Kirk Smeaton Church of England Primary School

Governing Board

Minutes of Full Governing Board Meeting held on

Monday 23rd September 2019 at 5.30pm

Present

Mrs R Brown - Co-opted Governor

Mrs A Carville - Co-opted Governor

Mr T Jones - Co-opted Governor

Mr A Robertson - LA Governor

Mrs R Rawson - Foundation Governor

Mrs C Cessford - Foundation Governor

Mr R Mason – Parent Governor

Mr P Hudson - Parent Governor

Mrs L Thornley - Parent Governor

Mrs M Holmes – Staff Governor

Mrs H Cuddy - Headteacher

In Attendance

Mrs L Richardson - Clerk

Clerk chairs beginning of meeting

**PART 1**

**1. Welcome & Apologies**

Mr P Hursthouse, Parent Governor – due to work commitments

**Governors consent to apologies**

* Mr Jones has been asked to re-join the GB as a co-opted governor. His concern is that due to work commitments he would not be able to attend all meetings. However, governors agree that he has a lot to contribute outside of the meetings and he is duly appointed as a Co-opted Governor
* Mrs Thorley was asked by GB to become a Parent Governor this is allowed as there were no nominations at the last parent election therefore GB are able to nominate on behalf of parents. She agreed and is duly appointed as a Parent Governor

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

Chair of Governor

* Mrs Thornley nominates Mrs Rawson, seconded by Mrs Thorley, governors agree, and Mrs Rawson is duly appointed as Chair of Governors for a period of 1 year

**Mrs Rawson chairs remainder of meeting**

Vice Chair of Governor

* Mrs Rawson nominates Mrs Thornley, seconded by Mrs Carville, governors agree, and Mrs Thornley is duly appointed as Vice Chair of Governors for a period of 1 year

**3. Confidentiality & Declaration of Business Interests**

* Confidentiality reiterated
* Declaration of business interest forms updated

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

* None

**5. New Ofsted inspection framework update**

* Document sent out prior to meeting
* Inspection will be 2 days not 1. Phone call to school will be received between 10.30am and 2pm for visit following day. If data is bad or there is a complaint against the school, then a no notice inspection can be made within 15 minutes of a phone call
* We will not be in the Ofsted window for just over a year
* Our KS1 data is lower than expected and will need to be a focus
* New Ofsted framework has 3 new areas Intent, Implementation and Impact
* Mental wellbeing and worth ethic are an important part of new Ofsted framework
* There will be ‘deep dives’ in subjects chosen by Inspector such as Maths, English and also topic
* Next steps: Check reading scheme, review curriculum, develop vocabulary & understanding, ensure children can talk openly and have a voice including about bullying. Our aim is to create strong independent, well rounded children.
* We need to review our school logo
* SEF includes lines of enquiry that governors need to be aware of
* Governors need to be aware of the local community and any issues there may be in the area and be aware of how we are tackling any of these issues as a school
* GB to get any information from schools who have gone through the new Ofsted inspection, so we are ready
* Governors to ensure that their visits are in line with new Ofsted framework
* ***Q – What does it mean by intent?***

***A – It is the intent of the curriculum, such as what it is meant to give the children***

***Q – What is the best way to monitor intent? Is there any help from NYCC?***

***A – Look at national curriculum as a base, then review the GAP analysis which shows the localised needs and review specific child’s need, with the intent to fill any gaps***

**6. Minutes of meeting held on 30th April 2019**

**Agreed that the minutes of the Full Governing Board meeting held on 30th April 2019 be signed by Chair as a correct record**

**7. Action log**

29) Contact to be made with NYCC Fire & Rescue, Fire Protection Officer for them to visit school. Mr Jones to join them on the visit. We need to know if there is anything urgent and then we need to deal with it.

2018/19

2) Governor details now on website. Item Closed

9) Mrs Thornley agreed to become a Parent Governor, after we had no nominations. Item Closed

10) Mrs Carville’s term of office doesn’t actually end until May 2020. Item Closed

11) Mr Jones has agreed to become a Co-opted governor. Item Closed

12) No planning permission required. Item Closed

13) Governor action plan sent to Mr Hudson. Item Closed

14) Governor visit form completed by Mr Hudson. Item Closed

15) H & S Checklist sent to Headteacher to check. Item Closed

16) H & S Checklist to be shared with governors after next H & S inspection

**8. Confidential minutes of meeting held on 30th April 2019 & matters arising**

**Agreed that the confidential minutes of the Full Governing Board meeting held on 30th April 2019 be signed by Chair as a correct record**

**Matters Arising**

* None

**9. Register of Hospitality**

* Governors reminded of requirements of register

**11. Governor succession planning**

* We still have a co-opted vacancy
* Mr Mason’s term of office ends January 2020, parent election will need to take place
* Mrs Carville’s term of office ends May 2020, she is willing to continue as Co-opted governor, to be discussed nearer the time
* Mrs Rawson happy to be Chair of Governors but can’t be CofG forever that would not be good for the school, so GB need to consider the future. Having a co-chair would be an option as a handover period would be useful. Any governor who would like further information about being a CofG should speak to Mrs Rawson outside of the meetings. All governor roles are important, and all governors are supporting the GB. CofG roles & responsibility document to be sent to all governors.
* Skills Audit sent out for completion by governors. This document will be used when filling vacancies. Governors agree someone with experience of the education system would be useful

