

**Leavening C of E Primary School Full Governing Body Meeting  
30<sup>th</sup> January 2019**

Present: Chair James Robinson (JR) – Parent Governor  
Daniela Cross (DC) - Parent Governor  
Sian Mitchell (SM) - Head Teacher  
Louise Peers (LP) – Staff Governor  
David Sharpe (DS) – Co-opted Governor  
Louise Tolhurst (LT) – Co-opted Governor

Clerk Laura Waites (LW)

Apologies: Neil Audsley (NA), Carolyn Childs (CC)

Vacancies: 3 (2 x parent, 1 co-opted governor)

**Minutes**

Minute	Details	Action
1.0119	<p><u>Welcome and Introductions</u> JR opened the meeting and gave a reminder of the core functions of the governing body, which are:</p> <ul style="list-style-type: none"> <li>• Setting strategic direction.</li> <li>• Holding Head teacher to account for educational performance.</li> <li>• Ensuring financial health, probity and value for money.</li> </ul> <p>JR gave a reminder about review of papers before the meeting; if governors need paper copies they can ask the school office and they can contact the school if they have any queries about any papers. Governors can access policies on the school website. New governors can speak to DS who has an education background and NA who is vice chair; both have a long background in being a governor.</p>	All
2.0119	<p><u>Apologies for absence</u> Apologies were reported from NA and CC; consented.</p>	
3.0119	<p><u>Declaration of interests</u> JR gave a reminder of the need to declare interests, pecuniary or non-pecuniary; there none to report.</p>	
4.0119	<p><u>Confidentiality</u> It was agreed that items on budget and staffing be treated as confidential and excluded from the minutes to be made available for public inspection.</p>	
5.0119	<p><u>Urgent other business</u> None.</p>	
6.0119	<p><u>Minutes</u> It was agreed that the minutes of the meeting held on 28<sup>th</sup> November 2018 be approved as a correct record.</p>	
7.0119	<p><u>Matters arising</u> None</p>	
8.0119	<p><u>Governor Vacancies</u> There are three governor vacancies: 1 x Co Opted Governor and 2 x Parent Governor. SM will aim to fill the parent governor vacancies. All are to continue to look for people who are interested in these or a co-opted position</p>	SM ALL
9.0119	<p><u>HT Report</u> SM referred to her circulated report and covered the key points. Pupil outcomes and Autumn term data – SM noted the school has made progress and following HT absence, progress is now going in the right direction. Monitoring</p>	

