



Cliffe (V.C.) Primary School
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Headteacher: Mrs S Hay

**Minutes of Full Governing Body meeting held on
Wednesday 28th September 2016 at 6.00pm**

Present: Mr R Abbott, Mrs C Middleton, Mrs M Lumley, Mrs K McSherry, Mr R Allan, Mr A Price, Mrs S Hay (Headteacher), Dr A Pickles (arrives at 6.10pm), Mr M Jordan (arrives at 6.55pm)

In Attendance: Mrs L Richardson (Clerk to the Governing Body), Mrs S Stacey (SBM), Mrs S Fogg

Action

1. Welcome & Apologies

- Mr Whatton is stepping down as Governor

2. Any other business to be agreed

- None

Non Attendance

- Mr J Dunwell – his term of office is due on 31st October and it is believed that he will not be attending any further meetings

3. Confidentiality & Declaration of new Business Interests

- Confidentiality reiterated
- New business interest forms completed

4. Register of Hospitality

- Copy sent to governors prior to meeting

Mr Stewart & Rev. Francis have been invited by governors to discuss the Selby College Multi Academy Trust

- LA asked Selby College to work with Ian Clennan from Selby CP School to propose a new school for Staynor Hall, only to be unsuccessful due to having no legal trust. This was information that they were unaware of at the time and have since agreed that a trust needed to be established for Primary schools for which a funding bid was approved.
- They are now promoting this around all local primary schools within a 45 minute drive of Selby College
- Trust wants local schools to work together
- 3 Headteachers and 3 Governors would join the board
- Local governing bodies would continue at each individual primary school and would continue to support the Headteacher and school team

- Future plans could include a bid for funding to become a teaching alliance with an executive head to drive it
- No church schools are allowed to join this MAT
- Advantage to joining this trust is that they already have all business services established
- **Q – Are any secondary schools involved?**
A – No
- **Q – Why is it only primary involvement?**
A – That is what is needed in this area
- **Q – School Improvement – would college be involved with that, or would that be left to the school?**
- **A – Both, College is linked to Hull University and Huddersfield University. Schools would be self improving too. College would deal with the business side of school rather than the educational side**
- Trust would have core services such as HR & Finance support. Procurement would be better using local companies
- **Q – Will the College be benefiting financially?**
A – It is against the rules for the college to benefit financially in any other way than economy of scale, by sharing services and procurement savings
- Staff would be Tupted across with same pension and salary as they have now. Any staffing decisions would be made by the local governing body
- Trust would top slice budget by 3-5%
- **Q – What about the ownership of the building?**
A – Trust would lease the building from whoever owns it now, with a 125 year lease.
Trustees are landlord and not LA. Lawyers would make arrangements for that to happen
A grant is available to pay for the lawyers to do all the legal work
- **Q – Some trusts create advanced skilled teachers to work in their schools, will this happen here?**
A – We would create internal experts within the 45 minutes area
- **Q – What about the financial side of school?**
A – Selby College staff would help up skill staff at Cliffe
- **Q – We are currently an RI school, hopefully not for too much longer, how would that affect our position?**
A – An RI school can join as a sponsored academy, a good or outstanding school can join as a converter. For a sponsored school permission would need to be sought and Ofsted would then be on hold for 2 years.
Governors agree that they would not want the school to remain as RI for 2 years
- Trust would keep ethos as school as long as it remains good or outstanding, they would preserve that which is good and would help change what needs to be changed. Due diligence may show that a school is overstaffed, this would need to be dealt with
- **Q – Due to needs of the children we would be classed as being overstaffed in respect of due diligence what would happen?**
A – There would need to be a conversation in respect of forward planning as it may be that in respect of a 5 year plan

this would not be viable

- **Q – Have any schools signed up yet with the Selby Trust Academy?**

A – No, but some are awaiting an Ofsted visit to move them from RI to good

- **Q – As from next April there will be no School Improvement Advisors through LA, we would be expected to purchase this service from the open market, is this something that could be done through the Alliance?**

A – Yes, also the college has space to hold courses, meetings and training events locally; depending on the number of schools within the Alliance. Support services would be expanded in line with needs

- **Q – Is there any help for pre-school provision?**

A – No that would remain with the LA

- **Q – There is a big difference between 3% and 5% top slice why is that?**

A – It depends on what is bought in, but the maximum would be 5% and will include such as: Admin, Health & Safety, Payroll, IT support

Q – What about grounds maintenance?

