

West Heslerton C of E School

Governing Body Meeting

Thursday 23rd April 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) Mrs Angela Morley (AM)	Co-opted Governor Staff Governor LA Governor Co-opted Governor Co-opted Governor Parent Governor Staff Governor Foundation Governor
	Clerk Trainee Clerk	Roland Stokes(RS) Carole Harrington (CH)	

The meeting started at 6.30pm

Item	Minute	Action
038/15	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies had been received from Dr Louise Powlesland(Family Commitment), Mr P North (Work Commitment) and Rev J Kinsella (Work Commitment). The apologies were consented to.</p> <p>RW advised the meeting that Dr Louise Powlesland was the only parent to be nominated for the vacant parent governor position, as such, she has been re-elected unopposed.</p>	
039/15	<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>	
040/15	<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 although item 045/15 has a confidential enclosure</p>	
041/15	<p>Notification of urgent other business.</p> <p>It was agreed that the interval between meetings of the Governing Body will be discussed.</p>	

042/15	<p>To approve as a correct record the Minutes of the meeting held on 19th March 2015.</p> <p>The following corrections were agreed:</p> <ul style="list-style-type: none"> ➤ Item 025/15 (Pupil Numbers - Governor Question): The word "effect" should read "affect" ➤ Item 031/15 (Curriculum Update): The sentence "From September next year national "levels" will no longer apply and schools are required to develop their own standards" should read "From September next year national "levels" will no longer apply and schools are required to develop their own assessment system to show progress towards year 6 standards." <p>Notwithstanding the above corrections the minutes of the meeting held on 19th March 2015 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: HC Seconded: DA</p>	
043/15	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Item 025/15 (Kitchen Refurbishment). It was not possible to undertake the kitchen refurbishment during the Easter Holidays as the contractor was only awarded the contract on 19th March 2015 and the Easter break began on 27th March 2015. It has been agreed to undertake the work during the summer holidays.</p> <p>Item 025/15 (Climbing Frame). There was a meeting on 26th March 2015 with "Playscheme" who helped put a bid together under the "Awards for all Scheme". The bid is for £11,000 of which £2,000 will be contributed by the school. The Parish Council is being kept informed of progress.</p> <p>Item 30/15 (Internal Inspection Report). The light in the library will be replaced at the first opportunity.</p>	
044/15	<p>Headteacher's Report & Pupil Data.</p> <p>Headteachers Report.</p> <p>The Headteacher's report had been circulated prior to the meeting. In reviewing the document the following issues were discussed in more detail:</p> <p>Policies: It was noted that most policies are either reviewed in detail by the staff or are based upon NYCC policies. It was agreed that the clerk, for the next meeting, will produce a list of statutory policies that the school needs to have in place.</p> <p>Staffing: Governors discussed the difficulty in recruiting MSAs. The school currently needs an additional 7 hours cover. Some of the shortfall is a result of pupil numbers increasing to over 40 at which point the number of MSAs has to be increased from one to two.</p> <p>Finance: The school finances had been reviewed in depth at the meeting on</p>	RS

19th March 2015 when the start budget had been approved. However governors noted that the estimated carry forward for 2015/16 is £22,400, for 2016/17 is £19,700 and for 2017/18 is £9,000. These figures showed a strong financial position for the school and a significant improvement on the figures of a year ago. Devolved capital for 2015/16 will be £4,500 of which £2,000 will be spent on the "Trim Trail". The school had decided at a previous meeting to exit the MASS scheme with a saving of £5,000. To date the only item of expenditure which would have been covered by the MASS scheme has been the "Rodding" of the drains.

Fundraising: A Bags2school collection raised £88, a Fairtrade stall took £165 and a Friends of the School Bingo Night raised £188.

Accident Statistics: Governors reviewed the accidents over the spring term and noted that most were bruises and grazes. None of the incidents had been "notifiable".

After School Clubs: A high percentage of the children attend after school Clubs (Bible Story, Multi-skills, Gymnastics and Orienteering). Governors discussed the variety of clubs that were available and the way the children interacted with the activities.

- **Governor Comment:** The high percentage of children attending after school clubs is a significant change from 5 years ago - the school, and staff, should be congratulated for their work in this area.
- **Governor Question:** What is the youngest age children can attend the clubs? Years 1 to 6 are allowed to attend the clubs. The younger children find it too long a day if they stay for a club.

Pupil Data.

LT provided governors with data on the progress being made by EYFS children at the school. Data for years 1 to 6 will be available later in the year.

Reception Group Analysis: The "whole class analysis" showed that both reception children were working at their age expected level. There were a total of 17 Early Level Goals (ELGs) and these have to be achieved half a term early to facilitate the final assessment. Most children are making good progress with the emphasis being on phonics and writing. Governors discussed the ELGs needed to achieve a "Good Level of Development (GLD)".

Pre-Reception Children: The 4 children in this group were progressing well. Two pupils were working above the ELGs in some areas with the other two children showing a steady improvement. Physical development in particular was showing strong progress.

