



**NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL**

**Minutes of the Full Governing Body meeting held on  
Wednesday 30<sup>th</sup> November 2016 in school**

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

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

*The meeting opened at 7.05pm*

**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

No	Item	Action
1	<p><b>Apologies for absence and to determine whether any absences should be consented to:</b> Revd. Stuart Lewis is at a Diocesan meeting and sent his apologies which were consented to. CDi and MW had contacted to say they would be late arriving due to severe traffic congestion following an accident.</p>	
2	<p><b>Declaration of interests, pecuniary or non-pecuniary:</b> None</p>	
3	<p><b>Determination of confidential items:</b> Elements of agenda item 7 and all of agenda item 8 and 11. <i>Agenda items 7 &amp; will be discussed at the end of the meeting</i></p>	
4	<p><b>Governing Body Membership:</b></p> <ul style="list-style-type: none"> <li>• <b>Agree appointment of Rosemary Hunt as Co-opted Governor and appoint to School Development Committee:</b> Governors had received a pen portrait prior to the meeting and the Chair invited RH to give more details of her extensive experience in primary teaching and ICT in education settings.</li> </ul> <p><i>Melissa Horberry joined the meeting</i></p> <p>Governors agreed RH skills set will be an asset to our GB.</p> <p><i>Decision: Governors agreed unanimously to appoint Rosemary Hunt as a Co-opted Governor for a 4 year term ending on 29<sup>th</sup> November 2020.</i></p> <p><i>Decision: RH was appointed to the School Development Committee and as Link Governor for Maths</i></p> <ul style="list-style-type: none"> <li>• <b>Appoint Associate Member Andrew Dyson:</b> The Chair had met with Andrew Dyson. With his skills as a lawyer he can offer the GB a supporting role with the Academisation negotiations and the Chair proposed we appoint him as an Associate Member.</li> </ul> <p><i>Decision: Agreed unanimously by Governors</i></p> <ul style="list-style-type: none"> <li>• <b>Update on Co-opted Governor vacancy:</b> The Chair has not received any further responses to the advert placed locally and proposed we review possible gaps in the GB skills set and liaise with governors in the spring term.</li> </ul> <p><i>Action: Clerk add to the next FGB agenda</i></p>	<b>Clerk</b>
5	<p><b>Agree and approve minutes of the previous meeting of the FGB held on 22<sup>nd</sup> September 2016:</b> The minutes and confidential minutes were approved as a true record of the meeting, signed by the Chair and filed in school</p>	

6	<p><b>Matters arising from the minutes for which there is no separate agenda item:</b></p> <p>i) <b>Agenda item 5: Appoint independent Clerk to Resources Committee:</b> The Chair confirmed it had been agreed to use the LA Clerking Service for the Resources Committee.  <b>Gov Q: When was this decision made as I was not consulted?</b>  <b>A: The Chair had spoken with Chair of Resources Committee, the HT, and one other governor</b></p> <p>Following a further discussion the governor commented he was happy with the appointment</p> <p>ii) <b>Agenda item 8 &amp; 10:</b> Rev S Lewis to sign the Standing Orders &amp; Code of Practice and update and sign the Register of Business Interests on his next visit. Both documents in the school office.</p> <p><b>Action</b></p> <p>iii) <b>Agenda item 13: Governor contribution to the school newsletter:</b> The Head would welcome input from governors.</p> <p><b>Action</b></p> <p>iv) <b>Agenda item 14: Policy Schedule</b> – the Head reported this is still under review and will be brought to the next FGB in March 2017</p> <p><b>Action</b></p> <p>v) <b>Agenda item 16: Skills Audit</b> – This will be taken forward to the March FGB meeting.  <i>Post Meeting Note – this is scheduled to coincide with the Annual Governance Review in June when we will have a clearer view of the work programme ahead in the context of the MAT etc.</i></p> <p><b>Action</b></p> <p>vi) <b>Agenda item 18. i):</b> As requested in May and July 2016 FGB meetings all governors to ensure they send a copy of their online Safeguarding and Prevent training to the school admin to be filed. Please copy the clerk in to the email.</p> <p><b>Action: MH and CDi to email both certificates; PM to email Safeguarding cert</b></p> <p>vii) <b>Agenda item 18. ii):</b> CDi to report back on costs for EDA visits in 2015-16</p> <p><b>Action</b></p>	<p>SL</p> <p>All govs</p> <p>Head Clerk</p> <p>Chair Clerk</p> <p>MH PM CDi</p> <p>CDi</p>
7	<p><b>Headteacher’s Report with supporting documents:</b> This agenda item has been moved to the end of the agenda</p>	
8	<p><b>Safeguarding Annual Report to Governors:</b> This agenda item has been moved to the end of the agenda</p>	
9	<p><b>Update from the Committees:</b></p> <ul style="list-style-type: none"> <li>• <b>School Development: 23/09/16 and 9/11/16 (on file):</b> All documents from both meetings had been circulated to governors prior to the meeting. EL reported that the committee had been concentrating on setting the SDP. There were no questions from the governors.</li> <li>• <b>Resources: 24/11/16 (on file):</b> As CDi had not yet arrived at the meeting the Chair proposed to return to this item</li> </ul>	
10	<p><b>Headteacher Performance Management: To confirm appointment of an external adviser and confirm a date:</b> It was confirmed by the Chair that Jane Turner (Head at Pannal School) has</p>	

