

# West Heslerton C of E School

## Governing Body Meeting

**Thursday 10th July 2014 at 6.30pm**

PRESENT	Chair Headteacher	Ms Heather Clemence (HC) Mrs Rachel Wells (RW) Mrs J Barker (JB) Mrs C Triffitt (CT) Mrs Val Bottomley (VB) Mrs D Andrews (DA) Mr Phil North (PN) Angela Morley (AM)	Parent Governor Staff Governor Parent Governor Staff Governor LA Governor LA Governor Parent Governor Foundation Governor
	Clerk	Roland Stokes(RS)	

The meeting started at 6.30pm

Item	Minute	Action
055/14	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b></p> <p>Apologies had been received from and. Miss L Tattersley, Rev. Joe Kinsella and Dr Louise Powlesland. These apologies were consented to.</p> <p>HC advised the meeting that she had received a letter of resignation from Mrs Nina Maud.</p>	
056/14	<p><b>Declaration of interests and reminder of governor protocol</b></p> <p>The Chair invited governors to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda. There were no declarations of interest</p> <p>The Chair reminded governors of the need for strict confidentiality to safeguard the interests of all connected with the school</p>	
057/14	<p><b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection</b></p> <p>No items were considered to require a confidential minute.</p>	
058/14	<p><b>Notification of urgent other business.</b></p> <p>Governors agreed to discuss the changes to the school bus, training days and governors training under this item.</p>	
059/14	<p><b>To approve as a correct record the Minutes of the meeting held on 22nd May 2014.</b></p> <p>The minutes of the meeting held on 22nd May 2014 were unanimously <b>confirmed</b> as a true record and signed by the Chair.</p>	

	<p><b>Proposed: VB</b> <b>Seconded: CT</b></p>	
060/14	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><b>Item 046/14 (Website)</b> - RW updated governors on the progress being made on the school website. Previous FGB minutes are on the website but not those for committee meetings. The governors section will not be password protected and CT is in the process of photographing governors so that their pictures can be put in the governors section.</p>	RW
061/14	<p><b>To consider the minutes of the meeting of the Staffing, Curriculum &amp; Standards Committee held on 16th June 2014.</b></p> <p>A copy of the minutes had been circulated with the agenda. HC highlighted a number of items to governors:</p> <p><b>Item SC033/14 - Staffing:</b> The school has appointed a GTA and is advertising locally for MSAs.</p> <p><b>Item SC034/14 - Sports Funding:</b> The committee allocated up to £1000 to support swimming lessons.</p> <p><b>Item SC035/14 - Pupil Progress:</b> The committee had reviewed pupil progress and achievement data for KS1 and KS2.</p> <p><b>Item SC036/14 - SEN Funding:</b> Governors were advised that RW is producing the "offer" for SEN provision at the school - there will be a staff meeting on Wednesday 16th July 2014 to finalise the details.</p> <ul style="list-style-type: none"> <li>➤ <b>Question:</b> What advantage is there for the school and pupils in making a good "offer"? - It will make the school more inclusive and welcoming to this group of children. It was noted that some schools are making only the briefest of offers on their websites.</li> <li>➤ <b>Question:</b> What are the financial implications of having SEN children at the school? - The school is funded for up to 6 SEN children and can apply for additional funds if necessary.</li> <li>➤ <b>Question:</b> Why 6? - The formula used for SEN funding indicates that the school normally receives enough money to accommodate 6 SEN pupils</li> <li>➤ <b>Question:</b> Does the school have any statemented children at the moment? - No, but there is an application being processed for one child.</li> </ul>	
062/14	<p><b>To consider the minutes of the meeting of the Finance and Premises Committee held on 2nd July 2014.</b></p> <p>A copy of the minutes had been circulated prior to the meeting. The initial meeting had been delayed due to the availability of governors. PN highlighted a number of items to governors:</p> <p><b>Item FP031/14 - Ground Monitoring Inspection:</b> Governors reviewed the work that had been undertaken as a result of the inspection on 3rd April</p>	

