

# West Heslerton C of E School

## Governing Body Meeting

**Thursday 21<sup>st</sup> November 2013 at 6.30pm**

<b>PRESENT</b>	<b>Chair</b> <b>Headteacher</b>	<b>Ms Heather Clemence (HC)</b> <b>Mrs Rachel Wells (RW)</b> <b>Rev. Joe Kinsella (JK)</b> <b>Mrs V Cole (VC)</b> <b>Ms D Andrews (DA)</b> <b>Dr Louise Powlesland (LP)</b> <b>Mrs J Barker (JB)</b> <b>Mr P North (PN)</b> <b>Mrs C Triffitt (CT)</b> <b>Mrs S Mitchell (SM)</b> <b>Miss L Tattersley (LT)</b>	<b>Parent Governor</b> <b>Staff Governor</b> <b>Foundation Governor</b> <b>Foundation Governor</b> <b>LA Governor</b> <b>Parent Governor</b> <b>Parent Governor</b> <b>Parent Governor</b> <b>Staff Governor</b> <b>Staff Governor</b> <b>Associate Governor</b>
	<b>Clerk</b>	<b>Roland Stokes(RS)</b>	

The meeting started at 6.35pm

Item	Minute	Action
114/13	<b>Introductions</b>  All Governors and the Clerk introduced themselves.	
115/13	<b>Apologies for absence and to determine whether any absences should be consented to.</b>  Apologies had been received from Mrs Nina Maud who was ill. These apologies were consented to.	
116/13	<b>To approve as a correct record the Minutes of the meeting held on 26th September 2013.</b>  <b>The following corrections were noted:</b>  <b>Item 14/5 – “Mrs S Mitchell” should read “Mrs C Triffitt”</b> <b>Item 14/6 - “Mrs S Mitchell” should read “Mrs C Triffitt”</b> <b>Item 14/8 (91/13) – “RAISEonline” should read “Parent View”</b> <b>Item 14/12 – “Laura Hattersley” should read “Laura Tattersley”</b>  Notwithstanding the above corrections the minutes of the meeting held on 26 <sup>th</sup> September 2013 were unanimously <b>confirmed</b> as a true record and signed by the Chair.  <b>Proposed: HC</b> <b>Seconded: PN</b>	
117/13	<b>To consider matters arising from the minutes and for which there is no separate agenda item.</b>  <b>Item 14/04 and 14/05.</b> The term of office of the Chair and Vice-Chair had not been decided. It was noted by governors that the term of office for both	

	<p>appointments could be between 1 and 4 years. There was a discussion with regard to the need for continuity, the term of office remaining for governors and what is in the best interests of the school.</p> <p><b>The meeting unanimously agreed that the period of office for the Chair should be 2 years as of 26<sup>th</sup> September 2013.</b></p> <p><b>Proposed: SM</b> <b>Seconded: CT</b></p> <p><b>The meeting unanimously agreed that the period of office for the Vice Chair should be 2 years as of 26<sup>th</sup> September 2013.</b></p> <p><b>Proposed: SM</b> <b>Seconded: CT</b></p>	<p><b>All Members</b></p> <p><b>All Members</b></p>
118/13	<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>Item 123/13 will result in a confidential minute</p>	
119/13	<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, SM, LT and CT advised the meeting that as staff they had an interest in the School Pay Policy. RS informed the meeting that he had an interest in the update on clerking.</p> <p>HC reminded the meeting that as governors the discussions in the meeting had to be treated with confidentiality.</p>	
120/13	<p><b>Composition of Governing Body.</b></p> <p>It was noted that the governing body had a vacancy for a Foundation Governor. RS will contact the York Diocesan Board of Education and ask them to appoint a Foundation Governor.</p>	<b>RS</b>
121/13	<p><b>Clerking update and Discussion.</b></p> <p>RS left the room. There was a discussion on the clerking arrangements for the committees. RS re-joined the meeting</p> <p><b>The meeting unanimously agreed that from January 2014 the NYCC clerking service will be asked to provide a clerk for the committees.</b></p> <p><b>Proposed: LP</b> <b>Seconded: JB</b></p>	
122/13	<p><b>Presentation of Correspondence &amp; Feedback from Parents.</b></p> <p><b>Public Transport Consultation:</b> RW advised governors about a reply from Councillor Janet Sanderson that had been circulated with the agenda, with regard to the on-going Public Transport Consultation. RW had also spoken to Strategic Services at County Hall who were not aware of the consultation. It was noted by governors that the lack of a bus to transport children to and from school would result in the need for taxis for children from East and West Knapton. In addition children from East Heselton would have to walk</p>	

