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Headteacher: Mrs S Hay

**Minutes of Extraordinary Full Governing Body meeting held on  
Wednesday 5<sup>th</sup> October 2016 at 6.00pm**

**Present:** Mrs C Middleton, Mrs M Lumley, Mrs K McSherry, Mr A Price, Mrs S Hay (Headteacher), Dr A Pickles (arrives at 6.45pm)

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

	<b>Action</b>
<p><b><u>1.Welcome &amp; Apologies</u></b></p> <ul style="list-style-type: none"> <li>Mr R Abbott, Mr R Allan, Mr Jordan</li> </ul> <p><b>Governors agree to apologies</b></p> <p><b><u>Non Attendance</u></b></p> <ul style="list-style-type: none"> <li>Mr J Dunwell</li> </ul> <p><b><u>2.Any other business to be agreed</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><b><u>3.Review School Improvement Plan</u></b></p> <ul style="list-style-type: none"> <li>School Aims were reviewed 2 years ago</li> </ul> <p><b><u>Governors Strategic Plan</u></b></p> <ul style="list-style-type: none"> <li>Year 2 – events need to be changed to yellow as governors are now regularly seen at the gate and events. Parents are getting to know and recognise governors</li> <li>Parent Forum taking place on 15<sup>th</sup> November – governors to attend if available</li> <li>Following to be added: Pupil/parent evening, curriculum meeting for parents (powerpoint from meeting added to school website), each class has a class page on website, EYFS new starter meeting which includes curriculum information</li> <li>To arrange another meeting for parents next July, parents to be given plenty of notice</li> </ul> <p><b><u>Raise standards and aspirations</u></b></p> <ul style="list-style-type: none"> <li><b>Q – Did majority of pupils make expected progress and 50% make better than expected progress?</b> <b>A – Not quite across the board</b></li> <li><b>Q – Are we still aiming for 60% this year?</b> <b>A – Yes</b></li> <li>Philosophy to be added</li> </ul>	<p>Governors</p> <p>School</p>

### Become Outstanding

- No changes

### Ensure building fit for purpose

- Add – Explore options for improving accommodation

### Further develop the new curriculum and enrichment opportunities

- Add – Explore options re: extended schools
- Add – Ensure assessment standards are robust for all subjects

### Main Areas of Development

- Writing to continue as it still needs to be improved
- Investors to continue from last year
- Global learning to continue from last year

### 1.To improve standard in reading & writing resulting in pupils making at least good progress within the academic year

#### 1.1

- **Q - Will teachers have reading included in their performance management objectives?**  
**A – Yes**
- Read Write inc to be added plus monitoring milestones

#### 1.2

- Monthly TA meeting is needed and this will have a slight cost implication as 2 TAs do not work full days so will need to be paid for attending the meeting. Costing included in SIP
- Read, Write Inc to be included under TAs section as we need to ensure they all receive this training

### 2. To introduce Philosophy to Cliffe VC Curriculum

- **Q – Do we have a separate action plan for this?**  
**A – Inclusion on SIP should suffice**
- We already do lots of this but want to take the next step
- **Q – Do children know what this is?**  
**A – Yes in the words of one child it is ‘thinking about thinking’**
- **Q – Is there any training available?**  
**A – We may be able to source some through the North Star Alliance**
- **Q – How will this be evaluated?**  
**A – By talking to the children, which Governors could be involved with. We could also have a pupil questionnaire**

### 3. To attain investors in Pupils Award

- Ann Bolton from Monk Fryston School is to come and discuss our investors in pupils award with us, we are almost ready for the assessment
- Pupils need to understand the role of governors
- Democracy week to be included as part of evidence

### 4. To develop mastery of the curriculum for higher attaining pupils

- Mastery is for all children, greater depth is for the higher attainers
- Maths is difficult to differentiate
- Peer reviews – North Duffield unable to do this last year, hoping to get a new date to start it this year

<p><u>4.2</u></p> <ul style="list-style-type: none"> <li>We have been asked to work with Kellington Primary school to share good practice in respect of subject leaders. This is good for our staff morale, we will have joint staff meetings. They have a similar class structure to us but they also have a nursery, so it will be good to see how that works before we consider embarking on our own.</li> </ul> <p><u>4.3</u></p> <ul style="list-style-type: none"> <li>Add – particularly Y3, as these pupils were high achievers in Y2 compared to national figures therefore they need to be challenged more</li> <li><b>Q – Milestone 1 says 80% is this of all pupils or of pupils with high ability?</b> <b>A – pupils with high ability</b></li> <li><b>Q – Who has responsibility of overseeing high achieving pupils?</b> <b>A – The class teachers</b></li> <li><b>Q – Should we have a governor take on this responsibility on behalf of the governing body?</b> <b>A – We don't have any governors spare. The RIG could look at this</b></li> </ul> <p><u>5. To develop Global Learning within the school curriculum</u></p> <ul style="list-style-type: none"> <li>School has received letters from Zambian school</li> <li>We sent them disposable cameras but they are unable to use them so we will be sending a video with children showing them how to use them</li> <li>Global learning is particularly difficult for a school of our size</li> <li>Post takes a long time to reach Zambia so we are now using emails. Governor states that mobile phones are a good way to communicate with this part of the world as emails can be difficult due to connection problems</li> <li>Chair of Governors to contact a school in Italy to forge links</li> </ul> <p><u>4. Review SEF</u></p> <ul style="list-style-type: none"> <li>Headteacher, Chair of Governors and Mrs McSherry have already taken time to review the SEF in detail</li> <li>Characteristics of school have been made clearer – to be split into strengths &amp; barriers</li> <li><b>See confidential minutes</b></li> <li>Another barrier is the accommodation</li> <li>Staff team is a real strength</li> <li>Governing body is a strength</li> <li>Marking is a strength</li> <li><b>Q – Is the SEF online?</b> <b>A – No, it is a document for school only</b></li> </ul> <p><u>Effectiveness of leadership and management</u></p> <ul style="list-style-type: none"> <li>Visioning exercise to remain in SEF as it has helped move the school forward since last Ofsted inspection</li> </ul> <p><u>Quality of teaching, learning and assessment</u></p> <ul style="list-style-type: none"> <li>Need to include the number of lesson observations</li> <li>Add – Children's books in key evidence</li> <li>Parent questionnaires to be sent out again, governors agree these should include a feedback section asking for 3 strengths of the school</li> </ul>	<p>RIG</p> <p>Mrs Middleton</p>
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and if there is anything parents would like to see changed