	<p>2014.</p> <p><b>Item FP032/14: Finance:</b> The committee had reviewed the schools budget and after inspecting the school grounds and kitchen had decided to allocate money to refurbishing the kitchen, developing the quiet area, cladding part of the school building and developing the Nature area. In addition the use of "Sports Funding" money had been discussed with regard to how it had been allocated across the 6 elements of the PE curriculum and "Forest Schools".</p> <p>➤ <b>Question:</b> As "Forest Schools" is enriching the pupils experience has an attempt been made to get an article in the local paper. - Yes but it was only a very short piece. Governors agreed that when the school has set up the Tepees then this would be a good opportunity to try and get another article in the paper. It was suggested that the school should have a stall in the arboretum at Castle Howard.</p> <p>PN advised the GB that overall the school finances were sound with a small surplus being forecast.</p> <p><b>Item FP032/14 - Staff Performance Management:</b> PN brought to the attention of the GB that the Staff Performance Management had been completed and all of the necessary paperwork and procedures had been followed.</p> <p><b>Item FP024/14 - Premises:</b> The GB reviewed the work recommended as part of the Ground Monitoring Inspection on 2nd July 2014.</p> <p><b>Item FP035/14 - Policies:</b> The committee had adopted the following policies on behalf of the GB:</p> <ul style="list-style-type: none"> <li>➤ Ordering Policy</li> <li>➤ Security Policy</li> </ul> <p>Copies of the policies are available in the school office.</p>	RW
063/14	<p><b>Review use of Pupil Premium Funding (documents provided in hard copy) and PE funding for 2013-4.</b></p> <p><b>Pupil Premium.</b></p> <p>RW provided the meeting with a detailed confidential document on how pupil premium money has been spent on the 4 pupils eligible for the money. The document identified the needs of each child, the action taken and impact. The needs covered such items as improving attendance/behaviour and helping with academic progress. Governors reviewed the impact for each child and were satisfied that the school was using the money in an appropriate way to give maximum benefit for each child and helping to "close the gap" with their peers.</p> <p>➤ <b>Question:</b> Are children who receive pupil premium money the same as those who are eligible for SEN funding? - Not necessarily as pupil premium money is for pupils who receive, or have received <b>free</b> school dinners, are looked after children or the children whose parent(s) are in the armed forces.</p> <p>➤ <b>Comment:</b> Governors thanked RW for such a detailed report which demonstrated how the money had been targeted and the time and energy invested in each child. In the opinion of the GB the money had been appropriately used.</p>	

	<p><b>Sports Funding.</b></p> <p>A document outlining how Sports funding money has been used was circulated with the agenda. Governors noted that sports funding had been discussed in depth at both the Staffing, Curriculum &amp; Standards and Finance &amp; Premises Committees. Governors noted that the money was being spent across a range of activities which benefited all pupils.</p>	
064/14	<p><b>Reconstitution of the Governing Body &amp; Skills Audit.</b></p> <p>RS advised governors that NYCC had confirmed that associate members could not be voting members of disciplinary committees. As such RS had forwarded a draft Instrument of Government to the diocese which had 11 governors:</p> <ul style="list-style-type: none"> <li>➤ Three parent governors.</li> <li>➤ One LA governor.</li> <li>➤ One staff governor.</li> <li>➤ One headteacher.</li> <li>➤ Two foundation governors.</li> <li>➤ Three co-opted governors.</li> </ul> <p>The draft had been amended by the diocese. <b>The GB, after a discussion, unanimously adopted the revised draft Instrument of Government and agreed that it should be forwarded to NYCC with a view to having it in place before the next meeting in September.</b></p> <p><b>Proposed: VB</b> <b>Seconded: PN</b></p> <p>The GB discussed the advantages and disadvantages of having a committee structure and agreed, subject to adoption by the re-constituted GB, that it would be beneficial to only have GB meetings and no committees. This would ensure that all governors are involved in all aspects of the running of the school. <b>It was noted that NYCC may require some changes to the draft Instrument of Government - the GB unanimously agreed to delegate responsibility to accepting any changes to the Chair (HC) and Headteacher (RW).</b></p> <p><b>Proposed: CT</b> <b>Seconded: JB</b></p> <p>Governors returned the skills audit forms, that had been circulated with the agenda, to HC. It was agreed that the data will be collated and used when considering new members of the GB.</p>	<p>HC, RW, RS</p> <p>HC, RW</p>
065/14	<p><b>Governor Support Unit - Health Check Report.</b></p> <p>Margaret Burton from the governance unit at NYCC had undertaken a "Health Check" on the governance of the school on 16th June 2014. The report had been distributed to governors with the agenda. Governors noted that there were no major issues raised by the report and was an indication of how far the GB had developed over the last year. Most of the items raised in the report were being addressed by the GB.</p> <p>VB noted the comments on the induction process for governors and commented that 2 governors had recently attended the governors induction</p>	

