



Minutes of the Full Governing Board held at Thirsk Community Primary School on Monday 5TH November 2018 at 6.15pm

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

Apologies: Jayne Cooper

In attendance: Julie Doyle (Senior Clerk), Sheila White (Trainee Clerk)

No 18/19	Item	Action
PART 'A' – Governance		
3.1	Welcome The Chair opened the meeting at 6.15pm and thanked Governors for attending. Governors welcomed Sheila White, who joined the meeting as a trainee Clerk.	
3.2	Apologies and determine whether absences should be consented to Apologies were received from Jayne Cooper, to which Governors consented to.	
3.3	Remind Governors about Declaration of interest There were no declarations of interest at this point in the meeting.	
3.4	Notification of any other urgent business <u>Strategic Plan for SEND</u> - confidential item – please refer to the confidential minutes.	
3.5	Correspondence <u>North Yorkshire County Council (NYCC) Letter</u> – a letter has been received from NYCC with the up-to-date Governor School Improvement Network (GSIN) meetings.	
Nikki Kennedy left the meeting at 6.35pm		
3.5	Correspondence <u>Staffing Update</u> – confidential item – please refer to the confidential minutes.	
Nikki Kennedy returned to the meeting at 6.50pm		
3.6	Approve the Minutes from 1st October 2018 <u>Approval</u> - The minutes of the Full Governing Board (FGB) meeting held on 1 st October 2018, which were circulated to all Governors prior to the meeting, were deemed as a true record and were duly APPROVED and SIGNED by the Chair, David Duffey.	
3.7	Matters arising <u>2.7</u> – Governor details have been passed to the School Business Manager to be uploaded on to the website. Details on the website are still to be updated, which David Duffey will follow up. <u>2.7</u> – David Duffey will be going in to school to review the Child Protection Template.	D Duffey

	<p><u>2.9</u> – Jayne Cooper to share the Union document on data driven targets with Richard Chandler.</p> <p><u>2.9</u> – Richard Chandler will update the PPG headings to match the rest of the School Development Plan, this will be in place before meeting with Jason Tazzyman</p> <p><u>2.12</u> – Richard Chandler updated Governors that meetings are now held weekly to review safeguarding.</p>	<p>J Cooper</p> <p>R Chandler</p>
3.8	<p>Governor Training</p> <p>Jason Tazzyman will be attending the Governor School Improvement Network (GSIN) meeting on 8th November 2018.</p>	
PART 'B' – Resources		
3.9	<p>School Self Evaluation (SEF)</p> <p>The School Self Evaluation Form (SEF) was circulated to all Governors prior to the meeting and Richard Chandler highlighted that the SEF is an evaluation against the Ofsted outcomes, it is a working document which will be updated with changes and developments throughout the year.</p> <p>David Duffey has written the Governance section and the SLT has supported the updating of their specialist areas.</p> <p><u>Current Status – Overall effectiveness</u></p> <p>Leadership and management – 3</p> <p>Quality of teaching, learning and assessment – 3</p> <p>Personal development, behaviour and welfare – 2</p> <p>Outcomes – 3</p> <p>Early Years – 3</p> <p><u>Information about this school</u></p> <p>Governors discussed the information included in the SEF with regard to the high deprivation, which the school falls in to, the top 30% with the school when reviewed against the postcode. Governors felt that an actual number of pupils should be included not just a percentage.</p> <p>Richard Chandler will review the data to see if this is possible.</p> <p>Governor Question (GQ): How many pupils come from this postcode? There is a significant population, around 60%.</p> <p><u>Effectiveness of Leadership and Management</u> – outlines where the school is and what is being done.</p> <p>GQ: The quotes included can a more up-to-date quote be added? Yes.</p> <p>Richard Chandler will check to see if there is a more up-to-date quote to be used.</p> <p>Governors discussed Sport Premium and the setup of the Thirsk Cluster Sports which run 8 to 10 different events over the year.</p> <p>GQ: Is the Headteacher the child protection officer? Yes, this is to be updated on page 6, by Richard Chandler.</p> <p><u>Governance</u> – section has been updated by David Duffey, this will be reviewed every 6 months with Governors input.</p> <p><u>Quality of Teaching, Learning and Assessment</u></p> <p>Richard Chandler updated Governors that the majority of teaching is strong, the outcome for teaching needs to be good, this will be updated when the outcomes are reviewed.</p> <p>GQ: Do the Teaching Assistants (TA) need to be included and be part of the overall teaching outcomes? Yes, there is work to be done in each class, outcomes need to be evidenced with data and pupils' books. Once all teaching is at the point of being good, the judgment can be updated with confidence.</p> <p>GQ: Lesson observations, the SEF updates on a no-notice drop in, does this</p>	<p>R Chandler</p> <p>R Chandler</p> <p>R Chandler</p>

