

**SAXTON CE PRIMARY SCHOOL**

**Agreed minutes of the meeting of the Governing Board held at the School on  
Monday 27<sup>th</sup> November 2017**

The meeting commenced at 5pm

**Present:**

1. Dawn Younge – Chair of Governors (CoG)
2. Carole Middleton – Head Teacher (HT)
3. Anne Boulton – Co-opted (AB)
4. Ben Garland-Collins – staff governor (BGC)
5. Ann Jesty – Co-opted (AJ)
6. Julia Spencer – Parent Governor (JSp)
7. Claire Westmoreland – Parent Governor (CW)
8. Jan Marshall – Ex Oficio Foundation (JM)
9. Jo Spavin – Vice Chair and Co-opted (JS)
10. Donna Makepeace – LA School Improvement Advisor (DM)
11. Danielle Elliot (DE) – School Admin Assistant (attended for item 1)

**Apologies:**

Alison Smith – Diocesan School Effectiveness Advisor

**Key: GC** = Governor Comment **GQ** = Governor Question

**PART A - PROCEDURAL**

No	Item	Action By
1	<p><b>Welcome:</b></p> <ul style="list-style-type: none"> <li>• The meeting opened at 5pm</li> <li>• CoG welcomed the new Governors.</li> <li>• J Marshall paperwork is being processed, until this completes JM does not have voting rights at this meeting</li> </ul> <p><b>Feedback re Social Media:</b></p> <ul style="list-style-type: none"> <li>• DE – provided feedback to the FGB regarding Social Media course recently attended. A summary report was circulated.</li> <li>• DE feels Twitter and Facebook would be beneficial to the school and it can be managed for the school to maximise information / communication with parents.</li> <li>• DE agreed to meet with HT to ensure anything the school does will be compliant with policy requirements.</li> <li>• Parental consent has been sought regarding children’s photographs being used in social media output – x1 parent no consent at this time.</li> <li>• DE agreed to maintain as consent is required annually</li> <li>• <b>GQ</b> – would the school considering running Facebook and Twitter together? – Yes</li> <li>• School has undertaken a parental survey regarding use of social media and indications are it would be well received.</li> <li>• School has signed up to x2 publications ‘Ditto’ and ‘Digital Parenting’ which can be emailed to parents informing them of latest on-line developments and how to keep their children safe on line.</li> <li>• Governors propose to start small and evaluate as it develops and agreed there is scope to develop as confidence grows</li> <li>• To be set up allowing ‘No-comment’ is preferred from the start</li> <li>• School will still operate the text and email platforms for parents</li> <li>• Propose for x 1person to be able to add information – agreed as good control</li> </ul>	

	<ul style="list-style-type: none"> <li>FGB recognised the benefits of being able to celebrate moments in school and involve people in school life.</li> <li><b>GQ</b> – is it easy for DE to maintain? Yes – easy to run the systems alongside each other with the newsletter, can schedule 20-30 mins per day to update.</li> <li>GC - what about Blogs? It takes more time to write and is less accessible than pictures</li> <li>FGB – agreed to progress with no comments allowed in response to messages and Facebook posts</li> <li>Social Media Policy to be agreed first, with a view to set in January and review at Easter 2018</li> <li>DE has a model social media policy</li> </ul>	HT / DE
2	<p><b>Apologies:</b> Received from Alison Smith</p>	
3	<p><b>Declaration of Business Interests:</b> New Governors are required to read and sign the following:</p> <ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Gifts and Hospitality</li> <li>Declaration of Business Interests</li> </ul> <p>These registers and documents are available in school.</p>	Cw JS to sign
4	<p><b>Confidentiality:</b> Governors were reminded of the need for confidentiality There are x2 confidential items for discussion at the end of this meeting</p>	
5	<p><b>Governor Housekeeping</b> Dealt with in item 3</p>	
6	<p><b>Notification of any other urgent business:</b> Residential Visits</p>	
7.	<p><b>Minutes of Previous Meeting held on 18<sup>th</sup> Sept:</b></p> <ul style="list-style-type: none"> <li>The minutes were agreed as a true record.</li> <li>JS proposed, and AJ seconded</li> <li>CoG signed, and the papers will be held in school</li> </ul>	
8.	<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>Health and Safety Audit and BE replacement – to be covered</li> <li>Safeguarding – keeping children safe document – to be discussed</li> </ul>	
9.	<p><b>Actions c/f from previous meeting;</b> <b>Scheme of Delegation</b> to be in line with Monk Fryston – not received, Cog – to meet with the HT to review the NYCC model Delegation Planner and adapt for Saxton School</p> <p><b>Policy Signed off are:</b> Attendance Policy LAC Policy Medicines Policy Lone Working Policy Curriculum Policy</p> <p><b>The following Policies have been distributed and require Governor attention –</b> <b>Comments to CoG</b> Admissions</p>	

