

West Heslerton C of E School

Governing Body Meeting

Thursday 22nd May 2014 at 6.30pm

PRESENT	Chair Headteacher	Ms Heather Clemence (HC) Mrs Rachel Wells (RW) Dr Louise Powlesland (LP) Mrs C Triffitt (CT) Mrs Val Bottomley (VB) Mrs D Andrews (DA) Miss L Tattersley (LT) Mrs Nina Maud (NM) Rev. Joe Kinsella (JK)	Parent Governor Staff Governor Parent Governor Staff Governor LA Governor LA Governor Associate Governor Parent Governor Foundation Governor (From Item 049/14) Foundation Governor
	Clerk	Angela Morley (AM) Roland Stokes(RS)	

The meeting started at 6.30pm

Item	Minute	Action
041/14	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Mr Phil North and Mrs J Barker. These apologies were consented to.</p> <p>The meeting welcomed Angela Morley - a new Foundation Governor.</p>	
042/14	<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>	
043/14	<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>	
044/14	<p>Notification of urgent other business.</p> <p>Governors agreed to accept a report from the meeting of the Pupil Discipline Committee.</p>	
045/14	<p>To approve as a correct record the Minutes of the meeting held on 27th March 2014.</p>	

	<p>The meeting noted that at item 31/14 - Finance & Premises Committee TORs</p> <p>HO should read RW JC should read HC</p> <p>Notwithstanding the above corrections the minutes of the meeting held on 27th March 2014 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: CT Seconded: DA</p>	
046/14	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Item 027/14 - A copy of the Standing Orders and Code of Practice were provided to governors.</p> <p>Item 039/14 (Staffing) - Pupils and parents were advised about the departure of Mrs Milner.</p> <p>Item 039/14 (MASS Scheme) - The school has given notice to quit the scheme in April 2015</p> <p>Item 039/14 (Staff Absence Insurance) - The school changed the insurance to AIS as of 1st April 2014.</p> <p>Item 039/14 (Pond Area) - The pond has been removed and the area re-seeded. After a fence has been erected the area will be re-designed by the pupils.</p> <p>Item 039/14 (Website) - The website is up and running and there are more things added each week. Policy documents are also available on the website. Although it has been decided not to have a specific section for Forest Schools there are plenty of references to it on the site. It was agreed to review the need for a governors area which would be password protected.</p>	RW
047/14	<p>To consider the minutes of the meeting of the Staffing, Curriculum & Standards Committee held on 22nd April 2014.</p> <p>A copy of the minutes had been circulated with the agenda. HC highlighted a number of items to governors:</p> <p>Item SC024/14 - Staffing: The committee had a long discussion on the appointment of a new GTA/ATA and the impact on pupil progress of appointing a GTA as opposed to an ATA. It had been noted that Mrs Milner had only recently been appointed an ATA. The committee had reviewed how a GTA/ATA could be used in the classroom, support small groups of pupils for intervention and the financial costs involved. On balance the committee agreed that it would be appropriate to appoint a GTA. The committee had reviewed a draft advert for a GTA and job specification.</p> <p>The school has received 25 applicants for the post and has written to all of the references - to date two of the applicants have visited the school. LP commented that the interview panel was well balanced</p>	

