



Cliffe (V.C.) Primary School  
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 Headteacher: MrsSHay

<b>Minutes of Full Governing Body meeting held on Tuesday 14<sup>th</sup> July 2015 at 6.00pm</b>	
<b>Present:</b> Mr A Jacques, Mr R Abbott, Mrs C Middleton, , Mr M Jordan, Mrs K McSherry, Mrs C Capewell, Mrs S Hay (Headteacher)	
<b>In Attendance:</b> Mrs L Richardson (Clerk to the Governing Body)	
	<b>Action</b>
<p>1. <b><u>Welcome and Apologies</u></b></p> <p>Mrs M Lumley Mr J Dunwell</p> <p><b><u>No attendance</u></b></p> <p>Mr P Hopkins</p>	Chair
<p>2. <b><u>Confidentiality &amp; Declaration of Business Interests</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p>3. <b><u>Any other business to be agreed</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p>4. <b><u>Governor resignations/appointments</u></b></p> <ul style="list-style-type: none"> <li>• Mrs Kelly has resigned due to other commitments</li> <li>• Mr Hopkins has not made contact with school for a while now. Governors assume that he no longer wishes to be a Governor. He has been a Governor for a long time and stepped in as Chair of Governors during a very difficult time; he may feel that he can now step back. Chair to write to him via school to confirm what he wants to do</li> <li>• We now have 1 Parent Governor and possibly 2 Co-opted Governor vacancies. Information re: Parent Governor vacancy has been included on latest school newsletter and nominations will be requested in September. We have had some interest in the Co-opted Governor vacancy</li> </ul>	

	<p>from Mr Matthew Whattam who is a parish councilor and former parent. He continues to support the school through football.  Q – Should we ask him to write to Governing Body stating what he would bring to the role?  A – He has an interest in the community, he is reliable and has an interest in education, his wife is a teacher.  Headteacher to ask Mr Whattam to write a letter for Governors  If more than one parent is nominated we could consider filling the second Co-opted Governor vacancy with a parent</p>	<p>Headteacher</p>
<p>5.</p>	<p><b><u>Minutes of meeting held on 24<sup>th</sup> March 2015 &amp; Matters Arising</u></b></p> <p><b>Agreed that the minutes of the Full Governors meeting held on 24<sup>th</sup> March 2015 be signed by Chair as a correct record.</b></p> <p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• Mrs Kelly was organizing Governor cluster meetings, as she is no longer a Governor this will not move forward. Governor states that this would probably have been difficult to organise</li> <li>• Barrier situation – there is no further information. Mr Jordan to follow up</li> </ul>	<p>Mr Jordan</p>
<p>6.</p>	<p><b><u>Confidential minutes of meeting held on 24<sup>th</sup> March 2015 &amp; Matters Arising</u></b></p> <p><b>Agreed that the minutes of the Confidential minutes of meeting held on 24<sup>th</sup> March 2015 be signed by Chair as a correct record.</b></p> <p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p>7.</p>	<p><b><u>Minutes of meeting held on 21<sup>st</sup> April 2015 &amp; Matters Arising</u></b></p> <p><b>Agreed that the minutes of the Full Governors meeting held on 21<sup>st</sup> April 2015 be signed by Chair as a correct record</b></p> <p><b><u>Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p>8.</p>	<p><b><u>Headteacher's report</u></b></p> <ul style="list-style-type: none"> <li>• September's class organization given to Governors. ICT Suite to be converted into teaching area</li> <li>• NOR are increasing. By 2016/17 it is expected that we will have 120 children and so will be at bursting point</li> </ul> <p>Q – Will there be sufficient number of toilets?  A – We will have the correct number within the legal limits</p>	

<p>9.</p>	<p>Governors are concerned at this. Andrew Dixon from NYCC is to visit school tomorrow to review the situation but he has already indicated that this is not a priority. There are further local housing developments</p> <ul style="list-style-type: none"> <li>• Staff training dates to be sent to Governors</li> </ul> <p><b><u>Update from Committees:</u></b> <b><u>Achievement Committee</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed that all Governors meet with Headteacher to discuss the priority they are lead Governor for. Mr Dunwell still to arrange meeting</li> <li>• Update from RIG was given to Achievement Committee</li> </ul> <p><b><u>Focus Group (RIG)</u></b></p> <ul style="list-style-type: none"> <li>• There has been a big improvement between the focus visit on 22<sup>nd</sup> May and the next review on 8<sup>th</sup> July</li> <li>• Marking &amp; Feedback continue to be a strength within school</li> <li>• Use of the new handwriting script is now consistent across school and children are taking pride in their work</li> <li>• Governor visit log for English</li> </ul> <p>Q – How do we know that children are reading with their parents, where is the evidence? A – We use a new comment Home School Journal, which parents are using. Parents are responding to comments too. This involves more work for staff who need to read these comments and then act upon them Q – Are staff ok with this extra work? A – Yes we can see the benefits. Some TAs read the comments and highlight any information/actions they feel that the teacher needs to read Governors send thanks to staff for all their hard work and commitment Q – Is the Governor visit log what Governors should be completing when they visit school? A – Yes, there is a template to follow. Some Governors have not received the template so it will be sent out to all Governors again</p> <p><b><u>Data update</u></b> <b><u>EYFS</u></b></p> <ul style="list-style-type: none"> <li>• 66.7% of our children achieved a Good Level of Development (GLD), last year this figure was 53%. The LA/National average has not yet been released but last year it was 61%</li> </ul> <p><b><u>Phonics</u></b></p> <ul style="list-style-type: none"> <li>• 82.4% of our children in Y1 passed the phonics test Last year this figure was 60%- also see confidential minutes</li> <li>• Year 2 Phonics- see confidential minutes</li> </ul>	<p>Mr Dunwell</p> <p>School/Chair</p>
<p>10.</p>	<p><b><u>Data update</u></b> <b><u>EYFS</u></b></p> <ul style="list-style-type: none"> <li>• 66.7% of our children achieved a Good Level of Development (GLD), last year this figure was 53%. The LA/National average has not yet been released but last year it was 61%</li> </ul> <p><b><u>Phonics</u></b></p> <ul style="list-style-type: none"> <li>• 82.4% of our children in Y1 passed the phonics test Last year this figure was 60%- also see confidential minutes</li> <li>• Year 2 Phonics- see confidential minutes</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>KS1</u></li> <li>• There are 16 children in this cohort</li> <li>• 93.8% children achieved a Level 2+, with 18.8% achieving L3</li> </ul> <p>Q – Maths looks good is that correct?  A – Yes, although it is slightly lower than last year  The 1 child working below expectation has brought the APS score down  Q – What would the figures be if this child was not included in the data?  A – Headteacher to work this out and inform Governors</p> <p><u>KS2</u></p> <ul style="list-style-type: none"> <li>• There are 16 children in this cohort. 1 child = 16.6%</li> <li>• We have 4 x Level 5s in Grammar &amp; Punctuation, 2 x Level 5s in Reading, Writing &amp; Maths  1 child achieved a Level 6 in Maths, which was well deserved as they worked very hard, it is the first ever Level 6 at this school</li> <li>• Progress should be 14 APP – although the teaching has been fantastic this year the progress has not been reached in all areas. If a child leaves Year 2 with a 2A they would have been expected to progress to a Level 4A at the end of Year 6, this has now been increased to a Level 5C.  See confidential minutes</li> <li>• Governors are aware that progress needs to improve before the next Ofsted inspection as some of the children did not even reach expected progress  Q – is expected progress 14?  A – Yes  Next year there is only 5 children in Year 6 and we do not know what the tests will be like next year</li> <li>• See confidential minutes</li> <li>• Best fit sheets to be sent to Governors, this shows progress in more detail. It also includes + which indicates that the pupil is almost at the next stage.</li> <li>• Governors agree it will be interesting next year to see what good progress will be and what the test will include, this is dependent on the Government</li> <li>• Letter was sent to parents to explain the new style of report and how to understand the data</li> <li>• Phonics Counts is a new intervention that Mrs Capewell has been trained in. 2 children have taken part this year and the benefits can be seen. Next year Miss Ware will take on Phonics and will deliver it to a bigger group of children. Mrs Capewell will also be training TAs in this intervention  Q – What does CA mean?  A – It means chronological age, RA means reading age and PA means phonics age. The 2 children from this year now enjoy reading which they did not before and confidence has improved. Parents are also pleased. Further paired reading or support reading may be given. Governors thank Mrs Capewell for her work.</li> </ul>	<p>Headteacher</p>
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11.	<p>Q – Has this method been logged for future use?  A – Yes. TAs will also be able to deliver this too which will be more cost effective.</p> <p><b><u>Strategic Priorities</u></b></p> <ul style="list-style-type: none"> <li>• Meeting including parents was a success  Q – Was there any feedback from the trainer?  A – Trainer agreed it was a success  Lots of evidence has been kept by school. This has now been developed into an action plan to move us forward, with the SDP sitting underneath in more detail.  Governors are happy to take this forward</li> <li>• Improve communication at all levels is very important and was something that each group suggested  Q –Will this be included on the school website?  A – Yes within the Governor section</li> <li>• School staffing chart includes Key priorities</li> <li>• Enterprise week to take place first week of term. Careers day has also been planned</li> <li>• Governors agree that they are working towards obtaining an outstanding Ofsted judgement within 3 – 5 years</li> </ul> <p><b><u>Ofsted Action Plan</u></b></p> <ul style="list-style-type: none"> <li>• Mr Abbott gives an overview of Section 2 after he visited school, to see how standards have moved forward over this year</li> <li>• See confidential minute</li> <li>• He was pleased with the progress he saw</li> <li>• He also met with Miss Marsh to discuss Geography and History, which he was informed are colour coded so as not to have anything repeated  Q – How are subjects allocated budgets for materials?  A – They are not allocated specific budgets, if they need anything they will ask for it</li> <li>• Updated July action plan to be sent to Governors  Q – Are all the boxes ticked?  A – A few items have been moved to September, but most have been completed  Results to be analysed to give the next step, these will be brought to the first FGB meeting in Autumn</li> </ul>	
12.	<ul style="list-style-type: none"> <li>• KP3 – Mrs Fogg to lead</li> <li>• KP4 – Fits with behaviour for learning</li> <li>• KP5 – Fits with strategic plan. Progress is a key priority next year</li> <li>• KP1, 4 &amp; 5 will give the biggest impact in confidence and independence</li> </ul>	<p>Headteacher</p> <p>Headteacher</p>

<p>13.</p>	<p><b><u>Governor visits/training</u></b></p> <ul style="list-style-type: none"> <li>Mrs Middleton &amp; Mr Jordan attended the Governor SIN meeting. Any Governors wishing to attend these worthwhile meetings should book through the school office.</li> <li>Selby Learning Alliance (SLA) have arranged a 'speed dating' event for Governors on 24<sup>th</sup> September 2015 4.00 – 5.30pm. 2 Governors need to attend as 1 moves round the room and the other sits at a table and shares the schools' strengths with the moving Governors from other schools. Governors agree that this is a good way to collect lots of information. Mrs Middleton and Mr Abbott agree to attend and Governors suggest they discuss the following:             <ol style="list-style-type: none"> <li>Monitoring/reviewing data</li> <li>Monitoring Teaching &amp; learning</li> <li>Financial responsibility</li> </ol>             Venue yet to be confirmed              Q – Is Governor training available through SLA? For example Headteacher performance management, data training &amp; monitoring training.              A – Headteacher to email others to suggest this possibility           </li> </ul>	<p>Headteacher</p>																		
<p>14.</p>	<p><b><u>Dates of future meetings</u></b></p> <p>Governors agree to the following dates:</p> <table border="0"> <tr> <td><u>Full Governing Body 6pm</u></td> <td><u>Achievement Committee 6pm</u></td> </tr> <tr> <td>Wednesday 30<sup>th</sup> September 2015</td> <td>Tuesday 3<sup>rd</sup> November 2015</td> </tr> <tr> <td>Tuesday 26<sup>th</sup> January 2016</td> <td>Tuesday 12<sup>th</sup> January 2016</td> </tr> <tr> <td>Wednesday 27<sup>th</sup> April 2016</td> <td>Tuesday 8<sup>th</sup> March 2016</td> </tr> <tr> <td>Wednesday 13<sup>th</sup> July 2016</td> <td>Wednesday 20<sup>th</sup> April 2016</td> </tr> <tr> <td></td> <td>Tuesday 14<sup>th</sup> June 2016</td> </tr> </table> <table border="0"> <tr> <td><u>Finance Committee</u></td> <td><u>RIG Meeting</u></td> </tr> <tr> <td>To be confirmed</td> <td>Friday 18<sup>th</sup> September 2015</td> </tr> <tr> <td></td> <td>Friday 6<sup>th</sup> November 2015</td> </tr> </table> <p>Governors to arrange monitor visits with school</p> <p>Friday 8.30am – Governor visits to continue, dates as follows:</p> <p>18<sup>th</sup> September – Mrs Middleton        25<sup>th</sup> September – Mr Jordan        2<sup>nd</sup> October – Mrs McSherry        9<sup>th</sup> October – Mr Jacques        16<sup>th</sup> October – Mr Dunwell        23<sup>rd</sup> October – Mr Abbott        6<sup>th</sup> November – Mrs Lumley</p>	<u>Full Governing Body 6pm</u>	<u>Achievement Committee 6pm</u>	Wednesday 30 <sup>th</sup> September 2015	Tuesday 3 <sup>rd</sup> November 2015	Tuesday 26 <sup>th</sup> January 2016	Tuesday 12 <sup>th</sup> January 2016	Wednesday 27 <sup>th</sup> April 2016	Tuesday 8 <sup>th</sup> March 2016	Wednesday 13 <sup>th</sup> July 2016	Wednesday 20 <sup>th</sup> April 2016		Tuesday 14 <sup>th</sup> June 2016	<u>Finance Committee</u>	<u>RIG Meeting</u>	To be confirmed	Friday 18 <sup>th</sup> September 2015		Friday 6 <sup>th</sup> November 2015	<p>Headteacher</p> <p>Governors</p>
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<p>15.</p>	<p>13<sup>th</sup> November – Newly appointed Parent Governor  20<sup>th</sup> November – Newly appointed Co-opted Governor  27<sup>th</sup> November – Mrs Middleton  4<sup>th</sup> December – Mrs McSherry  11<sup>th</sup> December – Mr Jacques  18<sup>th</sup> December – Mr Abbott</p> <p>Any Governor unable to attend their Friday should arrange cover with another Governor.</p> <p><b><u>Health &amp; Safety issues</u></b></p> <ul style="list-style-type: none"> <li>• None</li> <li>• Janet Morris, NYCC due for her ‘walk around’ visit early September</li> <li>• Mr Abbott to meet with Headteacher and Handyman on 24<sup>th</sup> September 2015</li> </ul> <p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Mr Abbott/ Headteacher</p>
<p>16.</p>	<p><b><u>Any other business – items agreed at beginning of meeting</u></b></p>	
<p>17.</p>	<p>Meeting closes at 7.40pm.</p>	