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Headteacher: Mrs S Hay

**Minutes of Full Governing Body meeting held on
Wednesday 27th April 2016 at 6.00pm**

Present: Mr A Jacques, Mr R Abbott, Mrs C Middleton, Mrs M Lumley, Mr J Dunwell, Mr M Jordan, Dr A Pickles, Mr M Whattam, Mr A Price, Mrs S Hay (Headteacher)

In Attendance: Mrs C Capewell, Mrs H Davey, Mrs L Richardson (Clerk to the Governing Body)

	Action
<p><u>1.Ofsted training with Helen Davey</u></p> <ul style="list-style-type: none"> Mrs Davey, LA Lead Advisor, has attended the FGB meeting to give Governors updates to Ofsted and support us in getting ready for the next inspection School can expect to be re-inspected as from Autumn term, although it could be before School has received support from LA, but has now had 2 terms 'solo' and is moving forward There is a 2 tier inspection process: Section 5 is the usual 2 day inspection, with a new Section 8 inspection, this takes place for 1 day and was introduced for school that were previously deemed to be 'good'. The inspector looks for the schools capacity to remain good and ensure that safeguarding is effective. However, there is less time for school to prove that it is still good and if the inspector feels they have not seen enough evidence then the inspection will convert to a Section 5 and a second day will be added. This does not mean that the school is not 'good'. <p>We are a RI school and will expect a 2 day inspection. The inspector will start from the premise of the last report. We will need to show what the previous Ofsted recommendations were, what actions have been addressed and what impact it has made.</p> <p>Sheet handed to Governors re: what information needs to be available for a Section 5 inspection</p> <ul style="list-style-type: none"> It is good practice for a Governor to check all safeguarding documents ie: SCR Governors to check if any trends can be seen re: behaviour analysis Good for Governors to know that there is a list of referrals made to DP Attendance information is shared with Governors <p>Q – Do Governors receive information re: attendance for different groups?</p> <p>A – No just overall attendance information within the Headteacher's report.</p> <p>This is something that can be expanded.</p> <ul style="list-style-type: none"> Headteacher report includes monitoring and general view of development, this is discussed in detail during RIG meetings. When Governors visit school they can see the teaching and therefore can 	<p>Headteacher</p>

confirm information Headteacher is giving to FGB

- Governors conduct gate duty, this gives them a good insight into parent views
- All Governors receive copies of all Governor visit forms
- LA record of visits is sent to Chair of Governors and then reported back to other Governors rather than them receiving full report as some information may be confidential

Website compliance information handed to Governors

- Suggestion made that a Governor could check the school website for compliance
- Governors need to know where the school is going and how it is getting there
- Governors need to know the school data
- Governors need to challenge information given by Headteacher
- Mrs Davey will attend another Governing body meeting in Autumn term
- Suggestion made that a Governor should work alongside Headteacher to produce a handbook which will include all necessary information Governors need to be ready for an Ofsted Inspection
- Mrs Davey to send a list of questions to school for Governor's
Q – Will the Inspector want to meet with the whole Governing Body?
A – If all Governors are available then they can meet with inspector, but usually a group of Governors attend depending on availability. It is important that all Governors know the relevant information in case others are unavailable
- Governors agree to the following responsibilities:
Monitor SCR – Mrs Lumley
Review trends in records of behaviour – Mrs McSherry
Review website – Dr Pickles
Analysis of attendance – Mr Abbott
Work with Headteacher re: Governor handbook – Mrs Middleton
- Governors thank Mrs Davey for attending this meeting and delivering this training

2. Welcome & Apologies

- Mr Dunwell
Mr Dunwell is attending a funeral
Governors consent to apologies

3. Any other business to be agreed

- DBS checks
- Communication
- SATS administration

4. Confidentiality & Declaration of new Business Interests

- Confidentiality reiterated
- No new declaration of business interests

5. Minutes of meeting held on 26th January 2016 & matters arising

Agreed that the minutes of the Full Governors meeting held on 26th January 2016 be signed by Chair as a correct record.

Matters Arising

- Complaints procedure document to be discussed at next FGB meeting
- **Q – Did we sign up for the NGA?**

Clerk

A – Headteacher to check with Office Manager

- Raise on Line data received today
Q – Governor SIN meeting discussed using data dashboard **information, is this available yet?**
A – **It can be accessed via google. Governors received the unvalidated data before Christmas.**
Q – **Is this different to the Inspectors dashboard?**
A – **Yes, but it is useful for governors to review it.**
Instruction of where to find data dashboard information will be included in new governor handbook as Raise information can be difficult to understand

6. Confidential minutes of meeting held on 26th January 2016 & matters arising

Staff leave the meeting

Agreed that the confidential minutes of the Full Governors meeting held on 26th January 2016 be signed by Chair as a correct record.

