

Minutes of Full Board of Governors Meeting Tuesday 19 March, 6.30pm in school

Present: Pippa Brook, Kate Butler, Louise Clarke, Pam Clinton, Marjorie Dean,
Zanna Patchett (Acting Chair), Jez Pinfold

In attendance:

Jane Thirlaway - Clerk

531/19 Apologies for absence

There were no apologies.

Taz Dearnley did not attend the meeting. Clerk to ensure the correct email address is on file.

Action: Clerk

(Post meeting note - TD had emailed her apologies but the email had not been received)

Zanna Patchett welcomed Kate Butler to the governing body and her first meeting.

532/19 Pecuniary Interests Review

No interests were declared.

533/19 Minutes of last meeting

Approved and signed as an accurate record.

534/19 Matters arising from previous minutes

There are no matters arising that are not dealt with elsewhere.

535/19 Election of Chair and Vice Chair

The board would like to minute its thanks to Jon Stobart for his time and commitment since 2006, his input and expertise in to the strategic running of the school has been invaluable. Jon had been on the board of governors as a Local Authority Governor since March 2006 and Chair since April 2016.

Zanna Patchett had put herself forward to replace Jon Stobart as chair. Governors unanimously agreed to this and she was duly elected. Louise Clarke had put herself forward as vice-chair, again governors unanimously agreed to this and she was duly elected. Clerk to inform governor development service of the new appointments. **Action: Clerk**

536/19 Board structure and membership discussion

Resources committee members - Jez Pinfold agreed to chair the resources committee. The committee is now made up of the following members:

Jez Pinfold

Louise Clarke

Zanna Patchett

Marjorie Dean

Jane Thirlaway

It was agreed that the vacancy for a partnership governor should be filled by someone with a financial background so they can be assigned to this committee.

A date was set for the next resources meeting of Monday 8 April, 8.30am in school.

Governor vacancies - it was agreed to advertise for a partnership governor with a specific skills set related to finance. Clerk to arrange advert. **Action: Clerk**

Zanna Patchett would speak to Mark Goosen, who she had previously approached about a vacancy to invite him to join the governors. Mark has a background in ICT. **Action: ZP**

Governor secure email addresses - to comply with current safeguarding and GDPR guidelines, all governors should be given a secure we-learn email address to use for all governor business. Jane Thirlaway would set this up with WES ICT. **Action: JT**

Re-distribution of link governor roles - the following link governor roles were made:

Safeguarding - Zanna Patchett

Attendance - Zanna Patchett

Foundation Stage - Pippa Brook

Maths - Jez Pinfold

Literacy - Kate Butler

Governors to arrange monitoring visits for maths, literacy and foundation stage before Easter.

Action: ZP JZ KB PB

It was agreed that 2 governors need to attend training on HT's performance management - ZP and PB volunteered to do this. Clerk to organise. **Action: Clerk**

537/19 Standards & achievement

Governors talked through standards from the end of Autumn term assessments as detailed in the HT's report.

Ofsted priority 2 improving writing - governors asked what progress had been made on getting writing up to the same standard as literacy. The 'Write Stuff' approach is now fully embedded across the school and feedback from staff was positive. Moderation meetings indicate that the standard of writing is improving and most pupils will be at least in line with National by the end of Year 6. Internal and external writing moderation is ongoing and Staff in Y2 and Y6 will attend external trialling meetings to ensure their judgements are accurate.

Governors interrogated the writing data for Years 2 to 4 with particular reference to the fact that 100% of children in Year 3 & 4 were making expected progress and no children were making more than or less than expected progress. It was also noted that 30% of Year 2 children were working below.

Governors asked whether there was a prediction for SATs results. For greater depth the result was expected to be similar to last year but the amount of children reaching expected would drop due to the increased amount of SEN children in the Year 6 cohort and a larger amount of lower ability children in Year 2.

538/19 Financial year end report

Financial year end had closed down and reports submitted to the LA. Carry forward to 19 20 was up by £15,500. This was mainly due to extra income from Top up funding received of £5,300 plus an extra government grant of £2,200 to assist with the teachers' pay award. A £6K donation was also received from a charity grant obtained by an ex-governor. Spend was also down which was mainly due to changes in staffing and minor underspends in some areas.

539/19 Headteacher's report

MD had previously circulated her HT's report for discussion. A copy of which is attached to these minutes. MD asked if anyone had specific questions or comments.

Governors questioned why attendance was down on last year, HT confirmed this was due to some genuine longer time illnesses and more families requesting holiday in term time. There were no persistent absentees to note. Ongoing monitoring of lateness and absence was being carried out.

School improvement, Priority 1 Maths - HT informed governors of a new resource which links maths and PE that has been introduced and has been a significant help to teachers in lesson planning. It links with the White Rose Hub maths programme which is currently used in school. As this was a fairly new resource, HT would keep governors informed of progress. Jez Pinfold, as maths link governor, would meet with maths co-ordinator in school for a monitoring visit. Priority 3, improving health & wellbeing - a new PSHE resource called Jigsaw is being used across the school. This links in with a celebration board which recognises children's achievements in reaching set weekly goals.

The mental health lead in school has attended training on 'leading a mentally healthy school'. This has led to the behaviour policy being revised with a new approach by 'Paul Dix'. Staff will be trained on the inset day after Easter and the new approach will be implemented across the whole school in the summer term.

Governors asked to be kept informed of progress in the next HT's report. **Action: MD**

Governors discussed attending parents evening to represent the governing body for parents to chat to with any issues, concerns or suggestions they may have. Pippa Brook volunteered to attend. **Action: PB**

540/19 Safeguarding

There were no safeguarding issues or concerns to report. As there had been a change in roles within the governing body, safeguarding and safer recruitment training needs to be booked. Clerk to distribute governing training programme to all governors. **Action: Clerk**

541/19 This section is confidential to governors only

542/19 After school care provision update

Premier Active have been running the after school club since 8 January. Regular meetings are being held to ensure any ongoing issues are resolved. Intake has been varied but some nights are becoming more popular. HT to update governors at next meeting.

530/18 Policy approval

- Health & Safety
- Behaviour
- Attendance & punctuality
- Drugs education
- Intimate care
- Parent/visitor
- Governor visits
- Communication

The above policies had been reviewed and recommended for approval by relevant link governors and approved by the full board.

Meeting closed at 8.15pm

Dates of forthcoming meetings:

Resources - 8 April 2019

Full board budget ratification meeting - 11 April 2019

Summer term full board meeting - 9 July 2019