

West Heslerton C of E School

Governing Body Meeting

Thursday 18th September at 6.30pm

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

The meeting started at 6.30pm

Item	Minute	Action
073/14	<p>Introductions.</p> <p>It was noted by Governors that Mrs J Barker has resigned from the governing body.</p>	
074/14	<p>Reconstitution of the Governing Body - Membership.</p> <p>The new instrument of Government had been circulated with the agenda. The new governing body has 11 members of which 8 will automatically transfer from the previous governing body:</p> <p>Parent Governor - Mr Phil North Parent Governor - Dr Louise Powlesland Parent Governor - Vacant LA Governor - Mrs Val Bottomley Headteacher - Mrs Rachel Wells Staff Governor - Mrs Cath Triffitt Foundation Governor - Mrs Angela Morley Foundation Governor - Rev. Joe Kinsella</p> <p>It was noted by governors that there was a vacancy for a parent governor and CT's term of office as a staff governor had finished on 30th August 2014. RW advised the governing body that CT had been re-elected as a staff governor and the election process for a new parent governor had been started.</p> <p>The GB discussed the 3 co-opted governor posts and noted that HC, DA and LT wished to be considered for these positions. All 3 left the room. Governors noted that there were a number of criteria to be considered when appointing co-opted governors and agreed that the continuity and experience provided by the 3 candidates outweighed other considerations.</p> <p>The meeting unanimously agreed that Ms Heather Clemence should be elected as a co-opted governor</p>	

	<p>Proposed: RW Seconded: CT</p> <p>The meeting unanimously agreed that Mrs D Andrews should be elected as a co-opted governor</p> <p>Proposed: AM Seconded: VB</p> <p>The meeting unanimously agreed that Miss Laura Tattersley should be elected as a co-opted governor</p> <p>Proposed: RW Seconded: VB</p> <p>HC, DA and LT re-joined the meeting.</p> <p>Question: Governors asked for confirmation that co-opted governors had voting rights on the GB. RS provided confirmation that co-opted governors were able to vote on the GB.</p>	
075/14	<p>Election of Chair and Vice Chair.</p> <p>RS advised the meeting that the recommended procedure for the election of the Chair and Vice Chair had been circulated with the agenda.</p> <p>The meeting discussed the length of office for the Chair and Vice Chair which can be from one to four years. RS advised the meeting that the length of office for both positions is a compromise between providing continuity, succession planning and introducing change. After a discussion the meeting unanimously agreed that the term of office for the Chair and Vice Chair should be two years.</p> <p>Proposed: VB Seconded: LT</p> <p>RS asked if there were any governors who wished to nominate themselves for the position of Chair. HC indicated that she would wish to be considered for the position – there were no other nominations. HC left the room and after a discussion which noted the good progress the School and GB had made since HC became chair the meeting unanimously agreed that HC should be elected as Chair</p> <p>Proposed: CT Seconded: DA</p> <p>HC asked if there were any governors who wished to nominate themselves for the position of Vice Chair. VB indicated that she would wish to be considered for the position – there were no other nominations. VB left the room and after a discussion the meeting unanimously agreed that VB should be elected as Vice Chair</p> <p>Proposed: HC Seconded: DA</p>	
076/14	<p>Apologies for absence and to determine whether any absences should be consented to.</p>	

