

# West Heslerton C of E School

## Governing Body Meeting

Thursday 9th July 2015 at 6.30pm

<b>PRESENT</b>	<p>Chair Headteacher Vice-Chair</p>	<p>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) Mrs Angela Morley (AM) Mr Phil North (PN) Rev Joe Kinsella (JK)</p>	<p>Co-opted Governor Staff Governor LA Governor Co-opted Governor Co-opted Governor Parent Governor Staff Governor Parent Governor Foundation Governor Parent Governor Foundation Governor</p>
	<p>Clerk</p>	<p>Roland Stokes(RS)</p>	

The meeting started at 6.30pm

Item	Minute	Action
071/15	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b></p> <p>There were no apologies</p>	
072/15	<p><b>Declaration of interests and reminder of governor protocol</b></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>	
073/15	<p><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></p> <p>No items were considered to require a confidential minute although item 077/15 had a confidential enclosure.</p>	
074/15	<p><b>Notification of urgent other business.</b></p> <p>It was agreed to discuss term dates, assessment, swimming lessons, proposed new GTA appointment, parking and committees.</p>	
075/15	<p><b>To approve as a correct record the Minutes of the meeting held on 21st May 2015.</b></p> <p>The minutes of the meeting held on 21st May 2015 were unanimously <b>confirmed</b> as a true record and signed by the Chair.</p>	

	<p><b>Proposed: VB</b> <b>Seconded: TM</b></p>	
076/15	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item.</b></p> <p><b>Item 61/15 (External Inspection Report).</b> The school has received a grant of £9,969 to replace the external play structure - the school will contribute a further £2,000 to the project.</p> <p><b>Item 063/15 (Governors Standing Orders and Code of Practice).</b> RS confirmed that he had produced a register of governor interests to be published on the school website.</p> <p><b>Item 064/15 (Review of Governance).</b> The Bursar has agreed to attend the November meeting to provide some bespoke training, on finance, to governors</p> <p><b>Item 69/15 (Pupil Numbers).</b> Pupil numbers for September 2015 have increased to 56 pupils.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> How does this impact on class sizes? Badger Wood will have 23 pupils and Keeper Wood 33.</li> </ul>	
077/15	<p><b>Review use of Pupil Premium Funding (documents provided in hard copy) and PE funding for 2015-6.</b></p> <p><b>Pupil Premium Funding (PPF):</b> RW provided the meeting with a confidential enclosure which provided detailed information on the amount of funding received for each pupil and 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.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> Two of the pupils have attendance issues which are being supported in a number of ways. However one pupil has absences to attend medical appointments, are these counted as non-attendance? Although they are classed as authorized absences they still count as non-attendance.</li> <li>➤ <b>Governor Question:</b> Given the number of medical absences one pupil will not be able to reach 96% attendance. Can the school provide an attendance figure excluding medical appointments? - Yes</li> <li>➤ <b>Governor Question:</b> One pupil is on a NYCC waiting list, is there anything the school can do to provide support. RW outlined the support that is being provided by the school and the reason why the pupil was still on a waiting list.</li> </ul> <p><b>Sports Funding:</b> A breakdown of how Sports funding (£7,790) had been spent this year (2014/15) and proposed expenditure (£7850) for next year (2015/16) had been circulated with the agenda.. RW advised governors that the focus for next year will be on the "competitive element" with KS1 having inter school events and KS2 going to external competitive events.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> Why has expenditure on swimming increased from £550 in 2014/15 to £1,000 in 2015/16. The sum proposed for</li> </ul>	RW

	2015/16 does not include parental contributions. It is anticipated that when parental contributions are included the figure for 2015/16 will be nearer last year's total.	
078/15	<p><b>Review of SDP for 2015-6.</b></p> <p>A copy of the Improvement Plan and supporting Action Plan had been circulated with the agenda.</p> <p><b>Improvement Plan.</b> In discussing the plan governors noted:</p> <ul style="list-style-type: none"> <li>➤ A section on "Purpose and Methodology" has been added to highlight some of the differences provided by the school.</li> <li>➤ Projected pupil numbers for 2015/16 and 2016/17 were continuing to increase. Potentially some years could go over the official limit of 9 pupils. This is usually due to families moving into the area and the school having no choice but to take the children. It was noted that many parents decide to send their children to the school because of the "Forest School" element.</li> <li>➤ In 2017/18 Keeper Wood could have 35 pupils. Governors discussed the issue of space to accommodate the children and funding.</li> </ul> <p><b>Action Plan:</b> Governors discussed the action plan and noted the focus on assessment and the lack of "levels" in future years. Of the detailed actions in the plan it was noted that the school will trial assertive mentoring in mathematics. It will also use Chris Quigley on line and ensure the school has a baseline assessment for EYFS pupils. The plan also accommodates the recommendations of the SIAMs report.</p> <p><b>After a discussion the GB unanimously agreed to adopt the Improvement Plan and associated Action Plan .</b></p> <p><b>Proposed: PN</b> <b>Seconded: LP</b></p>	
079/15	<p><b>EDA Visit Report.</b></p> <p>The EDA report covering 2014/15 had been circulated with the agenda. Governors noted that the EDA regarded all of the school's self evaluations (Grade 1) as "secure".</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> Has the moderation of KS1 been completed? Yes, it has been approved without any alterations.</li> <li>➤ <b>Governor Question:</b> Is there a "network" for the TAs? Yes and they are all aware of it.</li> </ul>	
080/15	<p><b>Performance Management.</b></p> <p>This will take place on the 14th and 15th July 2015.</p>	
081/15	<p><b>Policies</b></p> <p><b>Governors Standing Orders and Code of Practice.</b> A copy of the Standing Orders and Code of Practice had been circulated with the agenda along with 2 proposed amendments. <b>After a discussion the governing</b></p>	

