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Cliffe VC Primary School

**Minutes of Full Governing Board meeting held on
Tuesday 26th September 2017 at 6.00pm**

Present

Mrs C Middleton	-	Co-opted Governor
Mrs M Lumbley	-	Co-opted Governor
Mr R Allan	-	Co-opted Governor
Mr M Jordan	-	Foundation Governor
Dr A Pickles	-	Parent Governor
Mrs P Topping	-	Parent Governor
Mr R Abbott	-	Parent Governor
Mrs S Hay	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
Mrs J Maskell	-	LA Trainee Clerk

Clerk chairs the meeting

1. Welcome & Apologies

Mr A Price - Staff Governor is on a school residential

Mrs K Cooper – Foundation Governor is on holiday

Governors accept apologies

2. Appointment of Chair & Vice Chair of Governing Board

Chair of Governing Board

- Mr Jordan proposes Mrs Middleton, seconded by Mrs Hay. Governors agree and Mrs Middleton is duly appointed as Chair of Governing Board.

Mrs Middleton chairs meeting

Vice Chair of Governing Board

- Dr Pickles proposes Mrs Lumley, seconded by Mrs Topping. Governors agree and Mrs Lumley is duly appointed as Vice Chair of Governing Board.
- Governors agree that both Chair and Vice Chair to serve a term of 1 year. Governors to review succession planning for next year. To be included on next FGB agenda

- Dr Pickles agrees to shadow Chair & Vice Chair during the forthcoming year
- A Chair of Governors needs to have the capacity to spend time in school. They need to have a good working relationship with the Headteacher and trust is key.

Q – Would the headteacher feel comfortable in having a parent as Chair of Governors?

A – Yes, this has happened in the past. It is vital that the Chair accepts that the Headteacher should be able to talk to them freely about any issues that may arise in school.

3. Confidentiality & Declaration of new Business interests

- Confidentiality reiterated
- Business Interest forms completed

4. Any other business to be agreed

- None

5. Minutes of meeting held on 20th July 2017 & matters arising

Agreed that the minutes of the Finance Committee meeting held on 20th July 2017 be signed by Chair as a correct record.

Matters Arising

7) H & S visit by Mr Abbott to be arranged for this term. Janet Morris from LA is to conduct H & S paperwork visit on 1st December.

14) Skills Audit forms handed out during meeting. To be completed and returned to school or Mr Abbott as soon as possible.

16) Crib sheet sent to governors. Item Closed.

22) Strategic plan included as agenda item. Item Closed

23) Year 3 details added to plan. Item Closed

27) Mr Jordan has made enquiries about any funds available. Drax funding has already been earmarked. Item Closed. Feasibility study completed over summer holidays. Mr Jordan to contact Patrick Muligan, Councilor for NYCC & Executive member to enquire what the outcome was.

29) Link Governors included on agenda. Item Closed

31) Skills audit included on agenda. Item Closed

33) Dates for Governor gate duties emailed to all governors. Item Closed

During gate duty, governor concerned about 2 buses that passed our gate whilst children were arriving at school, question to be asked as to why they are now coming through the village as there is a safety issue.

Complaints have been received from neighbours about parent parking.

Q – Are they repeat offenders?

A - Yes

6. Confidential minutes of meeting held on 20th July 2017 & matters arising

Agreed that the confidential minutes of the meeting held on 20th July 2017 be signed by Chair as a correct record

Matters Arising

- None

7. Register of Hospitality

- Governors reminded of requirements

8. Update Register of governing body data & review terms of office

- No terms of office due to end during this school year

9. To appoint governors with specific responsibilities

- English – Mrs Middleton
Geography/History – Mr Abbott
PE – Mr Allan
PP/SEN – Mrs Lumley
Art – Mrs Cooper
- Maths – Dr Pickles
Computing – Mrs Topping
EYFS – Mrs Lumley
Science – Mr Jordan

Q – What does this involve?

A – Meet with subject lead to share their action plan and subject leader folder, this can be arranged for the same day as when governors are on gate duty

- Complaints Panel – Mr Allan, Dr Pickles & Mrs Topping.
Governors from another school could be asked to sit on this panel if necessary. Governors on this panel should not have any prior knowledge of the complaint.

10. Review terms of reference for pupil discipline & staff dismissal committees

- Agreed
- If there are no changes to documents in future this information would be useful to be added to the email when sending out documents.

