



NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL
Minutes of the Full Governing Body meeting held on
Tuesday 19th July 2016 in school

Present: Jo Williams (Acting Chair); Cath Down; Christian Dickson; Emma Littlewood; Stuart Lewis; Paul Moore; Mark Wilkinson; Meilissa Horberry

In attendance: Amber Andrews (Headteacher from 01/09/16); Kath Harper (LA Clerking Service)

Revd Stuart Lewis opened the meeting at 7.00pm with a prayer and the Chair welcomed Amber Andrews, our new Headteacher from 1st September 2016.

No.	Item	Action
1	Apologies for absence and to determine whether any absences should be consented to: Paul Edwards is unwell and his apologies were accepted.	
2	Declaration of interests, pecuniary or non-pecuniary: None	
3	Determination of confidential items: MAT update item 9 and an extra item inserted as agenda item 13 Staffing	
4	Minutes of the previous meeting of the FGB held on 13th January 2016 and 11th May 2016: A copy of the minutes taken at the Yorkshire Causeway Headteacher's meeting in Pannal CP School on 12 th January 2016 were submitted to cover the FGB meeting discussions held on 13 th January 2016 in school. These will be filed with the confidential minutes in school. Minutes and confidential minutes from the FGB meeting held on 11 th May 2016 in school were approved, signed by the Chair and filed in school.	
5	<p>Matters arising from the minutes for which there is no separate agenda item: 11/05/16 minutes:</p> <ul style="list-style-type: none"> i. Agenda item 5 c) Class 2 was amended to Class 4 ii. Agenda item 5 d) The HT Performance Management took place on 1st July 2016 with Louise Newport (Independent Adviser & Head at Kirkby Overblow CE School) and Jo Williams (HT Performance Panel). Gov Q: Why is the content of the HT Performance Management not shared with the FGB? A long discussion followed and the Chair and Clerk advised governors that the FGB delegate the HT PM Panel authority to set the HT objectives for the year and evaluate their performance together with an independent adviser. The Resources committee would be informed of any pay increment due. The FGB is informed that the process has taken place to fulfil their statutory obligation. Full details can be found in the Governance Handbook Section 9, Staffing. iii. Agenda item 5 g) Some Prevent and Safeguarding training certificates are still outstanding. Please email to the Clerk or bring in to school. Action 	CD PM MH
6	<p>Headteacher's Report (on file): The HT Report was tabled at the meeting. The Chair presented the report in the absence of the Head.</p> <ul style="list-style-type: none"> • NOR: The governors are aware of the pressure on some year groups and that Class 4 is at full capacity • EDA: It was noted that the LA Education Development Adviser has given minimal support this year and we will be informed in the autumn term who our new EDA will be. It is expected that we will only receive one visit per year. Gov Q: How much do we pay for the EDA support? 	

	<p>A: The information was not to hand and CD will report back in September. Action</p> <ul style="list-style-type: none"> Data: The Head reported that the floor standard for the new KS2 SAT's Reading, Writing and Maths combined was set at 65% and nationally schools attained 53%. 18 pupils of the 19 Year 6 cohort took the tests and 11 pupils reached the baseline. Pupils attained 89% in reading and Maths and 61% of pupils met the new expected standard in writing giving a combined RWM pass rate of 61.11%. Governors noted this is above the national average but below the floor target of 65%. The writing was teacher assessed and marked according to the guidelines. Governors commented that being part of the MAT in future would give more scope for moderating. Governors noted we were only just below the baseline figure and are aware that small cohorts can skew the results (one pupil is 6% of results). It was noted that the SEN pupil's case studies support their results and progress. It was reported that Mrs Wallen (class teacher) was pleased with the test results and is proud of the children. It was disappointing that a lot of time was spent teaching and learning spelling, grammar and punctuation (SPAG) and this was not included in the overall results. It is expected the DfE will publish further guidance in September regarding results. <p>Gov Q: What will happen with the curriculum in the autumn term? A: It is remaining the same and will continue to embed it</p> <p>Gov comment: Looking at the lower year groups we are on track and pupils are taught well.</p> <p>Governors are confident that the children have a good education and it is a credit to the teaching staff that the children have not felt pressurised by the new testing system. Staff have had a difficult time and the governors appreciate how they have coped with the new systems.</p> <ul style="list-style-type: none"> MAT: Several governors had attended a MAT governance evening at St Aidan's which was useful for meeting other governors and for networking. Gov comment: The MAT has increased in membership to 10 schools with potentially 12 schools in total. When we originally expressed an interest it was to be limited to 5 schools. <p>It was noted that the MAT will need to provide more services as it grows without necessarily having the resources available. Above 12-13 schools membership enables the MAT to employ central services. This concern has been registered with the Diocese.</p> <ul style="list-style-type: none"> Friends of North Rigton School: The Head and governors would like to acknowledge the hard work of the Friends fundraising this year, it is a real strength of the school and a card of appreciation was signed by all governors. Thank you: The Head ended his report with a formal thank you to the governing body for their support and challenge in leading and improving the school for the benefit of the children. He wished Amber Andrews, the school team and most of all the children every success. 	<p>CD</p>
<p>7</p>	<p>Sports Premium Year End Report: The draft report had been received by the School Improvement committee and the final report will be followed up. Action</p>	<p>Chair</p>
<p>8</p>	<p>Update from the Committees:</p> <ul style="list-style-type: none"> School Improvement: EL reported that she and JW had met but the Head was unavailable. The School Development Plan updates following the review in May have not yet been completed and they will meet with Amber Andrews in early 	<p>EL/JW</p>

