

KILLINGHALL C. OF E. PRIMARY SCHOOL

**MINUTES OF A MEETING OF THE
FULL GOVERNING BODY
HELD ON MONDAY 16th JANUARY 2017 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, Val Blackburn, Daniel Sutcliffe , Alison Pearce, Rebecca Morrell, Richard Stone and Elouise Foster.

PRESENT: Helen Potter, Sarah Bassitt, Val Blackburn, Alison Pearce, Rebecca Morrell, Richard Stone and Elouise Foster + Marion McCormick (Clerk).

Item	Details	Action
1.	Apologies for absence and to determine whether any absences should be consented to: Apologies were received and accepted from Daniel Sutcliffe. It was agreed that VB would leave the meeting at 7 p.m.	
2.	To remind Governors to declare any pecuniary or non pecuniary interests: None declared.	
3.	To determine 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. No item to minuted separately as confidential	
4.	To approve as correct record the minutes of the meeting held on the 28th November 2016. Minutes of the meeting held on 28 th November 2016 were approved and signed. To consider any matters arising from the minutes, and for which there is no separate agenda item: No matters arising.	
5.	Notification of urgent other business: None declared.	
6.	Governors' Action Plan – Updates: Overview of Governors' visits to school – future focus: The Action Plan document was discussed and the colour coding clarified. Red = previous updates and blue = latest updates.	

Marion McCormick
LA Clerk
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	<p>Governors were reminded that protocol is to be followed re. Governors' monitoring visits. The Chair informed the meeting that she is generally happy with the visits made during the autumn term.</p> <p>Governors need to check the school website regularly in order to be aware of what is on it. There is a statutory requirement; the Chair will give this list to governors. She has already carried out a website audit.</p> <p>It was noted that Governors need to be aware of the strengths and weaknesses in school.</p> <p>Governor Challenge: A Governor asked if monitoring is still done by class. The meeting was told that it is by subject area now. Any pending questions are to be resolved before the next visit is made, or these questions should be the focus of the next visit.</p> <p>The Chair informed Governors that there is a need to feed information through to give an insight about what Governors are looking for and the impact on the children. Governors need to be aware of all impact made. To ensure the school maintains 'Good' it is important that Governors look at areas for development and then cross reference back to CPD and Performance Management information. Governors were asked to read the pack of documents given to them please.</p> <p>It was noted that a new 'Governors' Handbook' had been published recently. Governors were asked to contact the Chair for a link to access this document if they hadn't done so already.</p> <p>It was agreed that it is not possible for all Governors to know all the information required by Ofsted, but they do need to know where to find it. Most of the documents provided in the pack are working documents and are being constantly updated. Governors are invited to challenge the Headteacher on the information presented in the documents. It was noted that Governors can use their files when speaking to inspectors.</p>	<p>Governors to read all docs. Please.</p> <p>Governors to contact Chair for link please.</p>
<p>7.</p>	<p>Headteacher information – Preparation for Ofsted, including data, performance management, CPD report, actions and impact reports:</p> <p>School self-evaluation form – updated:</p> <p>Receive SENCO report including Pupil Premium update:</p> <p>Governors looked at the CPD plan and impact report. It is important that Governors know what is planned and the proposed impact on pupils. Governors would be better able to appreciate the strengths and weaknesses of school during their monitoring visits and this could be linked to the training that is planned and completed.</p>	

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<p>Staff complete an impact report after all training is completed and this is how the evidence base is built up. Copies of these are read and annotated by the HT and kept in the school monitoring folder.</p> <p>Anonymised Performance Management data gives an over view of objectives and whether they are met. Governors were told that they cannot know specific details of performance management as it is a confidential process. HT stated that it always links to the School Development priorities.</p> <p>Governor Challenge: A Governor asked how targets could be judged if all information was anonymous? There was a short discussion and it was agreed that Governor monitoring should back up information given by the Headteacher. This is a key area for Governors to cross reference. Due to confidentiality issues all performance management information has to be anonymous from Governors.</p> <p>School Improvement Subject Action Plans: The Chair informed Governors that she has already looked at a specific priority in literacy with staff and completed monitoring. Discussions with staff were held about actions already in place and further actions would be added. She is creating an evidence and impact trail – this is important for monitoring.</p> <p>Subject Impact Reports HT explained the end of autumn term impacts reports. It is important that there is evidence and impact in place. It was noted that in maths it is important that the pupils understand how to answer questions – i.e. “question aware” and “test aware”. They need to answer the question as well as “doing the maths”. This is about teaching the children to extract data from the written question. Governors were asked to look particularly at the points for further development as they should see these things happening in monitoring.</p> <p>SEF: This is a working document – constantly updated and annotated. HT showed governors her working folder of information with annotations. The SEF in gobs’ packs is up to date at present. All gobs must be familiar with this document – may be useful for gobs to highlight/annotate for themselves.</p> <p>Assessment Policy and Data: Governors were told that the data on the sheets handed out is current – i.e. data showing progress during the autumn term 2016, and attainment at the end of that term. It was noted that school is aiming at 2 steps progress to be made in the autumn term as it is the longest term. Over the year children should make 4 steps of progress. Governors were told that the assessment policy clearly explains the new step progress and attainment expectations. HT explained the</p>	<p>Gobs to use action plans as strtaing point for monitoring.</p> <p>Gobs to read and annotate.</p>
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	<p>SENCO went through her report and details were given about interventions in place. It was noted that the timetable had been scrutinised carefully.</p> <p>Pupil Premium Report: This document gives details of how the funding is spent and the impact on the pupils. This is a vulnerable area for school because so few children are in this category. It was noted that monitoring this area should be using academic progress but also the well being of the children involved. Currently 2 children in EYFS, 1 child in year 1 and 2 children in year 5 in receipt of some form of premium.</p>	
<p>8.</p>	<p>Update on Governing Body, including training. Need for new Governors: <i>This item was dealt with before items 6 and 7.</i></p> <p>The Chair announced that she had received the resignation of Alison Pearce which had been reluctantly accepted. Governors wished to record their thanks to Alison for all her hard work. Alison Pearce then left the meeting (6.02 p.m.).</p> <p>The Chair said that the Governing Body is now low on numbers and has three vacancies – 2 x Co-opted and 1 x Foundation. An approach has been made to a potential new Governor but no confirmation has been received yet. The Chair is considering skills gaps, and commitment and Governors were invited to let her know if they know of any suitable potential Governors.</p> <p>Governor Observation: A Governor wished to record her concern that the amount of commitment for Governors is increasing all the time and is now enormous. It was noted that the Government have recently published a document giving non-statutory requirements for Governors. It was agreed that this level of commitment is particularly difficult for people with a non-education background and who work.</p> <p>Governor Self evaluation: Governors were asked to return these to the Chair of Governors please for collating. This will give an indication as to how the Governing Board is performing. The results of this survey will also show up gaps in Governors’ knowledge.</p> <p>360 degree review of Chair of Governors: These are to be returned to the Headteacher please.</p> <p>Governor Observation: It was noted that these two documents overlap at points.</p>	

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	<p>It was noted that the Chair of Governors would complete a skills audit later in the spring term.</p> <p>Staff Questionnaire feedback: A document showing results was handed to Governors. Governors are encouraged to speak with staff during their monitoring visits and to ensure that staff know who governors are and that they are in place to support school as well as being “critical friends”.</p>	
9.	<p>To deal with any matters agreed for consideration under item 5 above: None noted.</p>	

There being no other business the meeting closed at 7.25 p.m.

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