	<p>need to be connected with the policy? Yes, last year lesson observations were arranged in advance for a specific subject. This has now been changed to a week of observations which will take place during a morning and the observation will be 15 minutes, which will also include speaking to pupils and reviewing books. The only difference is NQT's, who will have 6 hours of lesson observations. The lesson observations are a short snapshot in time both to ensure progress is taking place and that there are improvements being made.</p> <p>GQ: How do staff cope with short lesson observations, when Ofsted visit for the full hour? Ofsted tend to carry out 20 minute lesson observations to ensure they can visit all classes. When staff observations are carried out by the Headteacher or Deputy Headteacher, staff will know in which week the observation will be taking place but it means the lesson can't be planned with the observation in mind and the teacher has a normal lesson planned every time.</p> <p>GQ: Are teachers happy with the lesson observations? The feedback which has been received it that there is no fuss, observations can't be second guessed, lessons are right, teachers like the short observations so they don't overthink it and over all have given generally positive feedback.</p> <p><u>Personal Development, Behaviour and Welfare</u> Parental surveys have been carried out, full details will be shared with Governors. There has been positive feedback. All adults are good at supporting behaviours and there is some work to be done around the golden rules due to new staff in place. There is celebration around the schools values. Pupils are happy and their problems are sorted. Attendance has improved but there was a drop last year to 95.5% due to holidays during summer term. From January 2019 parents will be fined for taking unauthorised absences.</p> <p><u>Outcomes for Pupils</u> The current outcomes need to close the gap to the National Average. Outcomes are above floor targets for progress. The school doesn't fall in to the coasting category. Key focus is around reading, which didn't meet standards previously. GQ: Will the evaluation of the school predictions be included in the SEF? Yes. There is a greater emphasis on pupils in the school now, and clear signs that things are looking better. GQ: How often is the SEF updated? Termly, the SEF is a live document. In January 2019 the new Ofsted Framework will be in place which has an increased emphasis on the breadth of the curriculum. Richard Chandler and June Wilson will be attending training, further updates will be shared with Governors. GQ: At what point will the new framework be put in place? January 2019, Ofsted will be piloting with schools this term, ready to start in the new year. This will be challenging for the school as evaluations will need to take place against the new Framework.</p> <p><u>Early Years Foundation Stage</u> Michelle has inputted to this section and included changes.</p>	
3.10	<p>Staffing Update <u>Headteacher's Performance Management</u> – David Duffey, Karin Wilkinson and Jason Tazzyman have carried out the Headteacher's Performance Management review, the updated objectives will be shared at the next FGB meeting on 3rd December 2018. The 6 months review meeting has been planned.</p> <p><u>Staffing Change</u> – Amy Shepherd has been successfully appointed as a teacher at another school and will be leaving at the end of December 2018. An advert has been published for a KS1 leader with phonics or maths experience. Shortlisting will be taking place in December.</p>	

