

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

**Minutes of Full Governing Board Meeting held on
Monday 20th January 2020 at 5.30pm**

Present

Mrs R Brown	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr T Jones	-	Co-opted Governor (arrived at 6.00pm)
Mr A Robertson	-	LA Governor (arrived at 6.10pm)
Mrs R Rawson	-	Foundation Governor
Mrs C Cessford	-	Foundation Governor
Mr P Hudson	-	Parent Governor
Mr P Hursthouse	-	Parent Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
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PART 1

1. Welcome & Apologies

Mrs L Thornley, Parent Governor due to illness

2. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new declaration of business interests declared

3. Any other business to be agreed

- Governor succession

4. Minutes of Full Governing Body meeting held on 23rd September 2019

Agreed that the minutes of the Full Governing Board meeting held on 23rd September 2019 be signed by Chair as a correct record

5. Action log

2017/18

29. Fire checks still outstanding

2018/19

16. Governor H & S checklist to be shared with governors after next H & S inspection

2019/20

1. Information obtained from other schools who have had a new Ofsted inspection. Headteacher & CofG compiling a document with relevant questions for governors to ask during visit.

Q – What is the chance of an Ofsted visit this year?

A – If there were to be a safeguarding concern or a significant dip in data then we would get an immediate visit. However, our window for Ofsted is not until December 20, so it should be between December 2020 and 2022.

There are no concerns in respect of KS2 but KS1 data is a small concern, but things are being put in place.

School is conducting deep dives – area of need is spelling including that within topic work as well as during literacy lessons.

Disadvantaged children are not doing as well as nationally and we need to ensure that this is not a trend.

Q – We are not focussing work on what we think Ofsted will ask about are we?

A – No but we are considering deep dives and what questions may be asked. Item Closed

- 2.No governor asked for further information re: being CofG. Item Closed
3. CofG roles & responsibilities document shared with governors. Item Closed
4. Headteacher's report includes 3 Ofsted areas. Item Closed
5. Key lines of enquiry within Headteacher's report read by governors. Item Closed
6. Governor Action plan included as agenda item. Item Closed
7. Document for governor visits found but not focussed on the 3 x i's, this is a starting point which Mr Hudson will review and integrate with what he already has. Final document to be sent to governors.
8. Governor action plan ongoing. Final copy to be emailed to all governors.
9. Some governors still to organise their governor visit to school
10. Governors have signed to confirm they have read KCSIE document. Item Closed
11. KS2 toilet guarantee is 1 year. Item Closed
12. Information from property officer & asbestos survey completed sent to Mr Jones. Item Closed

6. Confidential minutes of meeting held on 23rd September 2019 & matters arising

Agreed that the confidential minutes of the Full Governing Board meeting held on 23rd September 2019 be signed by Chair as a correct record

Matters Arising

- None

7. Headteacher's report & SDP

- Reading scheme has been checked
- NQT finishes her training this half term, by March she will become a RQT
- Curriculum deep dives – developing topic plans & to share with parents termly. Deep dives have been positive. Solutions have been put in place for anything that has been found to be required
- Vocabulary training is showing clear impact
- Curriculum scheme is broad and balanced

Mr Jones arrives at 6pm

- Carol is working with Enhanced Service Diocese re: self-audit strategies & documentation
- Deep dives have been beneficial to teaching

Q – What is impact on children from Deep Dives?

A – It has been a positive experience and given children a chance to talk about different subjects. A full day is spent on one area of the curriculum.

Q – Where are the actions from deep dives reflected?

A – Staff meetings

Next round of deep dives will take place in June.

Children's topic plans could be sent home via a link on the newsletter or by email so as to save printing costs. To be shared once a term.

Q – How will their effectiveness be assessed?

A – It could be celebrated on specific date. School does not want to burden parents with work that MUST be completed as other things are done already. This should be optional work that children may want to complete. If not affective then we would look to do something else instead.

Question to be added to parent questionnaire regarding home learning.

