

**KILLINGHALL C. OF E. PRIMARY SCHOOL**

**MINUTES OF A MEETING OF THE  
FULL GOVERNING BODY  
HELD ON MONDAY 26<sup>th</sup> SEPTEMBER 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, Val Blackburn, Daniel Sutcliffe , Alison Pearce, Rebecca Morrell and Elouise Foster.

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

Item	Details	Action
<b>PART A - ROCEDURAL</b>		
1.	<b>Apologies for absence and to determine whether any absences should be consented to:</b> All present. It was agreed that AP would leave the meeting at 6.30 p.m. <b>AGREED</b>	
2.	<b>To remind Governors to declare any pecuniary or non pecuniary interests:</b> None declared.	
3.	<b>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.</b> The chair reminded the meeting of the need for confidentiality. One item to be minuted separately as confidential – staffing update in item 13.	
4.	<b>To approve as correct record the minutes of the meeting held on the 11<sup>th</sup> July 2016:</b> Minutes of the meeting held on 11 <sup>th</sup> July 2016 were approved and signed. <b>To consider any matters arising from the minutes, and for which there is no separate agenda item:</b> No matters arising.	
5.	<b>Notification of urgent other business:</b> None declared.	
6.	<b>Remind Governors of agreed Instrument of Governance:</b> Governors agreed to approve and Instrument of Governance. <b>AGREED</b>	
7.	<b>To approve structure of FGB:</b> <b>Governing Body Roles:</b> <b>To approve protocols:</b>	

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LA Clerk  
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8.	<p><b>To confirm the scheme of delegation to the Headteacher:</b>  This remained unchanged from last year and Governors agreed to approve and adopt. <b>AGREED</b></p>	
9.	<p><b>Reminder of Register of Business Interests and Register of Hospitality – held by the clerk:</b>  All documents were signed and are kept in school. Included are Confidentiality, Acceptable use of IT, Whistleblowers, Disclosure Disqualification and LA Declaration.</p>	
10.	<p><b>Date of full year’s meetings:</b></p> <p>Monday 17<sup>th</sup> October 2016  Monday 28<sup>th</sup> November 2016  Monday 16<sup>th</sup> January 2017  Monday 6<sup>th</sup> March 2017  Thursday 27<sup>th</sup> April 2017  Monday 22<sup>nd</sup> May 2017  Monday 3<sup>rd</sup> July 2017</p>	
<b>PART B – SCHOOL IMPROVEMENT</b>		
11.	<p><b>To set FGB aims and objectives for the current academic year</b>  <b>Action Plan</b>  <b>Monitoring Schedule</b></p> <p><u>The Action Plan</u> has been re-worked to be more concise and to the point. Action plans are dovetailed into the School Improvement Plan – and give clear guidance with no duplication. There were no queries about the document.</p> <p><u>The Monitoring Schedule/Policy</u> is unchanged from last year and the evaluation form is also the same. Governors are encouraged to use questions to show evidence of challenge and a learning walk would cover the whole school now.</p> <p><b>Governor Challenge:</b> A Governor asked about the best time to do a learning walk? The Headteacher said that there would need to be a discussion with subject leaders about appropriate timing.</p> <p><b>Governors agreed to approve and adopt the documents. AGREED</b></p>	
12.	<p><b>To approve the School Improvement Plan:</b>  The Headteacher informed the meeting that the SIP has been updated to focus on the next three years. Staff were included in forming this update.</p> <p><i>(AP left the meeting at 6.30 p.m.)</i></p> <p>The document gives evidence about school and includes information on class structure, staffing structure and Governing Body information - most of this is already on the website. Evidence shows what school is good at and includes plans for how school aims to be “outstanding”, which are clearly laid out. All information is linked together. The Headteacher explained that this follows self evaluation which leads to looking at how school will achieve “outstanding” judgements. There are strategic goals in place to ensure</p>	

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	<p>success. The SIP takes into account the growing roll numbers and the changes to the curriculum. The meeting was told that a Management of Activities calendar has been added.</p> <p>It was noted that staff worked on a CPD map on the recent training day to look at the skill set in school and identify actions necessary and priorities for subject leaders. The meeting was told that the main priorities are Science, Maths and Literacy - with added challenge and depth. The new curriculum needs to be looked at – EYFS is also a key priority. In the background priorities include Sports Funding impact, Modern Foreign Language and Global links.</p> <p>The Headteacher told Governors that the next step is to ensure that the School Improvement Plan has a clear focus over all areas with all subject leaders tied into priorities. An example was given re. using maths in a cross curricular way to include MFL by counting in French.</p> <p><b>Governor Challenge:</b> A Governor asked about the publication of SAT’s data? The meeting was told that although data will be published it will not be judged again past or future information. It was agreed that this has been a unique year. Governors will need to examine what is different year on year and will need to ask subject leaders about changes made. Evidence needs to be in place to confirm that the progress made at school is good. It was agreed that the strength of each cohort does make a difference to results.</p> <p><b>The School Improvement Plan was approved and adopted. AGREED</b></p>	
13.	<p><b>Headteacher updates, including pay and staffing:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Building:</b> the Headteacher updated Governors on progress made and showed the phased plans to the meeting. It was noted that work will start after half term and will hopefully be complete by September 2017. Governors were told that school will gain two classrooms, a new staffroom and an improved Early Years room. An asbestos survey will be completed in October 2016. There is a query with the Highways Department re. siting of school crossings on the main Otley Road. The meeting was told that detailed choices have been made re. fixtures and fittings.</li> <li>▪ <b>Staffing</b> – minuted separated as a confidential item.</li> </ul>	
14.	<p><b>Policies for approval and information:</b></p> <p>It was noted that school policies are mostly the model documents issued by the LA. All policies are updated and in-line with changes made. All documents and signed and kept in school and the website.</p> <p><b>Governor Challenge:</b> A Governor asked about the Health and Safety Policy re. the building project? The meeting was told that separate Risk Assessments are in place and updated as the build progresses.</p> <p>It was noted that the named SEN Governor needs to be updated to HP.</p> <p><b>Governors approved and adopted all policies – AGREED.</b></p> <p><b>Thanks were noted to the Headteacher for her work in completing this.</b></p>	

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15.	<p><b>Governor Training/Safeguarding:</b>  Governors were asked to look at “Modern Governor” online re. training.  A new Governor course was identified for DS.  It was agreed that the log-in information for Modern Governor would be re-circulated to Governors.  Next agenda item – General Training Update – discussion. Governors asked to look at the site in the meantime please. <b>ACTION</b></p> <p><b>All Governors to complete Child Protection and PREVENT training please.</b></p> <p>Governors were asked to look at “Keeping Children Safe in Education Policy and would be asked to sign the document at the next meeting.</p> <p>All certificates to be brought to school please.</p> <p>It was noted that all new staff have completed all necessary training.</p> <p><i>(EF left the meeting at 7 p.m.)</i></p>	School to re-circulate log-in info. Please.
<b>PART C – OTHER BUSINESS</b>		
16.	<p><b>To deal with any matters agreed for consideration under item 5 above.</b>  None declared.</p>	

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

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