

Minutes of Governing Body Meeting, FGBM 25th September

Present:	J Rosamond A Fox J Stewart Katrina Davies K Davies R Campbell N Gaulder P Thompson S Wood Natalie Wiltshire
In Attendance:	Y Scott - Temporary Clerk to Governor's
Apologies:	D Askew

17/46	
Summary of item	Y Scott temporary clerk to governors opens meeting with any apologies for attendance?
Questions and responses	Question 1 <i>Dan Askew sent apologies to J Rosamond.</i>
Actions Arising / Resolutions	
No actions arising	N/A

17/47	Chair
Summary of item	Y Scott temporary Clerk to Governors asked if any nominations for Chair of Governors position?
Questions and responses	Responses <i>JR nominated James Stewart. No other nominations tabled. JS left room on request of board, unanimous majority vote for JS to hold position of new Chair. Returned to room and took over as Chair.</i> <i>Vice Chair position nominations;</i> <i>AF informed would be standing down as of January 2018 but put himself forward to stand again if role continued as a Co-Vice Chair.</i> <i>P Thompson stood for Co-Vice Chair.</i> <i>Both AF and PT left meeting on request of board. Returned on unanimous vote as Co-Vice Chairs.</i> <i>Chair passed extensive thanks for the time and dedication JR has committed to the school as the outgoing Chair and to thank her for her continued guidance and support in remaining as a governor.</i> <i>Additionally, JR stated she will be standing down as a Governor in July 2018.</i>

Actions Arising / Resolutions	
Position of Chair proposed by RC seconded by NW, unanimous majority for JS as Chair. Position for Co-Vice Chair positions proposed by JS, unanimous across the governing body for AF and PT	N/A

17/48	Register of Business Interests
Summary of item	Any local business interests to be declared, register passed around for completion by governors
Questions and responses	Question 1 <i>Fully completed and held in governor file by RC</i>
Actions Arising / Resolutions	
To be actioned by any incoming Governors throughout the year.	JS/RC

17/49	Review standing orders
Summary of item	Agreed with a slight amendment - 10 meetings for Governing Body. No other changes.
Questions and responses	Question 1 <i>NW asks if protocol for attendance at meetings is being met as core attendance has been missed on numerous occasions with those attending unable to proceed with the meeting.</i> <i>RC No 13 in standing orders covers this area. Noted that going forward should be observant of consenting or non-consenting to apologies i.e. if apologies are legitimate and occasional, we consent, if they are repeated/not sent/questionable, the board may refuse to consent to them rather than a de-facto submission. If, however not able to be present at meeting but fully aware of all agenda and content, questions and comments could be sent via email to Chair.</i>
Actions Arising / Resolutions	
Action if unable to attend meeting please give your apologies/questions/vote/comment via email.	RC/SW

17/50	Link Governors
Summary of item	See attached documents for agreed roles.
Questions and responses	Question 1 <i>Any of new roles needing to be covered this month or next? (NG)</i> <i>Discussion re longevity of governing body particularly regarding Local co-opted, ask for any thoughts re how to encourage participation out with parent and military parameters and to come back to Chair with suggestions.</i>
Actions Arising / Resolutions	

This is to be checked and advertised more broadly to secure longevity if best practice.	RC/JS
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17/51	Annual Cycle of Governors
Summary of item	Monday afternoon appeared to be best, comments mad being that it is good to have year planned out which hopefully will help with attendance.
Questions and responses	<p>Question 1</p> <p><i>Anyone had chance to review the dates? (JS)</i></p> <p><i>Dates may need changing for Chair to attend January meeting, from 22nd-29th.</i></p>
Actions Arising / Resolutions	
Meeting on 22 nd now changed to 29 th January	RC

