English visit</li> </ul> </li> </ul>	
14	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• <b>Attended</b> – online safeguarding and Prevent training has been carried out. All certificates are held in school. JW has attended Ofsted Framework training.</li> <li>• <b>To book</b> – GSIN summer term meeting is at The Pavilions on 19<sup>th</sup> May 2016. Please book via school if interested in attending. <b>Action</b></li> </ul>	<p><b>All govs</b></p>
15	<p><b>Date of next full governing body meeting:</b> Please note the meeting date has been changed to <b><u>Tuesday 19<sup>th</sup> July at 7.00pm</u></b> in school</p>	
<p><i>The meeting closed at 8.32pm</i></p>		