

**Kirk Smeaton Church of England Primary School
Governing Body**

**Minutes of Governing Body Meeting held on
Monday 11th January 2016 at 7.00pm**

Present

Mrs L Thornley	-	Parent Governor
Mrs R Hattersley	-	Parent Governor
Mr R Mason	-	Parent Governor
Mrs R Rawson	-	Co-opted Governor (arrives at 7.10pm)
Mr T Jones	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor
Mrs C Cessford	-	Foundation Governor
Mr D Holmes	-	Foundation Governor
Mrs S Wolff	-	Staff Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mrs L Richardson - Clerk

1. Welcome & Apologies

Mrs Thornley chairs meeting and welcomes Mr Mason as new Parent Governor to the Governing Body.

Mr M Storey - Parent Governor

Mr Storey has had a tooth extraction today

Governors consent to apologies

2. Any other business to be agreed

- Smeaton Development Group
- Governor pack

3. Confidentiality & Declaration of Business Interests

- Mr Mason & Mrs Hattersley complete form
- No new interests declared

4. Minutes of meeting held on 5th October 2015

Unanimously agreed that the minutes of the meeting of the Governing Body held on 22nd June 2015 be signed by Chair as a correct record

5. Governor Action log

FGB Meeting

1. Business interest form completed by Mrs Hattersley. Item Closed
4. Parent elections completed. Items Closed

7. Governor action plan is an agenda item. Item Closed
8. New induction pack sent to school for inclusion on website. Item Closed
10. Skills matrix results to be discussed later in meeting but does not include 1 form which was not returned and 1 form which was returned late. Item Closed
11. Skills matrix is an agenda item. Item Closed
12. Timetable for objectives is an agenda item. Item Closed
14. Link governors is an agenda item. Item Closed
17. Updated H & S police sent to governors. Item Closed
18. Governors sent comments re: policies to Headteacher. Item Closed

Finance/Personnel Meeting

1. Payroll sheets checked with FMS Officer. Item Closed
2. IT technician options reviewed. Item Closed
3. Laptop quotes is an agenda item. Item Closed
4. Committee minutes now included on all FGB agendas. Item Closed
5. Budget Management Policy to be amended as soon as possible by Mrs Hattersley
6. Meeting took place to review SFVS. Item Closed

H&S/Curriculum Meeting

1. Dates added to SDP. Item Closed
2. Full compliance with barring procedures confirmed by office. Item Closed
3. SEN Policy is an agenda item. Item Closed
4. Develop communication re: playground removed from SDP. Item Closed
5. Linking community cohesion removed from SDP. Item Closed
6. Additional H & S items added to SDP. Item Closed
7. Copy of Lions plans still to be emailed to Mr Jones & Mr Holmes
8. Premises inspection to take place during this term
9. Moderation to be discussed at next curriculum meeting 8th February
10. Data questions to be discussed at next curriculum meeting 8th February
11. Mr Jones met with Mrs Marner and reviewed near miss reports, alarm panel and emergency light testing. Item Closed
12. Updated photo policy sent to governors. Item Closed
13. Updated collection of children policy sent to governors. Item Closed
14. Governor pack handed to governors during meeting. Item Closed
15. Existing governors to meet with Headteacher to discuss current data, visit classrooms and conduct a learning walk. Item Closed
16. Combined letter from Headteacher & Chair of Governors included in governor pack. Item Closed
17. All outstanding online safeguarding training to be completed as soon as possible and certificates to be handed to school office
18. Training sessions is an agenda item. Item Closed

Mrs Rawson chairs remainder of meeting

6. Confidential Minutes of meeting held on 5th October 2015 & matters arising

Unanimously agreed that the confidential minutes of the meeting of the Governing Body held on 5th October 2015 be signed by Chair as a correct record

Matters arising

- Q – How many staff have been employed by the school for over 5 years? Is there any fund set up for long term staff leavers?
A – We have approx. 7 staff who have been working at our school for over 5 years. We have a fund to buy flowers for such as volunteers, but have not needed to buy for

any long term staff leavers previously.

