



Minutes of the Full Governing Board held at Thirsk Community Primary School on Monday 1st October 2018 at 6.15pm

Present: Richard Chandler (Headteacher), David Duffey (Chair), Jason Tazzyman (Vice Chair), Karin Wilkinson, Jayne Cooper, Stuart Mountford, Nikki Kennedy, Peter Egginton

Apologies: None

In attendance: Julie Doyle (Senior Clerk), June Wilson, Michelle Burrell and Lillian Turner

No 18/19	Item	Action
PART 'A' – Governance		
2.1	Welcome The Chair opened the meeting at 6.15pm and thanked Governors for attending.	
2.2	Apologies and determine whether absences should be consented to There were no apologies to be received.	
2.3	Remind Governors about Declaration of interest There were no declarations of interest at this point in the meeting.	
2.4	Notification of any other urgent business David Duffey circulated at the meeting the proposed plans for the Reception and Children Centre to fence the areas between the two buildings. David Duffy has contacted Ken Wood, who was previously a Governor, to see if he was able to support this work as an architect. Jayne Cooper will be the allocated Governor who will support Ken Wood with this work. Governors discussed in detail the separation of the Children Centre and Reception. North Yorkshire County Council (NYCC) are reviewing the costs that they are prepared to pay, the Children Centre will still need an outdoor area to use, as will Reception, to have high quality outdoor educational facilities. Governors discussed moving the suggested separation line on the field and how this would affect both areas. Moving forward there is currently a tender out for the fencing, NYCC will pay for both the internal and external fencing to separate the school from the outdoor area. Richard Chandler is continuing with further negotiations to agree the cost of the path and how it will work. Governor Question (GQ): What are the reasons for extending the fencing? There are issues with the school field, the way it is set out, staff are unable to see round the corner. Governors discussed options of re-routing/making one entrance. Any further comments from Governors can be passed to Jayne Cooper. Jason Tazzyman will also link in to this project to support financial decisions. GQ: What are the Children Centre's expectations? There are no expectations at present, the only conversations that have been had are around cost of the maintenance and grass cutting.	

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2.5	Correspondence There was no correspondence.	
2.6	Approve the Minutes from 3rd September 2018 <u>Approval</u> - The minutes of the Full Governing Board (FGB) meeting held on 3 rd September 2018, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the following amendments and were duly APPROVED and SIGNED by the Chair, Dave Duffey. <u>Amendments</u> <u>1.7</u> – Mrs Trentholme’s name to be amended to Ms Trenholme <u>1.15</u> – amend date to 1 st October 2018.	
2.7	Matters arising <u>1.9</u> – David Duffey is currently reviewing the website and the correct Governors details will be uploaded. <u>1.8</u> – The Governor monitoring form has been moved to the Governor Monitoring file on the Governors Shared Drive. <u>1.8</u> – Jayne Cooper has carried out her visit. <u>1.8</u> – SATs papers are available on the DfE website, a link to this has been uploaded on to the Governors Shared Drive. <u>1.9</u> – Andrea Clarkson will be attending the FGB meeting on 3 rd December 2018 to update Governors on the budget, finance Governors will meet the week before to discuss the finances in detail. <u>1.11</u> – Pupil Premium figures have been updated and included in the School Improvement Plan (SIP). <u>1.13</u> – David Duffey is to confirm the page numbers required for printing from the Child Protection template. <u>1.14</u> – GQ: The letter sent out with mobile phone policy reminders, have you had any issues raised? No, no one has raised this.	D Duffey D Duffey
2.8	Governor Training Updated NYCC training was circulated to all Governors prior to the meeting. Governors raised that the training is at short notice and can’t always be fitted in to diaries. The Clerk will feed this back to NYCC Governor Support. Jason Tazzyman will be attending the Governor School Improvement Network (GSIN) meeting. Jayne Cooper will be attending the monitoring training.	

