

WEST HESLERTON C.E. SCHOOL

MINUTES OF THE MEETING OF THE GOVERNING BODY HELD ON

THURSDAY 26TH SEPTEMBER 2013 at 1830 hours

PRESENT:	Chair	Ms H Clemence Mrs C Triffitt Ms D Andrews	Mrs V Cole Mrs N Maud Dr L Powlesland
	Headteacher	Mrs R Wells Mrs S Mitchell	Mr P North
	Clerk	Mr C Adnitt	

A PROCEDURAL

14/01 The meeting was opened at 1830 hours by the clerk, as the previous chair's term of office had ended at the end of the previous term.

14/02 **Chair's Remarks**
New governors were welcomed and introductions were made.

14/03 **Apologies for Absence**
Apologies were received from Mrs J Wharton, Mrs J Barker, Rev K Kinsella and Ms P Convy, which were approved.

14/04 **Election of Chair**
Clerk asked for nominations for Chair. N Maud proposed H Clemence as chair, seconded by V Cole. There were no other nominations and Mrs H Clemence was elected by all. Mrs Clemence then took over as chair for the rest of the meeting.

14/05 **Election of Vice Chair**
The chair asked for nomination for Vice Chair. Mrs V Cole proposed Mr P North, seconded by Mrs S Mitchell. There being no other nominations Mr North was elected as Vice Chair.

14/06 **Appoint Governors to Committees**
Following discussion it was agreed not to have Link Governors for each year group, however there would be a "Governor of the Month" on a rotating basis. Governor appointments were agreed as listed in Appendix 1 below.

The following agreed to act as Governor of the Month:

- September – Mrs S Mitchell
- October - Mrs H Clemence
- November - Mrs V Cole
- December - Mr P North
- January - Dr L Powlesland

February onwards would be arranged at a later date.

14/07 **Minutes of the Previous Meeting**
The Minutes of the meeting held on the 4th July 2013 were accepted as a true record

and signed by the Chair

14/08 Matters Arising from the Minutes

(91/13) RAISEonline RW has organised 40 guest log-on's to get parents on line.

(91/13) Parent View RW advised that it requires 10 sets of parents comments before they appear on line.

(91/13) Data Dashboard It now requires a minimum of six pupils before the data is shown.

(92/13) Portacabin The work has now been completed with new windows, fittings and floor.

(105/13) Community Governor Vacancy Rev. J Kinsella has now filled the vacancy.

(107/13) Staffing Update Redundancy notices have been served to two members of staff, with effect from 3rd September 2013.

(110/13) Pay Policy RW has followed HR guidance. The policy has been reviewed by staff with some amendments made. It now requires formal approval by the Governing Body. Responsibility for this policy has been delegated to the Finance Committee.

(110/13) Devolved Capital Two class rooms have been refurbished, and 10 iPads have been purchased. It was noted that a further £2200 had to be spent by March 2014.

(111/13) Premises Update A natural strip was to be left around the boundary of the premises with wild flowers sown. The fencing, children's WC's, IT Suite, and storage space have all been completed. One broken bench has been replaced and a second has been repaired.

(113/13) RW confirmed that she has granted leave to the parent of the child who requested it.

14/09 Confidential Items

No items were considered to be confidential.

14/10 Declarations of Interest

There were no declarations of interest on any agenda item.

Governors were reminded to complete their annual Declaration of Interests form and return them to the clerk as soon as possible.

14/11 Date and Time of Next Committee Meetings

The next Governing Body and Committee meetings were agreed as follows:

- Governing Body – 21st November 2013 at 1830 hours.
- Governing Body – 23rd January 2014 at 1830 hours.
- Governing Body – 27th March 2014 at 1830 hours.
- Governing Body – 1st May 2014 at 1830 hours.
- Governing Body – 10th July 2014 at 1830 hours.

Committee Meetings:

- Curriculum Committee – 14th October 2013 at 1530 hours.
- Staffing Committee – 14th October 2013 at 1630 hours.
- Premises Committee – 15th October 2013 at 1530 hours.
- Finance Committee – 15th October 2013 at 1630 hours.

B **SCHOOL IMPROVEMENT**

14/12 **Governor Vacancies**

A vacancy for a Foundation Governor has arisen following the resignation of Mrs G Wilson.

Laura Hattersley has expressed an interest in becoming involved with the Governing Body. Following discussion RW proposed that she should be appointed as an “Associate Governor”, which was approved by all.

14/13 **Correspondence**

NYCC were undertaking consultation on how best to save money with subsidised bus services and school buses from September 2014. The consultation is only until 21st November 2013 for people to give their views. It was noted that over 50% of the children could be affected by the proposed changes, with only six children who would still qualify for free school transport able to use it. A letter was to be sent to parents to highlight the proposals and the potential effect on them. The open day on 8th October 2013 was to be used to highlight the potential changes to parents.

A letter was to be sent to Mrs J Riley thanking her for her work as an LA Governor, and wishing her well.

Letter received from Ofsted, signed by Sir Michael Wilshaw pointing out the Ofsted requirements.

