

## Croft GB – Minutes – 28<sup>th</sup> November 2017

Minutes of a meeting of the Governing Body of Croft Church of England Primary School held at the school on Tuesday 28<sup>th</sup> November 2017 commencing at 6.00pm.

‘Achievement for Everyone’

School Values – Friendship, Reverence, Endurance, Compassion, Koinonia, Peace, Happiness

Core Functions of GB:

- Ensure clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money well spent

Opening Prayer – Foundation Governor

Comments from the Chair – Welcome and Introduction to new Parent Governor/Clerk

The Chair Welcomed Julia Clarke and Val Brown to the meeting as the newly elected Parent Governor and LA Clerk. She invited introductions.

**Present:** D Blenkarn (DBI), A Russell (Are) (Chair) K Jones (KJo), V Waugh (VWa), D Bainbridge (DBa), M Patterson (MPa), J Clarke (JCl), G McManus (GMc), S Robson (SRo) (Head Teacher), G Sale (GSa),

**Apologies:** P Knapp (PKn),

**In Attendance:** Mrs V. Brown (LA Clerking Service)

Minute No.		Action and time scale
GB 01/17	<b><u>Apologies for absence and to determine whether any absences should be consented to.</u></b> Apology with reason received from P Knapp. <b>Agreed: That the apology be accepted and consented to</b>	All
GB 02/17	<b><u>To remind governors of the need to declare interests, pecuniary or non-pecuniary.</u></b> <b>Agreed: No declarations of interest received</b>	All
GB 03/17	<b><u>To determine whether any part of the proceedings should be treated as confidential.</u></b> <u>To review staffing</u> – Performance Management Teachers and Pay recommendations <b>Agreed: That the item To review staffing be treated as confidential and excluded from the minutes made available to the Public</b>	All
GB 04/17	<b><u>Notification of urgent other business</u></b> <b>Agreed: No items received</b>	All
GB 05/17	<b><u>To approve as a correct record the Minutes of the meeting held on 12<sup>th</sup> September 2017</u></b> (circulated prior to the meeting) <b>Agreed: That the Chair sign the minutes of the 12<sup>th</sup> September 2017 as a true and accurate record of the meeting</b>	Chair
GB 06/17	<b><u>To consider matters arising from the minutes and for which there is no separate agenda item.</u></b> <b>11.4 – Pay Policy</b> – Now approved and circulated to	

Signed .....

Chair

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	<p>all staff – completed  <b>12.2 – First Aid training</b> – item on going  <b>13.1 – Parents’ drop in</b> - tba January 2018 – on going  <b>13.4 – SRE Policy and SEND pupils</b> – Not finalised at the time of the meeting – on going  <b>13.5 – SIAMS adviser visit</b> – Report this meeting – completed  <b>13.6 – Skills Audit/360 review</b> – included in SDP – completed                      The Chair informed that the CEO of the MAT will be attending the next GB meeting</p> <p><b>Agreed: (1) Chair to forward link for online safety training (2) GSa to arrange Parents’ drop in January 2018 (3) Head Teacher/SEND Governor to finalise SRE/SEND policies</b></p>	<p><b>Chair                      GSa                      Head                      Teacher/SEND                      Link Gov</b></p>
<b>GB 07/17</b>	<p><b><u>Date of next meeting Tuesday 16<sup>th</sup> January 2018 at 6.00pm in School</u></b>                      The Clerk informed that due to pre-scheduled meeting unable to attend this date  <b>Agreed: Chair to liaise with CEO DAT/Clerk re revised date. Clerk to forward revised date to all Governors when finalised</b></p>	<p><b>Chair                      Clerk</b></p>
	<p><b>PART ‘B’ – FINANCIAL</b></p>	
<b>GB 08/17</b>	<p><b><u>To review Budget Monitoring statement September 2017</u></b> (circulated prior to the meeting)                      The Vice Chair (Resources) confirmed Governors receipt/read and expressed the opinion that the report is positive. She invited comments/queries  <b>Agreed: (1) That the monitoring report be received</b></p>	
<b>GB 09/17</b>	<p><b><u>To review/approve revised start budget for submission to LA</u></b> - (circulated prior to the meeting)                      The Vice Chair (Resources) confirmed Governors receipt/read. She briefly led Governors through the budget and invited queries/comments. She highlighted reduction in c/f 18/19 due to pupil numbers. The report is based on old funding formula and explained in the key assumptions/information. Assumptions have been made at a deliberately pessimistic level ie low pupil numbers. PE funding has increased but this will be ring-fenced.  <b>Q) From the comparative statistics the proportion of spend on Administrative staff seems very high, could you explain why?</b>  <b>A) This will be reviewed in January when the School joins the DATVigilance will be applied moving forward.</b>                      Governors queried changes which will be implemented when DAT joined. The Head Teacher informed primary reason behind original set up was</p>	

