

West Heslerton C of E School

Governing Body Meeting

Thursday 27th March 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)	Parent Governor Staff Governor Parent Governor Staff Governor LA Governor LA Governor Associate Governor
	Clerk	Roland Stokes(RS)	

The meeting started at 6.35pm

Item	Minute	Action
021/14	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Rev. Joe Kinsella, Mrs Nina Maud, Mr Phil North (Work commitments) and Mrs J Barker (Family Commitment). These apologies were consented to.</p> <p>The meeting welcomed Val Bottomley, a new LA Governor. It was also noted that the following governors had resigned/left the governing body:</p> <p>Jo Wharton – resigned due to other commitments Sally Mitchell - resigned due to other commitments Val Cole – resigned due to family commitments Paula Convey – resigned due to personal commitments Derek Watson – Asked to leave the governing body, in accordance with the Standing Orders and Code of Practice, as he had not attended a meeting for over 6 months. He has been sent a letter informing him of the situation.</p> <p>The GB agreed that it would be an appropriate time to review the composition and size of the governing body.</p>	RW, HC
022/14	<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>	
023/14	<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>The enclosure for item 033/14 shall be treated as confidential</p>	

024/14	<p>Notification of urgent other business.</p> <p>The meeting was advised that there would be a number of items under :</p> <ul style="list-style-type: none"> ➤ Staffing. ➤ Revenue Financial Forecast (RFF) <ul style="list-style-type: none"> ○ MASS Scheme. ○ Staff Absence Insurance (Teaching Staff). ○ Pond Area. ➤ New Website. 	
025/14	<p>To approve as a correct record the Minutes of the meeting held on 23rd January 2014.</p> <p>The meeting noted that at item 12/14</p> <p>LT should read LP HO should read HC JC should read JK</p> <p>Notwithstanding the above corrections the minutes of the meeting held on 23rd January 2014 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: CT Seconded: LP</p>	
026/14	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Item 006/14 - (120/13): RS has again contacted the York Diocesan Board of Education with regard to the vacancy for a Foundation Governor. The Dioceses was waiting for a response from the local committee.</p> <p>Item 006/14 – (122/13 - EDA Report): The EDA report, with the confidential items removed, will be discussed at the next FGB meeting.</p> <p>Item 006/14 – (122/13 - Photos): Parents would like a “studio” type photograph.</p> <p>Item 006/14 – (122/13 - Sports Funding): A letter has been prepared and sent to parents.</p> <p>Item 006/14 – (137/13): The Landlord’s agent (Philip Hainsworth) has not yet contacted the school to discuss the work.</p> <p>Item 015/14: Two other schools have contacted RW and asked for details of the folders.</p> <p>Item 019/14 (Governors): The appropriate action has been taken (see item 021/14)</p> <p>Item 019/14 (Shared Headship): The Head of Settrington C of E Primary school has resigned. HC had approached the school with regard to having a shared headship with West Heslerton. As the headteacher at Settrington is the only full time member of staff the GB preferred to appoint a new full-time headtacher but welcomed collaboration between the schools.</p>	<p>RS</p> <p>RW</p>
027/14	Standing Orders & Code of Practice	

