



## Leaving Community Primary School Governing Body

### Minutes 28<sup>th</sup> November 2018 at 6.15pm

Present:	Chair	Neil Audsley (NA) Sian Mitchell (SM) David Sharpe (DS) Louise Tolhurst (LT) Carolyn Childs (CC) Louise Peers (LP) Daniela Cross (DC)	Co-opted Governor (VC) Headteacher Co-opted Governor Parent Governor LA Governor Staff Governor Co-opted Governor
----------	-------	--	---

In attendance: Clerk                      Laura Waites (LW)

Apologies:                                      James Robinson (JR) Parent Governor

Vacancies:                                      2 x parent, 1 x co-opted positions

No.	Details	Action
1.1118	<p><u>Welcome</u> NA took the chair in the absence of JR and welcomed all to the meeting, including DC who had expressed an interest in being co-opted onto the governing body and LP, the new staff governor. DS proposed and CC seconded that DC be appointed to the GB as a co-opted governor; all agreed by show of hands. Introductions were made around the table. <u>Decisions:</u> DC was appointed as Co-opted Governor from 28 November 2018</p>	
2.1118	<p><u>Apologies</u> It was reported that there had been two resignations since the last meeting: RE as parent governor and SC as parent governor. SM reported that JR would not be able to attend the meeting due to work commitments; apologies were consented to <u>Actions</u> LW will update the GB details and send out the revised list of governors/positions including vacancies to be filled.</p>	LW
3.1118	<p><u>Register of Gifts and Hospitality</u> NA gave a reminder of the need to declare any gifts and hospitality received. None reported.</p>	
4.1118	<p><u>Declarations of interest</u> NA gave a reminder of the need to declare any interests in matters on the agenda. None reported</p>	
5.1118	<p><u>Confidentiality</u> NA gave a reminder of the need for confidentiality and to highlight any items that needed to be minuted as a confidential minute. It was agreed that any items to be minuted confidentially be highlighted at point of discussion.</p>	
6.1118	<p><u>Urgent other items</u> There was no other business to be raised.</p>	
7.1118	<p><u>Scheme of Delegation</u> The restructure reorganisation and redundancy (RRR) policy and process is to be checked and for HR/selection committee delegations. <u>Action</u> SM to check the policy/process and update the scheme of delegation as required</p>	SM
8.1118	<p><u>Minutes of the last meeting</u> The minutes of the meeting held on 19 September 2018 were agreed as a correct record and signed by the chair, including the confidential minutes which were reviewed as hard copy at the meeting. <u>Decisions:</u></p>	

	<p>Minutes of 19/9/18 approved for publication</p> <p><u>Actions:</u> LW to send a PDF version of the minutes to the School Administrator for publication. File signed hard copy minutes in new 2018/19 GB folder</p>	LW
9.1118	<p><u>Matters arising from the minutes</u> SM gave a reminder to governors to do their pen pictures SM is to arrange for parent governor expressions of interest / elections to be done</p> <p><u>Actions</u> Governors to provide pen pictures to the school office SM to undertake process to fill 2 x parent governor vacancies</p>	ALL SM
10.1118	<p><u>Budget Report</u> SM referred to the latest budget monitoring report and gave an update on the restructure reorganisation and redundancy (RRR) process. Consultation is being held with staff, TUs and HR and a letter is being sent to all staff. SM advised that all staff are aware of the situation. The GB agreed that DS, NA and JR sit on the selection committee and CC, LT and DC are to sit on the appeals committee (if required). The purpose of the appeals committee is to hear things objectively, therefore governors need to ensure they don't get involved in selection committee matters. SM gave an example of governor misconduct where governors have shared information with staff which should not have been shared. Confidentiality was again highlighted as very important in the role of governors, particularly any sensitive pupil and staff matters that are discussed by the GB. <b>Q. Is 3<sup>rd</sup> December the beginning of the process, are staff aware of all the information and is any support needed from a duty of care perspective?</b> <b>A SM is having open conversations with staff and has met with the chair. They are aware of staff needs and wellbeing.</b> <b>Q Do we have the right skills to be able to deal with appeals?</b> <b>A There will be HR support and involvement from specialist advisors</b> CC referred to the guidance in the RRR policy.</p> <p>SM has been on a budget management of deficit course offered by the local authority (LA) and picked up some points, particularly the need to do the RRR process early. Key budget lines have been benchmarked against similar schools and reviewed in more detail. The staffing budget is generally the most expensive resource in all schools. SM has appointed a new caretaker/cleaner/handyman who will be able to help with wider maintenance and improvements across the school and this will help reduce costs. <b>Q Is he happy with the arrangement? A Yes</b> Energy usage and energy efficiency are to be reviewed further. The internet filter can be paid for from the capital budget.</p> <p>Another area for review is the school's position as an inclusive school. SM made the GB aware of the potential financial implications of having an inclusive policy. For example, there are implications if the school takes pupils who don't have an EHP but later have needs as this incurs additional cost to the school. The GB discussed the school's policy including how funding was allocated or applied for. The GB agreed to maintain the inclusive policy as there is more than the financial impact to consider as it is important to consider positive outcomes for pupils. The GB also acknowledged the need for ongoing review to check that the school is the right placement for pupils who have additional needs.</p> <p>SM gave an update on the headline budget report which had been discussed in detail by the finance committee. It was agreed to minute this item as a confidential item; minute 10.1118.c refers.</p> <p><u>Decisions</u></p>	