	<p>September. Action The Ofsted priorities have mostly been addressed with under achievement in boys writing to look at still. Increased staff leadership time and staff SEN time has proved very effective for all staff. The curriculum is still embedding. There have been improvements to the buildings with regard to Class 4 and this section will be reviewed again in September.</p> <ul style="list-style-type: none"> • Resources including Start Budget Approval: Draft minutes had been circulated prior to the meeting (on file) following the committee meeting on 28th June 2016. CD (committee Chair) reported to governors that the Start Budget for 2016/17 is forecast at £475K revenue income against £496K expenditure giving an in year deficit of £21.6K. Academisation monies of £22K have been c/f and there will be a projected c/f balance of £35K as at 31/03/17. The 2 year forecast based on projected NoR project a healthy balance of £31K as at 31/03/19. The Resources committee feel in control and staffing is stable. The budget forecast has been based on our current system prior to any MAT changes. Gov comment: The MAT application fees may exceed £25K budgeted for A: This will be followed up in Resources committee <p>Gov Q: The school meal price was raised – has the deficit been resolved now? A: Yes there was a £3.4K surplus at the year end</p> <p>Gov Q: Can we see a copy of the start budget? Action</p> <p>Red Kite – see <i>confidential minutes</i></p> <p>Proposal: The Resources committee proposed that the full governing body ratify the proposed Start Budget 2016/17</p> <p>Decision: Agreed by all governors</p> <ul style="list-style-type: none"> • SENDCo Report (on file): EL had met with Karen Ellis (SENDCo) on 14/06/16 and governors had received a summary report of SEND in 2015/16 prior to the meeting. Governors felt it was a good, clear report covering KE’s excellent management as SENDCo which answered all questions. It re-iterated that the extra non-contact time given to the SENDCo had made a big difference to KE and the staff allowing for more effective working. • School Council: The Chair reported to governors that she had seen the minutes from a recent School Council meeting and felt it would be worthwhile for future minutes to be copied to the governors as another link with school. Action 	<p>AA</p> <p>CD</p> <p>AA</p>
9	MAT Consultation update: See <i>confidential minutes</i>	
<i>Mark Wilkinson left the meeting</i>		
10	<p>Composition of Governing Body</p> <ul style="list-style-type: none"> • 2 Co-opted Governor vacancies: Following the agreed action point from the meeting in May the Chair reported that she had spoken again with the local person interested in becoming a governor. She is retired but has worked in IT within education as an adviser and also worked for Pearson Publishers. The Chair feels she will fill a useful skills gap within the governing body and school. A general discussion followed regarding the vacancies and how they could be advertised. A governor felt that parents could also be approached to be Co-opted 	

	<p>governors if they had the relevant skills required. The Clerk advised it was not good practise to have an imbalance of parents within the governing body and other possibilities should be explored first. It was decided to advertise in the School Newsletter and School Website and the Parish Newsletter (deadline 1st September for October publication). The Chair will draft an advert giving skills required. Action</p> <p>There was also a discussion surrounding whether Revd Stuart Lewis could step aside as a Foundation Governor if more than 2 potential governors came forward. This will be looked in to further should the need arise.</p> <ul style="list-style-type: none"> • Chair of Governors from September 2016: The Acting Chair requested that all governors seriously consider the vacancy. It is vital that we have a Chair of Governors in place to support our new Headteacher as she takes on her new role in the autumn term. There will be an election for Chair and Vice Chair of Governors at the first meeting of the autumn term. Gov Q: Would JW consider being nominated? A: If no one else comes forward she would consider the role. 	Chair
11	<p>School monitoring</p> <ul style="list-style-type: none"> • Governor visit reports (on file): MW had visited school on 30th June 2016 to observe a Year 5/6 SPAG lesson and monitor pupil's engagement in accordance with Ofsted's recommendations. MW also monitored pupil's books for marking consistency. The governors had received the report prior to the meeting and thanked MW for his excellent and detailed report and were pleased with the positive outcome. The Chair suggested any questions be directed to MW via email. Action 	All Govs
12	<p>Training:</p> <ul style="list-style-type: none"> • Attended: JW and EL had attended Ofsted training on the new framework which AA was also present at. The training reaffirmed their knowledge and was a useful networking meeting. • To book: Governors had been sent details of the autumn and spring term training events. If governors are able to attend the free GSIN meetings at the Pavilions 29th September and 1st February please ask school admin to book. Action 	All gavs
13	<p>Staffing: <i>Cath Down was requested to leave the meeting</i> <i>See confidential minutes</i> <i>Cath Down returned to the meeting</i></p>	
14	<p>Date of next full governing body meeting:</p> <p>Thursday 22nd September 2016 at 7.00pm in school</p>	
<p><i>The meeting closed at 9.55pm</i></p>		