

## **MEETING OF THE GOVERNING BODY**

**DATE:** Tuesday 27<sup>TH</sup> June 2017

**TIME:** 6.30 p.m.

### **PRESENT:**

Mr. Keith Wright

Mr. Richard Adams

Mr. Peter Southward

Mr. Shaun Marshall

Mrs. Helen Kindness

Mrs. Andrea Cowley

Mr. Julian Leader

Mr Ray Williamson

Ms Jane Pepper

Ms Jane Malpas

Mrs. Sarah Stuart

Mr. Jonathan Jeeves

Mr. Teddy Sulman

Mrs Emma Jane Birley

Miss V Lewis (Clerk)

### Additionally: -

Mrs C Sarney (School Business Manager)

## **MINUTES**

### 1. Welcome from the Chair

RA welcomed governors to the final Full GB meeting of the school year and thanked them for their efforts.

**Action: None Required.**

### 2. Apologies for absence; consider acceptance of apologies

Apologies received from: -

Helen Halliday is in London on the Year 6 residential visit.

All absences were approved and accepted.

**Action: None Required.**

### 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 14.3.17

The Minutes from the meeting on 14.3.17 were presented. All actions completed. Proposed by JM and seconded by JP. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

5. KW has not yet met with JM, SM, PS and JJ re the Single Equalities Scheme Action Plan and Safeguarding Audit. He hopes to do before the end of the school year.

12. SIDP to be further updated once KS2 results released and meetings held with advisers.

13. Bullying / Behaviour Policy signposting has not appeared in any newsletters yet. Governors asked that HH be reminded.

18. SEN review plans shelved for now due to alterations to staffing plans.

**Action: Minutes from meeting 14.3.17 to be filed as per procedure** By: Clerk

**Action: KW to liaise with JM, SM, PS, JJ re SES and safeguarding audit** By: KW

**Action: Remind HH to signpost parents to Bullying/Behaviour Policies In forthcoming newsletter.** By: Clerk / HH

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 Resources Committee Meeting 16.5.17

Minutes from the Resources Committee Meeting held 16.5.17 were presented to governors for information purposes. All actions are being addressed or have been completed.

6. Staff Meals Policy consultation undertaken (covered later in this agenda).

7. No plans for lower school hygiene room now – feasibility survey showed that no appropriate space available and the prospective child’s parents preferred a different school anyway who did have space.

8. Reading survey done (covered later in this agenda).

**Action: None Required.**

8. Correspondence

No correspondence received.

**Action: None Required.**

9. Headteacher’s Report

Staff from secondary schools visited to meet with parents re transition of our Y6 pupils last week; including the new Headteacher from Graham School. KW spoke with him and is confident that he wants to actively engage with schools and pupils. He also felt that parents’ minds were put at ease re changes/period of unknown at Graham at moment.

No plans at present to end UIFSM or fund more Grammar Schools which is positive for us.

Challenging year, gaining ground re attainment with longer term plans to build on these improvements. Aware of recent Ofsted inspections locally but not had the call yet. JP asked whether it would it be worth

Chair and Vice Chair coming in for a dry run re data etc. KW said that once headline data released he will be in touch. HH data booklet of charts has been updated but whether or not predictions are met won't be known until after data released 4.7.17. GLD in EYFS up by 2% and phonics pass is now 73% rather than last year's 53%. KS1 outcomes closer to national this year. KS2 Writing Teacher Assessments still not in line with national but much closer.

RAISE online being decommissioned and replaced by ASP (Assessing Student Progress) which is a much easier anonymised data system to use. KW will provide a governor login in due course.

Bromcom, the school's new Management Information System (MIS) will go live in September and the assessment module should simplify data tracking. It is also web hosted which will provide more freedom for teachers to work from home / in other locations. Governors were keen to encourage that this online access not impact on staff home: work balance.

KW is meeting with Joy Willis and Jill Stubbs on 11.7.17 re outcomes of 1617 and strategies 1718 to feed into the 1718 SIDP. SI Committee members were invited but if unable to attend, outcomes from the meeting can be discussed at the SI Committee meeting that evening (11.7.17).

JL asked how close the school's attendance figure of 95.38% is to National. KW advised the national figure is 96% so GRPS is not far away. All pupils with absence, particularly Persistent Absenteeism, can be tracked and commented on at inspection. Attendance is constantly up to date and managed in a robust manner by the whole team, particularly Mrs Moreno who has just taken over attendance administration. AC met with JM and looked at methods and initiatives and came away extremely confident that each child's absence is thoroughly challenged and initiatives in place.

