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 Head teacher: Mrs S Hay

Minutes of Full Governing Body meeting held on Thursday 27 <sup>th</sup> November 2014 at 6.00pm	
<b>Present:</b> Mr J Dunwell, Mrs B Kelly, Mr A Jacques, Mr R Abbott, Mrs C Middleton, Mrs S Hay (Headteacher)	
<b>In Attendance:</b> Mrs L Richardson (Clerk to the Governing Body)	
	Action
1. <b><u>Welcome and Apologies</u></b> <ul style="list-style-type: none"> <li>• None</li> </ul> <b><u>No attendance</u></b> Mrs C Capewell Mr P Hopkins Mrs K McSherry	
2. <b><u>Confidentiality &amp; Declaration of Business Interests</u></b> <ul style="list-style-type: none"> <li>• Confidentiality reiterated by Chair of Governors</li> <li>• No new declarations</li> </ul>	
3. <b><u>Minutes of meeting held on 18<sup>th</sup> September 2014</u></b>  <b>Resolved: Unanimously agreed that the minutes of the Full Governors meeting held on 18<sup>th</sup> September 2014 be signed by Chair as a correct record.</b>	
4. <b><u>Matters Arising for which there is no separate agenda</u></b> <ul style="list-style-type: none"> <li>• Mr Topping, Mrs Shaughnessy &amp; Mrs Nicholls were included on minutes under no attendance. Mrs Shaughnessy and Mrs Nicholls had indicated that they were resigning, confirmation was later received. Mr Topping's situation to be discussed later in meeting</li> <li>• Governor newsletter was written and can be found on the school website</li> <li>• Any outstanding Governor personal information for website to be</li> </ul>	

	sent to school as soon as possible	
5.	<p><b><u>Reconstitution of Governing Body</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed to discuss this later in meeting</li> </ul>	
6.	<p><b><u>Ofsted</u></b></p> <ul style="list-style-type: none"> <li>• Ofsted report was emailed to Governors prior to meeting</li> <li>• School was judged to be Requires Improvement. Governors informed that there is a lot of work to do</li> <li>• HMI will visit school between 6 – 9 weeks, Headteacher expects this to be early next term. HMI are not like Ofsted they will look at the report and expect to see what progress has been made and what we are doing to further that progress. We expect there to be 2 HMI visits to school. They may want to observe some lessons, speak to the pupils or have a meeting after school, it will depend on the individual inspectors</li> <li>• Q –When does school expects the next Ofsted visit A –It is expected to be 2 years</li> <li>• Governors agree this is a positive report and recognizes the progress made since September</li> <li>• Governor states that we received RI due to not having enough evidence to show the progress made. Pupil progress takes time to show</li> <li>• The report recognized all the work done and shows that the school is on the right track</li> <li>• If the inspection had taken place next February it would have been a different outcome as more of the evidence would have been available</li> <li>• Moving from Outstanding to Requires Improvement doesn't look good, but parents were aware of the situation before the Ofsted visit and have been supportive</li> <li>• The onus is now on the school to move forward quickly</li> <li>• Governor states that some of the historic matters in respect of high achievers was known from 2012 Raise on Line data. Children were taught to their ability but were not pushed higher</li> <li>• Headteacher states that progress is more important than attainment</li> <li>• Governor states that we need clear short term, medium term and long term strategies when setting the targets; stating what we need to do and Governors need to make sure targets are set. Action plan includes these</li> <li>• We are already completing half termly assessments</li> <li>• Governor states that the Achievement Committee is new Q – we look at class as a whole but should we be looking at individual targets Q – should Governors be attending staff meetings where pupil targets are being discussed A – we usually look at groups rather than individual children for</li> </ul>	



