



## NORTH RIGTON CHURCH OF ENGLAND PRIMARY SCHOOL

Full Governing Body meeting held on  
Thursday 5<sup>th</sup> October 2017 in school  
MINUTES

### Governing Body Core Functions

Ensure the vision, ethos and strategic direction of the school is clearly defined

Ensure the Headteacher performs her 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); Cath Down; Mark Wilkinson; Rosemary Hunt; Emma Littlewood

**In attendance:** Huw Edwards (Proposed new Co-opted Governor); Kath Harper (LA Clerking Service)

*The meeting opened at 7.02pm*

No	Item	Action
1	<p><b>Election of Chair and Vice Chair</b></p> <ul style="list-style-type: none"><li><b>Determine the term of office for Chair and Vice Chair:</b></li></ul> <p><i>Decision: The Governors agreed to continue with a term of 1 year for both roles</i></p> <ul style="list-style-type: none"><li><b>Election of Chair:</b> The Clerk invited nominations. Jo Williams was the only nomination.</li></ul> <p><i>Decision: Jo Williams was unanimously elected as Chair of Governors for a further 1 year term which will end on the eve of the first FGB meeting of the academic year 2018/19</i></p> <ul style="list-style-type: none"><li><b>Election of Vice Chair/s:</b> The Chair noted that it had worked well having 2 Co Vice Chairs last year commenting on how well supported she had been. Governors agreed to continue with the same set up this year. Nominations were then invited for the roles of Co Vice Chair. Emma Littlewood and Mark Wilkinson were nominated.</li></ul> <p><i>Decision: Emma Littlewood and Mark Wilkinson were unanimously elected as Co Vice Chairs for a further one year term which will end on the eve of the first FGB meeting of the academic year 2018/19</i></p>	
2	<p><b>Apologies for absence; determination of consent:</b> Rev Stuart Lewis had sent apologies which were consented to.</p>	
3	<p><b>Declaration of interests:</b> None</p>	
4	<p><b>Determination of confidential items:</b> None</p>	
5	<p><b>Items for discussion not already on the agenda:</b> None</p>	
6	<p><b>Governing Body Membership</b></p> <ul style="list-style-type: none"><li><b>a) Appoint Co-opted Governor:</b> The Chair welcomed and introduced Huw Edwards who lives in the village and has expressed an interest in becoming a Co-opted Governor. Huw has extensive knowledge of Finance and Best Value and Health &amp; Safety through his work as a Project Manager within the Construction Industry. Huw told governors he would like to be able to contribute to the community by supporting the school in this role.</li></ul> <p><i>Decision: The Governors unanimously appointed Huw Edwards to role of Co-opted Governor for a term of 4 years. The role will officially commence on receipt</i></p>	



	<p>Clerk: To appoint at first meeting (<i>cannot be the Head</i>)</p> <p><b>Headteacher Performance Panel:</b> Jo Williams, Emma Littlewood + Jane Turner (external adviser)</p> <p><i>The Chair advised that a meeting of the Panel has been convened for later this term.</i></p> <p><b>School Complaints Panel:</b> To be confirmed as need arises</p> <p><b>Pupil Discipline:</b> To be confirmed as need arises</p> <p><b>Staff Discipline/ Staff Appeal:</b> To be confirmed as need arises</p> <p>c) <b>Terms of Reference of the Committees:</b></p> <p><b>Decision:</b> <i>Terms of Reference (on file) were adopted for all committees. The Clerk advised that on conversion to YCST all ToR would need to be reviewed. It is hoped that YCST can provide generic Trust ToR.</i></p> <p><b>Action:</b></p> <p><b>Decision:</b> <i>Governors resolved to give full delegated authority to Resources Committee, Pupil Discipline Committee, Staff Discipline, Staff Discipline Appeals and the Complaints Committee in respect of their ToR. On conversion to YCST this would be revisited.</i></p> <p><b>Action:</b></p>	<p>Clerk</p> <p>Clerk</p>
<p>8</p>	<p><b>Appoint Governors with specific responsibilities/Link Governors:</b> Governors reviewed the Class Link Governor roles and Subject Link Governor roles and the following were agreed:</p> <p><b><u>Class Link Governors</u></b></p> <p>EYFS: Huw Edwards  Year 1, 2: Paul Moore  Year 3, 4: Rosemary Hunt  Year 5, 6: Mark Wilkinson</p> <p><b><u>Subject Link Governors:</u></b></p> <p>English: Mark Wilkinson  Maths: Rosemary Hunt  Music: Emma Littlewood  SMSC: (<i>Social Moral Spiritual Cultural</i>) Rev Stuart Lewis  Sports Premium: Jo Williams  Pupil Premium: Jo Williams  Individual Needs: Emma Littlewood  Safeguarding: Jo Williams  Training/Induction: Emma Littlewood  H&amp;S: Paul Moore</p>	