17/52	Governor Monitoring Calendar
Summary of item	<p>Governing Monitor calendar last year really helped to schedule the year. Discussed start date of monitoring period better placed from October so that link governors can be elected in FGM annually in September</p> <p>. This coming year already submitted next year it will start October.</p>
Questions and responses	<p>Question 1</p> <p>Is there a set amount of times monitoring required per subject area etc? (AF)</p> <p><i>RC and NW responded that the answer to that is no. The 2 agreed previously are planned so you can see what the aims are and if they are being achieved, however you may add an informal drop in which is ideal when governors are available at least a couple of times a year enabling Governors to look at the school as a whole, rather than checking data etc.</i></p> <p><i>JR added that it would be very good to add to the strategic demands the more informal approach. Being available on occasional opportunities allows Governors to know staff, and see how the school 'feels' etc.</i></p> <p><i>Katrina also queried whether a drop-in clinic is a suitable idea for both parents and staff to speak to governors once a term enabling open access. RC said good suggestion as long as managed appropriately, JR also suggested that time with one of the SLT on the gate at end of day a good visible presence of the Governors within school.</i></p> <p><i>JS states that the monitoring calendar good foundation, but that governors should be able to come in and visit at their convenience within reason.</i></p> <p>Question 2</p> <p><i>How has the communication plan had been implemented? (AF)</i></p> <p><i>RC/JS responded that much work had been completed but a little more was needed to ensure we were aligned with our own policy. Some good in roads but with more to action, AF shown where this was and offered information from July meeting which he was unable to attend that would supplement his query.</i></p>

Actions Arising / Resolutions	

17/53	To Discuss Governor Self Evaluation
Summary of item	<p>Andrea Offord's training session for governors helped highlight how you can look at your performance as a governing body and where you sit individually.</p> <p>JS can we look at the self-evaluation and discuss, JR says that it is the individual responses you look at for example re the parent and staff opinions, and this has been touched on earlier. Additionally, how can the staff be adventurous etc. SW says governors should highlight the ones they can do now and those that they aren't comfortable with our ability to achieve evidence for then those should be worked on whilst consolidating the foundations that have already been created.</p> <p>As a new governor could she say with confidence that she has an instant response in knowing our school, and are the questions asked of us as a governing board, or individual. (KD)</p> <p>RC responded that any Ofsted would be questions of the board.</p> <p>NW says that is what governors should be doing, to question and evaluate what the school is and that is essential for the school and student's progression, which should be backed up with evidential data, evaluation, knowledge with linking and reflecting back as normal practice.</p> <p>RC reminds that the self-evaluation is on your monitoring and governing of the school not the school per se.</p>
Questions and responses	<p>Question 1 How is this mapped against the government check list and is it linked(AF)</p> <p><i>RC responds he doesn't write the LA governance review that the most up to date governance data is how the self-evaluation if that is the question being asked. JS requests can we take that action out of here to reflect and check exactly and clarify what the question is.</i></p> <p>Question 2 Any evidence re artistic and linguistic learning for monitoring(JS) RC responds expected to know that we do deliver these subjects but yes, we do not have set monitoring for these topics but we do not require a governor for every area.</p> <p>Question 3 If monitored in September do the returns have to be back in September (KD)</p> <p><i>No monitoring reports to be back to the next meeting if possible its being actioned within a timescale rather than a set-in stone date to help you manage your governor responsibilities.</i></p>

Actions Arising / Resolutions	
Please reflect and check the question re mapping across from the current process alongside the LA Governance (re question 1)	AF
Self Evaluations to be completed returned to JS who will collate then report to RC for completion prior to next meeting (to be returned by 6 th Oct)	JS

17/54	To agree to previous minutes, consider matters arising and take correspondence
Summary of item	<p>17/36 – to agree new protocol re attendance, new flow chart handed out for formalising a protocol.</p> <p>17/31 - Swaledale Alliance memorandum sent out for all</p> <p>17/37 - Sample reports from GL anonymised given for a group report for your attention as requested.</p> <p>Apologies not caught up with DA and have meeting with SW to catch up.</p> <p>17/39 - Met with JR and started the parent governor elections, ongoing now.</p> <p>No correspondence that needed forwarding</p>
Questions and responses	<p>Question 1 <i>Is it a schools' decision re the target attendance (SW)?</i> <i>We benchmark against the national but aim for 90% as the government define it regarding attendance being persistent absence. (RC)</i></p> <p>Question 2 <i>If we are below do LA ask why? (NG)</i> <i>Only through school improvement visits would they ask and breakdown be provided, or of course when persistent safeguarding monitoring issues that school would be aware of and reporting as required according to thresholds. (RC)</i></p> <p>Question 3 <i>How are we evidencing this (SW)</i> <i>Reports run each Monday re attendance, if letters/calls have been made, headteacher reports at governors. (RC)</i></p> <p>Question 4 <i>Is there much of a change? (JS)</i> <i>No other than ensuring making phone call first.</i></p> <p>Question 5 <i>Does cost give good value for money using the GL? (SW)</i> <i>Yes, it does give valuable access to training that is very costly outside the Alliance, though we did give biggest single contribution within the Alliance to the Alliance it is a 2-way process of school improvement.</i></p> <p>Question 6 <i>Is this us following a new process in assessment(SW)</i> <i>RC no within the Alliance we are in a working group, this is what we have led from the front as a service school to enable us to accurately track and see how our children are progressing and instead of having to do the analysis the system does this and we can check what strands and areas children may need to learn and have impact in from a teaching level.</i></p> <p>Question 7 <i>How are we faring in comparison (NG)?</i> <i>Ongoing will report at next meeting only one-year group assessed so far.</i></p> <p>Question 8 <i>How often are we doing this (SW)</i> <i>2 tests a year from year 3 up and all new arrivals as well as may be doing leavers to capture progress (RC/NW)</i></p> <p>Question 9 <i>Are more schools looking to take it on and will it benefit preparation for SAT's</i> <i>Some may do and some are already using other products this fits our preference and is the right thing for us we can advocate and show how our baseline of kids works for</i></p>