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	<p>increase in support <b>to enable the HT to devolve some responsibility and ensure all systems were established.</b>                  The Vice chair sought Governors approval of the Budget.  <b>Agreed: (1) That the Revised Budget 17/18 be approved and forwarded to the LA (2) Head Teacher to investigate grades/job descriptions and numbers on roll</b></p>	<p>All  Head Teacher</p>
GB 10/17	<p><b><u>To review Benchmarking data</u></b> – (circulated prior to the meeting. The Vice Chair (Resources) confirmed Governors receipt/read and invited queries/comments                  Governors highlighted the variance in Administrative costs are the main concern. Teacher salaries are above similar schools. The Chair reminded Governors that salaries are dependent on experience. Governors discussed banding and T&amp;L points. The Head Teacher commented on amount of movement and need for best experience for School. He informed Governors that member of staff is moving on.                  Advertisement announcing vacancy under development  <b>Q) What is Educational support?</b>  <b>A) All ATA/GTA support staff. SR to confirm by contacting bursar.</b>  <b>Agreed: That the Benchmarking data be received.</b></p>	All
GB 11/17	<p><b><u>To allocate completion of SFVS if required</u></b>  <b>Agreed: Not required from January 2018 when DAT joined</b></p>	All
GB 12/17	<p><b><u>To review/ratify Charging and Remission policy</u></b> – (circulated prior to the meeting)  <b>Agreed: That the Charging and Remissions policy be approved and adopted</b></p>	All
GB 13/17	<p><b><u>To review Out of School Club attendance and Survey</u></b>                  The Head Teacher informed numbers have dropped. Estimates in the Budget are based on current figures. He led Governors through historical figures and highlighted that Ex Curricular activities affect numbers. The Out of School Club is a positive selling point to prospective Parents. He informed October half term attendance not good. Average 6 each day and low charges. The Club will be monitored and marketing increased as excellent value for money.  <b>Q) Do you have an analysis of After School activities if they are affecting paid activities?</b>  <b>A) This information can be provided. The expectation is that we offer both types of provision and this must be carefully balanced.</b>  <b>Q) Do Pupils from other schools attend?</b>  <b>A) During the holidays not after school</b>                  The Head Teacher drew Governors attention to the opportunity for advertising provision on the Bridge and</p>	

	<p>the proposed re branding following Academy conversion.</p> <p><b>Agreed: (1) Out of School/Ex Curricular activities to be monitored. Bursar to provide separate picture (2) GSa to investigate advertising opportunity</b></p>	<p><b>Head Teacher</b></p> <p><b>GSa</b></p>
	<p><b>PART 'C' – SCHOOL IMPROVEMENT</b></p>	
<p><b>GB 14/17</b></p>	<p><b><u>To review School Improvement Plan inc GB Development Plan 2017/18</u></b></p> <p>The Chair informed currently under review</p> <p><b>Agreed: Item deferred to January meeting. Clerk to add as Agenda item</b></p>	<p><b>Clerk</b></p>
<p><b>GB 15/17</b></p>	<p><b><u>Report of the Head Teacher</u></b> (circulated prior to the meeting)</p> <p>The Head Teacher confirmed Governors receipt/read and invited queries/comments. Governor raised the following queries:</p> <p><b>Q) What are the proposed Nursery numbers for 2018?</b></p> <p><b>A) 1 for January, 4 for Easter and 7 for September. There is lots of interest for classes with maximum numbers.</b></p> <p>Governors discussed Parents going to appeal to achieve admission and strategies for meeting need, possibly by moving able children to higher classes. Caution was advised due to need to address emotional needs even if academically ready.</p> <p>Governors discussed streamed classes, optimum use of classrooms, distribution of resources/staffing and identifying priorities for maximum input. The Chair informed of intention to seek Parent views via group and highlighted the need for sensitive handling. The Head Teacher expressed the opinion that it was positive for Governors to be thinking in a fluid way.</p> <p><b>Q) Could you explain how middle leaders will ensure that teaching is at least good and some is outstanding in their subject areas?</b></p> <p><b>A) Staff have developed monitoring programme. A one sheet summary on elements to look for, this will be completed each term</b></p> <p><b>Q) Will this be applied to all year groups/core subjects?</b></p> <p><b>A) Yes all areas, some areas are lagging behind</b></p> <p>The Head Teacher led Governors through the monitoring programme and informed report will be available for Governors/Subject Leaders. He advised MAT/Swaledale Alliance have been made aware of secondment opportunity. To date one application has been made. The timing of the advertisement was not good. Governors discussed advertisement of teaching</p>	