along the busy A64. This could result in pupils from out of the catchment area going to other schools. The impact of this on the current budget and the future of the school was discussed. It was noted that some of the pupils had been initially provided with free bus passes but these had been withdrawn in July 2012. It was agreed by governors that there was a need to raise awareness and encourage all parents to respond to the Public Transport Consultation - a reminder will be put in the next newsletter. LP commented that some parents have already responded to the consultation.

RW

**EDA Report:** RW advised governors Lou O'Brien visited the school as part of the NYCC EDA support team. The report from Lou O'Brien will be reviewed by governors on a termly basis. However the last part of the report is confidential and cannot be separated from the main report as it is in PDF format.

RW

**Ofsted Parent View:** RW circulated the Ofsted parent view for comment. It was noted by HC that the response rate had been good and overall the feedback about the school was very positive. Governors noted that for question 12 (would you recommend this school to another parent) all of those parents who completed the questionnaire responded "yes". Governors discussed the individual responses to the questions and in particular noted:

- **Q3:** One parent does not think their child is making good progress whilst the other eleven think their children are making good progress.
- **Q6:** Eight parents think that the amount of homework is appropriate whilst four think it is not appropriate (too much or too little). It was agreed by governors that this question always divides parents.
- **Q11:** Only seven out of twelve parents strongly agreed that they received valuable information from the school about their child's progress. A follow up "Pupil Progress Questionnaire" had been sent to parents. Parents had been positive about such things as diary updates, the use of stickers, weekly newsletters and how approachable the teachers are. Changes parents would value would be accident notes being stapled to the diary log, information on any concerns the teachers have on a child's progress and more parent assemblies. Governors discussed the responses to the questionnaire and in particular the advantages in bringing parents into the school. It was agreed that it would be a positive move to describe most parent orientated activities as "informal" or "formal" assemblies as most parents understand the function of an assembly and are comfortable with the term.

RW

**Parent Forum – 25<sup>th</sup> October 2013.** RW discussed with governors the main comments raised at the parent forum. In particular:

- Parents wanted more invitations to attend assemblies
- Most parents did not like the school photograph that was likened to a passport photo. It was agreed that parents should be asked what they want from a school photo and the photographer should be given the opportunity to rectify the situation. It was noted that more school photos have been sold this year than last year.
- Parents wanted to know more about the sports funding and how it was being used. It was agreed that RW would write to parents about the matter.

RW

RW

	<p><b>Illustrated School Development Journal:</b> Actions to achieve targets in the school development plan have been added to the illustrated school development journal that is circulated amongst the governors. Staff would appreciate feedback from governors on any of the items in this journal. LT commented that the item on the new curriculum was very useful.</p>	
123/13	<p><b>Minutes of the staffing committee held on 14<sup>th</sup> October 2013 and Terms of Reference (TOR's) for the Committee.</b></p> <p>The minutes and TORs had been circulated with the agenda. Item 12 from the minutes was discussed and resulted in a confidential minute.</p> <p>The terms of reference for the staffing committee had been reviewed by the staffing committee at their meeting on 14<sup>th</sup> October 2013. <b>Governors reviewed the TORs and unanimously agreed that the TORs should be adopted by the governing body.</b></p> <p><b>Proposed: DA</b> <b>Seconded: PN</b></p>	
124/13	<p><b>Minutes of the Curriculum committee held on 14<sup>th</sup> October 2013 and Terms of Reference (TOR's) for the Committee.</b></p> <p>The minutes and TORs had been circulated with the agenda. The terms of reference for the Curriculum committee had been reviewed by the Curriculum committee at their meeting on 14<sup>th</sup> October 2013. <b>Governors reviewed the TORs and unanimously agreed that the TORs should be adopted by the governing body.</b></p> <p><b>Proposed: LP</b> <b>Seconded: JB</b></p>	
125/13	<p><b>Governor visits &amp; Governor of the Month.</b></p> <p>HC reminded governors of the need to sign in &amp; out of the school when making a visit and to comment on what they have observed. HC had circulated a record of her visits on 8<sup>th</sup> and 22<sup>nd</sup> of October with the agenda. Four governors had visited the school so far this term. CT briefed governors on her recent visit to the school and in particular a trip to Scarborough. The pupils visited the rotunda with classes looking at dinosaurs and coastal erosion. CT commented that the trip had been well organised.</p> <p>RW advised governors that they were welcome to visit the school whenever they wanted.</p> <p>It was agreed that the governor of the month will be:</p> <p><b>February: Mrs J Barker</b> <b>March: Ms D Andrews</b></p>	<b>JB, DA</b>
126/13	<p><b>Achievement of Pupils – update on feedback from Parents.</b></p> <p>This item has been mainly covered under item 122/13. However updates will be brought to the next curriculum committee and the latest figures with regard to pupil achievement are in the Illustrated School Development Plan Journal.</p>	
127/13	<p><b>Quality of Teaching.</b></p>	