A – That would need to be purchased by the school as it does now. Admissions, exclusions, SEN and transport would remain with LA.

The Trust finances would be reviewed by the board. There will be no shareholders

- **Q – Are school pupil numbers rising?**

A – Yes it has increased rapidly in the last few years, with current numbers being 112. Over next 5 years we forecast a maximum of 115 pupils as the building could not currently accommodate any more

- Funding would remain as with the LA, using North Yorkshire funding formula. Devolved Capital would remain the same too but it would be possible to bid for additional capital funding to expand the school

Mr Jordan arrives at 6.55pm

- **Q – Going back to funding, if 5% was top sliced but only 4% was used what would happen to remaining 1%, would it be returned to school?**

A – It would probably be used to build up reserves to pay for training etc, but this would be a decision made by the board

- **Q – Who would be the lead professional?**

A – Director of Children’s Services would be above the executive head of the trust who is currently Revd Loftus

- North Yorkshire services would continue to be used through the trust for such as personnel. Current bursar service would not be required as support would come from the College. Admin would see the most changes as they would move to the same financial system as the College

Dr Pickles leaves the meeting at 7.05pm

- Scheme of delegation would show the responsibilities of the local GB
- School’s should not find much difference being within the trust

- We would sign a 7 year agreement
- New staff contracts would include a clause which states they would be expected work in any school within the trust
- There has been someone employed specifically to help schools through the process of joining the trust.

Mr Stewart & Rev. Loftus are thanked for their time and leave the meeting at 7.15pm

Mrs Stacey left the meeting

Feedback from Governors

- Governors agree that we would need to be clear as to what decision is made and why so that it can be explained to the parents
- All stakeholders would need to be consulted
- Locality is good, we would not want to join a very big alliance
- We have a big responsibility and need to envisage the needs of the school in the future too
- First thing we need to do is to obtain a good Ofsted judgement
- **Q – Could we meet with another trust so as to get a comparison?**
A – Ebor could be invited to meet with governors, they are already established
- 5% top slice is usual for a trust, NYCC take 1.5% but we buy in more services that we would need to with the trust
- Business side of Selby College is already set up, which is an advantage, but governors agree that this does not mean that the school improvement side of the arrangement would necessarily good
- There are a lot of unknowns at the moment
- Signing early would give the advantage of shaping the alliance

Dr Pickles returns to meeting at 7.30pm

5. Minutes of meeting held on 13th July 2016 & matters arising

Agreed that the minutes of the Full Governors meeting held on 13th July 2016 be signed by Chair as a correct record.

Matters Arising

- **Q – Did the meeting with parents take place?**
A – Yes, not many parents attended but those that did were delighted. Information will be added to school website and newsletter

6. Confidential minutes of meeting held on 13th July 2016 & matters arising

Agreed that the confidential minutes of the Full Governors meeting held on 13th July 2016 be signed by Chair as a correct record.