	<p>DS, NA and JR will sit on the selection committee  CC, LT and DC will sit on the appeals committee (if required).  The GB agreed to maintain the inclusive policy</p>	
11.1118	<p><u>Policy Review</u>  SM referred to pre-circulated policies. The Pay Policy is to be reviewed at the next meeting. SM advised that the child protection policy is in the safeguarding policy.  It was agreed that the following policies be approved unless governors had any major comments (to be sent to SM).  <b>Q In the child protection policy, on p25 it refers to an assessment toolkit which is on the CYPS website, can we ensure that the school uses this?</b>  <b>A Yes. Staff are aware of it and staff training is being done.</b></p> <p><u>Decisions</u>  The following policies were approved subject to comments being received from Governors:  Safeguarding Policy including Child Protection Policy  Code of Conduct Policy  School Restructure, Reorganisation and Redundancy (RRR) Policy</p> <p><u>Actions</u>  Pay Policy to be reviewed at January FGB  Governors to make any comments on policies to SM</p>	<p>SM/LW  ALL</p>
12.1118	<p><u>Committee Updates</u>  Minutes from the two committees have been circulated to all governors for information. There were no questions on the minutes.</p>	
13.1118	<p><u>Headteachers Report</u>  SM referred to the pre-circulated report and went through some of the key points including progress against the SDP and the impact on leadership, teaching, progress and welfare. An update on the sports premium was given.</p> <p>SM also referred to additional documents circulated with the HT report including the ROV from Lisa Jones and a crib sheet for governors for their information and self evaluation questionnaires.</p> <p>It was noted that there is a need for the school to be aware of mental health as it on the government's agenda for schools currently.  <b>Q Do children here have support?</b>  <b>A Working well with support agencies and staff have had a lot of training</b></p> <p>SM covered work that is being done on development of the curriculum with LP following the Big Curriculum conversation with Ofsted course they attended. The course was very valuable in helping the school refine its thinking on the curriculum and the school has also had its website reviewed.  <b>Q Is there a list of statutory website information?</b>  <b>A Yes we have had this from Helen Davey (Lead LA Advisor)</b></p> <p>SM advised that the school has had a push on core subjects in the past and now is able to give more focus to foundation subjects. Teachers have skills to embed maths and English and will continue to do this.  <b>Q Are you still leading discrete subject by subject activities? A Yes</b></p> <p>LP is teaching maths in Y5/6 which is going well. Pupil voice shows the children are enjoying it. LP has attended success in maths training which is useful to help prepare for SATS.</p> <p>The school is doing a research project with a Y7 teacher to explore transition between Y6 and Y7 and will also work with a link school (Malton or Norton) to pick a maths topic to focus on. SM is also looking at other work which can be done with the cluster group and secondaries. It may be possible for a secondary teacher to come into the school and speak to Y6.</p>	

	<p><u>Action</u> All governors are to send completed self evaluation questionnaires to JR JR to provide analysis at the January FGB</p>	ALL JR
14.1118	<p><u>Code of Conduct</u> NA referred to the pre-circulated document which was agreed and signed by the GB. DC was reminded of the need to do a DBS check.</p> <p><u>Decisions</u> The code of conduct for the governing body was approved and signed.</p> <p><u>Actions</u> DC to liaise with the office regarding her DBS check</p>	DC
15.1118	<p><u>Training</u> Training needs were discussed.</p> <p><u>Actions</u> LP is to attend complaints training LP and DC are to attend governor induction training LW to send the link to training which is available through the LA and put the link in the minutes.</p> <p>Post meeting note – here is the link: <a href="http://nyestraining.co.uk/Training">http://nyestraining.co.uk/Training</a> The school can book training on behalf of the governors</p>	LP LP, DC LW
16.1118	<p><u>Link governors and visits</u> DS is the maths lead and gave a report of three recent visits made to the school. These have involved a discussion on maths strategy and approach and the setting of targets, a review of monitoring, last year's SATS results and the development of a maths plans to tackle gaps. DS noted that there was good practice in terms of the development of concrete approaches and pictorial representation in class and has reviewed this in more detail. A parents evening on maths was held to show parent how maths could be fun and some of the activities are also being used in class. The maths plan has review dates which DS will be reviewing with staff in future visits and will decide on an area of focus for next term.</p> <p>SM thanked DS for the time he has spent in the school and noted that staff have found it very supportive.</p> <p>CC is to do literacy visits and will be reviewing policies, the literacy development plan and doing class visits as well as looking at how the school is meeting the curriculum.</p> <p>SM noted that staff are using verbal feedback sheets to support book marking and this is having an impact and improving the children's progress. Pupil voice says it is more timely and better for the children. It is also helping to reduce staff marking time.</p> <p><u>Actions:</u> DS is arranging maths visits for next term and areas of focus CC is arranging literacy visits</p>	DS CC
17.1118	<p><u>Correspondence</u> NA reported that the complaint about a data breach had been dealt with and there was no further action needed. NA also reported that he and JR had reviewed a staff safeguarding issue which has been dealt with and no further action was needed. NA noted that this matter had highlighted the need to ensure all staff and governors are aware of complaint procedures.</p> <p><u>Action</u> JR/SM to raise awareness of complaints procedures with staff and governors</p>	JR/SM
18.1118	<u>AOB</u>	

	None	
19.1118	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors have been updated on the SDP and curriculum development activities.</p> <p>The school is building links with other schools and the community</p> <p>Wellbeing of staff</p> <p>Governor visits</p> <p>Financial sustainability</p> <p>Agreement that inclusion is a priority for the school</p>	
20.1118	<p><u>Next meetings</u></p> <p>HT performance – 12 December 2018</p> <p>Selection committee – after consultation ends</p> <p>Finance committee – date to be agreed</p> <p>Tracking and curriculum committee – 14 January 2019, 1.30pm</p> <p>FGB – 30<sup>th</sup> January 2019, 6.00pm (for 6.15pm)</p>	
21.1118	<p><u>Close</u></p> <p>NA closed the meeting at 8.05pm.</p>	