

# West Heslerton C of E School

## Governing Body Meeting

**Thursday 24th September 2015 at 6.30pm**

<b>PRESENT</b>	<b>Chair</b> <b>Headteacher</b> <b>Vice-Chair</b>	<b>Ms Heather Clemence(HC)</b> <b>Mrs Rachel Wells (RW)</b> <b>Mrs Val Bottomley (VB)</b> <b>Mrs D Andrews (DA)</b> <b>Miss L Tattersley (LT)</b> <b>Mrs Tori Moss (TM)</b> <b>Mrs C Triffitt (CT)</b> <b>Dr Louise Powlesland (LP)</b> <b>Mrs Angela Morley (AM)</b> <b>Mr Phil North (PN)</b> <b>Rev Joe Kinsella (JK)</b>	<b>Co-opted Governor</b> <b>Staff Governor</b> <b>LA Governor</b> <b>Co-opted Governor</b> <b>Co-opted Governor</b> <b>Parent Governor</b> <b>Staff Governor</b> <b>Parent Governor</b> <b>Foundation Governor</b> <b>Parent Governor</b> <b>Foundation Governor</b> (Until Item 101/15)
	<b>Clerk</b>	<b>Roland Stokes(RS)</b>	

The meeting started at 6.30pm

Item	Minute	Action
086/15	<b>Apologies for absence and to determine whether any absences should be consented to.</b>  There were no apologies	
087/15	<b>Declaration of interests and reminder of governor protocol</b>  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.  The Chair reminded governors of the need for strict confidentiality to safeguard the interests of all connected with the school	
088/15	<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>  No items were considered to require a confidential minute.	
089/15	<b>Notification of urgent other business.</b>  The meeting agreed to discuss opening times, wheel spinning and the school bus.	
090/15	<b>To approve as a correct record the minutes of the meeting held on 9th July 2015.</b>  The minutes of the meeting held on 9th July 2015 were unanimously <b>confirmed</b> as a true record and signed by the Chair.	

	<p><b>Proposed: VB</b> <b>Seconded: PN</b></p>	
091/15	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><b>Item 76/15 (Pupil Numbers).</b> This year there are 23 children in Badger Wood and 30 in Keeper Wood</p> <p><b>Item 077/15 (Attendance).</b> The attendance figure excluding medical appointments would be about 94%</p> <p><b>Item 083/15 (Maths Crib sheet).</b> The crib sheet is being progressed as priority was given to an IT night for parents.</p>	
092/15	<p><b>Register of Business Interests.</b></p> <p>Governors completed the pro-forma register of business interests.</p>	
093/15	<p><b>Register of Hospitality.</b></p> <p>The register of hospitality is located next to the phone in the office.</p>	<b>All Members</b>
094/15	<p><b>To appoint governors with specific responsibilities.</b></p> <p>It was agreed to appoint the following governors with specific responsibilities:</p> <ul style="list-style-type: none"> <li>➤ SEND Governor - HC</li> <li>➤ Child Protection - CT</li> <li>➤ Health and Safety - VB</li> <li>➤ Finance - TM</li> </ul>	
095/15	<p><b>Pupil Premium Statement.</b></p> <p>The Pupil Premium Statement had been circulated with the agenda. From the statement the impact of PPF can be evaluated. The focus on attendance has been successful with an improvement in this area for PPF pupils. In addition those PPF pupils whose progress is being tracked using the school assessment system are making expected or better progress. Those pupils who are being tracked using "p" scales are making notable progress but at a slower rate than the overall national average.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Comment:</b> The principles listed at the front of the document provide a good overview on how PPF is allocated.</li> </ul> <p><b>The governing body unanimously agreed to adopt the Pupil Premium Statement.</b></p> <p><b>Proposed: PN</b> <b>Seconded TM</b></p>	
096/15	<p><b>Sports Funding Summary 2014/15.</b></p> <p>The Sports Funding Summary 2014/15 had been circulated with the agenda. Governors noted the sports funding spend for 2014/15 and the reduction in the cost of swimming.</p>	

