

## Croft GB – Minutes – 21<sup>st</sup> January 2020

Minutes of a meeting of the Local Governing Board of Croft Church of England Primary School held at the school on Tuesday 21st January 2020 commencing at 6.00pm.

Be happy: aspire, believe, achieve

### 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

### Actions list:

- Head Teacher to confirm start date of Trust SENCO
- Information relating to eligibility for Pupil Premium to be returned to Newsletter as a reminder
- All Monitoring visit reports to be forwarded to Chair
- Clerk to add Safeguarding Audit – update on progress in action to the next agenda
- Clerk to add policies relating to Behaviour and RSE to the next agenda
- Chair to circulate action plan to address Parental comments at the next meeting

Opening Prayer – The Vice Chair opened the meeting with a prayer

### Comments from the Chair

The Chair welcomed everyone to the meeting and informed that Mrs V Waugh has resigned due to current workload. She has offered to continue as Associate on a needs basis and will remain a link with the local church.

**Present:** A Russell (ARu) (Chair), J Clarke (JCI) (Vice Chair), S Robson (SRo) (Head Teacher), D Blenkharn (DBI), N Bleasby (NBI), N Potts (NPo), J Preston (JPr)

**Apologies:** V Waugh (VWa), M Patterson (MPa),

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

Minute No.		Action and time scale
LGB 01/20	<b><u>Apologies for absence and to determine whether any absences should be consented to.</u></b> Apologies received from M Patterson and V Waugh (see Comments from the Chair) <b>Agreed: That the apologies be accepted and consented to</b>	All
LGB 02/20	<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
LGB 03/20	<b><u>To determine whether any part of the proceedings should be treated as confidential.</u></b> <b>Agreed: No items to be treated as confidential and excluded from the minutes made available to the Public</b>	All
LGB 04/20	<b><u>Notification of urgent other business</u></b> <b>Agreed: No items received</b>	All
LGB 05/20	<b><u>To approve as a correct record the Minutes of the meeting held on 19<sup>th</sup> November 2019</u></b> <b>Agreed: That the minutes of the meeting held on the 19<sup>th</sup> November 2019 be signed by the Chair as</b>	All

Signed .....

Chair

Page 1

	<b>a true and accurate record of the meeting</b>	
LGB 06/20	<p><b><u>To consider matters arising from the minutes and for which there is no separate agenda item.</u></b></p> <p><b>LGB 156/19 - Impact of the November meeting</b></p> <ul style="list-style-type: none"> <li>• Discussions relating to Staff Workload raises Governors awareness and planning for actions to address</li> <li>• Discussion relating to attendance produced suggestions of ways to reduce Term Time holidays resulting in improved attendance and outcomes for Pupils</li> <li>• Discussions at Pupil Leadership Groups produced good information from Pupils which directly informs the SDP</li> <li>• Review of 20 questions ensures increased understanding of Governor roles in school</li> <li>• Governors highlighting areas they would like information on for addition to Head Teacher Report ensures the Report covers all areas Governors require information on to enable them to fulfil their role effectively.</li> </ul>	
LGB 07/20	<p><b><u>Date of next meeting</u></b>  <b>Agreed: Tuesday 24<sup>th</sup> March 2020 at 6.00pm in School</b></p>	<b>All</b>
	<b>PART 'B' – FINANCIAL</b>	
LGB 08/20	<p><b><u>To review latest Budget Monitoring statements– Comments/queries only</u></b></p> <p>The Chair informed meeting held with Finance Director to review December Monitoring Report. She drew attention to the number of staff hours deployed to support prior to achievement of an EHCP.</p> <p><b>Q) Is there a cost with the EHCP process?</b>  <b>A) A provisional submission is always put in initially. The difficulty is pre-empting what is needed to evidence actions. A provision map is completed for all spend. The school pay the first £6k of an EHCP, funding is getting harder to achieve.</b></p> <p><b>Q) What is the amount of funding?</b>  <b>A) It depends on the individual child</b></p> <p><b>Q) Currently the Head Teacher is covering the role of SENCO is there any future plan for a SENCO in the School?</b>  <b>A) Yes there is a SENCO in the Trust who is working between 4 small schools and is completing the qualification currently. They may work with us and across the Trust in future.</b></p> <p>Governors discussed the position of SEN lead in the school with administrative support from existing staff. The Head Teacher highlighted the variance in each LA</p>	

