



NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL

**Minutes of the Full Governing Body meeting held on
Thursday 22nd September 2016 in school**

Present: Jo Williams (Acting Chair); Amber Andrews (Head); Melissa Horberry; Mark Wilkinson; Paul Moore; Emma Littlewood; Christian Dickson

In attendance: Karen Ellis (Class Teacher, SLT and SENDCo); Kath Harper (LA Clerking Service)

The meeting opened at 7.10pm

The Acting Chair welcomed Karen Ellis to the meeting

No	Item	Action
1	<p>Election of Chair and Vice Chair</p> <ul style="list-style-type: none"> • Determine the term of office for Chair and Vice Chair: Governors agreed these would remain as a term of one year • Election of Chair: Jo Williams was nominated as Chair and was asked to leave the meeting while a vote took place. <p>Decision: Jo Williams was unanimously voted as Chair of Governors for a term of one year</p> <ul style="list-style-type: none"> • Election of Vice Chair: Mark Wilkinson and Emma Littlewood were nominated to act as Vice Chair. They both left the meeting while a vote took place. <p>Decision: Mark Wilkinson and Emma Littlewood were unanimously voted as joint Vice Chair for a term of one year</p> <p>The Clerk advised that the Vice Chair responsibilities must be clearly defined and that the Vice Chairs must be clear about their role. The governors agreed and the Chair stated this would be made clear at agenda item 6.</p>	
2	<p>Apologies for absence and to determine whether any absences should be consented to: Apologies had been received from Rev Stuart Lewis (annual holiday) and Cath Down (signed off work with a broken leg). Apologies were consented to and the Chair thanked Karen Ellis for attending the meeting.</p>	
3	<p>Declaration of interests, pecuniary or non-pecuniary: Item 11 confidential item the Chair declared an interest</p>	
4	<p>Determination of confidential items: MAT updates within agenda item 11 and agenda item 18</p>	
5	<p>Governing Body Vacancies and number of meetings per year: The Chair tabled a draft advert (on file) for the 2 Co-opted Governor vacancies. Following a discussion it was agreed to include legal skills as a requirement to assist governors with the conversion to Academy status. It was agreed Mark Wilkinson would approach Andrew Dyson to become a Co-opted Governor or an Associate Member. Action</p> <p>The Chair will amend the advert and place locally in the village. It will also go in the school newsletter and on the school website. Action</p> <p>The Chair tabled suggested dates for 5 x FGB meetings be held in 2016/17 that coincide with school assessment results and timely for the FGB to ratify the Budget. It was agreed that the Clerk would not attend the final planning meeting in July 2017. Dates will be confirmed at agenda item 19. The Chair proposed that the LA Clerk also be employed to clerk the Finance/Resources Committee meetings.</p> <p>Gov Q: What will it cost?</p>	<p>MW</p> <p>Chair/Head</p>

	<p><u>Class Link Governors</u></p> <p>EYFS: Christian Dickson Year 1, 2: Paul Moore Year 3, 4: Melissa Horberry Year 5, 6: Mark Wilkinson</p> <p><u>Subject Link Governors:</u></p> <p>English: Melissa Horberry Maths: <i>To be appointed following new Co-opted Governor appointment</i> Action: Bring to next FGB Music: Emma Littlewood SMSC: Rev Stuart Lewis Sports Premium: Jo Williams Pupil Premium: Emma Littlewood Individual Needs: Emma Littlewood Child Protection: Jo Williams Governor Training/Induction: Emma Littlewood H&S: Paul Moore</p>	Clerk
8	<p>Standing Orders and Code of Practice to review (on file): The governors agreed the document which was signed by governors and will be filed in school.</p> <p>Action: Rev Stuart Lewis and Cath Down to sign the document when next in school</p>	SL/ CDo
9	<p>Headteacher Delegation: The Scheme of Delegation was agreed by governors and it was confirmed that the Head may not vire from one budget head to another more than £5,000.</p>	
10	<p>Register of Business Interests/Hospitality Register reminder: Governors all updated and signed the Register of Business Interests which is filed in school. The Clerk reminded governors that they must register all offers of hospitality in the register which is kept in the school office</p> <p>Action: Rev Stuart Lewis and Cath Down to update</p>	SL/ CDo
11	<p>Headteacher's Report (on file): The Head reminded governors that her report which is in a new format was produced after 8 days in school and is therefore a short report. Highlights include:</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> • The Head is to attend a Diocese event 'Supporting Headship' on 1st December and invited a governor to join her for the day. The event will cover the SDP and how governors and the HT work together. Decision: The Chair will attend. • The Harvest Festival will take place on 7th October and the Crag Walk date will therefore be rearranged <p>General School Information Update:</p> <ul style="list-style-type: none"> • 1.1a Pupils on roll: The Head and governors discussed what would be an acceptable maximum school capacity. It was agreed that 105 pupils would be our limit and within this the class sizes would be taken in to account as year group's progress through school. It was added that there is the option of swapping classrooms for KS2 pupils. Admissions and appeals would be dealt with on a case by case basis. • 1.6 Staffing: <ul style="list-style-type: none"> ➤ The Administrator post has been filled, Mrs Rachel Hamill will start on 31st October with a handover week prior to starting. Although she does not have experience of working in a school the Head is satisfied that Mrs Hamill has the necessary skills and will cope with the administration of Academisation 	

conversion. She will job share with Mrs Groves working 8.30am to 3.45pm on Monday to Wednesdays and 8.30am to 2.45pm on Thursdays. Mrs Groves' hours will revert to Thursdays and Fridays as before.