JL asked how many Muslim families/pupils the school has. KW said it is approx. 4-5%. Y2 pupils had a successful visit to the Islamic Centre with all pupils attending except 8. There were some comments and queries from parents but overall the visit was felt to be educational and enjoyable. This visit was subsequent to a church visit. JM spoke with one parent who was upset by the visit but his understanding of the trip made him anxious as he thought children would be forced to pray etc. The purpose of the visit to foster pupils' understanding of different cultures and religions and is part of a wider programme of cultural enrichment. There was a demonstration of worship but pupils were not asked to do so. RA very pleased that this trip went ahead and that school was steadfast in supporting this aspect of the curriculum. 78 pupils currently enjoying their Year 6 London visit, there were a few withdrawals following events in London but these were refilled from the reserve list. Of the 19 planned visits to London by school from across the county only 3 cancelled. However this was due to their reliance on public transport during the trip – the other 16 schools (including GRPS) had their own dedicated coaches. RA reiterated that he is very pleased school has continued with London visit – would have been easy to cancel but it is seen as such a staple of the GRPS school life, ethos and pupil journey.

RA thanked KW for his report.

**Action: AC to provide short report of her attendance visit with JM**

**By: AC**

#### 10. Finance / Premises / Health & Safety Update

CS has spoken with Vicky Gill who, as Maths: No Problem is getting such encouraging results, would like to roll the programme out Year 6 from September. The cost of this would be approx. £17,000 including resources and training. The carry forward position from 16/17 to 17/18 of £55k is better than expected. MNP is popular, effective and staff are extremely fired up so it would seem a good idea to use the money on current pupils to extend the reach of the programme whilst we have it. Staff have taken on board reducing spending elsewhere and therefore money available to be spent on Maths. Staffing changes/reductions also providing extra carry forward which have been covered from within existing staffing. JJ asked whether the £17k is an annual cost. CS advised it is a one off sum but there would be smaller costs annually to purchase pupil workbooks etc (textbooks will not need to be replaced).

**All governors agreed to roll out of MNP to Y6 and the associated costs of approx. £17k.**

The minibuses are all now old and at the stage of requiring 6 weekly safety checks due to their ages. There

is not enough capital available to buy new ones outright therefore CS has briefly investigated leasing which is more expensive overall (though the NYCC Procurement Service would probably be able to source a better deal than the ones CS has in hand) but would be more practical long term as can plan costs rather than unexpected repairs. Additionally, school would get new vehicles at the end of the lease contract. The proposal is to get rid of the 3 existing vehicles and replace with 2 leased buses. **Governors were interested in this idea and asked CS to investigate further, get some competitive prices and feed back via email so that a decision could be made and the vehicles in place for September hopefully.**

RA doesn't think the local community is aware of the budget issues facing schools, particularly GRPS and particularly the effect this has on money available to schools and the impact. Parents need to be made aware of the 'real effect' ie. books on tables, pencils available etc. Despite making large-scale savings we are still facing deep shortfalls in core funding in real terms. Mr Goodwill MP for Scarborough is now a Childrens' Minister so do we need to press him further? KW advised that the Funding Formula is not seen positively by schools at present – most schools will lose out. CS added that falling Pupil Premium funding is the major problem school is facing re money. Core funding hasn't changed.

RA thinks we need to raise profile of school funding pressures by speaking directly to parents and giving them facts in real, basic terms so that they may hopefully add pressure to MPs too. CS said that it might be best to look again at this in October once revised budget done and there may be further information regarding the funding formula. EJB and HK said that parents may not be as susceptible in July to this information and as keen to help as they might be at the start of new school year. In meantime the governing body will again write to Robert Goodwill.

### **Health & Safety**

From the H & S Inspection Report:

- Fire: not all final exit doors were easy to operate. CS advised they have all been serviced and updated as appropriate.
- Storage Areas: some racks and shelves were identified as overloaded. CS advised that this is true, but like all schools we have limited storage. She also said that the adviser saw this as low risk (4) which indicates that 'no additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort)'. She said that there will be a further sort out of stuff but this issue remains somewhat unavoidable.

**Action: Action roll out of MNP in Y6**

**By: CS**

**Action: Investigate minibus leases and feed back to gobs re costs for decision**

**By: CS**

**Action: Defer discussions re funding issues and parents until Oct/Nov meeting**

**By: CS**

**Action: Letter to Robert Goodwill by RA, RW with CS input.**

**By: RA, RW, CS**

### 11. Governor Skills Audit 2017

Clerk briefly summarised the audit outcomes.

