



Saxton CE Primary School

AGREED notes of meeting of the Governing Board held at the School on Monday 18th September 2017 at 5.00pm

The meeting commenced at 5.15pm

Present:

1. Dawn Younge – Chair of Governors
2. Carole Middleton – Head Teacher (HT)
3. Anne Boulton – Co-opted
4. Ann Jesty – Co-opted
5. Georgina Kelly – Co-opted
- 6. LA – vacant**
- 7. X1 parent vacant**
8. Jo Spavin – Parent (vice chair)
9. Bev Eastwood – Parent
10. Ben Garland Collins – staff teacher
11. Jane Greaves – NYCC Clerk to Governors

Apologies:

Rev Cannon Chris Wilton – accepted

In attendance: Helen Davey NYCC Lead Improvement Advisor

Donna Makepeace NYCC - school improvement advisor

Key: GC = Governor comment, GQ= Governor Question

No	Item	Action by:
PART 'A' – PROCEDURAL		
1	<p>Election of Chair and Vice Chair:</p> <ul style="list-style-type: none"> • Dawn Younge proposed as CoG by Anne Boulton, seconded by Jo Spavin. • DY agreed to undertake the role for 1 year or until the school becomes academy • All Agreed • DY proposed JS as vice-chair, seconded by AB • Jo Spavin agreed to act as Vice chair for 6mths • All agreed 	
2	<p>Record apologies for absence:</p> <ul style="list-style-type: none"> • Apologies received from Rev Cannon Chris Wilton - accepted 	
3	<p>Declaration of Business Interests:</p> <ul style="list-style-type: none"> • Governors present completed Business Interests proforma and returned to the Clerk • To be retained in school 	clerk
4.	<p>Declaration of Convictions:</p> <ul style="list-style-type: none"> • Governors present completed this Declaration and returned to the clerk. • To be retained in school 	clerk
5	<p>Reminder (All Governors) Register of Hospitality:</p> <ul style="list-style-type: none"> • Governors present were reminded of the requirement to maintain this register which will be kept in the school office 	
6	<p>Confidentiality:</p> <ul style="list-style-type: none"> • CoG emphasised the importance of maintaining confidentiality of discussions • Any discussions determined as confidential will be excluded from those minutes 	

	<p>which are available for public inspection</p> <ul style="list-style-type: none"> No confidential matters were raised at this meeting 	
7	<p>Notification of urgent other business:</p> <ul style="list-style-type: none"> No items declared 	
8	<p>Governing Body Constitution</p> <ul style="list-style-type: none"> Review of vacancies current or potential in 201/18 2 parent vacancies noted Skills deficit noted in finance, project management and possibly in HR however skills audit results will confirm where gaps are evidence GC – Due to the amount of work in running an election, can we run for 2 parent governors simultaneously? – yes GC - Parents are more engaged and feel we are likely to get interest Running the election delegated to HT 	
9	<p>Governors' Committee Structure and Composition:</p> <p>RIG (Rapid Improvement Group)</p> <ul style="list-style-type: none"> Replaces former school improvement committee Governors appointed as DY, AB & AJ, plus any governor with a link responsibility to the Rapid Improvement Plan This committee has no delegated budget responsibility <p>Finance Staff & Premises Committee</p> <ul style="list-style-type: none"> GK proposed as chair by AB and seconded by AJ All agreed Annex A of budget policy sets out delegated responsibilities Governors on this committee include DY, AB, HT and BE Budget Policy considered, proposed and accepted and this describes the delegated authorities to the HT. <p>Performance Management Committee</p> <ul style="list-style-type: none"> JS elected as chair – plus GK and DY GK requested further information - DY confirmed training is available <p>Pupil Disciplinary Committee</p> <ul style="list-style-type: none"> Will have 3 members (X1 co-opted, X1 foundation, X1 authority) To be determined as required <p>Staff Disciplinary Committee</p> <ul style="list-style-type: none"> Will have x3 members as per Pupil Disciplinary Committee to be determined as required <p>Complaints and Appeals Panel:</p> <ul style="list-style-type: none"> Will be delegated to any member not involved with the issue. Clerk confirmed it is possible to co-opt from another school if necessary <p>Policy Group:</p> <ul style="list-style-type: none"> Due to the volume of policies requiring review CoG requested that Governors take responsibility to read, amend and recommend to FGB GC – could this be done on a rotating basis? – HT – yes however there are currently x9 due for review 	

