

West Heslerton C of E School

Governing Body Meeting

Thursday 21st May 2015 at 6.30pm

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

The meeting started at 6.30pm

Item	Minute	Action
054/15	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Mr P North (Work Commitment) and Mrs Angela Morley (Holiday). These apologies were consented to.</p>	
055/15	<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. 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>	
056/15	<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>	
057/15	<p>Notification of urgent other business.</p> <p>It was agreed to discuss pupil numbers and performance reviews.</p>	
058/15	<p>To approve as a correct record the Minutes of the meeting held on 23rd April 2015.</p> <p>The minutes of the meeting held on 23rd April 2015 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: HC Seconded: TM</p>	

059/15	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Item 050/15 (Church Conservation Trust). Governors have been sent a copy of the link to the film. The link has also been sent for inclusion in the Parish Magazine.</p> <p>➤ Governor Question: Is the Link on the school website? Yes.</p>	
060/15	<p>Review of New Curriculum.</p> <p>A document on the new curriculum had been circulated with the agenda. RW explained to governors that they had been provided with a copy of the "Key Subject Skill Sets" and "Year A (2015-16)" of the curriculum. Years B, C and D will be brought to the FGB in subsequent years. The curriculum is a 4 year rolling programme and is open to change. Year A of the curriculum provides details of the topics (Keep Calm and Carry On, Treasure and Intrepid Explorers) which have been used to help develop the key skills.</p> <p>➤ Governor Question: How has the new curriculum gone? Very well, the pupils have thoroughly enjoyed the topics.</p> <p>➤ Governor Question: Has it allowed the pupils to take control of their learning? Yes, the new curriculum has allowed the pupils to include more of their own ideas and take ownership. The curriculum has less content than the previous one which has allowed pupils to explore areas of their own interest whilst still developing the key skills.</p> <p>➤ Governor Comment: The curriculum looks really exciting and the event at the end of each topic finishes it off well and provides the pupils with a focus.</p> <p>The event at the end of the topic, combined with the launch event and mini re-launch after half term keeps the children on track and engaged. The WWII celebration in the village hall brought the community together. It was noticeable how it brought back memories for many of the older members of the community. The children were fully engaged with the event and there was lots of positive feedback from the community.</p> <p>➤ Governor Question: Can the curriculum be changed to reflect big anniversaries? Yes, it was designed with that flexibility. The topics have been chosen with specific anniversaries in mind.</p>	
061/15	<p>External Inspection Report.</p> <p>The external inspection report had been circulated with the agenda. The inspection had been undertaken during a break time. Although there were many positives in the report those items which needed further attention were:</p> <ul style="list-style-type: none"> • The play structure was over 10 years old and needs replacing. • The car park needs weeding. • The reflection area is in need of further development. • Puddling on some of the hard play areas. <p>Governors discussed the report and noted that any major changes to the reflection area would need external funding. Otherwise any changes would have to be phased over a number of years.</p>	

	<p>➤ Governor Comment: The children need to be involved in any changes to the reflection area as it is their area - development over a few years may be better than any quick changes.</p>	
062/15	<p>Priorities for the SDP.</p> <p>RW explained to the meeting that a draft SDP will be brought to the next FGB and she wanted governor's views on what should be included in the draft. In discussing the SDP governors covered the following items:</p> <p>Assessment: The new assessment scheme, which started in January, has not been running long enough for governors to evaluate. Progress does not look good but this can mainly be attributed to the "goal posts" being moved and standards raised.</p> <p>➤ Governor Question: How can you compare the new and old system. Years 2 and 6 are on the old curriculum and assessment system. Year one were early years last year. Years 3, 4 and 5 is where the issues are as they are being taught on the new curriculum with a new assessment system.</p> <p>➤ Governor Comment: There needs to be a focus on early years and preparing them for year one. It is important that the school has a base line from which to evaluate progress and achievement. There is a need for an assessment at the end of reception.</p> <p>Governors concluded that assessment and achievement is going to be a focus for next year's SDP.</p> <p>Maths: Maths is an ongoing area for development. This year the school is using "Big Maths" to further develop calculation skills which has had positive impact on maths data. Next year the school is planning to use "Assertive Mentoring" to share detailed learning targets combined with "Big Maths" to involve pupils in tracking their progress and achievement.</p> <p>SIAMS Report: The school needs to address the two areas identified for improvement in the SIAMS report:</p> <ul style="list-style-type: none"> • Ensure that the classroom reflection spaces are well resourced so that pupils have good quality artefacts and materials consistently available to support personal reflection and prayer. • Ensure that learners of all ages more frequently plan and lead collective worship to enhance their understanding and enjoyment of worship <p>It was noted that the very Revd Paul Ferguson, Bishop of Whitby, who is the new Chair of the Diocesan board of Education, will be visiting the school in June.</p> <p>It was noted that the Assistant Director of Education for NYCC, Mrs Jill Hodges, will be visiting the school in September.</p> <p>Sports Funding: Governors noted that it would be appropriate to facilitate KS1 pupils to go to other schools for sporting fixtures/events as well as to continue with a wide range of PE clubs.</p>	

