



## Minutes of Governing Board held at Thirsk Community Primary School on Monday 3 June 2019 at 6.15pm

**Present:** Richard Chandler(RC) (Headteacher), David Duffey (DD) (Chair), Jason Tazzyman (JT) (Vice Chair), Jayne Cooper (JC), Karin Wilkinson (KW), Stuart Mountford (SM), Peter Egginton (PE), Nicky Kennedy (NK) and Richard Gladstone (RG),

**Apologies:** None

**In attendance:** Sheila White (Clerk)

No 18/19	Item	Action
<b>PART 'A' – Governance</b>		
10.1	<b>Welcome</b> The Chair opened the meeting at 6.15pm and thanked Governors for attending.	
10.2	<b>Apologies and determine whether absences should be consented to</b> There were no apologies to be received.	
10.3	<b>Remind Governors about Declaration of Interest</b> There were no declarations of interest at this point in the meeting.	
10.4	<b>Notification of any other urgent business</b> There was no notification of any urgent business.	
10.5	<b>Correspondence</b> DD stated that he would report in the confidential meeting on email correspondence with a parent. There was no other correspondence to discuss at this meeting.	
10.6	<b>Approve the Minutes from 9 May 2019 and confidential minutes</b> <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 9 May 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, DD.  <u>Amendment</u> at 9.9 under <u>attendance</u> issues to be replaced with issued.	
10.7	<b>Matters arising</b> 9.9 <u>Sports</u> RC confirmed the Sports premium table had been updated.	
10.8	<b>Governor Training</b> JC is still having problems accessing one of the training modules from the links provided. RC will take this up with Andrea the School Business Manager.	<b>Head</b>
<b>PART 'B' – Resources</b>		
10.9	<b>Budget Review and Update</b> A new Financial Management Officer has been assigned, Gill replaces Angela Clarkson. Gill will attend the July meeting and provide a report to governors.	

Signed:

Date:

1

	<p>RC reported that the school had made a successful application to the Johnson and Muckherjee Charity for the school library. £8,500 had been approved and with the money already raised by the Parent Teachers Association (PTA) there is over £10,000 to spend on the library. Most of this will go on books but the area will also be re-painted and re-carpeted. The School Business Manager and NK put a lot of work into the application and the governors expressed their appreciation.</p> <p>RC reported that as the resignation/transfer period has passed he is now in a position to finalise the staffing structure for the next school year. As previously mentioned due to McKie Mastery the number of Teaching Assistant (TA) hours will reduce. There will be no redundancies, this will be managed by retirements and the end of fixed term contracts. Changes to the structure will be shared with all staff at the end of this week.</p> <p><b>GQ: While this is clearly good for the budget how do we ensure that we retain the best staff?</b> We will advertise internally and aim to recruit the best within a process that is transparent and fair.</p> <p><b>GQ: Does the breakfast club receive any grants?</b> No, it is funded through pupil premium and parental contributions. Funding opportunities are regularly reviewed and two possibilities were recently investigated. The most widely known fund has a threshold figure for pupil premium and our school is below this threshold. Given recent publicity which did not mention the threshold eligibility criteria this will be rechecked.</p> <p>A budget review will be provided at the next meeting.</p>	<b>Head</b>
10.10	<p><b>Pupil Premium</b></p> <p>Pupil Premium update was shared at the previous meeting. As previously reported there is a mixed picture between year groups with the makeup of the cohort having a significant impact on the figures. In Maths the predicted outcomes for year 6 are positive and closely in line with FF50 and in some cases FF20. It is expected that McKie Mastery will assist the pupil premium group.</p>	
10.11	<p><b>Sports Premium</b></p> <p>Gemma will give a sports premium update at the next meeting.</p>	
10.12	<p><b>Staffing Update</b></p> <p>Due to the absence of Mrs Wilson the following measures are now in place</p> <ul style="list-style-type: none"> <li>A special Education Needs Coordinator (SENCo) from Alverton Primary School in Northallerton will work one day a week at the school. Sarah Eddowes (SENCo) will work every Friday and be in close contact with NK. The cost will be paid weekly and a week's notice period either side has been agreed.</li> </ul> <p><b>GQ: How will this be funded?</b> The cost is covered by insurance.</p> <ul style="list-style-type: none"> <li>Michelle Burrell (MB) has decided not to take leadership of reading alongside her Early Years responsibilities. Beth Wilson (IBW) is now the lead on reading and will be an interim member of the leadership Team. BW is a strong teacher and good addition to the team.</li> </ul> <p><b>GQ: How will BW's class be covered and who will have oversight of lesson plans/what happens in class?</b> BW has newly a Qualified Teacher Time (NQT) and this will be used for the leadership meetings on a Thursday morning. Heather Russell from North Yorkshire Local Authority will continue to monitor lessons and plans in line with the action plan and in conjunction with BW.</p>	
10.13	<p><b>Premises/Health and Safety Update</b></p> <p>A meeting is scheduled tomorrow between Mathew Kettlewell, Terry Bland (TB) from the Local Authority and Nobles to finalise work on the early years outdoor space. This work will take place over the summer holidays. Following the meeting, TB will do a fire</p>	<b>Head / SM</b>