- School now use teachers2parents to book parent evening appointments

**Q – Does school reach all parents using this system?**

**A – Yes as all parents have access to a mobile phone**

#### Personal Development, behaviour and welfare

- Add to key evidence – Pupil voice, librarians & curriculum ambassadors
- School council to attend the NY Conference

#### Outcomes for children and learners

- Mike Smit has been consulted and stated that this should now be marked as good

**Q – Who is Mike Smit?**

**A – He was a School Improvement Partner for NYCC and is now and independent advisor and Ofsted Inspector**

**Q – Do we have a story around last year's Y6?**

**A – Yes and case studies have already been completed**

- Add – Y6 cohort was reduced from 16 to 5 due to leavers
- Add to key evidence – KS2 outcomes/assessment for Y6 summer, including historical turbulence
- We can celebrate the children in school now. KS1 achieved higher than LA and national results
- **See confidential minutes**
- **Q – Is there anyone available to help our more able children?**  
**A – No there is no-one in cluster who can be employed for these children. We paid for some help last year but now no-one is available**  
**See confidential minutes**
- Pupil Premium children show good progress
- **Q – What is the difference between disadvantaged and pupil premium children?**  
**A – Nothing, LA call pupil premium children disadvantaged, but this is wrong because a child who is eligible for free school meals is not necessarily disadvantaged**
- **Q – How many steps should a child make in respect of progress?**  
**A – 6 throughout the year**

#### EYFS

- **Q - It states that EYFS is good, why is it not outstanding?**  
**A – Our average point score was 52.9% with national average being 69%, that is the only reason we are not outstanding for EYFS. It was agreed that EYFS is good with some outstanding features**  
**Q – Are last year's EYFS learning journeys available for the Ofsted inspection?**  
**A – Yes they are kept in school as they are key evidence**

#### 5. Review LA Support Plan

- Items in red were added in July and discussed with Helen Davey who was happy with them
- Davinia Pearson also has a copy of the support plan
- It was agreed that good teaching is reflected in the children's work books

<p><b><u>6. Governance</u></b></p> <ul style="list-style-type: none"> <li>• Standing order has been agreed</li> <li>• Decision planner has been agreed</li> <li>• Governor Handbook has been updated. Headteacher to continue updating this document. Pupil Premium and Sports Funding to be included, Headteacher to forward reports to governors; copy can be found on school website</li> <li>• Governors agree having a plan of the school in the handbook is useful. Overview to be taken into Ofsted meeting by governors</li> <li>• <b>Q – How effective are we as a governing body and what can we do to be more effective?</b> A – <ul style="list-style-type: none"> <li>• <b>Having a full governing body is an issue as we have had many changes since last Ofsted inspection.</b></li> <li>• <b>Parents know us and communication has improved</b></li> <li>• <b>Governors visit school regularly</b></li> <li>• <b>Governors are well informed with regular updates</b></li> <li>• <b>Involved in strategic planning</b></li> <li>• <b>Finances are strong</b></li> <li>• <b>Governors are constantly holding Headteacher to account but in a supportive way</b></li> </ul> </li> <li>• <b>Q – How does the Headteacher feel about the current governing body, and changes that have been made in respect of governance?</b> A - <ul style="list-style-type: none"> <li>• <b>Governors involved more than in previous years</b></li> <li>• <b>She feels more supported than when she started 4 years ago and she feels challenged without feeling bullied</b></li> </ul> </li> <li>• Mr Allen, as a new governor, to be asked what can be done to help him understand all the information and what is required from being a governor</li> <li>• Suggestion made of having shadow visits</li> <li>• Clerk to check how many trustees are legally needed on a governing body</li> <li>• <b>See confidential minutes</b></li> <li>• Skills to be considered when filling vacancies, we currently have 1 x foundation vacancy, 1 x co-opted vacancy and will have 2 x parent vacancies by the end of this month. Mr Abbott has expressed his willingness to be nominated as a parent governor again. We required skills in buildings, such as an architect. Headteacher to approach someone she may know who fills this skill set. Governors to consider other suitable people to approach</li> <li>• Another option is to appoint an associate governor for specific projects</li> <li>• Next Trustee meeting is on 18<sup>th</sup> October</li> </ul> <p><b><u>7. To consider Governor Training needs</u></b></p> <ul style="list-style-type: none"> <li>• To be reviewed at a later date</li> </ul> <p><b><u>8. Any other business agreed at beginning of meeting</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Meeting ended 7.45pm</p>	<p>Mrs Middleton</p> <p>Clerk</p> <p>Headteacher/ Governors</p>
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