

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

**Minutes of Full Governing Body Meeting held on
Wednesday 26th September 2018 at 6.00pm**

Present

Mrs L Thornley	-	Parent Governor
Mr R Mason	-	Parent Governor
Mr P Hursthouse	-	Parent Governor
Mrs A Carville	-	Co-opted Governor
Mrs C Cessford	-	Foundation Governor
Mrs M Holmes	-	Staff Governor
Mr T Hiley	-	Acting Headteacher
Mr A Robertson	-	LA Governor

In Attendance

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

PART 1

Clerk chairs beginning of meeting

1. Welcome & Apologies

Mrs R Brown – Co-opted Governor due to illness

Mr C Stone - Co-opted Governor due to work commitments

Mrs R Rawson - Foundation Governor due to work commitments

Governors consent to apologies

Non-attendance

Mr T Jones	-	Co-opted Governor
------------	---	-------------------

2. Election of Chair and Vice Chair

Chair of Governors

- Mrs Thornley nominates Mrs Rawson, seconded by Mrs Carville. Governors agree, and Mrs Rawson is duly elected as Chair of Governors for a period of 1 year

Vice Chair of Governors

- Mrs Cessford nominates Mrs Thornley, seconded by Mrs Holmes. Governors agree, and Mrs Thornley is duly elected as Vice Chair of Governors for a period of 1 year

Mrs Thornley chairs remainder of meeting

3. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- New business interest forms completed. No new business interests declared

4. Any other business to be agreed

- Parent & Friends money
- After school club

5. Minutes of meeting held on 2nd May 2018

Agreed that the minutes of the Full Governing Body meeting held on 2nd May 2018 be signed by Chair as a correct record

6. Action log

2016/17

29) Fire protection expert still to visit school to give advice

2017/18

1) In January we will have 2 parent governor vacancies. Governors agree to have parent election in second half of Autumn term with view for second parent elected to start in January

16) Governors met to discuss new governor action plan, Mrs Rawson to report back to governors at next meeting

18) Meeting between Mr Jones & Mrs Marner to discuss new accident system with clipboards in each classroom still to take place

19) Mr Jones to offer to audit books for external after school clubs & offer any H & S advice required – ongoing

22) New Diocese advisor came to meet with Headteacher and discuss problems with emails not being received by everyone. Item Closed

23) No governors were available to attend last GSIN meeting. Item Closed

24) Governors to email school office with dates they are available to visit school

25) New co-opted governor appointed. Item Closed

26) Mr Jones & Mrs Holmes conducted presentation to parents re: residential visit. Item Closed

7. Confidential minutes of meeting held on 2nd May 2018 & matters arising

Agreed that the confidential minutes of the Full Governing Body meeting held on 2nd May 2018 be signed by Chair as a correct record

Matters arising

- None

8. Register of Hospitality

- Governors reminded of register

9. Update Register of Governing Body Data & review terms of office

- Mrs Thornley's term of office ends 5th January 2019 – parent election discussed earlier in meeting
- Mr Jones & Mr Stone's terms of office ends 1st February 2019 – Mr Stone skills were used to appoint a new headteacher and Mr Jones H & S expertise would leave a big gap in our governing board. Chair of Governors to speak to both governors to ask if they are willing to continue on GB
- Governor points out that the governor details on school website are not up to date. Headteacher to speak to school office
- Mr Mason is unable to access the governor emails due to a clash with his work emails. Other governors make suggestions as to how he can make it work. Another option would be to ask the school office to print out the documents for him. He will try again and if it doesn't work, governors will discuss it further at next meeting

10. Review governors with specific responsibilities

- Finance/Personnel Governors – Mrs Carville & Mr Mason

- HS & Behaviour Governor – Mr Jones
- Curriculum Governors – 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 – Mrs Thornley
- Maths – Mr Hursthouse & Mr Robertson
- PE – Mr Mason
- Assessment/RE & Vulnerability – Mrs Cessford
- Science/Assessment – Mr Stone
- EYFS – Mrs Carville
- School council – Mr Stone & Mrs Holmes
- Class Governors:
 - Eagles – Mrs Cessford & Mrs Brown
 - Lions – Mrs Rawson, Mr Stone & Mr Robertson
 - Dolphins – Mr Jones, Mr Hursthouse & Mr Mason
 - Starfish – Mrs Carville & Mrs Thorley

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

- Pupil discipline committee, staff dismissal committee & staff dismissal appeals committee terms of references agreed.

12. Review Scheme of Delegation

- Agreed

13. Review Standing Orders & Code of Conduct

Standing Orders

- New version only sent out to governors today. To be given time to read, therefore to be added to next Curriculum Committee meeting agenda

Code of Conduct

- Nga latest version agreed

14. Vision of the School and HT performance management

- Mrs Cuddy to lead when she returns from maternity leave. Years 19/20 & 20/21 are left empty for her to populate with governors
- Improving performance from last year so as to keep the momentum going. Booster & Intervention work to be reviewed so as to have greatest effectiveness & therefore impact.
Y6 boosters usually start around Christmas time. Governor states that sometimes if you do more than 6 sessions before SATs it could be detrimental to the children, whereas we may get more impact if we have sessions for a shorter period of time nearer SATs for Y6 only. We have lots of boosters/interventions in many areas
- Ofsted target – middle achievers to be moved into higher achieving band – we are to do smarter work on this area
- More to do in Art & DT
- Review class structures across school. ***See confidential minutes***

- Outdoor area of Starfish needs addressing to keep our Nursery full.

