

Full Governing Body Meeting - Luttons Primary School

Wednesday 6th July 2016, 4.30pm

Minutes

Present: Chair Val Bottomley (VB) Co-opted Governor
 Alison Stephenson (HT) Headteacher
 Richard Hazelrigg (RH) Co-opted Governor
 Rev Andy Bowden (AB) Co-opted Governor
 Jenna Lahiff (JL) Parent Governor
 Nicole Hingley (NH) Parent Governor

In attendance: Laura Waites (LW) (Clerk), Joanne Jackson (JJ) (Bursar),

Apologies: Allyson Milton (AB) Staff Governor
 Mandy Barnett (MB) Parent Governor

Minute	Detail	Action
1.0716	<u>Welcome and introductions</u> VB welcomed all to the meeting.	
2.0716	<u>Apologies for absence</u> VB reported that apologies had been received from Mandy Barnett and from Allyson Milton; both were consented.	LW
3.0716	<u>Declaration of interests, pecuniary or non-pecuniary.</u> VB reminded governors to declare any interest in matters which are the subject of, or are connected with, any item on the agenda. HT reported an interest in Sherburn School; VB reported an interest as governor of West Heslerton school; AB reported an interest as governor at Weaverthorpe school. Blank business interest forms were circulated for governors to complete.	
4.0716	<u>Confidential Agenda Items</u> VB reminded governors of the need to determine whether any proceedings should be treated as confidential and excluded from the publicised minutes. It was agreed that items to be minuted as confidential would be highlighted at point of discussion.	
5.0716	<u>Minutes of the last meeting</u> The minutes of the last meeting held in April 2016 were agreed as a correct record. Proposed by RH and seconded by HT. VB changed the order of business so that JJ could make her report next and then leave the meeting. Matters arising from the minutes were discussed. HT reported that the business continuity plan is not on the agenda and is to be completed. Sherburn school has a separate Business Continuity Plan and there will need to be further consideration of whether a joint plan is agreed in future or two separate plans. Noted.	
6.0716	<u>Start Budget</u> JJ gave an updated on the budget out turn 2016/17. There are no major changes in the in year position £6945 and the carried forward balance is £113,622. This is a balance % of 49.51%. There were a few small variations to budget including staffing costs and changes to staffing which are within budget. JJ advised that there should be no issue from any changes to the funding formula and LAs can use their own formula to ensure no major issues are faced by schools. There was a discussion on the budget position of small schools. JJ summarised by reporting that the budget position overall is healthy and overall on track.	

	VB thanked JJ for her report and JJ left the meeting.	
7.0716	<p><u>GB update and review of governance</u></p> <p>VB circulated a governance self-assessment for governors to complete to see how they rated their Governing Body in terms of excellent/good/needs improvement/inadequate. VB collected in the completed forms and noted that no one had decided there were any inadequate points. Generally governors had decided practice was mainly good but there were some things that could be improved. VB reflected that this was a fair judgement.</p> <p>The current position regarding the governing body was covered. VB reported that Nigel Cotterill had resigned as associate governor due to a change in commitments.</p>	
8.0716	<p><u>Head Teacher's Report</u></p> <p>HT covered the pupil premium and sports funding spend and reported that the funding is allocated to the school at the start of the financial year in April rather than the start of the academic year in September; this means that the school has started to spend this year's funding. The report contains details of spend and impact.</p> <ul style="list-style-type: none"> • RH Q. How much swimming do the pupils get to do? • A They get 5 years of swimming over their time at school and the aim is that all pupils can swim the length of the pool – [25 metres] - by the time they leave. • HT gave examples of some of the changes in pupil premium and sports funding spend this year. • VB - Q. How many pupils are eligible for pupil premium? • A There are 7 who are eligible • RH Q – When did pupil progress results come in? • A – To be covered in next item • VB Q – Is milk provision just for pupil premium children? A Yes • AB Q – When will we see the impact of work of the SDP action plans with this cohort? • A - Started April and at the end of term we will measure the impact • VB Q – On which areas do you expect Forest Schools to have had an impact when the data is analysed? • A – We will be inputting and analysing data in Writing. Forest Schools training for staff is being rescheduled for the autumn term. • VB commented that the Forest Schools ethos was about much more than providing children with exciting writing experiences. It is also about building independence and self-esteem by providing opportunities to take controlled risks in a safe environment • HT noted that Forest School activities help to develop resilience, provide challenge and can be a positive experience for the children. • NH Q- If we are paying for the training can there be a requirement to ask the teachers to stay with the school for a certain time? A The training is considered to be educational / CPD • VB Q – is there anything you would like to ask of governors? • A - Need to know whether the report and information that governors receive is clear and helping with decision making etc. • VB Q – Is there scope for more collaboration in educational visits. Sherburn seems to have been on different ones / have more variety/ • A Sometimes they are invitation only events e.g. for the Ryedale Festival • AB Q – Figures show that attendance not so good; do attendance figures include people who were ill e.g. with chicken pox? 	

