

MEETING OF THE GOVERNING BODY

DATE: Tuesday 22nd November 2016

TIME: 6.30 p.m.

PRESENT:

Mr. Keith Wright

Mr. Richard Adams

Mr. Peter Southward

Mrs. Emma Jane Birley (*arrived 7.35pm*)

Mr. Shaun Marshall

Miss V Lewis (Clerk)

Ms Jane Pepper

Ms Jane Malpas

Mrs. Helen Halliday

Mrs. Sarah Stuart

Mr. Jonathan Jeeves

Additionally: -

Mrs C Sarney (School Business Manager)

MINUTES

Statement from Mr Wright

KW opened the meeting with the sad news that unfortunately Mr Wake, the Upper School's ICT Technician, had passed away that day following a short battle with cancer. His input to the school over 18 years has been great and his loss will be felt across the school by staff and pupils, all of whom he has worked closely with. School now sends their love, support and best wishes to his wife, Jean Wake (Classteacher of 5W) and their daughter Rebecca. A letter was sent home today in a sealed envelope informing parents of Mr Wake's passing and this document was read to governors.

KW also advised governors that Mrs Sue Stagg is currently off work after being diagnosed with breast cancer. She has started treatment and her prognosis is positive.

Mrs Fiona Phillips, a member of Lower School support staff, has resigned following over 20 years of service to the school. She has been battling different cancers for some years and whilst her medium term prognosis is good she has decided that she must put her health first and reluctantly resigned. KW has told her she is very welcome to remain involved with GRPS in other ways such as through FROGS and on volunteer basis.

Action: Letter to Mrs Phillips thanking her for her extensive service.

By: RA/Clerk

1. Apologies for absence; consider acceptance of apologies – resignation / vacancies / parent governor election

Apologies received from: -

Teddy Sulman – attending a funeral in London.

Tim Drake – see below.

All apologies were accepted.

Resignation(s)

Clerk has made contact with Kate Paul who had sent her resignation to TD but this had been overlooked. She wished to thank the governing body for their support and friendship during her service as a governor and said that she felt she did not have the time available to dedicate to the role. Governors accepted her resignation and a thank you letter will be drafted to Ms Paul.

Mr Drake had emailed KW and the Clerk 16.11.16 to resign from the governing body. He said he was finding it difficult to balance his work and home responsibilities alongside his role on the governing body. After some discussion with KW Mr Drake has agreed to remain on the governing body in a nominal sense.

He will likely not attend meetings but will make himself available in the event his expertise is needed (eg. if and when Ofsted visit he will be available to offer his input and knowledge as the former Chair).

Nomination of Replacement Chair

Following discussion it was agreed by all present that Richard Adams would step up from his Vice Chair role on an interim basis (to be revisited at the next full governing body meeting 14.3.17). KW assured RA that both he and TD would support him, particularly in the event of Ofsted visiting.

Nomination of Replacement Vice-Chair

Following discussion it was agreed by all present that Jane Pepper would take on the Vice-Chair role on an interim basis (again to be revisited at the meeting 14.3.17).

Vacancies

With the formal resignation of Ms Paul (Parent Governor) it is now necessary to hold a Parent Governor election process. Hopefully, if more than one nomination is received, this will allow one or more of the 3 co-opted governor vacancies to also be filled.

Additionally it was decided that a letter be drafted to the Headteachers of Scarborough secondary schools to ask whether any of their staff may have an interest in a co-optee role to improve transition and other links. JM will raise the vacancies at her regular Safe Communities team meetings held at the town hall and her contact at Graham School, Cath Swinton. Governors also agreed to give consideration to anyone they may feel appropriate and pass details to the Clerk.

Action: Letters of thanks to Ms Paul & Mr Drake

By: RA/Clerk

Action: Forward detail of cofg@ email account to RA

By: Clerk

Action: Commence Parent Governor election process

By: Clerk

Action: Draft letter to secondary Heads re co-optee vacancies

By: Clerk

2. Confidentiality

No items were identified as being confidential in nature.

Action: None Required.

