



## Minutes of Governing Board held at Thirsk Community Primary School on Monday 15 July 2019 at 5.45pm

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

**Apologies:**

**In attendance:** Jenny Buck (JB) (Prospective Governor), Kate Gloag, (KG) (Teacher), Lillian Turner (LT) (Teacher), Michelle Burrell (MB) (Teacher), Gemma Wall (GW) Elizabeth Wilkinson (EW) (Teacher), Jill Stockdale (JS) (NYCC FMS Team), Sheila White (Clerk)

No 18/19	Item	Action
<b>PART 'A' – Governance</b>		
11.1	<b>Welcome</b> The Chair opened the meeting at 5.45pm and thanked Governors for attending. JB was welcomed as an observer and prospective Governor.	
11.2	<b>Apologies and determine whether absences should be consented to</b> There were no apologies.	
11.3	<b>Remind Governors about Declaration of Interest</b> There were no declarations of interest at this point in the meeting.	
11.4	<b>Notification of any other urgent business</b> There was no notification of any urgent business.	
11.5	<b>Correspondence</b> RC reported that Suzanne Ashworth had tendered her resignation. This is unfortunate for the school but not unexpected as she has a very long commute and has been looking for a job nearer to home.  DD reported an email from the PTA (Parent Teachers Association) confirming that they had raised £2,133 from the summer fair. Thanks were expressed to the PTA.	
11.6	<b>Approve the Minutes from 3 June 2019 and confidential minutes</b> <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 3 June 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.	
11.7	<b>Matters arising</b> 10.8 RC has spoken with the school manager and the issue is now hopefully resolved. 10.9 Breakfast club. No further income streams have been identified. 10.11 Sports premium will be addressed later. 10.12 RC reported that Sarah Eddowes is still attending the school weekly on a memorandum of understanding basis. Discussions are ongoing with the Local	

Signed:

Date:

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	<p>Authority re an interim deputy head being appointed to cover for June's absence. DD is taking the discussions forward.</p> <p>10.18 RC has discussed with the school manager and using 365 from personal devices is secure and fits within the policy.</p>	Chair
11.8	<p><b>Governor Training</b></p> <p>RG has undertaken safeguarding training. There is a safeguarding course for Governors coming up in October in which JT may be interested.</p>	
<b>PART 'B' – School Improvement</b>		
11.10	<p><b>Headteachers Report Part 1</b></p> <p><b>Reports from Senior Leadership team</b></p> <p>GW, MB, LT, KG and EW highlighted the main issues and took questions relating to their subject areas.</p> <p><u>Sports Premium</u></p> <p>GW advised that actions this year had concentrated on investing in resources, being active in the classroom and maintaining after school clubs to keep the cost as low as possible for pupils. The focus next year with McKie Mastery will be on keeping pupils active throughout the day. This is important as there is likely to be less movement within the class. A scooter scheme is being considered to give pupils access to scooters over the break periods. A Governor drew attention to the archery club in Thirsk.</p> <p>It is envisaged that the school day for nursery children will be altered to fit in with the rest of the school. Parents will be consulted. The morning session will be 9-12 and the afternoon session 12-3pm. To include drop off and pick up times the nursery will be open 8.50-3.20pm.</p> <p>Following discussion Governors AGREED the new timings.</p> <p><u>Early Years</u></p> <p>MB outlined the headline data for the summer term</p> <p><u>Nursery</u></p> <ul style="list-style-type: none"> <li>• 57% children completing nursery with very good skills across the prime areas. These form the building blocks for literacy and maths skills.</li> <li>• Attainment is strongest in PSED and physical development Communication and language</li> <li>• This cohort were 26% on arrival so have made good progress</li> <li>• Boys attainment is lower than girls. There are 7 boys and 16 girls.</li> </ul> <p>Next steps</p> <ul style="list-style-type: none"> <li>• Closer monitoring and analysis of boys in the cohort</li> <li>• Embed McKie Mastery to improve communication and language skills such as answering questions in complete sentences.</li> </ul> <p><u>Reception</u></p> <ul style="list-style-type: none"> <li>• GLD is 68% The same as last year</li> <li>• Although GLD has stayed the same there has been significant improvement in prime areas.</li> <li>• Attainment has increased in literacy and maths Attainment has increased from 68% to 74% for reading 79% for writing 74% for number 76% for Space shape and measure (SSM- part of maths)</li> </ul>	

- The pop up library has helped children enormously this year.

