

West Heslerton C of E School

Governing Body Meeting

Thursday 27th November 2014 at 6.30pm

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

The meeting started at 6.30pm

Item	Minute	Action
113/14	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>There were no apologies for absence.</p> <p>The GB welcomed the new parent governor Tori Moss.</p>	
114/14	<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. It was noted by the GB that members of staff may have an interest in some of the items discussed at item 121/14 (Finance)</p> <p>JK advised the meeting that he was a governor at two other schools and there may be a conflict of interest if discussions involved the recruitment of additional pupils to the detriment of these schools.</p> <p>The Chair reminded governors of the need for strict confidentiality to safeguard the interests of all connected with the school</p>	
115/14	<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>	
116/14	<p>Notification of urgent other business.</p> <p>There were no items of urgent other business.</p>	
117/14	<p>To approve as a correct record the Minutes of the meeting held on 16th October 2014.</p>	

	<p>The following amendments to the minutes were agreed:</p> <p>Item 102/14 (Activity Sacks): The "has" in the second line of the question should be deleted.</p> <p>Item 104/14 (Stay and See): The word "fathers" in the last question should be replaced with "working parents"</p> <p>Notwithstanding the above corrections the minutes of the meeting held on 16th October 2014 were unanimously confirmed as a true record and signed by the Chair.</p> <p>Proposed: DA Seconded: LT</p>	
118/14	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>Item 097/14 (Parent Governor) - A new parent governor has been elected.</p> <p>Item 118/14 (Governor Pen Portraits) - RW has produced a draft for a pen portrait. It was agreed that it would be useful to talk to the pupils about what they wanted to know about governors and amend the draft accordingly. Governors could then be interviewed by a small group of pupils when they next visited the school.</p> <p>Item 118/14 (Activity Sacks) - Information on when pupils have access to the library has gone into the news letter with a reminder going into the newsletter in January.</p> <p>Item 118/14 (Kitchen Refurbishment) - This will be dealt with at Item 121/14</p> <p>Item 118/14 (Opening Quotations) - The GB noted that 2 "authorised officers" should open quotations. The GB agreed that LP, RW and Julie Mason should be authorised to open quotations.</p> <p>Item 103/14 (Finance Governor) - TM agreed to take on the role of Finance Governor.</p> <p>Item 104/14 (SEF) - Information on the impact of small cohorts of pupils has been added to the SEF.</p> <p>Item 109/14 (Parent Forums) - RW provided the meeting with a list of conversation topics discussed at parent forums and any actions that resulted from the discussions.</p> <ul style="list-style-type: none"> ➤ Comment: HC commented on the value of parent forums as they provide an opportunity for parents to discuss and better understand issues. ➤ Comment: TM commented that parent forums should be held on days when other parental events are taking place at the school. A parent is more likely to take time off work if they are attending more than one activity. <p>RW advised the GB that the minutes of parent forums are now on the</p>	<p>RW</p> <p>RW</p> <p>RW, LP, J Mason</p> <p>TM</p>

	<p>school web site. Governors noted that parents had completed 19 "parent views" for the recent Ofsted inspection.</p>	
119/14	<p>Ofsted Report.</p> <p>The recent visit by Ofsted has resulted in the school being assessed as "outstanding". A copy of the report had been circulated with the agenda and the single recommendation (Raise attainment even further in writing by providing pupils with opportunities to make the improvements suggested by teachers when they mark their work) will be underpinned by a new policy on "Marking, Feedback and Response" (see item 122/14).</p> <p>➤ Question: HC asked if action has been taken to address the single recommendation. - Yes. TM commented that from her own experience the children are aware of the changes and the need to use different coloured pens when marking work.</p> <p>RW advised the meeting that during the inspection the children wanted to talk to the Ofsted inspector to tell him about their school and how good it is. Governors agreed that the staff, children and parents should be thanked for all of their hard work in ensuring such a successful Ofsted.</p> <p>➤ Comment: LP commented that there may be a need to provide an opportunity for all staff to discuss the Ofsted visit in a non-school environment.</p> <p>RW read a letter to the school from Jill Hodges, Assistant Director Education & Skills and Quality & Improvement at NYCC congratulating the school on a successful Ofsted.</p>	
120/14	<p>Review of the New Curriculum.</p> <p>RW advised governors that the new curriculum plan was on the website and based upon a 4 year rolling programme. Individual subjects are taught within a termly topic which for autumn 2014 was "Keep Calm and Carry on" and had a history/WW2 focus. Ofsted summarised the curriculum as engaging and motivating.</p> <p>➤ Comment: LP commented that the children really enjoyed the WW2 focus.</p>	
121/14	<p>Finance.</p> <p>School Finances</p> <p>The following documents had been circulated with the agenda:</p> <ul style="list-style-type: none"> ➤ Budget Monitoring Summary Report for the Month Ended 31st October 2014. ➤ Revenue Financial Forecast. ➤ 2014/2015 Ledger Code Detailed Budget Report for the Month Ended 31st October 2014 ➤ Estimated additional cost pressures of Pay awards and increased on costs for 2014/15 <p>In reviewing the Budget Monitoring Summary Report for the Month Ended 31st October 2014 RW advised governors that there had been a number of</p>	

