

MEETING OF THE GOVERNING BODY

DATE: Tuesday 14th March 2017

TIME: 6.30 p.m.

PRESENT:

Mr. Keith Wright	Ms Jane Pepper
Mr. Richard Adams	Ms Jane Malpas
Mr. Peter Southward	Mrs. Helen Halliday
Mr. Shaun Marshall	Mrs. Sarah Stuart
Mrs. Helen Kindness	Mr. Jonathan Jeeves
Mrs. Andrea Cowley	Mr. Teddy Sulman
Mr. Julian Leader	Miss V Lewis (Clerk)

Additionally: -

Mrs C Sarney (School Business Manager)

MINUTES

1. Welcome from the Chair including brief introduction of new governors

RA welcomed governors to the meeting.

Action: None Required.

2. Apologies for absence; consider acceptance of apologies

Apologies received from: -

Ray Williamson – prior appointment

Emma-Jane Birley – prior appointment

Additionally Kimberley Proud has emailed the Clerk and advised that her partner has just been diagnosed with a rare form of blood cancer. He is scheduled to begin treatment shortly and whilst she likely will not be able to attend meetings for a little while she is keen to not step down. Clerk has discussed with KW and RA who both agreed to support Ms Proud and give her special allowance to miss meetings for the next term. This will be revisited in the Summer. All governors agreed and passed on their best wishes to Ms Proud.

All apologies were accepted.

LA Governor Allocation (Mr Sulman left the room for this discussion)

The terms of office for all LA appointed governors are due to end 31.8.17. Mr Sulman has re-applied to be a LA governor as per governance department instructions. Clerk has received a letter advising Mr Sulman has been nominated by the LA to serve another term of office commencing 1.9.17 at GRPS and governors were asked to discuss his appointment. Governors feel Mr Sulman has the best interests of the school at heart and has much experience to offer. KW also advised that Mr Sulman had been in touch to say he is keen to be more involved and active within the governing body. Governors agreed unanimously to accept Mr Sulman's reappointment to the Governing Body of GRPS wef 1.9.17.

Mr Sulman returned to the meeting and was informed of the governing body's decision. Clerk will now inform the governance section of this also.

Action: Inform Governance Section of Mr Sulman's ratification

By: Clerk

3. Confidentiality

No items were identified as being confidential in nature.

Action: None Required.

4. Declaration of Interest in any Agenda item

There were no declarations of interest in any agenda items.

Action: None Required.

5. Minutes of Governing Body Meeting 22.11.16

The Minutes from the meeting on 22.11.16 were presented. All actions completed. Proposed by JM and seconded by SM. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

17) Single Equalities Scheme: Action Plan has not been completed. KW proposes to do this and the next Safeguarding Audit at the same time with a small working party. JM, SM, PS and JJ volunteered to be involved (will not matter if not all are present).

Action: Minutes from meeting 22.11.16 to be filed as per procedure

By: Clerk

Action: Arrange to meet with named governors re SES and SG Audit

By: KW

6. Matters Arising not covered by the agenda

No matters arising not covered the agenda for this meeting.

Action: None Required.

7. To receive Minutes of School Improvement Committee Meeting 28.2.17

Minutes from the School Improvement Committee Meeting held 28.2.17 were presented to governors for information purposes. All actions are being addressed or have been completed.

Action: None Required.

8. To receive Minutes of Resources Committee Meeting 07.02.17

Minutes from the Resources Committee Meeting held 07.02.17 were presented to governors for information purposes. All actions are being addressed or have been completed.

7) CS asked whether the Scarborough Teaching alliance has any further info re HLTA training courses as mentioned 7.2.17. JP said she was not sure of specifics and CS should liaise with EJB.

Governors also asked to have a Health & Safety update on each Full GB Meeting agenda.

Action: Add Health & Safety Update as a standard Full GB Mtg agenda item

By: Clerk

9. Correspondence

No correspondence received.

Action: None Required.

10. Governor Training – Skills Audit / Competency Framework / NGA e-Training

Skills Audit – has been created and circulated via Survey Monkey. If any governor wishes to complete a paper copy instead this is possible. Once all responses are returned the resulting analysis will be circulated and discussed at the next Full meeting. This will feed into identifying gaps in knowledge and training needs.

Competency Framework – Clerk contacted Margaret Burton at NYCC re arranging ad-hoc training to cover a basic overview of school governance as well as information on the updated Competency Framework. Mrs Burton has dates available after Easter but the latest she can start the 2.5 hour session is 4pm. Following discussion governors identified Tuesday 9th May as the most popular date. The Resources Committee Meeting scheduled for 6.30pm on this date has been rescheduled to the following week, Tuesday 16th May.