	<p>vacancy/approaching Supply agencies/challenges of moving staff and investigation of streaming. The Chair expressed the opinion that careful consideration moving forward would be needed in terms of recruitment. Governors commended the Head Teacher for his handling of recent issues.</p> <p><b>Q) How is readiness for KS1 achieved?</b></p> <p><b>A) Data analysis via Target Tracker allows better information on children. Gaps are highlighted, data informs on children not fully ready for curriculum. Additionally there is set criteria to work towards, better use of premises and extended transition. Some Parents want children to attend and play. There is lots of play based learning. Parents need to understand the gap between Early Years and Year 1 we are still waiting for revised Early Years Curriculum.</b></p> <p><b>Q) How many children in Nursery?</b></p> <p><b>A) 8</b></p> <p><b>Q) All day, every day?</b></p> <p><b>A) Most days but not every day</b></p> <p>The Chair advised that Forest Schools will be developed this year.</p> <p>Governors requested that pages on the next Head Teacher Report be numbered and additional information added to Summary with details of how/why events are held e.g. Diocese, SDP etc.</p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium spend/impact</b> (circulated prior to the meeting) The Head Teacher invited queries/comments. No queries/comments received</li> <li>• <b>Sports Premium spend/impact</b> (circulated prior to the meeting) The Head Teacher invited queries/comments.</li> </ul> <p><b>Q) Is performance at sporting competitions available?</b></p> <p>The Head Teacher confirmed and led Governors through recent competition results (4 events).</p> <p><b>Q) What numbers are participating in lunch time activities?</b></p> <p><b>A) Children across the school are participating in short bursts of activity which has a positive impact on learning.</b></p> <ul style="list-style-type: none"> <li>• <b>Admission numbers 2018/19</b> – covered in Report of the Head Teacher</li> <li>• <b>ASP, Ofsted dashboard</b> (circulated prior to the meeting)</li> </ul> <p><b>Q) How are targets set?</b></p> <p><b>A) Targets are set on basis of prior attainment at end of Key Stage or end of previous year if greater. Targets are set with a good level of progress; if this is exceeded targets are reviewed. Core subject targets and ASP targets feed into teachers' performance management. The old</b></p>	
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	<p>Curriculum exists in some areas. KS1 have revised curriculum. This has raised some issues due to variance in standards. It is becoming easier as more familiar. Governors queried actions if no prior attainment. The Head Teacher led Governors through the circulated FFT data.</p> <p><b>Q) Does gender affect performance and do you take into account?</b></p> <p><b>A) It varies, Target Tracker enhances smarter targets but is not based on gender</b></p> <ul style="list-style-type: none"> <li>• <b>Summary - Target Tracker/PUMA/PIRA and GAPS tests</b> – The Head Teacher circulated document Internal Data Analysis and Puma/Pira Assessment booklets at the meeting. He informed the booklets are used across the school to enhance accurate assessment. They were introduced last year as a standardised assessment test used by the Swaledale Alliance. Outcomes should validate Teacher Assessment. Scores are entered electronically to Target Tracker and reports available. These will be shared with Parents every half term. He led Governors through the Data Analysis and explained the bands/steps and accumulative totals. He highlighted progress can already be identified. Summaries will be repeated for next report. The Chair commented on the clarity of identifying progress.</li> </ul> <p><b>Q) Will Target Tracker continue under the MAT?</b></p> <p><b>A) Yes, all school in the MAT use Target Tracker. It is also useful as it is being driven by the Swaledale Teaching School Alliance</b></p> <p><b>Q) How will you confirm teacher assessment?</b></p> <p><b>A) Will run side by side. Statements are already in books so staff are already very familiar with target tracker statements</b></p> <p><b>Q) Is this common across the MAT</b></p> <p><b>A) Yes</b></p> <p><b>Agreed: That the Report of the Head Teacher be received. Thanks to the Head Teacher for his time and presentation</b></p>	
<p><b>GB 16/17</b></p>	<p><b><u>To review Pupil targets all year groups</u></b> – The Head Teacher highlighted the importance of being aware aspirational targets are included.</p> <p><b>Agreed: Covered in item Report of the Head Teacher</b></p>	<p><b>All</b></p>
<p><b>GB 17/17</b></p>	<p><b><u>To review Governor Monitoring Schedule Autumn Term and receive reports</u></b> (circulated prior to the meeting):</p> <p>The Chair reminded Governors of allocation of monitoring responsibilities and drew Governors attention to the completed report relating to visits to</p>	