	safety walk through the school. RC will report the findings to SM who will report to the Governors as necessary.	
10.14	<b>Educational Visits</b> Two significant visits are planned. <ul style="list-style-type: none"> <li>• Key Stage 1 are to go to Saltburn.</li> <li>• Reception are to visit Flamingoland to look at the animals (there will be no rides).</li> </ul> There has been a routine visit to Quad Kids and another planned this term to Mini Olympics. Both are at the high school. RNLI have been in to school to talk to pupils about safety at the seaside. <b>GQ: What is Quad Kids?</b> Four athletic events at the high school (not quad biking). <b>GQ: How do the children get to the school?</b> A bus is provided. Both are really good enjoyable days for the pupils. <b>GQ: Do we wish to appoint a Governor to oversee visits?</b> After discussion it was agreed this fits in with SM's responsibilities and he agreed to take this on. It was agreed rather than send lots of documents relating to risk assessments SM will pop in to the school to look at the preparations for significant visits.	SM
10.15	<b>Outcomes of External Evaluations</b> The School Improvement Adviser, Donna Makepeace's Record of Visit has been finalised and had been circulated to Governors prior to the meeting. Any issues raised have been followed up. There are no areas of great concern although there are still pockets where the quality of teaching needs to improve. <b>GQ: Is there a plan to address this?</b> Yes.	
10.16	<b>Feedback from Link Governors</b> DD and KW have been in to school to carry out the Headteachers midterm review of his yearly appraisal action plan. DD had also been into school to monitor the Sats progress. JT will schedule his visit.	JT
10.17	<b>Safeguarding/Child Protection</b> RC highlighted to Governors the child protection cases and safeguarding concerns in school.	
<b>PART 'C' – Other</b>		
10.18	<b>Policies</b> The following policies were circulated to Governors prior to the meeting: <ul style="list-style-type: none"> <li>• Online Safety Policy</li> </ul> <b>GQ: Are all Governors required to sign the policy?</b> Following discussion it was agreed this is unclear and a further issue was raised as to the security of downloading documents to Governors personal devices via Office 365. It was agreed that RC will seek clarification on both these issues from School ICT and report back to Governors. With the above provisos all Governors AGREED to approve and adopt this policy.	Head
10.19	<b>Governor Vacancies</b> There were no updates on governor vacancies.	
10.20	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> <ul style="list-style-type: none"> <li>• A governor has taken responsibility for overseeing educational visits which will increase Governors involvement in educational visits and safeguarding.</li> </ul>	

	<ul style="list-style-type: none"> <li>Governors reviewed the monitoring of reading in the school.</li> </ul>	
10.21	<b>Next meeting 15 July 2019 at 5.45pm</b> <b>Please Note</b> It was agreed to bring forward the time of the next meeting by thirty minutes as it is expected to be a long meeting.	
10.22	<b>AOB</b> <u>School Dinners</u> A review of school dinner payments should be included at the next meeting. <b>GQ: Have there been any further developments on the EMS proposals?</b> The Local Authority sent out an email the week before half term confirming that EMS will be decommissioned as from August 2020. So, it will continue for the next school year. Two staff are on fixed term contracts and RC is scoping all options including discussion with Amy Hinks from HR on redundancy implications. The teacher in charge of EMS understands the decision. As far as RC is aware all schools reacted in the same way as the school.	
10.23	<b>Confidential Item – Staffing Updates/School updates</b> Confidential item, please refer to the confidential minutes.	
<b>Date of next meeting 15 July 2019 at 5.45pm</b>		
Please note: The colour coding above links to the three key roles of governance questioning; <b>RED</b> for 'setting strategic direction', <b>BLUE</b> for 'holding Headteacher to account for educational performance' <b>GREEN</b> for 'ensuring financial health, probity and value for money'.		

There being no other business the Chair closed the meeting at 7.10pm

Signed:

Date:

4