PART ‘B’ – School Improvement

2.9	School Development Plan The School Development Plan (SIP) was circulated to all Governors prior to the meeting, June Wilson, Michelle Burrell and Lillian Turner joined the meeting to update Governors on the areas of work they have been supporting. Richard Chandler highlighted to Governors the SIP priorities: <ol style="list-style-type: none"> 1. Accelerate progress and raise attainment in reading. 2. Raising the quality of teaching and improving the outcomes for pupils. 3. Improve leadership and management. 4. Further develop Safeguarding strategies within the school. 5. To re-develop the school’s approach to phonics. 6. Developing the school’s approach to the effective use of Pupil Premium spending. 7. Increase the progress children make in the early years, so that most of them 	
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	<p>are ready for learning in Year 1.</p> <p>Governors reviewed each priority in detail, reviewing the objectives, key actions, timescales, key performance indicators / monitoring arrangements, lead for the priority and milestones / notes of progress.</p> <p><u>Key Action One: Accelerate progress and raise attainment in reading</u></p> <p>June Wilson updated Governors that the school is changing practices across the school to improve outcomes for pupils. Daily guided reading is taking place in Key Stage (KS) 2 and reading practice is taking place 4 times a week for KS1, reading books at their level.</p> <p>Monitoring comprehension work is taking place across the school, it has been noticed how engaged pupils are and all pupils are now accessing reading books at their age level.</p> <p>GQ: Is there a push for pupils at the higher levels? Yes, verbal reasoning is for the more able pupils, for greater depth.</p> <p>£3000 has been spent on take-home reading books which are currently being organised into individual reading boxes.</p> <p>GQ: Last year reading records included a comment from the teachers, can a comment be included in this year's reading records? Yes, there should be comment in all pupils' learning records, this will be followed up.</p> <p>GQ: Reading target is 72% which is below National Average - why are you not aiming for the National Average in year 6? FFT20 target has been set for progress from Year 1 to 6 to be in the top 20% of schools. This is a very ambitious target.</p> <p>GQ: Do Ofsted recognise FFT20, do they take this in to account? Yes, attainment shows considerable improvements in outcomes and matches up to FFT20.</p> <p>Governor Comment (GC): Governors need to be aware of the FFT20 and that it is an ambitious target to achieve and that the school are not just aiming below National Average, this could be made clearer in the SIP.</p> <p>FFT provides good benchmarking, regarding National Average, to be one of the top 20% of schools is a very ambitious target to set.</p> <p>Governors discussed FFT20, the importance, target setting and aiming to achieve.</p> <p>Ofsted said that the attainment was not high enough, there was only attainment in some areas, if the school improves by 20% this will broadly be in line with the National Average.</p> <p>GQ: Clearly there has already been 4 weeks of really good work taking place, when will the SIP be updated to reflect this? It will be updated, the SIP is a working document which will be updated as the school progresses through the year. Continued work is taking place, vulnerable pupils have been identified and support is being reviewed so it can be in place earlier in the year to achieve progress.</p> <p>Richard Chandler highlighted to Governors that every 2 weeks the Senior Leadership Team (SLT) work together, SLT have a morning to deliver, 1 week there is a focus on monitoring and development and 1 week there is time to evaluate and update the action plans. The SIP is referred back to fortnightly and progress updates are noted.</p> <p>GQ: How do Governors monitor progress with updates? Governor's use monitoring visits to focus on the action plans and to see progression.</p> <p>GQ: Are all the recent reviews included in the SIP? Yes.</p> <p>GQ: Have you received a copy of the Teaching and Learning review? No, this has been chased up with the new School Improvement Adviser.</p> <p><u>Key Action Two: Raising the quality of teaching and improving the outcomes for pupils</u></p> <p>Richard Chandler highlighted the objectives and key actions points to Governors.</p> <ul style="list-style-type: none"> • All staff are accountable for their data and carry out analysis to understand the impact of their work. <p>GQ: If the Performance Management targets are not met, do the teachers still get their increments? Discussion will take place with the teacher to see what steps</p>	
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<p>have been taken to achieve the target.</p> <p>Jayne Cooper will share a Union document on data driven targets with Richard Chandler.</p> <p>June Wilson will be leading the Performance Management for all support staff, which will start on 15th October 2018, alongside increasing training opportunities for Teaching Assistants (TA). Learning walks will be carried out to get a baseline for where staff currently are.</p> <ul style="list-style-type: none"> • Ensure that there is complete clarity in rates of progress and the importance that all groups of pupils are making better than expected progress from starting points. <p>Richard Chandler and June Wilson have had the opportunity to visit another school to see how staff data presentation works.</p> <p>Focus on using Classroom Monitor to support assessment for learning and Early Years (EY) will be using Tapestry.</p> <p>GQ: How far away is Classroom Monitor from being set up? This is underway now, initial training has been completed and deciding the framework to assess against, login/set up on the iPads is being arranged.</p> <p>GQ: Is it a 16 point system? No. By having Classroom Monitor on the iPads teachers will be able to update progress quickly and the tracking will be quicker. Any targeted pupils will be seen quicker and further support can be put in place.</p> <p>There will be changes on how progress is reported to parents, formal reports will be given to parents mid-year and review meetings will take place in July to discuss pupils' progress at parent evenings.</p> <p>GQ: Could a similar system which is being used in EY not be used for the Year 6 pupils? Yes but outcomes need to be reported on.</p> <p>GQ: What is the uptake on parents evening? It is good, teachers will always try to see as many parents as possible.</p> <p>CPD is listed in the SIP. There will be a focus on teaching staff and sharing good practice. Triads will be set up to give teachers the opportunity to observe other teachers in their classes then professional feedback can be shared and discussed. The school will continue with North Start and moderation meetings are planned. Two Newly Qualified Teachers (NQT) for this year have mentors appointed and have attended the North Start training. Recently Qualified Teachers (RQT) will have further training opportunities available.