9	<p><b>Standing Orders and Code of Practice to review (on file):</b> The Governors reviewed, agreed and signed the document. It is assumed that on conversion to YCST the Governors will adopt a generic Trust version.</p> <p><b>Action</b></p> <p><b>Action: Rev Lewis to sign the STO's when next in school</b></p>	<p><b>Clerk</b></p> <p><b>SL</b></p>
10	<p><b>Headteacher Delegation to review (on file):</b> This is the maximum amount the Head may spend from a single budget heading without seeking prior consent from the Governing Body</p> <p><b>Decision: The Governors agreed to the current limit of £5000.00</b></p>	
11	<p><b>Register of Business Interests to review and sign/Hospitality Register reminder:</b> Governors updated their Register of Business Interests and the Clerk reminded them that if they receive a gift above a nominal amount they must record it in the Hospitality Register kept in school.</p> <p><b>Action: Rev Lewis to update and sign his Business Interests Register when next in school</b></p>	<p><b>SL</b></p>
12	<p><b>Agree minutes of the previous meeting of the FGB held on 8 June 2017 (on file):</b> The minutes were agreed as a true record, signed by the Chair and filed in school.</p>	
13	<p><b>Matters arising from the minutes for which there is no separate agenda item:</b></p> <ul style="list-style-type: none"> <li>i) <b>Agenda item 8iii)</b> A letter was sent home last term detailing criteria for applying for Free School Meals and the Head confirmed that there are no new eligible families.</li> <li>ii) <b>Agenda item 9: Point 3.3 –</b> Police observed parking at school this morning and spoke with some parents - they will observe at end of school day tomorrow. The Head has spoken with a persistent offender who parks inconsiderately. The parking remains an issue.</li> <li>iii) <b>Agenda item 10 b):</b> The commemorative plaque is in hand.</li> <li>iv) <b>Agenda item 14:</b> The Chair advised a Skills Audit will be carried out post MAT conversion</li> </ul>	
14	<p><b>Headteacher's Report (on file):</b>  <i>Enc SIA Report; YCST Adviser 2 Reports; Safeguarding Audit follow up email (all on file)</i>  The Head advised that this is a reduced report as we are only 4 weeks in to the new academic year. Governors had been given the opportunity to read the report and supporting documents prior to the meeting and the Head highlighted points.</p> <p><b>1.2c Pupil Premium:</b> There are currently 2 pupils in school in receipt of PP and one child will not receive any funding until April 2018 due to the nature of the funding.</p> <p><b>Gov Q: So the pupil will only receive funding for the summer term?</b>  <b>A: Yes</b></p> <p><b>1.7 Staffing:</b> Liz Clegg has made a positive start in her admin role on Thursday and Fridays. She has taken on the sports admin and is therefore part funded via the Sports Premium.</p> <p><b>Gov Q: So better for our budget?</b>  <b>A: Yes</b></p> <p><b>Gov Q: What is the impact on sports without James Finch's covering PE?</b>  <b>A: We are in discussions with YCST to provide some PE cover</b></p> <p><b>2.1 School Development Plan:</b> The Head has updated the SDP and the headings now mirror</p>	

	<p>the full Ofsted inspection criteria.</p> <p><b>2.2 SIA:</b> The Head told Governors that after MAT conversion we would have to pay the LA for Andrea Hayes' support so going forward we will only employ Mike Smit via YCST. The Head feels this will be better value for money.</p> <p><b>2.6 Building and Grounds:</b> Two new group working areas have been created 'Nook' and 'Cranny' and are already in good use and making a big difference. The new cloakroom arrangement fits in well with the flow of school. The Governors agreed this was a good use of the School House funds and will make a positive impact on the pupils learning.</p> <p><b>3.2 Appraisals:</b> The Head informed Governors that Mike Smit is already fully booked for appraisals and Jane Turner (Head at Pannal) has been secured as the external adviser the HT Performance Management</p> <p><b>3.3 Marvellous Me:</b> This is an App that enables teachers to contact parents through the day detailing when their child receives a virtual 'well done' sticker. Homework can also be communicated. This stimulates conversation at home helping younger children to talk about their day and has been well received by parents and children.</p> <p><b>Gov Q: Is it time consuming for the staff to use?</b>  <b>A: It is very quick to send</b></p> <p><b>4.1 Safeguarding:</b> The Head referred the Governors to an email following up a Safeguarding Audit carried out during the summer term (on file)</p> <p><b>4.4 Pupils as School Leaders:</b> The School Council has a new remit helping with the developing and monitoring aspects of the SDP and as part of this they choose a 'Class of the Week'.</p> <p>The Head added that the attached visit reports from Mike Smit show the progress made between June and September 2017. There was a short discussion regarding the drop in behaviour standards in school since the Ofsted Inspection in 2015 had graded it as 'Outstanding'. It was felt that expectations had risen with the new Head and big improvements have been seen, especially whilst the children are moving around school and during the Act of Worship.</p> <p>The Governors agreed that the reports from Mike Smit are very clear with Teaching and Learning points to work on. These will be looked at further within the School Development committee.</p>	
15	<p><b>Red Kite Club:</b> The Red Kite Club's registered name is Otley Kids Club. In the summer holidays a potential safeguarding incident was reported at the Otley premises which triggered a visit by Ofsted. The Head had circulated the subsequent Ofsted report (on file) for Governors information only. This incident had no connection with our school property, pupils or the staff who run the Red Kite Club. The Head has now met with the Red Kite Club staff and has been monitoring the provision. There are no issues with the provision here and The Head is happy for it to continue. Do the Governors agree with this?</p> <p><b>Decision: Governors agreed with the Head and endorse her decision but requested the Head carry on monitoring the provision</b></p> <p><b>Action</b></p>	Head
16	<p><b>MAT Conversion update:</b> The conversion target date is 1<sup>st</sup> November 2017. The Head and Chair have met with HR to arrange the staff transfer from the LA to YCST. This is expected to be a smooth process. The Head and school Admin are dealing with the procedural side including LA SLA's and contracts. Chris Burt at YCST is controlling the solicitor's fees with regards to the lease changes.</p>	

