



Minutes of Thirsk Community Primary School Governing Board held Online on Monday 14 December 2020 at 6.15pm

Present: David Duffey (DD) (Chair), Richard Chandler (RC) (Headteacher), Jason Tazzyman (JT) (Vice Chair), Stuart Mountford (SM), Jenny Buck (JB), Lucy Minican (LM), Gemma Wall (GW) Lisa Garthwaite (LG)

Apologies: None

In attendance: Caroline Buck (CB) FMS Sheila White (Clerk) Nicola Garnham (Clerk)

No 20/21	Item	Action
PART 'A' – Governance		
4.1	Welcome The Chair opened the meeting at 6.15pm and thanked all governors for attending.	
4.2	Apologies and determine whether absences should be consented to There were no apologies.	
4.3	Declaration of Interest There were no declarations of interest at this point in the meeting.	
4.4	Notification of any other urgent business None.	
4.5	Correspondence None to be discussed at this meeting.	
4.6	Approve the Minutes from 9 November 2020 <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 9 November 2020, which were circulated to all governors prior to the meeting, were deemed as a true record and will be duly APPROVED and SIGNED by the Chair, DD.	
4.7	Matters arising Safeguarding training took place and a number of governors took part. RC reported the updates and amendments to the risk assessment document is complete. 2.13 RC to confirm with the school business manager (SBM) that these two actions are complete.	Head
4.8A	Budget Monitoring Finance documents had been circulated to governors prior to the meeting. These were, NYCC benchmarking data 20/21, a summary revised budget 20/21 and the detailed revised budget 20/21. CB gave a brief overview of the benchmarking and budget summaries and invited questions. <u>Budget</u> Census data leads to the forecasted falling rolls and this combined with the reduced numbers in nursery has a big impact on forecast income. The closure of the EMS takes out a substantial amount of income and expenditure. As it is in and out it doesn't change the overall but does make the figures look quite different. A lot of work has gone into the future staffing structure to best use the resources. Covid closure and	

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	<p>restrictions have impacted both income and expenditure on school meals and breakfast and after school clubs.</p> <p>GQ: Is the covid funding per school or per pupil? A. It is based on an amount per pupil. Although it is for one academic year this straddles two financial years.</p> <p>GQ: Is there a legally proscribed ratio of teachers to pupils? A. At KS1 and reception the rule is thirty pupils per teacher. There is no strict rule at KS2 although the aim is to keep to around thirty pupils. Our average class size is reducing and on these figures, the aim is to move to eight rather than nine classes next year. In the longer term it may be worth looking again at the published admission number (PAN) as the current figure is awkward and often results in either mixed or split classes.</p> <p>GQ: How confident are we of the admission numbers for next year? A. It is a best estimate, wont know for sure until April next year.</p> <p>GQ: Is there a plan for advertising/ increasing numbers into early years? A. Yes a lot of work is being done on this. RC and SBM have produced an action plan to advertise more effectively and widely. There are many school triumphs that would positively higher our profile. The action plan identifies issues in hampering this profile raising. One is the lag between getting parental permission to use images of pupils and the other there has not been a culture of always taking photos. The proposed changes to the use of images policy to be discussed later will increase the flow of getting information out. On the second issue staff are already being encouraged to take more pictures/ record good practice /events. A governor mentioned a piece of work being done to 'rebrand Thirsk'. This might fit in well with the action plan. The action plan will be brought to the January FGB.</p> <p>The governor led nursery consultation ends at the end of this week and this will come to the January FGB. RC will have the comparative costs of each model for that meeting. It was noted that a private nursery is due to open in Sowerby.</p> <p>CB highlighted that this and next years budget are balanced (with the use of the carry forward). It is the third year that currently shows a projected deficit. Governors noted that it is not ideal that the budget is not balanced in year.</p> <p>All Governors approved the revised budget.</p> <p><u>Benchmarking</u></p> <p>A finance governor had already sent queries to SBM, which have been answered.</p> <p>Governors thanked CB for her useful presentation and time. CB left the meeting at 6.51pm.</p>	Head
4.8	<p>Governor Training</p> <p>In addition to the safeguarding training mentioned above at 4.7</p> <p>JB has done the school financial value training.</p> <p>LG has done the second part of the introduction to Governors.</p>	
PART 'B'- Resources/ Improvement		
4.9	<p>Early Years Foundation SEF</p> <p>The EYFS SEF was circulated to all governors prior to the meeting. RC advised that Michelle Burrill (MB) and GW had worked hard to produce this report and it was the better for having been done by the teachers involved in nursery and reception.</p> <p>The grading is good across the board with some areas moving towards outstanding. RC invited questions.</p> <p>GQ: Is it worth including the benchmarking data that shows how well children achieve compared with where they are on starting at the school? A. This could be done. Governors agreed this information should be included.</p> <p>GQ: A very small point but the watermark on the pages can be distracting? A. It</p>	Head