	RW provided the meeting with the Ofsted grade descriptors which will be reviewed at a subsequent meeting.	
128/13	<p><b>Behaviour and Safety – update on discussion from last meeting.</b></p> <p>The gaps had been identified at the last meeting and work was progressing to improve the situation. There is an update in the Illustrated School Development Plan Journal.</p>	
129/13	<p><b>Quality of Leadership &amp; Management.</b></p> <p>The governors reviewed the grade descriptors for Quality of Leadership in, and management of, the school. The aim was to identify what governors were achieving and where their support of the school could be improved. RW also brought to the attention of governors a one page report from Ofsted which showed that when Ofsted judged them separately, “Leadership and Management” was consistently judged more favourably than “governance”. Governors identified the key descriptors which best described how the governing body was supporting and interacting with the school. It was agreed that there were a number of phrases from the grade descriptors which represented the aspirations and achievements of the governing body, these included:</p> <ul style="list-style-type: none"> <li>➤ Systematically Challenging Senior Leaders</li> <li>➤ Consistently communicating high expectations</li> <li>➤ Rigorous Planning and Controls</li> </ul> <p>It was noted that the governing body and school are making a lot of progress but it is important that governors continue to challenge staff, strengthen governance, increase parental involvement and improve pupil progress. Although mechanisms are in place, or being developed, to produce continued improvement it is important that progress and plans are well documented.</p>	
130/13	<p><b>Governor Mark Audit.</b></p> <p>Criterion 1 (Organisation and teamwork) of the GLM Quality Mark for School Governance had been circulated with the agenda. RW explained to governors that the aim of the quality mark was to provide governing bodies with an indication of how they are performing and how to improve. It was agreed that the GB should complete Criterion 1 and use subsequent meetings to complete the other 7 Criterion. In completing the document governors discussed the following points:</p> <ul style="list-style-type: none"> <li>➤ Although there is good evidence of planning, regular meetings between HC and RW and clear delegation to the various committees, governor training is an area that can be improved and would help with governance and succession planning.</li> <li>➤ Governors have an agreed plan of visiting the school and are informed about a wide variety of issues through the illustrated School Development Plan Journal which also allows them to provide feedback to staff. However it was agreed that these activities need to be better evidenced.</li> <li>➤ It is important that all governors are involved with the School and fully participate in the GB. It was agreed that the attendance of governors should be reviewed on a regular basis. PN agreed to provide the next meeting with details on governor attendance over the last year.</li> </ul>	PN