Q – How do we address this?

A – We will need to start with quotes and a discussion with staff for their wish list.

Governors agree that we need to keep on top of this matter so it does not become a H & S issue

15. Staffing – Teacher recruitment & change of hours request

- Personnel governors met to discuss staffing. It was agreed to make no changes at this time. Mrs Hursthouse will give the stability school needs. This will give us time to appoint for January, advert went out last week and 6 application packs have already been requested. Interviews to take place mid-October. There would be a possibility to extend contract beyond July depending on class structure for September.
- **See confidential minutes**

16. Headteacher's report

- This report is a working document
- PP has increased slightly from 4% to 7%, this is still well below national figures
- FFTD password is available for governors
- We continue to work towards Ofsted & SIAMS targets
- **Q – Is the need to target high end middle learners a national thing?**
- **A – Yes, it is particularly difficult with mixed year groups**
- Staff CPD included cluster training event which was a strange but interesting day it was particularly good for networking
- **Q – Who sourced this training?**
- **A – It was a cluster decision. It cost £2.5K between all schools, but was good value per person. It was thought provoking at times**
- **See confidential minutes**
- We need investment in ICT. Need to update laptop trolley, laptops need updating every 5 years at least. Laptops are used in classes. If we make the IT suite into a classroom all IT will need to be portable.
- **Q – Could Parents & Friends donate money for this?**
- **A – We can use devolved funds for IT**
- **Q – Would we look at Laptops, Chrome books, or ipads or a combination of them all?**
- **A – We can print from ipads but they do not help develop typing skills. It would depend on purpose as to what we would purchase.**
- **Q – What about office records do they back up to server or cloud?**
- **A – Regularly backs up to server. We use Alamo for IT support**
- **Q – Is server ok?**
- **A – It is checked regularly.**
- We received GDPR advice from Veritau. Record of processing is in place.
- **Q – Is there an ICT strategy?**
- **A – Need ICT co-ordinator & governor to meet.**
- Wi-fi is working better.
- **See confidential minutes**
- Attendance – we ended last year with 96.6%, national figures were 96%. Persistent absentee affected Y6 data.
- **Q – Was this tracked through results?**
- **A – Yes**

We need to review figures for this year regularly and challenge when the need arises

- FFT – school dashboard information given out to governors.
Shows KS2 attainment & progress breakdown.
Gives headlines.
Summer born children did really well.
Overall achievement – lowers were the higher performing children.
FFT ranking shows where we lie nationally = 79th, this is due to having a small cohort.
To be discussed in more detail plus KS1 data at next meeting. Governors to bring the document to the next meeting.

17. Governor Action Plan

- No up to date copy available. To be included on next meeting agenda

18. Review academisation

- No further updates

19. Governor training/School visits

- Governors to arrange visit to classes
- Governors to understand context of school & challenges school has
- Governors to evidence that they have seen school working towards priorities
- Subject visits to be incorporated in visit
- Governors to check Governor handbook for advice
- GSIN meetings to take place at Parsonage, Escrick on 20th November 2018 & 13th June 2019. Governors available to attend should inform school office
- Governors to read Keeping Children Safe in Education Part 1 and sign to say they have read it.

20. Correspondence

- None

21. Governors newsletter

Items to be included in next newsletter

- Increase in pupil numbers
- Nursery doing very well
- Starfish toilet refurbishment
- New parent governor recruitment to include IT skills/consultant

Part 2

22. SDP items

- Included in Headteacher's report

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

- None

24. Accident book

- No major incidents

25. Raise Alliance update

- None. First meeting of this school year to take place in the next few weeks

26. Policies

- None

27. Health & Safety

- **Q – Is the climbing wall now safe? Have the struts been removed?**
A – Headteacher to check
Q – Why were they to be removed?
A – They were rotten and climbing wall not used
- **Q – Has the issue with heating being on when not required been resolved?**
A – School office making enquiries

28. Correspondence

- None

29. Any other business agreed at beginning of meeting

Parent & Friends money

- Parents want to spend some of the money they have raised and asked for a list from school

Suggestion was made that some of the money be spent on nursery, but PFA has been told that nursery is self funding, so they have raised money to be used for the main school. PFA have some ideas to put forward.

1. Panto trip – this is for whole school and could include ice-creams
2. New PR system
3. Projector trolley – we may be able to pay for this out of PE funding

Suggestions from children also read out to governors and included:

1. Artist for the day – for the whole school
2. Robot school to visit – children learn to control robots
3. Adventure books
4. Table tennis table – this could be purchased using PE funding

Both lists need to be costed.

Any items which could be purchased from school budget to be removed

Once PFA list costed, it is to be returned to them

Items which benefit whole school to be priority

Gazebo was a suggestion but they are very expensive.

- After school dance class is to end

Q – Will there be anything put in its place?

A – Nothing yet, we are exploring different possibilities

Suggestion made for new 'Lingotots' – a club of languages for young children.

Organiser to be asked to contact school if interested.

Meeting ends at 8.10pm