

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

**Minutes of Full Governing Body Meeting held on
Thursday 22nd September 2016 at 5.30pm**

Present

Mr R Mason	-	Parent Governor
Mrs L Thornley	-	Parent Governor
Mrs R Rawson	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor- arrived at 5.40pm
Mrs C Cessford	-	Foundation Governor
Mr D Holmes	-	Foundation Governor
Mrs H Cuddy	-	Headteacher
Mr A Robertson	-	LA Governor - arrived at 5.55pm

In Attendance

Mrs L Richardson	-	Clerk
------------------	---	-------

No Attendance

Mr M Storey	-	Parent Governor
-------------	---	-----------------

PART 1

1. Welcome & Apologies

- Mr A Robertson will arrive late at meeting due to work commitments
- Mr T Jones has work commitments
- Mrs R Hattersley has child care issues

Governors consent to apologies

2. Election of Chair and Vice Chair of Governors

Chair of Governors

- Ms Wolff nominates Mrs Rawson, seconded by Mrs Thornley. Mrs Rawson agrees and is duly appointed for a period of 1 year

Vice Chair of Governors

- Mrs Rawson nominates Mrs Thornley, seconded by Mrs Cessford. Mrs Thornley agrees and is duly appointed for a period of 1 year

3. Any other business to be agreed

- None

4. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- New business interest forms completed

5. Register of Hospitality – to remind governors of the requirements of the Register of Hospitality

- Copy sent out prior to meeting

- ***Q – What is the limit?***
A - £10.00

6. Terms of office & vacancies

- We have no current vacancies
- No terms of office will end this school year

7. Update register of Governing Body Data

- Details up to date
- ***Q – What happens to parent governors once their children leave our school?***
A – They can continue as parent governors until their term of office ends

8. Minutes of meeting held on 30th June 2016

- Amendment made – Page 4, item 11 should read:
A – It could be that we had a part time head

Agreed that the minutes of the Full Governing Body meeting held on 30th June 2016 be signed by Chair as a correct record

9. Confidential minutes of meeting held on 30th June 2016 & matters arising

Agreed that the confidential minutes of the Full Governing Body meeting held on 30th June 2016 be signed by Chair as a correct record

Matters arising

- None

10. Governor Action log

- 26) Draft governor action plan still ongoing
- 34) Governor action plan is an agenda item. Item Closed
- 37) Business case document circulated to governors. Item Closed
- 40) Academisation timescales is an agenda item. Item Closed
- 47) We have appointed a new TA. Item Closed
- 48) Letter sent to parents re: class structure. Item Closed
- 49) Outstanding questionnaires returned. Item Closed
- 50) Governor email list checked and updated. Item Closed
- 51) Still waiting to hear from key people in respect of development group. July meeting was postponed. Headteacher to request new date
- 52) Copy of lease re: community hall not yet received from LA. Governor suggests school contacting Gillian Ivey to see if she could suggest any way of obtaining a copy of the lease
- 53) Lease not yet received

