

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

**Minutes of Full Governing Body Meeting held on
Thursday 12th January 2017 at 6.00pm**

Present

Mr R Mason	-	Parent Governor
Mrs L Thornley	-	Parent Governor
Mrs R Hattersley	-	Parent Governor
Mrs R Rawson	-	Co-opted Governor
Mr T Jones	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr D Holmes	-	Foundation Governor (arrived at 6.55pm)
Mr A Robertson	-	LA Governor
Ms S Wolff	-	Staff Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
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PART 1

1. Welcome & Apologies

- Mr C Stone had work commitments
- Mrs C Cessford is on holiday
- Mr M Storey is ill

Governors consent to apologies

2. Any other business to be agreed

- Prospective pupils

3. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new business interests

4. Minutes of meeting held on 22nd September 2016

Governors agreed that the minutes of the Full Governing Body meeting held on 22nd September 2016 be signed by Chair as a correct record

5. Action log

2015/2016

26) Action plan is an agenda item. Item Closed

51) No meeting date arranged, phone call to development group not yet returned. Communication with Mrs Becks is good.

52) Julie Temple from LA met with Headteacher re: lease, she was to contact Headteacher once further information available, nothing as yet. Insurance information agrees with what we discussed at last meeting

Q – Does all income go to the school?

A – We receive enough to cover caretaking and oil but it is not known if it is all the income

Q – Do school want to take over the bookings?

A – Yes, although weekends may be difficult, but we can change how these are organised.

Hall owned by school who want to utilise it for the community. We need to ensure we have all the information before we move forward with this matter

53) Lease not yet received

2016/2017

1) Acadamisation is an agenda item. Item Closed

2) Whole governor training would cost £100. Mrs Hattersley to attend finance training on 14th March 2 – 3pm. Item Closed

3) Class visits included in Headteacher's report. Governors to arrange any outstanding visits before next FGB meeting. It was agreed that Mr Holmes does not need to complete a H & S visit as Mr Jones has already completed a full visit in this area

Curriculum meeting actions

2015/2016

17) School have yet to receive certificates for on line training from Mrs Hattersley, she will check if she has a copy

2016/2017

1) Mrs Carville has recently completed both Safeguarding & Prevent training. Item Closed

2) New website included as agenda item. Item Closed

3) Accident book reviewed by Mr Jones. Report brought to this meeting. Item Closed

4) All governors except Mr Stone have confirmed they have read safeguarding email

10) Safeguarding Audit included as agenda item. Item Closed

Finance meeting actions

27) Security to be discussed under any other business. Item Closed

28) Security to be discussed under any other business. Item Closed

29) Security to be discussed under any other business. Item Closed

30) Security to be discussed under any other business. Item Closed

6. Confidential minutes of meeting held on 22nd September 2016 & matters arising

Governors agreed that the confidential minutes of the Full Governing Body meeting held on 22nd September 2016 be signed by Chair as a correct record

Matters Arising

- None

7. Headteacher's Report & SDP & SEF

SEF

- SEF is a short document which shows the current issues and where we rate ourselves. It is not compulsory that a school has a SEF
- We have judged ourselves to be good in respect of achievement. We have highlighted Maths & SPAG as an area of development

Q – Can we still judge ourselves as good even after highlighting Maths & SPAG?

A – Yes

- In respect of Ofsted our EYFS & KS1 data is good to outstanding. KS2 is good
- **Q – It states that attendance is in line with national figures, is that definitely right?**

A – Yes. However, attendance has recently dropped due to illness so we need to monitor it closely. Headteacher gives governors regular updates. Headteacher also monitoring lateness closely, especially cases of children who are consistently late, as there may be other underlying issues

Q – How does lateness affect the attendance figures?

A – SIMS works out all the attendance/late figures for us.

Headteacher to query with LA the legality in respect of lateness

- More information regarding governors could be added to the leadership & management section of SEF in both strength and areas of development
- Staff are still developing their skills within their subject leadership roles
- **Q – Will Ofsted ask for evidence of what is shown on the SEF?**

A – Yes, they will also see evidence when visiting school

Headteacher's Report/SDP

Priorities

1) Assessment

- All staff use Depth of Learning. Data added by staff to monitor that children are on track
- No benchmarking is available, so staff need to have discussions
- Assessment procedures includes subject leaders working, analysing and questioning staff on data. This is good for staff to do so as not to be reliant on Headteacher. It also means that staff understand the assessments more now and are starting to ask how they can stretch the children more? Is it good enough? What can they put in place? And how can children break boundaries?

