

# West Heslerton C of E School

## Governing Body Meeting

**Thursday 16th October 2014 at 6.30pm**

PRESENT	Chair Headteacher Vice-Chair	Ms Heather Clemence (HC) Mrs Rachel Wells (RW) Mrs Val Bottomley (VB) Mrs D Andrews (DA) Angela Morley (AM) Dr Louise Powlesland (LP) Miss L Tattersley (LT)	Co-opted Governor Staff Governor LA Governor Co-opted Governor Foundation Governor Parent Governor Co-opted Governor
	Clerk	Roland Stokes(RS)	

The meeting started at 6.30pm

Item	Minute	Action
097/14	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b></p> <p>Apologies had been received from Mrs C Triffitt. The apology was consented to.</p> <p>It was noted that the election of a parent governor was still ongoing.</p>	
098/14	<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. RW declared an interest in the quotations for the kitchen and it was noted that all staff members present have an interest in the "Pay Policy".</p> <p>The Chair reminded governors of the need for strict confidentiality to safeguard the interests of all connected with the school</p>	
099/14	<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 but item 109/14 has a confidential enclosure</p>	
100/14	<p><b>Notification of urgent other business.</b></p> <p>There were no items of urgent other business.</p>	
101/14	<p><b>To approve as a correct record the Minutes of the meeting held on 18th September 2014.</b></p> <p>It was noted that at item 80/14 "RC" should read "HC".</p> <p>Notwithstanding the above correction the minutes of the meeting held on</p>	

	<p>18th September 2014 were unanimously <b>confirmed</b> as a true record and signed by the Chair.</p> <p><b>Proposed: DA</b> <b>Seconded: LT</b></p>	
102/14	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><b>Item 081/14 (Website)</b> - RW advised the meeting that the password protection on the governors section had been removed. In addition, the names of all governors were now listed on the website as was a copy of the new "Instrument of Government". It was agreed that a "pen portrait" of each governor should be listed on the site and that the pupils should be involved in gathering the information from individual governors. The "pen portrait" could have information on governors favourite books, films, etc.</p> <p><b>Item 084/14 (Performance Management Committee)</b> - The Headteacher's Performance Management Committee had met on Monday 6th October 2014 and set new targets for the Headteacher.</p> <p><b>Item 087/14 (Activity Sacks):</b> The emphasis in the library has been on re-organising the library, producing displays and introducing a reward system for the return of books - this is working well.</p> <p>➤ <b>Question:</b> LP asked if parents were aware when their children would have access to the library. No, but information will go out in the next news letter.</p> <p><b>Item 089/14 (Kitchen Refurbishment):</b> RW left the room. LP advised governors that the tenders for the refurbishment of the kitchen were opened on 3rd October 2014 in accordance with school procedures. The tenders were in sealed envelopes and there was a form to complete to ensure the integrity of the process. Five firms had been contacted to provide a quote of which two had replied. LP went through the quotes with governors and it was noted that both quotes covered different amounts of work. The work would take about 2 weeks and as such could only be completed over the Easter or Summer period. In addition there was a need to identify what was essential/desirable with regard to refurbishing the kitchen and if some of the money would be better spent on the dining hall. Governors agreed:</p> <p>➤ The specification for the work will be re-written in more detail and sent to contractors.</p> <p>➤ Consideration will be given to spending some of the money on refurbishing the dining hall.</p> <p>➤ The total amount of money available for the work will be clarified.</p> <p>RW returned and was advised of the outcome of the discussions.</p> <p>➤ <b>Question:</b> Is the money ring fenced - Yes it has to be spent on the kitchen or dining area.</p> <p>➤ <b>Question:</b> HC asked if the contractors visited the school prior to submitting a tender - Yes</p>	<p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p> <p><b>RW</b></p>

