



## NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL

**Full Governing Body meeting held in school on  
Thursday 8<sup>th</sup> June 2017**

### Minutes

#### Governing Body Core Functions

- Ensure the vision, ethos and strategic direction of the school is clearly defined
- Ensure the Headteacher performs their responsibilities for the educational performance of the school
- Ensure the sound, proper and effective use of the school's financial resources

**Present:** Amber Andrews (Head); Jo Williams (Chair); Paul Moore; Rosemary Hunt; Mark Wilkinson (Co Vice Chair); Christian Dickson; Emma Littlewood (Co Vice Chair); Cath Down

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

*Meeting opened at 7.05pm*

No	Item	Action
1	<b>Welcome and opening prayer:</b> The Chair welcomed everyone to the meeting and Christian Dickson said a prayer	
2	<b>15 minute bite size training session led by Amber Andrews – Abacus Maths:</b> The Head gave a short presentation on the newly purchased online maths resource published by Pearson's. Abacus is a toolkit developed by experts and covers the new curriculum in depth which will help the pupils with basic skills, reasoning and mastery. It contains high quality resources and tools for teachers and children. The Head told governors that teachers are currently dipping in to the resource and will start to use it more widely in September. It is already proving invaluable and as a planning resource is a big time saver. The governors asked questions and the Chair thanked the Head for the information and the governors look forward to seeing the impact on learning.	
3	<b>Apologies for absence; determination of consent:</b> None. It was noted that Rev Stuart Lewis did not attend the meeting.	
4	<b>Declaration of interests:</b> None	
5	<b>Items for discussion not already on the agenda:</b> None	
6	<b>Determination of confidential items:</b> Item 12	
7	<b>Minutes of the previous meeting of the FGB held on 9<sup>th</sup> March 2017 (on file):</b> Both sets of minutes were agreed as a true record of the meeting, the Co Vice Chair MW signed the confidential minutes and the Chair signed the non-confidential minutes and both sets were filed in school.	
8	<b>Matters arising from the minutes for which there is no separate agenda item:</b> i) <b>8.i)</b> - SL to update the Register of Business Interests and Standing Orders and Code of Practice when next in school <b>Action</b> ii) <b>9.</b> - Head is liaising with Kirkby Overblow regarding Tracker iii) <b>9.</b> - Head will issue a letter to all parents in September regarding FSM criteria and how to apply	<b>SL</b>
9	<b>Headteacher's Report (on file):</b> Governors had read the report prior to the meeting together with details of 2017/18 HART (Harrogate & Rural Teaching School Alliance) meetings content. The Head highlighted some detail from her report and welcomed governor's questions. <b>1.1e – 9 pupils are confirmed for the Reception Class for September 2017 - 8 new pupils and</b>	