11. Review Standing Orders & Code of Practice

Standing Orders

- Agreed

Code of Practice

- NGA code of practice agreed

12. Review terms of reference

Pupil Discipline Committee

- Agreed

Staff Dismissal Committee

- Agreed

Staff Dismissal Appeals Committee

- Agreed

13. Review Scheme of Delegation

- Agreed

Mr Robertson arrives at 5.55pm

14. Review governors with specific responsibilities

- Chair of Governors – Mrs Rawson, Vice Chair of Governors – Mrs Thornley, Personnel Governor – Mrs Hattersley, H & S Governor – Mr Jones, Curriculum governor – Mr Stone, SEN Governor – Mrs Cessford, Safeguarding/CP Governor – Ms Wolff, Pupil Premium Governor – Ms Wolff, More Able & Talented Governor – Mrs Rawson, Pupil Progress Governor – Mrs Cessford, Performance Management – Chair/Vice Chair/Personnel Governor, Induction of new governors – Mr Jones, Parent/Community Communications – Mrs Thornley.
- Class Governors: Eagles – Mrs Cessford, Mrs Thornley & Mr Robertson, Lions – Mrs Rawson, Mr Holmes & Mr Stone, Dolphins – Mr Storey & Mr Jones, Starfish – Mrs Hattersley, Mr Mason & Mrs Carville
- Finance & Behaviour for learning – Mrs Hattersley, Music – Mrs Rawson, Literacy – Mrs Thornley & Mr Robertson, PE & Finance – Mr Mason, Community & funding links – Mr Storey, Assessment & vulnerable checklist - Mr Holmes, Health and Safety & behaviour for learning – Mr Jones, Maths – Mr Robertson & Mrs Carville
- Headteacher will share action plans
- Governors will remain with their existing class until the end of this academic year and then change

15. Vision of the school 2016/2017

- Items highlighted in green were achieved last year
- Future developments include after school clubs and nursery
- Governors walk around school and agree that newly refurbished Lions class look fantastic.

Q – Has the asbestos in the Lions ‘den’ area been sealed off?

A – Yes

Q – Does school have an asbestos register?

A – Yes it is kept in the office, and is made available for all contractors

There is an issue with neighbour’s dogs as they have been jumping over the wall and entering school property leaving their mess, which means that children are unable to access this area of school. Letter has been sent to the neighbour/owner of the property requesting that a fence be erected.

Q – What time scale has been given?

A – A week as there has been previous correspondence with the neighbour/owner about this issue with no satisfactory resolution; the next step is to contact the dog warden. Children are currently using the other side of school for outdoor area.

Children are calm whilst walking around school as they know that other children are working in work zones

- Headteacher would like to:
Develop rear playground and add bi-folding doors, Purchase new KS2 toilets, purchase new staff toilets and Starfish toilets

Q – How old are the existing Starfish toilets?

A – 3-4years old.

Governor states that these should be covered by contractors guarantee.

Develop the community hall

- Academisation – Governors need to consider what they want from any new school structure, do we want to stay a village school or grow?

40% of current children are out of catchment. Maximum numbers on roll (NOR) is 105, existing NOR is 96, NOR for financial stability is 100.

Governors queried whether this figure is correct as new dolphins classroom has now been completed, Headteacher has queried this and is still awaiting response from LA.

New nursery gives us a better indication of future numbers.

Q – This year we have had a problem with class sizes, do we anticipate this problem arising again?

A – Not with our current numbers.

There is a possibility to increase the number of classrooms by using the new office area but we would need to accumulate capital to be able to do this in the future.

See confidential minutes

- Priority is security and new teacher laptops
- New FMS Officer is Angela Radcliffe
- **See confidential minutes**
- We currently have a low number of PP children, therefore have lower funding than other schools. 2 or 3 extra children would give us enough additional funds to buy teacher laptops. At NOR 99 we are still classed as a small school.
- **Q – Would LA fund new toilets due to H & S reasons?**
A – They would not consider our existing toilets currently having H & S issues

Headteacher performance management

- Committee met and reviewed the Headteacher's performance, she met her targets. New targets have been set.

16. Starfish Explorers

- Governors happy for this to go ahead

17. Headteacher's report

- **Q – One of the priorities is assessment what will this involve?**
A – We have new Chris Quigley milestones assessment system in place, all teachers will be assessing the children and governors will need to monitor this on their visits and ask class teachers about it. Assessment deadlines are given to staff throughout the year
- **Q – What is Real PE?**
A – It is a new PE scheme that we will be using. Teachers have had training and it will increase PE skills, competition, teamwork and teaching the child as a whole. There will be an element of winning and will focus on skills including personal and social skills.
Mastery skills fit with our new curriculum.

Resources have been purchased.

PE governor to visit school and see it in action.

Q – Are swimming lessons to continue this year?

A – Yes

- **Q – Ofsted target in respect of teaching, how will this be assessed?**

A – KS1 & KS2 have areas of teaching deemed to be outstanding, this can be seen through lesson observations and drop ins, also by assessing the teacher's planning.

Headteacher's from Doncaster schools will conduct a learning walk without our Headteacher and will give us a judgement. Norton Headteacher has already done this

Q – What was the outcome of that visit?

