



CROFT CHURCH OF ENGLAND PRIMARY SCHOOL

MINUTES OF SCHOOL FULL GOVERNING BODY MEETING (Meeting 1)

Tuesday 12th September 2017 at 6pm

Signing in sheet

Impact of Governing Body

Members	Type of Governor	Role	Present/Absent
Paul Knapp (PK)	Parent		Present
Derek Blenkarn (DB)	Co-opted		Present
Simon Robson (SR)	Headteacher		Present
Gemma McManus (GM)	Staff		Present
Viv Waugh (VW)	Foundation		Present
Denise Bainbridge (DWB)	Parent		Absent – (childcare)
Michelle Patterson (MP)	Parent	Vice Chair	Present
Alison Russell (AR)	Co-opted	Chair	Present
Jean Evans (JE)	Co-opted		Absent (ill)
Georgie Sale (GS)	Associate	Vice Chair	Absent (course)
Kath Jones (KJ)	Associate		Absent (ill)
Sue Dent	Clerk	Clerk	Present

Documents Circulated:

SEF and School Development Plan Summary 2017-18, Pupil Premium Strategy 2017-18, PE Strategy 2017-18
Annual Agenda Planner
Code of Conduct - revised
Governor Handbook – to update with roles and responsibilities
Governor Visits to School Policy for approval
Governor Skills Audit Summary and 360 degree review of chair – Governor Development Plan
20 Questions for the GB – for discussion
Policy Review Schedule
Pay Policy 2017 and associated documentation for approval
Budget Management Policy 2017 for approval
Prospectus and see website
Report of website review
Minutes and confidential Minutes Full Governing Body 11.7.17
Christian value reflection

1. Opening Prayer led by VW
2. Apologies for Absence were received from DWB due to family commitments, GS due to work and JS and KJ due to illness.
3. All apologies were consented to. AR reported that sadly the health of JE is not improving and at this moment in time she is unable to fulfil her duties as a Governor. For the time being she has decided to stand down from the position but when fit enough will be available to give advice and resume the role.
4. Declaration of Business Interests – new declarations completed and filed with clerk. Interests in any agenda item - none

5. Hospitality Register – any donations to school, equipment or financial must be included on the register.
6. Minutes of previous meeting – approved. Some items have been moved to confidential minutes.
7. Matters arising - none
8. Confidentiality – reminder
9. Appointment of Committee members- to be updated in Governor Handbook – **ACTION AR**
10. Outstanding Actions from previous meeting

Agenda Item Number	Action	By whom	Update
11.4	New Pay Policy to be discussed and approved	AR and ALL Govs	<p>Waiting for consultation response from LA to finalise policy. This is to complete pay range for teachers on MPR</p> <p>Q Should LA or school set pay points?</p> <p>A. Governors agreed that LA should set pay scales and then decision for MAT. This ensures fairness across LA.</p> <p>Policy agreed and adopted in principal. Decision</p> <p>ACTION AR to circulate policy for final approval and issue to all staff.</p> <p>Clear Pay Policy in place prior to performance management this includes expectations at each pay range for teaching staff.</p>
12.2	First Aid training to be arranged	SR/SD	SD to investigate first aider training for pupils ACTION SD
12.3	Safeguarding training update	SD	<p>Reminder Please renew as soon as possible and bring certificates to next meeting.</p> <p>All governor correspondence to be sent through North Yorkshire e-mail address. Please let SD know if you are having problems accessing your e-mails. MP/KJ/GS need new passwords SD to organise</p> <p>Reminder –Safeguarding training for staff and governors organised on 10th October 3.45</p> <p>Online safety training SD to email all gov's with link to this ACTION SD</p> <p>Allergen training 18.10.17 SD to record all Governor CPD on CPD spreadsheet – ACTION SD</p>