	<ul style="list-style-type: none"> • GC - Suggestion to delegate to governors with linked areas of interested / responsibility – all agreed • Clerk suggested that whilst governors may not formally meet and minute discussions regarding policies; it is advisable to maintain evidence of challenge / discussion eg via email exchange <p>Clerking to the above Committees / Groups will be undertaken by Governors / school</p>	
10	<p>Governors with specific link responsibilities:</p> <ul style="list-style-type: none"> • Health and Safety, Science – Bev Eastwood • Safeguarding and Child Protection, English – Ann Jesty • Pupil premium, Early years – Anne Boulton • Maths, Governor Induction and PCC link – Dawn Younge • Behaviour and British Values – Jo Spavin • Sports Premium – Georgina Kelly <ul style="list-style-type: none"> • Previously governors have been allocated to classes – CoG suggestion to change this and link governors to subject area instead – all agreed • School currently does not have pupil premium (PP) children – funding to be linked with special needs and supporting vulnerable children • GC – PP resource is to help develop all children, can it be used for developing Early Years? Yes – however it is advisable to be clear what it has been spent on rather than putting it into a pot and to be able to identify impact / outcomes. • GC - Agreed –a statement to this effect will need to be in the budget reporting 	
11	<p>Review and Confirm Scheme of Delegation to the Headteacher</p> <ul style="list-style-type: none"> • Budget Management Policy accepted and approved • Scheme of Delegation to the Headteacher approved as set out in the Budget Management Policy. • GC – Annex B limit has shifted upwards from £5000 - renewed limit accepted to be in line with Monk Fryston School • Proposed by DY, BE seconded – all agreed. 	GK
12	<p>Consider and Review Procedural Documents</p> <ul style="list-style-type: none"> • Standing Orders - no changes declared • Code of Practice – NGA code of conduct circulated – to adopt - all agreed 	
13	<p>Governor Visits Policy:</p> <ul style="list-style-type: none"> • NGA ‘Know your school’ document agreed as helpful; annex 1 sets out protocols • CoG proposed this be adopted from September 2017 • AJ – seconded and all agreed • CoG to brand document for Saxton School 	CoG
14	<p>Minutes of previous meeting of the Governing Body held on: 10.7.17</p> <ul style="list-style-type: none"> • Minutes signed by Chair for retention in school • BE proposed correct record, JS seconded • Governors agreed the minutes as a correct record <p>Matters arising:</p> <ul style="list-style-type: none"> • DM (NYCC) is the new school improvement advisor and will link closely getting 	

	<p>to know the school and its governors</p> <ul style="list-style-type: none"> • Review of governors and arrangement to be undertaken by NYCC SB – initial date arranged for 26th September 2017 <p>Safeguarding:</p> <ul style="list-style-type: none"> • Prevent – GQ how are other schools accessing prevent? – GK circulated e-learning courses • ‘Basic safeguarding’ and prevent training has been broken into categories so when searching for training course titles have now altered. • ID badges – visitor declaration to be signed and condensed • GC - AJ and HT have a safeguarding meeting scheduled for 22.9.17 and will look at badges and training <p>Funding and training for projects:</p> <ul style="list-style-type: none"> • GK and HT to meet to progress <p>Health and Safety:</p> <ul style="list-style-type: none"> • BE tasked with conducting H&S audit • H&S walk-around yet to take place however recent meeting with JM was helpful • GQ -Following the walk around- what is the protocol for monitoring and ensuring actions are carried out? • Governors will receive a report clarifying what needs monitoring and an action plan <p>Medicine Policy:</p> <ul style="list-style-type: none"> • GQ – does the Governing Board have insurance for this policy? • The policy indemnity is clear it is parental responsibility and they sign to allow medicines to be administered and staff members must comply with the policy. <p>Twitter:</p> <ul style="list-style-type: none"> • CoG has spoken informally with a small number of parents and had mixed feedback about the relevance Twitter • HT – advised Danielle is to attend a course • Benefits and further discussion to be re-visited following training. • Danielle to be invited to give feedback at the next FGB 	
15	<p>Governing Board Meetings 2017/18</p> <p>GB Meeting Calendar 2017/18 FGB meetings to take place at 5pm agreed as;</p> <p>Mon 27th Nov 2017 Mon 22nd Jan 2018 Tues 20th March 2018 Tues 15th May 2018 Tues 10th July 2018</p>	
<p>PART ‘B’ – SCHOOL IMPROVEMENT</p>		
16	<p>Strategic Priorities:</p> <ul style="list-style-type: none"> • Rapid Improvement Plan has been RAG rated to enable progress status ‘at a glance’ • Generally progress is on track – Green or Amber • ‘Schools Aims and Values’ delayed progress however HT has now started this with support from Helen Wren from the Diocese • Early Years assessment profiles & Electronic Monitoring has commenced 	

