

## Minutes of Governing Body Meeting, 4<sup>th</sup> December 2017

Present:	J Stewart J Rosamond D Askew R Campbell Katherine Davies Natalie Wiltshire Katrina Davies P Perry
In Attendance:	Y Scott (Clerk to Governors) A Clarkson (Bursar) P Bennington (Guest Speaker)
Apologies:	S Wood P Thompson

<b>17/71</b>	<b>To receive Apologies for Absence.</b>
Summary of item	S Wood and P Thompson passed apologies in advance of meeting to Clerk to Governors
Questions and responses	K Davies and P Perry will be late as on Governor training.
<b>Actions Arising / Resolutions</b>	
NA	

<b>17/72</b>	<b>To agree the previous minutes and consider any Matters Arising.</b>
Summary of item	See Appendix A of Agenda for tabled items
Questions and responses	17/53 Date of meeting with A Offord is 07/07/18 17/62 Complete. 17/63 Complete. 17/64 Complete. 17/66 10 has been added and as and when H&S audit takes place it will be on schedule. 17/67 Deferred will be re-addressed with incoming link Governor in January. Clerk completed training as requested. 17/68 Will be complete by beginning of next term. 17/69 Date in diary for level 1 training is 24/01/18, NGA update complete, governors aware where to collect magazines from, DBS is to be renewed every 5 years, Matt Blyton response re SCE query the answer is there is no mechanism to do that.
<b>Actions Arising / Resolutions 17/72</b>	
Deferred item 17/67 to arrange meeting.	RC/JS

<b>17/73</b>	<b>To receive presentation from P Bennington, re Swaledale Alliance Metacognition Strategy</b>
Summary of item	<p>To summarise Mr Bennington addressed the governors, (SSIF Metacognition Document handed out by guest speaker with pertinent information and held electronically);</p> <p>In addition, Mr Bennington informed the meeting that It needs to be about children in all the schools in the project allowing improved outcomes for all. It isn't a project that he can give all the specific details of how many days will be provided, what the exact provision is, it is however about enabling the provision to work in all schools for the best outcomes and fit they need.</p> <p>The expectation is that 25-30% of the budget is used to monitor externally and evaluate the project of which Leeds Beckett University will be managing this who will then publish their own report. If this project develops something that has proven impact via independent analysis it could then be rolled out elsewhere.</p>

<p>Questions and responses</p>	<p><b>Question 1 - Knowing how government deal with funding how are they going to assess the value of the project.</b></p> <p><i>We had to have a plan and give impact results. We will collect all the data ourselves from the schools and use as the impact measure and in the bid, it is clear what we will use, we have a survey that the children will complete how they learn and how they feel within the GL assessment tool. We have to complete a termly management report of which I have completed the first one, we do have 3 schools that need to provide monthly testaments. This explains how DfE are monitoring the funding provision, they will refer back to me and may ask questions at any time. We are in an unusual position in that we have employed through the teaching school 2 FT teachers for this project [Response by P Bennington]</i></p> <p><b>Question 2- How will it work for teachers/Pupils</b></p> <p><i>They are going to work alongside school teachers as coaches to model and develop approaches that can benefit the children within their classrooms, being supported by the leading practitioners. The schools will develop the plan in how metacognition is in need of development within their own environment and make it work for them, Leeming RAF CP have Hannah Munro. The first term plan is to develop how it will look in each of their defined areas and from Feb half term Hannah will be in school to advance the project on the ground, they will be linked up with who we feel can progress and model this within school. Additionally, PIXEL is a resource that will be used alongside the coaching/mentoring either delivered by Hannah as well as our own staff leading some sessions. Feedback is essential and sharing across the key stages.</i></p> <p><b>Question 3 - So we aren't targeting individual groups of children and their set specific learning needs that have been observed?</b></p> <p><i>No, it is about self-recognition and awareness of how they can understand their learning and also how they can help others with the skills of learning to learn, and for teachers to be able to step back and see how the invested skills from metacognition can impact long-term therefore enabling them to reflect, develop and see how their children can improve unlocking their own learning. It is about the child understanding how they learn more than a teacher observing and changing their focus or direction per child. This should then allow children to link in to their golden learning that we currently support, i.e. active learning. It is about scaffolding and providing frameworks for the children to be developed and proficient active learners.</i></p> <p><i>This input is to deepen their knowledge and skills and love of learning and compliments the SIF. (Phil Bennington and R Campbell)</i></p>
<p><b>Actions Arising / Resolutions 17/73</b></p>	
<p>Add a update in Spring Headteachers Report</p> <p>Learning walk to be included when project in full flow, date TBC</p>	<p><b>RC</b></p> <p><b>PT</b></p>