Matters Arising

- **See confidential minutes**

Staff return to the meeting

7. Headteacher's report

- Mr Jubb has been approached to work 1 day per week to cover remaining maternity leave for Mrs Capewell, opposite Mrs Fogg, he has an interview shortly and therefore cannot commit to anything until after that.
- School events are included on newsletter
Q – **Would Governors like a copy of the school's newsletter sending to them?**
A – **Yes please**
Q – **Is a copy included on the school website?**
A – **Yes it is. A copy is emailed to parents, this saves on paper.**
- There will be 14 new starters in September; 18 applied but 14 were accepted
Q – **Have any gone to appeal?**
A – **School hasn't been informed of any**
Q – **Could attendance be included in this section on the next Headteacher's report?**
A – **Yes**
- Progress list data sheet handed to Governors. Data is reviewed in detail by Achievement Committee.
There are 6 steps – Emerging, Emerging +, Developing, Developing +, Secure and Secure +
Q – **What is number in brackets?**
A – **Number of children shown as a percentage**
Q – **Why is there some missing data?**
A – **Year 3 – was Y2 last year, this was old curriculum levels and therefore are not comparable**
- Achievement & Progress data sheet handed to Governors
Q – **Y3 End of Autumn to Spring data shows a drop in children at secure why is this?**
A – **Some children have moved up to Mastery. Also the way that maths is measured is via tests, if a particular concept has not been fully understood then the child may not be secure in one**

School

Headteacher

<p>test, they will then appear to have moved backwards.</p> <ul style="list-style-type: none"> • RIG review individual children’s data. Some children seem to not have moved forward but they have within the level ie: Emerging goes up to 15 points • Reports from subject leaders will be made available to Governors before the end of the school year • Q – How does school report data to parents? A – Data folder is shared with parents during parents evening, this shows where the children are and what their targets are. Q – Can parents understand information? A – It is difficult to start with. School has a plan to hold a meet and greet meeting in September to show the new curriculum’s new expectations, also to meet their child’s new teacher. Any additional support a child may receive is discussed with parents beforehand. Home-school journal is used to communicate further with parents • School are hosting a meeting for pupils to invite a family member into school for children to show them the work they are doing, this way children are showing they are taking responsibility for their own learning. • When children are showing Governors around their school they are enthusiastic and proud. 	
<p><u>8. Update from Committees:</u> <u>Finance Committee – 3rd March 2016</u></p> <ul style="list-style-type: none"> • Audit for school funds completed, copy handed to Governors • Draft Start budget discussed – we now expect to break even • 3 year forecast looks healthy • Expectation of approx £20K surplus at end of new financial year. Exact balance to be specified at next FGB meeting. • School would like to purchase Read Write Inc programme. Headteacher has seen the programme in action at Wistow Primary School and spoke to Cawood Primary, they have both seen good progress being made. It includes phonics and writing and there would be an initial cost of approximately £4.5K for the programme and training. Some of the surplus budget could be used to pay for it. Q – What is the ongoing fees? A – Approximately £600 per year Governors agree that as the majority of the finance committee is in attendance at this meeting the FGB could agree to purchase this programme rather than discuss it again at the next Finance meeting. Achievement Committee had discussed this programme and agreed ideally it should be purchased as it would give the children the right start and offers a firm foundation to raise our phonics data and to drive achievement Proposed by Mrs Middleton and seconded by Mr Jordan. Governors present unanimously agree to purchase the programme as soon as possible. 	<p>School</p> <p>School</p>
<p><u>Achievement Committee – 8th March 2016</u></p> <ul style="list-style-type: none"> • Read Write Inc was discussed • Data was reviewed • Meeting of 20th April to be included on next FGB agenda 	<p>Clerk</p>
<p><u>Focus Group</u></p> <ul style="list-style-type: none"> • 3 meetings have taken place 26th February – Record of visit from Education Advisor was received. Reviewed quality of work in books. Completed a learning walk to all classes except Y5/6. Met with children, Chair of Governors stated that 	

she could see a difference from 2 years ago in respect of the children's resilience and can see more independent learning. Questions were highlighted in red.

- 15th April – British Values/Democracy week, secret ballot took place for children to be Headteacher and Class teachers for the day. New Headteacher wrote a newsletter to parents and conducted lesson observations.

Governors conducted a book scrutiny in Y5/6 and Y1/2 and were impressed, could see big improvement with lots of photos included. More links with EYFS could also be seen.

