Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Full Governing Body/H & S Meeting held on

Wednesday 27th September 2017 at 6.00pm

Present

Mrs R Hattersley - Parent Governor (via phone)

Mrs R Rawson - Co-opted Governor

Mrs A Carville - Co-opted Governor

Mrs C Cessford - Foundation Governor

Mr A Robertson - LA Governor

Mrs K Wilkinson - Staff Governor

Mrs H Cuddy - Headteacher

In Attendance

Mrs L Richardson - Clerk

Clerk chairs meeting

**PART 1**

**1.Welcome & Apologies**

Mr T Jones - Co-opted Governor due to work commitments

Mrs L Thornley - Parent Governor due to child care issue

Mr R Mason - Parent Governor due to work commitments

Mrs Wilkinson welcomed as new staff governor. Induction handbook can be found in governor section of school website.

**Governors consent to apologies**

**Non Attendance**

Mr M Storey - Parent Governor

Mr C Stone - Co-opted Governor

**2. Election of Chair and Vice Chair**

Chair of Governors

* Mrs Carville proposes Mrs Rawson, seconded by Mr Robertson. Governors agree and Mrs Rawson is duly appointed as Chair of Governors

Mrs Rawson now chairs meeting

Vice Chair of Governors

* Mrs Rawson proposes Mrs Thornley, seconded by Mrs Cessford. Governors agree and Mrs Thornley is duly appointed as Vice Chair of Governors

Chair & Vice Chair term of office to be a period of 1 year.

**3. Confidentiality & Declaration of business interests**

* Confidentiality reiterated
* New declaration of business interest forms completed

**4. Any other business to be agreed**

* Staffing
* After school clubs
* Parking

**5. Minutes of meeting held on 4th May 2017**

**Governors agreed that the minutes of the Full Governing Body meeting held on 4th May 2017 be signed by Chair as a correct record**

**6. Action Log**

2016/2017

3) Governor visits included on agenda. Item Closed

6) New EDA, Donna Makepeace to be consulted on assessment & data training for governors

8) Information not available for GSIN meeting workshop. Clerk emailed dates of forthcoming GSIN meetings to all Governors. Item Closed

18) Relevant safeguarding paperwork has been received from Youth club. Item Closed

19) Provision in place re: contract for lettings. Item Closed

21) Headteacher & Mr Mason discussed facebook community. Item Closed

22) Governors asked for ideas and advertising experience. Item Closed

24) Headteacher at Darrington showing no interest in consulting with us on academisation. Headteacher at Badsworth is more open to the idea.

***Q – Is Badsworth an academy?***

***A – Yes***

25) Representatives of outstanding school to be invited to speak to governors re: academisation – ongoing. New management at Pollington school

27) Dates of GSIN meetings emailed to governors. Item Closed

28) Floor plan checked and is correct in respect of fire risk assessment. Item Closed

29) Mr Jones to check legislation in respect of fire checks for escape routes – ongoing

30) Governor action plan updated and sent to governors. Item Closed

31) No date arranged for Headteacher’s professional friend to provide training for governors due to busy schedule

32) Mr Stone completed online safeguarding training. Item Closed

33) New governor information included on school website. Item Closed

34) Ms Wolff has now left. Item Closed

35) Governor action plan updated. Item Closed

36) Short finance training session completed. Item Closed

37) Accident & near miss books reviewed. Item Closed

38) Deeds checked for information about access to school field. There was an incident where children had brought and left tools on school field. Item Closed

39) Governor newsletter sent to parents. Item Closed

40) Notice board not moved, to be used for ECO information. Item Closed

41) Banner still to be bought to promote nursery - outstanding

**7. Confidential minutes of meeting held on 4th May 2017**

**Governors agreed that the confidential minutes of the Full Governing Body meeting held on 4th May 2017 be signed by Chair as a correct record**

**Matters Arising**

* None

**8. Register of Hospitality**

* Governors reminded of requirements

**9. Update register of Governing Body Data & review terms of office**

* Mr Holmes has resigned as Foundation Governor. Diocese have asked Mrs Rawson to become the new Foundation Governor. Diocese to process this, we will then require a new co-opted governor
* Mrs Hattersley’s term of office ends February 2018 and school will need to conduct a parent election after Christmas. Mrs Hattersley is able to put her name forward again if she wishes and will still serve a 4 year term even though her child will have left our school before the end of that term.

**10. Review governors with specific responsibilities**

* Finance/Personnel Governor – Mrs Hattersley. Mr Mason to shadow in line with succession planning

HS & Behaviour Governor – Mr Jones

Curriculum Governor – Mr Stone & Mrs Rawson

SEN Governor – Mrs Cessford

Safeguarding/CP governor – Mrs Cessford

Pupil Premium Governor – Mrs Cessford

More Able & Talented Governor – Mrs Rawson

Pupil progress Governor – Mrs Cessford

Performance Management committee – Chair/Vice Chair/Personnel Governor

Governor induction – Mr Jones

Parent/Community communications – Mrs Thornley

MAT – Mrs Rawson

Literacy/Maths – Mrs Thornley

PE – Mr Mason

Community cohesion – Mr Storey

Assessment/RE & Vulnerability – Mrs Cessford

Science/Assessment – Mr Stone

Maths/EYFS – Mrs Carville

Maths – Mr Robertson

School council – Mr Stone & Mrs Wilkinson

* Class Governors

Eagles – Mrs Cessford, Mrs Thornley & Mr Robertson

Lions – Mrs Rawson, Mr Stone

Dolphins – Mr Storey & Mr Jones

Starfish – Mrs Hattersley, Mr Mason & Mrs Carville

**11. Review Terms of Reference for pupil discipline & staff dismissal committees**

* Agreed
* Governors agree that members of complaints committee will be: Mrs Cessford, Mrs Carville & Mr Jones.

Members of this committee can be changed if necessary, as governors should have no knowledge of complaint prior to meeting of committee.

**12. Review Scheme of Delegation**

* Agreed

**13. Review Standing Orders & Code of Practice**

* Agreed

Governors agree to bring agenda item 25 & 28 forward

**25. Policies**

Lockdown Procedure

* School is well prepared if there were ever to be an incident. A practice lock in has not yet taken place.

***Q – If all children were in the hall when an incident took place would they be sent back to their classroom?***

***A – No they would stay in the hall***

* Agreed

Exclusion Policy

* Agreed

Declaration of Convictions, arrests, charges & summons

* Agreed

Pay Policy

* This policy is currently being updated

**28. Any other business agreed at beginning of meeting**

Staffing

* Mrs Maltby is pregnant. We will advertise for someone to cover her maternity leave in the school office. Governors send their congratulations.

After School clubs

* Currently we have a contract for the full term. Looking forward Headteacher proposes that this is extended to 2 further terms to make a full year.
* Governor newsletter to include information about finances for after school clubs as if numbers do not increase we may need to review costs & charges.

***See confidential minutes***

* School’s own after school club is proving to be very busy and we will soon need to consider advertising for additional staff.

Mrs Cessford leaves at 6.50pm

We are no longer quorate therefore no further decisions can be made.

**14. Vision of the school 2017/2018 & HT performance management**

* Lots of work has already been completed – highlighted green. Question now is how do we move further forward?

Assessment levels have improved in line with national expectations for KS2.

One aim is to increase the pupil numbers to over 100, currently we have 94 children plus nursery, so by the end of the year we will have 104 children including nursery. 50% of our children are out of area. We are expecting another 2 children to join us next week taking us up to 96 children, next year we expect 98 NOR and following year 94 NOR as we will be losing the large cohort.

We have 3 banners 1) outside school 2) Thorpe Audlin cross roads and 3) in Norton

* ***Q – If we were to join an academy would we get money to improve our building?***

***A – It is a possibility as other schools have done that***

* Eagles & Dolphins were painted over the summer holidays. Starfish toilets need renovating, the flooring is loose and this is a H & S issue so we have asked if NYCC will fund this on H & S grounds
* Governor suggests replacing lighting with LED lights as this would save us money in the long term, we could involve the children through ECO too.
* ***Q – How is the school heated?***

***A – Oil & storage heaters***

***Q – How old is the boiler?***

***A – It is old and inefficient and a new one may be a cost benefit***

* Nursery has currently 5 children and income for this term will be £1098, for total year income should be £6K - £7K. Currently we employ a TA who works in nursery during the afternoon, this does not cost school any extra, whereas if numbers were to rise where we would need to employ an additional TA the costs would need to be carefully considered
* Governors to inform Headteacher if there is anything else that should be included
* Ofsted see a copy of the SEF overview document before they visit the school, Document needs to be updated to reflect 2017/18
* ***See confidential minutes***

**15. Headteacher’s report**

Year 6

* Final progress scores are better than previously reported
* Reading 43% expected, ***See confidential minutes***
* Writing 50% expected with 33% exceeding, this is the same as last year
* Maths 50% expected with 33% exceeding, this has increased from 20% last year
* SPAG 50% expected with 33% exceeding, this has increased from 13% last year
* More able children are being pushed
* Ofsted will see 2016 data where Maths & SPAG were a concern, whereas this year our concern is reading. We have now changed how we teach reading.
* Progress scores compared to last year:

Reading this year +1.6, last year +1.5 this is not good enough.

