

## Full Governing Body Meeting - Luttons Primary School

3 October 2016, 4.30pm

### Minutes

Present: Chair Val Bottomley (VB) Co-opted Governor  
 Alison Stephenson (HT) Headteacher  
 Rev Andy Bowden (AB) Co-opted Governor  
 Allyson Milton (AB) Staff Governor

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

Apologies: Nicole Hingley (NH) Parent Governor  
 Jenna Lahiff (JL) Parent Governor

Vacancies 1 x LA governor, 1 x parent, 2 x co opted

Minute	Detail	Action
1.1016	<u>Welcome and introductions</u> VB welcomed all to the meeting.	
2.1016	<u>Apologies for absence</u> VB reported that apologies had been received from NH; consented. Apologies from JL were reported to VB after the meeting.	
3.1016	<u>Declaration of interests, pecuniary or non-pecuniary.</u> 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.	
4.1016	<u>Confidential Agenda Items</u> None raised.	
5.1016	<u>Minutes of the last meeting</u> The minutes of the last meeting held in July 2016 were agreed as a correct record. Proposed by HT and seconded by AB  Actions: 12.0716 – HT looked at fencing for the barrier and has seen some green open mesh fencing and contacted a local contractor for a quote but has not had a response yet. <b>VB – Q What about the kitchen?</b> <b>A NYCC have been contacted to get advice on wall treatment after the issue of flaking paint was picked up in the environmental health check. The issue is not covered by the premises agreement so the school will have to pay for works. Rubbersied paint could be used. Governors discussed other options such as lining and waterproof cladding. HT will review options.</b> <b>VB Q Does NYCC have to approve what we do under health and safety?</b> <b>A yes</b> <b>VB Q How long have we got to complete the work in?</b> <b>A Will need to be done at half term and is just the one wall in the kitchen area.</b>	HT
6.1016	<u>HT Report</u> HT reported on the end of term results for the summer term: EYFS in 2015 achieved 50% and 2016 66% with a good level of behaviour 2 <sup>nd</sup> Year 100% received phonics screening and still above the national figure which has gone up to 80% KS1 100% reading; 66.7% writing and 88.9% maths which gives 66.7% overall and is still above the national average KS2 is 100% across the board and the national is 63%	

	<p>VB noted that she had used these results for the Ofsted meeting and governors noted the good results.</p> <p>Progress data for the year was covered. HT gave a presentation / video on primary progress measures 2016 and how the DfES calculated progress measures for the starting point for KS2 using the end point for KS1 and working out the progress made.</p> <p>HT had calculated the children's progress level at the start of term using the method.</p> <p><b>AB Q Do you do it for each child?</b></p> <p><b>A Yes</b></p> <p>HT covered the official measure and explained that anything above these was good. Writing is different as it is teacher assessed.</p> <p><b>VB Q Is that part of the floor standard?</b></p> <p><b>A Yes. The school has to be above 83.3%</b></p> <p>Governors noted that it was a big task to do the calculation for each child.</p> <p><b>AB Q Does every school have to do this?</b></p> <p><b>A Yes</b></p> <p>HT summarised that headline progress measures were fine and above the floor standard.</p> <p>HT reported that a new way of tracking progress had been developed and would be used from this year. It uses a scheme that works on an 8 point scale with 5 = meeting the standard. At the end of the year the school would like to see all children at 5+. They come in at 2 and over the year need to make a least 3 zones progress on average. HT showed an example of the document to be used and this is to be used for Y1 – Y6 for maths, writing and reading. There are validation checks to help with assessing age related expectations. Teachers will use an entry set of criteria to see if children meet all objectives.</p> <p><b>VB Q Is it quite descriptive for parents so that they understand the new system? A HT will ensure it is explained to parents in the appropriate amount of detail</b></p> <p>The pupil assessments have been moderated with staff at Sherburn and HT is happy that the judgements are robust. At the end of Autumn term there will be a teacher assessment and test results will also be available at the end of each term.</p> <p><b>VB Q Does this system come with software?</b></p> <p><b>A No HT has developed it as a tracking system for the school.</b></p> <p>HT showed an example of the tracking proformas that will be used to see progress each term and it will be a whole school system for each subject.</p> <p><b>AB Q Another school allocates a letter to a child which is carried throughout the school so that they can be reported on anonymously.</b></p> <p><b>A HT will look at doing something similar</b></p> <p><b>AB Q When did moderation was there a wide variation with Sherburn?</b></p> <p><b>A It was very close except for Y6 at Sherburn.</b></p> <p>Governors noted that it was the ark of a good system to be that close.</p>	HT
8.1016	<p><u>Safeguarding Audit</u></p> <p>HT gave an overview of the draft safeguarding audit document. VB is to re-do the child protection / data training. The chair's name is to be updated on the document. It was agreed that all governors in the new federation needed to do the training and for it to be logged so that refresher training needs are flagged up. HT training that was to be done is not available currently so an alternative L2 training course is being done in the interim.</p> <p>Three referrals had been made to social care this year and none had needed to be acted on. HT also gave a report on looked after children.</p> <p><b>VB Q Do we need to do any other checks?</b></p> <p><b>A No all is in place</b></p>	VB ALL