	<p>The Standing Orders and Code of Practice had been circulated with the agenda. It was agreed that the document should be adopted by the FGB and a copy will be provided to each governor to keep in their folders.</p>	RW
028/14	<p>Governors</p> <p>Several matters with regard to governors had been dealt with at item 021/14. RS provided governors with a list of questions that were typical of what had been asked to governors by Ofsted. The meeting discussed the questions and the need for governors to act as a critical friend to the school.</p>	
029/14	<p>To consider the minutes of the meeting of the Staffing & Curriculum Committee held on 11th February 2014.</p> <p>A copy of the minutes had been circulated with the agenda. LP highlighted to the GB a number of items:</p> <p>SC011/14: The interviews for the relief TA posts had taken place on 18th March 2014 and the positions had been offered to 4 candidates.</p> <p>SC012/14: The committee had a detailed discussion on pupil progress data and how it was structured. In particular the committee discussed the issues of looking at data based on a small number of pupils and the effect of pupils joining the cohort in later years. It was noted by the FGB that the present system of tracking pupil progress was being reviewed at a national level.</p> <p>SC013/14: The committee reviewed the way the school was using P-Scales.</p> <p>SC014/14: The Committee adopted the following policies on behalf of the FGB:</p> <ul style="list-style-type: none"> ➤ STA Security ➤ Staff Development ➤ SEN ➤ Gifted and Talented Children ➤ Attendance <p>Governors noted that a copy of all policies is available in the school office.</p>	
030/14	<p>To consider the minutes of the meeting of the Finance and Premises Committee held on 13th February 2014.</p> <p>A copy of the minutes had been circulated with the agenda. A number of items discussed at the meeting will be updated later in the FGB meeting. RW highlighted to the FGB a number of items:</p> <p>FP010/14: The committee had reviewed the accident folder and concluded that the number and type of accidents were very much in line with what would be expected with young children.</p> <p>FP011/14: All cheques have to be double signed. The number of signatories has been increased to three.</p> <p>FP012/14: The committee had reviewed the risk assessment file and undertaken an inspection of the teaching areas as part of the Ground Monitoring Inspection Report.</p> <p>FP013/14: The Committee adopted the following policies on behalf of the</p>	

	<p>FGB:</p> <ul style="list-style-type: none"> ➤ Whistle Blowing ➤ Leaving School Policy. <p>Governors noted that a copy of all policies is available in the school office. In addition governors noted the discussion on the changes to the school bus and the potential effect on future pupil numbers.</p>	
031/14	<p>Terms of Reference (TOR) & Membership of Committees.</p> <p>Staffing and Curriculum Committee.</p> <p>The terms of reference for the Staffing and Curriculum Committee had been reviewed by the committee and circulated with the FGB agenda. Governors reviewed the TORs and subject to a few minor amendments including a name change to Staffing, Curriculum and Standards Committee, unanimously agreed that the TORs should be adopted by the governing body.</p> <p>Proposed: LP Seconded: CT</p> <p>Finance and Premises Committee.</p> <p>The terms of reference for the Finance and Premises Committee had been reviewed by the committee and circulated with the FGB agenda. Governors reviewed the TORs and subject to a few minor amendments unanimously agreed that the TORs should be adopted by the governing body.</p> <p>Proposed: HO Seconded: JC</p> <p>Committee Membership.</p> <p>The FGB reviewed the membership of a number of committees and agreed the following:</p> <p>Staffing, Curriculum and Standards Committee.</p> <p>Mrs Clemence Mrs Triffitt Mrs Wells Dr Powlesland Ms D Andrews Mrs Barker Miss L Tattersley</p> <p>Finance and Premises Committee.</p> <p>Mrs Maud Mrs Wells Mr P North Mrs V Bottomley</p> <p>Pupil Discipline.</p> <p>Rev. J Kinsella,</p>	

