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 Headteacher: Mrs S Hay

Minutes of Full Governing Body meeting held on Tuesday 26th January 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 A Price, Mrs S Hay (Headteacher)	
In Attendance: Mrs C Capewell, Mrs L Richardson (Clerk to the Governing Body)	
	Action
<u>1. Welcome and Apologies</u> <ul style="list-style-type: none"> • Mrs K McSherry • Mr M Whattam Mrs McSherry is ill and Mr Whattam is attending a family funeral Governors consent to apologies	
<u>2. Any other business to be agreed</u> <ul style="list-style-type: none"> • Number on roll • Staffing issue • NGA • Feedback to parents 	
<u>3. Confidentiality & Declaration of new Business Interests</u> <ul style="list-style-type: none"> • Confidentiality reiterated • No new declaration of business interests 	
<u>4. Minutes of meeting held on 30th September 2015</u> Agreed that the minutes of the Full Governors meeting held on 30th September 2015 be signed by Chair as a correct record.	
<u>5. Matters Arising for which there is no separate agenda item</u> <ul style="list-style-type: none"> • Q – Has the PTA been approached to make contributions to Teachers2Parents? A – No because the original PTA has folded. A group of parents have met and are keen to start a new PTA. They are to hold a competition for the children to re-name the PTA and produce a new logo 	
<u>6. Confidential minutes of meeting held on 30th September 2015 & matters arising</u> <ul style="list-style-type: none"> • <i>See confidential minutes</i> Agreed that the confidential minutes of the Full Governors meeting held on 30th September 2015 be signed by Chair as a correct record.	

7. Headteacher's report including Independent review

- Interviews are taking place tomorrow for the 2 GTA posts. We had some very high quality applications and will be interviewing 5 people
- Q – When does Mrs Holman leave?
A – 24th March. A card and flowers to be arranged from governors, donations to be given to Headteacher
- Q – Who is JT mentioned in report?
A – Mrs Jenny Townend
- Governors are pleased to see lots of collaborative work having taken place, much more is planned. This is essential particularly now we have life without levels

Independent review

- Independent review took place on 18th November
- Governors agree the report is positive and shows that the school has really moved on
- Staff weren't informed of the review until after half term so that they did not worry unnecessarily
- Pupils and parents were highlighted and safeguarding was judged as effective
- Helen Davy, Senior EDA has requested a visit on 23rd February to inspect our school
Q – How long will the inspection take?
A – It will definitely be at least a full morning
Q – What is the reason for this visit?
A – She wasn't involved in the independent review and she wants to come and see if we need any support from LA and to confirm that we are moving forward
Q – Will there be a report?
A – Yes. School is happy for her to visit
Q – Do we know of any areas where we need help?
A – No, the support would come in the form of people rather than funding. Headteacher is not concerned about this visit.
- Review was fair and accurate and highlighted a few areas which we are now dealing with

8. SENCo report

- Verbal report given
- SEN is moving forward
- SEN policy has been re-written and is now on the school website
- SEN register has been reduced and only children who have a true barrier to learning are included

9. Ofsted Action Plan

- Headteacher informs Governors that the Ofsted Action Plan and School Improvement Plan are now the same document

10. School Improvement Plan

- Updated copy sent to all Governors. Achievement committee have recently discussed the SIP in detail – committee minutes sent to all Governors

11. Twitter account

- Headteacher has discussed in detail the possibility of having a school Twitter account with Mr Abbott, and both voiced their concern, at the possibility that it may attract the wrong type of comments. Governors agree not to move forward with this idea

Governors

12. Update from committees:

Finance Committee

- SFVS to be discussed at next Finance committee meeting
- We have still have a slight surplus but the budget is tight
 - Q – Will the new GTA's funded?
 - A – Only part funded through the EHCP, but we have no choice we need them to support the children
 - Q – What type of contract will they have?
 - A – Variable hours, therefore we will be able to reduce the hours in the future
 - Q – Will the GTA's only be employed until the children leave our school?
 - A – Yes that is correct, but the children are only in EYFS. It would be an advantage not to have them attached to a child but to be more of a general GTA
 - Q – Are they on zero hours contracts?
 - A – No just variable hours
- New Canopy has been ordered as planning has now been approved
- Fire Alarm – Mr Dunwell has spoken to an electrician who stated that due to the age of the existing system and licensing implications it would be difficult to find someone who would make any alterations to the system for a reasonable cost.
Governors agree that we should not make any alterations but wait until NYCC update the whole system which should take place in the next couple of years
 - Q – What is the issue?
 - A – One class and the outdoor area had trouble hearing the alarm properly
- Photos have been taken of the fencing and 3 or 4 gaps are to be filled. There has been a recent safeguarding issue and Headteacher states that this matter is now an urgent one. Governors agree that it may be repairable with posts, rails, meshing and plants although there is a further problem with the height not being substantial enough to stop children climbing over it. Adrian Marshall and Cedar Properties to be asked for a quote. There is currently no funding available from NY but a bid for capital funding could be made but may not be successful. School does not have any capital available due to the recent purchase of the new canopy.
 - Q – Is it just the road section of fencing that needs repairing?
 - A – No we need to make the whole site secure. We need to cut the hedge right back and repair the existing fence or fence to the inside of the hedge. Adrian Marshall and Cedar properties to also be asked for a quote for the gaps in the hedges beyond the immediate need which will be done by end of next week.It may be possible to borrow against next year's budget. FMS Officer to be asked for ideas of how we could pay for this work. Quotes to be emailed to Finance Committee who will then make a recommendation to the FGB. Governors agree that this work needs to be completed as soon as possible therefore Governors will need to agree the actions via email.

