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Cliffe VC Primary School

**Minutes of Full governing body meeting held on
Wednesday 25th January 2017 at 6.00pm**

Present

Mrs C Middleton	-	Co-opted Governor
Mr R Allan	-	Co-opted Governor
Mrs K McSherry	-	LA Governor
Dr A Pickles	-	Parent Governor (arrived at 6.25pm)
Mr R Abbott	-	Parent Governor
Mrs P Topping	-	Parent Governor
Mrs K Cooper	-	Foundation Governor

In Attendance

Mrs S Fogg	-	
Mrs L Richardson	-	Clerk

1. Welcome & Apologies

- Introductions made for the benefit of 2 new governors

Apologies

- Mrs M Lumley, Co-opted Governor due to family illness
- Mr M Jordan, Foundation Governor due to meeting elsewhere
- Mr A Price, Staff Governor due to illness

Governors accept apologies

2. Any other business to be agreed

- Confidential letter
- British Values action point
- SFVS Audit
- Safeguarding Audit

3. Confidentiality & Declaration of new Business interests

- Confidentiality reiterated
- No new declaration of business interests

4. Minutes of meeting held on 28th September 2016 & matters arising

Agreed that the minutes of the Full Governing Body meeting held on 28th September 2016 be signed by Chair as a correct record.

Matters Arising

- 1) Parent elections took place. Item Closed
- 2) Foundation governor vacancy discussed and filled. Item Closed
- 3) Clerk to check that new standing order was emailed to governors
- 4) Mr Dixon's visit to classrooms included in Headteacher's report. Item Closed
- 5) Governor visit forms are being completed.

Q – Are these just for formal visits or do they need to be completed for gate duty too?

A – Not for gate duty

Item Closed

- 6) List of policies referred to in H & S policy added. Item Closed
- 7) H & S visit to take place by Mr Abbott during Spring Term

5. Confidential minutes of meeting held on 28th September 2016 & matters arising

Agreed that the confidential minutes of the Full Governing Body meeting held on 28th September 2016 be signed by Chair as a correct record

Matters Arising

- None

6. Minutes of extraordinary meeting held on 5th October 2016 & matters arising

Agreed that the minutes of the extraordinary Full Governing Body meeting held on 5th October 2016 be signed by Chair as a correct record

Matters Arising

- 8) Mrs Lumley attended parent forum for Homework. Item closed
- 9) Another meeting for parents to take place, date to be confirmed once subject determined
- 10) Rapid Improvement Group to be changed to Governor Working Party since we are now seen as a good school by Ofsted. Working party to review high achieving pupils at next meeting
- 11) Mrs Middleton still to contact school in Italy at a later date if it is still possible after there was an earthquake near to the school. We are currently doing lots of work in respect of global learning. We are writing to children at Thorpe Willoughby School in French. Item Closed
- 12) Mr Allen attended new governor training through North Star Alliance which gave him useful information as to what is expected and the

parameters of being a governor; he felt this would be good training for all new governors.

Having a list of acronyms would be useful as a new governor. Headteacher to copy acronyms from governor handbook to make a crib sheet.

- 13) Clerk still to check how many trustees are required legally for a GB. To be quorate at a FGB meeting there needs to be half the total number of governors + 1 and for a committee meeting there needs to be 3 members in attendance
- 14) Headteacher still in discussion with potential governor with required skills
- 15) Governors considered suitable people to approach to join governing body. Item Closed
 - Governors agree it would be good for new governors to shadow existing more experienced governors
 - ***Q - What does SEN & EHCP stand for?***
A – Special Educational Needs & Educational Health Care Plan, this used to be known as a Statement

7. Confidential minutes of extraordinary meeting held on 5th October 2016 & matters arising

Agreed that the confidential minutes of the extraordinary Full Governing Body meeting held on 5th October 2016 be signed by Chair as a correct record

Matters Arising

- None

8. Headteacher's report

School Building update

- Mr Dixon from LA saw how little room we have in Y6 and took photos of the classroom, he also saw how we used the hall. Unfortunately Mr Dixon is leaving the LA and has sent our paperwork on to someone else, governors feel that this is a step backwards.