</p> <p>June Wilson will be leading the development of the staff welfare group and carrying out welfare questionnaires.</p> <p><u>Key Action Three: Improve leadership and management</u></p> <ul style="list-style-type: none"> • Development of Senior and Middle Leadership <p>There have been tweaks on how Governors are involved and changes to leadership monitoring. There is a rolling programme across the year looking in more detail at pupils' books to give more detailed feedback.</p> <p>GQ: Monitoring document - will this be a working document so you can add in to it, i.e. monitoring of boys reading if this was required? Yes it can be changed or added to, it is an overview map for the year.</p> <p>Leads in school will continue to update Governors on the action plans and executive summaries, it is beneficial for Governors and Senior Leaders to present data. Governors can evidence their impact on school improvement</p> <p><u>Key Action Four: Further develop Safeguarding strategies within the school</u></p> <p>The objectives and key actions are based around the received review.</p> <p>NYCC Safeguarding training for Governors will be arrange by Richard Chandler, Governors confirm a Monday night at 6.15pm would be a better time.</p> <p>Richard Chandler and June Wilson have attended training.</p>	<p>J Cooper</p>
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<p>Get the views of parents/carers, inform them what is ongoing, review of safeguarding arrangements: what is working well/could be better. Bi-weekly staff meetings are in place.</p> <ul style="list-style-type: none"> • Safeguarding in the Early Years Stuart Mountford has identified areas of work in the Early Years outdoor areas which need to be reviewed. • Behaviour and attendance Trends will be reviewed to enable more detailed analysis of types of behaviour and trends. • Spiritual, Moral, Social and Cultural Provision (SMSC) / British Values / Safeguarding curriculum New PSHE lead is in place. • Premises/Health and Safety Stuart Mountford will be leading this area. <p><u>Key Action Five: KS1: To re-develop the school's approach to phonics</u> June Wilson updated Governors that Amy Shepherd has been working with Heather Russell, NYCC, School Improvement Adviser to support phonics, excellent work has already taken place. Amy Shepherd has worked with Heather Russell on how to deal with struggling pupils, to help use TA and teachers to support correctly. All staff will complete phonics training with Heather Russell. Amy Shepherd has been in to other classes to see how phonics is being delivered to identify strengths and weaknesses, to support and ensure that phonics teaching is at least good and consistent across the school. The phonics walls and learning environment will be updated and new resources purchased. KS2 will be joining the framework once the framework is making an impact. New reading books have been ordered and will be filtered out to classrooms to support and improve the link between phonics and reading. To support the improvement of phonics knowledge and understanding for parents to help them support pupils.</p> <p><u>Key Priority Six: PPG Action Plan Strategies</u> GQ: Are the number of pupils different in each section? Yes. Richard Chandler highlighted to Governors the strategies and milestones. GQ: Can the headings be changed to match the other key priorities? Yes. Richard Chandler to amend the heading in PPG Action Plan Strategies.</p> <p><u>Key Priority Seven: Increase the progress children make in the early years, so that at least most of them are ready for learning in Year 1</u> Michelle Burrell updated Governors on the objectives</p> <ul style="list-style-type: none"> • Review and check the assessment of children as they enter EYFS, ensuring an accurate picture of what they know and can do. <p>Visits have already been carried out within pre-school settings to discuss pupils' attainment.</p> <ul style="list-style-type: none"> • Improve the quality and arrangement of resources in the EYFS classes. • Improve the quality of interaction between adults and children so children maintain interest, speak at greater length, and are more challenged in their play and exploration. <p>Develop the monitoring observations form to be specific and suitable for EYFS and develop continuous provision planning to include role of adult and intended experience</p>	<p>R Chandler</p>
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	<p>in each area.</p> <ul style="list-style-type: none"> Continue focussing on Communication and Language and reading as high priority. Identify suitable phonics home reading books to purchase. <p>GQ: Have you moderated the baseline assessments? This is to be done with Gemma Wall. She will be moderating with other schools. Nursery baseline has been completed.</p> <p>GQ: Are you happy with the baseline check, what is next? It will be checked and externally moderated.</p> <p>Governors discussed how staff work and observations are carried out with standard vocabulary assessments.</p> <p>GLD has improved to 68%, target is 72% to be in line with National Average.</p> <p>Governors thanks the staff for their detailed update.</p>	
June Wilson, Michelle Burrell and Lillian Turner left the meeting at 7.55pm		
2.10	<p>Outcomes form External Evaluations</p> <p>No updates to be given to Governors.</p>	
2.11	<p>Feedback from Link Governors</p> <p>David Duffey has completed a monitoring visit around Reading, he has reviewed the action plan.</p> <p>David Duffey has completed an SEN monitoring visit, at the time the school was not using the new tracking system but this will be reviewed at the next visit.</p> <p>A review around how TA support is been used, TAs giving one to one support are not the same TAs all the time, it allows for different input and TAs can work with different pupils, TAs are feeling the benefits of this.</p> <p>Stuart Mountford has carried out a health and safety site inspection, minor areas raised are already being dealt with. The playground had a number of stones on it so a sweeper has been arranged.</p> <p>GQ: Did you see the drain which was identified previously? Yes, we are aware of this.</p> <p>Stuart Mountford will be meeting with the EMS.</p>	
2.12	<p>Safeguarding / Child Protection</p> <p>Richard Chandler highlighted to Governors the child protection cases and Safeguarding concerns in school.</p> <p>There is continued work with the Prevention Service as they are not always feeding back on cases.</p> <p>Bi-weekly meetings are taking place for staff to review CPOMS and everything that is going on in school, these are big meetings, but staff feel they are more on top of things.</p> <p>GQ: Why is there an additional fencing at the back of the school? At lunchtimes this can be closed so pupils can't go round the back.</p>	
PART 'C' – Other		
2.13	<p>Policies</p> <p>The following policies were circulated to all Governors prior to the meeting.</p> <ul style="list-style-type: none"> Lesson Observation to Support Appraisal Increments Policy & Procedure February Amended Standing Orders And Code Of Practice 	

