



# **Minutes of the Full Governing Board held at Thirsk Community Primary School on Monday 3<sup>rd</sup> September 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:** -

**In attendance:** Julie Doyle (Senior Clerk), Stuart Boothman (Lead Adviser, NYCC)

No 18/19	Item	Action
1.1	<b>Welcome</b> The Chair opened the meeting at 6.15pm and thanked Governors for attending. Governors welcomed Stuart Boothman, Lead Adviser from North Yorkshire County Council (NYCC)	
1.2	<b>Election of Chair and Vice Chair for the Governing Board</b> <u>Election of Chair</u> - The Clerk asked for any nominations or volunteers for the Chair of Governors role; Dave Duffey was nominated by two Governors for this role and the nominations were received. Dave Duffy left the room while voting took place, it was UNANIMOUSLY voted that Dave Duffey will take the role of Chair of Governors until September 2019. The Clerk handed the meeting over to the Chair to continue.	
<p align="center"><b>Jason Tazzyman arrived at the meeting at 6.20pm</b></p>		
	<u>Election of Vice Chair</u> - The Chair asked for any nominations or volunteers for the Vice Chair of Governors role; Jason Tazzyman was nominated by two Governors for this role and the nominations were received. Jason Tazzyman left the room while voting took place, it was UNANIMOUSLY voted that Jason Tazzyman will take the role of Vice Chair of Governors until September 2019.	
1.3	<b>Apologies and determine whether absences should be consented to</b> There were no apologies to be received.	
1.4	<b>Remind Governors about Declaration of interest</b> There were no declarations of interest at this point in the meeting. Declaration of Business Interest forms were completed by all Governors.	
1.5	<b>Notification of any other urgent business</b> There was no notification of any urgent business at this point in the meeting.	
1.6	<b>Correspondence</b> There was no correspondence.	
1.7	<b>Approve the Minutes from 25<sup>th</sup> June 2018 and 19<sup>th</sup> July 2018</b> <u>Approval</u> - The minutes of the Full Governing Board (FGB) meeting held on 25 <sup>th</sup> June 2018, which were circulated to all Governors prior to the meeting, were deemed as a	

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	<p>true record and were duly APPROVED and SIGNED by the Chair, Dave Duffey.</p> <p><u>Approval</u> - The minutes of the Full Governing Board (FGB) meeting held on 19<sup>th</sup> July 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.</p> <p>Governors agree the following amendments to the minutes 19<sup>th</sup> July 2018:</p> <ul style="list-style-type: none"> <li>• Amendment – Karin Wilkinson’s name to be amended through the minutes – Karen to Karin.</li> <li>• Amendment to page 4 – GQ: Is phonics in line with National Average? No it is below National Average but Year 2 phonics is in line with National.</li> <li>• Amendment to page 5 – Lucy Turner to be amended to Lillian Turner.</li> <li>• Amendment to page 5 – Writing - Richard Chandler highlighted Year 6 Writing is 71.5% at expected standard which is broadly in line with the National Average.</li> <li>• Amendment to page 5 - Talk for Writing approach has been used and there is continued application of skills across the curriculum for writing. Pupils are given a range of opportunities to apply their writing skills.</li> <li>• Amendment to page 6 – Mrs Trentholme to be amended to Ms Trentholme</li> <li>• Amendment to page 6 - Ms Trentholme have being aiming to get pupils to as many events as possible, which has been very well supported.</li> <li>• Amendment to page 8 - Governors discussed how difficult it is for pupils and staff when RPI is needed.</li> </ul>	
1.8	<p><b>To Consider any Matters Arising</b></p> <p><u>18/70</u> – Dave Duffey has reviewed his previous notes and is happy with the ICT policy.</p> <p><u>18/70</u> – Some Governors are unable to see the monitoring form on the shared drive, Richard Chandler will check the shared drive access and ensure the document is in the correct place.</p> <p><u>18/72</u> – Jayne Cooper to arrange a phonics visit with Amy Shepherd.</p> <p><u>18/72</u> - Stuart Mountford has completed a Mental Health course and has sent a copy of the certificate in to school</p> <p><b>GQ: Have there been any changes to the staffing structure? No.</b></p> <p><u>18/74</u> – Bullying incident figures will be included in the next Headteacher report.</p> <p><u>18/74</u> – Local attendance figure will be included in the next Headteacher report.</p> <p><u>18/74</u> – Richard Chandler will upload a copy of the SATs papers on to the Governors shared drive.</p>	<p><b>R Chandler</b> <b>J Cooper</b></p> <p><b>R Chandler</b> <b>R Chandler</b> <b>R Chandler</b></p>
1.12	<p><b>Governance Review</b></p> <p>Governors agreed to move the Governance Review forward on the agenda.</p> <p>The NYCC LA Review of Governance report was circulated to all Governors at the meeting and Stuart Boothman, Lead Adviser from NYCC, highlighted the following areas from the report to Governors:</p> <p><u>Strategic Leadership Team</u></p> <p>The school has a very clear mission statement with associated values and Governors talked enthusiastically about ambition and the use of FFT 20 to generate challenging and aspirational targets.</p> <p>Governors discussed areas around HR issues in the school, highlighting the problems dealing with this correctly and support to the Headteacher.</p> <p>Governors discussed their involvement if there is an issue with the performance of a teacher and how they would receive the information from the Headteacher.</p> <p><u>Recommendation</u></p> <p>Ensure the School Improvement Plan (SIP) goes beyond the anticipated section 5 inspection in 2 years’ time, showing the continuity of the school improvement journey.</p>	

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### Accountability Functions

Following the Ofsted visit, Governors are confused about triangulation, although they do now have a programme of link Governor visits, external moderation and external validation. There is enough in place to embed and develop into a robust system of triangulation.