103/14	<p><b>Governors with Specific responsibility.</b></p> <p>After a discussion it was agreed that a governor responsible for finance will not be nominated until after the election of a new parent governor.</p>	
104/14	<p><b>Headteachers Report.</b></p> <p>The Headteachers report had been circulated with the agenda. In reviewing the report a number of items were discussed in more detail:</p> <p>It was agreed that the summary of the SEF on page 3 was very helpful and would be useful as a one page document with the reverse having a summary of the schools strengths and areas targeted for improvement.</p> <ul style="list-style-type: none"> <li>➤ <b>Question:</b> HC asked about the intake into reception and the need to understand the progress of children who joined the group later in the year. LT advised governors that pupils joining the reception group part way through the year can skew the progress and achievement data. Since September LT is keeping 3 sets of data for reception; the whole group; those who started in September; those who joined later in the year. HC commented that it is all about understanding the data and the impact of various groups.</li> <li>➤ <b>Question:</b> VB asked for clarification on some of the colouring and percentage information on the data analysis/pupil progress pages. RW went through a number of items with governors and provided more detail where appropriate.</li> <li>➤ <b>Comment:</b> LP commented that it may be appropriate to provide further information in the SEF summary on the impact of small cohorts on the schools data, particularly for early years. RW noted the point and added that the vast majority of Ofsted inspectors were aware of the impact of small cohorts on data.</li> <li>➤ <b>Question:</b> HC asked about pupil attendance with particular reference to the summer term. RW advised governors that overall attendance for the year was 95.13% which is above the target (95%). The summer term is always a difficult period as parents want to take the children out of school for a number of reasons. However the School uses the NYCC guidance with regard to absences and works with parents in trying to minimise any absences.</li> <li>➤ <b>Question:</b> VB wanted more information on the "Stay and Play" activities mentioned in the report. LT advised the meeting that "Stay and Play" activities are held every half term. Parents are invited to come and see the work of their children and what they do in the classroom. EYFS will be having a "Stay and Play" on Tuesday and governors were invited to attend. VB asked if these activities better helped parents understand the learning methodologies used in the school. LT confirmed that this was the case and many parents will use these techniques at home.</li> <li>➤ <b>Question:</b> What is "Stay and See"? These activities are subject aligned and cover the whole school. They are aimed at helping parents understand where the children are going with regard to learning. The activities swop between days and evenings with a view</li> </ul>	

	to encouraging fathers to attend the evening events.	
105/14	<p><b>Fire/Electrical Inspection Report.</b></p> <p>VB had undertaken an inspection of the school on Tuesday 7th October 2014 with RW. Governors noted that all PAT and fire extinguisher checks were up to date and the items identified in previous reports had been completed or were being progressed. Items identified during the inspection were discussed by governors. In particular, the push bar signage has been addressed, it was noted that the dining hall is in need of decoration and a number of small areas need the plaster painted.</p>	RW
106/14	<p><b>Policies for consideration:</b></p> <p>All of the policies had been circulated with the agenda.</p> <p><b>Educational Visits:</b> The only change since last year's review had been the replacement of the words "School Bus" with "School Transport".</p> <p>➤ <b>Question:</b> AM asked about the use of car seats. RW assured governors that car seats are used where appropriate - except in emergencies. There had been one occasion when a bus did not arrive and staff used their cars to take the children, a short distance, to Scampston Hall. RW outlined the safety procedures which had been used by staff, assured governors that they had acted within the law and parents had been informed of what had happened. It was noted that the children really enjoyed the visit which was being used to launch a new topic and that in future the bus firm will be contacted shortly before any visit to confirm the details of the booking.</p> <p><b>It was unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: HC</b> <b>Seconded: VB</b></p> <p><b>Governor Visits.</b> Governors reviewed the document and <b>unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: DA</b> <b>Seconded: AM</b></p> <p><b>Winter Management Policy.</b> Governors discussed the policy, that was based upon an NYCC document, and agreed that it was far more detailed than necessary for a small school. It was agreed that some of the bullet points will be removed and the areas to be gritted will be described as opposed to producing a map.</p> <p>➤ <b>Question:</b> VB noted that the policy referred to lone working and wanted to know if the school had a policy covering lone working. RW advised the meeting that there is no specific policy but a risk assessment has been undertaken.</p> <p>➤ <b>Question:</b> LP asked if there was grit available on site - Yes</p> <p><b>Subject to amendments it was unanimously agreed that the Policy should be adopted by the GB</b></p>	