	been appointed as external adviser and the meeting will take place on 1 <sup>st</sup> December 2016.	
Christian Dickson and Mark Wilkinson joined the meeting and the meeting returned to agenda item 9		
9	<p><b>Resources Committee update:</b> Governors had received copies of the draft minutes following the meeting on 24/11/16. CDi went through the headlines of the revised budget and 2 year forecast. Year end 2016/17 c/f £33K; c/f 2017/18 £12K and c/f 2018/19 deficit £1K. CDi added that by Year 3 it is hoped we would be in the MAT</p> <p><b>Gov Q: Is the way the budget is allocated binding?</b>  <b>A: No – we need to set a budget but can move within the overall allocation</b></p> <p><b>Gov Q: The staffing budget from last year to this year is very different, why is this?</b>  <b>A: It is more and this will be a challenge to governors going forward and will need to be discussed</b></p> <p><b>Gov Q: Is the income from Red Kite Club included in the income?</b>  <b>A: Yes within ‘other income’. This has been budgeted at remaining at the same level going forward but can be reviewed.</b></p> <p>The Chair and Resources Committee recommended the FGB approve the Revised Budget.</p> <p><b>Decision:</b> Governors agreed to approve the 2016/17 Revised Budget which will be submitted to the LA by 31<sup>st</sup> December 2016</p> <p>CDi went through the highlights of the remainder of the draft minutes and the governors gave their thanks to MW for the very detailed Premises Report he had produced. MW confirmed he will meet with Harrogate Grammar School to look at the priority premises work on 5<sup>th</sup> December 2016.</p>	
11	<b>MAT Conversion Working Party Report:</b> See confidential minutes	
12	<p><b>Polices: To review: Child Protection; Complaints Procedure; H&amp;S; Pay; Safeguarding: Standards of Conduct; Whistleblowing</b></p> <p>The Head went through the Pay Policy giving Governors details of how it had been annotated to our school’s requirements</p> <p><b>Action: Head to double check the school ISR range is 10-16</b></p> <p><b>Decision: Governors agreed to adopt the LA Model 2016 Pay Policy</b></p> <p>The Head told Governors that to comply with the Complaints Policy the ‘Complainants Leaflet’ must be available on the school website. This sets out the Complaints Procedure. There was a short discussion surrounding the policy and the Head confirmed all staff in school including the Cooks and Caretaker are aware of the procedure and it is imperative that Governors are also familiar.</p> <p><b>Decision: Governors agreed to adopt the LA Model Complaints Policy and Procedure</b></p> <p><b>Decision: The Governors reviewed and agreed the following policies – Child Protection; H&amp;S; Safeguarding; Standards of Conduct; Whistleblowing</b></p>	Head
13	<p><b>Governor School Monitoring Visits and review Link Governor Roles:</b></p> <ul style="list-style-type: none"> <li><b>Autumn Term Reports:</b> The Head has written a new SDP and included monitoring opportunities for the Governors and will produce a visit template. The documents will be ready for the Spring Term. There are no Autumn Term Monitoring Reports.  <b>Gov Q: Will we use the SDP Priorities for our Monitoring Visits?</b>  <b>A: Yes</b></li> <li><b>Future visits schedule:</b> To be arranged in the Spring Term. These do not all need to be classroom based observations.</li> </ul>	