Another letter from Ofsted highlighted that schools should focus on the “most able” and “disadvantaged” children.

RW advised that no strike action was being taken the following week and parents would be informed of this beforehand.

Letter received from Ofsted schedule signed by Sir Michael Wilshaw pointing out the new Ofsted requirements. RW suggested that the new Ofsted schedule should be evaluated at each governing body meeting.

14/14 **Staffing Committee**

The minutes of the meeting held on 16th July 2013 were circulated and review by governors. The proposal for the Headteacher to support another school was discussed and was declined.

14/15 **Curriculum Committee**

The minutes of the meeting held on 16th July 2013 were handed out and reviewed. Copies of the School Development Plan were also handed out with RW highlighting the key action points under each of the headings. A detailed discussion followed with governors asking a number of delving questions on the assumptions made.

A school development journal has been compiled and will be continuously updated and reviewed at Governing Body meetings.

RW highlighted the developments for Reading, Writing and Maths etc. Further questions were asked by governors on the details.

Pupil Premium expenditure was discussed. It was agreed that a statement was to be circulated for the next governing body meeting.

All governors were asked to bring their copies of the School Development Plan to each meeting.

14/16 Policies for Review

Visits and Outdoor Education Policy This was reviewed with some amendments being made to the paperwork held in school. The amended version was approved.

Holiday Policy The details were reviewed and approved.

Policy For Governor Visits This was also reviewed by governors and was approved. RW reminded governors to sign in whenever they visited the school including attendance at meetings.

C SCHOOL SELF EVALUATION

14/17 Achievement of Pupils

Key Stage 2 records were circulated and reviewed. The reasons for the results were discussed. Maths was highlighted by RW as an area to focus on. Governors questioned about the case studies to collaborate the detail.

14/18 Quality of Teaching

This is judged by what they see in the classroom. Real improvements have been achieved. A new curriculum due September 2014 will have an impact.

14/19 Behaviour and Safety

The Ofsted criteria for Behaviour and Safeguarding was circulated to governors for information, on which RW has recorded the school self evaluation and where the evidence required can be found with the details listed in the handout, including Parent and Pupil questionnaires. Following questions by governors RW explained where work was required to fill the gaps.

14/20 Quality of Leadership and Management

Details were circulated for governors to study in order that it can be discussed in detail at the next meeting.

14/21 Overall Effectiveness

Grading description for Ofsted was explained to governors, together with the need to evidence progress.

D FINANCIAL

14/22 Finance Committee

The Pay Policy has been agreed by staff, and has been referred to the Finance Committee to review.

14/23 Budget Update

The expected Carried Forward sum of £25,000 for next April is now expected to be £31,000. Additional income has been generated by RW providing services to County. She explained the nature of these services and the income generated.

Governors thanked the Headteacher for generating the extra income for the school.

E PREMISES

14/24 Premises Committee

Gardening has taken place to improve the appearance and security. Three rooms have been redecorated, new fencing provided, new signage, and additional I Pads provided.

14/25 Health & Safety Issues

No issues have arisen and nothing to report.

F PROCEDURAL

14/26 Publicity, Networking and Information

Details of two training courses available were circulated to governors. Those interested in attending were advised to contact the school. New Governor training was available at Amothermby on 7th October 2013. Raise on Line training was also available at Amotherby on 11th November 2013. General training for Governing Bodies as a whole was also available, and documents listing training available from NYCC and York Diocese had been shared prior to the meeting.

Photographs of new pupils have been taken.

Other publicity was to be arranged.

14/27 Urgent Items

No items were raised.

14/28 The meeting was closed at 2045 hours.

Appendix 1

COMMITTEES

Committee	Membership
Finance	Mrs Mitchell Mrs Maud (Clerk) Mrs Wells Mrs Wharton Mr Watson Mr P North (Chair)
Staff Discipline	Mr P North Dr Powlesland Mrs Clemence
Staff Discipline (appeals)	Mrs Maud Ms D Andrews Mrs Cole
Pupil Discipline	Rev. J Kinsella Mrs Wharton Vacancy
Staffing	Mrs Clemence (Chair) Mrs Triffitt Mrs Cole Mrs Wells Mrs Mitchell (Clerk) Dr Powlesland Ms D Andrews
Curriculum & Pupil Assessment	Mrs Clemence (Chair) Mrs Barker Mrs Triffitt (Clerk) Mrs Cole Mrs Wells Dr Powlesland Ms D Andrews
Premises	Vacancy Mrs Wharton (Clerk) Vacancy Mrs Barker Mrs Wells Mrs Maud Mr Watson
Complaints	Mrs H Clemence Mrs Wharton Mr P North Vacancy
Performance Management	Mrs H Clemence Dr L Powlesland Mrs Barker
Performance Management	Vacancy

Review

Mr P North

Link Governors

SEN

Mrs Clemence

Child protection/Looked After
Children

Mrs Triffit

Literacy

Ms D Andrews

Numeracy

Mr North

Early Years

Mrs Clemence

Induction

Mrs Mitchell

Governor of Month

See G.B. minutes for rotation