<p>one repeating the year. One of the new pupils is under Local Authority Care and will come with funding. It has been agreed that the Reception Class (Apples) will run as a single class from September 2017 and Cath Down will have morning TA support.</p> <p><b>Gov Q: Can we ask about the pupil repeating Reception year?</b>  <b>A: This has been a joint decision with parent, school and the LA. It has been agreed this is right for the child and is positive for all.</b></p> <p>Pears Class projected numbers for September 2017 is 15 pupils in Year 1 and 12 pupils in Year 2 and they will be taught by Louise Wallen with TA support.</p> <p><b>Gov Q: This will be a large class is there sufficient cover?</b>  <b>A: Yes there will be full TA support</b></p> <p><b>1.2c</b> - There was a short discussion surrounding the Pupil Premium funding figure and the Head explained the LAC element is not included in the table shown. From September 2017 the full Pupil Premium Funding will be shown in the allocation table.</p> <p><b>1.5</b> – The Head noted an amendment to her report and any unauthorised absences that total more than 10 sessions (i.e. 5 days) could result in NY issuing a fine. Governors discussed the legality of this guidance and how it is reported. The Head confirmed she has the authority and discretion to authorise absences in exceptional circumstances. If pupils unauthorised absences total more than 10 sessions she can report them to the LA for action. Governors agreed that attendance is good but asked the Head to report to them the numbers of pupils marked as ‘late’ in future reports. <b>Action</b></p> <p><b>2.1</b> – It was commented that the School Development committee minutes duplicate this section of the HT Report. Following a discussion it was decided that the SD committee minutes would note any topics discussed but would refer to the HT Report for fuller details.</p> <p><b>Action</b></p> <p><b>Gov Q: As a governing body how can we be happy that all aspects of the SDP are being monitored?</b>  <b>A: The Head reports directly to the School Development committee (who have delegated responsibility from the FGB via their Terms of Reference) and see key evidence to support all areas of the School Development Plan (SDP).</b> Governors are given a focus from the SDP for their school monitoring each term. Collective Worship has not been observed yet and RH is scheduled for a visit this month. The school website and ‘Feedback and Marking’ are new areas still being developed this year. In September it was agreed that the SDP focus for each governors monitoring visit would be agreed in advance and all reports circulated to the FGB as feedback.</p> <p><b>3.1</b> – The Head reported on the fantastic financial donations being received following a recent leaflet drop in the local villages for new ICT equipment. Almscliffe Villages Association which is supporting the project are handling the donations to facilitate the added benefit of Gift Aid. Many thanks to Jodi Storey for the leafleting. Governors requested that the villagers be thanked via the ‘Village News’ publication.</p> <p><b>Action</b></p> <p>EYFS has been moderated by the LA and the Head tabled the report from NYCC (on file). The class teacher’s judgements of the pupils are deemed to be accurate. It was noted that the teacher showed an excellent knowledge of the children. The Head thanked the teacher for the extra work undertaken getting ready for the Moderation and the Governors offered their thanks. KS1 will be moderated by the LA later this month.</p> <p><b>3.2</b> – The Chair asked for confirmation that all staff and HT Performance Management priorities are linked to the SDP. They are.</p> <p><b>3.3</b> – NYCC Highways have contacted school to say they will extend the yellow zig-zag lines in an attempt to help with safety at the start and end of the school day. Governors felt this</p>	<p><b>Head</b></p> <p><b>EL</b></p> <p><b>Head Chair</b></p>
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	<p>may not alleviate the current parking issues and could make it worse. Following a discussion it was resolved that the Head would speak with the parent that persistently parks on the opposite side of the road causing traffic hold ups and will contact the schools HANDS officer Mike Brown for any help/advice he can offer. <b>Action</b></p> <p><b>5.3 – The Head thanked KE and JS for all their hard work in securing an ECHP (Education Healthcare Plan) which will provide funds for a KS2 pupil. This funding will allow school to provide extra Social, Emotional and Behavioural support as needed. The Governors noted the funding will move with the child throughout their school life until they are 18 years old and this will be of great benefit for the child.</b></p> <p><b>7 - The Head reported how successful the whole school walk to the Crag had been and for her how it sums up everything the school is. All children and staff participated and it was a joy to see the older pupils helping the younger ones along when they were getting tired. The children were incredibly well behaved all day and it was a great example of our Christian school family.</b></p> <p>Many thanks to MW and EL for helping school to deliver the KS1 SAT's and it was noted that EL monitored the security of the KS1 papers.</p> <p>The Chair and Governors thanked the Head for her very detailed report.</p>	<b>Head</b>
10	<p><b>Update from the Committees:</b></p> <p><b>School Development 24<sup>th</sup> May 2017 (on file):</b> EL invited questions from the governors noting that much of the meeting content was covered under the HT Report. There were no further questions.</p> <p><b>Resources meeting 8<sup>th</sup> May 2017 (on file):</b></p> <p>a) <b>Start Budget approval:</b> CDi (Committee Chair) reported that the Start Budget had already been submitted to the LA for the 31<sup>st</sup> May 2017 deadline but still requires retrospective approval from the full governing body. CDi gave Governors a brief summary of the start budget for 2017/18 and 2 year forecast which the committee had discussed in full. The 2017/18 c/f surplus is forecast to be £8.8K, 2018/19 c/f deficit £14.3K and 2019/20 c/f deficit £17K. It was felt that the budget reflected all known expenditure such as increases in staffing costs and utilities. The new funding formula has not yet been agreed so the budget and forecast is based on the existing funding formula. There will undoubtedly be further income to be included and this therefore gives a lean budget but a realistic scenario. The budget is ever changing and will be revised again in December 2017.</p> <p><b>Gov Q: Where are we able to make savings?</b>  <b>A: The teaching staff hours has been reduced from 5.2 FTE to 5 FTE from September 2017 and supply days reduced from 15 to 10 days plus we have received a donation from the School House Fund of £2K.</b></p> <p><b>Gov Q: Has the staffing structure been finalised for September 2017?</b>  <b>A: Yes this has been organised internally</b></p> <p>The Chair also noted that in a 3 year period it is to be expected that experienced staff on the upper pay scale will naturally move on to further their career and there would be an opportunity to employ a NQT or a recently qualified teacher on the main pay scale. It is also predicted that there will be more Reception pupils coming in to school over the next 2 years which increases our devolved grant.</p> <p><b>Gov Q: How will music be delivered from September 2017 and will the choir continue?</b>  <b>A: Music will be taught by class teachers and it is hoped we can come to an arrangement for the choir to continue.</b></p> <p>There was a discussion regarding delivering the music curriculum and the Head noted there may be an option to buy in from the Music Service in future years. A governor commented they are keen to keep music taught at a good level and hope</p>	