As yet we have not heard any information about a feasibility study. Headteacher to contact LA and ask for a date, if no date set Governors to write to LA. It would be useful for Mr Dixon's replacement to meet governors on site to discuss our situation.

11 children have applied to join our school in September for EYFS

Q – When is the deadline for applications?

A – It has gone

We were hoping for numbers to be 14 or 15 for September, so this is disappointing as these numbers are used for projections in respect of our hope to increase school space.

If we decided to add another classroom space to our school we could increase the PAN but currently we could not afford to pay for full time staff to run 5 classrooms.

- ***Q – What is the life expectancy of the portacabin?***
A – We have already had a new roof on our existing portable classroom

Q – Could we consider adding pre-school to our premises this should then bring in further funding?

A – Historically Trustees have refused to have pre-school on site. To do this we would also need to consider all implications very carefully as staff would need to be Taped across and we would need to consider how it would be managed.

Mrs Cooper to ask Trustees for their thoughts at next meeting.

Ofsted commented on the good transition we have with pre-school provision.

Headteacher, Dr Pickles & Mr Jordan to meet and discuss ideas around pre-school.

Pupil Progress & Achievement

- ARE = Age Related Expectations
- Assessing if children are set to achieve GLD (Good Level of Development) by end of school year, currently there are 57.1% who are

Q – 57% sounds low, is it?

A – For this time in the year this is good and by the end of the school year this should be higher

- ***Q – Why is the Y3 maths lower?***

A – It is a dip and we have already put things in place to help. There are also things in place for Y2 reading.

Although Y2 reading is low their Writing & Maths are higher, there is a reason behind these results, which the Governor Working Party will see.

End of term Headteacher will look and see if children are on track and whether children have made progress. Some children may make good progress but still not attain. Governors Working Party will review this information at their next meeting

- We moderate with other schools within North Star Alliance. We take evidence of work to the meetings and discuss against the evidence for their schools

9. SENCo report

- 11 children are currently on the SEN register and 2 having EHCP. SEN children are making good progress
- ***See confidential minutes***
- IPM (Individual Provision map) is an ongoing document shared with parents at parents meeting in addition to parents evening.
- EMS is working with 3 GRT children offering additional support
See confidential minutes

10. School Improvement Plan

- This is a whole school document showing our 5 year plan
- GB put it together, we need to review page 4 – Governors strategic plan
- It includes main areas of development, and includes milestones
- Item highlighted red = not achieved, Amber = almost there and Green = achieved

- Investors in Pupils is highlighted red as the Ofsted visit took place during the time we were to apply for this. There is a cost of £700 to budget for this which will now move to next year's budget
- Governors agree that Headteacher should add more detail to Year 2 and then for Chair of Governors to check it and bring it to next meeting for discussion

Post Ofsted

- Children do not fully understand the diversity represented in modern day Britain, therefore an action plan has been written which includes:
Evaluation of resources
Developing children's own culture & identity
Promoting multi-culturalism
Exposing children to high quality experiences of unfamiliar things

Ofsted

- It was a very thorough, tough inspection, but inspector listened and looked at individual children
- The only thing they picked up on was childrens' understanding of the diversity represented in modern day Britain, which is something relatively alien to the pupils in this small English Village
Q – Could we invite children from other areas with different cultures to sporting events, this will give their visit a purpose
A – Yes that would be a good idea
- It was a good report
- Governors send their congratulations and appreciation to staff and children for all their hard work. We have a great team.
- ***Q – When are Ofsted next due?***
A – 3 years, it would then be a Section 8 inspection, which is for 1 day with the main focus being a meeting with Headteacher & Governors and only a brief observation of teaching. If by 2pm they do not have enough evidence to confirm we are still good, or they consider we may be anything other than good then it would turn into a 2 day inspection