<b>17/74</b>	<b>To receive sports update from Mr D Fenn.</b>	
Summary of item	Deferred to another meeting due to teaching commitments	
Questions and responses	<p><b>Question 1</b></p> <p>NA</p>	
<b>Actions Arising / Resolutions 17/74</b>		
Please inform CofG when applicable within agenda		<b>YS</b>

17/75	Half Year Budget Update
Summary of item	<p>Distributed prior to meeting for all governors, tabled for questions.</p> <p>i)Half Year Budget Update with Comparative Statistics</p> <p>AC tabled document and gave strategic update to where we are currently with not a huge difference but approx. £2000 out of start budget. Noted 18-19 to 19-20 uncertain due to Government new funding under National Funding Policy how it is delivered is more specific and therefore our income is unknown for these future years. The mobility payment may no longer be a criteria with LA able to 'top up' schools disadvantaged by mobility. Much more emphasis and weighting towards the EYFS funding and unknown how this will impact overall. Under current formula most is defined by pupil numbers, with a good provision that we currently receive from mobility and attainment. Planning thus far assuming no other changes; within our LA no primary school will be worse off, so our 3 year plan that is tabled here is appropriate and reflects current predictions.</p> <p>RC also made Governors aware that a local school is having difficulties and due to this is losing students. We have gained students from this area, and have had a number of discussions with LA re admissions to try to maintain and support our local children. We have been informed that we have no control or input into the admissions for our school, we cannot hold places as a strategy for incoming students who haven't applied via LA already, if our quota is below our published admission quota we will need to accept any applications. Raised at this point as strategically this is another area that possibly impacts funding.</p> <p>SEN currently high with cost impact due to this, therefore 2 GTA positions that have currently become free in school have been covered with relief GTA as we are watching the influx and outflux as aware some SEN have imminent departures. The school is endeavouring to ensure we keep deficit as low as possible.</p> <p>ii)Pupil Premium and Sports Premium Reporting</p> <p>Healthy area still within sports premium, school still actively managing this area, particularly regarding staff provision for these events as a large amount of time is needed to safeguard children at events as well as tuition and afterschool clubs that are provided voluntarily. Also employed staff to support a pupil with cerebral palsy to access sports tuition.</p> <p>Pupil premium has had full overview from AF and KD (AF monitoring report pending), updated additional information for parents to have an overview has been included to show the schools Care, Guidance and Support Approaches.</p> <p>iii)Staff performance Management</p> <p>Have all been delivered and pay structures been applied accordingly.</p>

<p>Questions and responses</p>	<p><b>Question 1 - Is prior attainment funded from day they start?</b></p> <p><i>DfE are going to introduce new statutory attainment test at on entry in school and this will give baseline as opposed to later within the terms.</i></p> <p><b>Question 2 - Can MOD Grant be spent on any items?</b></p> <p><i>It was inputted with a broader basis to allow use in both zone, ICT, and for developing areas that are required for the wellbeing and outcomes of the service children.</i></p> <p><b>Question 3 - In our Pupil premium strategy it states we spend staffing money above and beyond other schools, but we appear to be looking similar to other schools benchmarking.</b></p> <p><i>AC reports that the admin time does not include the buy in service which we use for Bursar, also the variants that we may compare against can differ greatly, we compare for example on pupil number however the premises size can often differ greatly. Our GTA SEN is much higher as that is the area we cover and this reflects our strategic position.</i></p> <p><b>Question 4 - A lot of PE Provision has been directed to KS2 what about KS1</b></p> <p><i>KS1 has had investment in equipment more than actually being out at events/after school clubs. There are fewer cluster competitions etc. for KS1. However, provision for younger pupils has been addressed and DF is targeting this within the coming school year.</i></p> <p><b>Question 5 - PE appears to sometimes fall off the teaching schedule and concerned that this impacts negatively?</b></p> <p><i>We attend the majority of the organised events throughout the year and miss minimal events having attended all but one of the events from the beginning of this term. PE is given a high priority in the school; as demonstrated by our AfPE award.</i></p> <p><b>Question 6 - Can the Care Guidance and Support Approaches relating to Service Pupil Premium be published for parents to see online as well as within school?</b></p> <p><i>Yes will update website and also in waterproof notice board</i></p>
<p><b>Actions Arising / Resolutions 17/75</b></p>	
<p>Laminate and publish document.</p>	<p>YS/VS</p>