Q – Do North Yorkshire give anything to long service staff?

A – They used to but don't anymore due to cut backs

Governors agree that it is appropriate for a gift to be purchased to say thank you for member of staff who is leaving after being employed at school for 25 years.

7.Headteacher's Report & SDP

- Headteacher report sent to governors prior to meeting
- Headteacher takes governors through her report
- Dates added
- Headteacher has attended a meeting of Elite Alliance as a guest. They run their own SIN meetings and if we were to consider joining them it would mean leaving LA altogether.

Q – Why have they pulled away from LA altogether?

A - They run everything themselves but it is a strange set up as they still come under NYCC, however their Alliance is dynamic and generate money and Headteacher is looking at the way they work so as to see if we can make our own Alliance as dynamic; she will attend another Heads meeting in March. As we are receiving the Heads meetings free of charge, the Headteacher will need to deliver something to one of the meetings for the Alliance.

Q – How many schools are in their Alliance?

A – approx. 25 – 30, so it is a very big, compared to our RAISE Alliance of 10 schools. Currently we access cluster meetings through NYCC free of charge, if we were to attend the Elite Alliance meetings it would be at a cost.

Q – Do they run Governor SIN meetings?

A – Headteacher to check. Governors informed that they can access the Elite Alliance information through their website

Another Alliance the HARTE Alliance also generate money from/for their group of schools.

- Governors to email Headteacher stating what they would like to see when they next visit school
- Governors to receive reports from subject leaders during Summer term
- Q – How are NQT & RQT doing?
A – They are doing well
- School is struggling to fill the vacant MSA position. There is someone willing to work 3 days a week, Headteacher suggests that the other 2 days be filled by volunteers on a rota basis
- Q – Would these volunteers need to have DBS clearance?
A – Yes. Governor suggests that an advert for the other 2 days per week be included in the village magazine
- **See confidential minutes**
- Drop ins have taken place so as to evaluate the effectiveness of planning
- School has linked with Darrington, Norton and Fairburn schools to help develop areas of curriculum and moderation

Q – What are the moderations showing?

A – The moderation showed that levels across all schools were in line with National (and each other). There was a comment made by another school that our exceeding child's Y2 work was impressive and that the teacher would like to analyse her exceeding children to ensure that they were working at a similar level.

We are also looking at what schemes other schools use.

Q – Has this been a boost for the staff?

A – Yes it has.

Governors convey 'well done' to the staff

- Behaviour for learning walk was conducted by Headteacher & Mrs Hattersley, copy of report circulated to governors. There were a few issues highlighted, surrounding cloakroom areas, these are being dealt with.

- Parent and pupil questionnaires still to be completed

- Bid has been won for a new tyre park to the amount of £10K

Q – Where will the tyre park be placed?

A – Where the big tyre is situated at the moment. The bid will also include a good rubber surface and resurfacing under the existing climbing frame

- Headteacher explains to Governors the data section of her report, which shows changes since summer 2015

Data

- Q – Is the data shown from assessments or teacher judgments?

A – They are teacher assessments, a professional judgement with help of the use of old SATs papers

Figures in yellow brackets are same as last year and the figures in green brackets are better than last year

See confidential minutes

- There are now higher expectations in respect of the new curriculum

Q – It states that 60% of KS1 on track for Year 6 children, what does that mean?

A – It means that at the end of KS1 (Year 2) 60% of these Year 6 children were on track in reading and writing to achieve their ARE this is now 93% in reading and 87% in writing

- Writing trends overall are good

- Headteacher predicts that 91% of Year 1 will pass the Phonics test, with the national average being 77%, governors agree this is brilliant news. Headteacher states that this has been helped by parents attending a Phonics meeting and knowing how to help their children at home, changing our Phonics programme has also helped

- Governors agree that the Headteacher's report is a good informative document that is easy to understand

8. Staffing for 2016/Personnel

- New admin assistant has been appointed – Jay Maltby

- **See confidential minutes**

13. Laptops quotes – agenda item brought forward

- Wireless is now good in school

- Headteacher proposes purchasing 25 laptops and 5 ipads – Laptop quotes received from Alamo (current provider) and Schools ICT

Q – Quote shows no installation cost for Alamo why is this?