	<p>was agreed RC would arrange for this to be removed.</p> <p>DD had sent comments directly to RC which have been dealt with and will be included in the next edition of the SEF.</p> <p>Governors thanked MB and GW for their work on this report. It was agreed that EYFS is a real asset to the school. The school has been involved in working with the Yorkshire Endeavour English Hub (YEAT). A representative from YEAT recently undertook an audit of EYFS and was very impressed with the work being done.</p> <p>GQ: Should we discuss freshstart here? A. Yes. Prior to lockdown funds were raised buy the PTA from Hambleton DC to improve the inside of EYFS rooms. £4k was raised and quotes have been obtained to plaster and make good all walls, repaint and replace flooring where needed. This work is much needed. Just under £4k of school funds are needed to put towards the PTA funds to complete the works. The money is available in the capital maintenance budget for this year.</p> <p>All Governors agreed it was a good use of funds and approved the spending. Governors thanked the PTA and Sally Blaine and Kelly Wood in particular for their hard work on the successful application.</p>	Head
4.10	<p>Headteachers Report including Coronavirus and McKie Mastery update</p> <p>The monitoring report was circulated to all governors prior to the meeting. RC highlighted the main issues.</p> <p><u>Coronavirus Update</u></p> <ul style="list-style-type: none"> - There had been one case of positive test during the half term holiday so no school closure required. The bubble system is working reasonably well. The breakfast and after school clubs remains closed. There is little demand currently as so many parents are working from home. The decision as to whether to reopen will be revisited in the New Year. - Home school learning has been set up. Fortunately, it hasn't had to be used so far. - The catch up funding has been used in the ways discussed at the previous FGB. Extra after school sessions have proved very effective as well as popular with pupils and staff. The effects will be seen in next terms data. It is intended to continue with this model. <p><u>Quality of education</u></p> <p>The most significant piece of work that is now nearing completion is that of developing progress documents for all National Curriculum Subjects. One of the issues that was identified previously was making sure that pupils progressed through school there was progression not only in pupil's knowledge but also in ensuring that pupils skills progress throughout the curriculum. The development of progress documents for each curricular subject area now ensures that knowledge and skills progress throughout each curricular area. We are now the stage where we are able to identify the core deepening concepts for each subject and demonstrate how these develop as pupils progress through the school.</p> <p>All subject leaders have had additional release time over the Autumn term to monitor standards in the subject areas that they lead. Subject leaders have all checked for coverage, spoken to pupils and looked at pupils books to monitor standards.</p> <p>Drop-down days have now been implemented and teachers receive an additional half-day release time to make sure that the curriculum is fully planned and organised ready for the Spring term. Leaders will be closely monitoring this planning.</p> <p>Pupils in Year 2 to Year 6 have undertaken end of term assessments. Pupils in Years 2 and 6 have taken end of Key Stage SATs tests. For all Years 3,4 and 5 this has been Pira and Puma tests. These will give leaders a standardised score for pupils</p>	