**GQ: Is anything specific being done to improve boys attainment?** A. Not specific activities for boys. The strategies that are known to work will be focussed on boys and summer born children

**GQ: Is the baseline for McKie Mastery the same as currently?** A Yes.

#### Termly Data and Evaluation for Writing

LT circulated an updated action plan and highlighted the following:

##### Year 1

- GD has improved in most areas
- More work is needed on PP

##### Year 2

- This is a cohort that still needs work to attain national standard.

##### Year 3

- 3 pupils left who were at or higher and this affects the figures
- Boys are weaker in this cohort

##### Year 4

- GD has improved
- LT to do further moderation this week to finalise the figures

##### Year 5

- Overall figures have increased 3%

##### Year 6

- Figures got to 70%

Overall the year has had teething problems. The tracking of SEN has given problems. Results are too low. Once pupils are behind they are not catching up. We are convinced that McKie Mastery will move us forward.

**GQ: Are Fisher Family Trust (FFT) figures available?** A Not included here but a comparison would be disappointing.

**GQ: This is not a new issue and the same explanations are often put forward, is this satisfactory?** A No, the issues around SEN and the robustness of data are real issues but they are not excuses. LT will double check the figures but is confident McKie Mastery will have a good impact. McKie Mastery involves a formal assessment every seven weeks and this will give tighter and quicker tracking points.

#### Termly Data and Evaluation for Maths

KG circulated an updated action plan and highlighted the following:

Attainment in maths is broadly in line with FFT50 targets in all year groups apart from year 4. Boys outperform girls in most year groups. The number of SEN children working below or towards the expected standard is high in all year groups.

##### Year 1

- 72% of children are working at or above the expected standard

##### Year 2

- The percent of children reaching expected standard is in line with the national standard.

##### Year 3

- 75% of children are working at or above the expected standard ( in line with FFT50)

##### Year 4

- 61% of children are reaching the required standard which is below FFT50 targets.
- Boys outperform girls

##### Year 5

- 77% of children are reaching the required standard
- Boys outperform girls

	<ul style="list-style-type: none"> <li>• SEN and EAL children have made good progress</li> </ul> <p><u>Year 6</u></p> <ul style="list-style-type: none"> <li>• Children achieved 67% at the expected standard. This is the same as last year.</li> </ul> <p>KG highlighted that attainment in maths is high throughout the school (with the exception of year 2) and compares favourably with national values.</p> <p style="text-align: center;"><b>GW left the meeting at 6.35pm</b></p> <p><u>Termly Data and Evaluation for Reading</u></p> <p>EW has taken over for the summer term in the deputy heads absence. EW circulated an updated action plan and highlighted the following:</p> <p><u>Year 1</u></p> <ul style="list-style-type: none"> <li>• Progress from the starting point requires improvement</li> <li>• PPG have made good progress</li> <li>• Progress on non SEN is strong</li> <li>• SEN children are using power steps to close gaps on phonics which will help with reading.</li> </ul> <p><u>Year 2</u></p> <ul style="list-style-type: none"> <li>• This is a cohort that still needs work to attain national standard.</li> </ul> <p><u>Year 3</u></p> <ul style="list-style-type: none"> <li>• This is a cohort that still needs work to attain national standard</li> <li>• PPG and non SEN children are making good progress</li> </ul> <p><u>Year 4</u></p> <ul style="list-style-type: none"> <li>• Progress has dipped</li> <li>• Boys achieved FFT20</li> <li>• Girls on 54%</li> </ul> <p><u>Year 5</u></p> <ul style="list-style-type: none"> <li>• Progress has flat lined so haven't achieved FFT50</li> <li>• Girls outperform boys</li> </ul> <p><u>Year 6</u></p> <ul style="list-style-type: none"> <li>• Progress has remained the same over the summer term</li> </ul> <p><b>GQ: has the SEN toolkit been used?</b> A. Yes but it is felt it doesn't capture all the relevant information. Rating progress is good but need to track attainment more.</p> <p><b>GQ: Why has progress stalled?</b> A. A number of reasons but essentially pupils need to be pushed more, to read more at home and this will occur with McKie Mastery next term. The new library will be key as since school able to lend books there is no reason why children can't read at home.</p> <p><b>GQ: There has always been an issue with ensuring children reads at home as outside schools remit to some extent?</b> A. From next term parents will be required to sign the reading record and failure will be followed up. It will be part of the home school agreement.</p> <p><b>GQ: It can be seen as a punishment?</b> A. Possibly but it is too important not to monitor. There is a reward system for those who read.</p>	
	<b>LT, KG EW and MB left the meeting at 7.35pm</b>	
11.9	<p><b>Budget Review and update</b></p> <p>Jill Stockdale has taken over from Angela Clarkson. JS distributed copies of the budget review. JS highlighted that the budget covers three years ending March 2022 and like all forecasts is based upon best estimates. There is a predicted in year deficit this year which will be offset by the current carry forward of £24K. Deficits are forecast for future</p>	