- SDP Progress – governor requests that date finished be added to document once it has been embedded

Leadership & Management:

- New whiteboard in Eagles has had an impact on children's learning
 - New toilets in Starfish are lovely.
- Q – Has there been any issues?**
- A – Lighting was always an issue, but now fixed**
- Class sizes – unable to have additional class due to budget. We review pupil numbers and staffing every year. Numbers fluctuate.
- Q – Does each class have a TA?**

A - Yes

Year 5/6 has TA each morning

Year 3/4 has TA (SEN) full days plus TA each morning who also supports other classes

Year 1/2 has TA each morning and each afternoon

EYFS has TA for 3 mornings and every afternoon due to nursery numbers plus an additional TA each afternoon.

Mr Robertson arrives at 6.10pm

See confidential minutes

Currently all staff are where they need to be.

- Speaker being used in PE
- Dolphins & Eagles classes were painted
- Shed was re-felted (free)
- New scooters & bikes being used by nursery children
- Whiteboard & speakers added to hall for use in PE
- Flat roof over Starfish repaired by LA
- Fencing installed around Starfish class, area better now
- Railings repainted on H & S grounds
- After school provision reviewed – small profit. Need to consider parents pre-booking places as some have been oversubscribed
- Server replaced due to need, Wifi replaced too

Q – Is it more reliable now?

A – Yes, there are more devices on Wifi with no issues. If we purchase more laptops, we may have issues

Q – Do we have a maintenance contract for IT?

A – No just a support contract, but they can give advice regarding maintenance

- Hall repainted

Behaviour

- KH, MW & AG now have food hygiene awareness training
- KH, MW & LH have Allergen test
- AM, BH & MH have completed safer recruitment training
- Stage mended but no longer needed due to now having fitness park

Governor suggests that once items have been reviewed at a GB meeting then it be archived in a folder which can be accessed when Ofsted inspection takes place

8. National data - headlines

- ASP information showing data has been shared with governors
- If data is poor, we consider it due to having small cohort or it may just be that cohort. However, if the data is good, we also need to consider it being a small cohort
- Highlights – progress from end of KS1 to end of KS2 is good
- Children must achieve in all 3 areas – Reading, Writing and Maths
- We are well above national for highers
- Last year we were well above national in RWM combined – we need to consider each year separately too as 3-year average is not a current representative of our school
- Greater depth trend has gone down but is still in line with national, but it is a small cohort this year, so we need to monitor them
- ‘Spelling Shed’ is in place. We use Spag.com to support and assess spelling, this can be seen online.

Q – How are we monitoring this?

A – Staff have had training. We consider GAP analysis for KS2 so can clearly see progress. Also, national data can show what areas children are not clear on, this is reviewed by staff

Q – Is there anything in KS1?

A – Nothing specific in SPAG it is more speech and language. There is a clear gap with children who attended nursery. We have not seen an impact from having a nursery as

many of the children leave our school after nursery and therefore are not included in our school data

- **Q – Are we focusing on improving SPAG in KS1?**

A – We use gap analysis and look at different schemes. If we do this in Y1/2 then it helps the children when they reach Y6. Spelling Shed is used in KS1. Our current Y5 children are good spellers and it was this cohort when we implemented Spelling Shed in Y1

There is a spelling issue generally

Q – Is that a national issue?

A – Yes, but we are still below national figures; our more able spellers are also below national. We have a lot of children with glue ear (hearing problem) and accents don't help either

Q – We have assessed spelling as an issue, but we still have a focus on music and forest school why are we doing these rather than more spelling?

A – We want a broad curriculum for our children to help the 'whole' child for the future. Also, spellings are used in other subjects. New Ofsted framework has more focus on the whole curriculum

It is agreed that CofG visit the school to look at the wider curriculum

9. SENCo training for a member of the teaching staff

See confidential minutes

10. SIAMS training 26.3.20 and book scrutiny 22.4.20

- Governors to inform headteacher if they can attend training sessions. Book scrutiny will take place 22nd April at 3.40pm with staff

11. School funds - spending

- We have received grant of £4000 from Free Masons to be used to enhance Dolphins Area. We have had a quote for work - £8K for canopy plus £2K for equipment. We will need to fundraise to complete the work
- School fund account includes donations over many years. Since Headteacher arrived at school we have purchased 30 laptops, teacher laptops, server updated, wifi updated, ipads replaced. Now we need new chrome books so we can use Spag.com and Spelling Shed

Q – Can these not be used on ipads?