	<p><b>3. <u>Strengthen the effectiveness of Leaders and Managers at all levels</u></b></p> <ul style="list-style-type: none"> <li>• 3.1 The judgements about the quality of teaching are not poor but they are not triangulated. These need to show how observations relate to books and planning. This needs to be for groups of children and not just the class as a whole</li> </ul> <p>3.2 This being a small school means that other than the Headteacher, Mrs Capewell and NQT, all staff are middle leaders. For many of our staff this was their first experience of an Ofsted inspection. Class Teaching has been our priority this half term.</p> <p>Q – Governor asks if the Headteacher will be delegating more work than previously</p> <p>A – Headteacher states that this is now possible as we now have stable staffing</p> <p>3.3 An external review has been suggested for the Governing Body. Governor states that we have already received external assistance. Governor support has been contacted to arrange a review.</p> <p>Governor states that when attending Chair of Governor training it had been suggested that a Governor leadership forum should be arranged, unfortunately this was arranged for this evening and Mr Dunwell was unavailable to attend.</p> <p>Governor concerned that at the review only Chair of Governors would be interviewed, Clerk informs Governors that at a review she had been involved with all Governors were invited to attend. Governor asks for as much notice as possible.</p> <p>Q – could we include the teaching of mixed ability classes and mixed year group in the action plan as differentiated teaching is a major problem</p> <p>A – this is only a start to the action plan and governor input needs to be encouraged.</p> <p>Q – does having mixed year groups mean that the gaps are bigger than if the classes were single year groups</p> <p>A – this is not true as a single year group class can have a massive difference of ability</p> <p>Governor states that the big issue is high achievers and we need to address this.</p> <p>Headteacher asks that a committee be formed to meet monthly to primarily discuss Ofsted Action plan</p> <ul style="list-style-type: none"> <li>• Governors agree that mediocre expectations need to disappear</li> <li>• Marking and feedback are strong with whole staff book scrutinies and the use of green pen</li> <li>• Letter was sent to parents earlier in the year to inform them that standards are improving</li> <li>• Behaviour for learning is key for the children to be ready to learn. The children need to be pushed out of their comfort zone. We saw behaviour as outstanding but Ofsted judged it as good</li> </ul>	Governors
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	<p>due to the behaviour for learning, even though we have moved away from passive learning and have various success criteria around school it takes time to see the results of our actions</p> <ul style="list-style-type: none"> <li>• Headteacher suggests that Governors take on the responsibility of each of the main points, with one or two Governor for each point, that way Governors will be more involved. Governors agree this is a good idea. Timetable of specific meetings such as PPM's, staff meetings etc be emailed to Governors for them to attend. Maths and Literacy lead will be invited to speak to Governors. Headteacher acknowledges that Governors are busy but emphasises that all Governors need to be involved to spread the load</li> <li>• Whole school to have a targeted approach to improve the teaching. Governor states that teachers need to be on board, Headteacher assures Governors that staff have been brilliant although at times it has been very difficult in school. School will be giving teaching staff the opportunity to see good practice. <ul style="list-style-type: none"> <li>Q – will that require additional funding</li> <li>A – there will be a need for some CPD funding, there will also be some cost implications in respect of EYFS and its outdoor area. Ofsted would expect school to spend more in the target areas</li> <li>Q – will they review what money has been spent</li> <li>A – No they will just review the outcomes</li> </ul> </li> <li>• School has arranged for a lead teacher to meet with staff after school, we are lucky there will be no charge for this, it would normally cost £250 per day. There will be a cost in respect of staff mentoring. we are looking at local schools to help with this</li> <li>• Governors agree that the action plan needs to evolve and be reviewed by the achievement committee plus the new monthly committee</li> <li>• Mr Dunwell agrees to be the Governor for Section 3 of the Action Plan – Strengthen the effectiveness of Leaders and Managers at all levels</li> <li>• Q – How many parents have been on ParentView <ul style="list-style-type: none"> <li>A – Currently 37</li> <li>Q – How long is this information kept on the website</li> <li>A – It is possible to view the last 12 months results, 2 years results and beyond. The information includes leavers too</li> <li>Q – Why do 40% of the results state they have no idea about bullying in our school</li> <li>A – this is a good thing which means they have had no experience of bullying in our school</li> <li>Parents met with Ofsted</li> <li>Q – the question:why did 11% of parents on Parentview disagree with their child receiving the appropriate amount of homework</li> <li>A – Homework is always an issue</li> </ul> </li> <li>• Mr Abbott agrees to be the Governor for part of Section 2 – Raise standards in writing and mathematics</li> </ul>	<p>Headteacher</p>