Matters Arising

- **See confidential minutes**

7. Register of Governing Body data

- Details updated

8. Governing Body constitution

- The following terms of office are to end this academic year:
Mr Dunwell – 31st October 2016
Mr Abbott – 31st October 2016
Mrs McSherry – 31st August 2017
- School to conduct parent governor elections. Mr Abbott is willing to stand again
- Current vacancies are: 1 x Co-opted and 1 x Foundation
Mr Jordan to speak to trustees re: foundation governor vacancy

9. Review Committee structures

- Following committees agreed:
Finance
Mrs Hay
Mrs Lumley
Mrs McSherry
Mr Abbott
Mr Allan
Mrs Middleton to join until new governor appointed

Achievement

Mrs Hay
Mrs Middleton
Dr Pickles
Mr Jordan
Mr Price

- Following link governors agreed:
English – Mrs Middleton
Maths – Dr Pickles
Geography/History – Mr Abbott
Computing – Mrs Middleton
PE – Mr Allan
EYFS – Mrs Lumley
PP/SEN – Mrs Lumley
Science – Mr Jordan
Art – Mrs McSherry
Read Write Inc/Phonics – Mrs McSherry

10. Review terms of reference of committees

- Achievement Committee
Agreed
- Staff Dismissal Committee
Agreed
- Staff Dismissal Appeals Committee
Agreed
- Pupil Discipline Committee
Agreed

11 Review Scheme of Delegation to Committees

- Agreed

12. Review Standing Orders & Code of Practice

- Standing Orders
Term of office for Chair & Vice Chair 2 years.

Agreed

- Code of Practice
Agreed

13. Headteacher update

- NGA newsletter has been emailed to governors
- Next RIG meeting will include interviews with middle leaders
- Staff to attend EYFS, English, Maths & SEN network meetings with LA as well as North Star Alliance
- Action research project – peer reviews. Headteachers from 2 other schools of similar size to visit our school. They have same challenges as us
- PTA – to fund a stage frame for outside area
- Playground area is too small for the number of children we have, cost to extend playground would be £18K.

Q – Can grass area be used in winter months?

A – No due to drainage issues. We may need to stagger playtimes. School looking into other options such as Sport England grant

Q – Is there any other surfaces that may be cheaper?

A – No other surfaces we have are more expensive

- Cluster training was attended by staff on training day in September

14. Review School Development Plan

- Deferred to extraordinary meeting – to be arranged

15. Review SEF

- Deferred to extraordinary meeting – to be arranged

16. Review LA support Plan

- Deferred to extraordinary meeting – to be arranged

17. Governance

- Deferred to extraordinary meeting – to be arranged

18. School PAN

- Official PAN is currently 15
- Governors agree that Andrew Dixon from LA should be invited to visit school when children are in classrooms so he can see our issue
- We currently have a KS1 class of 34 so these children have been split as KS1 should have classes of 30 or under
- ***Q – Do Governors set the PAN?***
A – Yes

19. To consider Governor training needs

- Deferred to extraordinary meeting – to be arranged

20. Governor visits

- Governors continue to attend gate duty, they are now recognised by parents. Governor states that recently parking has been generally calm. An email was needed to be sent out due to neighbours complaining that parents are parking across their driveways
- Governor on gate duty last week saw children and staff dressed up, all children appeared to be smiling and happy
- List of new dates for gate duties given to governors. Governors asked

to swap with another governor if they are unable to attend their allocated date

- Governors reminded to complete visit forms
- Dr Pickles reviewed school website with Headteacher. We are compliant

21. Review Policies

- Complaints Procedure
No changes.
Agreed
- Marking Policy
Minor changes made.
Agreed
- Health & Safety Policy
Names changed
Q – It refers to other policies, can they be added to the document as a list
A – Yes
Agreed
- Teaching & Learning Policy
Some changes have been made in respect of learning behaviour, we now use reference to animals. Policy amended to reflect this.
Agreed

22. Health & Safety issues

- None
Q – Did Mr Miles complete the list of works over the summer holidays?
A – Yes
- Mr Abbott to arrange a H & S visit

23. Correspondence

- Letter of resignation received from Mr Whattam. Chair to send reply

24. Any other business agreed at beginning of meeting

- None

Meeting ended 8.00pm

Extraordinary meeting arranged for Wednesday 5th October 2016