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	<p>School (Priority Community involvement). Governors informed on Self Learning Environment observation, report will be produced and regular SIAMS reviews. Governors expressed the opinion that the Remembrance Service was very moving and that they felt privileged to be part of. The Chair informed that new Parent Governor interests will be tabled into the schedule</p> <p><b>Agreed: (1) Report to be submitted on Self learning Environment (2) JCI to liaise with Chair re monitoring visits</b></p>	JCI/Chair
GB 18/17	<p><b><u>To review Safeguarding</u></b></p> <p>The Chair highlighted the revised Child Protection Policy from the LA. Areas revised are highlighted in yellow. The Policy needs to be included in Induction file for new staff. The Acceptable use policy needs review</p> <ul style="list-style-type: none"> <li>• <b>Audit</b></li> <li>• <b>Report to Governors</b> – The Chair highlighted revised form from the LA</li> </ul> <p><b>Agreed: (1) Revised Child Protection Policy to be added to new staff Induction pack (2) Acceptable use policy to be reviewed. Clerk to add to next Agenda (3) Chair to email revised Report to Governors form to Link Governor for completion</b></p>	All Clerk Chair
GB 19/17	<p><b><u>Correspondence from the LA, DFE and Diocese</u></b></p> <ul style="list-style-type: none"> <li>• <b>School Improvement Adviser reports</b> – The Head Teacher informed two reports circulated. One from the LA adviser – B Watt and one from Independent adviser D Lowes. He highlighted this will be the final report from the LA Adviser as the MAT will provide advisers when the School converts. He invited comments/queries.</li> </ul> <p><b>Agreed: No comments/queries received</b></p>	
GB 20/17	<p><b><u>To ratify the following policies:</u></b></p> <ul style="list-style-type: none"> <li>• <b>SMSC</b> (circulated prior to the meeting)</li> <li>• <b>Child Protection 2017/18</b> (circulated prior to the meeting)</li> </ul> <p><b>Agreed: That the policies relating to SMSC and Child Protection be approved and adopted</b></p>	All
GB 21/17	<p><b><u>To review communication</u></b></p> <ul style="list-style-type: none"> <li>• <b>Parent Consultation</b> – The Chair informed deadline for return this week. She expressed the opinion that this would assist with moving the School forward. Responses will be collated and areas for addressing highlighted</li> </ul>	
GB 22/17	<p><b><u>Update on MAT</u></b></p> <p>The Chair informed completing work with the Branding Group in relation to Corporate identity for the Trust. She had distributed information to all governors about a TMO (Transfer Modification Order) required for the transfer of land from the Trust to the Diocese and had signed the Commercial Transfer</p>	

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	<p>Agreement received for transferring to the MAT. She requested volunteer to deal with urgent matters relating to the Conversion whilst on holiday. Conversion is due to happen on the 1<sup>st</sup> January 2018. A number of additional schools have expressed interest in joining the DAT.</p> <p><b>Q) Why have one school withdrawn?</b>  <b>A) The CEO was unable to divulge information. If this is available in the future it will be cascaded. Updated Financial Information has also been requested.</b>  <b>Agreed: In the absence of the Chair delegated authority be given to M Patterson to address urgent DAT business</b></p>	<p><b>MPa</b></p>
<p><b>GB 23/17</b></p>	<p><b><u>To review Governor training</u></b>  The Chair informed attended GSIN meeting. She led Governors through the content and highlighted EAL funding increase and the falling profile in NY over the last three years for KS 1 and 2 scores.</p> <ul style="list-style-type: none"> <li>• <b>GB CPD brief outline/impact</b> - ASP training booked for 22<sup>nd</sup> January 2018 at Barton School</li> <li>• <b>Requests for training</b> – no requests received</li> </ul> <p><b>Agreed: Governors to confirm attendance/apologies for Assessing School Performance (ASP) training 22<sup>nd</sup> January 2018 6.00 at Barton School to Clerk</b></p>	<p><b>All</b></p>
<p><b>GB 24/17</b></p>	<p><b><u>Update on SIAMS</u></b></p> <ul style="list-style-type: none"> <li>• <b>Adviser report</b> – report circulated prior to the meeting. The Link Governor highlighted need to confirm if any changes following conversion. Governors queried notice given of inspection. The Chair informed one week. The Head Teacher queried the number of school values. The Chair highlighted the importance of timing of any review, possibly next academic year.</li> <li>• <b>Action Plan</b></li> <li>• <b>Christian Value</b> - The Head Teacher circulated the Christian values Reflection sheet and Governors completed this in discussion at the meeting - responses to be summarised for next meeting. Children and Staff will also complete</li> </ul> <p><b>Agreed: (1) SIAMS progress meeting to be held before the end of the Autumn Term (2) Head Teacher to forward collation of responses to Christian Values Reflection questionnaire to Clerk for circulation</b></p>	<p><b>Chair Head Teacher Clerk</b></p>
<p><b>GB 25/17</b></p>	<p><b><u>To review Composition of GB</u></b></p> <ul style="list-style-type: none"> <li>• <b>Vacancies/Appointments</b> – Number on Instrument of Governance = 11. Currently one Foundation and one LA – due to conversion the LA vacancy will not be advertised. Two Associate Governors</li> </ul>	