3. Declaration of Interest in any Agenda item

There were no declarations of interest in any agenda items.

Action: None Required.

4. Minutes of Governing Body Meeting 28.06.16

The Minutes from the meeting on 28.06.16 were presented. All actions have been completed. Proposed by JP and seconded by SM. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

Action: Minutes from meeting 28.06.16 to be filed as per procedure

By: Clerk

5. Minutes of Governing Body Meeting 13.09.16

The Minutes from the meeting on 13.09.16 were presented. All actions have been completed. Proposed by SM and seconded by JM. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

Action: Minutes from meeting 13.09.16 to be filed as per procedure

By: Clerk

6. To receive Minutes of Resources Committee Meeting 11.10.16

Minutes from the Resources Committee Meeting held 11.10.16 were presented to governors for information purposes. All actions have been completed.

10. Health & Safety – Chair signed the H&S Policy and returned to SBM for filing.

Action: None Required.

7. To receive Minutes of School Improvement Committee Meeting 19.07.16

Minutes from the School Improvement Committee Meeting held 19.07.16 were presented to governors for information purposes. All actions have been completed.

Action: None Required.

8. To receive Minutes of School Improvement Committee Meeting 01.11.16

Minutes from the School Improvement Committee Meeting held 01.11.16 were presented to governors for information purposes. All actions have been completed.

Action: None Required.

9. Correspondence

Letter received from Mrs S Boddy (governor discussions recorded in Confidential Minutes).

Action: Letter to Mrs Boddy advising re governing body decision

By: RA/Clerk

10. Governor Training / Note of Learning Activities / Visits Reports to receive

Jane Pepper: 7.11.16

- Useful exercise, secured the transition judgements re data.
- Local EY outcomes are within 3% of national and LA results. Suggests that the phase is well served and that children are achieving well.
- Interesting Literacy discussion.
- £6m of Scarborough Pledge funding over 3 years for projects and services will offer opportunities.
- Will visit again to spend time in the classroom and look more at phonics.
- Friarage are also using Early Excellence programmes so a link with them may be worthwhile?

Richard Adams: 10.10.16

- Will be interesting to look at the Pupil Premium Statement with the SI Committee and how impact can be measured.
- KW advised Mrs Jenkinson has been on a course and is now clear on how to audit the service provided, the impact made etc. She knows how to audit the relevant children, groups and provision.
- KW also said that TJ has looked at example strong Pupil Premium Statements and is designing a strategy to underlie our own Statement. Once this work is done RA should come back to look at the area again.

Peter Southward: 13.10.16

- Very impressed by the Singapore Maths he saw in action. Children seem engaged and interested.
- KW said the training staff attended mid-November went very well and all staff came back engaged and looking forward to implementing the new system. He said Mrs Gill (project lead) would be keen to come to the next SI Committee meeting to present the next steps to governors.
- PS will visit again once the system is fully up and running.

Action: None Required.

11. Business Manager Update (Premises / Finance)

CS advised that the FMS Officer has visited and the long term projections are still poor with a predicted £1m deficit after 5 years. This is due in part to the still reducing Pupil Premium numbers and the further deferment of the new Funding Formula. It was agreed with the FMS officer that school needs to trim £100k off spending for the next 2 years. This will be a challenge, we have already reduced the number of teaching staff and it is not possible to run with less teaching and/or support staff. Other options for cost saving are being explored such as selling the minibuses (£3k) and reverting to 2 terms swimming instead of 3 (£3k). There is a meeting scheduled with Year Leaders to ensure they understand the real financial picture and restrictions, and to discuss how savings can be made without impacting negatively on pupils. KW is hoping that any changes which can be made will be enough to avoid significant staffing losses/changes. Hopefully there will be funding changes and more news about the Funding Formula which will improve the picture longer term.

RA asked what happens if school does end up in the worst case scenario of £1m deficit. CS advised that this will not be allowed by the LA, they will send in a team to take control of the school's finances and who would likely make broad and severe changes to staffing and provision in order to cut costs, reduce spending and bring the accounts back in line regardless of the impact on pupils.

