

KILLINGHALL C. OF E. SCHOOL

**MINUTES OF A MEETING OF THE
FULL GOVERNING BODY
HELD ON MONDAY 28th SEPTEMBER 2015
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: Sarah Bassitt, Helen Potter, Tina Outhwaite, Victoria Lister, Faye Thompson, Val Blackburn, Chantal Bell, Alison Pearce, Elouise Foster.

PRESENT: Sarah Bassitt, Helen Potter, Tina Outhwaite, Victoria Lister, Faye Thompson, Val Blackburn, Chantal Bell, Alison Pearce, Elouise Foster. Marion McCormick (Clerk)

Item	Details	Action
PROCEDURAL		
1.	<u>To receive apologies and record the acceptance of apologies:</u> None received – everyone present.	
2.	To remind Governors to declare any pecuniary interests: None declared.	
3.	<u>To remind Governors of the need for confidentiality and identify any part of the meeting which is to be minuted as a separate confidential item:</u> The clerk reminded the meeting of the need for confidentiality. An item under AOB (Staffing) to be minuted separately as a confidential minute.	
4.	<u>To approve and sign the minutes of the meeting held on 6th July 2015.</u> Minutes of the meeting held on 6 th July 2015 were approved and signed. <u>To discuss any matters arising from the previous minutes:</u> No matters arising.	
5.	<u>To receive the notification of any other urgent business to be discussed under item 12 below:</u> <ul style="list-style-type: none">▪ Staffing issue	
6.	<u>To remind governors of agreed Instrument of Government:</u> Governors approved the Instrument of Government. Governor Challenge: A Governor queried the date on the document and it was noted that this was the date of reconstitution.	
7.	<u>To approve the structure of the FGB:</u> Governing Body roles: Governors had been circulated with the documents prior to the meeting. It was noted that the Chair (HP) and Vice Chair(FT) remain in post until 2018. There are no Governor vacancies currently apart from the Foundation Governor - and this is being followed up with the Diocese. Governor links were confirmed. Governor Challenge: A Governor asked for clarification re. curriculum	

	<p>links and class links. The Headteacher confirmed that the curriculum link would be cross-school, and the class link would be focussed on that particular class. (Pupils in each class agreed to “adopt a Governor”).</p> <p>Re: Performance Management Panel – clarification was given re. the panel involved. Two Governors would be present with the Chair. Date has been agreed.</p> <p>Governor Challenge: A Governor asked for clarification about the links re. SIAMS and it was confirmed that the Foundation Governor (FT) would fulfil this role. The current incumbent has agreed to be involved also if need be, although she has made it clear that she does not wish to become a Governor.</p> <p>The meeting was informed that Diocesan approval has been obtained for the approach to a local family (Horizon Church) re. input. The Chair is waiting for a response. Governors were asked to keep this confidential at present. AGREED.</p> <p>Governors approved and agreed the roles as above. AGREED</p> <p><u>To approve protocols:</u></p> <p>Governors had been circulated with the documents prior to the meeting. It was noted that there are no real changes. All panels to be decided on as necessary and appropriate.</p> <p>Governors approved and agreed the protocols as above. AGREED</p>	
8.	<p><u>To confirm the scheme of delegation to the Headteacher:</u></p> <p>Document previously circulated to Governors.</p> <p>Governors approved and agreed the document with the correction of the date. AGREED</p>	
9.	<p><u>Reminder of Register of Business Interests and Register of Hospitality:</u></p> <p>The clerk would collate returns and follow up any missing documents. Documents then to be stored in school.</p>	
10.	<p><u>Dates for full year’s meeting:</u></p> <ul style="list-style-type: none"> ▪ 19th October 2015 – Data and Ofsted ▪ 23rd November 2015 – Premises, H/S and finance ▪ 11th January 2016 – Start of term business meeting with curriculum ▪ 7th March 2016 – Premises, H/S and finance ▪ 18th April 2016 – Setting the budget ▪ 16th May 2016 – Curriculum ▪ 11th July 2016 – Review of the year’s meetings <p>Three Governors offered their apologies for a meeting – recorded by the clerk.</p> <p>Governors approved and agreed the dates as above. AGREED</p>	
SCHOOL IMPROVEMENT/RESOURCES		
11.	<p><u>To set FGB aims and objectives for the current academic year</u></p> <p><u>Action Plan:</u></p> <p>The aims and objectives for the coming year had previously been circulated to Governors. The Headteacher informed the meeting that the Action Plan has had to be reviewed according to the new Ofsted framework. The Action Plan to achieve targets need to be clear and evidence impact.</p> <p>Governor Challenge: A Governor asked if this plan is realistic? The</p>	

