



Cliffe (V.C.) Primary School
Main Street
Cliffe
SELBY
YO8 6NN



Tel/Fax: 01757 638426
headteacher@cliffe.n-yorks.sch.uk
www.cliffe.n-yorks.sch.uk
Headteacher: Mrs S Hay

**Minutes of Full Governing Body meeting held on
Wednesday 13th July 2016 at 6.00pm**

Present: Mr R Abbott, Mrs C Middleton, Mrs M Lumley, Dr A Pickles, Mrs K McSherry, Mr M Whattam, Mr A Price, Mrs S Hay (Headteacher)

In Attendance: Mrs L Richardson (Clerk to the Governing Body)

	Action
<p><u>1. Welcome & Apologies</u></p> <ul style="list-style-type: none"> • Mr Jacques – due to a family matter • Mr Dunwell – due to car breaking down • Mr Jordan – due to work matters <p>Governors consent to apologies</p> <p><u>2. Any other business to be agreed</u></p> <ul style="list-style-type: none"> • None <p><u>3. Confidentiality & Declaration of new Business Interests</u></p> <ul style="list-style-type: none"> • Confidentiality reiterated • No new declaration of business interests <p><u>4. Minutes of meeting held on 27th April 2016 & matters arising</u></p> <p>Agreed that the minutes of the Full Governors meeting held on 27th April 2016 be signed by Chair as a correct record.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Mrs McSherry was at meeting but has been missed off minutes • Mr Dunwell was on minutes twice and should have been under apologies only • Attendance to always to be included in Headteacher's reports • Q – How was the parent's meeting where parents look at children's work? A – It was successful. Children showed parents round school and also their work. We are going to do it again possibly twice a year • Q – Do we know who will take charge of investors in pupils whilst Mrs Capewell is on maternity leave A – Yes Headteacher will be working alongside Mrs Fogg 	

5. Confidential minutes of meeting held on 27th April 2016 & matters arising

Agreed that the confidential minutes of the Full Governors meeting held on 27th April 2016 be signed by Chair as a correct record.

Matters Arising

- None

6. Headteacher's report inc Ofsted action plan update

- Staffing has changed slightly in respect of TA support. Extra support is being given to the 35 children in South wing, this is for the benefit of the children
Q – What hours does Mrs Hartshorne work?
A – 22.5 hours in total
- Initials in brackets next to training shows the person who led it. Out of county training sessions are increasing. Network meetings are through North Star Alliance. Headteacher meeting with them was impressive. We receive free network meetings for: EYFS, SEN, English & Maths. We are currently continuing to use County meetings as we have already bought into service but are to give notice at Christmas so we don't need to use them next year
Q – Who is included in South part of North Star Alliance?
A – Meadowside is the teaching school and many members of the Selby Learning Alliance have now joined too
Q – Will there be governor training?
A – We can buy what we need if it isn't already available
Q – Is Alliance fairly new?
A – It has been going for a few years now and already has the infrastructure in respect of support & accountability
- **Q – Is the contact with Bangkok progressing?**
A – No there has been no further contact. There will be more capacity to move forward next year with a bigger Y6 class
- **Q – Is Dyslexia work with Barlby High EMS proving to be useful?**
A – Yes. It is vital for the children going to Barlby High
- Progress can already be seen with the 1st class in writing intervention

School

7. Data update

EYFS

- Without SEN children included in data, GLD would be 69%
- Some of the children entered our school at 16-22 months in many areas, this is low compared to previous years; therefore these children have made good progress
- GLD is lower than last year, which was 64% this year 52.9% (inc all children); this is due to higher level of need in current cohort

Y1 Phonics

- Results have increased this year with 16 out of 18 children passing the test and 1 child was only 1 mark from passing
- 4 x Y2 children re-sat test.
See confidential minutes

Y1

- Reading – 1 child emerging is on SEN register
- Writing – Same child emerging as for reading. This is now assessed on complete fit. We will be changing our writing assessment files in September accordingly

- Maths –
Q – This data is stronger than other subjects why?
A – Yes it is, this could be due to assertive maths. Interventions have helped close gaps. Mr Price has been involved with TRG (Teaching Research Group) this has also helped.
 There is now a higher expectation even for children with lower ability and we are working within mastery
Q – How does this relate to the Shanghai system?
A – Part of it is the same as the mastery system. The lead teacher of TRG went to Shanghai.
 Children have maths journals

Y2

- There is no greater depth in tests
- **Q – Test results are lower than Teacher Assessments, why?**
A – Teacher Assessments are judged on work in books throughout the year and whether children are working at expected level but tests are judged on one day and some children did not answer questions fully
- Information is given to governors showing difference between data for boys compared to girls. School to review analysis and what to do to close the gap, this is included in SEF
- We decided that our children should complete the SPAG test even though there had been a problem and these scores will not count, our children did well on this test
- Science will be a major focus next year in respect of Ofsted

School

PP children

- PP Children did well, there were none in Y6

Y3

- **See confidential minutes**
- Data shows a comparison for these children when in Y1, Y2 compared to their data in Y3

Y4

- **See confidential minutes**

Y5

- Some of data amended should read:
 Reading - Summer end % - Y2 S = 1, Y5 D =4 (23.5%), S = 12 (70.6%)
 Writing – Summer end % - Y4 D = 1(5%), Y5 D = 5(29.4%), S = 10 (48.8%)
 Maths – Summer end % - Y5 E = 2(12.5%), D = 4 (25%), S = 8(50%), Mastery = 2 (12.5%)
- **Q – Next year do you expect more children to move into mastery?**
A – There will still be gaps in Y6 curriculum. We aim to get the majority of children to be secure by the end of the year.
 The assessment sheets need to be right to show the steps within brackets otherwise it will not show any progress.
 Ofsted look at high achievers.
 Any child still at emerging has not yet secured Y5 work and when they move into Y6 we will continue to assess them
Q – Will they receive extra help?
A – Yes
- **Q – How does this data compare nationally?**
A – We don't know there is nothing to compare to. We have

evidence in books showing what the children have achieved and whether they have made enough progress

- Staff know the children individually which is great but 'so what?' we need to show that we are doing everything we can to help the children progress and achieve

Y6

- This year results day was horrible for the children
- 1 child passed all 3 tests
1 child passed Maths and Reading
1 child passed Reading and SPAG
2 children did not pass any but scored 98 & 99, just below standard score of 100
- We can see the progress the children have made

8. Review of LA Support Plan

- Milestones in red are ongoing
- Governors agree this is a good plan and clearly shows what still needs doing
- Governors ask for a glossary to be included in governor handbook as there are many acronyms
- DP = Designated Person, SL = Subject leader
- **Q – SPAG book was introduced for Y6, why didn't Y5 get one too?**
A – It formed part of booster group last year and this gave us 100%. We will introduce it for Y5
- Support Plan to be included on next agenda and update will be given to governors. Any questions to be sent to Headteacher prior to next meeting
- Mock interviews Ofsted style to take place with subject leaders during next RIG meeting
- Mock Ofsted review to take place in October

Headteacher/
Clerk/
Governors

9. Update from Committees:

Achievement Committee – 20th April 2016

- Minutes sent out prior to meeting
- P2 should read expected progress not average progress
- Expected progress is 6 steps

Achievement Committee – 14th June 2016

- Minutes sent out prior to meeting
- No questions

Finance Committee – 19th May 2016

- Minutes sent out prior to meeting
- **Q - Final out-turn figure was 41K is that correct?**
A – Yes. Projected balance for end of 16/17 is £38.8K, which is healthy
- Parent forum has indicated they are happy with level of communication this is a big improvement on previous years
- It is difficult for parents to keep up with what is happening at school as there have been lots of changes and it can be difficult for parents to understand details. Meetings at beginning of year may help and may raise expectations for parents
- Not having a breakfast club or after school club means that some parents are not choosing our school. Headteacher suggests we

<p>consider getting costings for a portacabin to be used for before & after school clubs, this can then be by school during the day. There would need to be toilet facilities. Second hand portacabins are approx. £20K plus services. We could consider applying for lottery funding. 3 year forecast shows 17/18 out-turn to be £65.7K and 18/19 £68.2K. Governors agree that finance committee should consider this purchase and complete a feasibility study. There currently is no available after school provision in Cliffe. School to send letter to parents asking how many would use facilities. It would probably mean a loss in first year or even first two years. Application for extension was refused. Trustees would need to give permission as portacabin would need to stand on field and this is owned by Trustees. Primary use would be for school and would increase capacity.</p>	<p>Finance Governors</p> <p>School</p>
<p><u>RIG Focus Group</u></p> <ul style="list-style-type: none"> • Reports sent to governors • There has been 2 meetings since last FGB meeting • Agreed to have a governor handbook so governors can be better prepared for Ofsted • Governance in general was discussed and preparation needed for Ofsted visit • Conducted a book scrutiny • Discussed higher ability children in each class • Governors agree what they saw was encouraging • Headteacher finds these meetings useful 	
<p><u>Feedback from Academy discussion 24th May 2016</u></p> <ul style="list-style-type: none"> • Most governors attended meeting • Discussed general issues • No longer an urgency to join an academy • Headteacher also attended a meeting at Selby College, this is a ghost MAT and was a positive meeting. Board of Trustees include head of Barlby High & Selby CP school. Schools will be able to keep their own identities. Already have structure in place. Want only local schools to join them. <p>If we join a MAT before Ofsted visit then they do not come. We want to join for the right reasons and governors agree that a meeting with governors should be arranged. Ebor trust is another local option, also Brayton High School joined Rodilian but they are based a long way away. Selby College is geographically sensible. Mrs Middleton to send copy of powerpoint to governors from another meeting she attended in respect of academies</p>	<p>School</p> <p>Mrs Middleton</p>
<p><u>10. Strategic Priorities</u></p> <ul style="list-style-type: none"> • Plan for governors is attached to SDP • Priorities are: Communication, Enrichment of Curriculum, Raising Standards, Building fit for purpose. Most have been completed. • Governance to be included on next FGB meeting agenda • Governors to consider what to include on Plan in Autumn term • Copy of statement to parents to be reviewed by governors, any comments to be sent to Mrs Middleton in next few days. Copy to be sent to parents and included on school website 	<p>Clerk Governors Governors</p> <p>School</p>

11 Parent Forum Report 22nd June 2016

- Headteacher to review newsletters and general information and how shared with parents
- Facebook account would be difficult to control – it could be set up so that all posts go through the office before posting. LA to be consulted in respect of safeguarding advice.
- School to consider redesigning website, this could be done through Schools ICT

Headteacher

12. DEFIB update

- Money left over from fundraising to be donated to school along with training for use of defib
- Defib to be attached to fence at front of school, it can then be used by school and members of the village
- Headteacher to work with organiser
- Over £800 was raised by school

13. DBS checks – discussion

- SCR includes details of DBS checks, SCR up to date
- New staff need to apply for DBS unless they already work for NYCC. LA have stated it is no longer compulsory for schools to renew DBS, they conduct spot checks on 10% of employees
- Governors agree that school should not renew DBS unless requested by LA

14. Governor visits/training

- SIN meetings are good for information. Academies was the main subject of last meeting. NYCC are keen to support schools with what decision they may make

15. Policies

Volunteers Policy

- Policy Agreed

Lockdown Procedure

- Agreed

Complaints Procedure

- Headteacher to check policy and bring back to governors

Headteacher

16. Agree dates for meetings in next academic year

Dates agreed as follows:

Wednesday 28th September 2016 – Full Governors Meeting 6pm

Thursday 13th October 2016 – Finance Meeting 5pm

Tuesday 1st November 2016 – Achievement Meeting 6pm

Wednesday 25th January 2017 – Full Governors Meeting 6pm

Thursday 9th March 2017 – Finance Meeting 6pm

Thursday 16th March 2017 – Achievement Meeting 6pm

Thursday 11th May 2017 – Finance Meeting 6pm

Wednesday 17th May 2017 – Full Governors Meeting 6pm

Tuesday 23rd May 2017 – Achievement Meeting 6pm

Tuesday 11th July 2017 – Achievement Meeting 6pm

Thursday 20th July 2017 – Full Governors Meeting 6pm

