

## Full Governing Body Meeting - Luttons School

14 May 2015, 1pm

### Minutes

Present:	Chair	Rachel MacDonald (RM)	Co-opted Governor
		Alison Stephenson (HT)	Headteacher
		Joanne Clegg (JC)	Staff Governor
		Rev Andy Bowden (AB)	Co-opted Governor
		Nicole Hingley (HH)	Parent Governor
		Amy Williams (AW)	Parent Governor
		Jenna Lahiff (JL)	Parent Governor
		Dr Barbara Pavey (BP)	LA Governor
In attendance:	Clerk	Laura Waites (LW)	

Minute	Detail	Action
1.0515	<p><b>Welcome and Reconstitution</b></p> <p>RM opened the meeting and read out a statement at the start of the meeting regarding her position as governor and her intention to resign from the governing body due to relocation; RM is happy to stay on the governing body as chair to allow time for alternative arrangements and any shadowing to be put in place. Beyond then she is happy to act as an associate governor until her relocation. RM thanked governors for their support and help during her term of office.</p> <p>LW asked governors to note that the new Instrument of Government (IOG) for the Governing Body, previously circulated, was applicable from 14<sup>th</sup> May 2015 and this meant that from the date of this FGB meeting the GB was reconstituted with 9 governor positions. The community governor positions filled by RH and AB no longer exist under the new IOG. There is only one LA governor position. The make-up of the governing body is now as follows:</p> <ul style="list-style-type: none"> <li>1 x Headteacher (no change to existing governor, AS)</li> <li>1 x Staff Governor (no change to existing governor, JC)</li> <li>1 x LA Governor (no change to existing governor BP)</li> <li>3 x Parent governors (no change to existing governors, NH, AW) – Jenna Lahiff was introduced as a new parent governor and governors welcomed her to the GB</li> <li>3 x Co-opted governors (new) – the GB was asked if they were happy to appoint RM, RH and AB as co opted governors; all agreed. There will be one vacant co opted position to fill once RM leaves in the Autumn Term.</li> </ul> <p>There was a discussion regarding handover arrangements for the chair / vice chair given RM's notice. It was agreed that an extra ordinary meeting be held in July to agree the arrangement.</p>	
2.0515	<p><b>Apologies for absence</b></p> <p>Apologies were received from Richard Hazelrigg; consented</p>	
3.0515	<p><b>Declaration of interests, pecuniary or non-pecuniary.</b></p> <p>RM reminded governors of the need to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda. RM/AS declared an interest in Sherburn School.</p>	
4.0515	<p><b>Confidential Agenda Items</b></p> <p>Governors were reminded of the need for confidentiality and that matters discussed in the meeting are not to leave the room. HT asked governors to</p>	