At a recent Headteachers Forum KW and other Heads made it very clear to Robert Goodwill MP that school budgets are currently untenable, particularly as Scarborough is amongst the most deprived areas in the country. It was also noted that academies are also suffering the same issues re budget difficulties. There is a planned increase of approx. 4.5% to pension costs which are not yet included in the figures circulated.

RA asked whether there was any way to boost the income from Pupil Premium, further initiatives to get parents' to apply for FSM etc. CS said that literally everything that can be done, is and has been. Every parent of a new Year R pupil in September completed the appropriate form but still only 16 were eligible. Obviously we will continue to do as much as we can regarding this moving forward. Governors asked whether there were any alternative ways to boost income such as grants. CS said that she had looked into various funding streams but grants are usually for specific new purposes which have an initial outlay. School milk is currently provided free to all (not just those eligible for FSM) and we could consider charging for it. However, there is no way of knowing how many children would take it up and there are administrative cost implications.

It has been identified that the Lower School requires two additional MSAs, however this would cost approx. £6,000 pa. HH spent a significant amount of time reorganising and deploying MSA staff. The current situation is just about manageable so long as there are no absences due to illness or accompanying school visits. There has also been a request for one or two TAs at a cost of approx. £15,000 each. Cumulatively over 5 years these appointments would add around £185,000 to the deficit total. CS asked governors to consider these recruitment requests.

Governors discussed and agreed, due to budget constraints, to defer recruitment at present.

CS needs to submit the revised budget – the figures are acknowledging there is work required. The FMS Officer is visiting again in February 17 to reassess the situation. If no clear reductions have been made and funding does not improve we may need to look at another staffing review sooner rather than later.

Governors agreed the revised budget.

Action: Forward Revised Budget to County

By: CS

12. Report on Standards of Achievement – Presentation by Mrs Halliday

Governors were invited to look at the figures presented by HH and to bear them in mind alongside the SEF and SIDP.

EYFS:

- Good Level of Development (GLD) improved over 3 years 48% to 66%.
- GLD assessed by ‘best fit’ judgement against a framework. Teachers provide evidence to support their judgements and in house moderations take place. External moderation takes places once every 3-4 years.
- Not quite in line with National figures so cannot be complacent.
- KW to do ‘mock’ Ofsted visit of EYFS to see what / how things can be improved.
- There is a focus on boys learning (underperforming against girls) and those receiving Pupil Premium.
- No reason to suggest the current cohort will not achieve GLD.
- New ‘Early Excellence’ tracker now up and running.
- There are no LA concerns re EYFS achievement.
- One benefit of the school now being a through Primary is better ability to track progress and achievement.

Y1 Phonics

- Statutory test.
- 25% below national attainment so obviously an issue to be addressed – this is reflected by inclusion in the SIDP as a priority.
- Girls outperform boys (which is consistent nationally).
- Other local schools are seeing the gap between themselves and national results closing but GRPS is not, therefore it is a key priority.
- JJ enquired about why we aren’t seeing a closing gap like other schools. HH said there are a variety of reasons; teachers have been later starting Y1 ‘teaching’ (easing in via continued EYFS style teaching) and teachers have been reluctant to ‘teach to the test’. The LA English Adviser has given advice re improvement methods.
- Do anticipate improved Phonics Test results 1617.

Y2 Phonics

- Those pupils who don’t pass in Y1 must retake in Y2. They do much better and we are only 7% behind the national.
- No requirement to retake in Y3 if test still not passed in Y2.

End of KS1 TA

- No comparable data due to new style assessments 2016.
- Reading achievement is close to national but Writing and Maths evidently need addressing and have been included as SIDP priorities accordingly.
- Girls are outperforming boys with the exception of Maths Greater Depth.
- Anticipated improved numbers of pupils achieving ‘Greater Depth’ this year. Teachers are aware of end of year requirements (whereas this year they were not told requirements until Feb 16) and children will have been following the new curriculum for longer.
- Disadvantaged pupils are a key Ofsted focus. Reading is not too far behind national but Writing and Maths are much larger gaps – reflected by the SIDP priorities and introduction of Singapore Maths.
- Hopeful for gradual and solid improvements over the next 2-3 years.
- From tracking we can evidence that improvements are being made and procedures in place.