	<p>teachers can be supported as much as possible. The governors are sympathetic but know the reality must be a focus on delivering the core curriculum.</p> <p>The Chair proposed that the full governing body agree the 2017/18 start budget as recommended by the Resources committee.</p> <p><b>Decision: 2017/18 Start Budget agreed unanimously by governors</b></p> <p>b) <b>School House Funds discussion:</b> CDi reported to the full governing body that he had met with Richard Thomas who is a Trustee of the School House Fund. There is accrued interest of £8K available to the school and following meetings with the Head it is proposed that the following resources and projects be funded via this donation. £1,760 will go towards funding trips from last year; £260 for the bus to St Barnabas Church, Weeton for the Easter Service; £1320 to fund a C of E NPQH qualification for a Senior Teacher; £1,365 for the Abacus Maths programme; £4,000 for renovations in school to create a 1:1 study area outside Class 1, create more classroom space in Class 4 and provide lockers for all pupils. Mr Thomas has visited school and talked over the proposals and plans with the Head who has run an exercise to ensure we obtain best value for money with all renovations and purchases. Following a discussion the governors agreed the above proposals would provide a welcome and well needed boost to our resources and learning environment for our children within school.</p> <p><b>Decision: Governors agreed unanimously to the above spending of the generous donation from the School House Fund</b></p> <p>A governor commented it would be appropriate to place a plaque in school commemorating the donation. This was agreed by Governors. <b>Action</b></p> <p>c) <b>Parental Contributions discussion:</b> The Chair explained to Governors that some local schools have begun the practice of asking for a set amount of parental contributions, some annually and some on an ad hoc basis. Following a long discussion Governors felt that school already requests regular donations to help fund visits out of school each term and it would be inappropriate to ask for more. In the future should school have a significant need that could not be funded via the budget then the question would be reconsidered.</p>	<b>Head Chair</b>
11	<p><b>Governor School Monitoring Visits:</b></p> <ul style="list-style-type: none"> <li>• <b>Reports – CDi (to be circulated via email - Action) and MW (circulated and on file).</b> Both visits focussed on the new One Book.</li> <li>• <b>Future visits schedule:</b> RH will visit school on 15<sup>th</sup> June 2017 to monitor a Collective Worship.</li> </ul>	<b>CDi</b>
<i>Cath Down left the meeting</i>		
12	<b>MAT Conversion Working Party Report: See confidential minute</b>	
13	<p><b>Policies to review: Acceptable Use; Attendance Management; Data Protection; Email; Resolving Issues at Work; Staff Code of Conduct</b> – all policies had been reviewed by the Head and circulated to the Governors prior to the meeting.</p> <p>There was a long discussion regarding how secure governors home email addresses are. The Clerk reminded governors that they can be issued with a school domain email address which is password protected and on a secure web based system. This would ensure home shared email users do not inadvertently access sensitive data.</p> <p>There was also a long discussion regarding staff accessing and sending emails out of school hours. All staff are now aware that if they send school related emails out of hours they cannot expect recipients to respond out of hours.</p> <p>All policies were agreed and it was proposed that the reference to Governors be removed from the Acceptable Use Policy.</p> <p>Head to amend and update the Policy Schedule with all the renewals. <b>Action</b></p>	<b>Head</b>