School previously conducted a parent forum and Headteacher suggests another one to discuss communication, Governors agree. Names of 2 parents per year group will be pulled out of a hat and they will be invited to attend; a member of staff and Mrs Lumley will also attend

- 25th April – Progress & tracking was reviewed in detail. RIG Governors were impressed with the analysis that teachers complete termly
Focus for next visit is included on visit form.

9. School Improvement Plan

- Page 9 & Page 13 Reading data has percentage missing for Y5 & Y6 and Maths data is incorrect of Y2, sheet with correct data is handed to Governors
- Page 4 – Improve communication at all levels. Plans for this have been discussed during meeting. Governors agree that evidence will be required to show that this has been improved once plans are in place. Parent Questionnaires cover the Parent View questions and we have seen good results from these.
Parents will be asked during forum whether further information is required from Chair of Governors and/or Headteacher
- Page 8 –
Q – Maths looks stronger why is that?
A – Due to Assertive Maths, we are filling the gaps and the children are enthusiastic to learn
- Page 12 – Key objective in respect of most able pupils to be next focus for RIG Governors.
- Page 16 – Mrs Davey is to interview subject leaders. We are making good progress in developing the effectiveness of our subject leaders, this was an Ofsted action.
- Evidence can be seen in respect of growth mindset and shows how much we have improved
- Investment in Pupils – we can now add democracy week to the SIP
Q – Who will take charge of this once Mrs Capewell starts her maternity leave?
A – This is something that still needs to be discussed with staff
- Governors agree to review the milestones in detail at next FGB meeting

Headteacher

Clerk

10. Safeguarding

- There has been an issue highlighted recently. It is usually for someone to be in the front office area at all times, but on one occasion when the Headteacher was out of school, the Office Manager was on playground duty and a child said he could leave the premises.

Q – Does the external door lock from the inside?

A – No it can be opened easily and it can't be locked by a key as this would cause a fire safety issue.

<p>Governors agree that this matter needs to be addressed urgently and two options were put forward:</p> <ol style="list-style-type: none"> 1) To add a deadlock that would be out of the reach of children 2) Add a push button to open the door. <p>These 2 options to be reviewed further</p>	<p>Governors/ Clerk</p>
<p><u>11. Academy discussion meeting date to be agreed</u></p> <ul style="list-style-type: none"> • Meeting arranged for Tuesday 24th May at 6pm to discuss this matter. To include powerpoint received at cluster Dfe meeting 	<p>Governors</p>
<p><u>12. Governor visits/training</u></p> <ul style="list-style-type: none"> • Mr Jordan visited pre-school See confidential minutes • Mr Whattam has already taken part in gate duty and has completed a visit form. Headteacher states that she will no longer stand at gate with governors as parents are more likely to talk to governors if she is not there • Mrs Lumley met with Headteacher & SENCo to discuss SEN, visit form sent to Governors. • PP children are doing as well as other children. PP information needs to be updated on school website <p>Q – Is this the financial information? A – Yes</p> <p>Q - Do vulnerable pupils include traveller children? A – Yes, we have 2 families who impact on attendance and data</p> <p>Mrs Lumley to review SEN/PP/Traveller children during her next visit</p>	<p>School</p> <p>Mrs Lumley</p>
<p><u>13. Health & Safety issues</u></p> <ul style="list-style-type: none"> • Local Authority H & S Officer visit due 17th May. Mr Abbott to visit school on 13th May to complete a H & S visit prior to LA visit 	<p>Mr Abbott</p>
<p><u>14. Correspondence</u></p> <ul style="list-style-type: none"> • None 	
<p><u>15. Any other business agreed at beginning of meeting</u></p> <p><u>DBS checks</u></p> <ul style="list-style-type: none"> • NYCC no longer requires re-checks for staff & governors, they now conduct random checks. Some Governing bodies have agreed to continue completing re-checks every 5 years. Disqualification by association forms are completed and staff/governors are required to inform school if they receive any convictions after DBS received. Headteacher to ask other cluster schools what they do, also to consult Rachel Skidmore from HR. To be considered and discussed further at a future meeting. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Discussed earlier in meeting <p><u>SATS administration</u></p> <ul style="list-style-type: none"> • Governors are asked to volunteer to attend SATs tests and oversee them. Monday 9th May – Mrs Lumley Tuesday 10th May – Mrs McSherry Wednesday 11th May – Mrs McSherry Thursday 12th May – Mrs Middleton 	<p>Clerk</p>
<p>Meeting ended 8.20pm</p>	