A – This would be included in our existing package with them

Q – Would this be seen as best value?

A – Yes and there is a 5 year warranty for the laptops

Q – Would the latest software be installed?

A – Yes

Current Alamo service agreement ends 31st March, if we do not purchase the laptops before that date the service agreement may be different and therefore installation cost may need to be paid. Governors agree that it would be better to buy the laptops before the end of the financial year.

Governors agree that the laptops be purchased as soon as possible from Alamo

- Governor states that we need to show the process for best value, this does not just include cost but what the children gain from it too.

Governors are happy that the quotes were like for like.

Q – Is there enough IT work for the technician to visit school once a week?

A – yes there is always something for him to deal with

Q – Would these laptops be additional laptops or are the replacing discontinued ones?

A – They are replacing all the old laptops that we have now disposed of, these along with PCs that remain in class will give us a full class set.

Q – Are the laptops of good specification?

A – Yes and include the latest software

Headteacher informs governors that after this purchase school does not anticipate any further IT update for 5 years. Headteacher to confirm warranty and inform governors.

Governors agree that Mr Jones arrange to speak to Alamo as he has IT experience and can review their expectations, as chair of finance Mrs Hattersley to be cc'd into emails between Mr Jones and Alamo

Governors agree for school to continue with Alamo as they know the school and school is happy with their service, dependant on outcome of discussions with Mr Jones.

9.Governor Action Plan

- Copies of action plans from other schools handed to governors. Governors take 15 minutes to discuss them in small groups, looking at key priorities and key actions, making notes and then hand information back to Chair of Governors. Chair, Vice Chair & Mr Jones will meet to collate information and draft a governor action plan for our school, other governors welcome to join them. Governors agree that a final copy probably will not be ready until the beginning of the next academic year

10.Start & plan timetable for objectives

- *See confidential minutes*

11.Update from H & S/Curriculum Committee meeting held on 17th November 2015 and report on behaviour for learning

- Minutes sent out to governors prior to meeting
- No questions

12. Update from Finance committee meeting held on 15th October 2015

- Minutes sent out to governors prior to meeting
- No questions

13. Laptops quote

- See earlier in meeting

14. Approve SFVS

- Q8 – additional information added. Pay policy reviewed. Targets for this year October to July but in future will be July to July. Pay increases will be back dated to August. 'The Committee' will meet at the beginning of each academic year to agree pay increases
- Q15 – Governors agree to review the maximum expenditure amount at which Headteacher needs to consult with GB and to include all relevant information on 1 sheet.
- SFVS approved. To be sent to LA.

15. Review skills matrix results, discussion on governor vacancy

- 2 skills audits were missing
- Red aspects show reasonable competencies
SEN/Child Protection – 2 of the returns were from staff
Q – Is this sufficient as staff cannot challenge themselves?
A – Governors could complete SEN/CP training which takes approx 20 minutes. They could be included in the next TA meeting
- Purple aspects show some experience
Q – Do we need additional governors to have experience
A - Publicity/marketing – Governors agree that they do not need more experience
ICT – Governors agree they could contract in this experience
Property/Premises –
Q – What responsibility do governors have as far as Ofsted are concerned in this area? Do we need to increase experience?
A – We know where our weaker areas are, we could contract in expertise in this area if necessary. Governors know the limitations of the buildings. Mrs Marner could become an Associate Governor if required
- Blue aspects show 2 or 3 governors with experience.
Data Analysis – 2 of the 3 governors are staff. Governors agree that internal data training for all governors will help with this
- Governors feel that we are in a strong position as far as our skills are concerned
- We have 1 Co-opted and 1 LA vacancy. During the last Parent Governor election we had 2 vacancies and 4 nominations, the 2 unsuccessful candidates could be considered to fill the other vacancies we have. Governors would like 1 of the vacancies to be filled by someone who has no link with the school if possible, so as to have an objective view. Skills of the 2 unsuccessful candidates to be emailed to governors for consideration, suggestions to be emailed to Chair. Governors agree that these vacancies need to be filled as soon as possible so as to include new governors in future training sessions. To be agreed at next FGB meeting on 18th April
- Headteacher to be sent all completed skills audit forms so she can suggest best areas for support