**Action: Email weekly newsletter to governors.**

**By: Clerk**

### 12. Governor Training / Visits

Helen Kindness: Came in several times this term re Maths and specifically Maths: No Problem. She was concerned about an instance of 'double Maths' lessons in Y2 and felt she had not really been told why this had occurred. She thinks long sessions of uninterrupted maths are not necessarily in the best interests of the children. It may be that it was a one off for a specific reason but she would be interested in whether this was the case and if not how often it occurs, why and whether it is effective. KW will look into this

and feed back to members. Would be equally concerned if this is ‘the norm’ as he is against skewing of the curriculum in favour of one subject. Other than this HK said that MNP looks really good and evidence is positive.

Ray Williamson came in to read with Y6 again, very gratefully received by Mrs Hill.

JL had a very productive science visit where he met with KS2 Leader Terri Revell. TR answered questions and gave overview of challenges ahead. JL with forward a report of his visit.

RA visited Y6 re Children’s University. Chatted with children who seemed broadly happy at the school, very inquisitive and loved asking questions. Pupils displayed excellent behaviour, he was treated politely and respectfully.

**Action: KW investigate and feed back re Maths query from HK** **By: KW**

**Action: Report from Science visit forwarded to governors** **By: JL / Clerk**

### 13. Results of Pupil Reading Book Survey

The questionnaire was very simplistic but will perhaps feed slightly into purchasing some free choice no reading scheme books. Governors agreed to spend £750 amount on books for the library / free reading areas Y1 – 6). They additionally approved £250 for EYFS to purchase some Lilac level books particularly non-fiction.

Moving forward it would be useful to have greater input from the pupil voice moving forward. Also, Ofsted may have data we can also refer to re reading preferences. Look at a school with a closed male reading gap and see what they bought/did.

**Action: Purchase Lilac books for EYFS** **By: SS / VL**

**Action: Purchase books for the Library** **By: VL / KW**

### 14. Policies to Approve and Adopt:

- Complaints Procedure (Updated August 2016) - agreed
- Staff Meals Policy – agreed with agreed change
- Schools’ Paracetamol Procedure – not adopting

#### Complaints Procedure:

This the updated NYCC model policy. **All governors agreed to adopt.**

#### Staff Meals:

Governors discussed and felt that the word ‘supervising’ was unnecessary in the final bullet point. **Once this change is made governor agreed to adopt.**

#### Schools’ Paracetamol Procedure:

At present school only administers prescribed medication. However, the wording is quite vague such as ‘essential’ – who decides what is essential. In order to regulate dosage and administering school would need to have daily information re ‘when did they last have it’ etc. **Therefore it was discussed and decided that GRPS would not be adopting the Paracetamol Policy at this time.**

**Action: Staff Meals Policy updated** **By: Clerk**

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

**Action: Update Complaints Policy Leaflet for Parents on the school website** **By: Clerk**

15. Date of Next Meeting: Propose 12.9.17

Governors agreed to hold the first, brief business meeting on suggested date of 12.9.17.

**Action: None Required.**

16. A.O.B.

**School meal debtors** – there are a number parents who have significant amounts of dinner money outstanding and who are not engaging with school, despite Mrs Buntin’s best efforts, to clear their balances. Some schools have opted to provide just a ‘basic’ meal of bread roll, fruit etc rather than the meal of the day. Governors felt this was not fair on the pupils and that another action targeted at the parents needs to be found. It was suggested that a letter be drafted to parents which said that since they were in essence not providing a meal for their child (either a packed lunch or by paying for outstanding meals) school would be contacting the social services team. It was hoped that this letter would prompt parents to resolve the issues for the benefit of their children.

**External Parent Forum:** KW has been involved with an external parents group on a termly basis. From next term meetings will be held offsite and at a variety of times in the hope of promoting parent involvement. He is keen for an interested non parent governors to attend if they wish.

**Parent Survey Y1-6:** YR parent view survey to go out next week. Not a huge response (10%) but generally speaking on the whole parents agree with what the school is doing – some comments/suggestions have been used to improve things for the school and children eg earlier entry to school to stagger entrance. Only a couple of negative comments, most were suggestions and positive constructive ideas. The positives included better communication and links with home/school.

**Health Check:** County came in to undertake the health check with KW, RA and VL. Report has been received and will be circulated to governors for their information and thoughts prior to a deferred discussion in September/October about the action points raised.

**Action: Email parent survey results to governors – further thought then questions to VL to send to KW.** **By: KW**

**Action: Email Health check document to governors and document re classroom visits. Brief discussion in September,** **By: VL**

**Action: Draft letter to be send to parents owing dinner money** **By: KW**

**Meeting Closed at: 9.15pm**

**Signed (Chair)** \_\_\_\_\_ **Date** \_\_\_\_\_