	<p>us, we hope. Of course there is a hope that it assists with SAT's but more that it benefits all children and their overall education provision allowing targeted teaching in a standardised format that saves immense amount of staff time collating</p> <p>Question 10 What is the cost? (SW) Just shy of £4,000 per year for us this year £2000 as part of pilot. Also about 9 other assessments that are more for targeted interventions that could possibly benefit our SEN/ etc.</p>
Actions Arising / Resolutions	
	N/A

17/55	Pay Policy
Summary of item	<p>Re Government change to pay policy which was a rise of 2% on bottom point, as they won't define any other pay point it is down to any other school or LA to determine. Almost all schools in NY asked LA to negotiate on their behalf, big advantage being all union and legal work completed within this. LA have had recommend policy since 2013. LA went out with their questions to schools as a survey to then compile and take to unions.</p> <p>As of today sent out from LA proposed 2% on min and max and 1% everywhere in between. M1 means raise of £500, and M6 £700 all other areas approx. £200.</p>
Questions and responses	<p>Question 1 When is it from and what projections to budget? (KD and KD) Budget would be off between £500-£1000, budget presented to you was with a 1% uplift for all. (RC)</p> <p>Question 2 Does UPS become included into the pay rise? (SW) Yes, as it sits within the persons overall pay(RC)</p> <p>Question 3 Is LA looking at this for TA pay? (AF) It is January rather than October based but not aware of anything at this point. (RC)</p>
Actions Arising / Resolutions	

17/56	Health and Safety and Safeguarding Issues
Summary of item	No H&S of note
Actions Arising / Resolutions	
	N/A

17/57	Governor Training
Summary of	Not fully mapped matrix as yet awaiting all response, dates passed round for any

item	interest please book through front office.	
Questions and responses	<p>Question 1 Do we pay for training and is it beneficial? (SW/KD) Need to think more broadly governors are developing reading NGA, online data gathering, induction, mentoring meetings etc all should be an ongoing record of what you are training and developing in different areas that relate and can be utilised within your role dependent on whether the subject matter experts are needed for areas within the board. Training is sourced from NYES and therefore does come with a cost so dependent on need and role.</p> <p>Question 2 Can we attend courses and brief back to all? (KD) Yes, great to bring hand-outs etc or email synopsis of event to all governors as many courses will have relevance to all and mentor sharing is ideal opportunity to continue to learn. (RC)</p>	
Actions Arising / Resolutions		
Please send out regular updates to governors re anything on training (NYCC)		YS

17/58	To Receive Monitoring Reports	
Summary of item	Just one English monitoring report, held in office. Held in good hands collating all data still areas of development but improved.	
Questions and responses	Question 1	
Actions Arising / Resolutions		
		N/A

17/59	To Receive Any Other Business	
Summary of item	<p>Online safety policy - Most significant change accepted usage agreement, are you happy with amendment handed out being more applicable to our age group? Also to bring it into alignment with their own policy, are you happy for noted changes within policy handed round? JS agreed and seconded KD.</p> <p>Mrs Brightman will be contacted regarding her award to be presented within ceremony on unit. Trim trail bid unfortunately failed, ongoing challenge to find funding (SW and RC to confer re this)</p>	
Questions and responses	Question 1 [Response]	
Actions Arising / Resolutions		
		N/A

17/60	To Confirm Date of the Next Meeting	
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Actions Arising / Resolutions	
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6 th November 1230 – Agenda items to be sent out	YS
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