			All gobs up to date with their safeguarding training and able to meet their statutory role.
13.1	Arrange parents' drop in	GS/SR/AR	ACTION GS/SR/AR
	Recruitment of 1 to 1 GTAs and Out of School Club Play Worker	SR	Advert placed. Interviews 2.10.17
	SDP Progress SR – to include some qualifying remarks (statements) in his report.	SR next meeting	SDP discussed – see minutes
13.3	Annual Report and newsletter - comments	AR	Distributed at the end of the summer term Information provided to Parents about Governing Body and events in the summer term.
13.4	SRE Policy and SEND pupils	DWB/SR	DWB/SR to visit Stranton School ACTION
13.5	Review SIAMS SEF arrange Adviser visit	SR/VW/KJ/AR/LL	Visit arranged – 5.10.17 – panel to meet after report is received and action plan created ACTION
13.6	Compile results of Skills Audit and 360 review	AR	Distributed – to be included in SIP. ACTION AR to include summary from evaluations. Clear action plan for GB improvement – more effective GB

11. Expenses - Governors agreed not to claim expenses in 2017 -18.
12. Governors Code of Conduct – this was circulated using the version based on NGA model – all governors read, agreed and signed this and retained it in their Governor file.
13. Appointment of new Foundation and Parent Governors – Parent Governor election information to be sent out. AR had contacted the Diocese to ask if they could suggest a Foundation Governor for school. No response to date.
14. Review of Governors performance and Chair's performance – responses circulated – action plan to be included in SIP.

AR produces Governor Preparation for Ofsted updates which include strengths and areas for improvement of the school.

Head Teacher's reports are very important in keeping governors informed.

Difficult to run meetings to time as important to ask questions particularly around HT report.

Governors need to spend time on important items and be involved in strategic policies.

Q. Do governors feel they have a voice in meetings

A. All Governors agreed they had

Q. Will new Governors receive induction?

A. Yes all Governors receive induction

Q. Do Governors feel they would like anything done differently?

A. Feel we need to share expertise and role

15. 20 Questions for the full GB (2nd edition 2015)

Do we have the right skills on the governing board? – Yes a broad spectrum of skills around the table. **We do need an additional Foundation Governor. Parent Governor Election.**

1. Have we completed a skills audit which informs the governor specification we use as the basis of governor appointment and interview?

Yes see analysis of skills.

Do we appoint governors on the basis of their skills – yes in particular co-opted and associate governors. We now feel that we have a broad cross section of skills and everyone is making a contribution to the GB. Governors must be prepared to attend training and learn to fulfil their role. Induction is improving.

Collaboration with the GBs of the other schools would be good for identifying and sharing good practice. Also sharing of CPD.

Effectiveness: Are we as effective as we could be?

We have a very good school with a relatively healthy budget. Children are happy and feel safe. General satisfaction from parents is very good. Governors ask relevant and challenging questions. Headteacher's performance management is carried out effectively with external support. All business discussed at full GB meetings – better communication and involvement for all Governors.

We acknowledge there is always the capacity to improve and be more effective. Need to identify impact of governors more.

2. How well do we understand our roles and responsibilities, including what it means to be strategic?

'Conduct the school with a view to promoting high standards of educational achievement at the school'

See 3 core functions. Section 1 Governors' Handbook.

Governors understand their roles and responsibilities they have a strategic view of the school. Governors understand their role in asking relevant and challenging questions. They receive and understand reports on progress and attainment. All Governors monitor aspects of the school improvement plan and report to the full GB. This is identified on the SIP.

3. Do we have a professional clerk who provides legal advice and oversees the governing board's induction and development needs?

The role is recognised as being pivotal to the success of the GB. Accuracy of minutes including records of questions is essential, in addition to advise and support particularly of legal matters.

Chair requested minutes to be produced within 14 days of meeting.

4. Are the size, composition and committee structure of our body conducive to effective working?

The way the GB works was been reviewed last year. It no longer has committees. In addition there is a co-chair and 2 Vice Chairs with specific responsibilities. This will improve succession planning. Some panels such as the Pay Panel and PM of the Head Teacher are established and will report to the full GB. The size of the Governing Body is optimum for the size of school. There are enough governors to perform all roles and form appeal committees when necessary. All governors have monitoring duties.