funding and expenditure changes from when the budget was last reviewed - the major variances can be attributed to changes in staff salary and NI costs. An increase in delegated funds from the LA was the result of additional income from leadership & mentoring. Overall the in year position showed a deficit of £583 but when combined with a balance of £35,390 brought forward from the previous year gives a surplus of £34,808 and a balance percentage of 13.61%. Devolved capital showed an income of £4,461 with a projected carry forward into next year of £8,365. The school has been allocated £3,800 to refurbish the kitchen/dining hall and the number of children in pre-reception has increased from 3 to 4. Governors noted that there was an overspend on the photocopying budget which was attributed to "colour" photocopying which is significantly more expensive than black and white. There was a drive to reduce photocopying and in particular colour photocopying. It was agreed that sending the newsletter electronically, instead of a hard copy, would help reduce costs.

- **Comment:** LP suggested that a small insert in the newsletter thanking those who have agreed to an electronic copy of the newsletter may encourage other parents to opt for an electronic version.
- **Comment:** HC commented that although it may seem a good idea to put the newsletter only on the school website many parents may not access the website to read the newsletter. LP suggested that if it is emailed to parents they were more likely to read it.
- **Comment:** JK commented that the school should eventually aim to have an all electronic newsletter emailed to parents but this will take time.

The Revenue financial forecast provides an indication of income and expenditure over the next 3 years. For 2015/16 there will be a deficit of £18,900 (offset against a C/F of £35,000) and for 2016/17 there will be a deficit of £25,200 (offset against a C/F of £16,100). For 2016/17 the school has a forecast deficit which is not offset by a larger C/F balance and as such will have to take action to move the budget back into surplus.

- **Question:** VB asked how many additional pupils would be needed to move the school back into surplus - About 9 additional pupils would move the school back into surplus. It was noted that Malton Montessori School provides an Ofsted rated outstanding Montessori education & care for children from birth to five years. It may be beneficial to establish links with the school.
- **Comment:** LP commented that the first priority in helping to address the forecast budget deficit was to increase pupil numbers.
- **Comment:** HC advised the GB that invariably long term financial forecasts always look a little pessimistic and do not fully take into account changes in expenditure.
- **Comment:** LT advised governors that forest schools was bringing pupils into the school.
- **Comment:** RW advised the GB that she would continue with a number of paid activities such as mentoring.

Governors discussed the potential impact of various funding changes being considered by NYCC. RW advised governors that she had joined the

	<p>Schools Forum to help provide an input from a small rural school.</p> <p>Comparative Financial Statistics.</p> <p>Governors had been provided with a comparison of the schools expenditure compared to 12 similar schools. In reviewing the data governors noted:</p> <ul style="list-style-type: none"> ➤ Supply costs were significantly lower than the average which can be attributed to the headteacher helping to cover classes. ➤ Similarly admin and clerical costs are low as the headteacher takes on some of these functions. ➤ Energy costs are very high and need to be reviewed. Other premises costs are average. The high energy costs can partly be attributed to the design of the building. <p>Comment: LP suggested that asking other school who have a free flow system how they manage to conserve heat may be helpful.</p> <p>Comment: JK suggested that having a heater over open doors may help by creating a heat barrier. This approach is taken by many shops.</p> <p>Future Expenditure:</p> <p>Kitchen/Dining Hall Improvement. The GB discussed the cost of any refurbishment to the kitchen and the benefits that would be gained from it compared with the refurbishment of the dining area. The changes to the dining hall would include alterations to the heating system and redecoration. It was agreed that the biggest impact on the children would be to refurbish the dining hall. RW was asked to obtain some quotes for the refurbishment of the dining hall.</p> <p>IT Equipment: Governors discussed the benefits of buying an additional 15 ipads so that every child in badgers would have their own and 25 wireless keyboards. After a discussion the GB unanimously approved the expenditure on these items.</p> <p>Proposed: JK Seconded: AM</p> <p>Team Building Afternoon. RW advised the meeting that it had been planned to use the staff training days/staff meetings during the autumn term to plan for Ofsted. As Ofsted has now visited the school staff were already tackling work that had been planned for the Spring term. All staff had put a lot of effort and energy into preparing for Ofsted and there would be benefit in allowing the staff to have half a day outside of the school environment to discuss the Ofsted experience, the way ahead and form the basis of a team building event. RW, LT and CT left the room. Governors discussed the benefits of a team building afternoon focused around the staff's Ofsted experiences and agreed that it would be beneficial to the staff and school. It was agreed to allocate a sum of up to £300 to allow all of the staff to attend the afternoon.</p>	<p>RW</p> <p>RW</p> <p>RW</p>
122/14	<p>Policies for consideration:</p> <p>All of the policies, with the exception of the "Marking, Feedback and</p>	