	<p>and will inform teachers end of term assessment judgements.</p> <p>Staff have now all had training on how to use the new data management system and will be able to log their assessment information. Leaders will present this data to the governing body early in the new term. The new data management system will provide accurate information relating to the performance of all pupils and the various different pupil groups and will allow subject leaders to evaluate accurately the next steps for the subjects that they lead.</p> <p><u>McKie Mastery</u></p> <p>Towards the beginning of the Autumn term Claire McKie came in to school to complete the year 2 advanced training. This was completed by all members of the SLT and focussed on taking the structure of McKie Mastery in to all areas of the curriculum. This has already been implemented for the driver subjects in the Autumn term Science and History.</p> <p>Further training for Power Steps has also taken place this term</p> <p>The standard of pupils books and slides in English and maths is very consistent. One area which Claire is going to lead further staff training is ensuring the quality of Learning Objects is consistent throughout school.</p> <p>RC reported on behaviour and attitudes and attendance. Attendance is at 96.1% not including covid absences. This is close to the national average.</p> <p>Sports premium activities are continuing though somewhat curtailed with covid restrictions.</p> <p>RC highlighted to governors the child protection cases and safeguarding concerns at the school.</p> <p>Section 5 Ofsted inspections have been suspended until the summer term, however there will be 'supportive' monitoring inspections of some schools judged to be Requiring Improvement, however these will not result in a change to their grading. A full inspection will not therefore happen before the summer term but there may be some monitoring.</p> <p>There is a change to the leadership team. This is as a result of the Reading Leader being away from school on Maternity leave. Mrs Wall has now been leading Reading since Autumn half-term.</p> <p>GQ: There is mention of recruiting a TA for year 6. Does this have finance implications? A. It will not increase the overall spend because of a decrease in other TA hours.</p> <p>GQ: For the curriculum areas does the data tracking capture all the information? A. Yes data is inputted by staff and the relevant composite information comes back. Teachers use a pro forma to ensure consistency.</p> <p>GQ: Is governor input required at a monitoring inspection? A. This is unclear, possibly not.</p>	
4.11	<p>Feedback from Link Governors</p> <p>GQ: Can parental volunteers be used to assist in reading in school as this would on the face of it appear not to increase the bubble sizes or risks. A. Current Health and Safety guidance is not to allow volunteers in school.</p> <p>DD has undertaken safeguarding visits to the school.</p> <p>DD JT and LM have completed the headteachers appraisal. DD again outlined the commitment and asked for another couple of volunteers for this role.</p> <p>LM and LG agreed to be on the complaints board and do the complaints training.</p>	All Governors
PART 'C' – Other		

4.12	<p>Policies</p> <p>The following policies were circulated to all governors prior to the meeting:</p> <ul style="list-style-type: none"> - Acceptable use agreement parents and carers - Acceptable use for younger pupils - Acceptable use older pupils - Acceptable use staff and volunteers - Educational visits policy - Equality policy 2020 - Use of images <p>GQ: Is a DBS check required for the professional photographer and does this need to be included in the use of images policy? A. RC to check, it may be covered by another policy.</p> <p><u>Education visits policy</u> There is a typo at the end of p4. At 2.3 DDs name to be removed so it reads contact the SEN governor</p> <p>With the above amendments all the above policies were approved by governors.</p> <ul style="list-style-type: none"> - SEN policy 20-21 this was deferred to the Jan 21 FGB 	<p>Head</p> <p>Head</p>
4.13	<p>Safeguarding / Child Protection</p> <p>Discussed at 4.10.</p>	
4.14	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Governors reviewed and discussed the three year budget to ensure future viability. • Governors discussed and agreed the summary of the school in the headteachers report. • Governors reviewed the provisions of early years foundation 	
4.15	<p>AOB</p> <p>Behaviour policy. Governors suggested that this policy be reviewed to ensure it is robust. In particular, that it is augmented to include more information on individual behaviour plans. RC will take this forward.</p>	Head
4.16	<p>Confidential staffing/school update</p> <p><u>Confidential Item</u> – please refer to the confidential minutes.</p>	
4.17	<p>Date of Next Meeting 11 January 2021 at 6.15pm</p> <p>11 January 2021 8 February 2021 8 March 2021 12 April 2021 10 May 2021 14 June 2021 12 July 2021</p>	
<p>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'.</p>		

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There being no other business the Chair closed the meeting at 8pm

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