**GQ: Should Governors have stood their ground with Ofsted?** It is unsure if this would have been any use. Governors now feel more confident.

**GQ: Should Governors names be included in the minutes to show who has asked the questions?** Best practice is not to include names of which Governor have asked a question, it keeps the information anonymous when the minutes are shared publicly.

### Recommendations

- a. The board should complete the development of the link roles, including the expectations of protocols for these roles. This will enable the link Governor roles to become an integral part of the board's accountability programme.

The Governor monitoring form has been amended to ensure the form is more specific.

**GQ: Should the FGB rely on Governors feeding the information back to the FGB?** The Headteacher's report will include key updates on priority areas but at this point the link Governor can also feed information back to the FGB. There is an expectation that Governors will ask questions about information in the Headteacher's report.

- b. A working group of Governors should be created to take an objective look at the minute record to ensure that in future
  - i. There are follow-up questions if initial answers are not sufficient;
  - ii. There is an agreement with the Clerk to Governors on how these questions and answers should be recorded (aiming to achieve a balance of detail and succinctness).

Governors discussed the recent review of the minutes and the change of Clerk to Governors and how the minutes can be reviewed to ensure they are at the required standard, recording the right amount of discussion and questions. The Clerk will work with Governors to ensure that this can be achieved.

- c. The board should explore the information flow from the FMS service to the School Business Manager to Governors to ensure proper accountability.

Stuart Boothman has spoken to the FMS service, there is no reason why information should not be free flowing. Richard Chandler is working with the FMS service to ensure reports are available to all Governors prior to the meeting.

Governors discussed the importance of having the financial information available prior to the meeting so it can be reviewed and questions prepared.

- d. The board should re-visit their role in overseeing performance management decisions. There will be a guidance paper on this released in the autumn.

Stuart Boothman is currently finalising a guidance paper which will be released at the next Governor School Improvement Network (GSIN) meetings.

### Operate as an Effective Team

There is a clearly visible dynamic within the board, with clear commitment and contributions evident.

### Recommendations

- a. The board should ensure that they have an effective new Governor induction programme to enable new board members to become effective as quickly as possible.
- b. The board should use their skills audit to prepare a Governor recruitment plan.

### Board Structure

Governors are very happy with their meeting cycle and board structure.

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	<p><u>Effectively does the board manage individual skills and collective skills and knowledge</u> The board skills audit is out of date, in part due to changes in board membership. There is not yet a self-evaluation cycle.</p> <p><u>Recommendations</u></p> <ol style="list-style-type: none"> <li>Governors should complete a new skills audit for the board to provide <ol style="list-style-type: none"> <li>A training needs analysis.</li> <li>A recruitment plan.</li> </ol> </li> <li>Over the next 12 months, the board should plan a 3 year self-evaluation cycle to evaluate their progress as a board.</li> </ol> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>Following receipt of this report, the board should incorporate the recommendations into the Governance strand of the Governance Improvement Plan. It is recommended that this forms an additional strand of the School Improvement Plan.</li> <li>Progress on recommendations can then be monitored by the school adviser as part of the termly visit cycle.</li> </ul> <p><b>GQ: Can a training programme be provided to all Governors?</b> Yes, the Clerk will circulate the NYCC training which is available to all Governors.</p> <p><b>GQ: Can Jayne Cooper review the minutes again?</b> Yes, the Clerk is happy to work with the Governors to ensure the minutes are as required.</p> <p>All Governors thanked Stuart Boothman for his update.</p>	Clerk
<b>Stuart Boothman left the meeting at 7.15pm</b>		
1.9	<p><b>Governance Document for Approval:</b> <u>NGA Code of Conduct</u> – was circulated to all Governors prior to the meeting, all Governors have reviewed and agreed to adopt this. <u>Standing Orders</u> - was circulated to all Governors prior to the meeting, all Governors have reviewed and agreed to adopt this. The Clerk will amend the document to include the school name and agreed terms. <u>Appoint / Confirm Link Governors</u> – are included on the School Improvement Plan (SIP). <b>GQ: Are the Link Governors included on the school website?</b> They should be included on the Governors details of the website. Richard Chandler will check. Governors discussed the importance of having share knowledge across the FGB and the limited knowledge which is currently with the finance. Peter Egginton has agreed to be part of the financial updates to ensure there is a clear understanding and knowledge across two Governors for finance. <u>Register of Hospitality</u> - was circulated to all Governors prior to the meeting, all Governors have reviewed and agreed to adopt this.</p>	Clerk  R Chandler
1.10	<p><b>Governor Training</b> An up-to-date NYCC Governor training list will be circulated to all Governors.</p>	Clerk
1.11	<p><b>Pupil Premium Review</b> The Pupil Premium review and action plan were circulated to all Governors prior to the meeting and Governors were invited to ask questions. Governors discussed calculations within the action plan which don't add up, Richard Chandler will review this. <b>GQ: In the report it highlights that the proportion of SEN pupils is lower than National Average, if this is correct then when the school reviews data, SEN pupils should not be removed from these figures, but previously data figures have been shown with SEN pupils removed, why is this?</b> That is correct, SEN</p>	R Chandler