	<p>of data is being done robustly. The tracking committee plays a key role in reviewing the data. Monitoring is regular, robust and informal in the sense that it is not specifically limited to a timetable and is built around HT teaching, for example when covering in classes SM monitors the books and carries out pupil voice and learning walks. Formal lesson observations and pupil progress meeting are still timetabled.</p> <p>Quality of T&amp;L in Maths - LP has worked on maths development and the impact is that most children feel challenged and teaching style suits their needs. Attainment is good or expected generally. Y5 is a target cohort as progress is slightly below due to 1 or 2 children. The GB noted the need for confidentiality regarding data; in a small school it may be possible to work out who the data refers to even if it is anonymized. All governors noted the need to treat the data in a professional manner.</p> <p>SM advised that the SDP is refined throughout the year to meet changing requirements. In September, pupil outcomes in KS2 maths (was Y6 cohort) was reviewed and the school has made changes. LP is the maths leader to provide whole school consistency and is working closely with secondary schools in transition. LP spoke about her work with Norton secondary school and the transition project which is looking at fractions – an area that is a challenge in maths. It was noted that there is a big change in style from primary to secondary. The school hopes to have teachers from Norton visiting and observing maths lessons and there will also be visits with classes to the secondary school after SATs. LP is being observed this term and there will be a visit on 20 Feb of 4-5 secondary teachers. DS is to attend this session and also the visit to Norton in March.</p> <p>Governors noted there is also a dip following transition in other subjects as well as maths in Y7.</p> <p><b>Q Is the research going to be validated by an outside body?</b>  <b>A. It will be through the Scarborough teaching alliance, funded by them. Not sure if will be supported academically; will be published research and useful evidence of CPD</b></p> <p>Quality of T&amp;L in English – SM reported that the school has signed up for a pilot project to improve T&amp;L in reading in KS1. This is being run through the research school and is offered by Yorkshire English Hub and is funded. It looks at Phonics and early reading. Only 50% of pupils achieved good or expected in this area so this will help. There will be an audit of practice and support from a practitioner as well as funding for reading resources.</p> <p><b>Q Can governors get involved?</b>  <b>A The Literacy lead governor can be involved; will liaise with CC.</b></p> <p>Governors expressed thanks to SM for the proactive approach in getting additional resources and funding.</p> <p>CC, LT and DC are to be involved in Literacy and Early Years this year to support the school and help improve the focus in these areas. SM shared a brief summary on English from the English lead teacher and governor. Strengths were pupil voice, links made between creativity and the curriculum and breadth of enjoyment. SM has reduced formal learning walk and book scrutiny but still does this informally. SM is ensuring a focus on pupil voice by chatting to children and having conversations to learn what they are saying on a day to day basis; they are saying that learning is becoming more enjoyable.</p> <p><b>Q What does the report on spelling age mean? It looks like it has gone backwards? A. Needs to be reworded; it is improved - all pupils' spelling age has progressed</b></p>	<p>DS</p> <p>SM/CC</p> <p>CC, LT. DC</p>
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	<p>SM advised on arrangements needed in school to ensure the English focus carries on and is embedded or consolidated.</p> <p>Sports premium – SM advised that the sports premium will still be ring fenced and the school will be using it to contribute to a teacher’s salary (who will specialise in leading sport); it still has to be ring fenced for sport but the school is putting it in combination with money from the general budget to secure a teacher.</p> <p><b>Q Will we be able to use the funding as required? A yes the school will be able to meet requirement. To keep budget on track need to change the model of use of specialist teacher</b></p> <p>Staffing – One member of staff is on maternity from 25 March. SM proposed that due to timing, SM will take on a bigger teaching role to cover. JR noted that this is appreciated and will be helpful to the budget as well as ensuring the school focus on SATs is not interrupted. SM will support Y6 this term and next term in prep for SATs, however there will be implications on Head’s time and workload. After Summer half term a supply teacher will be used. Governors agreed that the plan was a good one and approved the arrangements.</p> <p>Tracking committee – Governors agreed to explore the committee recommendation to explore operational arrangements to give some additional support to the Head.</p> <p>SM advised that the Safeguarding Audit is to be completed by 31 March 2019 and at least one governor needs to do this with the Head. JR agreed to do this.</p> <p>Attendance –SM noted this is down to c93% and is usually 96% - this is due to sickness and bugs over the Winter period.</p> <p>Consultation on the staff restructure is progressing and staff understand the need for school to be financially viable. Governors noted that the school has taken effective steps to improve the school budget. SM advised that the Bursar has said that based on forecast numbers, the budget issue is resolved for now. SM covered the main changes to classes and there was a discussion about nursery provision.</p> <p><b>Q How does this get approved and communicated? A Welcome any other constructive suggestions from the GB regarding which classes will be taught and what the nursery offer is.</b></p> <p>It was agreed that the full financial situation including the nursery provision and wrap around provision be reviewed at the next finance committee meeting on 7<sup>th</sup> March, 1.15pm.</p> <p><b>Q Will there be a big change next year to pupil roll ? A Will not know for certain until September what the roll numbers will be in. Q Will the arrangements teaching Y3-Y6 together be achievable? A yes given the numbers</b></p> <p>Governors noted their thanks to the staff for the way they have come up with plans that work for the school, it is much appreciated. The budget monitoring report will be covered in the finance meeting.</p>	<p>SM</p> <p>JR</p> <p>Finance Cttee</p>
10.0119	<p><u>Committee Updates</u> Finance – to be held in March Teaching performance and curriculum – covered above</p>	
11.0119	<p><u>Safeguarding Report</u> Covered above.</p>	

12.0119	<u>Policies for approval</u> The following policies had been emailed for comments: <ul style="list-style-type: none"> <li>• Pay policy</li> <li>• Health and safety policy</li> <li>• SEN policy</li> </ul> The policies were approved with no amendments.	
13.0119	<u>Governor visits to School</u> Governor visits – links Maths and English governors have done visits and their reports were sent in – these will go out with the minutes	
14.0119	<u>Communication with Stakeholders</u> Parent surveys are being analysed	
15.0119	<u>Budget monitoring</u> To be covered at the finance committee.	
16.0119	<u>Health and Safety</u> NA to give a report; not aware of issues There was a H&S premises visit last week and no o/s issues. SM is doing walkabouts with governors and or admin regularly as this is good practice. It was noted that the sandwich trolley needs to be moved as it is in a warm corridor. SM also to ensure morning staff are being vigilant. Governors to report road marking repainting to the council.	NA  SM SM All
17.0119	<u>Governor Training</u> DC is to book onto induction training for governors.	DC
18.0119	<u>Governor Monitoring Visits</u> Some governors are in school more than others; if something is noted, governors were asked to bring it to SM's attention in respect of H&S day to day issues and safeguarding.	
19.0119	<u>How has this meeting impacted on the welfare and progress of our pupils?</u> See minutes above.	
20.0119	<u>Head teacher Performance Management</u> To be done	
21.0119	<u>Any other urgent business</u> None	
22.0119	<b>Date of next meeting</b> – 13 <sup>th</sup> March 2019	

Signed .....

Date .....