	<p>➤ Governor Comment: Parents of KS1 pupils have been very positive about the PE clubs and the children have enjoyed them.</p> <p>Leadership: The GB and staff need to be more involved in collaboration with other schools, particularly through the Esk Valley Alliance (EVA) and Scarborough Teaching Alliance (STA). The North Yorkshire Commission for School Improvement is placing greater emphasis on the role of teaching alliances. It was noted that RW will lead a session with the EVA on "personalised learning".</p>	
063/15	<p>Governors Standing Orders and Code of Practice.</p> <p>A copy of the Standing Orders and Code of Practice had been circulated with the agenda. In reviewing the document governors noted that there needed to be an amendment to the Standing Orders to reflect changes in "The constitution of governing bodies of maintained schools - Statutory guidance for governing bodies of maintained schools and local authorities in England dated March 2015". From 1 September 2015, governing bodies will be under a duty to publish on their website a register of governor's business interests. It was also noted by governors that:</p> <p>"Any motion to add to, vary or revoke these standing orders unless appearing in full on the agenda for the meeting shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the governing body."</p> <p>There was also a discussion about the prolonged absence of governors from FGB meetings that may cover many months. Considering the above items two changes to the Standing Orders were proposed:</p> <p>A second paragraph will be added to Item 13 - Record of Attendance:</p> <p>"Where a governor is absent from consecutive FGB meetings only the absence from the first meeting (where a reason is provided) will be consented to. Subsequent absences will not be consented to. The counter resets every time a governor attends a meeting. In exceptional circumstances (maternity leave and long term illness) this rule may be waived by the FGB"</p> <p>Proposed: HC Seconded: RW</p> <p>The title of Item 16 will be amended to "Register of Business Interests, Hospitality and Publication of Governor Details". In addition, a third Paragraph will be added to item 16:</p> <p>The Governing Body will publish on the school website information about their governors (Including associate members) which will include:</p> <ul style="list-style-type: none"> • Their name. • Their category of governor. • Which body appoints them. • Their term of office. • The names of any committees the governor serves on • Details of any positions of responsibility such as chair or vice-chair of the governing body or a committee of the governing body. • The register of interests - the register should set out the relevant business interests of governors and details of any other educational 	

	<p>establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.</p> <p>Proposed: HC Seconded: RW</p> <p>The item was then adjourned until the next meeting when both proposals will be considered by the FGB</p> <p>RS was asked to collate a register of governor business interests to be published on the school website.</p>	RS
064/15	<p>Review of Governance</p> <p>The chair advised governors that after a re-structuring of the GB the present GB had been meeting for nearly a full academic year. It was appropriate to review the changes and determine if the new governing body was working effectively. The GB decided to address a number questions:</p> <ul style="list-style-type: none"> • Is a GB of 11 governors appropriate? It was agreed that 11 was an appropriate size and worked well. There were enough governors to cover all of the activities in the school • Is the format of having no committees working? - Having only GB meetings is working well as all governors are better informed and more knowledgeable about the workings of the school and the progress of pupils. There is less repetition of information and governors feel as though there has been a more effective use of their time. • Are there any areas where governors would appreciate more information? - Although all governors are involved in every aspect of school life there was an opinion that finance was an area where there was a need for a better understanding of the information. Financial information is provided at most meetings but not necessarily in a format that can be understood by all governors. <ul style="list-style-type: none"> ➤ Governor Comment: Raise on-line helps governors delve into pupil progress and achievement it would be helpful if there was a similar tool/format for financial data. <p>It was suggested that the bursar should be asked to give bespoke training to governors on finance.</p> <ul style="list-style-type: none"> • Is there a flow of information between governors, staff and parents? In general there is a good flow of information between all 3 groups. Parental involvement in the school is very good. It was agreed that an area that could be improved was the communication between governors and parents. A number of strategies to help improve the flow of information were discussed. • Is the governing body influencing the running of the school? Governors agreed that they had made many decisions which influenced the running of the school. However it was noted that the running of the school is a partnership between governors, staff, pupils and parents. 	RW