	Apologies had been received from Mr Phil North . The apology was consented to.	
077/14	<p>Declaration of interests and reminder of governor protocol</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>	
078/14	<p>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</p> <p>No items were considered to require a confidential minute.</p>	
079/14	<p>Notification of urgent other business.</p> <p>Governors agreed to discuss a visit report by CT.</p>	
080/14	<p>To approve as a correct record the Minutes of the meeting held on 10th July 2014.</p> <p>The minutes of the meeting held on 10th July 2014 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: VB Seconded: RC</p>	
081/14	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Item 060/14 (Website) - 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. It was agreed that the new Instrument of Government should be available on the website.</p> <p>Comment: VB noted that the governor section of the website was still password protected. RW advised the GB that the need for a password should have been removed and will ensure it is done asap.</p> <p>Item 062/14 (Arboretum at Castle Howard). - RW has reviewed the events being held at the Arboretum, with regard to the school having a stall at the event, and advised governors that there was nothing suitable. Governors noted that 2 banners have been purchased by the school for marketing purposes. One banner will be located adjacent to the A64 and the other is hung outside of the school - it can be moved if it is required for a display at another location.</p> <p>Item 066/14 (Use of abbreviations). RW advised the meeting that a list of abbreviations was being produced to help governors.</p> <p>Item 69/14 (NYCC polices). RS advised the meeting that he was still working on producing a list of NYCC policies which are adopted by the school with little or no alteration. It was also noted that over the summer a</p>	<p>RW</p> <p>RW</p> <p>RW</p>

	<p>revised list of statutory policies, that should be adopted by the school, was issued by the Dfe.</p> <p>Item 071/14 (School Bus).</p> <p>Question: DA asked if the changes to the school bus had affected attendance or punctuality? RW advised governors that at present there were no issues arising out of the changes to the school bus. The addition of a number of extra after hours school sports clubs, agreed by the GB in the summer term, has helped.</p> <p>Question: LP asked whether more parents bringing their children to school by car was causing any traffic issues? The staff had not noticed any traffic issues and some of the younger KS2 children are now going home with their older siblings.</p> <p>RW advised the meeting that NYCC has not yet provided written details of the contract to transport eligible pupils to and from home or any contact numbers for the contractor.</p>	
082/14	<p>Register of Business Interests.</p> <p>Governors completed the pro-forma register of business interests.</p>	
083/14	<p>Register of Hospitality.</p> <p>The register of hospitality is located next to the phone in the office.</p>	All Members
084/14	<p>Structure and organisation of the FGB.</p> <p>Governors noted the discussion about the need for committees at the meeting on 10th July 2014 (Item 064/14) and agreed that the FGB should have 3 meetings per term. The work of the Staffing, Curriculum & Standards Committee and Finance & Premises Committee will be undertaken by the FGB. However there is still a need for a number of other committees:</p> <p>Staff Discipline</p> <ul style="list-style-type: none"> ➤ Mr Phil North ➤ Mrs Angela Morley ➤ Mrs Heather Clemence <p>Staff Discipline (appeals)</p> <ul style="list-style-type: none"> ➤ Mrs Val Bottomley ➤ Ms D Andrews ➤ Dr Powlesland <p>Pupil Discipline</p> <ul style="list-style-type: none"> ➤ Rev. J Kinsella ➤ Ms D Andrews ➤ Mrs Val Bottomley <p>Complaints</p> <ul style="list-style-type: none"> ➤ Mrs Heather Clemence ➤ Mr Phil North 	All Members

	<p>➤ Ms D Andrews</p> <p>Headteachers Performance Management</p> <p>➤ Mrs H Clemence ➤ Dr L Powlesland ➤ Mrs Angela Morley</p> <p>It was noted that the next meeting of the Headteachers Performance Management Committee will be at 10am on Monday 6th October 2014.</p> <p>Meeting Planner: A draft meeting planner had been circulated with the agenda. The planner outlined the major areas to be covered at each of the 9 meetings. Governors went through the planner with RW and agreed that it was a good working document that could be reviewed at the end of the year.</p>	<p>HC, LP, AM</p>
085/14	<p>To appoint governors with specific responsibilities.</p> <p>It was agreed to appoint the following governors with specific responsibilities:</p> <p>➤ SEND Governor - HC ➤ Child Protection - CT ➤ Health and Safety - VB ➤ Finance - TBD</p> <p>The meeting discussed the need to appoint governors with responsibility for specific curriculum areas and early years. It was agreed that these areas are well covered at GB meetings and in the Headteachers report. In addition staff no longer have responsibility for specific curriculum areas. It was noted that giving one person responsibility for a specific curriculum area gives the impression that other governors have no responsibility in these areas. On balance it was decided not to appoint any governors to these areas.</p>	
086/14	<p>To approve as a correct record the minutes of the meeting of the Staffing, Curriculum & Standards Committee held on 16th June 2014.</p> <p>The minutes of the meeting held on 16th June 2014 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: HC Seconded: LP</p>	
087/14	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>It was noted that the minutes had been discussed at the FGB meeting on 10th July 2014.</p> <p>Item SC033/14 (Staffing): The library post, at 2.5hrs per week, has been offered to a relief TA. There was still a need to recruit additional MSAs as only 6 of the 10 hours are covered. The LA recommendation is one MSA per 40 pupils - the school has 38 pupils but this is expected to increase to 41 in January. RW has advertised the posts in the local press. VB suggested that the Wold Valley Warbler would be a good publication to advertise the MSA posts in.</p>	