- Mrs Jodi Storey has settled well with Years 5/6 and Mrs Peta Kendall has slotted back in to school very successfully. The children are very enthusiastic about their singing and music. Mrs Kendall is also covering supply when needed.
- The Head would also like to thank Mrs Anna Shelton who has ably taken on teaching Apples Class covering Mrs Cath Down's absence.

The Head informed governors that the report headings reflect Ofsted Inspection areas.

- Effectiveness of Leadership and Management.
 - 2.1 The SDP is unconfirmed at present and the details will be looked at with the School Development committee tomorrow.
 - 2.3 YCST update will also include HART Alliance (Harrogate and Rural Teaching) updates in future. The Head had attended a good meeting today.
 - 2.4 Sports: In addition to Jodi Storey taking over the Sports Leadership role Lisa Ashton (GTA) will give her 1 hour a week admin support
- Personal development, behaviour and welfare:
 - 4.4 School Ambassadors have now been appointed and details will be given in the Newsletter in 2 weeks' time. Governors commented that they liked the format of the Newsletter.
- Outcomes for pupils:
 - 5.1 End of Key Stage 1 results
Gov Q: Are the results what we were expecting?
A: Yes this is set against the National Standards
 - 5.3 Karen Ellis explained the table is an example of how progress can be shown for SEND pupils.
Gov Q: Some of the pupils are a long way behind?
A: 6 steps equals one school year. Pupils with the most steps behind are 'significant needs' pupils. We are planning to apply for an Education Health Care Plan for funding for intervention for one child who is 'stuck' within progress and significantly below. When we analyse the writing results it shows the lack of progress is in spelling. One of the reasons is due to the government significantly moving the goal posts for achievement this year and therefore shows pupils as making less progress.

The governors thanked the Head for her report and agreed the new format was very clear.

See confidential minutes

12	<p>Review School Vision (on file): The Head intends to review the School Vision with all stakeholders and this will be a work in progress. Gov Q: How do you want to change it? A: I would like to make it more built in with the behaviour aspects and be more child friendly</p>	
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13	<p>Set objectives for Governing Body in 2016/2017: The Chair proposed the following objectives:</p> <ul style="list-style-type: none"> • Strengthen the Governing Body with a full membership and be clear about our skills and further training needs • Negotiate conversion to Academy status efficiently as possible • Support our new Headteacher's induction <p>The Chair invited further objectives:</p>	
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	<ul style="list-style-type: none"> Have an open and honest relationship with all teachers and support staff <p>The governors discussed this last point and it was requested that governors be present at parent's evenings, that school send out a parent's questionnaire and that the governors establish a line of communication with the school community. It was also requested that the governor section of the school website be updated. Action</p> <p>The Head welcomed a regular governor contribution to the fortnightly school newsletter. Action</p> <p>Governors also requested that school contributes to the Parish Newsletter. Action</p>	<p><i>Head/ Clerk/</i></p> <p><i>Admin Chair</i></p> <p><i>Head/ Admin</i></p>
14	Agree Policy Schedule: The Head will review and update the schedule and share with the governor's Action next FGB meeting	<i>Head</i>
15	Governor Monitoring Visits Schedule for Autumn Term: It was decided that this cannot be actioned until the SDP has been updated. The Head will then request dates Action	<i>Head</i>
<i>Karen Ellis left the meeting</i>		
16	<p>Review Governor Skills Audit/Governor Training to book: The Chair commented that the Skills Audit would take place when there is a full governing body membership. Action: Bring to next FGB meeting.</p> <p>The following training will be booked via school admin: Action</p> <p>GSIN meeting 29 September, Pavilions: Jo Williams and Emma Littlewood Charing the Governing Body 8 November Riccall, York: Emma Littlewood and Mark Wilkinson HT Appraisal - PM, 14 March 2017, Highfield House, Ripon: Emma Littlewood</p> <p>It was agreed that Emma Littlewood should have log in read only rights for Smart Solutions to help with training needs. Action</p> <p>Any Diocesan training events advertised to be copied to Emma Littlewood in future. Action</p>	<p><i>Clerk</i></p> <p><i>Admin</i></p> <p><i>Clerk</i></p> <p><i>Head/ Admin</i></p>
17	Minutes of the previous meeting of the FGB held on 19th July 2016: An amendment was made by hand to item 8 Resources under School Meals surplus to read '£3.4K surplus at the end of the year'. The minutes and confidential minutes were then approved as a true record of the meeting, signed by the Chair and filed in school.	
18	<p>Matters arising from the minutes for which there is no separate agenda item:</p> <p>i) Item 5: The Prevent and Safeguarding certificates are still outstanding from 3 governors, MH, PM and CDi. Please complete and send to school admin for filing. Online links are within the 'Governor Training 2016-17' document sent with the meeting papers. Action</p> <p>ii) Item 6: CDi to report back on the cost of the EDA for 2015-16. Action</p> <p>iii) Item 6: MAT see also confidential minutes</p> <p>iv) Item 7: Sports Premium. The governors have not seen the final report from Louise Wallen Action</p>	<p><i>MH/ PM/ CDi</i></p> <p><i>CDi</i></p> <p><i>Head/ LW</i></p>
19	<p>Determine dates of governing body meetings for 2016/17:</p> <p>FGB meetings at 7.00pm in school: Thursday 22nd September 2016 (Governance Business); Wednesday 30th November 2016; Thursday 9th March 2017; Thursday 8th June 2017; Thursday 13th July 2017 (Performance Data + Governance Review and Planning)</p> <p>School Development Committee: Friday 23rd September 2016 at 3.45pm</p> <p>Resources Committee: Thursday 24th November 2016 at 5.00pm</p>	

	It was agreed that the committees would set future meeting dates at their next meeting allowing time for draft minutes to be distributed to the FGB prior to the subsequent FGB meeting.	
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Meeting closed at 9.38pm