

Minutes of Governing Body Meeting, 26th February 2018

Present:	Mr J Stewart Mr R Campbell Mrs K Davies Mrs J Rosamond Mrs B Calvert Mrs N Wiltshire Kate Davies Mr S Wood
In Attendance:	Angela Clarkson Bursar Yvette Scott Clerk
Apologies:	P Perry D Askew P Thompson

18/08	Receive Apologies for Absence
Summary of Discussion (including questions and responses)	P Perry and D Askew sent apologies in advance. P Thompson informed CofG before meeting commenced that he could no longer be in attendance, due to an overrunning training commitment.
Actions Arising / Resolutions	
N/A	

18/09	Agree Minutes of Past Meeting and Consider Matters Arising
Summary of Discussion (including questions and responses)	<p>The minutes of the previous meeting were recorded as an accurate reflection of the meeting content and signed accordingly by the Chair of Governors.</p> <p>Actions arising as per appendix</p> <p>18/02 – Training GDPR undertaken, it was informative and reassuring. Emphasis is on the installation of robust procedures to prove that your duty to protect data is in place. New pertinent criteria pertinent different from current data protection law; All consent data must be implicit opt in NOT implicit opt out.</p> <p>GDPR is noted under AOB for further discussion.</p> <p>18/03 – feedback triad-based model audited this school, both JS and PT attended. It was a rigorous testing with encouraging outcomes across the day re use of Pupil Premium. Written report not back yet. Full report will be shared with CofG.</p> <p>18/05- Complete none recorded</p> <p>18/06 – Complete and BC in attendance. BC welcomed to the Governing body.</p> <p>18/07 – Complete non-submitted for this meeting</p>
Actions Arising / Resolutions	
N/A	

18/10	Consider Meeting Focus – Deferred Items from Jan 29th Meeting.	
Summary of Discussion (including questions and responses)	<p>a) In year progress, including pupil premium Ongoing results low for year 5 cohort where a few possible reasons for this have previously been raised. Cohort very much came in line with what we projected, a mid-year GL assessment yielded more questions than answers, however it has also shown that the suggestion that the progress data was impeded by underassessment on Target Tracker was accurate, in that Y5 progress in GL was in line with all other year groups.</p> <p>Having a third data point supports the judgement in the report. The 38% SEN is the same number of children in year 4 and 5 but due to the size of the cohorts, one being a smaller cohort, this affects the % proportion. Strategically, this was considered in allocation of children to classes - the SEN needs are not concentrated - they are in more than one class; additionally, through the restructure, deployment and staffing of all the classes we continue to have flexibility to meet need and reduce impact on other pupils. Types of need are variable, in Y5, majority of SEN need are low cognitive ability, rather than SEMH / behaviour.</p> <p>Question 1 <i>None recorded. A consensus of understanding from all members re how data is ever evolving was noted. By accessing different platforms for monitoring governors agreed they had much clarity regarding ongoing levels of attainment.</i></p> <p>b) SIP Progress Update This new form of presentation has enabled a better view for governors to address what is occurring within the SIP and the strengths and needs for school.</p> <p>Question 1 Post the governor training (SIP item 5.1) question if this level will go from amber to green? Also, the comments and remarks are very useful in the new format. <i>Yes, this should change in updated SIP. What did come out of the training is that the summary page is still needed in SEF, strengths and weaknesses need highlighting for governors' attention and ongoing challenge of school progression. Leadership is also key area of knowledge required by governors as it is area AO picked out during training that was lacking in confidence in the ability to readily articulate the strengths of the leadership – which AO noted: Alliance contribution, SLEs, Assessment, strategic work across other schools etc.</i></p> <p>Question 2 Is the update for the whole year? <i>No, updates will be provided each term to the board.</i></p> <p>c) Outstanding Questions from HT Report None raised.</p>	
Actions Arising / Resolutions		
Succinct Strength and Weakness Document required to enhance Governor knowledge and ability to challenge school provision.	JS/RC	

18/11	Consider Meeting Focus – Resources Focus - SFVS
<p>Summary of Discussion (including questions and responses)</p>	<p>a) Feedback from Governor re SFVS (tabled) (Introduced by Bursar) The SFVS is a targeted document showing the financial planning, account expenditure and such in a detailed manner to ensure financial probity within school. The SFVS is a valuable source for governors to question the school's delivery according to specified targets alongside the financial plan and ensure that financial probity is being met.</p> <p>Question 1 Noted Governors received and read attached SFVS prior to meeting.</p> <p>b) Receive January Budget Monitoring (tabled) 3-year plan will be presented in March meeting, predict will have in region of £100,000 carry forward. Despite small increase due from new funding formula this does not cover the predicted large salary increases due to national minimum living wage requirements that impact 18/19 and 19/20 financial years. This will impact on numerous levels via direct school staff salary plus the buyback services we utilise that will have increased levies due to impact on LA salaries. Approx. predicted salary impact for school is £10,000 in 18/19 followed by similar in 19/20 due to substantial pay awards</p> <p>Question 1 What was the reason for carry forward 15-16 and should we expect this to zero out by next financial year? We have had a good carry forward for several years; that said we will soon have used this up. We have been most careful in how we have utilized money within the school to ensure we are able to still have flexibility. The current in year model is £93,000 in deficit.</p> <p>Effectively we are spending more than is coming in, especially as we are not hitting all the deprivation factors which deliver more income to schools. The money isn't really increasing as so many costs are coming in, we must cover incremental drift, and pay increases that come into effect for non-teaching staff. Costs are simply overtaking income, it is very difficult to generate income but for a lot of activities schools give we can only ask for voluntary contributions. Constantly at operational levels we are managing the day to day needs of the school in as cost-effective manner as possible. Our biggest concern is the fluctuation of pupil numbers and how we manage staffing accordingly it is a challenging act to ensure the provision is in place to cater to our school's needs which are in essence very fluid. We should ensure we have a contingency plan to cover eventualities. Having a military input becomes ever more crucial to how we can fund the next position dependent on arrivals on the horizon to our local link area.</p> <p>Regarding the bottom line deficit if we find ourselves in this position in future, we can run a deficit in the short term if you can prove you have a long-term recovery plan, we just don't know what is around the corner and need to continue plan accordingly.</p> <p>Question 2 Is the money spent on the child within their academic year per capita? Yes, intrinsically this is the goal of schools to allow per capita funding, per child, per year. We marry up what it is in the SIP, what is in the staff action plan and the resources are then provided for what is needed to offer the education we aim to deliver.</p>

	<p>Question 3 What are the premises cost? <i>They incorporate services such as, cleaning, caretaking, ground maintenance, local authority maintenance scheme, gas, oil, electric and water.</i></p>
Forward SFVS to County as required	
RC	

18/12	Receive Relevant Safeguarding Updates
<p><i>Summary of Discussion</i> (including questions and responses)</p>	<p>No change, currently one active child protection case plus others being managed within SLT. Annual safeguarding audit completed and has been passed to JR for viewing. JR will address and follow up via in school visit</p>
Actions Arising / Resolutions	
JR to complete Monitoring Visit to verify audit declarations	
JR	

18/13	Receive Monitoring Reports
<p><i>Summary of Discussion</i> (including questions and responses)</p>	<p>a) Behaviour, Welfare and SMSC Report pending, KD added that she met with 5-6 pupils and focussed on British Values, post meeting with RC to highlight what is being delivered within school. KD noted during monitoring she scrutinised the practice and provision within school, the report will be delivered in due course.</p> <p>b) Any questions forwarded to CofG re 29/01/18 FGBM monitoring reports? <i>None received, none raised.</i></p>
Actions Arising / Resolutions	
N/A	

18/14	Discuss AOB
<p>Summary of Discussion (including questions and responses)</p>	<p>SIA Report (Liz Marsden) LM will be in attendance on 27.02.18 for quality assurance of our teaching and learning cycles, she will observe in EYFS, KS1, KS2, to audit a sample of teaching and learning and to feed back to SLT. RC will highlight predicted outcomes of the teaching and learning observations and she will audit his leadership and knowledge of this alongside the actual teaching and learning observed. JS noted this is a method of validation of the SLT leadership and knowledge of the school alongside the teaching practises.</p> <p>Question 1 Will there be a report created? Yes, will be presented to CoG and reported on in a future meeting.</p> <p>School Fund Account Closure The School Fund hasn't been used in the last year, historically such accounts were opened so that a school could collect money to pay for trips etc as the county used to pay from a central account all other fees. As the LA now issues the school funds to a school managed account there is no requirement to have separate accounts. There is no need for more than one account to streamline accounting procedures and reports can we agree to this account being closed? (Agreed by all governors in attendance to close this account with immediate effect).</p> <p>Link Governor Roles Link governor roles have been provisionally re-assessed due to changes to members of governing body and change to link roles. JS and RC have drafted a revised version (post governor skill audit) to best use skills and experience of individuals; document tabled for approval. Post Chair of Governor training JS highlighted that a mandatory role is a curriculum link for non-core subjects. The proposal tabled is that this should be developed as a mentoring/holistic role. CofG added that such a role could be met by the Chair of Governors holding a once yearly monitoring visit with a selection of available teaching staff (including TA's) to evaluate the application of the broader curriculum to pupils. (All governors in attendance in favour). RC noted that best practice promotes having the students' voice in how the broader curriculum is being experienced. Proposing a bi-annual visit, the primary one with staff with a follow up discussion with students further embedded through observation of student displays to ensure that the wider curriculum is being delivered. (All governors in attendance in favour). Noted that all link roles agreed in principle in the meeting by those present, any absent governors to contact CofG if any issues.</p> <p>GDPR - Any question regarding implementation of GDPR (new legislation 25th May 2018). Leadership team liaising with LA through service level agreement/buy back to purchase GDPR 1-year support package (annually reviewed) at a cost of £900 which covers legal requirement to employ an independent data protection Officer via Veritau.</p> <p>Question 1 Will the LA support the cost implications and implementation of all processes required for new regulations?</p>

No there is no financial support at all however they have contracted Veritau to provide an appropriate package to offer schools. Their package is specifically designed to support schools with pre-populated asset registers and integrated links to ICO and other pertinent areas. There is an annual fee of (£900) which would need to be purchased via the SLA with the LA to meet our legal requirements. It is not compulsory to use Veritau but under consideration it fits our need in a cost-effective manner.

Question 2

Staff and families are already enquiring how we stand giving our data to 3rd party companies in relation to new GDPR regulations?

We are asking any prospective clients to provide the evidence that they are GDPR compliant in the same manner as we previously would have required evidence of their compliance to the data protection act. Equally we can take guidance regarding the safeguarding of data from Veritau through the advice offered within their GDPR package. Additionally, we need to discuss further at SLT how we apply safeguarding re holding items on laptops, iPad etc and where data is stored.

We don't know where we sit yet however Veritau and guidance will continue to be reviewed due to staff working from home etc and as further clarification is fed via LA and Veritau we will update staff via CPD. In the upcoming weeks we will be sending requests to confirm/deny consent to parents via School Ping.

Question 3

Are any reductions available in the annual fee if Veritau is procured via Swaledale Alliance?

Yes, this is feasible, it can be completed via our local cluster as an informal collaborative organisation. We have been assured a 10% discount will be applied and that would be the same via the cluster or Swaledale, meaning the fee would reduce to £810. Only formal collaborations can benefit from a higher discount.

Question 4

Is Veritau going to up the amount of money required if they realise it is a bigger job than first anticipated?

It is somewhat under the LA umbrella and they currently oversee our data protection, the package they are offering has been created specifically for schools and it is purchased under the buy-back service on an annual contract and this is the SLA set at £900 which cannot be increased within the year.

Feedback from Governor Training (AO) – Next Step

JS/RC raised the Governor development plan, originally drafted at the start of last year post the governance audit when RC started. The original document had an intensive level of work, therefore the proposal held to role the action plan over 2 years. This sits as this year's action plan culminating by the end of the school year.

JS proposed a new 1-2-year governor action plan requires drafting scheduled to be a live document at the beginning of the school year (18/19).

Unanimously seconded by all governors, it was agreed that the June FGBM would be a working platform to create the new development plan. Framework for the meeting will be sent out in advance to encourage full governor participation -collaboration.

Update on Trim Trail

Thanks to the generosity of the RAF Benevolent Fund we have been informed our bid to regenerate the trim trail has been successful. This will be progressing in the next few weeks towards the planning stage, updates will be regular. Thanks, passed from

	<p>JS/RC to Katrina Davies, Yvette Scott and Steve Wood for driving the project forward.</p> <p>Yorkshire and Humberside Regional Spring NGA Conference Saturday 24th March (Bradford venue TBC) 2 places free per school. Chair will email out information to all members, members to inform chair if they would like to book onto the event. 2 places will be allocated at discretion of the chair.</p> <p>Autism Awareness Training for Governors NW noted available training if anyone is interested to attend which can be funded from school for one governor to attend on Weds 7th March at Holy Trinity School in Ripon.</p>
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Actions Arising / Resolutions	
To update staff re GDPR and to address CPD requirements as soon as Veritau in place Email to all Governors Link roles and monitoring timetable Email Governors re Autism Awareness training and NGA Conference	RC RC JS

18/15	Confirm Date of Next Meeting
Summary of Discussion (including questions and responses)	26th March 2018 at 1230
Actions Arising / Resolutions	
N/A	