097/15	<p><b>West Heslerton Local Offer.</b></p> <p>The Local Offer had been circulated with the agenda. <b>After noting a number of changes from last year's document the governing body unanimously agreed to adopt the Local Offer.</b></p> <p><b>Proposed: HC</b> <b>Seconded: CT</b></p>	
098/15	<p><b>Headteacher's Report:</b></p> <p>The Headteacher's report had been circulated with the agenda. In addition RW brought 3 journals to the meeting:</p> <ul style="list-style-type: none"> <li>➤ Illustrated School Development Journal</li> <li>➤ School Sports Development Journal</li> <li>➤ In Praise Book</li> </ul> <p>Governors took time to read the journals. In reviewing the Headteacher's report governors noted the following:</p> <p><b>School Development Plan:</b> The document was reviewed and adopted at the July 2015 meeting and the school is implementing the various actions.</p> <p><b>Self Evaluation Form:</b> A new Ofsted framework was introduced on 1st September 2015. The School SEF will be updated early in the autumn term to reflect this new regime. RW outlined the salient features of the new Ofsted framework, the impact it will have on the school and how schools in the local area could move from "good" to "outstanding". It was also noted that it was unlikely that West Heslerton will receive an Ofsted visit during this framework unless:</p> <ul style="list-style-type: none"> <li>➤ There are significant staff changes</li> <li>➤ The progress and attainment of the children drops</li> <li>➤ There is a rise in parental complaints</li> <li>➤ <b>Governor Question:</b> Is the new Framework on the Ofsted website? - Yes, but it is a very long document.</li> <li>➤ <b>Governors Question:</b> Can Governors be provided with a summary of the new Framework? - Yes</li> </ul> <p><b>Policies:</b> The following policies were routinely reviewed by staff:</p> <ul style="list-style-type: none"> <li>➤ Child Protection</li> <li>➤ Appraisal</li> <li>➤ Library (now incorporated into Learning, Teaching and Curriculum Policy)</li> <li>➤ Governor visits</li> <li>➤ Educational visits</li> <li>➤ Record keeping and assessment</li> <li>➤ Marking, feedback and response</li> <li>➤ SEND Policy</li> </ul> <p><b>Pupil Progress and Attainment:</b> Governors noted that this data had been discussed at the July meeting</p>	RW

	<p><b>Attendance:</b> Attendance in 2014/15 had improved when compared with 2013/14. In 20014/15 no pupil had an attendance below 90% with the average for the academic year being 97.9% - this compares with 97% the previous year. The number of pupils with 100% attendance was 10 compared with 6 the previous year. The number of days of unauthorised absences was 15 - this can be attributed to 4 children, two of whom have now left the school.</p> <p><b>Staffing:</b> The GB noted the issue with regard to MSA cover and the need for additional TA hours. It was agreed that this would be discussed later in the meeting.</p> <p><b>Performance management:</b> The performance management has been completed and action taken as necessary.</p> <p><b>NYCC Support:</b> The school has a new EDA Devina Pearson</p>	
099/15	<p><b>Curriculum Overview.</b></p> <p>The curriculum for 2015/16 had been circulated with the agenda. For the autumn term the theme is "What a Performance". Governors noted the following activities to support the theme:</p> <ul style="list-style-type: none"> <li>➤ A visit to 4 theatres in Scarborough - The Stephen Joseph theatre was particularly good.</li> <li>➤ A visit by a performance Poet</li> <li>➤ A visit to the Yorkshire Sculpture Park on 6th November 2015 to see the poppy's from the Tower of London exhibition - RW was asked to check the insurance cover for going on motorways.</li> <li>➤ A visit to the cinema on 9th November 2015 - it was noted that several of the children have never been to a cinema.</li> </ul> <p>The end event will be the Christmas Performance.</p> <p>The theme for the spring term will be "Get your kicks from route 66". It will be about the USA. AM agreed to teach the children "Line Dancing"</p> <p>The theme for the summer term will be "On your marks, get set, go" and will coincide with the Olympics in Rio.</p>	<p><b>RW</b></p> <p><b>AM</b></p>
100/15	<p><b>Pupil Numbers and Staffing.</b></p> <p>RW provided governors with an update on pupil numbers and the impact these numbers will have on the school's finances over the next 3 years. The updated finance data included expenditure on:</p> <ul style="list-style-type: none"> <li>➤ Additional IT equipment</li> <li>➤ Furniture (Bookcases and chairs)</li> <li>➤ Recruitment of a GTA for 20hrs.</li> </ul> <p>Pupil numbers for this year is 23 in BW and 30 in KW. For a mixed age class KW has a large number of pupils. The options are to have more staff in the class or split the class. (It was noted that KW will increase to 33 pupils next year). The preferred option was to have more staff in the class.</p>	