Assessment is sent out to staff colour coded by Headteacher showing individual children's needs.

Q – What is the next step for assessment?

A – For this to be embedded and staff to be able to do this for themselves as part of their performance management

- Teachers need to be honest when observing others (Ofsted will be)

2) Leadership

- Subject leaders are becoming more pro-active and will report to governors. They will be invited to attend a governors meeting so as to answer any questions that may arise from their report.

As governors have subject areas they can also ask questions when they meet in school, they will then report back to FGB

- Headteacher supports the less experienced staff
- **Q – Does SENCo moderate with other schools?**

A – No, but she does attend SENCo network meetings. SEN children may be included when we moderate generally with other schools.

SEN governor scrutinises SEN data and asks challenging questions when she visits school.

- Information of which staff co-ordinate which subject is included in headteacher's report. Mrs Carville agrees to be EYFS governor. Mr Stone to be asked if he will be Science governor, if not Mrs Thornley agrees to take on this role. SIAMS governors are the foundation governors

Mr Holmes arrives at 6.55pm

3) Curriculum

- Maths assessment is working better. Teachers to attend training course on White Rose maths
- SPAG is improving across the school, children are now very aware of what they need to do

Q – Can we look at data for this at the next meeting?

A – Yes

See confidential minutes.

Having the homework books have helped and parents have responded well to the more structured homework

- Staff are enthusiastic about teaching and are supporting each other, this means there is a good team spirit in our school
- Next data will be available in February
- Lines of enquiry at the back of Headteacher's report is taken from Raise on Line

8. Raise Alliance update

- No further updates
- Moderations have been organised for writing in Y2 & Y6
- Headteacher's discussed data for EYFS, KS1 & KS2
- Pyramid Cluster with Doncaster schools, critical friend visit was discussed at last meeting
- Headteacher to meet the Headteacher of Darrington Primary as we are similar schools and it would be useful to work together
- North Star challenge review is to take place this term, which will include questioning the SLT/subject leads, this will be good experience for all staff
- We are hoping to work with Pollington School, they have been judged as outstanding

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

- None
See confidential minutes

10. Governor Action Plan

- This document will give strategies for the governing body and will show us where we may need training
- First 3 sections are taken from the key objectives of the school
- Assessment:
Governors to access Raise on Line.
To seek external training re: assessment & data so that we can have more informed challenge, this is something 1 governor can attend and then feedback to FGB
- Leadership:
To include areas governors lead such as H & S where governors visit school and then report back to FGB
- Governors agree that Mrs Rawson & Mr Jones fill in the gaps and add deadline dates. Completed copies to be emailed to governors. Any comments to be sent via email

11. Governor training/School visits

- Governor SIN meeting on 9th February at Escrick. Clerk to check the topic of workshop and inform governors. Governors to inform school office if they wish to

attend

- Finance training on 14th March to be attended by Mrs Hattersley at a cost of £25 per person
- Governor visit report re: Vulnerable pupils by Mrs Cessford sent out to governors prior to meeting.

Q – Are we buying the expensive, clicker, programme?

A – We need to review the impact before making a decision. LA have given us little support for this child but did give a long list of items to purchase, so we are using our own strategies first.

We have a Dyslexia programme on loan until April to help 2 other children

12. Correspondence

- None

PART 2 – Health & Safety

1. Headteacher’s report & SDP – H & S items

- Security gate will be paid from Devolved Capital, so we need to apply for the money to be released. We cannot arrange an installation date until we receive the money, but are hoping for work to be completed by Easter holidays. We have had confirmation that we do not need planning permission for this.

We received 3 quotes and agreed the middle quote, as best value. Quote 1 was too expensive and Quote 3 was not complete as the company said there may be extras. Quotes to be emailed out to governors.

Q – Will there be a warranty with this company?

A – Yes. We have used this company before and were happy with their previous work

Q – Did you follow the guidance from LA regarding quotes?

A – Yes

Governors ask that Headteacher contact Selby Building Control to check that we do not need building regulations.

Governor asks Headteacher to ask company for a copy of their method statement and risk assessment for school records.

Q – Where is the gate going to be?

A – At the side of the new ramp. There will be access to the office and community room but not to any other part of school

Q – Will there be out of hours access available once gate is installed?

A – It could be left open, but we need to be careful giving access to school grounds as we have had incidents where EY outdoor classroom has been trashed during holidays; this then costs the school additional money and the staff additional time to clear the mess.

Governors agree that this matter should be reviewed once gate is fitted, as we will also need a policy.