	note that she had had an EDA visit and advised the minutes needed to refer to succession planning. HT asked governors if they would be happy for their initials to be shown against questions raised during meetings as this helped to show governor challenge and was good evidence for Ofsted; majority agreed after vote by show of hands (4;2).	
5.0515	<b>Minutes of the last meeting</b> RM proposed and AS seconded that the minutes of the last FGB meeting held on 29 January 2019 (Luttons) be approved with one amendment to the fire drill and that the minutes of the joint meeting with Sherburn be approved; all agreed.	
6.0515	<b>Matters Arising and review of actions</b> TOR and standing orders – to be discussed at the September meeting. Training – AW and BP are to attend finance training at Brompton on Monday. Governor visit plans – one governor visit was reported and RM asked if any others had been done. AW is to do a report. RM explained for the new governor what the role of governors was in school visits and also referred to special governor responsibilities which will be reviewed at the next meeting along with a new schedule of visits. There is a pro forma to be used for visits. Healthcheck – HT reported that instead of a leadership and management healthcheck there will be a challenge review with another school. The school is looking at working with Rayburn on this and it will be done like an Ofsted looking at Raise data etc. The session will be on 2 <sup>nd</sup> June and it is hoped that some governors will be able to attend. AW and JL are to attend. Induction pack – RM and AB have looked at a pack and will show it to JL for comments. H&S – RM and BP are to do a visit before the end of term  Joint meeting - Governors will need to do safeguarding training in next few months and in September a governor with safeguarding as a special responsibility will need to be agreed. Safer recruitment training will also be needed for governors involved in interviews.  Succession planning - RM gave a reminder that training is available for any governors looking to take on chair or vice chair roles.	AW/BP  AW          AW/JL  JL RM/BP
7.0515	<b>Head Teacher's Update</b> HT gave an update and referred to the previously circulated report. HT is doing a joint report to reflect the collaborative arrangement with Sherburn and where the joint working is currently happening.  HT responded to questions from governors on the report. BP – noted that it is a good way of doing it and asked if it was easier for the HT to prepare in this format. A Yes and it allows the schools to see the cross over and benefits of this RM – there seem to be many areas of common interest which is heartening; Governors agreed it was good to see this NH – are there any areas other than those shown that Luttons could look at doing? A HT covered some of the key things done at Sherburn which could be applicable RM – why is the garden area not shown at Luttons as a priority? A It doesn't need to be a priority as social, moral ethos is embedded here NH – what does that mean? A There is good behaviour in children at the school RM – pleased to see a lunchtime club, what is the plan for this? A Next year the school is looking to extend it and governors noted how this is good for improving children's confidence.	

	<p>AB – noted the way that reading is good in the school. At a recent service children did the Lord’s Prayer and reading and this was in way that showed good understanding. AB has asked for permission to use the creative writing from the Easter service as it was such well written work. Families were really impressed to see the copies of work done. One story was read out and the other taken to the child’s home and shared with families</p> <p>AB also gave an example of high level thinking shown in a recent worship session and was very impressed. This is to be included in AB’s governor report. Include in ab governors report</p> <p>LA support plan – HT referred to the plan the LA put in place when the school required improvement. This has been reviewed and the report was extremely complimentary. A copy was shared with governors and this is a good indication of the progress made by the school.</p> <p>AB - is there a way that staff can be made more aware of what is being done through their hard work? A. HT is working on some communications and will ensure staff are kept up to date with good news.</p>	
8.0515	<p><b>Review Pupil Data</b></p> <p>HT reported that the spring term data is looking positive. Figures across the whole school show 96% ape reading, 97% writing and 96% better than expected in maths. HT also covered data for vulnerable groups. This shows that free school meal children are out performing non free school meals pupils and SEN pupils are also on track to make progress.</p> <p>Governors commented that this was a very good report for the school. RM gave a reminder to governors that if Ofsted come in they will ask governors about the data and asked governors to familiarise themselves with the data particularly how vulnerable groups are supported. To help governors, RM referred to a pack of data that could be used including the document from the last inspection, graphs from the autumn and spring terms.</p> <p>AW – why is early years not shown, are they tracked? A Yes, the school does track their progress but a different method is used.</p> <p>NH - what about nursery children? A They are tracked in the same way as EYFS and HT covered the way that learning and assessment is used with these age groups. In future HT can include early years data in the report.</p> <p>AB - what is lac? A. Looked after children</p> <p>RM – is the expected progress data robust? A Yes that school has done a huge amount of moderation and HT is confident it is accurate. LA moderation has also been done with other schools so use different groups of people are being used to test the school’s judgement</p>	
9.0515	<p><b>School Development Plan</b></p> <p>HT reported that the Ofsted report and SDP are now in the governors section of the website which everyone can access.</p> <p>There is to be a tea and cakes meeting at 3.30pm on 8 July for governors to attend and the EDA will also attend.</p>	
10.0515	<p><b>SEF update</b></p> <p>HT reported on the updated SEF which had been previously circulated and noted that she had started to put outstanding in the judgement e.g. for behaviour and the good quality of teaching which now shows many outstanding elements. This reflects that the school is starting to see itself not just as good but outstanding. The summary document circulated is a snapshot of a more detailed 80 page.</p>	