5. How do we make use of good practice from across the country?

Through network meetings, cluster chairs meetings, liaison with other schools, particularly the national Leader in Governance at Boroughbridge School, information from the NGA and feedback from training we gather information about good practice and use it to improve our effectiveness.

Role of the chair: Does our chair show strong and effective leadership?

6. Do we carry out a regular 360° review of the chair's performance and elect the chair each year?

The chair is elected each year. 360 review completed see summary. 2 Vice chairs with responsibilities should help to share work load. Co Chair appointed.

7. Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced at least every six years?

By appointing a Co Chair and 2 Vice Chairs with responsibilities should help with succession planning. A governor to do Chair of Governors training this year.

8. Does the chair carry out an annual review of each governor's contribution to the board's performance?

Annual Self review documents summarised.

Vision, ethos and strategy

Strategy: Does the school have a clear vision and strategic priorities?

9. Does our vision look forward three to five years, and does it include what the children who have left the school will have achieved?

Yes. Vision and values developed over last year. A strategy with priorities is linked to the SDP. Governing Body activities linked into agenda planner. Monitoring activities linked to School Improvement Plan. Information about pupils at the end of KS 4 and 5 would be welcome **ACTION. What exactly is the Vision for 3 years.**

10. Have we agreed a strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review the strategy?

Yes SIP has KPIs and governors monitor these and report to full GB. Full reports received from HT on performance also reports from Advisers.

Subject Leaders to report to full GB. **ACTION**

11. How effectively does our strategic planning cycle drive the governing board's activities and agenda setting?

The GB Annual Agenda plan sets out activities for the year. This has to incorporate new initiatives such as reconstitution, appointment of staff for example. The plan drives agenda items such as review of Raise Online, pupil progress reports.

Engagement: Are we properly engaged with our school community, the wider school sector and the outside world?

12. How well do we listen to, understand and respond to our pupils, parents and staff?

Pupils are given a voice through the pupil elected school council. Chair has attended meetings. Reports from the leader would be welcomed. Children have opportunities for class discussion through circle time and are given questionnaires to ask for their opinions eg school meals, satisfaction, HRBQ. Parents are given satisfaction questionnaires – repeat in November. Reports in newsletters and annual report each summer. Parent governors provide good liaison. New parent drop in sessions this year. Governors Annual Report and termly newsletter. Governors link to pupil leadership teams. Strong link to Parish. **Staff questionnaire this year ACTION**

13. How do we make regular reports on the work of the governing board to our parents and local community?

Reports in newsletters, termly Governor newsletter and annual report to each summer. Full GB minutes on website. Links with local community – introduce short reports in Roundabout? Newspaper articles. Attend Parish Council meeting, Friends of School meetings. Governors available to talk to parents and events. Twitter.

Names of Governors to be printed in Newsletter.

Q. *Could there be notice of meetings in school?*

A. *Suggest an events planner for website/calendar of events*

14. What benefit does the school draw from collaboration with other schools and other sectors, locally and nationally?

Headteacher collaborates very effectively with local clusters of schools eg , School to School Collaboration with North and South Cowton, Barton and Ravensworth Schools, some of which are outside the LA and one of which is a teaching schools alliance. This shares good practice, provides CPD, gives children opportunities for new learning opportunities and to mix with larger cohorts. It develops relationships with children who may move on to the same secondary schools. Strong links with schools in Hartlepool and Middlesbrough LAs provides excellent CPD for staff in observation, support and monitoring and equally provides a constant source of inspiration. This would be further developed if school becomes part of DAT.

Other collaborations provide new inspirations and opportunities. Collaboration exists between subject leaders at network meetings, chairs of governors, clerks and school administrators too.

Effective accountability

Accountability of the executive: Do we hold the school leaders to account?

15. How well do we understand the school's performance data (including in-year progress tracking data) so we can properly hold school leaders to account?