A – They can but they work better on laptops

Governor requests that a business case be put together for chrome books including what benefits -v- cost there will be. IT strategy to be discussed at Finance meeting

Q – Is there enough funds in school funds account for chrome books?

A – Yes

12. Raise Alliance update

- Headteacher meetings are beneficial to attend. There are also SBM meetings, we saved money on Spag.com by ordering it as a cluster
- STAR have subject lead meetings, next one is in 4-weeks
- Doncaster Headteacher meeting – is also beneficial, they are currently reviewing catering options and admissions

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

- No exclusions
- No racial incidents
- 1 formal complaint

14. Governor Action plan

- **Q – Is it the teacher's responsibility or the Governor's responsibility to arrange a meeting to discuss subject?**
A – It is the Governor who should make contact via the school office

- Calendar of ongoing visits are included in Headteacher's report
- Safeguarding training included on email from Headteacher
- Mrs Brown met with Mrs Marner and are putting together spread sheets regarding essential training needs and desirable training needs

15. Governor training/School visits

- Discussed earlier in meeting

16. Correspondence

- None

PART 2

17. Headteacher's report & SDP Health & Safety items

- School needs to organise for a fire inspection, we can then deal with any issues that arise. This will enable us to spend our funds correctly according to the advice given
- Corridor upstairs has been cleared and is now immaculate – well done to staff who completed this job
- **Q – The cleaner's working hours are to be reduced will this cause a H & S issue?**
A – A risk assessment has been completed to confirm that the new hours will be sufficient. All checks and audits are completed by NYCC cleaning services.
Q – What is the percentage of reduction?
A – Holidays have been reduced. Previously 5 extra days were included during which time a deep clean was done. Now the hours are Term Time only plus the 5 extra days. Cleaning services have assured us that the work can be done in this time.
Q – Was it reduced by NYCC or did we request it?
A – It was a request by us to reduce costs
Q – Should we be looking for another company?
A – It would be the same level of cleaning
 Finance committee to discuss this matter and report back to FGB, including what will not be done if anything now that the hours have been reduced

18. Annual review of Health & Safety Checklist

- This will be one document to be reviewed on an annual basis by governors. Governors will invite Mrs Marner to the GB meeting in Summer term to present the document to GB
- Mr Robertson to be informed of new H & S meeting date

19. Safeguarding documents and online training for governors

- Discussed previously in meeting

20. Accident & near miss books

- Nothing to report

21. Health & Safety

- None

PART 3

22. Approve SFVS

- Sent to governors prior to meeting
- Agreed – to be submitted to LA

23. Review Academisation

- GB reviewed in depth a few years ago. Governors agree to review every 3 years – to be reviewed next academic year

24. Policies – to be ratified only:

- Mrs Brown checked the spellings etc on all policies. Governors thank her.

Lockdown Procedures

- Procedure agreed

Homework Policy

- Policy agreed

Educational Visits Policy

- Policy agreed

Discipline Policy

- Policy agreed

Charging & Remissions Policy

- Policy agreed

Attendance Policy

- Policy agreed

No Smoking Policy

- Policy agreed

Medical Policy

- Policy agreed

Pay Policy

- Policy agreed

Photograph Policy

- Policy agreed

25. Any other business agreed at beginning of meeting

Governor succession

- Staff Governor vacancy – school to hold an election
- Mr Mason's term of office ended. Parent vacancy – election to be held as soon as possible, once completed we can review our co-opted vacancy as if we have more than 1 parent nominated, we may be able to fill the co-opted role too
Mrs Carville's term of office ends in May 2020 she is a co-opted governor.
- CofG & Vice Chair both have big work commitments and we need to consider future leadership when filling vacancies.

- Meeting ends at 7.50pm