	<ul style="list-style-type: none"> • A Governors discussed whether authorised leave for ill health data needed to be shown and how to differentiate it. • NH Q – Do Ofsted need the attendance figures? • A Yes • AB Q – Can we see what the authorised absences are; this could be a useful tool for governors to give a picture of how parents are taking education seriously and could be a better way of monitoring absence to show to Ofsted. Could we also look at a way to encourage 100% attendance. • NH Q Is there a fine so parents may put children back in school who are ill? • A There is a 48hr rule for sickness which will have an impact on absence. Governors discussed the authorised absence process and how it could be shown in the monitoring column. <p>VB thanked HT for the report.</p> <p>VB noted that she attended the sports day and was very impressed with Mr Ellis the PE Specialist. It was great to see the children enjoy the day so much and noted that it was money well spent. AB commented that governors had noted the good job done on sport when they had seen it in practice.</p>	
9.0716	<p><u>Performance</u></p> <p>HT circulated the end of key stage assessment results. In EYFS last year 50% of pupils achieved a good level of development and this year it was 66%.</p> <ul style="list-style-type: none"> • VB Q – Why is the national figure blank? • A We don't know this figure yet <p>In KS1 a different test was done and we have 66.7% of pupils with expected progress compared to a national figure of 65% in reading, writing and maths.</p> <p>Governors noted that this was a good result for the school.</p> <p>In KS2, 100% of pupils were at expected in reading, maths and SPAG compared to national floor target of 65%. HT described what the national floor target was.</p> <p>. The results are lower than expected as have been more difficult tests.</p> <ul style="list-style-type: none"> • VB – Q Why not writing? • A Was teacher assessment only not a test • VB Q – Will the scores change? • A It may be refined when all scores in. Two girls did exceptionally well. • VB Q Nationally how do we expect to push children who are exceeding? • A - A document with the formula for higher progress is to be published • AB Q Are they going to change the data / results / • A - Raise online will change; we don't know if there will be any other changes to how they are inspected or reported • RH Q – Are the results final? • A - We need to wait for official data. <p>Governors asked HT to communicate to staff and pupils how pleased the GB was with the results and the hard work done to achieve them. It is good to share the good news particularly as there has not been an Ofsted inspection yet.</p>	
10.0716	<u>Staffing update</u>	

	<p>HT gave an update on staffing. The issue reported at the last meeting had not resolved and a staff member was leaving at the end of their contract. The administrator's role was discussed and governors agreed that they be asked to submit in writing any changes and concerns for consideration in September.</p> <p>Governors noted that it was important to ensure that the administration arrangements were what is right for the HT and the school.</p> <p>HT reported on an incidence of long term sickness and the return of the staff member in September.</p>	
11.0716	<p><u>Safeguarding</u> HT reported on one minor incident which had been dealt with.</p>	
12.0716	<p><u>Health & Safety</u> An external inspection was done by VB/RH and VB referred to the circulated report. It was noted some works had been carried out by volunteers. VB went through the other main points.</p> <ul style="list-style-type: none"> • NH - Q Are there any volunteers to help with planting? • A - In HT experience it is difficult to get much interest. HT reported that all issues are being addressed • JL - Q The field doesn't seem secure and could be a safeguarding issue as it is a big area to make secure? • A - There was a discussion about access and security. HT will investigate the additional price of more secure fencing / boundary. 	HT
13.0716	<p><u>Governor Visits</u> VB referred to two reports submitted by JL and NH on their visits. The reports were welcomed and the GB noted that they were very positive.</p>	
14.0716	<p><u>Governor Training</u> VB reported on the recent procurement training she attended. This looked at best value and that the cheapest option was not always the best and there were ways of weighting the assessment of contracts/ quotes on aspects of importance to the school. VB is happy to go through the main points with any governors who wishes to learn more.</p> <p>VB also reported on a strategic partner meeting at Esk Valley Alliance which had covered a number of areas such as teacher training, school to school support, CPD, and specialist leaders of education. There were two research projects looking at marking/feedback and maths/arithmetic. VB noted that it was good to see what the schools could do together.</p>	
15.0416	<p><u>Skills Audit</u> VB referred to a skills audit that she circulated which will be used to help with the selection of governors to the potential new federated governing body, particularly co-opted governors once appointments / elections had been held for the other categories. Governors were asked to send completed forms back to VB on Monday. VB will do an analysis of the results on an excel sheet and report the outcomes anonymously.</p> <ul style="list-style-type: none"> • RH Q – Will there be extra governors on the GB? • A - There can be associate governors 	ALL VB
16.0716	<p><u>Joint policy review</u> VB reported that the recent joint policy review group had met and reviewed a number of policies and recommended that they be accepted by the governing body.</p> <p>It was agreed that the following policies be approved: Admissions policy Summer 2016 – proposed by NH and seconded by JL Joint 2016 Assessment-Policy – proposed by AB and seconded by RH Joint 2016 Forest Schools Policy – proposed by NH and seconded by AB Joint 2016 Mastery and Depth Policy – proposed by NH, seconded by AB</p>	