	<p>years and clearly this won't be allowed to happen so revised forecasts will be prepared in the autumn. JS invited questions.</p> <p><b>GQ: The figures look better than the previous anticipated deficit in April?</b> Yes, this is mainly due to savings in staffing as a result of McKie Mastery. Over 100 hours of Teaching Assistant (TA) hours have been saved and under the new scheme this is where future savings are likely to be found.</p> <p>There followed a discussion on the size of the savings which some felt were not as high as had been anticipated with the introduction of McKie Mastery. RC explained that the full benefit of the savings will take time to show. For example, current pupil make up is such that some TA hours, outside of those strictly required through McKie mastery, are still needed. This may change in future.</p> <p><b>GQ: Will class sizes change?</b> Possibly, this is dependent on final pupil numbers.</p> <p>JS drew attention to the capital budget of £6.5 to 7 K per year which is apportioned for this year. JS also reminded governors that there is a significant increase in teacher pension contributions of some 7.2%. It is envisaged that the largest part of this will be covered by Government grant but the final figures are not yet available.</p>	
	<p style="text-align: center;"><b>JS left the meeting at 8.10pm</b></p>	
11.10	<p><b>Headteachers Report Part 2</b></p> <p>The Headteachers report had been circulated to Governors prior to the meeting. RC highlighted the main issues from the report.</p> <ul style="list-style-type: none"> <li>-The current leadership structure is shown in the table on page 1. There is a fresh feel to the leadership team.</li> <li>- RC demonstrated the new books pupils will be required to complete under McKie Mastery. This will replace the tracker and is a more positive tool.</li> <li>-There are four parts to each lesson with a prescribed limited amount of teacher talk. Monitoring is very well structured.</li> <li>-School lunch times are to be 45mins rather than an hour, staggered between KS1 and KS2.</li> </ul> <p><b>GQ: Is this a sufficient break for teaching staff?</b> A Yes Staff will recoup the fifteen minutes at the end of the day.</p> <p>RC introduced the home school agreement and asked for comments.</p> <p><b>GQ: What will happen if parents refuse to sign?</b> Ultimately it will be a question of whether this is the right school for that pupil.</p> <p>There was a discussion about how proscriptive the wording of the agreement is for each party and it was AGREED that the wording should be changed to reflect expectation rather than aim for both parties. It was further AGREED that the requirement to hear child read every night should be altered to six nights a week.</p> <ul style="list-style-type: none"> <li>-The groupings are sorted for next year. There will be three monitoring visits by Claire McKie to check on progress and adherence to the programme.</li> <li>- In addition to the monies raised and mentioned at the previous meeting for the library, RC drew Governors attention to an additional £4.5k granted by the Foyle Foundation for the library. The library will be redecorated over the summer holidays and new books purchased. A Governor referenced the Renaissance Star Reading website which RC will investigate.</li> </ul>	Head