	<ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> Is there enough space in the classroom for 30/33 pupils? Yes, the class is able to use more than one room.</li> <li>➤ <b>Governor Question:</b> What is the maximum permitted size for a class? - 44 pupils.</li> <li>➤ <b>Governors Question:</b> Is there a mandatory staffing ratio? - No</li> </ul> <p>The projected finances are sound for the next 3 years and show a Revenue Balance Percentage of 11.5% - 2015/16, 14.42% - 2016/17 and 13.67% - 2017/18. The figures take into account staff pay increases but are conservative with regard to pupil numbers.</p> <p>RW provided more information about the GTA post which would provide 15 hrs of classroom cover in KW and 5hrs of MSA cover. It was noted that the MSA cover would be targeted at running clubs for PP children.</p> <ul style="list-style-type: none"> <li>➤ <b>Governors Question:</b> Has the post being advertised? - Not yet</li> <li>➤ <b>Governors Question:</b> The proposed GTA only provides additional cover in the mornings and at lunch, do you have enough cover in the afternoon? Yes - there tends to be a high level of support in the morning and a number of 1 to 1 sessions. The additional support in the afternoon is not required at present. The school is investigating the possibility of having a variable hours contract (between 15 and 25 hours)</li> <li>➤ <b>Governors Question:</b> Is the new post sustainable and have you considered a fixed term contract. - Yes, the post is sustainable and a fixed term contract is not attractive to potential applicants.</li> </ul> <p><b>After a discussion the governing body unanimously agreed the additional expenditure and recruitment of an additional GTA.</b></p> <p><b>Proposed: PN</b> <b>Seconded: LP</b></p>	
101/15	<p><b>Premises Update.</b></p> <p><b>Trim Trail.</b> RW provided governors with details of the trim trail which will be installed in the Autumn term - a start date has not yet been set. It is guaranteed for 10 years and is funded by a grant from the National Lottery. The children have been involved in the design of the trail. It is hoped that the trail will be opened by a famous person.</p> <p><b>Kitchen, Hall and Library.</b> This refurbishment is complete although the kitchen was not painted. The firm who won the tender had tendered to "make good" the kitchen area and it is now understood that this does not include painting. It was agreed that RW should engage a local contractor to complete the painting of the kitchen.</p> <p>Governors discussed the need for procurement training to help gain a better understanding of the process. It was agreed that RW would investigate the possibility of holding some training at the school.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Comment.</b> Training that also provided "model documentation" would be ideal. The newly painted hall looks great and the library now has heating!</li> </ul>	<p><b>RW</b></p> <p><b>RW</b></p>