	<ul style="list-style-type: none"> • Assessment & tracking systems clarified - systems in place and feels positive • Progress reporting is available every half term • HD – have you had a parent forum meeting to report on progress? Yes July • HD - Was that minuted? There was a power point presentation and a list of attendees is available. It was a well-attended and positive meeting • GC – suggestion that this positive action is fed back to RIG - agreed • GQ Has another been set? - Not yet however towards the end of term is intended • HT commented parents have been very supportive • Monitoring schedule is operated by Governors • Record of Visit (ROV) is completed which describes evidence of improvement • CoG commented much progress has been made 	
17	<p>Headteacher’s Report:</p> <ul style="list-style-type: none"> • HT circulated a report and gave verbal update • Early Years numbers maintained, although overall the school is net x 3 pupils down • Teacher numbers maintained • Appointments to GTA and HLTA (to support Leadership Time and PPA) • GC – positive outcome, and very happy with the quality of candidates appointed • HT commended and thanked the staff for their support and hard work over the summer to ensure the school is prepared for September • EY Outdoor area improved – GC has the lower area been improved? - Now have permission from the church to make this good • Electrical work completed however further electric work has been identified by the contractor. Significant issues around fire safety reported however this needs to be explored and clarified. • DBE can be asked to provide other quotes and qualify if the work stated does need undertaking and if so how urgently • HT concerned that extent of required works is above school norm and is requesting financial support from LA • Discussion about who signs off work completed by a DBE recommend contractor? Is there a systems issue – has a completion of works certificate been issued? • HT stated the outside lighting does need improving • X3 quotes EY canopy received – to be considered by finance committee and priorities. Planning permission requirements to be clarified • Children have settled into school well. Behaviour expectations as pupils learn and progress through school are emphasised consistently • GC – as a parent it is good to see learning concepts and approaches coming through in a child’s language and writing • Meetings planned to update parents with language and teaching approaches used in school – eg Phonics, numeracy learning • GQ – how will governors get evidence that teaching quality is good? Several factors and data sources contribute to the developing overall picture. • GC – areas to improve must be highlighted without compromising individual identity. • Progress meetings take place termly - a spreadsheet tracks pupils through school. • GC – this is very helpful, we never had that before • DM – are these pupil initials and could they be identified? • For reporting purposes, the child’s initials are to be anonymised in future. 	<p>HT / DY</p> <p>HT / DY</p>

18	Notification of any Safeguarding Issues: <ul style="list-style-type: none"> • 1 raised at end of summer term by parents • This was referred to safeguarding board, LADO investigated and issue resolved. • No further notifications noted 	
19	Finance and staffing Committee Report: <ul style="list-style-type: none"> • no budget update at this time. Rapid Improvement Group: <ul style="list-style-type: none"> • external ROV's circulated. • Report from HD to HT received for further consideration at next RIG 	
20	SIAMS (Standing item) <ul style="list-style-type: none"> • 5 year interval – next due in 2 years not 17/18 but 19/20 • School is working towards being ready for this • A new collective worship scheme has commenced • GQ – do we have RE weeks? RE is now being taught weekly 	
21	Governor Training <ul style="list-style-type: none"> • Governor Professional Training log circulated • New Governor training at Monk Fryston 2nd Nov – GK to attend • Diocesan training 19th oct or Jan or April – GK to confirm attendance • Next GSIN meeting – 12th October • External advisor required and discussion about performance management approaches for the HT. To explore options 	GK DY
22	To deal with any matters agreed for consideration under Item 6 above – none reported at this time	
23	What impact has this meeting had on improving standards? <ul style="list-style-type: none"> • Governor roles are linking to subjects for consistency across the school • Monitoring is now emphasised – information, linked with training and discussion means Governors s feel clearer about the schools functioning, 	

This meeting closed at 19.30

Minutes prepared by Jane Greaves jane.greaves@northyorks.gov.uk

DISTRIBUTION: Chris Wilton (CW), Joanne Spavin (JS), Ben Garland-Collins (BGC), Donna Makepeace, Helen Davey, Ann Jesty (AJ), Anne Boulton, Georgina Kelly (GK), Beverley Eastwood (BE), Dawn YOunge, Carole Middleton

Signed :..... **Chair of Governors**

Date:.....