	<p>process and the issues this creates.</p> <p><b>Q) When will the SENCO qualify?</b></p> <p><b>A) In the Summer term</b></p> <p>The Head Teacher informed the Trust SENCO will be able to deliver CPD and be flexible as to requirements across the schools. NPo highlighted that the need for the Head Teacher to step back from the role due to workload was recommended in the SEN report. Governors discussed shared resources and development of role of SENCO, Educational Psychologist across the Trust</p> <ul style="list-style-type: none"> <li>• <b>Out of School Club – Attendance Autumn Term – prices</b> – The Chair led Governors through the current attendance figures and highlighted reduction in uptake for morning sessions. She expressed the opinion that this fluctuates throughout the year and suggested that prices are not increased this year.</li> <li>• <b>School meals uptake and prices</b> – The Head Teacher informed that the contract for meals with NYCC has been given notice as tenders are sought for the service. Governors queried the position of current staff. The Head Teacher informed staff will be transferred under Tupe should there be a change. He drew attention to the high number of pupils bringing packed lunches and expressed the opinion that the quality of the packed lunches needs to be investigated. He informed the Trust are developing a policy across all Trust school for Healthy Eating</li> <li>• <b>Nursery extra session prices</b> – The Chair led Governors through the number of hours available if eligible free of charge and highlighted additional hours can be purchased. An optional 30 minute session is available at the end of the school day so that all children finish together. If children are not eligible for free sessions the current price is £4 per hour. She drew attention to the previous funding from NYCC and informed the cost per hour has not been increased for a considerable time. She sought Governor views on increase in cost per hour to £4.20. Governors suggested researching other local Nurseries for price comparison. NPo queried if there are any Patrons. The Head Teacher confirmed no Patrons. NPo highlighted the Patronage system as a way of raising funds on a regular basis by parental contribution which can be extended to Alumni.</li> </ul> <p><b>Agreed: (1) Head Teacher to confirm start date of SENCO (2) No increase currently for Out of School Club prices (3) No increase currently for School</b></p>	<p>Head Teacher</p>
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	Meals until new provider known (3) Provisional increase in Nursery extra sessions to £4.20 dependent on research results	
	<b>PART 'C' – SCHOOL IMPROVEMENT</b>	
LGB 09/20	<p><b><u>To review School Development Plan inc GB Development Plan 2019/20</u></b> – (available on TEAMS prior to the meeting)</p> <p>The Head Teacher informed that progress has been updated for one term and milestones added. He highlighted the TA training and informed this will be adjusted if the CPD is completed as agreed dates had to be re-scheduled</p> <ul style="list-style-type: none"> <li>• <b>SEF</b> – The Head Teacher informed that the context has been re-written. The Chair explained that the SEF informs where the school was and how much progress has been made. The SIP has suggested that the Leadership journey be explained</li> <li>• <b>SIAMS update</b> - deferred</li> <li>• <b>PE Strategy review</b> – The Chair informed meeting to be held with the Staff Governor, PE Lead on 4<sup>th</sup> February 2020. Report will be available to Governors</li> </ul> <p><b>Agreed: That the SDP and SEF be received</b></p>	
LGB 10/20	<p><b><u>Report of the Head Teacher</u></b> (available on TEAMS prior to the meeting) The Chair formally thanked the Head Teacher for his very thorough, comprehensive report. The Head Teacher commented on the positivity of Governors asking what they would like to see in the report. He confirmed Governors read and invited comments/queries:</p> <p><b>Q) Could you expand on Year 2/3 data?</b>  <b>A) Progress will be seen in the next data report, a Maths meeting has been held and intervention strategies to be used discussed. There is daily support in reading and writing</b></p> <p><b>Q) Have you identified any differences since the change in assessment processes (PUMA/PIRA)</b>  <b>A) It is a little early but staff are confident in results. We are still using GAPS, only reading and maths is on the new system. We are also using Rising Stars for science to back up teacher assessment. The tests are in the early stages, currently there are no issues</b></p> <p><b>Q) Is there a mismatch in KS1 ISDR data?</b>  <b>A) ISDR data is last year's data. The data is received early at the end of summer and un-validated data in November. The data is validated in January so historical when received. The Swaledale Alliance is investigating using FFT data.</b></p> <p>The Chair highlighted that Governors need to be aware of official data and Government performance</p>	