	<p><b>Proposed: LP</b> <b>Seconded: LT</b></p> <p><b>Appraisal Policy.</b> Governors reviewed the document and <b>unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: AM</b> <b>Seconded: VB</b></p> <p><b>Homework Policy.</b> Governors reviewed the document and <b>unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: LP</b> <b>Seconded: AM</b></p> <p><b>Pay Policy.</b> RW advised the meeting that in the final format of the document the "guidance notes" on completing the document had been removed. Governors reviewed the document and <b>unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: DA</b> <b>Seconded: HC</b></p> <p><b>Health &amp; Safety Policy.</b> Governors commented that part of the document had been overprinted and the reference to the "Premises Committee" needs to be amended.</p> <p>➤ <b>Question:</b> VB asked if there was any asbestos in the school. RW confirmed to the meeting that there was asbestos in some of the spaces between the ceiling and roof. The policy was to leave it alone as it is not dangerous if left undisturbed.</p> <p><b>Subject to amendments it was unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: LT</b> <b>Seconded: DA</b></p> <p><b>Governors Allowances.</b> Governors agreed that any claim above £40 had to be approved by the Headteacher prior to the event for which the claim was being made. <b>Subject to amendments it was unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: LP</b> <b>Seconded: VB</b></p> <p><b>SEND Policy.</b> It was noted that although the policy was a NYCC model there was a mixture of "SEN" and "SEND" throughout the document. It was agreed that all of these will be amended to "SEND". <b>Subject to amendments it was unanimously agreed that the Policy should be adopted by the GB</b></p> <p><b>Proposed: VB</b> <b>Seconded: AM</b></p>	
107/14	<p><b>Finance</b></p> <p>A copy of the Budget Monitoring Summary Report for the month ending 31st</p>	

	<p>August 2014 had been circulated with the agenda. Governors reviewed the document and noted that the school has received an additional £13,000 not forecast in the "start budget" The C/F for the end of the year was £34,339 which represented a current balance percentage of 13.53%. Overall the school has received a 3% increase in funding but most of this will be used to cover increased costs. It was noted by governors that on current forecasts the school finances will go into deficit in 2016.</p>	
108/14	<p><b>Pupil Premium &amp; Sports Funding</b></p> <p><b>Pupil Premium Funding (PPF).</b> RW provided the meeting with a confidential enclosure which provided detailed information on how PPF had been spent on the three eligible pupils. Governors discussed the impact of the funding on the pupils progress and how the interventions had been fitted to their individual needs. It was noted that the number of PP pupils has reduced to two.</p> <ul style="list-style-type: none"> <li>➤ <b>Comment:</b> HC commented how detailed the information was and that it gave a clear indication of the support provided to each pupil and the outcome.</li> <li>➤ <b>Question:</b> VB noted that PP number can vary and asked how the funding is allocated. RW advised the meeting that NYCC allocate the money in 3 even blocks. However as the funding is based on the January census a PP pupil can remain unfunded for up to 2 terms.</li> <li>➤ <b>Question:</b> LP wanted to know if the funding can be spent on TAs. RW advised governors that the money is spent according to each pupils needs. However it is usually spent on group activities so that individual pupils are not identified. It would not be appropriate to spend the money on staff training.</li> </ul> <p><b>Sports Funding.</b> A detailed breakdown of how Sports Funding had been spent in 2013-14 had been distributed with the agenda. Governors reviewed the document and noted the wide range of activities with something for every pupil and the involvement of the local community.</p>	
109/14	<p><b>Governor Training.</b></p> <p><b>SING Meeting:</b> LP briefed governors on the discussions at the SING on Thursday 9th October 2104.</p> <ul style="list-style-type: none"> <li>➤ The SING had been provided with a summary of the national results for 2013-14 - the focus is very much on outcomes.</li> <li>➤ The update on Ofsted highlighted the emphasis being placed on Pupil Premium, Sports funding, attainment and an understanding of "Fundamental British Values". There will be a separate judgement on Early Years.</li> <li>➤ It is possible to "Borrow" governors to help with complaints committees, etc.</li> <li>➤ Parent forums should act as one of the pathways for complaints.</li> </ul> <p><b>Pupil Premium Training.</b> DA and VB have attended a course on PP funding which was very comprehensive. Governors noted that the GB and</p>	

	<p>Senior Leadership team should be aware of what type of intervention works. VB commented that that some of the research into successful interventions is contradictory.</p> <p><b>Ofsted Update.</b> VB and AM will be attending a meeting on Tuesday 21<sup>st</sup> October 2014.</p> <p><b>Parent Evening.</b> RW asked governors if they would attend a parent evening on Tuesday 21st October 2014 to help collect parents views on the school.</p>	
110/14	<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>➤ Result in better "safeguarding" because of the policies which were discussed and approved.</li> <li>➤ Improve the "Health and Wellbeing" of the pupils because of the decisions on Sports Funding.</li> <li>➤ Result in a safer environment for the pupils because of the decisions that were made as a result of the Fire/Electrical Inspection Report</li> </ul>	
111/14	<p><b>Urgent other business.</b></p> <p>There was no urgent other business</p>	
112/14	<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 20th November 2014</p>	<b>All</b>

Meeting ended at 8.30pm

Signed.....

Date.....