	<p>➤ Question: DA asked if the librarian has had time to produce the activity sacks? RW advised the GB that the new librarian has produced some vibrant displays and spent time becoming familiar with the IT system. The activity/story sacks will be progressed. It was noted that the school has 20 curiosity kits that the KS2 children can take home. There was a discussion about the content of the various kits, sacks, etc.</p>	RW
88/14	<p>To approve as a correct record the minutes of the meeting of the Finance and Premises Committee held on 2nd July 2014.</p> <p>The minutes of the meeting held on 2nd July 2014 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: VB Seconded: HC</p>	
89/14	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>It was noted that the minutes had been discussed at the FGB meeting on 10th July 2014.</p> <p>Item FP031/14: In reviewing the list of work governors noted that the ramp will be fitted on Saturday.</p> <p>Item FP032/14 (Kitchen): Written quotes for the planned work on the kitchen area have to be submitted by 3rd October 2014. RW asked if a governor would be available to open the quotes. LP advised the meeting that she had completed a NYCC training programme on dealing with quotes, would be available on 3rd October 2014 and was willing to open any future quotes. The meeting agreed that LP should be the governor responsible for opening any quotes which may be received by the school.</p> <p>Item FP032/14 (Forest Schools): Governors noted that forest schools was being included in all marketing material and an open event was being held for parents this term.</p> <p>Item FP033/14 (Premises Inspection): RW advised governors that there had been a meeting with regard to the cladding and the panel on the perimeter fence will be repaired this weekend</p> <p>➤ Question: VB asked for confirmation that the trellis has been erected? RW confirmed that notwithstanding the above, all of the work identified in the premises inspection, including the trellis, had been completed.</p> <p>➤ Comment: LP commented that the school looks most welcoming and attractive to pupils, parents and visitors.</p>	LP
90/14	<p>Pupil Premium Statement</p> <p>The Pupil Premium Grant Expenditure Report to Parents and Governors (2013-2014) had been circulated with the agenda. HC commented that it was very comprehensive. RW advised the GB that the impact section was limited as with only a small number of pupils too much detail would allow them to be identified.</p>	

	<p>A note has been sent to all parents to see if they qualify for free school meals. Universal free school meals for all younger pupils may mask the need for those children who qualify for pupil premium funding.</p> <p>➤ Question: How do you identify disadvantaged children? RW advised governors that there are a number of criteria which are taken into consideration such as social isolation, financial issues, children not going on school trips, etc. Disadvantaged children may be identified under a number of criteria - it is the schools task to put strategies in place to meet their needs.</p> <p>It was unanimously agreed that the Pupil Premium Statement should be adopted by the GB</p> <p>Proposed: VB Seconded: HC</p>	
91/14	<p>West Heselton Local Offer & Provision Map</p> <p>The School SEN Information Report and Provision Map had been circulated with the agenda. Governors discussed the report/map and noted that SEN should be changed to SEND throughout both reports.</p> <p>➤ Question: VB asked for clarification of the 3 waves and if it was a county wide term? RW confirmed that it was a county wide term and every child was in receipt of Wave One. If progress was not good then the child would progress to wave Two (previously known as School Action) and then Wave Three (previously known as School Action Plus). If the 3 Waves are not successful in ensuring expected progress was made then School may apply to NYCC to ask for the child's needs to be considered for an Educational and Health Care Plan.</p> <p>➤ Question: LP asked if the two documents are to be reviewed each year? This has not yet been clarified as the scheme is relatively new.</p> <p>It was unanimously agreed that the School SEND Information Report and Provision Map should be adopted by the GB</p> <p>Proposed: CT Seconded: LT</p>	
92/14	<p>School Improvement Plan</p> <p>The School Improvement Plan had been circulated with the agenda. Governors noted that the plan was divided into a number of sections:</p> <ul style="list-style-type: none"> ➤ Pages 1-6: The context in which the plan had been developed ➤ Pages 7-12: Curriculum and Assessment Development plan ➤ Pages 13-17: Leadership & Management Development Plan ➤ Pages 18-21: PE Development Plan ➤ Pages 22-24: Church Ethos Development Plan ➤ Page 25: Accessibility Plan 	