Headteacher to email governors once money is released. Business case form to be completed and emailed to governors for approval

- **Q – Is the dog issue still ok?**

A – The neighbour has moved, so there is no longer any issue

2. Accident & near miss books

- Accident book audit information handed to governors, having been completed by Mr Jones
- We have 3 accident books – Starfish, Dolphins & rest of school

- Starfish – door injuries have been reduced
- Dolphins – More recordings than others, the TA is also an MSA and so includes incidents during lunchtimes, therefore some incidents are not just from Dolphins class. There are also a high number of children in this class. Some of the injuries are really minor ones
- Rest of School – Shelf incident was dealt with immediately.
Q – What about the climbing wall? Has it been repaired?
A – We are in the process of having it repaired so our children are not using it at the moment
Q – How old is it?
A – 2 or 3 years old
 Governor suggests school to contact manufacturer as it may still be under warranty
- Governors thank Mr Jones for his work on this audit

3. Safeguarding Audit

- This is an annual check the school completes to ensure they have everything in place or actions in place. Document to be sent to LA.
- **Q – Question 2.1 – Have volunteers signed to say they have read it too?**
A – Yes
Q – What happens if you get no response from a volunteer?
A – They are not allowed in school until they confirm they have read it
Q – What about after school clubs? Have we seen evidence from them?
A – We have seen their DBS certificates. We give them a copy of our CP policy or ask for a copy of theirs
Q – What about the youth club?
A – We haven't sent them a copy.
 Headteacher to contact them and ask for confirmation as to whether they have their own policy.
 We need some sort of contract for lettings. We need the information from Julie Temple first. If we have not received this by September we need to make provision.
 We need to consider changing the door code to community room regularly as the number has been given out to the public. Fob system could be considered but it is expensive to purchase.
- Question 7.8 - We have an issue with parking, some parents stop on the zig zag lines.
Q – Do we have a plan to manage the risks?
A – Yes.

Safeguarding Audit approved.

Policy

- Ms Wolff & Headteacher have completed the safer recruitment training, but we also need a governor to complete it; it needs to be someone who can be available for recruitment. Mr Jones agrees
- Policy to be reviewed at another meeting

4. Health & Safety

- None

Part 3

Governors agree to discuss AOB at this point of meeting

8. Any other business agreed at beginning of meeting

Prospective pupils

- At the start of the year we had 95 pupils, 2 children are leaving tomorrow reducing our numbers to 93. Our magic number is 99-100 in respect of funding. Nursery placements are positive. The question is how do we ensure our numbers do not fall further. It is known that numbers in rural schools are dropping across the county
- **See confidential minutes**
- Mr Mason to meet with Headteacher to discuss facebook community hubs where we may be able to advertise our school
- Governors with any ideas or experience of advertising to contact Headteacher

5. Academisation: advantages & disadvantages

- Governors watch a video clip to set the scene of why we may want to become an academy
- We need to be prepared in case government change legislation, or in case we do not get Ofsted grading of good, as we could then be forced into academisation
- It was discussed years ago but majority of existing governors were not on the GB at that time.
- There are a few options we could consider such as becoming a MAT or joining a Diocese academy
- Mrs Rawson has produced a list of questions governors should be asking
- **Q – Would we benefit from setting our own curriculum?**
A – No we would still be taking the same tests so need to cover the same curriculum
- Our vision would be for pupils to improve year on year
- **Q – Would the structure of GB change?**
A – If we joined a MAT, there would be an overriding board and we would be a local GB
Q – Would school holidays change?
A – Yes that is a possibility as we would not need to comply with LA dates
Q – What is the difference between voluntary controlled and voluntary aided schools and would our status change if we became an academy?
A – No- one knew the answer.
Governors are asked to find the answer.
- We need to consider parent views on any change. We need to consider what we want to achieve if we academise.
- **Q – Is there any national figures that show the performance between Academy schools –v- non academy schools?**
A – No
- Retention of staff would be a benefit to us, as academisation would give our staff more opportunity
- Governors agree Headteacher should contact Headteacher of Darrington to invite them and their Chair of Governors to speak to our GB. Governors also ask if we could talk to representatives of an outstanding school who have considered academisation but have decided not to do so.
- To be included as an agenda item for 15 minute discussion at every meeting, this

will ensure we move forward with a plan

6. New website to be discussed

- Current website up to date
- Governor information still required by some
- It was agreed that currently we do not need a new website

7. Policies

- None

8. Any other business agreed at beginning of meeting

- Discussed earlier in meeting

Meeting ends at 9.05pm