

West Heslerton C of E School

Governing Body Meeting

Thursday 19th March 2015 at 6.30pm

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

The meeting started at 6.30pm

Item	Minute	Action
020/15	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Mrs Angela Morley. The apology was consented to.</p> <p>It was noted that the term of office for LP will be complete on 30th March 2015. RW was asked to initiate the process for electing a parent governor.</p>	
021/15	<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. RW declared an interest in the work to refurbish the kitchen and dining area.</p> <p>The Chair reminded governors of the need for strict confidentiality to safeguard the interests of all connected with the school</p>	
022/15	<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>	
023/15	<p>Notification of urgent other business.</p> <p>There were no items of urgent other business.</p>	
024/15	<p>To approve as a correct record the Minutes of the meeting held on 15th January 2015.</p> <p>At item 006/15 (Activity Sacks) - "Activity Sacks" should read "Story Sacks"</p>	

	<p>Notwithstanding the above correction the minutes of the meeting held on 15th January 2015 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: CT Seconded: PN</p>	
025/15	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Item 006/15 (Governor Pen Portraits) - The pupils have now collated a set of questions to ask governors. As governors visit the school they will be asked to answer the questions.</p> <p>Item 006/15 (Kitchen Refurbishment) - RW left the room. Five companies had been asked to quote and only one responded. The quote was opened by LP who confirmed that it covered all of the work outline in the invitation to tender and was within the budget allocated by the GB. It was unanimously agreed by the GB to go ahead with the successful bid - this was based on the need to progress the work asap.</p> <p>Proposed: HC Seconded: VB</p> <p>RW returned to the meeting and was briefed on the decision of the GB</p> <p>Item 007/15 (Pupil Numbers) - RW advised the meeting that the number of pupils on roll is 44 and this will rise to 50. However a number of key years are still a little "thin".</p> <ul style="list-style-type: none"> ➤ Governor Question: Governors asked about the limit on pupil numbers? The PAN limits pupil numbers for 2016/2017 to 10 in reception and Year 1 and 8 in year 2 and above. ➤ Governor Question: Will increased pupil numbers effect staffing? No, the increase in pupil numbers can be accommodated within the present staff base. <p>Item 007/15 (SIAMS - Statutory Inspection of Anglican and Methodist Schools) - The SIAMs inspection has taken place and the report will be issued on 27th March 2015.</p> <p>Item 007/15 (Raise Online training) - A 3 hour training session has been arranged for 14th May 2015.</p> <p>Item 011/15 (Marketing) - LT is being released half a day a week to visit pre-school groups. LT advised the meeting that her visits have been well received and her next series of visits will concentrate on the SIAMs report and the "Brazilian Festival". Leaflets about the school were well received by local estate agents. It was agreed that the school will not have a presence at this year's Malton show.</p> <ul style="list-style-type: none"> ➤ Governor comment: Taking pre-reception children is a good feature of the school and something that we should market strongly. LT advised the meeting that children do benefit from attending pre-reception school. 	<p>RW</p> <p>RW</p>

	<p>Item 015/15 (Climbing Frame) - There will be a meeting next Thursday (26th March 2015) to discuss submitting a funding bid under "Awards for All". The council are unlikely to be granted "Awards for All" funding yet are able to access alternative funding that is not readily available to the school".</p> <p>Item 015/15 (Child Care Disqualification Regulations). Clarification on the implementation of the regulations has been received from the DfE and there is no need for governors to sign a declaration unless they are acting as a volunteer on school trips etc. The GB unanimously agreed that as most governors also act as volunteers it would be appropriate to sign the declaration.</p> <p>Proposed DA Seconded VB</p> <p>All governors present signed the declaration.</p>	
026/15	<p>To approve as a correct record the Minutes of the meeting held on 12th February 2015.</p> <p>The minutes of the meeting held on 12th February 2015 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: VB Seconded: CT</p>	
027/15	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>There were no matters arising.</p>	
028/15	<p>Finance.</p> <p>The School Budget Summary (Income & Expenditure), Contract Schedule, Revenue Financial Forecast & Start Budget had been circulated with the agenda.</p> <p>School Budget Summary (Income & Expenditure). In reviewing the main sources of income and expenditure for the school governors noted:</p> <ul style="list-style-type: none"> ➤ Census day was the 3rd week in January ➤ Pre-reception children are funded up to 15hrs ➤ Sparsity funding of £25,000 will reduce to £8,000 if pupil numbers exceed 90 ➤ The minimum funding guarantee has gone up by 3%. ➤ Staff salaries and associated costs represent 70% of expenditure. <p>Contract Schedule. The school will save money on the planned changes to the level of cover under the MASS scheme and changing the broadband provider.</p> <p>Revenue Financial Forecast. Governors noted that the estimated carry forward for 2015/16 is £22,400, for 2016/17 is £19,700 and for 2017/18 is £9,000. These figures do not include 3 additional children who joined the school after the census date. These figures showed a strong financial position for the school.</p>	