	<p>- Sports Premium, it appears slightly fewer pupils were involved in activities as the year progressed RC will monitor this.</p> <p>-there will be a small tea party on Friday to say goodbye to staff who are leaving. All Governors are invited.</p> <p>-School Improvement Priorities are all around implementing McKie Mastery.</p> <p><b>GQ: What happens if teachers fail to achieve the teaching points under McKie Mastery?</b> A Individuals must improve. All have received the training. Support will be given but formal procedures are there if needed.</p> <p>-RC asked Governors to familiarises themselves with the curriculum as this is a big focus under the new OFSTED framework.</p> <p>-There have been no safety issues although RC highlighted that some year 6's continue to try and bring mobiles into school.</p> <p><b>GQ: Can this be added to the Home School Agreement?</b> A Yes</p> <p>It was AGREED that the Home School Agreement be amended to include that mobile phones must not be brought into or used in school. With the caveat that if a pupil needs the phone for use immediately after school the school will store it during the school day.</p> <p>-Governors were asked to note the changes in safeguarding procedure in that schools are now required to undertake more work if a safeguarding issue is identified.</p> <p>- There was a discussion around the tracking and progress data produced during the year and the SAT results.</p> <p>It was AGREED the Senior Leadership Team (SLT) will revisit data collection to ensure it tracks attainment in the best way possible.</p>	<p>All</p> <p>All</p> <p>Head</p> <p>SLT</p>
11.11	<p><b>School Meals Payment Review</b></p> <p>This will be discussed in the confidential meeting.</p>	
11.12	<p><b>Feedback from Link Governors</b></p> <p>SM visited the school in mid-June to go through educational visits with RC SM was impressed with the amount of work and planning that goes into educational trips.</p> <p>JT visited the school to review PPG.</p> <p>RG did a walk round the school with Nicky to look at special needs.</p> <p>DD had visited school to look at safeguarding. There is an issue re pupils coming out of the year 4 door and this is being addressed.</p>	
11.13	<p><b>Safeguarding / Child Protection</b></p> <p>This is reported at 9.9 above under Headteachers report.</p>	
<b>PART 'C' – Other</b>		
11.14	<p><b>Policies</b></p> <p>The following policies were circulated to Governors prior to the meeting</p> <ul style="list-style-type: none"> <li>• Attendance policy</li> </ul> <p><b>GQ: This will require updating to reflect the new hours?</b> A Yes</p> <ul style="list-style-type: none"> <li>• Children Missing Education Protocol</li> </ul> <p>RC highlighted the importance of this policy.</p> <ul style="list-style-type: none"> <li>• Code of conduct</li> <li>• Code of Conduct for parents</li> </ul> <p>This may require alteration to reflect the new Home School Agreement. Governors are happy for RC to amalgamate/alter as necessary.</p> <ul style="list-style-type: none"> <li>• Effective Feedback and Marking Policy</li> </ul> <p>This will be brought back to reflect the implementation of McKie Mastery</p> <ul style="list-style-type: none"> <li>• Flexible Working and Job Share Policy</li> <li>• Guidance for Safer Working Practices</li> </ul>	<p>Head</p>

	<p>It was clarified this is guidance rather than a policy.</p> <ul style="list-style-type: none"> <li>• Induction Policy</li> <li>• Probationary Procedure</li> <li>• Travel and Expenses Policy</li> </ul> <p>With the above provisos all Governors AGREED to approve and adopt these policies.</p>	
11.15	<p><b>Agree Schedule of Governing Board Work Planner for 2019-20</b>  <b>GQ: Will this change with the implementation of McKie mastery.</b> A. Possibly, will need to be looked at.</p> <p>It was AGREED to adopt the Work Planner with the acknowledgement it may well need to be altered in future.</p>	
11.16	<p><b>Confirm Governing Body Dates for 2019-20</b>  It was AGREED meetings would be on the second Monday of the month at 6.15pm.  <u>2019 Meeting Dates</u>  9 September 2019  14 October 2019  11 November 2019  9 December 2019</p>	
11.17	<p><b>Governor Vacancies</b>  PE was thanked for his work a Governor. He will be missed. JB observed this meeting as a potential Governor.</p>	
11.18	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Governors undertook a detailed review of data and are informed of progress and plans.</li> <li>• Governors reviewed the budget and its effect on the school</li> <li>• Governors reviewed future plans including the implementation of McKie Mastery.</li> </ul>	
11.19	<p><b>AOB</b>  DD drew Governors attention to the Eco letter circulated prior to the meeting. RC advised that the school already have the bronze award. Any governors wishing to help are welcome to volunteer for the initiative.</p>	All
11.20	<p><b>Confidential Item – Staffing Updates/School updates</b>  Confidential item, please refer to the confidential minutes.</p>	

**Date of next meeting 9 September 2019 at 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 9.30pm

Signed:

Date:

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