

# West Heslerton C of E School

## Governing Body Meeting

**Thursday 15th January 2015 at 6.30pm**

<b>PRESENT</b>	<b>Chair</b> <b>Headteacher</b> <b>Vice-Chair</b>	<b>Ms Heather Clemence (HC)</b> <b>Mrs Rachel Wells (RW)</b> <b>Mrs Val Bottomley (VB)</b> <b>Mrs D Andrews (DA)</b> <b>Mrs Angela Morley (AM)</b> <b>Dr Louise Powlesland (LP)</b> <b>Miss L Tattersley (LT)</b> <b>Mrs Tori Moss (TM)</b> <b>Mrs C Triffitt (CT)</b> <b>Mr P North (PN)</b>	<b>Co-opted Governor</b> <b>Staff Governor</b> <b>LA Governor</b> <b>Co-opted Governor</b> <b>Foundation Governor</b> <b>Parent Governor</b> <b>Co-opted Governor</b> <b>Parent Governor</b> <b>Staff Governor</b> <b>Parent Governor</b>
	<b>Clerk</b>	<b>Roland Stokes(RS)</b>	

The meeting started at 6.30pm

Item	Minute	Action
001/15	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b></p> <p>There were no apologies for absence.</p>	
002/15	<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>	
003/15	<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>	
004/15	<p><b>Notification of urgent other business.</b></p> <p>The meeting agreed to receive an update on the climbing frame, planned changes to internet providers and the Child Care Disqualification Regulations under this item.</p>	
005/15	<p><b>To approve as a correct record the Minutes of the meeting held on 27th November 2014.</b></p> <p>The minutes of the meeting held on 27th November 2014 were unanimously <b>confirmed</b> as a true record and signed by the Chair.</p>	

	<p><b>Proposed: DA</b> <b>Seconded: VB</b></p>	
006/15	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><b>Item 118/14 (Governor Pen Portraits)</b> - RW has had a discussion with pupils about what they knew about governors. The meeting was surprised how much the pupils know about the role of governors. The next discussion will be about what additional information pupils would want to know about governors</p> <p><b>Item 118/14 (Activity Sacks)</b> -A reminder about library days has been sent to parents and 20 books have been purchased for activity sacks.</p> <p><b>Question:</b> How long will children be able to keep activity sacks? - Normally a week.</p> <p><b>Item 118/14 (Kitchen Refurbishment)</b> -Work on preparing a specification for the Kitchen/Hall refurbishment is being progressed. Governors discussed the timescales involved and agreed that waiting for final approval from the FGB may delay the work. It was agreed that it would be appropriate to delegate responsibility for progressing the refurbishment, including the awarding of a contract, to TM, LP and HC.</p> <p><b>Item 121/14 (IT Equipment)</b> - 15 ipads have been purchased and are proving to be most beneficial.</p> <p><b>Item 121/14 (Team Building Afternoon)</b> - The team building afternoon went well with some very positive outcomes.</p>	<p><b>RW</b></p> <p><b>TM, LP and HC</b></p>
007/15	<p><b>Headteachers Report.</b></p> <p>The Headteachers report had been circulated with the agenda. It was noted by governors that several parts of the report will be dealt with by later items on the agenda. Governors, in reviewing the report, discussed various issues and raised a number of questions/comments</p> <ul style="list-style-type: none"> <li>➤ <b>Question:</b> LP noted that although attendance was at 97% for the autumn term there was one pupil who had 4 unauthorised absences. Is the School policy on attendance able to deal with such a situation? RW advised governors that the school policy, as discussed in previous meetings, had been successfully implemented.</li> <li>➤ <b>Question:</b> HC wanted further information on pupil numbers. RW advised governors that pupil numbers have increased by 5, from 39 to 44 since the end of last term. There is one new pupil in year 3 and 4 who had started pre-reception. As of 14th January 2015 there were 10 applications for entry to the school in September 2015 which was the maximum intake for the school.</li> </ul> <p>When discussing the section of the Headteachers report that covered the budget governors noted that although the carry forward for 2014/15 was £35,000 this would reduce to £16,100 in 2015/16 and for 2016/17 there would be a deficit of £9,100.</p> <ul style="list-style-type: none"> <li>➤ <b>Comment:</b> PN commented that the third year of the projected</li> </ul>	