16. Consider remaining link governors

- Chair of Governors – Mrs Rawson
- Vice Chair of Governors – Mrs Thornley
- Personnel Governor – Mrs Hattersley
- Health & Safety Governor – Mr Jones
- Curriculum Governor – Mr Stone
- SEN Governor – Mrs Cessford
- Safeguarding/Child Protection Governor – Ms Wolff
- Performance Management – Chair/Vice Chair/Personnel Governor
- Induction of new governors – Mr Jones
- Parent/Community Communications = Mrs Thornley - this will include the production of a Governor newsletter. Governors asked for ideas of content of Newsletter:
Children could interview a governor, spotlight on topic, use of PE funding, further ideas to be emailed to Mrs Thornley
- Still to be appointed – Pupil Premium Governor, Gifted & Talented Governor, Pupil Progress Governor.

Smeaton Development Group

- Smeaton Development Group oversee the Community room which is separate to school. There are 3 members on this group and 2 of the current trustees are leaving.

School have been asked if a Governor would agree to become a member of the group. Mr Holmes agrees. Headteacher also to join the group.

17. Report on fixed term exclusions

- None

18.Raise Alliance update

- Included in Headteacher's report

19.Terms of reference to be agreed

- Finance/Personnel Committee – Agreed
- Curriculum/Health & Safety/Premises Committee – Agreed
- Pupil Discipline Committee – Agreed
- Staff Dismissal Committee - Agreed

20.Policies

- Health & Safety Policy – Agreed
- Child Protection Policy – Agreed
- Leave and attendance Policy – Agreed
- SEN Policy – Agreed
- Photo Policy – Agreed
- Policy for collection of children
Q – The policy states that LA will be contacted if children are not collected by 4.00pm and no contact has been made with parents, what would the LA do?
A – The police would also be contacted, Headteacher or a member of staff would stay with the child until they are collected by someone. Other safeguarding policies, would be followed if no parent's arrived. Safeguarding policy to be checked for procedure.
Policy Agreed.
- Governors Allowance Policy – Agreed
- Assessment Policy – Agreed
- Parent Behaviour Policy – Agreed
- Appraisal Policy - Agreed

21. Governor Training/School Visits

- Discussed earlier in meeting

22.Training Sessions

- Clerk to email details of next Governor SIN meeting to all Governors

23.Minutes to go on website – discussion

- Governors agree that there is no need for full governing body minutes to be included on school website as parents can request them at any time and parents will be kept informed of the work that governors are doing through the new governor newsletter.

24. Health & Safety

- None

25.Correspondence

- None

26. Any other business agreed at beginning of meeting

- Smeaton Development Group
Discussed during agenda item 16

- Governor Pack
Pack to be added to school website
Mr Jones to update pack when required and he will inform governors of any updates, they are then responsible of updating their own copy of the pack
Although there is no further NYCC requirement to renew a DBS, Governors agree that these will continue be renewed every 3 years.
NGA code of conduct to be sent to governors to read and consider including in the governor pack. To be discussed at next FGB meeting.

Meeting closed at 9.50pm

Next Governors meeting–Monday 8th February 2016 at 5.30pm–Health & Safety/Curriculum