	<p>Governors were asked to read the summary as it covered key areas of improvement from the last Ofsted report and progress made.</p> <p>The school is currently being judged by the HT as good and by the LA as extremely good.</p> <p>RM - how does this evaluation and HT challenge session fit in? The SEF will be used by the Head to see if they agree with the judgement or not</p>	
11.0515	<p><b>Collaboration with Sherburn</b></p> <p>Shared Headship Agreement – RM reported that both schools have signed the MOU regarding the shared headship or a further two years</p> <p>Joint Working Party Report – RM read out a brief statement from RH on the last joint meeting.</p>	
12.0515	<p><b>Accessibility Plan</b></p> <p>HT reported that every school should have an accessibility plan and HT has reviewed the standard NYCC plan template and put in what the school has in place and what the recommended actions are.</p> <p>AW – does it include additional things such as a ramp? A. It is a working document and can be updated with proposals from governors</p> <p>BP - how does this relate to the asset management plan and capital plan in terms of the condition of our estate? A This can be covered in the finance committee</p> <p>.</p> <p>Governors agreed that the document needs to be regularly updated and reviewed. It can be considered at the meeting after next of the finance committee.</p> <p>If governors have any comments they are to send them to HT within the next two weeks</p>	
13.0515	<p><b>British Values</b></p> <p>HT reported that this is an area Ofsted is very keen on; the school has a display in the corridor of things that have happened in school that have promoted British values. This serves as a working wall and a reminder to children and there is a file in the staff room and on the website which can be updated with a brief statement. HT has looked at what other schools are doing and produced a draft for the governing body to consider. Parents and governors are to review it and feedback any comments.</p>	
14.0515	<p><b>Policy Review</b></p> <p>HT reported that the joint policy review group had met and reviewed a number of policies and recommended that the FGB accepts them: all agreed.</p>	
15.0515	<p><b>Finance</b></p> <p>BP circulated an updated report and financial summary to previously circulated papers. This covered a summary of the start budget which is showing a positive position and this is due to the work of the committee. Governors noted the good work that had been done with the close financial monitoring.</p> <p>A lot of progress has been made, taking the school away from firefighting and now into more definite short to long term planning. In future the finance committee will be a single meeting rather than two parts.</p> <p>The summary shows forecast underspend within the allowed limit but the school does need to think about how it spends the money. The committee recommends moving reserves to capital to spend on projects within a sensible margin to allow for any change in pupil numbers and income. A condition survey of premises identified some priorities such as the entrance and the committee is looking at short medium and long term project options.</p>	

	The committee is also looking at the BCP and has reviewed the guidance. This is an important piece of work and the governing body will need to review it when ready and be trained on it.	
16.0515	<p><b>Attendance Reward Scheme</b></p> <p>RM covered the scheme. NH reported that some parent feedback that the scheme was contradictory and doesn't work in practice. Governors discussed the scheme and proposed that a small group be established to review it outside of the FGB meeting – BP, NH, JL and HT to meet and make recommendations.</p> <p>BP – is the school still doing authorised and unauthorised absence A, Yes authorised is used when it is a medical absence</p> <p>HT noted that the scheme can't be altered until the next school year and any changes will need to be agreed by the FGB.</p>	BP, NH, JL, HT
17.0515	<p><b>Any other business</b></p> <p>BP circulated a report a one page review of a meeting with KC to consider sharing assessment materials; BP is to make arrangement for another visit to review this further.</p>	BP
18.0515	<p><b>Date of Next Meeting</b></p> <p>Date of next meeting to be agreed at the Extra Ordinary meeting to be held in July.</p>	

Signed:

Date:

Chair of Governing Body