Writing this year +2.4, last year +2.6, we were moderated in writing

Maths this year +2.4, last year -0.6, this is a positive improvement.

***See confidential minutes***

Year 2

* Teacher Assessment in reading was 77% expected and 38% exceeding, In writing 54% expected, this is low with 1 child arriving from another authority who appeared to have been over marked. Writing was moderated. Maths 77% expected, last year was 43% this increase is very good.

Phonics

* 83% passed

EYFS

* 67% achieved GLD, which is slightly lower than last year
* Lines of enquiry at back of headteacher’s report are questions that Ofsted are likely to ask
* We still have a lot of work to do on foundation subjects

***Q – Do we have a rich curriculum? Does it include Forest Schools?***

***A – We are doing enough and yes we include Forest Schools***

***See confidential minutes***

* Quotes obtained for flooring in Starfish, work may be completed over half term or Christmas holidays.

***Q – Have you requested 3 quotes?***

***A – Yes, including Willoughbys who are a NYCC approved contractor.***

Business case to be completed.

* It is going to be expensive to replace the display boards with fire resistant ones
* Ensure 3 staff members have the food hygiene awareness Level 2 training – should be highlighted yellow
* Canopy for Starfish & Dolphins could be a fundraising project

**16. Governor Action Plan**

* To be discussed at next FGB meeting

**17. Academisation timescales**

* To be included on next FGB meeting agenda
* Mrs Holmes has worked in an academy school, Headteacher to ask her to attend a Governor’s meeting
* Currently this is not a priority for the school

**18. Governor training / School visits**

* NYCC training information sent to Governors
* Complaints training for governors to be attended when available
* Governor SIN meeting on 12th October at Escrick to be attended by a member of GB
* Governors should inform Headteacher when they are available to visit the school. Mrs Carville is currently visiting Starfish half a day per week, she will complete a visit for at the end of half term

**19. Correspondence**

* Letter received from LA informed us of the services they offer
* MAT meeting to take place on Monday for schools in Doncaster, they do not currently accept church schools into their MAT

Mrs Carville leaves meeting at 7.30pm

**20. Governors newsletter**

* Governors to send any information they wish to be added to Governor newsletter to Mrs Thornley
* School meals information to be included in newsletter

**PART 2**

**21. SDP items**

* We were unsuccessful in a bid for funds to purchase our Fit Park, it will be resubmitted
* Ideas for fundraising to purchase a canopy at a cost of approx. £8K to be sent to Mrs Thornley for inclusion in governor newsletter

**22. Report on number of exclusions, formal complaints & racist incidents**

* No exclusions, No formal complaints, 1 racist incident and No Homophobic incidents

**23. Accident book**

* Mr Jones to review on a termly basis

**24. Raise Alliance update**

* Inset training – how to be happy and positivity

**25. Policies**

* Discussed earlier in meeting

**26. Health & Safety**

* None

**27. Correspondence**

* None

**28. Any other business agreed at beginning of meeting**

Staffing

* Discussed earlier in meeting

After School Clubs

* Discussed earlier in meeting

Parking

* New parents are parking on zig-zags and on some occasions children need to go between cars
* A KS1 child was seen on the back of a motorbike being dropped off at the top of the school drive. This was a grandparent therefore should not happen again
* Pub landlord has complained that parents are parking on the parking strip. Governor states that it is believed this strip is owned by the church and not the pub
* Occupants of the houses adjacent to the school driveway have been parking in the staff car spaces, this could be due to the school holidays, if nothing changes in the next few weeks someone will need to speak to them
* Parking reminders to be included in the next school newsletter
* Parish Council have applied for double yellow lines to be painted elsewhere in village, school to contact them to request that we also be considered for double yellow lines & zig-zags opposite school entrance

***Q – Could we organise a walking bus?***

***A – It would be difficult to man it without costs being incurred. We could suggest a healthy initiative where parents park further away and walk to school***

Meeting ends 7.45pm