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	<p>pupils data can't be removed from whole school data but when reviewing a specific year group or area this is when SEN figures can be removed to show how the other pupils are doing.</p> <p><b>GQ: SEN can be used to highlight specific areas?</b> Yes, such as year groups.</p> <p><b>GQ: Moving in to this year, it will not be possible to use SEN as a reason why the pupils are not performing, this would not be good enough?</b> Yes, that is correct.</p> <p><b>GQ: Are none Pupil Premium pupils accessing provisions?</b> School can officially access provisions for none Pupil Premium pupils using Pupil Premium money.</p> <p><b>GQ: Is there not a way round this?</b> No. Some pupils are supporting on out-reach but not on in-reach.</p> <p>Governors discussed the concerns around breakfast clubs and the recommendations in the report to reduce staffing and offer additional learning time to Pupil Premium pupils.</p> <p><b>GQ: Is there a large amount of Pupil Premium pupils attending breakfast club?</b> There is a 50:50 split.</p> <p>Governors discussed the importance of breakfast club, pupils having a safe place to go, being able to get breakfast, how hard the staff work, possibilities of carrying out work with pupils during breakfast club and maximising pupils time in school.</p> <p>Richard Chandler highlighted to Governors that the recommendations in the review have been included in to the SIP.</p> <p><b>GQ: The review highlights a tracking system, does the school not already have a system in place?</b> Yes, this is highlighting that some of the Pupil Premium money could be used to implement the tracking system.</p> <p><b>GQ: The review highlights using June Wilson as a Speech Therapist, would this be an additional task for her?</b> The report is only giving possible suggestions, this is an area to be considered and discussed further.</p> <p><b>GQ: Are they not just wanting to use June Wilson as she has the Speech Therapy background?</b> The report has highlighted concerns around the struggles in early years language, though it is convenient that June has speech therapy knowledge it is to be considered as it would save bringing a person in. It is important to get it right for these pupils. The Pupil Premium money could be used to pay for June's time to carry out speech therapy work.</p> <p><b>GQ: Performance Management - is this for all staff including Teaching Assistants (TA)?</b> Yes, this will be taking place this year.</p> <p><b>GQ: Will the costs on the action plan be amended for what is to be done for this year?</b> Yes.</p> <p><b>GQ: Is this worth reviewing again before Karen Norton's next visit?</b> The recommendations and actions will be incorporated in to the SIP to ensure it can be monitored.</p> <p><b>GQ: How did the training go with Julie Kaye?</b> Staff were trained, there have been some changes to Keeping Children Safe in Education, which staff have now completed and signed. All staff have had the Safeguarding training. Julie Kaye will be coming back in to school in October to review further.</p> <p><b>GQ: Did Terry Bland come in to carry out training?</b> Yes, he carried out some really useful Health and Safety training for all staff.</p> <p><b>GQ: The staff who were absent today, who will be picking up this training with them?</b> Richard Chandler will carry out this training.</p> <p><b>GQ: Does the Safeguarding training need to be face to face?</b> Yes.</p>	
1.12	<p><b>Governance Review</b></p> <p>Discussed earlier in the meeting.</p>	
1.13	<p><b>Safeguarding Review</b></p> <p>The NYCC Safeguarding Review report was circulated to all Governors prior to the meeting and Governors were invited to ask questions.</p>	

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	<ul style="list-style-type: none"> <li>• Health and Safety report has been reviewed, actions have been identified to ensure a safe place for pupils.</li> <li>• Safeguard report has been reviewed.</li> <li>• Governors have listened to the Governance Review and understand how to be more effective.</li> <li>• Mobile phone policy has been reviewed and the impact of the policy discussed.</li> </ul>	
<b>1.18</b>	<b>Next meeting 1<sup>st</sup> October 2018 at 6.15pm</b> <u>2018/2019 Meeting Dates</u> 1 <sup>st</sup> October 2018 5 <sup>th</sup> November 2018 3 <sup>rd</sup> December 2018 7 <sup>th</sup> January 2019 4 <sup>th</sup> February 2019 4 <sup>th</sup> March 2019 1 <sup>st</sup> April 2019 9 <sup>th</sup> May 2019 3 <sup>rd</sup> June 2019 15 <sup>th</sup> July 2019	
<b>1.19</b>	<b>AOB</b> There was no further business to be discussed.	
<b>Date of next meeting 1<sup>st</sup> October 2018, 6.15pm</b>		
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 8.15pm

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