	<p>Response Policy" had been circulated with the agenda.</p> <p>School Child Protection Policy. Governors noted that the policy was based upon a NYCC standard policy and unanimously agreed that the Policy should be adopted by the GB</p> <p>Proposed: VB Seconded: DA</p> <p>Charging and Remissions. Governors noted that the policy was based upon a NYCC standard policy and unanimously agreed that the Policy should be adopted by the GB</p> <p>Proposed: TM Seconded: LT</p> <p>Staff Behaviour. Governors noted that the policy was based upon a NYCC standard policy and unanimously agreed that the Policy should be adopted by the GB</p> <p>Proposed: LP Seconded: CT</p> <p>Disaster Recovery Plan. The GB was advised by DA that she was aware of a school that had had a fire which burnt the school down and resulted in all of the school's records being lost. There is a second fire safe in Badger Woods and the school should consider using it as a backup for storing IT files.</p> <p>➤ Comment: LP commented that although cloud storage may seem a good alternative the potential security issues of putting children's data on a cloud needs to be thoroughly investigated. LT commented that there are a number of secure cloud farms but these may prove to be very expensive.</p> <p>Governors unanimously agreed that the Disaster Recovery Policy should be adopted by the GB and reviewed every 3 years.</p> <p>Proposed: HC Seconded: JK</p> <p>Marking, Feedback and Response Policy. After a discussion the GB unanimously agreed to adopt the policy.</p> <p>Proposed: CT Seconded: LT</p>	
123/14	<p>North Yorkshire Commission for School Improvements - Update</p> <p>RW briefed the GB on the North Yorkshire Commission for School Improvements and the potential impact of working as part of a group of 70 schools with a reduced involvement from the LA. It would be appropriate for schools to review and strengthen their clusters to place them in a more robust position. The Esk Valley Alliance (EVA) is expanding into this area and has invited West Heslerton to join. The first year would be free with a small fee being paid in future years. The only other suitable alliance in the area was the Scarborough Teaching Alliance that has only recently been</p>	

	<p>established. Governors supported the school in joining the EVA to see how the Alliance works and what it could offer. Future developments may involve setting up a new Alliance based on West Heslerton and other schools in the area.</p>	
124/14	<p>Governor Training.</p> <p>Getting Started Training: AM has attended a Getting Started Training course which was very informative and she would recommend to other new governors.</p> <p>Ofsted Training: VB and AM has attended a "preparing for Ofsted" seminar at Langtoft school. The seminar was much wider than just Ofsted and discussed what makes a good school.</p> <p>School Visit: HC, as the SEND and disability governor, has visited the school to check the implementation of the new SEND legislation. Governors were advised that the school complies with all aspects of the Children and Families Act 2014. A report will be circulated to governors at a later date.</p> <p>➤ Question: JK asked what impact the introduction of free school meals has had on parents applying for pupil premium (PP) funding. - A letter had been sent to all parents in September advising them about PP funding and the eligibility criteria.</p> <p>School Trips: VB and DA had accompanied the children on a visit to Scampston Hall</p> <p>Prayer Space: Governors were informed that on Monday 15th December 2014 the school will be holding a Prayer Space between 10.30am and 3pm.</p>	
125/14	<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"> ➤ Result in better "safeguarding" because of the policies which were discussed and approved. ➤ Protect important pupil and School data through the adoption of the Disaster Recovery Plan. ➤ Enhance the learning environment by the purchase of ipads ➤ Safeguard the financial security of the school through scrutiny of the school budget. ➤ Improve the pupil environment through the planned refurbishment of the dining area. 	
126/14	<p>Urgent other business.</p> <p>There was no urgent other business</p>	
127/14	<p>Date and Time of next meetings</p> <p>The next meeting of the Governing Body will be at 6.30pm on Thursday 15th January 2015</p>	All

Meeting ended at 8.30pm

Signed.....

Date.....

DRAFT