	<p><b>Environmental Health.</b> The only item identified in the latest visit from environmental health was that patches of plaster in the kitchen need painting. This will be resolved when the whole kitchen is painted.</p>	
102/15	<p><b>Policies.</b></p> <p>All of the policies had been distributed with the agenda'</p> <p><b>Budget Management Policy.</b> In reviewing the policy governors noted section 5 (Review of Contracts for Services) and 14 (Procurement). In addition, in "Roles and Responsibilities", the number of FGB meetings should be reduced from 9 to 6. Notwithstanding this change the <b>governing body unanimously agreed to adopt the Budget Management Policy.</b></p> <p><b>Proposed: HC</b> <b>Seconded: VB</b></p> <p><b>Decision Planner. After a discussion the governing body unanimously agreed to adopt the Decision Planner.</b></p> <p><b>Proposed: PN</b> <b>Seconded: LP</b></p> <p><b>Pay Policy.</b> Governors were advised that this was a revised NYCC policy which has been agreed with the unions. The items changed since last year had been highlighted in yellow. It was noted that on page 14, "L8 to L15" should read "L8 to L14". Notwithstanding this change the <b>governing body unanimously agreed to adopt the Pay Policy.</b></p> <p><b>Proposed: CT</b> <b>Seconded: LT</b></p>	
103/15	<p><b>Governor Training.</b></p> <p>It was noted that at the next FGB the bursar will provide finance training for governors.</p>	
104/15	<p><b>Urgent other business.</b></p> <p><b>Opening Times:</b> A number of parents have commented that the school does not always open at 8.30am which is now resulting in parents having to leave their children with other parents in order to go to work or drop off a second child at a different school. RW advised the GB that the situation was caused by a number of issues. Increased pupil numbers has resulted in more messages having to be dealt with first thing in the morning and as staff are now acting as MSA's meetings tend to be held first thing in the morning. The situation will improve with the recruitment of the additional GTA. Governors commented that the school advertises a 8.30am opening time and every effort should be made to honour this commitment.</p> <p>➤ <b>Governor Question:</b> Do you have a rota for opening at 8.30am? - Yes each member of staff undertakes the duty once a week.</p> <p>It was agreed that staff would make every effort to ensure the school opens at 8.30am. In addition, the newsletter would be used to inform parents that</p>	

	<p>the school is aware of the issue and is trying to resolve it.</p> <p><b>Parent Forums.</b> There are two parent forums scheduled for this half term.</p> <p><b>Wheel Spinning.</b> A number of parents have commented on a particular individual who spins his wheels and takes off at a great speed after he has dropped his child off at school. Governors discussed a number of options and agreed that RW should investigate what powers the FGB has to deal with this matter.</p> <p><b>School Bus:</b> AM commented that there is not enough space on the school bus which serves Yeddingham. RW advised the meeting that there are 10 children in Yeddingham and the bus is an 8 seater. However, 2 children new to the school are collected by a Taxi.</p>	<p><b>RW</b></p> <p><b>RW</b></p>
105/15	<p><b>Impact on Pupils Of GB Decisions.</b></p> <p>Governors noted the impact on pupils of decisions made by the GB.</p> <ul style="list-style-type: none"> <li>➤ The purchase of I pads for teachers will allow them, through better time management, to spend more time with the children.</li> <li>➤ The recruitment of an additional GTA will improve support for pupils in class and help develop the social skills of PP pupils at lunch time.</li> <li>➤ Monitoring the financial health of the school helps secure a stable future for the school and pupils.</li> </ul>	
106/15	<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:</p> <ul style="list-style-type: none"> <li>➤ 26th November 2015</li> <li>➤ 28th January 2016</li> <li>➤ 10th March 2016</li> <li>➤ 5th May 2016</li> <li>➤ 7th July 2016</li> </ul> <p><b>It was agreed that governors would, in future, informally start the meetings at 6pm to allow time for discussion. The formal meeting will begin at 6.30pm.</b></p>	<p><b>All</b></p> <p><b>All</b></p>

Meeting ended at 8.45pm

Signed.....

Date.....