	<p>GQ: Have you done everything possible to keep Amy Shepherd in the school? Yes.</p> <p>GQ: Will an exit interview be carried out? Yes.</p> <p>Governors discussed the importance of staffing in the school, the pressure on teachers knowing that Ofsted will be coming but at the same time the importance of a passion to be part of the school.</p> <p><u>Staff Change</u> – Marie McHeigh from the Enhanced Mainstream School (EMS) will be finishing at the end of December 2018, further discussions will take place to look at options regarding advertising for this post.</p>	
3.11	<p>Premises Update / Health and Safety</p> <p><u>Outdoor Area</u> – Richard Chandler explained to Governors that Ken Wood has been into school to review the proposal for the outdoor areas and suggested useful considerations.</p> <p>Email correspondence has taken place with Matthew Kettlewell from Strategic Services, North Yorkshire County Council (NYCC), who have agreed to pay for the fencing. After further email exchanges NYCC have now agreed to pay for the fencing and paving. 3 quotes will need to be obtained for the work to go ahead. Governors discussed the possible fencing options and quotes received so far.</p> <p>GQ: Is it a minimum of 3 quotes for any work to be carried out? Yes and they need to be from approved contractors.</p> <p>GQ: Is the Children Centre co-operating with the school? Yes, they are keen to work together.</p> <p>GQ: Has allocated parking been implemented? Permits were trialled but this was not fully completed. This will be looked at again in conjunction with future staffing levels.</p>	
3.12	<p>Safeguarding / Child Protection</p> <p>Richard Chandler highlighted to Governors the child protection cases and Safeguarding concerns in school.</p> <p>GQ: Are there any looked after children (LAC) in school? No, previous pupils have moved to another area.</p>	
PART 'C' – Other		
3.13	<p>Policies</p> <p>The following policies were circulated to all Governors prior to the meeting.</p> <ul style="list-style-type: none"> • Model School Pay Policy • Appraisal Policy • Homework Policy • Snow and Ice Clearing Procedure • Increments Policy & Procedure • Able, Gifted & Talented Policy • Parental Behaviour Policy <p>All Governors AGREED to adopt and approve these policies.</p> <p>GQ: Do you access SEN funding for gifted and talented? This is uncertain, Richard Chandler will look in to possible funding options for gifted and talented.</p> <p>Governors discussed specific areas of support for gifted and talented pupils.</p> <p>GQ: Is there progress review and data analysis for the gifted and talented group of pupils? Yes.</p> <p>GQ: Can sports funding be used for gifted and talents pupils? Yes, there are options for this.</p> <p>GQ: Earlier in the meeting, the changes to lesson observations were highlighted, are the time frames for lesson observations still the same? Yes.</p> <p>GQ: The parental behaviour policy, what will you do with this now? Details</p>	R Chandler

	<p>will be included in the newsletter to parents and it will be displayed in the entrance. Governors discussed the importance of the parental behaviour policy and issues which have caused the need for staff to have a policy and procedure to fall back on.</p> <p>The following policies will be reviewed at the next FGB meeting on 3rd December 2018:</p> <ul style="list-style-type: none"> • Budget Management Policy • Child Protection Policy <p>The Admission Arrangement 2020/2021 consultation letter and documents were circulated to all Governors prior to the meeting, all Governors AGREED the Pupil Admissions Number (PAN) at 42 pupils.</p>	
3.14	<p>Governor Vacancies</p> <p>No updates on Governor vacancies.</p>	
3.15	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Governors have reviewed the SEF and priority areas have been discussed. • Governors have considered the policies and reviewed areas concerning gifted and talented pupils. • SEF has been discussed in detail to ensure Governors have a clear understanding of the school priorities. 	
3.16	<p>Next meeting 3rd December 2018 at 6.15pm</p> <p><u>2018/2019 Meeting Dates</u></p> <p>3rd December 2018 7th January 2019 4th February 2019 4th March 2019 1st April 2019 9th May 2019 3rd June 2019 15th July 2019</p>	
3.17	<p>AOB</p> <p><u>Outstanding Dinner Money – GQ: What are the concerns with payment of dinner money which has been included in the newsletter recently?</u> There has been an increase amount of dinner money which hasn't been paid.</p> <p>GQ: Financially, is this causing the school issues? Not in the short term, in the long term non-payment has been addressed with a letter but this has had limited response and school calls have not been answered. This has caused the school to move to legal proceedings.</p> <p>GQ: Are we talking small amounts in tens or hundreds of pounds? Hundreds.</p> <p>GQ: Can Pupil Premium support this? No, Pupil Premium pupils are entitled to free school meals.</p> <p>GQ: Are you legally bound to serve a pupil a meal? Letters have been sent to parents asking them to provide pupils with a packed lunch if meals are not paid for but packed lunches are not always provided by parents.</p> <p>Governors discussed their concerns in detail about the cost to the school to provide school meals to pupils, alternative options, legal action which can be taken, best interest for pupils, safeguarding concerns and fairness.</p> <p>Richard Chandler will provide non-payment of school meal figures at the next FGB meeting on 3rd December 2018.</p> <p>GQ: Do you have the same sort of issues of non-payment for school trips? No, they are voluntary payments.</p> <p>Governors discussed the quality of packed lunches provided and the School Council will be carrying out work around healthy eating.</p>	R Chandler

	<p><u>Christmas Fair</u> – The PTA have invited Governors to attend the Christmas Fair on Friday 30th November 2018, 5.30 – 7.00pm to help man the stalls.</p> <p><u>Royal British Legion</u> – The Royal British Legion band will be playing on Wednesday 12th December 2018, 6.30 – 7.30pm, if Governors would like to attend.</p>	
<p align="center">Date of next meeting 3rd December 2018, 6.15pm</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>		

There being no other business the Chair closed the meeting at 8.10pm