

Courageous
Learners
Inspired
For
Future
Experiences



Cliffe VC Primary School

Minutes of Full Governing Board meeting held on Thursday 22nd February 2018 at 6.00pm

Present

Mrs S Hay	-	Head teacher
Mr A Price	-	Staff Governor
Mr R Abbott	-	Parent Governor
Mrs P Topping	-	Parent Governor
Mrs K Cooper	-	Foundation Governor
Mrs M Lumley	-	Co-opted Governor
Mrs C Middleton	-	Co-opted Governor
Mr R Allan	-	Co-opted Governor

In Attendance

Mrs S Fogg	-	Senior Teacher
Mrs L Richardson	-	Clerk

1. Welcome & Apologies

Dr A Pickles - Parent Governor due to teaching a class

Mr M Jordan – Foundation Governor, due to attending a Council meeting

Governors accept apologies

2. Any other business to be agreed

- Succession planning

3. Confidentiality & Declaration of new Business interests

- Confidentiality reiterated
- No new business interests declared

4. Minutes of meeting held on 26th September 2017 & matters arising

Agreed that the minutes of the meeting held on 26th September 2017 be signed by Chair as a correct record.

Matters Arising

2016/17

7. H & S visit completed. Item Closed

14. Skills audit completed. Item Closed

2017/18

1. Succession planning to be discussed as any other business. Item Closed
2. Latest report yet to be received. Hopefully work to be completed in near future. Option 2 would be school's choice, but option 1 is cheaper. Disabled WC to be added.

Q – How many toilets do we have now?

A – 1 boys cubicle plus 2 urinals and 3 girls cubicles

3. Succession planning to be added to strategic plan
4. Governance framework to see what outstanding looks like to be sent to Governors again
5. Governors attended parents evening to hand out questionnaires. Item Closed
6. Strategic plan included as agenda item. Item Closed
7. PTA paid for Doodle maths and it is now being used in school. Item Closed
8. Amended SIP emailed to governors. Item Closed
9. Strategic Plan included as agenda item. Item Closed
10. Stairs to mobile class repaired. Item Closed
11. Bus situation discussed at last meeting. Smaller bus is currently being used, which is slightly better. Item Closed
12. Budget monitoring report sent out prior to finance meeting. Item Closed

5. Confidential minutes of meeting held on 26th September 2017 & matters arising

Agreed that the confidential minutes of the meeting held on 26th September 2017 be signed by Chair as a correct record

Matters Arising

- None

6. Headteacher's report

- Headteacher to meet with Dave Barber from Ebor Academy Trust, they are offering free associate membership for 1 year. Currently we are with North Star Alliance at a cost of £1000 per year (included in budget). We currently have an issue with travel time & costs and feel that NSA are no longer offering value for money. We are currently part of the Selby Learning Alliance which includes 16 schools and offers school to school support. We also receive English & Maths network meetings through Dfe. Governors agree it would be good to consider all options

7. SENCo report

- This is Miss Ware's first report. She is to complete the NASENCo training, this will be good CPD for her.

8. School Improvement Plan (Governor Strategic Plan)

- Governors have received a draft copy
- Succession planning to be added

1. Maintain communication at all levels

- This was added due to a previous Ofsted report (not latest report). Communication with parents is now good, Governor on the gate has helped to improve this.

Governors agree to include for a further year and then review again next year as to whether it can be removed

Q – What means of communication do parents have with Governors?

A – Contact details can be found on school website, they can also hand letters into office which would be passed on to Chair. Information also to be included on Governor newsletter

- Governors to take turns in writing the Governor newsletter – this will be sent out once per term and can include Governor on the gate duty, what governors have discussed and what the priorities are (just general comments). First to be completed by the end of this term by Mrs Topping. December newsletter to be written by Mr Allan
- Mr Abbott also to write to parents explaining how tight the budget is

2. Raise standards and aspirations

- **Q – Are the percentages too aspirational?**

A – No we want to achieve these targets that is why we are employing an additional outstanding teacher

- Amended to read Majority make expected progress

3. Maintain and strengthen Good judgement of school

- To ensure that school is solidly good in all areas
- Progress data & end of year data will link into this
- Monitoring is important and needs to be increased by Governors
- To monitor areas & subjects – to be added to strategic plan

4. Ensure building is fit for purpose

- New toilets & cloakrooms are essential
- All areas of school are currently used as teaching areas
- **Q – Could we get a small portacabin?**
A – We would need planning permission plus facilities and electricity
- **Q – Could we use the Hall at Institute?**
A – A cost would be incurred.

5. Further develop curriculum and enrichment opportunities

- We have a new link to Adelaide Primary School in Hull, who are a diverse school. Visits to be arranged there and here, this is a post Ofsted development and incorporates British Values
- We are not having a whole school visit this year but are to conduct RE visits. KS1 are to visit a Sikh Temple and KS2 to visit a Mosque
- Ensure assessments standards for all subjects – to move to next year

Succession planning

- To be included on every agenda. Previous discussions resulted in Dr Pickles to shadow Chair

9. Review staffing for 2018

- To be discussed at Extraordinary meeting arranged for 20th March 2018 at 6pm

10. Safeguarding

- School is secure but there is an issue with the front gate to the car park, this gives complete access to the school grounds.

Q – If we were to install CCTV cameras would insurance premiums be reduced?

A – These are useless from the police point of view. Would it really deter anyone from coming onto school site?

11. Governor training/visits

Reports sent out to Governors:

- Health & Safety visit by Mr Abbott on 1st December 2017
- EYFS provision & termly progress review by Mrs Lumley on 2nd February 2018

12. Review Policies:

EYFS Policy

- Policy agreed

Leave Policy

- Policy agreed

SEN Policy

- Reviewed by Miss Ware
- Policy agreed

Single Equality Scheme

- Policy agreed

13. Health & Safety issues

- Janet Morris from LA visited school to conduct a H & S inspection. She highlighted a missing fire door seal – to be replaced
- H & S visit by Mr Abbott – all actions completed
- Further rodent issue occurred in North Wing, Backhouse Environmental Services visited school but nothing was found.

14. Correspondence

- None

15. Any other business agreed at beginning of meeting

Succession Planning

- Discussed earlier in meeting and added to strategic plan

Meeting ends at 7.25pm

Next FGB meeting: - Extraordinary meeting 20th March 2018 at 6pm