All governors are now involved in looking at Raise online, the Ofsted dashboard and performance tables. The Headteacher is questioned about this data. Governors see anonymised performance management information and know that teaching staff are set challenging and SDP- related targets. The Headteacher provides reports on progress of children and progress of staff towards their performance management targets.

New CPD for ASP.

16. Do governors regularly visit the school to get to know it and monitor the implementation of the school strategy?

All governors are encouraged to visit school, liaise with HT, staff and subject leaders. They report to the full GB. This includes subject links, SEN, Safeguarding and PSE.

17. How well does our policy review schedule work and how do we ensure compliance?

Policy review schedule is regularly updated. Clerk informs us of new policies and updates.

Revised/new policies to be emailed for governor approval.

18. Do we know how effective performance management of all staff is within the school?

Reports from HT at half yearly and end of school year. Anonymised PM targets provided. Reports on recommendations for staff progression on pay scale. Attainment and progress of pupils

19. Are our financial management systems robust so we can ensure best value for money?

Bursar and LA FMS bursar support. Rigorous in applying best value. Schools Financial Value Standard and audit confirm this.

Impact: Are we having an impact on outcomes for pupils?

20. How much has the school improved over the last three years, and what has the governing board's contribution been to this?

Yes. There have been significant improvements in 2015 -16 and 2016 - 2017 the school has fared exceptionally well in attainment and progress against much raised national expectations. It must be remembered that cohorts of children are small and attainment is therefore variable. I think all governors are now familiar with data and progress reports and are willing to ask difficult questions. Governors receive more detailed reports on progress. Staff Performance Management is monitored more carefully.

Governors monitor SIP and report back. They are challenging. Curriculum is being updated this year.

16. RESOURCES – Vice Chair to Chair

Agenda Item Number		
16.1	Budget Monitoring Report June 2017 – reviewed at last meeting. No new monitoring information received as visit with FMS Bursar postponed Area of concern- pupil numbers On roll 101 plus 8 nursery children. Lynda Player to be asked how this will impact on budget Q. What are building priorities this year? A. Wish list: new toilets for Out of School Club kitchen shutter these projects have been put on hold temporarily due to lack of capital. Bids to be submitted when part of MAT	ACTION AR

	Bid Company have submitted bids Forest Schools/ICT equipment (need to involve community/library area A curriculum kitchen in the Out of School Club is also a priority. Double Sports Funding (Change for Life) received via Sugar Levy (April 18) – may be able to fund this through the grant.	
16.2	Out of School Club –holiday attendance Low attendance during holidays – average 6.8 Term time morning attendance good but lower than last year 12.8 (15) Afternoon lower too 10.1 (13) Keep an eye on numbers and produce questionnaire re: suitable days to open during holidays. Prices cannot be reduced. Speak to Kerry re: advertising on posters/On Your Doorstep and having a Twitter account.	ACTION AR/KW ACTION MP
16.3	Staffing No changes – one, one to one post filled by relief who can no longer do it – advert placed for contracted staff	
16.4	Pay Policy 2017-18 including exemplifications of Teaching Standards Essentially the same as last year. Pay scales changed. Waiting for final consultation outcome. Policy will then circulate for approval. Governors approved the policy in principal. DECISION	ACTION AR
16.5	Budget Management Policy – NYCC model Governors agreed and adopted the policy DECISION Policy and scheme of delegation in place for Headteacher. Governors ensure financial controls are in place	

17. SAFEGUARDING/ HEALTH & SAFETY

Agenda Item Number		
17.1	All Governors to renew Safeguarding Training To be held in school on Tuesday, 10 th October 3.45 – 6.15 pm E Safety training in school to be held on Wednesday, 19 th September 3.45 to 6 pm Online www.e-safety support.com - email to be sent to governors Online Prevent training https://www.elearning.prevent.homeoffice.gov.uk	ACTION SD
17.2	Issues from staff meetings and accident book and near misses None	