	<p><b>Gov Q: Do we have an update on the solicitor's fees to date?</b>  <b>A: No</b></p> <p><b>Action: Chair to write to Chris Burt for update</b></p>	<b>Chair</b>
17	<p><b>Review School Vision and Values (on file):</b> Following on from work carried out this term with parents and Governors the School Council have decided on 6 new values:</p> <p>Respect – Compassion – Koininia – Positivity – Perseverance – Independence</p> <p>These will replace the existing Ethos, Christian and Learning Values. The Head noted that the new values are already working in school. The Mission Statement will remain for now but will be looked at through the year. The Governors all agreed the process had been a good experience.</p>	
18	<p><b>Policies</b></p> <p><b>a) Share Policy Schedule:</b> The school will adopt the YCST policies following conversion</p> <p><b>b) Policies due for review: LA Model Pay Policy (on file):</b> Governors reviewed the updated LA policy as staff appraisals will take place prior to MAT conversion. The Governors reviewed the policy and agreed to keep the extra clause added last year regarding discretionary bonus payments for exceptional staff performance.</p>	
19	<p><b>Governor Monitoring Visits Schedule for Autumn Term:</b> The Head would like Governors to take part in book scrutinies and monitor feedback and marking as work carried out last term is put in to practise. The Head will offer 'Feedback and Marking' and monitoring training to Governors and will email some date options to available Governors. This will be especially helpful to Class Link Governors.</p> <p><b>Action</b></p>	<b>Head</b>
20	<p><b>Governing Body</b></p> <p><b>a) Governor Annual Planner:</b> The Chair advised Governors that we will adopt the MAT planner post conversion</p> <p><b>b) Report back on Governance Self Review and set objectives for Governing Body in 2017/2018:</b> The Chair tabled a report and action plan (on file). Governors are invited to add additional actions if desired. The document will be looked at within the School Development committee. The Governors thanked the Chair for the report.</p> <p><b>c) Governor Skills Audit:</b> The Chair advised that this will be carried out post MAT conversion</p> <p><b>d) 360° Review (on file):</b> The Clerk advised that as a follow up to the GB Self Evaluation it is seen as 'Good Practice' to carry out a 360° Review of the Chair. There was a short discussion and it was felt that this would not be carried out at the moment.</p> <p><b>e) Governor Training to book:</b> Governors had received details of the LA training opportunities (on file) and the Head reiterated that this can still be accessed post conversion. The Clerk advised that YCST hopes to provide some 'New to Governance' training later this term and the Clerk will notify them that Huw Edwards is interested. The Clerk will also ask for details of any further training available via YCST.</p> <p><b>Action</b></p>	<b>Clerk</b>
21	<p><b>Further items determined for discussion at agenda item 5:</b> None</p>	
22	<p><b>2017/18 meeting dates</b></p> <p><b>a) Confirm dates of Full Governing Body meetings for 2017/18:</b>  23 November 2017 (<i>change of date</i>); 15 March 2018; 7 June 2018</p> <p><b>b) Review start time of FGB meetings:</b> Governors agreed to change the meeting start</p>	

	<p>time to 6.00pm</p> <p><b>c) Determine Committee meeting dates:</b>  <b>Resources:</b> Thursday 2<sup>nd</sup> November 2017 at 6.00pm  <i>Following the meeting it was determined that this date may need to be rearranged</i></p> <p><b>Action: Clerk to send most recent monthly Budget Monitoring Report to Resources committee</b></p>	<b>Clerk</b>
<b>23</b>	<p><b>What impact have we had today on the achievement and wellbeing of pupils and staff in our school?</b></p> <ul style="list-style-type: none"> <li>• Co-opted a new Governor with financial skills to further enhance the monitoring of the school budget</li> <li>• Key Link Governor roles have been filled to aid monitoring of our pupils progress</li> <li>• Full Governing Body meeting start time has been brought forward to support the health and wellbeing of our Head and Staff Governor</li> </ul>	
<i>Meeting closed at 9.18pm</i>		