- **Governor Question:** Will all of the children achieve a GLD by the end of the year? No - some children will not achieve the required level in one or more of the ELG's.
- **Governor Question:** Is there any difference in the size of the groups for next year? Yes - LT provided governors with expected pupil numbers for reception, year one and year two.
- **Governor Question:** What is the youngest age children can start

	<p>school at West Heslerton? The term after they are 4 years old.</p> <ul style="list-style-type: none"> ➤ Governor Comment: Consideration needs to be given to reducing the age at which children can start at the school. Both of the main political parties are intending to increase free nursery hours. 	
045/15	<p>Pupil Premium and Sports Funding.</p> <p>Pupil Premium Funding (PPF). RW provided the meeting with a confidential enclosure which provided detailed information on how PPF had been spent on the three eligible pupils. Governors discussed the impact of the funding on the pupils' progress and how the interventions had been designed to meet their individual needs. Governors noted the positive impact the interventions were having on attendance and progress.</p> <ul style="list-style-type: none"> ➤ Governor Question: In broad terms, how is the money spent on the eligible children? For two of the children it is mainly TA and staff time (Headteacher) whilst for the third there is a significant amount of "office time" needed. ➤ Governor Question: What are the ages of the children? There is one child in Year 1, Year 2 and Year 5. <p>Sports Funding. RW provided the meeting with a detailed breakdown of sports funding. The data was broken down into money already spent and proposed future expenditure. Governors noted that a significant amount of money has been allocated to after school sports clubs which were attended by a high percentage of pupils.</p> <ul style="list-style-type: none"> ➤ Governor Comment: Many of the children have, as a result of the activities at the school, continued with the sport by joining external groups. It was agreed that the funding and the way it has been spent is providing a good legacy. 	
046/15	<p>Staffing Structure.</p> <p>The staffing structure had been circulated with the agenda. Governors reviewed the staffing structure within the school.</p> <ul style="list-style-type: none"> ➤ Governors Question: The cook, cleaner and caretaker are not on the staffing structure, who employs these staff? These staff are employed centrally by NYCC. <p>The governing body agreed unanimously to adopt the staffing structure.</p> <p>Proposed:CT Seconded:LT</p>	
047/15	<p>SIAMS Report.</p> <p>The SIAMS inspection on 13th March 2015 had graded the school as "Outstanding". There had been 2 minor recommendations:</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. 	

	<ul style="list-style-type: none"> ➤ Ensure that learners of all ages more frequently plan and lead collective worship to enhance their understanding and enjoyment of worship. <p>The school advisor from the diocese will be visiting the school on 8th May 2015 to discuss the two recommendations. As a result of the outstanding report the Bishop of Whitby will be visiting the school on Wednesday 24th June 2015</p>	
048/15	<p>SEND Policy.</p> <p>The SEND policy had been circulated prior to the meeting. The aim of the revised policy was to bring it into line with the new code of practice issued in September 2014. Governors discussed the policy and noted that SEN/SEND appear to be interchangeable and that the school complied with the reporting requirements of the policy (local offer, etc.). The governing body agreed unanimously to adopt the policy.</p> <p>Proposed:VB Seconded:TM</p>	
049/15	<p>School Emergency Response Team.</p> <p>RW updated governors on the Business ContinuityandDisaster Recovery Plan. Governors discussed the various arrangements, location and contents of the "grab bag" and alternative temporary accommodation in the village.</p>	
050/15	<p>Governor Training/Visits.</p> <p>Raise Online: Training is planned for 14th May 2015 from 6pm to 9pm. So far, 23 people have booked onto the course.</p> <p>Trumpet Lessons: DA, LP and TM have observed the trumpet lessons that have been delivered over the internet through Skype.</p> <ul style="list-style-type: none"> ➤ Governor Comment: The children have enjoyed the lessons and their initial apprehension has been replaced by confidence. ➤ Governor Question: Are there any other music lessons planned. Not at the moment - the trumpet lessons were part of a research project. A film crew, and consultants, will visit the school on Monday 27th April 2015 to see how the project ran. <p>Church Conservation Trust. RW advised governors that at the end of last term a film crew had visited the school to film the work of the trust in schools.</p>	
051/15	<p>Impact on Pupils Of GB Decisions.</p> <p>Governors noted that the decisions of the GB would:</p> <ul style="list-style-type: none"> ➤ Provide pupils with a better environment through the refurbishment of the kitchen and dining area ➤ Maintain the security and wellbeing of pupils through reviewing the Business ContinuityandDisaster Recovery Plan and accident statistics ➤ Underpin the religious ethos of the school by reviewing the SIAMS report. 	

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052/15	<p>Urgent other business.</p> <p>RW advised governors that the contract with NYCC for the clerking service needed to be renewed. It would be appropriate for the GB to review the number of meetings for the next financial year. Subject to a more formal review of governance at the next GB meeting it was unanimously agreed to reduce the number of meetings, to be clerked by NYCC staff, to six per year.</p> <p>Proposed: HC Seconded: LT</p>	
053/15	<p>Date and Time of next meetings</p> <p>The next meeting of the Governing Body will be at 6.30pm on Thursday 21st May 2015</p>	All

Meeting ended at 8.10pm

Signed.....

Date.....