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	All Governors AGREED to adopt and approve these policies.	
2.14	Governor Skills Audit The updated Skills Audit was circulated to all Governors prior to the meeting. Governors have reviewed that the follow areas and possible Governors were needed in: <ul style="list-style-type: none"> • Building maintenance / Facilities Management • Finance and accounting • IT / Computers • Marketing / Design / PR / Desktop Publishing 	
2.15	Instrument of Governance Review / FGB Constitution The up-to-date Instrument of Government was circulated to all Governors prior to the meeting. Governors discussed in detail the current numbers and how to appoint possible Governors to fill the skills gaps. Current Governors are: <u>Parent Governors</u> - Stuart Mountford and Jayne Cooper. <u>Local Authority Governor</u> – David Duffey. <u>Staff Governor</u> – Nikki Kennedy. <u>Headteacher Governor</u> – Richard Chandler. <u>Co-opted Governors</u> - Jason Tazzyman, Karin Wilkinson and Peter Egginton. There are currently two Co-opted Governor vacancies. Governors AGREED to keep the Instrument of Government as it is, but may consider reducing the number of Co-opted Governors, if no one is successfully recruited.	
2.16	Governor Vacancies Governors discussed possible options to recruit Governors and AGREED to review the Governors vacancies at the next FGB meeting on 5 th November 2018.	
2.17	How has this meeting impacted on the welfare and progress of our pupils? <ul style="list-style-type: none"> • Discussed the safety of pupils with new fencing. • Reviewed the SIP, Governors now have a clear understanding of the priorities over the year and how this will happen. • Reviewed the targets set and why. 	
2.18	Next meeting 5th November 2018 at 6.15pm <u>2018/2019 Meeting Dates</u> 5 th November 2018 3 rd December 2018 7 th January 2019 4 th February 2019 4 th March 2019 1 st April 2019 9 th May 2019 3 rd June 2019 15 th July 2019	
2.19	AOB <u>Finance Department Letter</u> – A letter has been received from NYCC finance department, regarding the school setting a deficit budget, which requires a response, Jason Tazzyman will come in to school to draft a suitable response.	J Tazzyman
Date of next meeting 5th November 2018, 6.15pm		

Please note: The colour coding above links to the three key roles of governance questioning;
RED for 'setting strategic direction',
BLUE for 'holding Headteacher to account for educational performance'
GREEN for 'ensuring financial health, probity and value for money'.

There being no other business the Chair closed the meeting at 8.20pm

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