	<p>Governors were advised that the Leadership & Management Development Plan was based upon the NYCC governance review. The plan will be visited a number of times during the coming year by the GB to assess progress.</p> <ul style="list-style-type: none"> ➤ Question: VB asked the source of the data supplied to the school on predicted pupil numbers? RW advised governors that these figures were based on known births and planned movements in and out of the area. ➤ Question: Pupil numbers decrease from 2015 to 2017, is this an issue the GB needs to be concerned about? The figures for 2017 are very tentative and are for children born in 2013/14. ➤ Comment: HC commented that the content of the plan does not come as a surprise to governors. Most of the issues and areas for improvement have been identified previously. ➤ Comment: LP asked RW to let the staff know that the advances that have been made at the school, compared with many in the area, have been quite remarkable. VB supported this sentiment. <p>It was unanimously agreed that the School Improvement Plan should be adopted by the GB</p> <p>Proposed: LT Seconded: DA</p>	
93/14	<p>Policies For Consideration:</p> <p>Both policies had been circulated with the agenda.</p> <p>Budget Management Policy. The GB noted that the policy made several references to the Finance Committee. In reviewing the policy the GB allocated the committee's functions to the GB, Finance Governor and Headteacher. Subject to these amendments it was unanimously agreed that the Budget Management Policy should be adopted by the GB</p> <p>Proposed: DA Seconded: AM</p> <p>Decision Planner. The GB noted that the policy made several references to the Staffing, Curriculum & Standards Committee and Finance & Premises Committee. In reviewing the policy the GB allocated these committees' functions to the GB, a Governor or Headteacher. Subject to these amendments it was unanimously agreed that the Decision Planner should be adopted by the GB</p> <p>Proposed: HC Seconded: LT</p>	
94/14	<p>Governor Training.</p> <p>The NYCC Education & Skills Governor Training Programme 2014/15 had been circulated with the agenda. The GB noted:</p> <ul style="list-style-type: none"> ➤ LP will be attending the GSIN meeting on 9th October 2014 	

	<ul style="list-style-type: none"> ➤ AM will be attending the "Getting Started for new Governors" course on 19th November 2014 ➤ The following governors (HC, RW, CT, VB, DA, AM, and LT) have completed the computer based learning course - "Basic Awareness in Child Protection" 	
095/14	<p>Urgent other business.</p> <p>Governor Visits. CT has had a meeting with RW on child protection matters. RW updated CT on the Child Protection folder and Child Welfare File.</p>	
096/14	<p>Date and Time of next meetings</p> <p>It was agreed to plan all of the meetings for the next academic year. The meetings will start at 6.30pm.</p> <ul style="list-style-type: none"> ➤ 16th October 2014 ➤ 20th November 2014 ➤ 15th January 2015 ➤ 12th February 2015 ➤ 19th March 2015 ➤ 23rd April 2015 ➤ 21st May 2015 ➤ 9th July 2015. 	All

Meeting ended at 8.30pm

Signed.....

Date.....