	Mrs V Bottomley Mrs D Andrews	
032/14	<p>Pupil Data.</p> <p>RW provided the FGB with progress data (Pinks and Greys) for the spring half term. The data had been collected by student teachers. RW explained that the results were not as expected by school staff and reflected the levels awarded to the student teachers at the end of their practice. KS1 in particular had not made as much progress as expected. In response to questions RW assured the FGB that the school had reviewed the data and implemented a number of interventions to ensure that pupils make better progress. This will be reflected in the next set of data. It was noted by the FGB that the format of the tables will be changing from September 2014.</p>	
033/14	<p>Pupil Premium.</p> <p>RW provided the meeting with a detailed breakdown of the way pupil premium funding had been used in the Autumn term. The data showed how the funds had been used to support the 2 pupils who were eligible for free school meals. As it would be possible to identify the pupils from the data it was agreed that the information should be stored as a confidential enclosure. It was noted by the FGB that the funding was used to provide additional support to the pupils in addition to addressing a number of issues such as attendance, behaviour in class and engaging the parents of both children.</p> <p>LP asked if there was any guidance on how much of the money had to be allocated to specific areas, such as additional support from TAs, and the difficulty in calculating such figures when there were only a small number of eligible pupils. RW advised the FGB that the money is spent according to the pupil's needs and it is difficult to identify the additional time spent by staff in supporting these pupils. HC commented that the information provided by RW shows clearly the actions taken by the school in spending the pupil premium money and asked for assurance that all staff are aware of children who are in receipt of pupil premium funding. RW assured the FGB the staff are aware of the pupils who are eligible for pupil premium funding. VB asked if pupil premium funding was a "flat rate" funding for pupils in receipt of free school meals. RW advised the FGB that Free School Meals pupils attract a funding of £953 in 2013-2014, £1300 in 2014-15. RW advised the FGB that "looked after children" received an enhanced funding of £1900 per annum during their primary education years and a pupil who had free school meals was eligible for annual pupil premium funding for up to 6 years after their eligibility for free school meals had finished.</p>	
034/14	<p>Sports Funding.</p> <p>The FGB reviewed the information circulated with the agenda on how the school had used the sports funding money. It was noted that the school was still evaluating some of the initiatives. HC asked if there was an overall aim behind the various initiatives. RW confirmed that the funding has been used with a view of creating a legacy for the school with more opportunities for families, developing active life styles and staff development. Further funding will be available next year.</p>	
035/14	<p>Schools Financial Values Standard (SFVS).</p> <p>The SFVS had been reviewed by the Finance and Premises committee and circulated with the agenda. RW reviewed the document with the FGB and</p>	

	<p>brought the attention of the meeting to the targets at the end of the document. In response to a question from HC, RW confirmed that there were no urgent actions needed as a result of the SFVS. VB asked for further details about the Landlords Unit and the role the unit has with regard to building works and alterations to the school building. RW provided the FGB with a brief overview of the role of the Landlords unit.</p> <p>Governors unanimously agreed that the SFVS should be adopted by the governing body.</p> <p>Proposed: HC Seconded: VB</p>	
036/14	<p>Policies for consideration:</p> <p>The policies had been circulated with the agenda.</p> <p>Admissions. RW advised the FGB that this was a NYCC policy. The FGB noted that a child who was “looked after” or had medical issues and lived outside of the area has priority over children who live within the catchment area. It was unanimously agreed that the policy should be adopted by the FGB.</p> <p>Proposed: DA Seconded: CT</p> <p>Attendance. The FGB reviewed the policy and commented that it was very clear. It was unanimously agreed that the policy should be adopted by the FGB.</p> <p>Proposed: LP Seconded: RW</p> <p>Fair Trade Policy. The FGB noted that the policy had been produced with the help of Keeper Wood pupils. It was unanimously agreed that the policy should be adopted by the FGB.</p> <p>Proposed: HC Seconded: CT</p>	
037/14	<p>Safeguarding Issues & Racial Incidents.</p> <p>RW advised the FGB that there had been no Safeguarding Issues or Racial Incidents in the Autumn or Spring term.</p>	
038/14	<p>NYCC Commission Report</p> <p>A copy of the full report had been circulated with the agenda. It was noted by the meeting that LA funding would be significantly reduced. The commission concluded that collaboration was the key to the future. RW provided the FGB with a diagram of the proposed new structure. North Yorkshire would be divided into 5 areas with approximately 70 schools in each area. A headteacher and deputy would be appointed, one day a week, to undertake the monitoring of data role previously undertaken by the EDAs. West Heslerton has been placed in the same area as schools in Selby. RW had asked if the school could be moved to the Ryedale area – this had not been approved. However schools can collaborate with schools from any area, as part of a Teaching School Collaboration, providing there is at least one outstanding school in the group. LP asked when the new</p>	