	<p>SC025/14 - Policies: The Committee adopted the following policies on behalf of the FGB:</p> <ul style="list-style-type: none"> ➤ Internet ➤ Religious Education ➤ Curriculum ➤ Home/School Agreement <p>Governors noted that a copy of each policy is available in the school office.</p>	
048/14	<p>To consider the minutes of the meeting of the Finance and Premises Committee held on 3rd April 2014.</p> <p>A copy of the minutes had been circulated with the agenda. As the chair of the committee was not available RW highlighted a number of items to governors:</p> <p>Item FP022/14 - Revenue Financial Forecast: The budget forecast had changed since the committee meeting due to a number of decisions such as opting out of the MASS scheme, changing insurers and recruiting a GTA as opposed to an ATA. The improvement in the financial situation would allow the school to maintain the current staffing levels until at least September 2016.</p> <p>Item FP022/14 - Budget Forecast by Ledger Level: Governors noted the following:</p> <ul style="list-style-type: none"> ➤ Pre-reception children would be offered free school meals even though this was not centrally funded. This would help them form the habit of having a free meal at school in later years. HC commented that this was a good investment in the school's future. ➤ The committee agreed to accept a quote for ground maintenance for 3 years. ➤ Devolved capital can only be carried forward for a maximum of 2 years. The school has to spend at least £4,400 under this budget heading before the end of March 2015. ➤ The committee had adopted the Budget Forecast by Ledger Level. <p>Item FP024/14 - Marketing: The FGB discussed a number of marketing initiatives and agreed that a banner should be displayed at the side of the A64.</p>	
049/14	<p>Reconstitution of the Governing Body.</p> <p>HC advised the FGB that with 6 vacant governor positions it would be appropriate to review the structure of the governing body and reconstitute under the 2012 regulations. The 2012 regulations recommended that governing bodies should be no bigger than necessary to secure the range of skills they need. Smaller governing bodies will allow governors to be involved in all aspects of the school. In addition by moving away from committee meetings and having just FGB meeting will ensure that all governors are briefed on all aspects of the school (ie. curriculum, pupil progress, finance, etc). Governors had a number of questions:</p> <ul style="list-style-type: none"> ➤ LP: How are the meetings managed if they are all FGB meeting - 	

Over a term the FGB will cover all of the necessary topics but individual meetings will need to concentrate on specific areas/topics.

- **CT: How many governors would be on the reconstituted governing body** - The minimum number of governors is seven with no set maximum. For a school the size of West Heslerton probably 9 or 11 would be an appropriate number but a skills audit needs to be undertaken first. Governors also noted that the ability to have enough governors for disciplinary committees also needs to be considered.
- **NM: Can the governing body move back to a committee structure at a later date** - Yes, as the reconstitution only determines the number and type of governor not the way the governing body deals with the business of the school.

HC and RS provided governors with an outline of the 2012 regulations with regard to the number and type of governors. It was noted that the school would need 2 foundation governors and the reconstitution would have to be approved by the York Diocesan Board of Education. LP commented that it made a lot of sense to reconstitute the governing body but meetings would have to be managed effectively. HC commented that governors needed more ownership and had to prepare for meetings by reading documents and preparing questions prior to attending meetings.

Governors discussed an appropriate size for a new governing body and noted that one of the issues was having enough governors for disciplinary committees. If associate members were able to be full members of disciplinary committees then 9 governors would be appropriate otherwise 11 would be a more manageable size. Two structures were considered by the meeting:

9 Governors	11 Governors
3 Parent Governors	3 Parent Governors
1 LA Governor	2 LA Governor
Headteacher	Headteacher
1 Staff Governors	1 Staff Governor
2 Foundation Governors	2 Foundation Governors
1 Co-opted Governors	2 Co-opted Governors

It was agreed in principal to reconstitute the governing body. The size and composition of the governing body will be decided at the next meeting of the FGB after a skills audit and clarification on the roll of associate members on disciplinary committees is clarified.

HC, RW,
RS

050/14

Headteachers Report

A copy of the headteachers report had been circulated with the agenda. RW outlined the structure of the report and how it dealt with updates on the School Development and Ofsted Action Plan. In reviewing the report governors specifically noted/discussed the following:

Summary of Progress Data:

- **Reading:** Reading is a strength of the school with nearly 77% of children, by the end of the spring term, either achieving, or one sub-level away, from the national expected end of year level. 94% of children, by the end of the spring term, are either achieving, or one

sub-level away, from their end of year expected progress measure. The remaining 6% are focus children who need more intervention. LP asked what type of intervention was needed and was it working. RW advised the meeting that the intervention was delivered by the GTA, varied depending upon the pupils needs and was having a positive impact on the progress of the 3 pupils. LP asked why there was only one external intervention with regard to reading. RW informed governors that external intervention is focussed upon those pupils with statements of educational need and those pupils for which there is national data available. However the school does use guidance from external sources when implementing internal intervention.