National Governor Association (NGA) e-Training – this new resource will shortly go live (further access details to follow) and features 41 online modules which can be studied at each governor's leisure and according to their interest / knowledge base. Governors will receive a certificate of completion after each module undertaken. School will also be able to access and report on the modules covered by members of the governing body. The Clerk has investigated and the cost will be £110 which all governors agreed was very reasonable. Governors agreed to place the order for the programme.

Action: Complete skills audit and circulate results/analysis for discussion at next Full meeting. By: Clerk

Action: Book ad-hoc training with Margaret Burton for 9.5.17 at 4pm By: Clerk

Action: Order NGA e-learning and forward access info when goes live By: Clerk

11. Governor Visits to School – Jane Pepper, Peter Southward

JP visited school on 6.3.17 and observed two difference areas: EYFS and Phonics/Y1.

Phonics/Y1: JP met with Mrs Middleton Y1 Leader and discussed the following:

- improvement to the previous lack of consistency in teaching and planning (JP said this improvement was evident to her)
- children are doing preparatory tests to get them used to the format
- robust monitoring is in place

JP was also able to pose the question raised by the SI Committee re pass rate predictions and was reassured by looking at ongoing assessments and the teacher's knowledge.

Maths: JP had a lesson described to her but didn't have chance to see one in action.

EYFS:

- looked at maths transition links and support with other feeder nurseries
- staff recognise the GLD aim is ambitious but they are very keen!
- the environment and limited space remains an issue but staff make the very best of it
- staff are aware of the need to keep a track on the summer born pupils
- there are transition plans for Year R to Y1 to reduce lost learning time whilst pupils adjust in the Autumn term

RA thanked JP for her time spent visiting and reporting and for addressing the questions raised at the SI Committee meeting 28.2.17. From this report it is nice to see that the improvements to consistency RA noted when he visited are also obvious to others.

PS visited 19.1.17 to look again at the roll out of the Maths –No Problem! Singapore style maths programme. He noted:

- significant outlay but the spending has been done sensibly, with only required materials purchased
- if progress keeps being made at the same rate as at present then pupils will undoubtedly improve and benefit enormously

PS will visit again in due course to review and feed back.

RA passed on his thanks to PS for his continued involvement in this area.

HK said that from a parent's point of view the children don't seem to be 'buzzing' about the new maths at home. No excitement regarding the changes. HH asked whether other parents have expressed this to her and HK said that whilst they haven't approached her en masse or anything she has had conversations with others who seem unsure, and agreed that their children do not seem excited by maths. AC said that although her son is only in Year R he is coming home enthusiastic and engaged in both phonics which she is very pleased about. Perhaps some work could go into integrating parents more into their child's learning journey re maths as the programme is so new. HH said that workshops and meetings for parents are in the pipeline, much energy has been going into education parents re the changes to phonics teaching but this will move forward now. The workshops held for parents re phonics were about changing the culture of parent knowledge and their attitudes. HH will liaise with Subject Lead Vicky Gill about this.

Richard Adams has visited school to run workshops/assemblies for the Uni of Hull Children's University project. Whilst he was not in school in a governor capacity he interacted with children who were all polite and helpful and seemed to feel settled, happy and at home when in school.

Clerk advised in RW's absence that he had been into school on 10.3.17 to read with Class 5B and is scheduled to come in again on 31.3.17 to read with 6K. He seemed to enjoy himself. Clerk reminded other governors that they are welcome any time to come and read, help out etc; just to let her know so she can find a class to place them in.

Action: Feed back to Miss Gill that parents would like some training or info about new Maths programmes to allow better parental involvement By: HH

12. School Development Plan Update (incl. Link Governors to Key Aims)

KW said the SIDP has been further reviewed and updated using the colour coded system re progress on key aims. He has also made the suggested grammatical changes identified at the previous meeting. Following the visit of ex-HMI (Ofsted) Adrian Gray it was identified that staff, whilst aware of the existence and reason for the SIDP, were unsure of the detail contained within. Therefore at a recent staff meeting KW gave them further information and updated them. He proposes that when drawing up the next year's SIDP he will inform staff of the full plan early in the year. This version of the SIDP will be reviewed in the Summer to feed into the 17/18 document.

The 'School Ethos' on Page 3 remains a work in progress and will be updated for the start of next school year all being well. Therefore the narrative will be updated from Spring 17 to September 17.

TS asked whether KW and the senior leadership team are happy with the scale of progress so far. KW said yes, this document is a rolling assessment of progress against the aims (some of which cannot be reviewed until later in the year by virtue of the fact they rely on national test results etc) and feeds into next year on a 'rolling' basis.