End of KS2

- Validated RAISE Online data expected early Dec.
- Whilst GRPS did not meet the expected attainment across Reading, Writing, Maths (65%) we did make sufficient progress across the 3 subjects to achieve above the floor standard (the minimum standard expected by the government).
- Many Scarborough schools did not meet the floor standards so this is a positive.
- Writing attainment is due to improve when validated data is released due to moderation errors.

- Work is needed across the subjects to achieve Greater Depth however this was to be expected as pupils will be ‘catching up’ and gaining familiarity with the new curriculum.
- There are significant gaps in the attainment of disadvantaged pupils which have been identified as focus areas.
- All KS2 results (except Writing) are based on a test taken on a particular day. Some pupils just perform better in tests etc.

General

- Obviously the aim is to bring outcomes into line with national figures. Recent monitoring shows progress, which will hopefully be built upon moving forward.
- SIDP priorities have been drawn up and work begun to accelerate pupil progress.
- Governors were asked to consider involvement in the focus areas for development:
 - 1) Mathematics (particularly Y1/2 and 6) - **Peter Southward**
 - 2) Phonics Support Y1/2 - **Jane Pepper**
 - 3) Phonics & Spelling support Y1-6 - **Jane Pepper**
 - 4) Writing support Y1 & Y6 - **Jonathan Jeeves**

Action: None Required.

13. Governor Training re Ofsted Data Dashboard

KW offered governors a training session on the new Ofsted Data Dashboard after he completes training himself on 25.11.16. A selection of dates will be emailed to governors for them to indicate availability.

Action: Email date options to governors & confirm date in due course **By: Clerk**

14. Headteacher’s Report

Governors were invited to read the report and ask any questions. Discussions re staffing matters were recorded in the Confidential Minutes.

Action: None Required.

15. Attendance Report

Governors were invited to look at the attendance report which has been prepared by Mrs Moreno as Mrs Davies is off work on sick leave. Governors wished to put on file their thanks for Mrs Moreno taking over attendance monitoring duties. Attendance is a real Ofsted priority so this is especially welcome.

Action: None Required.

16. Single Equalities Scheme – Action Plan Working Party

Governors were asked to consider involvement in a working party looking at the Action Plan section of the Single Equalities Scheme (alongside KW). SM and JM said they would like to be involved, KW will liaise re date to meet.

Action: Liaise with SM and JM re meeting date for Working Party **By: KW**

17. Policies to Approve and Adopt

i) Child Protection (inc. Keeping Children Safe in Education Part 1)

Policy is the NYCC model document. All staff have been asked to read the updated Part 1 of Keeping Children Safe in Education document. Governors were also asked to read Part 1. The policy will be updated to reflect the review date and new Chair information then filed.

JP proposed, RA seconded and all present agreed.

ii) Uniform Policy

Parents were informed before the Summer Holiday of the school's intention to update the rules regarding coloured shoes in the School Uniform Policy wef January 2017. Increasing numbers of children were wearing expensive coloured trainers and some were using them as a way to show off or bully other pupils. It was decided that all pupils would be required to wear black shoes/trainers. It has been noticed since September that there are many more pupils wearing black shoes and looking very smart. The policy has the support of staff. Governors suggested moving the section re 'Footwear' to the front of the policy to highlight it and a few other wording changes.

Subject to these changes EJB proposed, JP seconded and all present agreed.

iii) Whistle-blower Policy

Model NYCC policy.

JP proposed, JM seconded and all present agreed.

Action: Policies to be stored as per procedure

By: SBM

18. School holiday and term dates 2017/18

Governors were provided with a list of term dates up to Summer 2018.

Action: None Required

19. A.O.B.

Nothing raised.

Action: None Required

Meeting Closed at: 9.25pm

Signed (Chair) _____ Date _____