	<p>budget was usually poor however, with increased student numbers the deficit should become less.</p> <p>RW advised the meeting that she has approached NYCC about taking on additional paid tasks and has already agreed 2 extra days for the diocese.</p> <ul style="list-style-type: none"> <li>➤ <b>Question:</b> LP asked for further information on the SIAMS (Statutory Inspection of Anglican and Methodist Schools) paperwork. RW advised the meeting that it would be completed by 2nd February 2015 and the recommendations about training, reading and research have already been implemented (prayer space, prayer books, etc)</li> </ul>	
008/14	<p><b>Pupil Data Review and Raise online.</b></p> <p>Governors reviewed the data that had been embedded within the headteachers report. The EYFS data was expressed using a percentage scale with the baseline being established in September 2014. Achievement on entry is low. Progression since September has been very good with most areas being in the upper 80's or lower 90's of expectations for 3-4 year olds. The data helps target support and identify areas that need development.</p> <ul style="list-style-type: none"> <li>➤ <b>Question:</b> HC asked, and was provided with an explanation, on how the data is tied in with a child's age and their expected progression.</li> <li>➤ <b>Question:</b> VB asked why progression in one area (Listening, attention, understanding and Speaking) was significantly below the other 6 areas. LT advised governors that the children really wanted to play and it was just taking time for them to become familiar with classroom routine.</li> </ul> <p>In reviewing the national data (Raise Online) for 2014 governors noted that at KS1 the school was under the national average but has a high percentage of special needs pupils in this year group. For KS 2 the data was significantly better although still just below the national average.</p> <ul style="list-style-type: none"> <li>➤ <b>Question:</b> HC asked about FFT aspire data. RW advised governors that this was just another way of presenting the data and access to the data was funded by NYCC.</li> <li>➤ <b>Question:</b> LP asked about the red negative sign by some of the KS1 data. RW was not aware of the meaning of the sign but would find out for the next meeting</li> </ul> <p>RW agreed to look into free governor training on Raise Online data</p>	<p><b>RW</b></p> <p><b>RW</b></p>
009/15	<p><b>Sports Funding.</b></p> <p>RW provided the meeting with a detailed breakdown of sports funding. The data was broken down into money already spent and proposed future expenditure. It was noted that although the report covered academic years the money was allocated in financial years. Funding could be "rolled over" from one year to the next. Governors noted that a significant amount of money has been allocated to after school sports clubs and that tennis has proven to be popular.</p> <ul style="list-style-type: none"> <li>➤ <b>Comment:</b> PN commented that there was a wide variety of activities</li> </ul>	

	<p>funded through the sports fund and the purchase of any equipment to support these activities, such as gymnastics, could be funded from next year's money.</p> <p>➤ <b>Comment:</b> VB commented that it was crucial to engage this age group in sporting activities to help with their future health and wellbeing.</p> <p>Governors discussed the importance of establishing a legacy from sports funding. It was noted that some pupils who had attended the tennis after school club had continued with the sport and were receiving private lessons.</p>	
010/15	<p><b>Pupil Premium Funding:</b></p> <p>RW provided the meeting with a confidential enclosure which provided detailed information on how PPF had been spent on the two eligible pupils. Governors discussed the impact of the funding on the pupils' progress and how the interventions had been designed to meet their individual needs. Governors noted the positive impact the interventions were having on attendance and progress.</p> <p>➤ <b>Comment:</b> HC commented on the way the information was set out in a way that was easy to understand and easy to follow.</p>	
011/15	<p><b>Marketing:</b></p> <p>RW outlined the marketing activities which have been undertaken to date and in particular the number of leaflets that had been distributed across the locality. Governors noted that the school has at least 10 applicants for the 10 places available in September 2015. Links were being established with a number of pre-school organisations/groups. Governors suggested a number of pre-school groups which could be contacted and that it would be helpful if LT could visit these groups on a regular basis. RW advised the meeting that for a trial period LT will be released for the start of one day a week to establish links with pre-school groups/organisations.</p> <p>It was agreed that RW would update the GB on a regular basis with regard to marketing activities.</p>	RW
012/15	<p><b>Policies</b></p> <p>All of the policies had been circulated with the agenda and reviewed/amended by the teaching staff.</p> <p><b>Attendance Policy. Subject to some minor amendments the GB unanimously agreed to adopt the policy.</b></p> <p><b>Proposed: VB</b> <b>Seconded: PN</b></p> <p><b>Drug Education Policy. After a discussion the GB unanimously agreed to adopt the policy.</b></p> <p><b>Proposed: HC</b> <b>Seconded: DA</b></p> <p><b>Fairtrade Policy. After a discussion the GB unanimously agreed to</b></p>	

