

Courageous
Learners
Inspired
For
Future
Experiences



Cliffe VC Primary School

Minutes of Full Governing Body meeting held on Tuesday 25th September 2018 at 6.00pm

Present

Mrs P Topping	-	Parent Governor
Mr R Abbott	-	Parent Governor
Dr A Pickles	-	Parent Governor
Mrs K Cooper	-	Foundation Governor
Mr A Price	-	Staff Governor
Mrs S Hay	-	Head teacher

In Attendance

Mrs L Richardson	-	Clerk
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Clerk chairs beginning of meeting

1. Welcome & Apologies

Mrs C Middleton	-	Co-opted Governor
Mrs M Lumley	-	Co-opted Governor
Mr R Allan	-	Co-opted Governor

Governors accept apologies

Non-attendance

Mr M Jordan	-	Foundation Governor
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2. Appointment of Chair & Vice Chair of Governing Body including term of office

- Mrs Middleton's term of office ends 20th April 2019, she is willing to remain on GB and be CofG for this year, at that point she will continue to be a member of GB but not CofG

Chair of Governors

- Mrs Hay proposes Mrs Middleton, seconded by Mrs Topping, governors agree. Mrs Middleton duly appointed as CofG for a period of 1 year

Vice Chair of Governors

- Mrs Cooper proposes Dr Pickles, seconded by Mrs Topping, governors agree. Dr. Pickles duly appointed as Vice CofG for a period of 1 year

Dr Pickles chairs remainder of meeting

3. Confidentiality & Declaration of new Business interests

- Confidentiality reiterated
- New business interest forms completed. No new declarations

4. Any other business to be agreed

- Pay scales
- Date for academic meeting – Mrs Middleton to contact academies to attend meeting. Trustees also to attend meeting

5. Minutes of meeting held on 17th May 2018 & matters arising

Agreed that the minutes of the Full Governing Body meeting held on 17th May 2018 be signed by Chair as a correct record.

Matters Arising

- 3) Succession planning to be added to strategic plan - ongoing
- 15) Letter explaining how tight the budget is to be included on governor newsletter – ongoing
- 16) Succession planning discussed earlier. Item Closed
- 17) July newsletter written. Item Closed
- 18) October newsletter to be written by Mr Allan. Mr Abbott to write newsletter for Nov/Dec
- 19) Information regarding impact of staff training handed to governors.
 - First year of membership with North Star Alliance was good, but now many of the members, particularly local schools, have left the Alliance and many of the benefits have now stopped. Travel costs were high as training courses were not held locally. Therefore, we have decided not to join this year. We do continue to be a member of Selby Learning Alliance (Selby cluster schools). Last year we participated in many moderating meetings and this will continue. We are also sharing good practice. It is very well attended and has no cost implications. We don't receive the same Dfe info as through NSA so staff need to find this information themselves
 - All staff have completed Compass Buzz level 1 training, this is in relation to children's mental health and is very good for supporting children and giving them strategies to cope.
Item Closed
- 20) SIP outcomes discussed. Item Closed
- 21) To appoint governors to meet with subject leads, later in meeting. Item Closed
- 22) Subject lead reports will be available to governors for final meetings of school year. Item Closed
- 23) New SIP included as agenda item. Item Closed
- 24) Succession planning to be discussed in more detail at next meeting

6. Confidential minutes of meeting held on 17th May 2018 & matters arising

Agreed that the confidential minutes of the Full Governing Body meeting held on 17th May 2018 be signed by Chair as a correct record.

Matters Arising

- *Q – What does EHCP mean?*
A – Educational Health Care Plan

7. Register of hospitality – to remind governors of the requirement of the register

- Governors reminded of requirements

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

- Mrs Middleton & Mrs Lumley's terms of office due to end 20th April 2019. Mrs Middleton has already stated that she is willing to stay on as a Governor but not as CofG after this year. Mrs Lumley to be asked if she would also be willing to stay on as a governor

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
- RE – Mrs Middleton

Mr Jordan meets regularly with Science co-ordinator. Other governors need to make arrangements to meet their subject lead. This is not always easy due to work commitments.