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	<ul style="list-style-type: none"> <li>• <b>Terms of Office</b> – Clerk requested all Governors provide details of terms of office for clarification</li> <li>• <b>Statutory training</b> – The Chair requested all Governors complete the statutory Online Safety, Safeguarding and Prevent training before the meeting in the Spring Term – all available online – clerk to email details</li> <li>• <b>Email addresses</b> – Governors discussed the use of School email addresses and designated Governor area on Website. The Chair advised that all Governor business should be conducted via secure portals under revised General Data Protection Regulations which will replace the Data Protection Act 1998 from May 2018.</li> </ul> <p><b>Agreed: (1) That Viv Waugh be re-appointed as Foundation Governor. Term of Office September 2017 to September 2021 (need to check term of office – may be back dated) (2) That Julia Clarke be appointed as Parent Governor. Term of office November 2017 to November 2021 (3) Clerk to check all Governor terms of office (3) All Governors to complete statutory online training before meeting Spring Term and forward certificates to school for retention (4) Clerk to add E-Mail addresses to next Agenda for further discussion.</b></p>	<p>VWa JCI Clerk</p> <p>All Clerk</p>
	<b>PART 'D' – HEALTH AND SAFETY</b>	
GB 26/17	<p><b><u>To review Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>• <b>Health and Safety policy 2017/18</b> (circulated prior to the meeting) – The Chair informed contacts updated</li> </ul> <p><b>Agreed: That the policy relating to Health and Safety be approved and adopted</b></p>	All
	<b>PART 'E' – OTHER BUSINESS</b>	
GB 27/17	<p><b><u>To deal with any matters agreed for consideration</u></b>  <b>Agreed: No items received</b></p>	
	<b>PART 'F' – PERSONNEL</b>	
	<p>Prior to discussion of item GB 28/17 GMc left the meeting and did not re-join until discussion/agreement completed.</p>	
GB 28/17	<p><b><u>To review staffing</u></b>  <b>– Performance Management Teachers and Pay recommendations – Confidential item</b></p>	
GB 29/17	<p><b><u>Impact of the meeting</u></b>  Governors expressed the opinion that this item should be addressed following each section of the Agenda</p>	

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	and not at the end of the meeting. <b>Agreed: Item deferred until January meeting.</b> <b>Clerk to add to agenda.</b>	<b>Clerk</b>
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**Meeting closed 8.35pm**

**Confidential Minutes of a meeting of the Governing Body of Croft Church of England Primary School held at the school on Tuesday 28<sup>th</sup> November 2017 commencing at 6.00pm.**

**School Values – Friendship, Reverence, Endurance, Compassion, Koinonia, Peace, Happiness**

<p><b>GB 28/17</b></p>	<p><b><u>To review staffing</u></b>  <b>– Performance Management Teachers and Pay recommendations – Confidential item</b>                  The Chair informed that the Pay Panel met (A. Russell, Georgie Sale and Viv Waugh), with the Head Teacher reviewed Staff Performance and made recommendations. She made Governors aware of recommendations for scale and timescale and sought approval. Governors reminded the Head Teacher of need to forward letter to receiving Head if staff leave mid-year in relation to Performance Management</p> <p><b>Agreed: (1) Governors approved the recommendations of the Pay Panel (2) Chair to issue letters.</b></p>	