



Minutes of Full Governing Board held at Thirsk Community Primary School on Monday 1st April 2019 at 6.15pm

Present: Richard Chandler (Headteacher), David Duffey (Chair), Jason Tazzyman (Vice Chair), Karin Wilkinson, Stuart Mountford, Peter Egginton, Nicky Kennedy and Richard Gladstone

Apologies: Jayne Cooper

In attendance: Julie Doyle (Senior Clerk), Sheila White (Clerk) Angela Clarkson (FMS Officer)

No 18/19	Item	Action
PART 'A' – Governance		
8.1	Welcome The Chair opened the meeting at 6.15pm and thanked Governors for attending.	
8.2	Apologies and determine whether absences should be consented to Apologies were received and accepted from Jayne Cooper.	
8.3	Remind Governors about Declaration of Interest There were no declarations of interest at this point in the meeting.	
8.4	Notification of any other urgent business There was no notification of any urgent business.	
8.5	Correspondence There was no correspondence to discuss at this meeting.	
8.6	Approve the Minutes from 4 March 2019 <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 4 March 2019, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the agreed amendment and were duly APPROVED and SIGNED by the Chair, David Duffey. <u>Amendment</u> - Richard Gladstone to be added to the list of attendees	
8.7	Matters arising <u>7.14</u> - David Duffey and Richard Chandler have met and picked up all the action needed on the safeguarding audit. Actions are ongoing but there are no great concerns.	
8.8	Governor Training Stuart Mountford, Nicky Kennedy, Karin Wilkinson and Jason Tazzyman have all completed the GDPR training. Karin Wilkinson has completed her Safeguarding training.	

PART 'B' – School Improvement/ Resources

Signed:

Date:

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8.9	<p>Budget Review and Update</p> <p>Four documents; the detailed budget report for February 2019, the summary report for February 2019, the revenue financial forecast for the next three years and the contract review schedule for 2019-20 had been previously circulated to governors.</p> <p>Angela Clarkson highlighted the main areas of interest. On current figures there is projected to be a carry forward of around £56K to 2019-20. This has increased as savings have been realised. A surfeit was previously forecast and this has been boosted by items such as savings on fuel as the weather has been relatively mild and there is a £5K grant towards free school meals due to a change in the benefit system.</p> <p>The main issue to consider is the revenue forecast for 19-20 and 20-21, which is based on pupil figures at October 2018 and the best predictions for future intakes based on current information and trends. There are currently 239 pupils in the school. This is projected to drop to 221 next year and 219 the following year. A major factor is that 42 pupils are due to leave Year 6 and just 28 due to come in Year 1. The lower number of pupils has a big impact on the budget of over £60K. Some figures are difficult to estimate. Nursery numbers are difficult to predict and are based on current trends which may change and similarly pupil premium can only be a reasonable estimate for future years.</p> <p>Staffing is based on current figures, some staff on fixed term contracts are leaving this year so a reduction of teaching staff by two is built in for 2020-21.</p> <p>The forecast budget is ok in the short term but longer term savings will be needed if pupil numbers don't increase.</p> <p>Governor Question (GQ): How do we compare to other schools? A lot of schools are in the same position. Staffing is the main cost, which will need to be considered when reviewing the staffing structure. Essentially it is a choice between fewer teachers and more Teaching Assistants (TAs) or smaller classes with more teachers and fewer TAs.</p> <p>GQ: What are 'other employee costs/expenses' as defined in the forecast? EMS is in there although that is self-balancing, also Midday Supervisory Assistants (MSA). On costs for staff such as pensions, costs of living/living wage are increasing.</p> <p>GQ Is there any extra funding in the pipeline? Not that we are aware of.</p> <p>Governors AGREED to approve the start budget forecast.</p> <p>Angela Clarkson highlighted the contract review schedule, which was circulated to all Governor prior to the meeting.</p> <p>It was agreed that pupil numbers are key at nursery and reception. The governors discussed the threat to numbers of the new school in the area which whilst it currently has no physical building is advertising heavily to attract pupils.</p>	
<p style="text-align: center;">Angela Clarkson left the meeting at 6.45pm</p>		
8.10	<p>Outcomes of External Evaluation</p> <p>Donna Makepeace, School Improvement Adviser (SIA), from North Yorkshire County Council (NYCC) has visited school, once the report is completed this will be shared with Governors.</p> <p>The quality of teaching and learning assessment had been circulated to governors prior to the meeting. Richard Chandler explained it is a live document and part of the self-evaluation form (SEF) whereby the school are required to assess themselves against the Ofsted report. Richard Chandler advised that school reports have been sent out and parental response has been positive.</p>	