	<p><b>adopt the policy.</b></p> <p><b>Proposed: AM</b> <b>Seconded: LP</b></p> <p><b>Leaving School Policy. After a discussion the GB unanimously agreed to adopt the policy.</b></p> <p><b>Proposed: LT</b> <b>Seconded: PN</b></p> <p><b>Medical Policy. After a discussion the GB unanimously agreed to adopt the policy.</b></p> <p><b>Proposed: TM</b> <b>Seconded: CT</b></p> <p><b>STA Security Policy. After a discussion the GB unanimously agreed to adopt the policy.</b></p> <p><b>Proposed: VB</b> <b>Seconded: TM</b></p> <p><b>Staff Development Policy. After a discussion the GB unanimously agreed to adopt the policy.</b></p> <p><b>Proposed: CT</b> <b>Seconded: LT</b></p> <p><b>Whistle blowing Policy. After a discussion the GB unanimously agreed to adopt the policy.</b></p> <p><b>Proposed: HC</b> <b>Seconded: DA</b></p>	
013/15	<p><b>Governor Training/Visits.</b></p> <p>DA advised governors that she had visited Hope Central and also came into school on Monday 15th December 2014 to look at the Prayer Space which was available between 10.30am and 3pm.</p> <p>HC will be attending SEND training on Tuesday 20th January 2015.</p>	
014/15	<p><b>Impact on Pupils Of GB Decisions.</b></p> <p>Governors noted that the decisions of the GB would:</p> <ul style="list-style-type: none"> <li>➤ Improve the Health and Wellbeing of pupils through monitoring Sports Funding and the activities it supports</li> <li>➤ Safeguard the financial security of the school through scrutiny of the school budget and reviewing marketing activities</li> <li>➤ Keep children safe through reviewing and adopting a range of policies</li> </ul>	
015/15	<p><b>Urgent other business.</b></p>	

	<p><b>Internet Provision:</b> RW advised governors that the school has had significant issues with the internet provision provided by NYCC schools ICT. Although the school has been moved onto an alternative plan the cost of provision has increased from £800 to £1,900. However the same provision can be purchased through alternative suppliers for £1,600 - a saving of £300. It was noted by governors that in moving to an alternative supplier the only "long term" contract the school had to enter into was with BT at a cost of £600 over 2 years for BT fibre. <b>On balance governors agreed that the school should move to the alternative suppliers.</b></p> <p><b>Climbing Frame:</b> The climbing frame will cost a maximum of £3,733 to replace. There may be opportunities to find part of the funding from other sources. <b>Governors agreed to allocate up to £3,733 from devolved capital to replace the climbing frame and asked RW to investigate the possibility of finding funding from other sources.</b></p> <p><b>Child Care Disqualification Regulations.</b> HC advised the GB about the regulations and in particular "disqualification by association". It was not clear if this aspect of the regulation applied to governors. It was agreed that the matter should be discussed at the next meeting</p>	<p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW, RS</b></p>
016/15	<p><b>Date and Time of next meetings</b></p> <p>The next meeting of the Governing Body will be at 6.30pm on Thursday 12th February 2015</p>	<p><b>All</b></p>

Meeting ended at 8.15pm

Signed.....

Date.....