**12. Review governors with specific responsibilities**

* Headteacher’s Performance Management – Mrs Rawson, Mrs Carville, Mrs Cessford, Mrs Brown & Mrs Thornley – only 3 people needed at meeting
* Link Governors: Safeguarding/MAT/Curriculum – Mrs Rawson; Literacy & Curriculum – Mrs Thornley; PE & Finance – Mr Mason, Assessment; RE & Vulnerability – Mrs Cessord; EYFS, Induction & Finance – Mrs Carville; Maths and H & S – Mr Robertson; Mental Health Awareness – Mr Hudson; Behaviour – Mrs Brown; Maths & Finance – Mr Hursthouse; Literacy and H & S – Mr Jones; Science – Mr Hudson
* Class Governors: Eagles – Mrs Brown & Mr Hudson; Lions – Mr Mason & Mrs Cessford; Dolphins – Mr Hudson, Mrs Rawson & Mr Robertson; Starfish – Mrs Carville, Mrs Thornley & Mr Jones
* Complaints Committee: (3 required) Mrs Carville, Mrs Cessford, Mrs Brown & Mr Jones
* Governor action plan – Mr Hudson & Mrs Rawson

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

Pupil Discipline Committee

* Agreed

Staff Dismissal Committee

* Agreed

Staff Dismissal Appeals Committee

* Agreed

**14. Review Scheme of Delegation**

* Agreed

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

Standing Orders

* Agreed

Code of Practice

* Agreed

**16. Headteacher’s report**

* Includes Ofsted targets from last inspection, SIAMs targets and School Priorities from SDP

***Q – Is it usual to have 3 priorities*?**

***A* – It is set by the school**

1. Developing high expectations is taken from where we are now. Extending learning is the ‘intent’. Continue to develop marking, particularly in the area of writing which needs to be developed. Writing fluency is a high focus.
2. Promoting self-regulating & positive thinking is part of new framework to develop the child as a whole, we deliver Thrive and have a greater curriculum which includes such things as gardening & singing
3. Supporting all children – looking at where they are now and where they need to go

Governors need to look at evidence of this during their visits to school to see what is happening within school against the SDP

* SDP is a fluid document. Key priorities are set once a year. Document is RAG rated and governors need to review it during each meeting to see what has been completed. They also need to look back and see whether it has been embedded. Lines of enquiry are included at back of Headteacher’s report.
* Quality of education is a big section but is measurable, whereas mental wellbeing is difficult to measure.

***Q – Can we ask children to complete a survey re: mental wellbeing?***

***A – We have done this in the past, but it still isn’t easy to measure. We are doing lots of work on why children may have low self-esteem and giving support if required. Parental engagement is key.***

* KS2 data has improved but KS1 data hasn’t so governors will need to consider these at each meeting
* ***Q – Are teachers happy with priorities?***

***A – They were agreed with staff and go towards the Teacher Performance Management targets. They are shared during staff meetings***

* There is more of a focus on literacy, but we can’t lose sight of maths so could add – to continue developing other subjects.

***Q – How do we measure and check that this is working?***

***A – Looking through books, speaking to children about what they are learning, look at impact of marking and look for progress.***

* Governors ask that Headteacher sub divide into the 3 Ofsted areas so that it is clear

Data sheets

* Combined Y6 data is positive although number of children exceeding has decreased but still in line with national figures.

Writing, Maths & SPAG are all in line with national. Reading is above national and is a triumph, governors send congratulations to staff involved and thank adults who volunteer which includes Mrs Carville, Mrs Cessford & Mrs Brown

* Y2 reading is below national, but writing & maths are in line
* EYFS – GLD around national with 67% of children being summer born.

***Q – Are these children now Year 1?***

***A – Yes***

* Governors are asked to read key lines of enquiry within Headteacher’s report

**17. Governor Action Plan**

* Style of plan to be changed so as to highlight actions and capture what is happening
* Overview to be discussed at every meeting
* Completing actions will make GB better
* Simple pro-forma for governor visits to be put together with a tick list, this will be more of a guide than a checklist of what governors need to be looking for during their visits. To include intent of visit, what has been seen and impact
* Teachers to be informed of what the governor is coming to see before their class visit
* Final term to visits will focus on areas that have not been covered
* Governors thank Mr Hudson for the work he has done on the action plan
* Final copy to be sent to all governors

**18. PAN (Pupil Admission Numbers)**

* To continue to be15.