	<p><b>body unanimously agreed to adopt the Standing Orders and Code of Practice with the 2 amendments.</b></p> <p><b>Proposed: CT</b> <b>Seconded: HC</b></p> <p><b>SRE Policy:</b> Governors noted that the policy had been adopted out of committee. This was due to recent changes to the support provided by Health and NYCC. The school now has to deliver the material and staff training was not available until 22nd June 2015. Parents and governors had been consulted on the learning resources to be used. One parent decided to withdraw their child from the lessons.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Comment:</b> The school needs to be congratulated on the sensible and coherent way the subject was introduced to pupils. The 4 videos shown to children with a supporting discussion session worked very well.</li> <li>➤ <b>Governor Question:</b> Were the discussion sessions based around the videos? Yes with the addition of questions from the children. To save embarrassment a "ask it basket" was provided for children to place questions in.</li> <li>➤ <b>Governor Comment:</b> It was appropriate to have a "diversity paragraph" in the policy which was reflected in the way families were portrayed in the videos.</li> </ul> <p>Governors noted that in years 5 and 6 pupils will receive SRE 3 times. It will only be during the final session in year 6 that the 5th video on "making babies" will be used. The named governor for SRE will be VB.</p>	<b>VB</b>
082/15	<p><b>Governor Training/Visits.</b></p> <p><b>Forest Schools.</b> Several governors had attended a Forest School event organised by the children. It was noted that the children were thoroughly engaged with the event, took ownership of the afternoon and demonstrated what they had learnt. It was noted that it is planned to have a Forest Schools explorers club on a Wednesday evening.</p> <p><b>Scampston Hall.</b> VB had represented the school at Scampston Hall to view the newly developed "Glasshouse" which, as part of the Heritage learning Centre, has a range of educational facilities and exhibitions.</p> <p><b>Radicalisation.</b> JK had attended a course about radicalisation delivered by a range of professionals. In this area the most significant threat is from right wing extremism. RW advised governors that there was further material about preventing radicalisation available in the staff room.</p> <p><b>Keeping Yourself Safe:</b> Year 6, RW and DA attended a course at the TA Barracks in Scarborough delivered by a retired police officer. It helped children deal with a range of issues such as fire safety, internet safety, road traffic accidents and gas leaks.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> Is this a regular visit for all of the children? Just year 6 children.</li> </ul> <p><b>Bishop of Whitby:</b> On a visit to the school the Bishop had spent time with both classes and had lunch with the children.</p>	