18. SCHOOL IMPROVEMENT Vice Chair to Chair

Agenda Item Number		
18.1	School Development Plan 2017-18 Discussion and Identification of areas for GB monitoring. To be distributed again for further comment. Circulated. SR outlined details .Governors were appointed to monitor the Key Issue Target Drivers. <ol style="list-style-type: none"> 1. To Improve the quality and impact of collective worship and Christian Values on whole school community and develop links with other faiths and diverse communities. VW/KJ/AR Q. Can children be involved in delivery of the Eucharist? A. No unfortunately they cannot. <ol style="list-style-type: none"> 2. To improve provision and the quality of teaching to accelerate progress for more able pupils GS/DWB/AR 3. To develop a broad, balanced exciting and challenging curriculum that 	

	<p>meets the needs of all pupils and raise its profile amongst the school and community.</p> <p>Collaboration/SR/MP/VW/DWB/VW/KJ/AR/DB/PK</p> <p>4. To ensure that reading and writing progress and attainment in all year groups is consistent and is in line or above national expectations.</p> <p>GS/AR</p> <p>5. E Years – to improve the proportions of pupils who make more than expected progress</p> <p>DWB/AR</p> <p>SR discussed School Improvement model moving forward. The Swaledale Alliance are arranging peer reviews of schools. SR would like to shadow Head from another school doing a peer review.</p> <p>Support for new teacher in Early Years will be arranged.</p> <p>Q. What are the ICT costs?</p> <p>A. Need 20+ new laptops – approx. cost £10,000 Need forward planning for replacement of IT equipment– Bid being written for a grant.</p> <p>Q. Are children taught how to hold pencils</p> <p>A. Planning to do this year from EYs onwards.</p> <p>Q. Are there costs attached to SEN developments?</p> <p>A. Cost of SENCO training course £2000+ and SEN admin training £300</p> <p>Other areas of cost linked to SIP include:</p> <ul style="list-style-type: none"> • EYs Outdoor Area • Target tracker to be purchased – all other schools in Alliance use this and it will create more reports for Governors - • New Puma/Pira/GAPS tests to be purchased • Recently qualified teachers and NQTs to take part in training at Swaledale Alliance – Impact of this to be assessed. 	
18.2	Governor Visits to School and Classrooms Policy for approval Circulated – Governors approved Policy Could governors please send a report after each visit.	
18.3	GB Monitoring Visits/Reports Plan/ Date for Parents Forum Please contact Head Teacher and teaching staff to organise visit.	
18.4	GB Development Plan Responses to Governor self evaluation and CofG 360 review. Areas for development will be incorporated into the SIP for discussion at next meeting. Please let SD training needs. Governors reminded of forthcoming training	ACTION AR
18.5	SIAMS SEF Visit from Diocesan Adviser for SIAMS review – 5 th October. Will talk to students, staff, parents and governors then will feedback. Decision made to grade SEF as Outstanding.	
18.6	MAT Update Consultation closed 8 th September. Report has been sent to DfE. CEO (Damian Chubb) to visit all schools.	ACTION AR
18.7	Christian Value Reflection	

	<p>SR used prepared sheet for reflection on Christian Values. Governors had a full discussion on the value 'Thankfulness' and SR recorded comments. Similar reflection sheets to be distributed to staff and parents. A discussion around the Value of the half term will take place at each meeting. Impact following the discussion the GB have a greater understanding of the value and its importance in the context and distinctiveness of the school.</p>	
18.8	<p>CPD-Governors' SInS meeting 2.10.17 – dates-Leeds training new Raise/Financial Efficiencies?</p>	
	<p>Website Website audited by Swaledale Alliance. Full report. Auditors very complementary about website which meets the statutory requirements. Only minor updates required. Discussion followed about use of photographs on web site. Governors were in agreement that although many schools use current children's, staff and Governor photos on their website – we do not in order to safeguard pupils and adults. Governors felt that this should continue to be the case.</p>	

Thanks for refreshments

Date of next meeting 21st November 2017

Items for agenda for next meeting: