

Minutes of Governing Body Meeting, 16th September 2019

Present:	P Perry R Campbell (Head teacher) Kate Davies C Ditch C Gilbey T Chesworth (arrived at 1245) Katrina Davies B Calvert
In Attendance:	Y Scott Clerk G Firth
Apologies:	N Wiltshire

20/01	Opening meeting – Voting in of Chair and Vice Chair, and co-opt	
<i>Summary of Discussion</i> (including questions and responses)	Lead – Clerk Purpose – Decision Nominee for Chair – P Perry (Left room at 1235, returned at 1240) Nominees for Vice Chair – None received Co-Opted Vacancy – Proposed G Firth, information given via P Perry at previous meeting re nominee.	
Actions Arising / Resolutions 20/01		
Resolution Vote for Chair Passed; P Perry For 5 Against 0 Abstain 0 Resolution Vote for Vice Chair – To be deferred to next meeting for time for possible candidates to consider Vote for Vice Chair not taken. Resolution Vote for Co-Opt Position G Firth For 6 Against 0 Abstain 0	Next Meeting	

20/02	Receive Apologies for Absence	
<i>Summary of Discussion</i> (including questions and responses)	Lead – Chair Purpose - Decision Apologies received N Wiltshire accepted (maternity leave) T Chesworth apologies accepted will be late to meeting.	

Agreed by all governors	
Actions Arising / Resolutions 20/02	
N/A	

20/03	New Declarations of Interest and Interests Relevant to this Meeting	
<i>Summary of Discussion (including questions and responses)</i>	<i>Lead – Chair</i> <i>Purpose – Information</i> <i>Documentation completed for new academic year.</i> <i>12:45 T Chesworth arrived in meeting.</i>	
Actions Arising / Resolutions 20/03		
Update website and governor list as applicable		Clerk

20/04	Agree Minutes of Past Meeting and Consider Matters Arising	
<i>Summary of Discussion (including questions and responses)</i>	<i>Lead – Chair</i> <i>Purpose – Information</i> 19/34 Diarise parent forum (RC) - complete 19/39 Increase school meals to £2.30 as of 3 rd September (YS) - complete	
Actions Arising / Resolutions 20/04		
Resolution (1250); Previous minutes a true reflection and accepted as such unanimously		N/A

<p>20/05</p>	<p>School Improvement and Governance – Outline Governor Priorities for the Year and Governor Training Needs</p>	
<p><i>Summary of Discussion</i> (including questions and responses)</p>	<p><i>Lead – Chair</i> <i>Purpose – Information</i></p> <p>Terms of reference re issued to all governors. Appointment of key roles and specialisations. Finance – Mrs Calvert and Mr Ditch volunteered to be included in the finance (non-decision making) meetings with the Chair and head. Dates and times TBC via the chair directly to individuals involved. Updated Link roles will be sent out as will schedule of meetings. Update of register business register, signed by all in attendance. Update of all contact detail, completed by all in attendance.</p> <p>Questions Have we had sign off on the new EIF, from Ofsted? Yes, signed off now.</p> <p>Is there potential to complete governor monitoring on a FGBM day? Yes, no problem at all.</p> <p>Can there be more structure and guidance to link to the monitoring again? Yes, there is a monitoring report format for governors to use. The schedule will be re sent out according to the new SIP with key codes to support the monitoring process, please liaise with more experienced governors or HT if any further guidance needed.</p> <p>Can we discuss time of committee meeting and all upcoming? Agreed change of meeting start to 3pm on a Monday, to begin at October session and review according to attendance.</p>	
<p>Actions Arising / Resolutions 20/05</p>		
<p>Resolution; Format for governor meetings.</p> <p>To adopt Governor Terms of Reference. For 7 Against 0 Abstain 0 Agreed Unanimous</p> <p>Link roles discussed and agreed, Link will be sent out to all governors, as will up to date annual cycle of meetings</p> <p>Finance meetings dates and times tbc with 4 attendees via Chair</p>	<p>Clerk</p> <p>Chair</p>	

<p>20/06</p>	<p>Consider Meeting Focus – Receive Headteacher Finalised Summer Report – SIP Progress</p>	
<p>Summary of Discussion (including questions and responses)</p>	<p><i>Lead – Headteacher Purpose - Information</i></p> <p>Documents tabled in advance of meeting to all governors. Receive headteachers report to include;</p> <ul style="list-style-type: none"> a) Final SIP Progress update (previous year) b) Statutory data c) Pupil premium update <p>Questions;</p> <p>Is the new class structure working? <i>Yes, however the classes are finding increased stresses from this and a certain bedding in period, also a staff member of mid term sick which is now being covered through long term supply with insurance cover after day 5</i></p> <p>How do we stand with current numbers? <i>We were at proposed 199 pupils at end of last academic year and now we are looking at 211 at census time which is manageable within the current structure. Point made re projected funding, school had variables of £64,000 in a 1-week period at the end of July just to highlight the flux in numbers and finance. Noted that the head or school had never seen any time like this before. Trying to plan through such changes defines how the strategic planning and direction is paramount in delivering the best educational service for school.</i></p> <p>What are your nor demographics for stability of these projections of 211? <i>Difficult to establish, as aware the military component changes with short notice on occasion both incoming and outgoing. However, on balance I would say we sit around the 205-212 for census; this has been the average for the last 5-year period.</i></p> <p>How do we sit with SEN? <i>7 high need EHCP in school and approached by a further 3 over the holiday period.</i></p> <p><i>Confidential responses to questions in separate document.</i></p> <p>How is the staffing for these SEN being addressed? <i>Currently in midst of recruitment. Likely to require 2x funded places, and 1x unfunded, but necessary to meet need. Will ascertain according to information yet to come through from LA.</i></p>	
<p>Actions Arising / Resolutions</p>		
<p>N/A</p>	<p>N/A</p>	

<p>20/06b</p>	<p>Consider Meeting Focus – Receive Headteacher Finalised Summer Report – Statutory Data</p>
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p><i>Lead – Headteacher Purpose - Information</i></p> <p>Document tabled in advance of meeting to all governors.</p> <p>Statutory Data</p> <p>Question</p> <p>Improvement in EYFS and reasons behind this? <i>Th pupils have been much more responsive and have evolved accordingly with the planning being 'in the moment planning'. This is a change in delivery is applicable to the need of the child rather than being more prescriptive, which then enhances how they interact and allowing for the progress seen. Also, the learning in the outdoor environment has seen completion phase 1, and phase 2 is almost complete. The teachers and staff have achieved this through hard work and imaginative, forward thinking - we have seen much impact and will continue to do so with the remaining areas that are being thought out and delivered within phase 3 of the EYFS rejuvenation.</i></p> <p>SEN Cohort of 40% in statutory results, yet it appears there is a significant improvement this must have involved a lot of hard work and is it now validated? <i>The statutory data report is not yet released the IDSR comes out back end of November time, this is simply or raw data score for you, but yes thank you - agreed there has been great team work to support their education and enhance their learning journey and achievement. Statutory progress scores from KS1 are predicted to be broadly average, due to high KS1 attainment from other schools.</i></p> <p>Boys' writing across years has improved, yet girls' has come down is there significance to this? <i>Note: the downward arrow for girls doesn't reflect negative progress, simply that it was lower than boys'. We did have a big focus on SIP last year for boys writing process, but the natural question would be what are we going to do about the girls for the next progress year. The outcomes of the project indicated that quality first teaching strategies benefit all pupils, and that this was the more appropriate approach than targeting specific genders.</i></p> <p>Last years' year 3 are now year 4. Considering all we know re this area, what are we doing firstly to prevent this years' year 3 being impacted with progress, but also how we can help the pupils now in year 4 to achieve their potential considering their slower progress last year? <i>That has been discussed in depth with SLT. Essentially the first step is that current class teachers have an awareness of the current status and targets for children in their cohort, enabling the drilling down into the data to show which gaps need to be closed. This is particularly the case for those that need accelerated progress and how we help the teachers deliver this. It does depend on why have they underperformed, as a slightly different approach can rapidly accelerate progress, it may not need intervention. Each case will be different.</i></p>

	<p>Previous year SIP plan, the amber areas we have logged - is continued development in these areas in progress?</p> <p><i>Some, but not all; a few have been completed subsequently, other have been left as either no longer appropriate actions (evolving document) or have simply not been fully achieved. However, it is difficult to balance aspirational with achievable – recent SIP training detailed the importance of balance.</i></p> <p><i>Question to governors: should we adjust the format of SIP and SEF to make these documents more organic and flexible, e.g. through a termly approach, rather than plotting the whole plan out a year in advance, considering the dynamic context of school?</i></p> <p><i>Governors' response:</i> <i>If reviewed every term feel there may be more opportunity to reflect each term and amend, to allow opportunity to determine progress made and adjustments necessary. A shorter document to review and address could also give more clarity and also may encourage delivery more promptly. However, we would question if items can be completed in a term, and would we be in essence just creating additional work load for you as SLT - especially as it is not at normal operational capacity?</i></p> <p><i>HT response: concerns appreciated re: workload, this largely depends on how the termly review progress is managed. If every uncompleted action / milestone becomes an issue and point of review, then it defeats the organic approach; the review will need to look at the broad strategic overview and determine whether sufficient progress is being made against KPIs.</i></p> <p><i>Concluded that will leave to SLT to determine appropriate format.</i></p> <p><i>GF Left meeting 1350 – returned at 1354</i></p>
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Actions Arising / Resolutions	
N/A	NA

20/06c	Consider Meeting Focus –Receive Headteacher Finalised Summer Repot – Service Pupil Premium Update
<i>Summary of Discussion (including questions and responses)</i>	<p><i>Lead – Headteacher</i> <i>Purpose – Information</i></p> <p>Documents tabled in advance of meeting to all governors.</p> <p>Service Pupil Premium, intention to not change in usage much - we have been recognised as doing incredibly well in this area. It is working, it is being externally reviewed and we are, as a school, being held up as an example of how to do this</p> <p>Question None raised</p>

Actions Arising / Resolutions	
NA	NA

20/07	Policy Update –	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair</i> <i>Purpose - Decision</i> Policy documents all tabled in advance to all governors. a) Register of Business Interests Agreed (all present) b) Staff pay not available yet from NYCC, will table when available. Questions None received	
Actions Arising / Resolutions		
Resolutions:		NA
The above policies adopted unanimously.		
Agreed (7) Abstain None		
Staff Pay – Table at next meeting if available from NYCC		Headteacher Clerk

20/08	Receive Relevant Safeguarding Updates	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead - Headteacher/SENCO</i> <i>Purpose – Information</i> See HT's report. 3 children adjusted from CPP to CIN.	
Actions Arising / Resolutions		
NA		NA

20/09	Discuss AOB	
<i>Summary of Discussion</i> (including questions and responses)	<i>Lead – Chair/Clerk</i> <i>Purpose – Information</i> 1. Mr R Campbell requested in advance paternity leave, potentially for February, all agreed as and when required on request.	
Actions Arising / Resolutions		
NA		NA

20/10	Confirm Date of Next Meeting
<i>Summary of Discussion</i> (including questions and responses)	14th October 2019 1500 in the Zone
Actions Arising / Resolutions	
NA	