11. Appoint Chair of Finance Committee

- Mrs McSherry nominates Mr Abbott, seconded by Headteacher. Governors agree and Mr Abbott is appointed Chair of Finance Committee
- Governors also agree that Mr Allen be appointed Vice Chair of Finance Committee
- Next finance meeting is on Thursday 16th February at 5pm. The meeting originally arranged for 9th March has been cancelled
- Mrs Cooper & Mrs Topping to join Finance Committee
- To review SFVS at next meeting

12. Update from committees:

Finance Committee – 13th December 2016

- We are currently £4-£5K over the planned overspend in school budget. At next finance meeting governors will discuss what has caused this additional overspend. Some of the budgets are underspent and

- governors agree we need to bring the budget back on track. We have a proposed deficit next year plus fewer pupils than anticipated
- Questions from meeting were answered by FMS Officer & emailed to governors
- Sounder on alarm system will be more expensive than first thought
- We need to consider reducing TA hours

Achievement Committee – 1st November 2016

- We have changed scheme for maths to White Rose
- Read Write Inc has been introduced and has made a massive impact

13. Review staffing for 2017

- We need to consider reducing TA hours due to the school budget, to be discussed with FMS Officer.

See confidential minutes

14. Safeguarding

- Safeguarding Audit completed and sent to Chair of Governors for her to check. Audit to be sent to LA before 31st March.

Q – Has it highlighted any concerns?

A – No

- All risk assessments have been signed off
- ***Q – What is school ruling on children being dropped off at school?***

A – The gates open at 8.35am and doors open at 8.45am, parents are responsible for their children between those times.

Q – Has that been made clear to parents?

A – Yes

Reminder to be sent to parents via newsletter

15. Governor Training/Visits

- Governor SIN meeting at Escrick is on 9th February. Anyone wishing to attend to let school office know to book a place.
Workshop is at 4.30pm with main meeting 6.00pm
- Governors to be informed of any training that is available to them through LA or Alliance

16. Review Policies:

Charging Policy

- Pantomime was previously paid for by the PTA, but they wanted to purchase something more substantial this year and at a cost of £1K per year the pantomime was making a big hole in their bank account, so parents were asked to make voluntary contribution towards pantomime cost. Unfortunately not all parents have made a contribution so school had to pay the shortfall from school budget.
PTA asked Mrs Hay to put together a wish list of something tangible for the whole school and she has suggested an outdoor staging at a cost of £4 - £5K.

Trustees contributed towards Young Voices trip previously but their contribution was less this year so again parents have been asked to contribute.

School has sent out information via newsletter of what voluntary contributions parents will be asked for till end of year and was asked to inform parents what may be asked over the next financial year, this will give parents notice and hopefully more will contribute. Mr Jordan to be asked if County Council have any funds we could apply for.

- Policy agreed

Behaviour Policy

- Policy agreed

Policy for Global Dimension

- Policy agreed

SEN Policy

- Policy agreed

Display & Learning environments Policy

- Policy agreed

Whistleblowing Policy

- Policy agreed

17. Health & Safety issues

- There was a sickness bug before Christmas and Headteacher contacted Public Health England who agreed we were doing everything required e.g. use of hand gels and conducting additional cleaning. One parent complained, wanting us to close the school which we didn't. Governors agree this was the correct course of action. This was not an isolated event as all schools in the area had the same bug.

Governor suggests that the age of the toilets may have an impact on such outbreaks and asks that this incident be brought as further evidence for the feasibility study.

Q – What percentage of children off ill would mean we need to close the school?

A – Public Health England did not give a figure

- There has been a mouse seen in North Wing – this has now been dealt with.
- There was a near miss on the road outside school. A child was crossing the road and a car did not stop and needed to mount the kerb to avoid a child and her parent, Mr Miles' quick reaction stopped a tragic accident taking place. The incident was reported to the police, highways and Mr Jordan.

Parish Council are requesting a 20 mile per hour limit to be implemented outside school

18. Correspondence

Mrs Fogg leaves the meeting

- *See confidential minutes*

19. Any other business agreed at beginning of meeting

- All items discussed earlier in meeting

Meeting ends 8pm