Achievement Committee

- SIP discussed in detail
- Reviewed progress – school is able to show progress
- Y2 and Y6 can no longer be best fit. There is a checklist which shows whether a child is working towards ARE or is working at ARE and if not all 8 areas are achieved then the child may not even be seen as working towards ARE

Finance Committee

School

School School

Headteacher/
Finance Committee/
FGB

<ul style="list-style-type: none"> • Progress is generally healthy but school would like to see it stronger • Middle leaders are now observing other teachers • TAs were recognised as good in the Independent Review and are valued members of staff • 2 student teachers are doing well in their 3rd year Q – Are they from York University? A – They are from York St. Johns University • Book scrutinies are taking place weekly during Staff meetings • We are responding to the marking and state of books issue which was mentioned in the review • Resources were lost due to mice, these will be replaced either through insurance or by fundraising. Q – Do we know how the mice got in and have we made it secure now? A – Yes the holes have been covered by metal plates • Q – Is there no RaiseonLine data available this year? A – Yes, it is available, there are no issues. Headteacher to send the Governor pages to all Governors 	Headteacher
<p><u>Focus Group</u></p> <ul style="list-style-type: none"> • Meeting still to take place. To have a learning walk, book scrutiny and talk to subject leaders 	Focus Group
<p><u>13. Review staffing for 2016</u></p> <ul style="list-style-type: none"> • Staffing included in the Headteacher’s report 	
<p><u>14. School Financial Value Statement</u></p> <ul style="list-style-type: none"> • To be discussed at next Finance Committee meeting, it will then be brought to FGB for approval 	Clerk/Finance Committee/ FGB
<p><u>15. Safeguarding</u></p> <ul style="list-style-type: none"> • Discussed earlier in meeting 	
<p><u>16. Governor training/visits</u></p> <ul style="list-style-type: none"> • Forthcoming SIN meeting information sent to Governors. School Office to be informed if governors require a place to be booked. Workshop looks useful and it would be good for all governors to consider attending • Selby District Council have organised a PREVENT conference early February. All staff have completed the online training. Governors could also complete this training, website information to be sent to Governors, once completed certificates should be given to school. • New Governor training completed by Dr Pickles and Mr Price Q – Was it useful? A – Yes • Governors informed that they will find lots of information on the NYCC ‘red bag’ see cyps.info and should check it regularly • Mrs Middleton has completed training and is now a local leader of governance, she can be contacted by a GB who needs help 	Governors Clerk Governors
<p><u>17. Review Policies</u></p> <ul style="list-style-type: none"> • Governor visit policy – this was reviewed during the summer term. Headteacher to send it out again to be agreed at the next FGB meeting • Single Equality Plan – date to be changed. Agreed. Q – Do we have a Governor with responsibility for this? A – Mrs Middleton • SEN Policy – is new and an updated version. Agreed 	Headteacher/ Clerk

information.

There will also be a meeting to inform parents about Phonics, we have already had a meeting to discuss reading.

The children's journals show what they need to do over the whole year, if a child was showing lack of progress in a specific area staff would discuss this with parents directly.

- Q – Are the stage ready sheets fed back to children?

A – Yes

Q – What about parents?

A – No, this is something that we could consider doing, although this information is available on the children's desks so parents could view them if they come into school.

Governor concerned that not all parents are able to come into school. Headteacher to review this process

- Q - Are parents using ParentView?

A – We include information on every newsletter, but uptake is very small. We include the same questions on a parent questionnaire twice a year and these are handed to parents on parents evenings. We have had a good response from this and had excellent feedback last time.

- If staff have any concerns about a child, they contact the parents directly and arrange a meeting.

Governor concerned for the children who are not struggling but are just ok, if there was more communication with parents this may help the children to be driven forward, but this would need to be kept simple with the possibility of parents being informed of 1 or 2 targets.

Meeting ended 7.25pm

Headteacher