	<ul style="list-style-type: none"> <li>➤ It was noted that the School needs to review the induction pack for governors. RS will forward a sample list of what is in a typical pack.</li> <li>➤ The governing body has to be an integral part of the school with its function, and individual governors, known to staff, parents and pupils. There was a discussion on how best to achieve these objectives with particular reference to: <ul style="list-style-type: none"> <li>• Having a “meet the governors board” in a location easily accessible by pupils and parents. A picture of the board could be sent home with pupils to provide parents with information about governors.</li> <li>• A regular meeting (once a term) between governors and parents.</li> <li>• Governors noted the difficulty in engaging the parents of pupils who come to the school on the bus. It was suggested that at parent’s evenings, when most parents attend the school, the provision of tea and coffee with governors would help establish a dialogue with this particular group, as well as all of the other parents.</li> </ul> </li> </ul>	<b>RS</b>
131/13	<p><b>EDA Visit Report.</b></p> <p>RW explained to governors the format of the report, how it will be built upon on a termly basis. The GB went through the report and noted that there are several areas where the results need improving however, as some are based on historical data, improvements take time to feed into the results. In addition, the school is very inclusive, accepts children with complex needs and has a high mobility amongst the pupils. This can result in outstanding teaching not being reflected in the data. It would be helpful if governors could be provided with an additional set of data with the results from mobile pupils removed. This would allow governors to gain a better understanding of what was being achieved at the school and how to target support at all pupil groups. It was also noted that some of the cohorts were very small which made it difficult to judge the results against national standards.</p> <p>It was agreed that the data needs closer examination and that governors need to be able to understand the underlying issues behind the data.</p>	<b>RW</b>
132/13	<p><b>School Pay Policy &amp; Feedback from Consultation with Staff.</b></p> <p>The pay policy had been out to consultation with staff and there had not been any feedback. <b>The GB unanimously agreed that the Pay Policy should be adopted</b></p> <p><b>Proposed: HC</b> <b>Seconded: PN</b></p>	
133/13	<p><b>Minutes of the Finance committee held on 15<sup>th</sup> October 2013 and Terms of Reference (TOR’s) for the Committee.</b></p> <p>The minutes and TORs had been circulated with the agenda. The terms of reference for the Finance committee had been reviewed by the Finance committee at their meeting on 15<sup>th</sup> October 2013. <b>Governors reviewed the TORs and unanimously agreed that the TORs should be adopted by the governing body.</b></p> <p><b>Proposed: CT</b></p>	

	<b>Seconded: SM</b>	
134/13	<p><b>Pupil Premium Grant.</b></p> <p>A report on the pupil premium grant had been circulated with the agenda. RW advised governors on the rationale behind the grant and that it was based on historical data and for such a small school may not be reflective of the number of eligible pupils currently on the roll. Governors were assured that irrespective of the number of eligible pupils on roll the money is targeted at them all. Governors discussed some of the broader aims that pupil premium should be targeted at such as improving attendance and interpersonal relationships. However it was noted that if a pupil who is eligible for the grant is well placed academically then the money may be used to enrich the pupil's wider education. Governors reviewed the impact made by pupil premium for 2012/13. The data showed that the pupils targeted had improved attendance at school.</p>	
135/13	<p><b>Budget Update.</b></p> <p>Governors were advised that the carry forward for the year is projected to be £30,000. However it was noted that proposed changes in the funding formula may reduce the amount of money the school receives.</p>	
136/13	<p><b>Minutes of the Premises committee held on 15<sup>th</sup> October 2013 and Terms of Reference (TOR's) for the Committee.</b></p> <p>The minutes and TORs had been circulated with the agenda. The terms of reference for the Premises committee had been reviewed by the Premises committee at their meeting on 15<sup>th</sup> October 2013. <b>Governors reviewed the TORs and unanimously agreed that the TORs should be adopted by the governing body.</b></p> <p><b>Proposed: RW</b> <b>Seconded: VC</b></p>	
137/13	<p><b>Premises Update.</b></p> <p>An inspection of the building with regard to energy efficiency had highlighted a number of areas where improvements could be made. RW was in the process of asking for quotes to implement some of the recommendations. Although one of the suggestions had been to reduce the temperature in the building by 1% this had not been possible due to problems with the temperature controls. RW agreed to look into the matter.</p>	<b>RW</b>
138/13	<p><b>Membership of committees.</b></p> <p>It was agreed that the membership of the committees would remain unchanged with the exception of JB moving from Premises to Staffing and SM moving from Staffing to Premises.</p>	
139/13	<p><b>Urgent Other Business</b></p> <p>There was no other urgent business</p>	
140/13	<p><b>Date and Time of next meeting</b></p> <p>Governing Body - <b>Thursday 23<sup>rd</sup> January 2014 at 6.30pm</b></p>	<b>All</b>

	Finance and Premises - <b>Tuesday 10<sup>th</sup> December at 3.30pm</b> Curriculum and Staffing - <b>Monday 16<sup>th</sup> December at 3.30pm</b>	
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Meeting ended at 9.30pm

Signed.....

Date.....

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