<b>17/76</b>	<b>Policy Review</b>	
Summary of item	Distributed to all Governors prior to meeting, policy tabled for questions: <ol style="list-style-type: none"> <li>1. Budget Management and Scheme of Delegation Policy</li> <li>2. Child Protection and Safeguarding</li> <li>3. Health and Safety Premises Management Policies</li> </ol> Cover sheet has been created with Terry Bland the H&S officer, Head teacher, and CofG.	
Questions and responses	<i>No questions regarding these policies proposed therefore as per our policy review schedule these core documents have been accepted and duly adopted at this meeting.</i>	
<b>Actions Arising / Resolutions 17/76</b>		
Amend master document Katherine Davies re qualifications		<b>RC</b>

<b>17/77</b>	<b>Health and Safety</b>	
Summary of item	Distributed to all Governors prior to meeting, tabled for questions. <ol style="list-style-type: none"> <li>1. LA Document Audit Outcomes</li> </ol> Not received full report as yet but noted that Terry Bland was very happy with risk assessments and all updated policies on recent visit with DA. Recent issues in other schools regarding risk/safety of gates discussed. Caretaker is now monitoring all gates every 2 weeks with copy of LA concerns on her notice board with check list. Also discussed was the tarmac area within EYFS where roots damage is severe. This is being dealt with at county level for potential replacement.	
Questions and responses	<b>Question 1</b> <i>None raised</i>	
<b>Actions Arising / Resolutions 17/77</b>		
Audit outcome will be received by school and D Askew, any notes will be tabled at future meeting.		<b>DA/YS</b>

<b>17/78</b>	<b>To Receive Correspondence and Relevant Safeguarding Updates</b>	
Summary of item	No current change, no substantive changes since last meeting.	
Questions and responses	<b>Question 1</b> NA	
<b>Actions Arising / Resolutions</b>		
NA		

17/79	To Acknowledge Monitoring Reports and Follow up Requirements	
Summary of item	Distributed to Governors prior to meeting. <ol style="list-style-type: none"> <li>1. PE and Sports Premium</li> <li>2. Safeguarding</li> <li>3. Behaviour</li> </ol> JR noted that she had returned to do additional checks, which had been addressed with RC. Outstanding reports to be submitted; Science (completed document will be forwarded to Head) Pupil Premium (AF/KD) Early Years (6 <sup>th</sup> December in diary) PT Computing(NG)	
Questions and responses	<b>Question 1</b> NA	
Actions Arising / Resolutions 17/79		
Monitoring visits to be submitted by 8 <sup>th</sup> January latest – clerk to remind link governors	<b>YS</b>	



<b>17/80</b>	<b>To Receive Any Other Business</b>	
Summary of item	Received in advance from Governors; <ol style="list-style-type: none"> <li>1. Leaving Gift for BC donation to school for laptop. County have no concern if documented that a data wipe has been completed and that donation of current value between £70-£80 given to school. JS and body agreed.</li> <li>2. To review annual monitoring calendar. Proposed that JS be HR link Governor, JR seconded this nomination. Additionally discussed that a named Governor be annotated for any complaints that may arise at school S Wood proposed. Seconded by RC. Also that Chair noted himself and Mr Campbell would be meeting with Bedale Primary School to discuss having a memorandum of understanding regarding providing an independent governor to sit on each others panels for any exclusion/complaint issues.</li> <li>3. Policies and HR Link Governor recommend taking CPP in its entirety.</li> <li>4. Re correspondence, ongoing bid development for trim trail and EYFS area led by Katrina Davies and Yvette Scott, defib progressing regarding staff training and the possibility of station contribution for the cost of the electrical installation of the box as original agreement with station was to match school's fundraising which unfortunately has not occurred due to original contact being non-responsive to contact from Mrs Lewis.</li> <li>5. Governor - parent communication discussed</li> <li>6. Thanks to Mr Adrian Fox and N Gaulder on behalf of the governing body, the school and the community for the time they have dedicated as Governors and the commitment they have made to challenge and enhance the schools provision. We wish them well in their new ventures as they leave in January 2018.</li> </ol>	
Questions and responses	<b>Question 1</b> [Response]	
<b>Actions Arising / Resolutions 17/80</b>		
Arrange meeting to discuss Governor communication with parents		<b>JS/RC</b>

<b>17/81</b>	<b>To Confirm Date of Next Meeting</b>	
Summary of item	29 <sup>th</sup> January 2018 at 1230	
<b>Actions Arising / Resolutions</b>		
Any apologies to be forwarded Clerk to Governors with CofG and head teacher copied in.		<b>All Governors</b>

NEXT MEETING 29<sup>th</sup> January 1230