	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Link Governor roles:</b> These will be reviewed as part of the SDP update</li> </ul> <p><b>Action: Bring to March 2017 meeting</b></p>	<p><b>All govs</b></p> <p><b>S Dev Comm Head</b></p>
14	<p><b>Governor Training:</b></p> <ul style="list-style-type: none"> <li>• <b>Updates from Training/meetings attended:</b> <ul style="list-style-type: none"> <li>- JW and EL had attended the Governor School Improvement Network meeting in September (GSIN) delivered by the LA. The governors felt it was disappointing and didn't bring any matters of key importance back to the school.</li> <li>- The Head and Chair attended a Diocesan meeting at Dacre Braithwaite Primary CE School which was looking at the new RE resources for 'Updating Christianity'. They reported that this had provided valuable information and the HT was looking forward to opportunities to use the resources.</li> <li>- MW and EL had attended 'Charing the Governing Board' training delivered by the LA and had circulated a report with the main points to all governors (on file). They had also circulated 'Improving outcomes for Pupils' and 'Knowing your School' documents (on file) which MW recommended as good information for all governors to read.</li> </ul> </li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Training to book:</b> <ul style="list-style-type: none"> <li>- RH will attend the LA training 'Introduction to Governance' on 1<sup>st</sup> &amp; 29<sup>th</sup> March 2017</li> </ul> </li> </ul> <p><b>Action: Clerk to book via school admin</b></p> <ul style="list-style-type: none"> <li>- EL confirmed she is looking for H&amp;S training for PM to attend</li> </ul>	<p><b>All govs</b></p> <p><b>Clerk</b></p>
<p><i>Cath Down left the meeting</i></p>		
7	<p><b>Headteacher's Report (on file):</b> See also confidential minutes</p> <p>The Head noted that Governors had been given the opportunity to read her report prior to the meeting and would not be going through it in detail. Questions will be answered.</p> <p>1.5 - Improve Punctuality: The Head drew the Governors attention to the reminders parents have received regarding the impact that late arrival at school has on their child's learning. There are some consistently late families.</p> <p><b>Gov Q: When does school actually commence?</b>  <b>A: The children come in to school at 8.45am and lessons begin at 8.50am. Children arriving late to the classroom also disrupt other pupils learning.</b></p> <p><b>Gov comm: Parking can be a real issue and make parents late</b>  <b>A: Perhaps more parents could car share.</b> This can be suggested in a newsletter</p> <p><b>Action</b></p> <p>The Governors agreed with what the Head is trying to achieve</p> <p>2.3 – Four teachers will be completing the mini bus driver training scheme (MiDAS) so we can use St Aidan's mini bus for school sports and other events  <b>Gov comm: This will really help parents and admin time</b>  <b>Gov Q: Do we know what the hire charge is?</b>  <b>A: Not at present. This will be investigated</b></p> <p>2.6 – Our caretaker John Naxton is retiring at the end of this term. The LA's Building &amp; Cleaning Services have not yet appointed a replacement and the Head will keep Governors updated. There is a collection in school if governors wish to contribute for a leaving gift.</p>	<p><b>Head</b></p>

	<p>The Fire Officer visit went well.  <b>Gov Q: Has school had a Fire Drill?</b>  <b>A: Yes, evacuation in just over 2 minutes</b></p> <p>3.1 – FONR have kindly agreed to donate £3K and school will purchase a new phonics and spelling scheme called Read, Write, Inc (RWI). This well tested scheme is expected to have a direct impact on pupil’s learning</p> <p><b>Gov comm: The school newsletter is a good mix of information about school and a good channel to parents</b></p> <p>4.3 - The Head is now leader for Collective Worship and Champion of Worship (COWs) is continuing to help with assemblies.</p> <p>5.2 – Progress of Pupil Premium children data is unavailable as a review of the Essex Tracker has highlighted historical incorrect data input. This has taken time to correct but is now completed and the Head will be meeting with teachers over the coming weeks to analyse the corrected data.</p> <p><b>Gov Q: How many parental questionnaires have been completed?</b>  <b>A: 25 returned so far. The results will be collated at the end of this term and reported back in the Spring Term</b></p> <p>6.3 – The LA Governance Support Unit carried out a Governance Health Check on 22/11/16 and the report has been circulated to governors (on file). The Chair reported that she will write an action plan which will be circulated to all Governors and reported on at the next meeting.</p> <p><b>Action: Include on March FGB agenda</b></p>	<b>Chair Clerk</b>
8	<b>Safeguarding Annual Report to Governors:</b> <i>See confidential minutes</i>	
15	<b>Date of next full governing body meeting:</b> <i>Thursday 9<sup>th</sup> March 2017</i>	
16	<p><b>What impact have we had today on the achievement of pupils in our school:</b></p> <ul style="list-style-type: none"> <li>• We have regularised the situation with critical policies</li> <li>• The Governors have a clear position of pupil attainment</li> <li>• Agreed the Heads proposals for new schemes for phonics and literature</li> </ul>	
The meeting closed at 9.40pm		