	<ul style="list-style-type: none"> ➤ Governor Question: Why do premises costs reduce by £5k from 2015/16 to 2016/16. The 2015/16 costs include the money allocated to the school for the kitchen refurbishment. ➤ Governor Question: Over what period is the financial year?. - April to March. <p>Start Budget. After a discussion governors unanimously agreed to approve the Start Budget (Budget Forecast by Ledger Level).</p> <p>Approved: PN Seconded: HC</p>	
029/15	<p>Schools Financial Value Standard (SFVS)</p> <p>The SFVS had been circulated with the agenda. Governors reviewed the document and noted that all of the answers are evidenced and that the only action item was to further improve the finance skills of governors through training. The SFVS was unanimously adopted by the GB.</p> <p>Approved: VB Seconded: DA</p>	RW
030/15	<p>Internal Inspection Report.</p> <p>The report had been circulated with the agenda. In reviewing the report governors noted:</p> <ul style="list-style-type: none"> ➤ The threshold of the library door has been reduced to make the library wheelchair accessible. ➤ A number of items in the report will be resolved when the kitchen/dining room refurbishment is complete. ➤ It is not possible to source a cover for the light in the library. Governors agreed that the whole of the light assembly should be replaced. 	
031/15	<p>Curriculum Update.</p> <p>RW updated governors on the new national curriculum that was introduced in September 2014. From September next year national "levels" will no longer apply and schools are required to develop their own standards. Children, at the end of primary education will be assessed as "secondary ready or not". The wording is being changed to "meeting age related expectations or not".</p> <p>West Heselton has a 2 year rolling curriculum across years 1/2, years 3/4 and years 5/6. This allows for mixed year classes where pupils may be doing the same topic but at different depths depending on their ability and year.</p> <ul style="list-style-type: none"> ➤ Governor Comment: The system adopted by the school allows pupils the opportunity to work beyond their level. <p>The help with the assessment of progress early years children will be assessed as "emerging, expected and exceeding progress". For other years</p>	

	<p>it will be "basic, advancing and deep progress". Two points will be given for each level of progress with pupils expected to advance 4 points over 2 years. Parents will be briefed on the new system in the autumn term.</p> <p>➤ Governor Comment: The new system uses language that parents can better understand.</p>	
032/15	<p>Racist Incidents.</p> <p>There have been no racist incidents</p>	
033/15	<p>Policies</p> <p>All of the policies had been circulated with the agenda and reviewed/amended by the teaching staff.</p> <p>Assessment Policy. After a discussion the GB unanimously agreed to adopt the policy.</p> <p>Proposed: PN Seconded: LT</p> <p>Curriculum, Teaching & Learning Policy. It was noted that this policy replaced a number of older policies. Subject to some minor amendments the GB unanimously agreed to adopt the policy.</p> <p>Proposed: DA Seconded: LP</p> <p>Volunteer Helpers. As this policy needed a paragraph adding on the Child Care Disqualification Regulations it was agreed to delay approval until the next meeting</p>	
034/15	<p>Governor Training/Visits.</p> <p>Trumpet Lessons: DA, LP and TM have observed the trumpet lessons that have been delivered over the internet through Skype. Although the children are enjoying the lessons and making good progress the programme could be improved by starting the course with a "face-to-face" session.</p> <p>SEND Training: HC attended SEND training on Tuesday 20th January 2015. Although the school is well advanced with regard to SEND provision HC updated governors on a number of items:</p> <ul style="list-style-type: none"> ➤ Statements have to be replaced with EHP's within 3 years ➤ There is further integration of provision with other agencies ➤ There was more detail on what should be included in the "school offer" ➤ There is a move away from TA hours to support SEND children - it is believed that children may become too dependent on the support. ➤ The school should have high expectations of SEND children ➤ SEND governors should have very focused visits. <p>HT & Governor Mini Conference. There had been a meeting on 27th January 2015 to outline progress on the North Yorkshire Commission for School Improvements. The message was that the recommendations of the</p>	

	commission would be implemented.	
035/15	<p>Impact on Pupils Of GB Decisions.</p> <p>Governors noted that the decisions of the GB would:</p> <ul style="list-style-type: none"> ➤ Provide pupils with a better environment through the refurbishment of the kitchen and dining area ➤ Provide a further layer of safeguarding by the implementation of the Child Care Disqualification Regulations. ➤ Ensure the financial stability of the school by reviewing the budget and approving the "start budget" and SFVS. ➤ Provide a mechanism by which every child can achieve their potential by reviewing the curriculum and new assessment system 	
036/15	<p>Urgent other business.</p> <p>There was no urgent other business</p>	
037/15	<p>Date and Time of next meetings</p> <p>The next meeting of the Governing Body will be at 6.30pm on Thursday 23rd April 2015</p>	All

Meeting ended at 8.15pm

Signed.....

Date.....