	<p>tables. She made Governors aware of the link available on the website and recommended the usefulness of the 3 year averages.</p> <p>The Head Teacher highlighted that SEND, EAL, Mobility and small cohorts affect the data in some year groups</p> <p>Governors queried the use of volunteers to assist with allocation of teacher time highlighted in the SEN report. The Chair informed volunteers are available. This will be re-added to the Newsletter as a reminder</p> <p><b>Q) Will the SEN report be shared with Parents?</b>  <b>A) The Parent questionnaire had a specific SEN section, this was shared with the SIP. There has been a specific SEN survey in the past which had positive feedback</b></p> <p><b>Q) How do you know the Reflective Sheets for Behaviour Management are effective?</b>  <b>A) Pupil talk through what they have done and how it could be done differently. The Behaviour Policy is under review and will be brought to the next meeting. The Parent Governor confirmed the importance to Pupils of receiving a reflection sheet.</b></p> <p>The Head Teacher informed that a tracking system is in place to identify behaviour trends in classrooms</p> <p><b>Q) Has the Fire Alarm system been repaired?</b>  <b>A) The issue was an amber light it is checked daily now.</b></p> <ul style="list-style-type: none"> <li>• <b>Pupil progress Autumn Term</b> – Covered in Report</li> <li>• <b>Pupil numbers</b> - Covered in Report</li> <li>• <b>Accidents/Near misses</b> - Covered in Report</li> <li>• <b>School Data Dashboard ISDR</b> - Covered in Report</li> <li>• <b>FFT</b> – comments questions - Covered in Report</li> <li>• <b>Number of Educational Visits</b> - Covered in Report - The Head Teacher queried the format Governors would like when reporting Educational Visits. He suggested that a grid would highlight the importance of Curriculum and record numbers on extra-curricular visits. Feedback would also be requested at the end of an activity. He led Governors through the areas being investigated for extending extra-curricular opportunities. If anyone has any further ideas/connections please contact the Chair</li> </ul> <p><b>Agreed: That the Report of the Head Teacher be received. Thanks to the Head Teacher for all his work and presentation</b></p>	
<p><b>LGB 11/20</b></p>	<p><b><u>To review Pupil Premium</u></b>  The Head Teacher drew attention to the variance in timing of the receipt of Pupil Premium funding and</p>	

	<p>LAC funding from different LA's and highlighted the challenges in providing details of LAC spend/impact due to the complexity</p> <p><b>Q) Do all eligible Pupils claim PP/EAL funding or can they be missed?</b></p> <p><b>A) Sometimes eligibility for FSM is not declared, EAL is easier to identify. There is a site for identification, a section on the Admissions form and information on the newsletter. Identification is now more difficult as pupils move to Year 3 due to free school meals in R, Year 1 and Year 2.</b></p> <p>Governors discussed changes in circumstances which could make additional Pupils eligible</p> <p><b>Agreed: (1) Information relating to eligibility for Pupil Premium to be returned to Newsletter as a reminder</b></p>	
<p>LGB 12/20</p>	<p><b><u>To review Governor Monitoring Schedule Spring Term and receive reports:</u></b></p> <p>The Chair advised the Vice Chair will be monitoring Maths and Music next week. NPo has completed two monitoring visits, reports will be produced. She led through the positive meeting with the Trust CEO where the Ofsted Inspection and revised framework was discussed</p> <ul style="list-style-type: none"> <li>• <b>SEN Review – Doug Lowes</b> – Covered in the Head Teacher Report</li> <li>• <b>Pupil Leadership Group ARu</b> – (available prior to the meeting on TEAMS) The Chair reminded Governors of the importance of speaking to Pupils to increase their confidence in talking to adults. She led Governors through the Report and highlighted the reference to increase in PE, currently once every two weeks, of which she was already aware. The Staff Governor informed she is visiting another school to share best practise/formulate ideas</li> <li>• <b>Science ARu</b> - (available prior to the meeting on TEAMS)</li> <li>• <b>History/Geography update ARu</b> – (available prior to the meeting on TEAMS)</li> </ul> <p><b>Agreed: All visit reports to be forwarded to Chair</b></p>	
<p>LGB 13/20</p>	<p><b><u>To review Safeguarding</u></b> –</p> <p>The Chair briefly explained the NYCC summary. RSE will be discussed next meeting and update on Action Plan from safeguarding audit available. Governors discussed RSE. The Chair informed the CofE guidelines have been investigated and expressed the opinion they are a sensible approach. There are no set rules as to how RSE is taught. It is up to the individual schools and varies between schools. Governors forwarded their views on the delivery of RSE and welcomed Policy to ensure all aware of how taught.</p> <ul style="list-style-type: none"> <li>• <b>Audit – update on progress on action plan –</b></li> </ul>	