A – Very positive, but would like to see it embedded

- Father Adrian, Mr Holmes & Mrs Cessford are to work on Siams targets. All staff know what inspectors will be looking for in respect of RE, now we need evidence to back it up
- **Q – Mrs Wilkinson was Maths lead before she went on maternity leave, who has taken over?**
- **A – Headteacher**
- Lines of enquiry section shows areas where Ofsted ask for progress. Governors need to know this information. Year 6 information is now shaded as this is in respect of last year's children who have now left, but may still be required by Ofsted.

18. Governor Action Plan

- Governors agree to discuss this at the end of the meeting

19. Academisation timescales

- Pressure has eased off slightly. We need to decide whether to explore options now or wait until we must consider this. We have more restrictions being a church school
- Currently there is a Doncaster school's MAT but these would not accept church schools; there is also our RAISE alliance but some of the schools involved are just starting to discuss the options. Campsmount school has funding, which may be good for us. Ebor has a Church school as lead.
- **Q – Do we still need to join an academy trust?**
- **A – Yes but the timescales seem to have changed**
- Governors agree that we would want to decide what is best for our school rather than be forced into something we do not want
- To be included on next FGB agenda to discuss advantages and disadvantages

20. Governor training/School Visits

- Training information sent out to governors prior to meeting
- Governor SIN meetings are useful and governors are encouraged to attend
- Once governor action plan completed it may show that training is required in a specific area
- Finance training is available free for groups over 8. Headteacher to book and inform governors of date
- Governors to arrange class visits with teachers, if they inform Headteacher of date she will attempt to arrange subject meeting on the same day
- Headteacher acknowledges that some governors find it difficult to visit school due

to work commitments but it is important for governors to visit at least once a year

21. Correspondence

- None

22. Any other business agreed at beginning of meeting

- None

PART 2 – Health & Safety

1.Update from H & S/Curriculum Committee meeting

- 8) Premises inspection completed. Item Closed
- 17) Mr Stone has already completed PREVENT training as part of his employment, still to complete online safeguarding. Mrs Hattersley to complete online safeguarding. Mrs Carville to complete Prevent and safeguarding training.
- 30) Glossary has been written, this will be an ongoing document. Item Closed
- 37) Kingswood risk assessment query resolved. We have completed our own risk assessment too. Item Closed.
- Q – *Can, all adults who are going, swim?***
- A – Yes**
- 38) DBS information included on governor newsletter. Item Closed
- 42) See item 17 above. Item Closed
- 43) Still awaiting some quotes
- 44) Website company details sent to Headteacher. To be discussed at next FGB meeting. Item Closed
- 48) Ms Wolff unable to join sub-group re: funding ideas. Item Closed
- 49) Near miss reporting to be discussed next H&S meeting
- 50) Staff informed of new staff accident book. Item Closed
- 51) Medication policy agreed at a previous meeting. Item Closed
- 52) H & S action list outstanding
- 53) On site security discussed. Item Closed
- 54) SIN meeting information sent to governors. Item Closed
- 55) Questions for Ofsted visit sent to governors. Item Closed
- 56) Summer fair took place. Item Closed

2. SDP items

- **Q – *Is work on Lions class all signed off now?***
- A – *All except buzzer phone. We also need a mind your head sign above the door***

3. Report on number of exclusions, formal complaints & racial incidents

- None

4. Accident book

- Mr Jones to check accident book and email report to Governors

5. Raise Alliance update

- Included in Headteacher's report

6. Safeguarding and prevent training to be completed

- Discussed earlier in meeting

7. Health & Safety

- *Q – Who is responsible for H & S in school?*
A – Mrs Marnier is H & S Officer in school with Mr Jones & Mr Holmes being H & S governors, although FGB have collective responsibility

8. Correspondence

- None

9. Any other business agreed at beginning of meeting

- None

18. Governor Action Plan

- Governors asked to write down top 3 topic focus and top 3 actions focus. Mrs Rawson & Mr Jones to take the most common themes and include these in the action plan

Meeting ends at 7.40pm