	<p>structure would be implemented. RW advised the FGB that no date had been set for the changes and it could change with a change of government.</p>	
039/14	<p>Urgent other business as agreed at item 4 above.</p> <p>Staffing.</p> <p>A member of staff (ATA) had resigned and it was agreed to make use of the relief TA's until a new member of staff could be appointed. It was proposed and agreed that the post would be split into 2 half posts (morning and afternoon) with the 2 relief TAs also providing cover over the lunch period. As only two of the 4 relief TA's had completed the recruitment process it was agreed to offer the positions to these people. It was agreed that any permanent appointment should go to an experienced TA if possible. The FGB discussed how best to inform the pupils and parents of the departure of the person who had resigned.</p> <p>Revenue Financial Forecast (RFF)</p> <p>The FGB was provided with an updated RFF and noted that although the school had a planned surplus for 2014/2015 the budget went into deficit for 2015/6. HC asked when the FGB should be tackling the planned deficit for 2015/6. RW informed the FGB that NYCC guidance was to review the deficit in about a year's time but it was noted that some suppliers need a year's notice. LP commented that funding would increase with additional pupil numbers and through targeting new builds (Norton) and marketing the school additional pupils could be attracted. RW advised the FGB that one of the initiatives in this area was to ask the bursar to head a project on marketing the school.</p> <p>RW advised the FGB that there were a number of decisions, with regard to expenditure, that needed to be made at this meeting.</p> <p>MASS Scheme. The school was part of the MASS scheme which provided an insurance cover for the unblocking of drains, and repairs to the heating system and roof, etc. However the school had a new roof in 2004, a new heating controller and two new central heating boilers last year. Any claims under this policy had been minimal and NYCC required one year's notice to withdraw from the scheme. It was agreed by the FGB that the school should give notice to quit the scheme but will review any expenditure in this area over the next year. The school can withdraw the notice to quit if it is deemed appropriate at a later date.</p> <p>Proposed: DA Seconded: VB</p> <p>Staff Absence Insurance (Teaching Staff). The cost of this insurance through NYCC has increased significantly and a nearly identical policy, at significantly reduced premiums, can be obtained from AIS. The FGB compared the cover provided by both policies and agreed that the school should change to the AIS policy at the first opportunity.</p> <p>Proposed: HC Seconded: CT</p> <p>It was noted by the FGB that the cost of absence insurance for non-teaching staff was cheaper with NYCC.</p> <p>Pond Area. Little use was made of the pond area primarily due to health</p>	<p>RW</p> <p>RW</p> <p>RW</p>

	<p>and safety issues. A quote has been received to fill in the pond, remove the fence and replant the area. Both HC and LP commented that it would be a positive move to redevelop the area, make it more attractive and make more use of it. RW advised the FGB that the cost for the changes would come from the devolved capital budget. The FGB authorised RW to redevelop the pond area.</p> <p>Proposed: CT Seconded: LP</p> <p>New Website. RW went through the structure of the new site and demonstrated to governors the various sections and in particular the data that would be available to parents. CT commented that the scrolled text for urgent messages should be changed to a more striking colour such as red. RW agreed to make this change. In addition a “governors” area for draft minutes of meetings and enclosures would be implemented as soon as possible. The FGB agreed that the website should highlight what is unique about the school and a separate section for “forest schools” would be appropriate.</p>	<p>RW</p> <p>RW</p>
040/14	<p>Date and Time of next meeting</p> <p>Governing Body - Thursday 22nd May at 6.30pm</p> <p>Finance and Premises Committee – Thursday 3rd April at 2.30pm Staff and Curriculum Committee – Tuesday 22nd April at 3.30pm</p>	<p>All</p> <p>All</p>

Meeting ended at 8.35pm

Signed.....

Date.....