Following the SI Committee meeting on 28.2.17 it was identified that a governor should be allocated to each of the five SIDP Key Aims so that they had the responsibility of learning about their aim/subject, meeting staff, visiting school and then feeding back to the rest of the governing body.

Following discussion governors were allocated as follows: -

Key Aim		Link Governor(s)
1	Phonics and Spelling Outcomes	Jane Pepper (1) Richard Adams (2)
2	Embed Pupils' Writing / Writing Outcomes	Jonathan Jeeves (1) Peter Southward (2)
3	Maths Curriculum (inc. Singapore Maths)	Peter Southward (1) Helen Kindness (2)
4	Review and develop Science teaching	Julian Leader
5	Improve attendance levels to be in line with national	Andrea Cowley

The SIDP will be updated with Link Governor details and the Clerk will provide Link Governors with Subject Lead contact details and vice versa to allow them to get in touch more easily. Link Governors were asked to visit or meet with relevant staff at their convenience, but ideally at least one visit into school before July would be useful.

Action: Update Chair summary info of GB to reflect allocations **By: Clerk**

Action: Update SIDP re ethos and with Link Governor details **By: KW**

Action: Swap contact details of Link Governors with Subject Leads **By: Clerk**

13. SEF

- revised following the ex-HMI visit
- 'Requires Improvement' grading in Outcomes for Pupils is to highlight the issues school is already aware of and does not affect the fact that school's overall grading is 'Good'
- Confident in the other gradings as 'Good'

Mock EYFS Ofsted Inspection by KW undertaken December 16. It showed good provision, transition work and links with feeder settings. Additionally Year 1 staff seem more settled and happy in their environment.

Survey responses feed into the SEF. Whilst only 90 responses were received (just over 10%) they were overwhelmingly positive about the school. There are some comments to look into and work on but for the most part the responses show the school is doing things right. In terms of bullying if a parent has listed *N/A* or *Don't Know* as their response to how they think school deals with bullying Ofsted would see this as positive in that parents don't know as they have not needed to know! AC said that whilst this is the case, it is likely some parents just do not know; indeed she has had contact with some parents who have concerns about their lack of knowledge. What happens to those involved in bullying? What are the sanctions? What is the procedure? Perhaps parents could receive a help pack or policy document to guide them on the school's practices to this. HH said that the Behaviour and Bullying Policies are both available on the website but she will put a reminder on the next Newsletter and their filepaths on the website.

JL questioned whether the quality of teaching and learning should be linked or inform each other? KW said that yes this is true but the cohort currently involved has been through different versions of staffing, leadership and a staffing restructure so it is not as straight forward as normal. Moving forward this will be the case.

SEF will be reviewed following receipt of national assessment test results and circulated to staff and governors. In the event of Ofsted inspecting this version of the SEF and previous ones will be sent to them for their starting point.

Action: Reminder re Bullying/Behaviour policy locations on Newsletter **By: HH**

14. Finance / Premises Update by Mrs Sarney

Start Budget 17/18

CS advised that the outturn for this school year is better than expected, plus we have higher than expected income and reduced expenditure for 17/18. The FMS Officer David Bowe has visited and worked on the start budget with her.

There are 3 TAs who will shortly be taking maternity leave and extra need has been identified in EYFS. Therefore it is proposed to employ 2 x further EYFS TAs and 2 x 1:1 TAs on 4 fixed term contracts (costs already included in start budget). Another school is making 8 TAs redundant and in line with the NYCC redeployment scheme they will be offered interviews first. If the posts are not appointed following these interviews the posts will be advertised as normal. **Governors agreed to these additional appointments.**

Three year forecast is acceptable to the LA at a deficit of £60k and whilst the 5 year forecast is not as good there are a great deal of changes that could happen before we reach that point such as the revised funding formula. This time last year the 5 year forecast showed a £1m deficit and as it stands now this has halved to just over £500k. The 3 year forecast is set with an awareness of 5 year. Any changes received under the introduction of a new funding formula would include some transitional arrangements. There may be further savings to supply costs following HLTA training.

KW added that other schools are facing more difficulties with necessary redundancies etc. The staffing structure and other actions already undertaken are allowing GRPS to weather the storm for at least the next 3 years. The plan to restructure and look closely at expenditure has paid off in that the situation has improved.

Governors agreed to submit the Start Budget 1718 as presented.

