

KILLINGHALL C. OF E. PRIMARY SCHOOL

**MINUTES OF A MEETING OF THE
FULL GOVERNING BODY
HELD ON MONDAY 11th JANUARY 2016 AT 6 p.m.**

Core Functions of a Governing Body:

Ensuring clarity of vision, ethos and strategic direction

Holding the Headteacher to account for the educational performance of the school and its pupils,

Overseeing the financial performance of the school and making sure its money is well spent.

COMMITTEE MEMBERS: Helen Potter, Sarah Bassitt, Tina Outhwaite, Victoria Lister, Faye Thompson, Val Blackburn, Chantel Bell, Alison Pearce and Eloise Foster.

PRESENT: Helen Potter, Sarah Bassitt, Tina Outhwaite, Val Blackburn, , Alison Pearce and Eloise Foster and Marion McCormick (Clerk)

Item	Details	Action
PROCEDURAL		
1.	Apologies for absence and to determine whether any absences should be consented to: Apologies were received and accepted from Faye Thomson, Victoria Lister and Chantelle Bell. The Chair welcomed Rebecca Morrell to the Governing Body. Rebecca is a Foundation Governor.	
2.	To remind Governors to declare any pecuniary or non pecuniary interests: None declared.	
3.	To determine e whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. The chair reminded the meeting of the need for confidentiality. Nothing to be excluded from the public minutes.	
4.	To approve as correct record the minutes of the meeting held on 23rd November 2015: Minutes of the meeting held on 23 rd November 2015 were approved and signed. To consider any matters arising from the minutes, and for which there is no separate agenda item: It was noted that a new bursar is in place and will be visiting school shortly.	
5.	Notification of urgent other business: None notified.	

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LA Clerk
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SCHOOL IMPROVEMENT/RESOURCES

6.	<p>Governors Action Plan Updates: Overview of Governors’ visits to school – future focus: Governors had been circulated previously with Action Plan Updates. The Chair invited questions: Governor Challenge: A Governor asked for clarification of the wording “on the whole”? The Headteacher explained that the overview gives full details, and the notes of progress show the current position and that not all governors have completed monitoring. Governor Challenge: A Governor asked about safeguarding and being more specific. The Chair informed Governors that the correct sheets for monitoring need to be used as these prompt full details to be evidenced. The Chair asked Governors to note any areas of concern during monitoring visits and therefore start a thread to be followed on by other Governors. It would be best to direct queries through the Headteacher initially, as it may be that she is already focussed on points made. This would include issues such as Health and Safety queries. This would be a useful way of evidencing development and show that queries have been acted on. It was also agreed that learning walks are a useful way of monitoring progress. It was also agreed that detailed focus is good. Governors need to be “critical friends” of school during their monitoring visits with accurate evidence in place. This is not seen as “judging” teaching but it was agreed that accurate evidence during lessons is important in order for support to be provided. The Headteacher would respond to Governors and react to points noted. Governor Challenge: A Governor asked about the out of school/after school clubs and was informed that these are an important part of school also and monitoring needs to be in place. There was a discussion about the timetable and the best day for the Governor to visit to perform monitoring. It was agreed that the focus of the visit would be on pupil engagement and enjoyment, wellbeing, and adequate age provision.</p>	<p>Governor to arrange to visit and monitor please.</p>
7.	<p>Headteacher’s Report including safeguarding updates. SENCO Report – including Pupil Premium Update. Information from Autumn Term School Improvement Adviser visit. School Self Evaluation Form. SIAMS Self Evaluation Form. Vision Moving Forward – questionnaire: The Headteacher informed Governors that the report is in a new format to be in line with the new Ofsted Framework. The report refers to the current SEF and will be updated frequently. The list of events in school has been removed as this appears in the newsletter sent weekly. Governor Observation: A Governor said that the newsletter is an excellent way of keeping all stakeholders informed of what was happening in school, together with photographic evidence. Congratulations went to the Headteacher for her weekly newsletters. Governor Challenge: A Governor asked if there were any issues to do with parental consent for images to be published? The Headteacher clarified that permission is always sought, photographs are anonymous, and parents reminded prior to productions.</p>	<p>Becky Morrell to be added to newsletter list please.</p>

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Governor Challenge: A Governor asked about LAC - Looked After Children? Clarification was given about the status of one pupil.

Governor Challenge: A Governor asked about the continuance of Governor monitoring for an NQT member of staff? The Headteacher informed Governors that this should be done.

The Acceptable Use of IT Policy was signed by all Governors.

Governor Challenge: A Governor asked if there should be a specific e-mail address to be used by all Governors? The meeting was told that Chair of Governors have a specific e-mail address, but this is not available for all Governors currently.

It was also confirmed that e-safety lessons are completed annually for all pupils in school as part of anti-bully week, as well as during normal lessons.

The Headteacher informed Governors that she is due to contact the new Community Police Support Officer to visit school to talk about e-safety.

SENCO Report: SENCO reported that the SEN register is smaller than before with only five pupils noted - four pupils re learning and one re. social issues. Advice has been received and some good ideas acted on. Interventions continue to be in place, with phonics progress excellent. Further work is tailored according to pupil needs.

Pupil Premium: This is only received for four pupils now and the funding is used in a variety of ways including training, purchase of resources and subsidy re. school visits.

Training: The meeting was informed that the Dyslexia course has been completed by the HLTA, and the Masters course is nearly finished by the Senco.

School Improvement Adviser Visit: The meeting was told that the SIA visited school recently and noted that she always enjoys coming to Killinghall School. She informed the Headteacher that there is excellent interaction with the pupils and school is a very happy environment for the children. Data had been analysed during this visit and all judgements were agreed. Tracking and progress had been monitored and everything looked very positive. Next steps = What do we have to do to get to "outstanding"? The next visit is planned for two weeks' time to look at maths.

SEF/SIAMS Self Evaluation Forms: The meeting was informed that these documents will form a major part of any future inspection and they are in place to show how self-evaluation is working in school. Governors were encouraged to be aware of the content of these forms, and to have input also. SIAMS - This is up to date and includes all developments made since the last inspection, which is also tied in to evidence in place.

Policy to be updated - re wording on page three please.

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	<p>Governor Challenge: A Governor asked when the next Ofsted inspection might be due? The meeting was informed that it could be any time in the next 18 months. SIAMS was imminent.</p> <p>Questionnaires: There was a discussion about completion of the Governor Questionnaire and it was agreed that these would all be handed in to the Headteacher very shortly. Staff have completed a similar form and have been critically reflective. A SWOT analysis has also been completed. It was noted that all returns are confidential. It was noted that there will also be a questionnaire for parental completion and a timetable for availability of Governors on the forthcoming parents evening was agreed.</p>	
8.	<p>Update on Governing Body – including training.</p> <p>Statutory Responsibilities: It was noted that Elouise Foster had been re-elected as staff Governor for a further four years.</p> <p>Training details were given - TO had completed both parts of New Governor training. There was a short discussion about the content and it was agreed that the Chair be given feedback in order to decide whether future Governor Induction could be done in-house. It was agreed that the dissemination of information in this Governing Body is excellent and the depth of analysis is outstanding. It was felt that future LA training might be focussed in different way including through teaching alliances.</p> <p>Statutory Responsibilities: Governors were reminded that the website is the responsibility of Governors and they were asked to monitor the site and bring any queries to the Headteacher.</p>	
9.	<p>Any matters arising noted in item 5 above. There were not matters arising.</p>	

There being no other business the meeting closed at 7.10 p.m.

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