	<p>Headteacher replied that it is achievable.</p> <p>Governor Observation: A Governor observed that most of the content of the Action Plan is underway currently.</p> <p>Governor Challenge: A Governor asked if there would be any benefit in reducing the Action Plans re. whole school impact? The Headteacher replied that the whole plan is a statutory requirement.</p> <p>Governor Observation: A Governor observed that the Governing Body had a good understanding of the document.</p> <p>The Headteacher confirmed that Governors need to be aware of the content of the Plan and be able to discuss the detail whilst going through the document. The School Vision is the essence of what school is about, and Governors need to understand this.</p> <p>Governors approved and agreed the School Action Plan. AGREED</p> <p><u>Monitoring Schedule:</u></p> <p>Governor Challenge: A Governor asked if half termly planning is expected? The Headteacher clarified by saying that a visit each half term should cover class or subject alternatively please.</p> <p>Monitoring Programme and Policy: A few changes were noted including some extra questions for Governors monitoring information. An example of a recent observation/learning walk was handed out for Governors to use if required. Details included “what is discovered/what is done/what is the impact?”</p> <p>Governors were asked to be sensitive about any issues noticed and inform the Headteacher immediately. The Headteacher outlined the procedure to deal with any issues notified.</p> <p>Governors were asked not to make any teaching judgements, but to observe and record evidence. This evidence is used at their next monitoring visit to reflect on impact made. Governors briefly discussed an example issue and how it should be dealt with.</p> <p>The Headteacher informed the meeting that feedback forms would be used at Curriculum Governors’ meetings in order to share and evaluate the forms. It was also suggested that Governors keep a summary of their visits during the year to facilitate feedback at the end of the year.</p>	<p>Governors to liaise with school re visits please.</p>
<p>12.</p>	<p><u>To approve the School Improvement Plan:</u></p> <p>The document had been previously circulated to Governors.</p> <p>The Headteacher informed the meeting that school is at the strategic end of the three year cycle.</p> <p>Governor challenge: A Governor asked what follows for this current year now? The Headteacher said that future priorities include:</p> <ul style="list-style-type: none"> ▪ new Ofsted framework ▪ Second year of the new curriculum ▪ Changes in SATs <p>The Headteacher informed the meeting that the document contained changes for the future given the possibility that school might be increased in size. The main areas for focus are:</p> <ul style="list-style-type: none"> ▪ Attainment ▪ New Curriculum ▪ Early Years – the whole school needs to focus on the fact that the early years baseline assessment gives vital evidence to work from. <p>Other areas to be included are: British Values (what we are about in this school), academic sustainability with global context, Church ethos, Sports, Leadership and Management, Governance, provision for all</p>	

	<p>pupils, art. Also included are IT and other subjects.</p> <p>Governor Challenge: Has this information been updated on the website? The Headteacher replied that Governors have to approve it first. Governors approved and agreed the SIP. AGREED</p> <p>Governor Challenge: A Governor asked about the mention of a Year 3/4 residential visit. The Headteacher confirmed that this is planned.</p> <p>Governor Challenge: A Governor asked about the Sunday Family Service? The Headteacher will update parents when information is confirmed. The situation was clarified and there was a short discussion about the plans. It was agreed that this will be subject to individual family participation.</p>	
13.	<p><u>Headteacher update on current situation, including staffing:</u></p> <p>The Headteacher updated the meeting about possible expansion plans for school. She told Governors that NYCC are doing a feasibility study and that school has already received admission enquiries for 2017 – 2018. Miller Homes have started building, but they have not been contacted by NYCC yet. There is still a query re. a piece of land allocated for school development. The Headteacher is following this up. Many enquiries for school admission are being received and new pupils include a Y6 pupil making a class of 29. The lower end of school is full, as is Year 3. The Headteacher is not in a position to plan for future admission just now.</p> <p>Governor Challenge: Are there any military families moving on? The Headteacher said there were no military families in school currently.</p> <p>Staffing: One member of staff would be going on maternity leave shortly, although until the MATB1 form has been received no cover can be organised. A new TA has been appointed in a combined role of 25 hours TA and 10 hours flexible support re. after school clubs.</p> <p>Governor Challenge: How is the after school club running now? The Headteacher said it is running very well and is economically viable. It was noted that this was a positive advantage for new parents.</p> <p>The Headteacher outlined the staffing structure in place and how the days are organised.</p>	HT to follow up with NYCC.
14.	<p><u>Policies for approval and information:</u></p> <p>Data and Governance Policy ICT Acceptable Use Information Policy Privacy Notice School Publication Scheme Staff Privacy Notice Child Protection</p> <p>All the above are NYCC model policies and Governors approved and adopted them. AGREED</p> <p>Governors asked to approve use of NYCC policies for pay, appraisal, capability, resolving issues etc. Governors agreed to use NYCC model policies where ever necessary.</p> <p>Governors were informed of the “Prevent Duty” and updated “Keeping Children Safe” policy and this means that school must inform the “Prevent Team” about any issues that might occur re. potential radicalisation or pressure on pupils. The Headteacher and Chair have</p>	

	<p>both completed training and staff will have the opportunity to complete this at a twilight session. Also the FGM policy is a statutory requirement and this must be taken into account with regard to safeguarding issues. All Governors agreed that they are now aware of this potential issue. Governors confirmed that they have received all documentation and are aware of the duty in this regard. All the above policies were approved and adopted. All staff have signed the documentation to agree that they understand their duties also. AGREED</p> <p>Governors were informed that the staff Governor (EF) will complete Child Protection training in order to ensure that there is a qualified member of staff in school in the absence of the Headteacher. AGREED</p>	
<p><i>VB left the meeting at 715 p.m.</i></p>		
<p>15.</p>	<p><u>Governor Training:</u></p> <p>The meeting was informed that new governor training is in place for TO. The meeting requested feedback when this is completed please. Further training:- AP - sports impact course. The Chair asked for approval for her to complete the NYCC Leaders in Governance course if she felt that this would be appropriate for her to do. AGREED</p> <p>Governor Challenge: A Governor asked what is involved? The Chair said that it would involve working with schools with specific issues.</p>	
<p>16.</p>	<p><u>Any other business notified in item 5 above:</u></p> <p>Staffing Issue – Staff Governors EF and VL left the meeting at this point:</p> <p>Please see separate confidential minute.</p>	
<p>17.</p>	<p><u>Date and time of the next meetings:</u></p> <ul style="list-style-type: none"> ▪ 23rd November 2015 – Premises, H/S and finance ▪ 11th January 2016 – Start of term business meeting and curriculum ▪ 7th March 2016 – Premises, H/S and finance ▪ 18th April 2016 – Setting the budget ▪ 16th May 2016 – Curriculum ▪ 11th July 2016 – Review of the year’s meetings 	

There being no other business the meeting closed at 7.35 p.m.