	<p>Joint 2016 NCT security – proposed by HT and seconded by JL</p> <p>Joint 2016 Photography - – proposed by AB and seconded by JL</p> <p>Joint 2016 Safety Acceptable Use Policy – proposed by RH, seconded by VB</p> <p>Joint 2016 Security policy– proposed by JL and seconded by NH</p> <p>Joint 2016 uniform policy – proposed by RH and seconded by JL</p> <p>Joint 2016 Teaching and Learning Policy– proposed by VB and seconded by RH</p>	
17.0716	<p><u>JSDC update</u></p> <p>VB gave an update on the consultation regarding federation. The consultation period has ended and there have been no objections received. On Monday 11th July there will be a joint meeting of both GBs which starts at 4pm at Luttons school. A joint meeting will take place first to consider the consultation and then there will be separate meetings of each GB to consider their decision. The GBs will come together at the end to determine the final decision.</p> <p>It was noted that NH will arrive late due to work commitments.</p> <p>Andrew Dixon from NYCC will be attending to advise on next steps.</p>	
18.0716	<p><u>Clerks update</u></p> <p>LW is to attend training on a new governors system for hold records of the GB and meeting arrangements.</p>	
19.0716	<p><u>AOB</u></p> <p>HT gave a presentation on the joint school residential trip to Peat Rigg. 19 students attended, 5 from Luttons and the trip was for year 4,5 and 6 pupils. They experienced a range of activities designed to build confidence and improve working together, such as orienteering, zip wire, obstacle course and night line (blindfolded night walk). The trip had been successful and enjoyed by all. The children behaved and mixed very well.</p> <ul style="list-style-type: none"> • RH Q – will there be one next year? • A – It is held every other year. <p>Governors congratulated staff on a good confidence building experience.</p>	
20.07.16	<p><u>Impact on pupils of Governing Body decisions</u></p> <p>The following were noted and agreed by the GB:</p> <ul style="list-style-type: none"> • Collaboration with Sherburn continues to work well to benefit the children • Continuing scrutiny of finances to ensure staff and pupils have the resources they require • Current teachers have done well this year, reflected in the good SATS results 	
21.0716	<p><u>Close and next meeting</u></p> <p>Joint FGB - 11 July 2016 at 4.00pm.</p> <p>VB thanked governors for their time and closed the meeting.</p>	

2015/2016 Luttons School Full Governing Body Attendance

Gov Type	Name	12 Oct 15	8 Feb 16	20 April	6 July
Head	Alison Stephenson	Y	Y	Y	Y
Parent	Nicole Hingley	Y	Y	NP	Y
Parent	Amy Williams	A (cons)	N/A	N/A	N/A
Parent	Jenna Lahiff	Y	A (cons)	Y	Y

Co opted	Andy Bowden	Y	Y	Y	Y
Co opted	Richard Hazelrigg	Y	Y	Y	Y
Staff	Allyson Milton	Y	A (cons)	Y	A Cons
LA/Co opted	Rachel Macdonald	Y	N/A	N/A	N/A
LA	Barbara Pavey	Y	Y	N/A	N/A
Co - opted	Val Bottomley	Y	Y	Y	Y
Parent	Mandy Barnett	N/A	Y	A (cons)	A cons
Associate	Nigel Cotterill	N/A	Y	Y	N/A