	<p>GQ: The children were required to sign the report but weren't allowed to read it? The part they were signing was the section where they could add comments and they were signing their own comments, if they made any.</p> <p>The current judgement is that teaching has improved over the year but as yet the outcomes are not there to support this. Some areas still require improvement. The new teaching staff have had a positive impact. Early years continues to be strong. Of the three temporary contracts Beth Wilson and Beth Chapman have been appointed to permanent positions. The third person had already secured a post elsewhere.</p> <p>Further discussions took place around staffing which has been included in the confidential minutes.</p>	
8.11	<p>Health and Safety Update</p> <p>Richard Chandler has had a meeting with the Local Authority (LA) and has put together a much tighter specification for the outdoor area. This has now gone to the three bodies that quoted for the work and it is envisaged the work will be done over the summer holidays. The LA is covering the cost, the school will have to pay for any grass or landscaping above the basic.</p>	
8.12	<p>Feedback from Link Governors</p> <p>David Duffey has carried out Safeguarding dip samples on the system.</p> <p>GQ: Is there any feedback on the EMS? Staff have been informed of the decision not to proceed. The LA has confirmed they received the schools decision. There has been no further information and it appears likely the EMS will continue as is beyond this school year.</p>	
8.13	<p>Safeguarding / Child Protection</p> <p>Richard Chandler informed governors of the current circumstances. Unfortunately a fixed term exclusion for three days has had to be made.</p> <p>Richard Chandler informed governors of the child protection and safeguarding concerns in school.</p>	
PART 'C' – Other		
8.14	<p>Policies</p> <p>The following NYCC Health and Safety policies were circulated to all Governors prior to the meeting.</p> <ul style="list-style-type: none"> • Breakfast and After School Club Policy • Policy for Collecting Children from School 2018/19 • Model Policy for Managing Serial and Unreasonable Complaints • Model Complaints Procedure • EYFS Behaviour Policy • Handwriting and Presentation Policy • Schools' Reorganisation, Redundancy and Redeployment Policy and Procedure • Restrictive Physical Intervention (RPI) Policy • Whistle-blowing Policy and Procedure <p>GQ: How is it determined which policies come to which meeting and how many policies are there? For some policies there is a rolling programme. Others become important during the year. It might be helpful to share the annual</p>	

	<p>programme. There are an estimated 70-80 policies.</p> <p>GQ: Is the breakfast club self-funding now? No, this is currently being reviewed. We need to consider the PPG money used to pay for breakfast club, other options of funding and payment options</p> <p>GQ: What would the impact be on closing the breakfast club? We wouldn't want to close the breakfast club.</p> <p>GQ: Can social media be used to promote the breakfast club? This is being reviewed.</p> <p>GQ: Are you running the breakfast club with the same number of staff? No, this has been reduced.</p> <p>GQ: Do you have any ongoing complaints? No.</p> <p>Following discussion on some of the individual policies it was agreed that it might be possible to reduce the number of policies by incorporating some together by theme. For example RPI could be included in the behaviour policy, and redundancy into the standard NYCC policy. Richard Chandler agreed to review this.</p> <p>All Governors AGREED to approve and adopt these policies.</p>	R Chandler
8.15	<p>Governor Vacancies</p> <p>There were no updates to be shared with Governors.</p>	
8.16	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • The teaching and learning assessment has been reviewed and areas highlighted. • The budget has been reviewed to ensure best value. • Health and safety and safeguarding have been examined. 	
8.17	<p>Next meeting 9 May 2019 at 6.15pm</p> <p><u>2019 Meeting Dates</u></p> <p>9th May 2019</p> <p>3rd June 2019</p> <p>15th July 2019</p> <p>JT gave his apologies for the next meeting.</p>	
8.18	<p>AOB</p> <p>DD asked for volunteers to assist Richard Gladstone in looking at publicity for the school, Richard Chandler offered to help.</p>	R Gladstone / R Chandler
Nikki Kennedy left the meeting at 7.40pm		
8.19	<p>Confidential Item – Staffing Updates/School updates</p> <p>Confidential item, please refer to the confidential minutes.</p>	
Date of next meeting 9th May 2019, 6.15pm		
<p>Please note: The colour coding above links to the three key roles of governance questioning;</p> <p>RED for 'setting strategic direction',</p> <p>BLUE for 'holding Headteacher to account for educational performance'</p> <p>GREEN for 'ensuring financial health, probity and value for money'.</p>		

There being no other business the Chair closed the meeting at 8.35pm