Croft GB – Minutes – 21<sup>st</sup> January 2020

	<p><b>deferred to next meeting</b>  <b>Agreed: That the Audit – update on progress in action plan be added to the next agenda</b></p>	Clerk
LGB 14/20	<p><b><u>Correspondence from the Dales, DFE and Diocese</u></b>  <b>Agreed: No correspondence since the last meeting</b></p>	
LGB 15/20	<p><b><u>To ratify the following policies:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Behaviour</b>- Deferred to next meeting</li> <li>• <b>RSE</b> – Deferred to next meeting</li> <li>• <b>Pay Policy</b> – available on the Trust website. Word copy will be circulated when available</li> <li>• <b>Acceptable Use for Staff/Governors and Pupils</b> – The Head Teacher requested Governors consider the sharing of Images of Pupils. He highlighted the need for Parental consent and expressed the opinion this may need to be reviewed for new Social Media. He suggested informing Parents of process and how to opt out. He highlighted visit to school by Mr P and led through new Social Media Tapestry and See Saw.</li> </ul> <p><b>Agreed: (1) That the policies relating to Behaviour and RSE be deferred to the next meeting. Clerk to add as agenda items. (2) That the Trust Pay policy be approved in principle. Word version to be circulated when available</b></p>	Clerk
LGB 16/20	<p><b><u>To review communication</u></b></p> <ul style="list-style-type: none"> <li>• Review of Parent comments from questionnaire and response – (available prior to the meeting on TEAMS – The Chair led through the comments received from Parents</li> </ul> <p><b>Agreed: Chair to circulate action plan to address comments at the next meeting</b></p>	
LGB 17/20	<p><b><u>Update on Dales</u></b></p> <ul style="list-style-type: none"> <li>• <b>Review of Scheme of Delegation</b> – The Chair requested all review and forward comments queries</li> </ul>	
LGB 18/20	<p><b><u>To review Governor training</u></b>  The Chair explained the Skills Audit for the benefit of new Governors and expressed the opinion that the GB has a broad range of skills.</p> <ul style="list-style-type: none"> <li>• <b>Requests for training</b> – no requests received</li> <li>• <b>Training attended</b> – no training attended</li> <li>• <b>Online training – Safeguarding, Prevent, E Safety</b> – all to complete and forward certificates</li> <li>• <b>Skills Audit</b> – Outstanding returns to be forwarded to Chair</li> <li>• <b>Chair 360 review</b> – Outstanding returns to be forwarded to Chair</li> </ul>	
LGB 19/20	<p><b><u>To review Composition of GB</u></b>  <b>Agreed: No review required at this meeting</b></p>	
	<p><b>PART 'D' – HEALTH &amp; SAFETY</b></p>	

**Croft GB – Minutes – 21<sup>st</sup> January 2020**

LGB 20/20	<u>To review Health and Safety</u> • Security Agreed: To be reviewed at the next meeting	
	<b>PART 'E' – OTHER BUSINESS</b>	
LGB 21/20	<u>To deal with any matters agreed for consideration</u> Agreed: No items received	
	<b>PART 'F' – PERSONNEL</b>	
LGB 22/20	<u>To review staffing</u> Agreed: Covered in Report of the Head Teacher	
LGB 23/20	<u>To review social action</u> Agreed: Covered in Newsletters and Report of the Head Teacher	
LGB 24/20	<u>Impact of the meeting</u> Agreed: All to prepare for next meeting	

**Meeting closed at 7.50**