- Complaints Panel – Mr Allan, Dr Pickles & Mrs Topping
Q – Is it ok for this panel to have all parents as members?
A – The members would need to be changed if there was an issue

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

- Staff Dismissal committee, Staff Dismissal Appeals Committee and Pupil Discipline Committee – Terms of reference agreed

11. Review Scheme of Delegation

- No changes since last year
- Agreed

12. Review Standing Orders and Code of Practice

- New standing orders document agreed
- Nga Code of Conduct, updated version agreed
Nga information regularly emailed to all governors. Nga website available to all governors.

13. Headteacher report

- ***Q – In past years Y1 children have worked in North wing, why not this year?***
A – No need. Last year we had over 30 children in Y1/2 therefore we could not have them all in one class.
- Mrs Barber will work each AM in Reception and PM in Y1/2
- Next year we have 12 children on the list who will be joining us in reception, 11 of whom are siblings. We are hoping this number will rise by next September. Our current PAN (Pupil Admission Number) is 17, due to the new building work
- SEN register has 10 children, no new children have been added

14. Review school Improvement Plan

- To develop outdoor education – this is already taking place and is wonderful, den building took place this week.

Inspiration hook for this term was a whole school trip to Yorkshire Sculpture Park. Trustees have contributed £315 to this trip, half of balance paid by school and parents were asked for a contribution of £4 per child.

Q – Is the succession criteria measurable?

A – Not everything. We can compare the children’s self-confidence at the beginning of year to that at the end of the year.

Some of this links to the curriculum.

Q – Did the visit to Adelaide school take place?

A – Currently Y3 children have ‘pen pal’ links with the school, we received some lovely letters. We do intend to visit the school and invite them to visit our school

- To promote active learning throughout the school – 30 minutes extra activity for children per day – also included on governor action plan.

Q – What about a mile a day?

A – We have done that previously, but it takes a lot of time out of lessons, whereas we are looking at ways to incorporate the activities throughout the day, such as active maths

Use of an active planner would show where active learning takes place – to include on action plan.

We also take part in lots of ‘change for life’ activities but our children are already very active in and out of school, so this is not a major issue for us.

- To improve attainment and progress in reading skills – We have changed the way we deliver guided reading from existing small groups to whole class, this should help with attainment & progress. We choose books to inspire children
- To embed pupils’ awareness and understanding of the diversity represented in modern Britain today – we have more to do on this area. Last year it was included under curriculum development. Parent comments on diverse reading books which are available to children at our school.

15. Review SEF

- SEF updated to show securely good in all areas

16. Governor Strategic Plan

- Governors need to meet to discuss this plan

17. To consider Governor Training needs/visits & feedback from Hemingbrough Governor training (Mr Jordan, Mr Allan & Mrs Cooper)

- Mr Jordan gave feedback to headteacher saying it was good training
Feedback from Mrs Cooper – details given of governor expectations, ideas given for governor contact with parents. Nothing was discussed that we weren’t already doing
- Dr Pickles to attend monitoring in practice at Riccall
- GSIN meeting on 20th November 2018 - any governor available to attend to inform school office. There will now only be 2 GSIN meetings per year.
Mrs Topping should be available to attend the meeting on 13th June 2019

18. Review Policies

Health & Safety Policy

- Statutory NYCC policy
- Dates updated
- Appendices in school and available for governors to read
- Staff sign to confirm they have read the policy
- Policy agreed

LAC Policy

- Policy agreed

Personal Care Policy

- This is a new policy
- We don't have a changing area, new disabled toilet will be used
- ***Q – Is this policy required because children are starting school without being potty trained?***
A – No, it is only used on medical grounds
- Policy agreed

SEN Policy

- Updated with SEN information report
- Required by law and must have it available on school website
- Policy agreed

SEN information

- Required with SEN policy

19. Health & Safety issues

- None

20. Correspondence

- None

21. Any other business agreed at beginning of meeting

Pay Scales

- Information only received today after a national delay
- New pay policy will be received this week from LA and sent out to governors
- Increases recommended by LA are:
 - MPS – 3.5%
 - UPS – 2.0%
 - Leadership – 1.5%

Meeting ends 6.55pm