9.1016	<p><u>SIA Visit</u> HT reported that a meeting had been held with the SIA and the joint annual performance data had been reviewed and the SIA was happy with all of it.</p>	
10.1016	<p><u>Ofsted</u> HT gave a summary of the Ofsted findings. VB congratulated HT and staff on the very positive result. Now that the school has the report they can look at addressing the key issues found although none were too serious. The report said that the school was well placed and noted what can be done to achieve outstanding status. VB noted that the inspection visit had been positive experience. HT will redo the SEF in light of the new actions from Ofsted.</p> <p>NH has written a press release to cover the Ofsted result and this is to be covered by Scarborough Evening news on their website and it is hoped that the Malton gazette will cover it.</p> <p>There was a discussion about the banner and where it could be placed. VB is to speak to two people regarding placing the banner.</p>	HT  VB
11.1016	<p><u>Preparation for federation</u> VB reported that the name of the federation needs to be determined for the Instrument of Governance which NYCC needs to have signed and in place for 31 October.</p> <p>MT had done some work on a Wolds style view for a logo and the name 'Vale and Wolds' had been suggested. This got away from limiting the name to the two school names. It was agreed that proposed names and logo styles be circulated to all governors at Luttons / Sherburn with a recommendation and unless there was strong objection, the recommendation would be approved. VB is to email LW regarding this proposal.</p> <p>HT reported that the parent governor elections closed today and Clerk will double check the procedure if there are more names put forward than the 2 positions available.</p> <p>The LA governor at Sherburn is willing to continue and NYCC are happy to accept this.</p> <p>JD and JK at Sherburn are confirming their position to HT and this will then be agreed with the Diocese.</p> <p>Clerk is to send out an email regarding details for governors to express an interest in the 4 co-opted governor positions. If there is more co-opted interest than positions then associate positions will be considered to retain the skills and experience we currently have.</p> <p>The staff governor election closes next Friday.</p> <p>The co-opted governors will be invited at a slightly later start time to the first meeting of the federation so that the governors in position can discuss and approve the appointments to the co-opted positions.</p> <p>Clerk will cover the appointment of the chair and vice chair after the co-opted governors have been appointed.</p>	VB/LW       Clerk
12.10.16	<p><u>Budget update</u> HT covered the latest financial position from JJ which showed at the end of August that the position in year was £13.9k, £7,3k ahead of the forecast. There was a c/f figure of £126k which is 53.6% of the budget.</p>	

	<p>There were no significant variances except for additional pupil premium funding for looked after children. This will stop as the child has now left the school. Staff absence and maternity leave was also covered.</p> <p>The position regarding c/f capital and NYCC clawback was discussed. It is £700 for Luttons and can only be c/f if there is a firm project commitment. HT has checked if the kitchen maintenance / painting works can be used as it is a specialised job and is waiting for confirmation. Governors noted that the school had a healthy budget position.</p> <p>A revised budget will be done for the federation and at the first meeting the GB will need to decide if separate budgets are to be held or joint budget or partly separate / joint budgets.</p>	
13.1016	<p><u>Clerks update</u> GSIN dates have been sent out and Clerk will circulate any slides and agendas received so governors have them for information. Information on the school website and Edu base guidance has also been circulated. Details will need updating for the federation.</p>	Clerk
14.1016	<p><u>Impact on pupils of Governing Body decisions</u> The following were noted and agreed by the GB:</p> <ul style="list-style-type: none"> <li>• Agreement on the Federation and fostering strong links with Sherburn</li> <li>• The good Ofsted result and report especially the behaviour of pupils that was highlighted</li> </ul>	
15.1016	<p><u>Close and next meeting</u> No further Luttons FGB meeting. The Federation FGB meets on 1<sup>st</sup> November 2016.</p> <p>VB thanked governors for their time and closed the meeting.</p>	