***Q – We were over-subscribed this year, were we forced to take more than our PAN?***

***A – Yes, we took an additional 1 child after they won their appeal***

*P*AN of 15 would give us 105 pupils across school, we currently have 98 children. More than 15 would have a knock-on effect across school. Children with an EHCP or a Looked after child would automatically get a place in school no matter what our PAN is

* We had 18 children leave from Y6 this year. There is no limit in KS2
* Nursery numbers were high this year and we had some disappointed families, but it had been made clear that there was no guarantee they would automatically have a place in EYFS
* Governors agree for PAN to remain at 15

**19. Review academisation**

* No further information to discuss

**20. Governor training/school visits**

* GSIN meeting dates & training through NYCC sent to governors prior to meeting. Any governor wishing to attend any to book through school office
* Governors to email Headteacher with dates they wish to make a governor visit

**21. Correspondence**

* None

**22. Governors newsletter**

* Mrs Thornley agrees to write newsletter
* Governors agree the following information to be included:

Use of social media; new members of Parents & Friends needed; School meals information as UIFSM uptake has not been good – include impact of low uptake, what money covers, dinnertime staff and the fact that prices will need to rise if uptake stays low; Use of less plastic and Healthy balanced diets

**PART 2**

**23. SDP items**

* SDP included in Headteacher’s report

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

* ***See confidential minutes***
* Leavers, we had 4 children leave to go to private schools and 2 children whose families relocated.

***Q – Is there anything that we can do about children leaving?***

***A – No, there was no question that any of these children left because of a problem with our school***

**25. Accident book**

* Information sent to governors in July. No patterns

**26. Various Alliances updates**

* We are members of the Star Alliance which is Tadcaster based, this is cheaper than North Star Alliance was. Star Alliance is very organised, includes training/meetings in curriculum areas and CofG receives weekly letters. Staff also attends YPO courses and LA courses to fill any gaps. We are well supported through this Alliance

**27. 2019/20 SFVS guidance (support notes)**

* Changes are being made to SFVS and guidance sent to governors prior to meeting
* ***Q – Information/guidance from School Business Manager is received twice a term do we need it this often?***

***A – Information depends on when Bursar visits school.***

Governors agree this should continue

**28. Policies**

Keeping Children Safe in Education

* Governors to read full policy and then to sign to confirm they have read it

**29. Brexit**

* ***Q – Is there anything we need to do as a school to prepare for Brexit?***

***A – We need to be aware that financial changes may take place***

***Q – Do we have any suppliers or contracts from outside the UK?***

***A – No***

***Q – Do we have any children on prescribed medications which may have short supplies after Brexit?***

***A – We are aware of any medication children take and would be made aware of any shortages by parents***

***Q – Are we aware of any road networks that may be affected?***

***A – We will make checks before any visits and for any severe weather conditions. We will make considerations regarding petrol supplies which may affect our dinners as and when they occur. Hopefully there will be minimal effect on our school***

**30. Health & Safety**

* Periodic testing of electrics cost £1000 which was more than expected
* ***Q – Does the running club have a risk assessment?***

***A – Yes, it includes all different routes that can be taken***

***Q – How many children take part?***

***A – It is planned for the whole of KS2 to have taken part, but parents can opt out their child(ren). We are running/walking 2 miles with up to 15 children at any one time. We need 2 adults to accompany the children as they have different paces. This promotes healthy body & minds***

***Q – Is half an hour long enough?***

***A – Yes it seems to be, but we haven’t paced it yet. It is good fun and children have responded positively. Headteacher & Ms Holmes are the staff involved***

**31. Correspondence**

* None

**32. Update on the KS2 toilets**

* No comments received from governors in response to email sent out by Mrs Marris
* ***Q – How much is it costing?***

***A - £22K to refurbish, with no structural changes needed***

It will include 2 sets of WCs & a visitor WC

* Company being used was not the cheapest quote, but it is a company that we have used before and can start the work shortly. They were only £1K more expensive.

***Q – What sort of guarantee are they giving us?***

***A – After service has been very good in the past.***

Headteacher to check what guarantee we will be given on the work.

***Q – Will there be some waste work?***

***A – Yes, there is a potential change to some of the plumbing***

***Q – Has a site survey been completed?***

Headteacher to ask SBM to send information to Mr Jones. If it looks good, then governors agree for work to go ahead

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

* None

**34. School uniform/logo (SIAMs target)**

* Governors agree they are not responsible for school uniform/logo as this is more operational so belongs with the Headteacher & staff
* SIAMs look at core values and our current logo does not symbolise a church school. A competition for children to design new logo was organised with 2 winners. Mrs Hursthouse has designed the logo from the children’s drawings – to be shown to governors after meeting.

Decision regarding colour of uniform and when to start changes to be decided by January. Governors agree that key to the change will be communication with parents and a good transition period

Headteacher & Mrs Holmes leave meeting at 7.55pm

**35. Part C confidential minutes of meeting held on 30th April 2019**

**Agreed that the PART C confidential minutes of the Full Governing Board meeting held on 30th April 2019 be signed by Chair as a correct record**

**Matters Arising**

* None

Meeting ends at 8.00pm