11. Review Scheme of Delegation

- Amended to reflect that all governors now attend all meetings
- Agreed

12. Review Standing Orders & Code of Practice

Standing Orders

- Amended to 1 year term of office for Chair and Vice Chair
- Agreed

Code of Practice

- Agreed

13. Headteacher report

- ***See confidential minutes***
- Governors send their thanks to Mrs Stacey for her work in obtaining a £10,000 grant.
- ***Q – Why has there been a change to the gym club? Why is there now no charge?***
A – We are using Sports premium money as some children were unable to access the club but now can. The club is now

totally inclusive, which is part of the Gold standard, school games award.

14. School Improvement Plan

Governor Strategic plan

- Strategic plan was written when we were RI with a view to get to good, now we need to review it to get to outstanding
- Succession planning to be added. Headteacher to send out governance framework for governors to see what outstanding looks like and review how we can get there.

Priority 1

- Completed – but matters are ongoing. Governors agree to keep this priority in SIP
- Individual Children's data was made available to parents during parent's evening.

Whole school data is not on website as we did not have enough children to report results, we will have this year though. A link will take parents to data dashboard. Headteacher to consider how to show information clearly. Also need to celebrate Ofsted report – 'good Ofsted shows that we are getting the best out of what we have got'.

Governors are more visible – governor termly letter from Mrs Middleton & governor on the gate have made parents more aware of governors who are now seen as part of the school; this has made the most impact in increasing parents understanding of governance. Governors to attend parents evening 31st October & 2nd November if available, to hand out new questionnaires

- Last parent questionnaire showed 100% of parents were now happy with communication
- Governor to attend parent forum. Scheme of delegation document could be used to education parents as to what governors do and use it as a discussion point.
- Year 2 column (2016/17).

See confidential minutes

All children to make expected progress was unrealistic and needs to be reviewed.

- Year 3 column (2017/19)
Majority exceed expected – needs to be more realistic, what is meant by majority?
- Strategic plan to be reviewed at next FGB meeting

School Improvement Plan

- Objective 2 changed to be maths specific due to latest results.
Governor suggests using Doodle Maths or Maths Wiz, Headteacher to take a look at them
- Amended SIP to be emailed to governors
- Governor monitoring is not strong and needs to be added to strategic plan
- ***Q – Are these the right priorities for our school?***
A – Yes, based on performance of our school last year
- Each governor to take responsibility of monitoring a specific area of SIP

15. Review SEF

- Format changed, Ofsted headings still used
- ***Q – Are our pupil numbers increasing?***
A – We currently have 120 NOR and our PAN is 15 calculated on floor space.

7.30pm Mr Jordan leaves the meeting.

16. Strategic Plan

- Discussed earlier in meeting

17. Skills audit

- Form handed to governors. To be completed and sent to school or Mr Abbott for collating. To be returned no later than 6th October.

18. To consider Governor Training needs/visits

- Star Alliance offer training
Q – Is this free?
A – No, only for full members
Details of their training can be found on their website
Q – Which Alliance are we part of?
A – North Star Alliance

19. Review Policies

Health & Safety Policy & Procedures

- NYCC Policy, we add school specific information
- Agreed

Pay Policy

- NYCC Policy
- Agreed
- ***Q – Is Miss Ware doing the SEN course?***
A – Yes but we need to consider the funding for this as it is not currently included in the school budget.

20 Health & Safety

- Stairs are rotting on mobile class, south wing. Mr Sawdon is to repair these. Stairs currently taped off so not accessible
- Bus travelling past school gate as discussed earlier is a H & S issue. Mr Allan to make enquiries as to why this is happening.

21. Correspondence

- New booklet sent from Francis Loftus re: Selby Educational Trust. Copies handed out to governors. Future of academies is unclear. LA is changing and shrinking and schools are now expected to buy more services from LA. We need to consider what is best for our school. Ebor Academy and Hope Academy are other options we could consider.
Q – Can you change once you have joined an academy?

A – No, government can make a change but not an individual school. The academy you join could change dramatically after you have joined and there is nothing you can do about it.

22. Any other business agreed at beginning of meeting

- None

Governor requests that budget monitoring report be sent out prior to finance meetings, governors understand that this would be a copy which was subject to change, as the bursar visits school on the day of the meeting so that she is available to attend.

Meeting ends 8.05pm