	<p><b>Drug Awareness:</b> Parents and children had received a drug awareness discussion. It was focused around natural highs and keeping the body safe.</p>	
083/15	<p><b>Urgent other business.</b></p> <p><b>Term Dates.</b> Governors reviewed the term dates for 2016/17. <b>It was unanimously agreed by the governing body that the five staff training days would be 5th and 6th September 2016, 3rd January 2017, 24th April 2017 and 5th June 2017.</b></p> <p><b>Proposed: RW</b> <b>Seconded: LT</b></p> <p><b>Assessment (EYFS, KS1 and KS2).</b> RW provided governors with a range of assessment data. In discussing the data governors noted:</p> <ul style="list-style-type: none"> <li>• At EYFS there were only 2 children - both were at the "expected" level across the prime learning goals. However one child was at "emerging" in maths whilst both children were at "emerging" for reading and writing. Governors reviewed the results with a particular focus on reading and writing.</li> <li>• In KS1 there are 7 children, all the girls(4) are at L2+ as are 2 of the 3 boys. It was acknowledged that this is a demanding cohort of children.</li> <li>• The KS2 results were good with 100% of children achieving level 4 and above in reading, writing and maths. In spelling and grammar only 60% of children achieved this level. It was noted that in general mobile children did not do as well as those who had been with the school throughout KS2. Progress in reading and writing was good but maths needs more attention. RW confirmed to the GB that interventions are in place for maths. <ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> Did this cohort of children have additional maths interventions. No, but the maths sessions were focused.</li> <li>➤ <b>Governor Comment:</b> it would be helpful if parents could have a "crib sheet" for maths to help their children with homework.</li> <li>➤ <b>Governor Comment:</b> The staff and pupils should be congratulated on the good SATs results.</li> </ul> </li> </ul> <p><b>School Fund.</b> The school fund is a charity and needs to be audited every year. <b>Governors unanimously agreed to accept the audited accounts</b></p> <p><b>Proposed: HC</b> <b>Seconded: DA</b></p> <p><b>Swimming Lessons.</b> With increasing pupil numbers it is becoming more difficult to transport them all to the swimming pool. In addition, Y5 need to concentrate on academic matters - they have already achieved the required government standard in swimming (swim 25m). Swimming takes half a day a week out of curriculum time.</p> <ul style="list-style-type: none"> <li>➤ <b>Governor Question:</b> Do children have to go swimming every year? No, providing they can swim 25m at the end of year 6 then the</li> </ul>	RW

school has met government requirements.

- **Governor Question:** If the current Y5 children do not go swimming next year will this continue for subsequent year 6 children? This can only be decided on a year by year basis.

After a discussion governors agreed that the current Y5 pupils (Y6 next year) will not go swimming and stay in school to study academic subjects (maths, reading, writing, etc.).

**Proposed new GTA role for September 2015.** RW provided information on the role of a proposed new GTA post. The post would provide support in Keepers Wood, which has a high percentage of SEN children, and in addition help with cover across lunch times which is becoming an issue as pupil numbers increase.

- **Governor Question:** Does lunch have to be an hour? No, but parents would have to be consulted if it was going to be changed.
- **Governor Question:** As the proposed post has a late lunch on 3 days do they need an afternoon break? Yes, as it will help them integrate into the staff base.
- **Governor Question:** How many hours is the post and can the school afford the additional member of staff? The post will be for 26.5 hours and the school can afford the additional member of staff.

**After discussing the need to maintain standards and staffing ratios the Governing Body unanimously authorised the appointment of an additional GTA.**

**Proposed: CT**  
**Seconded: LT**

**Parking.** Governors noted that with increased pupil numbers the number of cars bringing children to the school would increase. In addition, with the proposed change by NYCC in the criteria for free transport to school a number of children who previously received free transport will have to be brought to school by car. It was agreed that parents should be encouraged to leave their car at the bottom of the hill and walk their children the remainder of the way. This would significantly reduce congestion along the High Street. A number of options were discussed for encouraging parents to walk their children up/down the hill, these included using the news letter and letting the children lead the campaign.

**Committees.** In reviewing the data to go on the website with regard to governors (Item 076/15) the following committee structure and membership was agreed for 2015/2016.

#### **Staff Discipline**

- Mr Phil North
- Mrs Angela Morley
- Mrs Heather Clemence

#### **Staff Discipline (appeals)**

- Mrs Val Bottomley

	<ul style="list-style-type: none"> <li>➤ Ms D Andrews</li> <li>➤ Dr Powlesland</li> </ul> <p><b>Pupil Discipline</b></p> <ul style="list-style-type: none"> <li>➤ Rev. J Kinsella</li> <li>➤ Ms D Andrews</li> <li>➤ Mrs Val Bottomley</li> </ul> <p><b>Complaints</b></p> <ul style="list-style-type: none"> <li>➤ Mrs Tori Moss</li> <li>➤ Mr Phil North</li> <li>➤ Ms D Andrews</li> </ul> <p><b>Headteachers Performance Management</b></p> <ul style="list-style-type: none"> <li>➤ Mrs H Clemence</li> <li>➤ Dr L Powlesland</li> <li>➤ Mrs Angela Morley</li> </ul>	
084/15	<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 review of Sports funding helps keep the children fit and healthy</li> <li>➤ The adoption of the SRE policy helps keep the children healthy and will help guide their development, in this important area, into adolescence.</li> <li>➤ Agreeing to recruit an additional GTA helps maintain standards and staffing ratios.</li> <li>➤ Swimming lessons help keep the children safe.</li> </ul>	
085/15	<p><b>Date and Time of next meetings</b></p> <p>The next meeting of the Governing Body will be at <b>6.30pm on Thursday 24th September 2015.</b></p> <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.....