065/15	<p>Governing Body Meeting Planner.</p> <p>The revised Governing Body Meeting Planner had been circulated with the agenda. After a discussion the meeting agreed to adopt the 6 meetings per year planner.</p>	
066/15	<p>Policies - Procedures for Approval.</p> <p>Copies of the policies had been distributed with the agenda.</p> <p>General Complaints Procedure. Governors noted that this was an NYCC model policy and after a discussion the GB unanimously agreed to adopt the policy.</p> <p>Proposed: HC Seconded: DA</p> <p>Pupil Discipline. After a discussion the GB unanimously agreed to adopt the policy.</p> <p>Proposed: TM Seconded: CT</p> <p>SunSAFE. After a discussion the GB unanimously agreed to adopt the policy.</p> <p>Proposed: LP Seconded: VB</p> <p>Equality. Governors noted that this was an NYCC model policy and subject to some amendments with regard to the equality objectives and statistical data the GB unanimously agreed to adopt the policy.</p> <p>Proposed: RW Seconded: HC</p> <p>Media. After a discussion the GB unanimously agreed to adopt the policy.</p> <p>Proposed: CT Seconded: VB</p> <p>Volunteer Helpers. This policy had been brought back to the FGB after amending the original policy to reflect changes to the Child Care Disqualification Regulations. After a discussion the GB unanimously agreed to adopt the policy.</p> <p>Proposed: DA Seconded: TM</p> <p>Students in School. After a discussion the GB unanimously agreed to adopt the policy.</p>	

	<p>Proposed: LT Seconded: HC</p>	
067/15	<p>Governor Training/Visits.</p> <p>Raise Online: The training had taken place on 14th May 2015 and was attended by most governors plus several from other schools. Those who attended the course agreed it was informative, highlighted the type of questions governors should be asking and emphasised the need for the data to be distributed before any meeting.</p> <p>School Visits - Many of the governors (HC, LP, VB and DA) had visited the school to observe the SATS tests and ensure procedures were followed. All reported that the children had been well prepared for the tests and procedures had been followed.</p> <p>Stay & Play. LP and TM have attended a Stay and Play session in Badger. They noted that the children were settled, happy and excited about the session.</p>	
068/15	<p>Impact on Pupils Of GB Decisions.</p> <p>Governors noted the impact on pupils of decisions made by the GB.</p> <ul style="list-style-type: none"> ➤ The review of the new curriculum ensures that the learning environment experienced by the children continues to be interesting, exciting, encourages independent learners and engages the children. ➤ The review of the priorities for the SDP ensures that the governors and staff remain focused on the educational needs of the children, particularly with regard to progress, attainment and the methods used to assess these. ➤ The external inspection report helps safeguard the children and ensures that they have a safe environment. ➤ The review of governance helps to ensure the governing body is effective and remains focused in acting as a "critical friend" to the school. 	
069/15	<p>Urgent other business.</p> <p>Pupil Numbers: RW advised governors that pupil numbers are continuing to increase with about 50 children being on role by September 2015. The KS2 class will have about 28 pupils in September and staffing may need to be reviewed.</p> <ul style="list-style-type: none"> ➤ Governor Comment: With many of the additional pupils coming from out of area, coupled with the cancelling of the bus, parking near the school is becoming an issue. RW commented that NYCC had reviewed parking markings in 2014 but had not yet implemented the recommendations. ➤ Governors Comment: It would be helpful if the pub allowed parents to use its car park when dropping off and picking up children. 	

	<p>It was agreed pupil numbers should be an agenda item for the July meeting.</p> <p>Performance Review: Governors noted that the mid-term performance review of the headteacher has taken place.</p>	RS
070/15	<p>Date and Time of next meetings</p> <p>The next meeting of the Governing Body will be at 6.30pm on Thursday 9th July 2015.</p> <p>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.</p>	<p>All</p> <p>All</p>

Meeting ended at 8.30pm

Signed.....

Date.....