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7.	<p><b><u>Headteacher's Report</u></b></p> <ul style="list-style-type: none"> <li>• The Headteacher informs Governors that rather than writing a Headteacher's report she will be reporting on the updated Ofsted Action Plan. She will verbally report any extra information Governors need to know at each meeting</li> <li>• Governors are invited to attend the Nativity with the dress rehearsal on Monday 15<sup>th</sup> December at 1.30pm. The shows will be on Tuesday 16<sup>th</sup> December at 1.30pm and Wednesday 17<sup>th</sup> December at 5.30pm</li> <li>• Rev. Loftus conducted our Harvest Festival and Remembrance Service. He will be visiting school each half term</li> </ul>	
8.	<p><b><u>Governing Body self evaluation/skills audit</u></b></p> <ul style="list-style-type: none"> <li>• According to the skills audit we are more or less covered in all areas. Some Governors feel that they have a weakness in SEN, but we have 3 Governors who are strong in this area</li> <li>• Governors thank Mr Dunwell for collating the skills audit information. Governors feel that it has been a good exercise to complete</li> <li>• Governor states that we need to consider succession planning when recruiting new Governors, having young parents on the Governing Body would be a good idea</li> </ul> <p><b><u>Reconstitution of Governing Body</u></b></p> <ul style="list-style-type: none"> <li>• Mr Topping has resigned from the Governing body due to a difficulty in attending meetings. Mr Jacques informs Governors that there has been a volunteer, with Governor experience, to step into the position of Foundation Governor, he will confirm with them and let the Headteacher and Chair know the details; They will be invited to the first FGB meeting in the new year.</li> <li>• Governors agree that Mr Hopkins be appointed as Community Governor to fill the new vacancy</li> <li>• Chair to write to thank the three Governors who have resigned for the work they have done for the Governing Body.</li> </ul> <p><b>Resolved: Mr Hopkins be appointed as Community Governor</b></p> <ul style="list-style-type: none"> <li>• Governors agree that our Governing Body should consist of 12 Governors Headteacher, 1 Staff = Mrs Capewell, 1 LA = Mrs McSherry, 2 Foundation = Mr Jacques &amp; Vacancy, 3 Parents = Mr Dunwell, Mrs Kelly &amp; Mr Abbott, 4 Co-opted = Mrs Middleton, Mr Hopkins &amp; 2 vacancies. We will be able to target skills to fill the Co-opted vacancies. Governor states that we need to consider the commitment that will be needed by anyone filling the vacancies Proposed by Mrs Kelly, seconded by Mr Jacques. Governors agree.</li> </ul>	

	<p>Clerk to send a copy of draft instrument to school who will forward it to the Trustees, once we have their approval it will then be sent to LA for final approval. It is hoped that this will be completed in time for Governors to adopt at the April FGB meeting</p> <p><b>Resolved: Governing Body reconstitute to include 12 Governors as discussed</b></p>	
9.	<p><b><u>Review School Development Plan</u></b></p> <ul style="list-style-type: none"> <li>• Governors agree that issues we were addressing in the SDP should be included in the Action Plan, this will then be brought to each FGB meeting</li> <li>• Strategic Priorities to be an agenda item at each FGB meeting</li> </ul> <p><b><u>Achievement Committee update</u></b></p> <ul style="list-style-type: none"> <li>• This is a core group of Governors, it was agreed that all Governors now attend if available so as to get an overview</li> <li>• Governors need to understand the statistics on achievement for the school</li> <li>• Feedback from all sub committees will be included in FGB meetings</li> <li>• Copy of LA Review and Raise on Line data, pages marked with a G are for Governors, to be sent to Governors. Headteacher reminds Governors that the Raise on Line data is historical but can show patterns within school</li> <li>• Governor asks that all minutes from sub committees be sent to all Governors</li> <li>• Ofsted Action Plan/Headteacher’s Report to be agenda item in place of SDP</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Headteacher</p> <p>Clerk</p> <p>Clerk</p>