Schools Financial Value Standard (SFVS)

The SFVS and Financial Control Checklist were reviewed by the Resources Committee 7.2.17. All governors were happy to approve. The SFVS must now be signed off and formally agreed by the GB. **Governors agreed to submit the completed SFVS (signed and dated by Chair).**

Management Information System (MIS) Contract

The current contract for North Yorkshire schools' MIS is ending in April and schools have been asked to choose their preferred system moving forward. CS, HH, VL and Office Manager Joanne Anderson attended an event showcasing the available options in early February. After testing and investigation of the options available Bromcom seems to be the product which provides the most functionality for the school including built in communications, adhoc assessment tracking, register capability and a parent portal for accessing children's records, work etc amongst other content. The costs were originally around £10k for Year 1 and £8k Year 2 onwards. This has now been reduced through negotiation to £6.5k (Y1) and £3.5k (Y2 onwards).

Governors agreed the purchase of the new MIS.

Action: Return SFVS and Start Budget 17/18 to LA

By: CS

Action: Finalise order of new MIS for September 17 commencement

By: CS

15. Attendance Report

JM advised that the report has been compiled by Mrs Moreno. Key points:

- attendance is not in line with the national expectation and is still slightly below the school target but there have been improvements to the figures due to rigorous chasing of absences, tracking and monitoring by Mrs Moreno. Parents are asked to update 48 hourly if the absence exceeds that time.
- attendance data is feeding into support for pupils identified as needing targeted help with attendance and / or punctuality
- school is doing 'all it realistically can' with a multitude of rigorous and robust processes in place.

HK said that some parents have been upset by the attendance letters. KW said these are model LA letters which we have a duty of care to send to all parents of pupils with attendance below a certain level. It is very possible that the absences are all authorised and understandable but we cannot cherry pick whether or not to send a letter, we must be able to show a set procedure is followed consistently. There was a note in the recent Newsletter to this effect. Pupils who have improved attendance at the next review are receiving another letter congratulating them on the improvement.

RA said that AC will hopefully be able to feed back further about this linked with the SIDP Key Aim 5 once she has had chance to meet with JM and come into school.

Action: None Required.

16. Headteacher's Report

Governors were invited to read the report and ask any questions.

Funding:

- the proposed funding formula would leave GRPS with a loss of £92k funding which is simply unsustainable despite the many hard expenditure cuts already made by school.
- shortly meeting with unions, other headteachers and Robert Goodwill MP re funding challenges. Mr Goodwill is very engaged with this and all involved are keen to show a united front to upper government.
- the National Governors Association (NGA) is also on board and supporting the fact the proposed funding formula is unsustainable for schools.

Midyear parent survey statistics should be available shortly and will be sent round.

It was proposed by governors that the Headteacher's Report be moved to the start of each Full meeting (following business agenda items).

Action: Put the Headteacher's Report near the top of each Full GB agenda moving forward **By: Clerk**

Action: Circulate Parent Survey statistics **By: KW**

17. Policies to adopt

Following a recent Information Governance Audit by Veritau the Information and Publication Policies were found to be out of date and a CCTV Policy was not in place (this was a new requirement introduced since the last audit). All three are model LA policies.

JM proposed and JJ seconded the adoption of the 3 policies and all governors agreed.

The Increments Policy is a LA model policy agreed by the unions which school has historically always adopted but has never enforced. The policy allows for incremental pay point losses in the event of poor attendance. Enforcement of it could be politically very unpleasant but is it worth having in place 'just in case'? The policy only applies to support staff due to different terms and conditions for support and teaching staff. Due to time restrictions at this meeting it was determined to defer this to the Resources Committee meeting on 16.5.17.

Additionally, the Budget Management Policy agreed by the Resources Committee 7.2.17 was signed by the Chair (as he is not on the Committee and was therefore not able to sign off at the time).

Action: Policies signed and filed as per procedure **By: Clerk**

18. A.O.B. – Parent Helpers / Updated Governor Handbook

Governor Handbook: Governors were invited to read the previously circulated Governor Handbook at their leisure. There is a paper copy available in school if any governor wishes to borrow it.

Parent Helpers: This can be explored but is not as straight forward as just asking for volunteers. All those coming in must undertake a DBS check amongst other requirements. Due to time restriction this discussion was deferred to the next SI Committee meeting on 11.7.17.

SEN: KW advised that he has information to send to governors regarding the review of SEN provision and a long term plan. He would like to get the proposals underway before Easter if possible so will circulate to the Resources Committee via email for consideration and electronic agreement before the end of term.

Action: HK to liaise with Clerk re arranging a Maths visit **By: Clerk/HK**

Action: Circulate SEN Review/Planning proposal to Resources Committee **By: KW**
Action: Respond to SEN Planning Proposal **By: R/Comm**

Meeting Closed at: 8.50pm

Signed (Chair) _____ **Date** _____