➤ **Writing:** Achievements in writing is not favourable when compared with national standards although 94% of children are expected to make or exceed good progress by the end of the year. HC commented that the pupils were progressing from a low starting point. The school is using "talk for writing" to help teach structures and is working to develop a range of more practical opportunities. LP commented that it was good to use a pupils practical experiences as the basis for writing and JK asked if boys were good kinetic learners - LT confirmed that boys were good kinetic learners.

➤ **Maths:** The School has recently introduced CLIC tests to improve pupils' calculation speeds. 63% of pupils have achieved or exceeded the national expected end of year measure by the end of the spring term. 3 children (9%) are 1 sub-level away from this and on target to do so by the end of the year. 57% have achieved or exceeded their end of year expected progress measure by the end of the spring term. 12 children (34%) are 1 sub-level away from this. This suggests 91% will make the progress expected by the end of the school year. However, 4 of these children are in Year 6 and do not have a whole term to develop their skills prior to tests. This may affect Raise Online data.

Racial Incidents: There have been no racial incidents at the school.

Attendance: Attendance for the spring term is 97.58%. 2 pupil's attendance is currently under recommended limits. All parents have been informed of their child's attendance record for this school year.

SEN Pupils: Special Needs pupils currently number 10 (out of 45 pupils on roll). 6 pupils are at School Action (interventions provided by school staff using current resources) and 4 at School Action Plus (interventions provided by school staff and/or external agencies). The school currently has no statemented pupils.

Sports Funding: Governors attention was brought to a journal that outlined how the sports funding had been spent. The after school fitness club was well attended and the investment in forest schools training was well received. The funds have also been used to fund dance classes and travel to other schools to play competitive sport. LP commented that as a parent the forest schools initiative has had a significant impact on her children's view on sport.

Pupil Premium: RW outlined to governors the number of children receiving pupil premium, the amount received and how it was used within the school.

051/14	<p>EDA Report</p> <p>The report had been distributed with the agenda. RW went through the report highlighting the views of the EDA particularly with regard to Achievement, Quality of teaching, Behaviour, Safety and Discipline and Leadership. Governors discussed the report and the progress that was being made. It was commented that achievement is one of the key areas but many of the issues are historical. It was also noted that with small groups of 2 or 3 an individual pupil can account for 33% and sometimes 50% of the data. There was a discussion on the best way to approach SATs testing.</p>	
052/14	<p>Governor Visits.</p> <p>Governors provided feedback on 3 visits:</p> <p>DA went on a morning visit to Hope Central in Malton as part of the Easter celebrations. They received a warm welcome from the centre with the children becoming involved in a number of craft activities. The children were fully engaged and answered questions well. The centre staff commented on the excellent behaviour of the children. In the afternoon DA joined Keeper Wood, they were learning to tie knots and make crosses.</p> <p>HC went on a visit with the school to a Hindu temple in Leeds. The children were well organised and prepared and asked lots of questions. They were made very welcome at the temple by the worshipers and the visit gave the children an opportunity to make comparisons between churches and temples. The trip was a great success. JK asked if there would be opportunities to visit other faiths - RW confirmed that there would be more opportunities to visit other faiths. The RE programme was a 2 year rolling programme and has been structured so that children spend 3 days at a time on the subject. This allows them to become more engaged and involved with the topic.</p> <p>JB had attended the Valentine Day's Wedding at the church and the subsequent reception at the school. The children were fully engaged with the day and enjoyed the wedding and evening disco.</p> <p>Governor of the Month:</p> <p>May - NM June - VB July - PN</p>	
0353/14	<p>Urgent other business.</p> <p>JK advised governors that a Pupil Disciplinary Committee had met on the morning of Thursday 22nd May 2014 to review the decision of the headteacher to exclude a pupil. The committee upheld the decision of the headteacher.</p>	
054/14	<p>Date and Time of next meeting</p> <p>Governing Body - Thursday 10th July at 6.30pm</p> <p>Finance and Premises – Thursday 26th June at 2.30pm Staffing, Curriculum & Standards – Monday 16th June at 3.30pm</p>	<p>All</p> <p>All</p>

Meeting ended at 8.35pm

Signed.....

Date.....

DRAFT