10.	<p><b><u>Governor visits/training</u></b></p> <ul style="list-style-type: none"> <li>• Visits to school discussed earlier during agenda item 6</li> <li>• Staff meeting topics to be sent to Governors. Governors to attend</li> <li>• Governors need to commit to visiting school more often. Notes of visit to be sent to Headteacher and then out to all Governors</li> <li>• Governor review to take place</li> <li>• Raise on Line training arranged through another school has now been cancelled. Governors attended this training last year. Raise on line to be discussed at next Achievement Committee meeting</li> </ul>	<p>Headteacher</p> <p>Governors</p> <p>Clerk</p>
11.	<p><b><u>Review Policies</u></b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy – new addition made by LA, dates and names reviewed</li> <li>• Child Protection Policy – updated by LA, dates of training amended</li> </ul>	

<p>12.</p> <p>13.</p> <p>14.</p>	<ul style="list-style-type: none"> <li>• Marking Policy – this is specific to the school</li> <li>• SEN Policy – Statements have been replaced by Education Health Care Plans</li> </ul> <p>Governors agree policies with changes</p> <ul style="list-style-type: none"> <li>• Governors to review the Looked After Children Policy, Headteacher to be notified of any queries/alterations by Monday</li> </ul> <p>Governors agree policy subject to any queries/alterations</p> <ul style="list-style-type: none"> <li>• Q – Is there a way for Staff to indicate that they have read the policies</li> <li>A - There is a sign sheet in a file for ALL staff to sign once they have read the relevant policies. Ofsted were impressed with the file</li> <li>Q – Is this reviewed</li> <li>A – The details are reviewed and dated</li> <li>Q – Do staff receive work at heights training</li> <li>A – We are having some Health &amp; Safety training during a staff meeting in January</li> </ul> <p><b>Resolved: Policies agreed</b></p> <p><b><u>Health &amp; Safety issues</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b><u>Correspondence</u></b></p> <p>See separate confidential minutes</p> <p><b><u>Any other business</u></b></p> <ul style="list-style-type: none"> <li>• Safeguarding to be included as an agenda item for FGB meetings</li> <li>• Headteacher’s performance management has been completed and targets have been set for the coming year. We need to appoint another Governor to the performance management committee before the review meeting in Spring term</li> <li>Q – Have other staff had their appraisals</li> <li>A – Yes they have been completed and non-teaching staff are being appraised at the moment</li> </ul> <p><b><u>Finance Committee update</u></b></p> <ul style="list-style-type: none"> <li>• Mr Dunwell and Mr Jacques met with the Headteacher and Bursar on 15<sup>th</sup> October</li> <li>• We have a slight surplus of £7,500</li> <li>• The Headteacher costs between January – July was £15,000, but half of this was refunded through the Staff Absence Scheme</li> <li>• Pupil numbers are taken from the October Census and results in us having a possible £11,000 deficit next year</li> </ul>	<p>Governors</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> <li>• Headteacher to spend £3,000 - £3,500 per year to target specific areas</li> <li>• Q – what do we have in capital budget A – We have £5,000 this year and expect to receive a further £5,000 for the next 2 years We will need to spend money on the outdoor area in EYFS</li> <li>• There are to be changes to the way we receive funding for Capital budget Q – Do we need any maintenance work A – There was a leak in the roof but Tom Willoughby's came and cleared the guttering this seems to have solved the problem. We are planning to paint the outside of school during the Easter Holidays</li> <li>• Overall the school finances are healthy at the moment</li> <li>• We would like some tyres for the outdoor area, Headteacher to visit Brotherton &amp; Byram Schools to see their outdoor area Q – Do we need to have a decorating plan A – The school already has a decorating plan Q – Would it be good to put aside an amount each year towards a rolling programme for decorating. Governors agree to this</li> <li>• Governors invited to the School Christmas Fair after school on 12<sup>th</sup> December</li> </ul> <p>Meeting closes at 8.10pm.</p>	
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