	<p>training run by NYCC. One of the positive aspects of the course was the opportunity to meet other new governors and discuss issues with them.</p> <p>➤ <b>Question:</b> Do all new governors go on the NYCC induction course? - Yes</p>	
066/14	<p><b>EDA Report</b></p> <p>The report had been distributed with the agenda. RW went through the report highlighting the views of the EDA. All of the judgements are good and supported by the LA. It was noted that within the current Ofsted framework the school can only have outstanding teaching if the pupils are making outstanding progress - it is focused very strongly on the data. It was agreed that the school is making good progress but needs to work on <b>attainment</b>.</p> <p>➤ <b>Comment:</b> VB commented that with small classes and pupils moving in and out of the area/school the data on achievement and progress can easily become distorted.</p> <p>➤ <b>Question:</b> What are Pivats: Pivats is a trade name and are levels/targets used in conjunction with performance scales (P-scales). P-Scales are statutory levels when reporting attainment for pupils who are working below level 1 of the national curriculum.</p> <p>➤ <b>Question:</b> On page 11 of the report the EYFS profile table has in the last 2 rows a lot of abbreviations (L&amp;A, H&amp;SC, etc), what do these stand for? - governors were provided with a explanation of each of the terms.</p>	
067/14	<p><b>Review and discuss the SEF – sections 1, 2 and 5.</b></p> <p>A copy of sections 1, 2 and 5 of the SEF summary had been circulated with the agenda. RW explained to governors the 7 sections of the SEF with particular reference to the summary overview at the end of the document and the identification of the schools priorities. The GB had a discussion on the strengths of the school and areas for improvement. It was agreed that the GB would <b>need</b> to address the SEF in more detail during the next academic year.</p> <p><b>Question:</b> How effective is "Talk for Writing? - It is particularly helpful for those pupils who struggle for ideas or have limited imagination as it provides them with a structure and visual cues.</p> <p><b>Comment:</b> DA commented that there was a good item <b>about Talk for Writing</b> in the journal, by Laura, that governors would find useful.</p>	
068/14	<p><b>Year 6 Attainment and Progress Data 2014.</b></p> <p>Governors reviewed the Year 6 Attainment and Progress Data for 2014. Year 6 pupils had performed well with good attainment results in reading, spelling and writing. In addition the average points progress in all subjects had been more than the 12 points required for good progress (Reading - 13.1, Writing - 14.3 and Maths - 12.9).</p> <p>Governors noted that in writing progress had been good but attainment was not so good. The school has introduced "Big Maths" to help with arithmetic as the new curriculum places <b>s</b> more emphasis on calculations and mental arithmetic. It was agreed that the emphasis for next year should be in</p>	

	<p>maths and writing.</p>	
069/14	<p><b>Policies.</b></p> <p>The policies had been distributed with the agenda.</p> <p><b>General Complaints Policy.</b> Governors noted that the policy was based upon a NYCC standard policy and after reviewing the policy <b>it was unanimously agreed that the General Complaints Policy should be adopted by the GB</b></p> <p><b>Proposed: VB</b> <b>Seconded: PN</b></p> <p><b>Single Equality Scheme.</b> Governors noted that the policy was based upon a NYCC standard policy and after reviewing the policy <b>it was unanimously agreed that the Single Equality Scheme should be adopted by the GB</b></p> <p><b>Proposed: HC</b> <b>Seconded: DA</b></p> <p><b>Sun Safe Policy.</b> After reviewing the policy It was unanimously agreed that the Sun Safe Policy should be adopted by the GB</p> <p><b>Proposed: PN</b> <b>Seconded: VB</b></p> <p><b>Policy for Good Behaviour.</b> After reviewing the policy It was unanimously agreed that the Policy for Good Behaviour. should be adopted by the GB</p> <p><b>Proposed: CT</b> <b>Seconded: PN</b></p> <p>Governors noted that most NYCC polices were adopted by the GB without change. It was agreed that RS should provide the GB with a list of those NYCC polices that fall into this category with a view to using an alternative way of adopting them and tracking changes.</p>	RS
070/14	<p><b>Governor Visits.</b></p> <p>Governors provided feedback on 2 visits:</p> <p>VB had been on a whole School visit to the Scampston Walled Garden as part of Forest Schools and provided governors with a written report that was distributed with the agenda. The visit had been well organised, had engaged the children, developed several practical skills and allowed the older children to develop leadership skills when looking after the younger ones.</p> <p>VB gave governors a verbal brief on a visit to the school to see how the children used iPads. The children were engaged in making Viking long ships and were happy to show VB how they used iPads to support their work. VB had an opportunity to talk to the pupils and class teacher.</p>	
071/14	<p><b>Urgent other business.</b></p> <p><b>Training Days.</b> Governors discussed training days for 2015/16. Besides the <b>statutory</b> training days there was a need to identify two additional days for</p>	

	<p>first aid training. It was agreed that the training would give the best results if it was delivered on 2 consecutive days. It was decided that the two additional training days would be on 25th/26th July 2016.</p> <p><b>School Bus.</b> From September 2014 there will be no school bus. Children from Yedingham will travel to the school in a Taxi. Although those parents of children who are eligible for transport to and from school have received a letter from NYCC those parents whose children cease to be eligible have received no information. <b>School is awaiting official confirmation of these arrangements for September by NYCC passenger transport group.</b></p> <p><b>Governor Training:</b> It was noted that governors had recently been on two training courses:</p> <ul style="list-style-type: none"> <li>➤ 23 June 2014 - Good Governance - Reviewing your own effectiveness</li> <li>➤ 7 July 2014 - monitoring the work of your school</li> </ul>	
072/14	<p><b>Date and Time of next meeting</b></p> <p>Governing Body - <b>Thursday 18th September 2014 at 6.30pm</b></p>	<b>All</b>

Meeting ended at 8.30pm

Signed.....

Date.....