	<p>Antibullying Child Protection Collective Worship Healthy Eating Children Not collected Complaints Pay Policy – <i>adopted in Finance Committee</i> Safeguarding SEND SMSC (Spiritual, Moral, Social and Cultural)</p> <ul style="list-style-type: none"> <li>• Governors visits Policy has been branded for Saxton School</li> <li>• External Lighting – still awaiting quotes (being dealt with via Finance Committee)</li> </ul>	
10.	<p><b>External Review of Governors 1<sup>st</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• Final Report and Health check has been circulated today</li> <li>• DM – gave verbal feedback and summary.</li> <li>• Outcomes reflect the journey of the school and FGB and how the school can go forward and make a difference</li> <li>• Thanks to new Governors for supporting the work of the school and thank you to those who participated in the review</li> <li>• Findings highlighted: <ul style="list-style-type: none"> <li>- Rapid journey and visible change</li> <li>- Improved communication and relationships with parents and staff</li> <li>- RIG is small and essential – ownership is required across the school</li> <li>- Short term leadership of school needs to support longer term and the options relating to academisation</li> <li>- Acid test for Governors is ‘how do you know that something is really happening?’</li> <li>- Professional, honest, open and flexible Board arrangements with the school</li> <li>- Impact focus must always be on improving pupil experience – maintaining the strategic steer for the school</li> <li>- A clearer view of the strategic financial direction for the school is needed</li> <li>- The FGB was found to be compliant with required Policies and operates an effective self-evaluation process.</li> <li>- Next steps – an action plan to further develop governance, with timescales and evidence checks.</li> </ul> </li> <li>• CoG commended the progress of the FGB from June to current and the commitment going forward.</li> <li>• Health Check recommendations will also need to be reflected in the action plan</li> <li>• GC – overall these reports have made positive reading</li> </ul> <p><b>FGB minutes</b> – does the FGB want them on the school website?</p> <ul style="list-style-type: none"> <li>• <b>GC</b> – in the spirit of transparency all notes should be visible, and there is an opportunity for parents to see the ongoing story rather than a snapshot.</li> <li>• <b>GC</b> – Warning that some people may not have the context on minute content. Proposed that a statement is added to the website stating that the school can be approached for clarity of any issue</li> <li>• Proposed JSp, Seconded by AJ</li> <li>• Discussion took place regarding a new website being built by NYCC and will be available soon</li> </ul> <p><b>Complaints Procedure</b> – do staff know how/ when to apply the Policy?</p> <ul style="list-style-type: none"> <li>• There is a new policy and staff are aware of this</li> </ul>	

	<ul style="list-style-type: none"> <li>• They will sign to say they have read it</li> </ul> <p><b>Chair of Governors Succession Planning:</b></p> <ul style="list-style-type: none"> <li>• CoG indicated her intention to step as Chair of Governors down at the end of the school year and has x1 more year as a Foundation Governor</li> <li>• A training course is available by NYCC</li> <li>• CofE course in partnership with Liverpool Hope University starts in January</li> <li>• CoG would work with the proposed new CoG and mentor them.</li> <li>• FGB acknowledged the work that has been done by the current CoG during difficult times – going forward there are strong foundations to build progress.</li> <li>• Governors to talk with CoG if interested.</li> </ul> <p><b>Link Governor Areas – amended considering recent Governor Changes:</b>  Chair of Finance Committee – JM, plus CoG, HT, AB and JSp  JSp to take Premises and H&amp;S and Pupil Welfare  CW - Science and RIG as required  School Improvement Committee has been replaced by RIG</p>	
11.	<p><b>Data Protection Policy Changes:</b></p> <ul style="list-style-type: none"> <li>• Data Protection legislation changes take place from May 2018</li> <li>• Training has been arranged for Head, CoG and admin staff</li> <li>• All governors to now use their NYCC school email account</li> <li>• NYCC email alerts are possibly available by downloading the Outlook App – Clerk to explore and feedback</li> </ul>	
<b>PART B – SCHOOL IMPROVEMENT</b>		
12.	<p><b>Strategic Priorities:</b></p> <p><b>Self-Evaluation Form and School Development Plan:</b> in draft form and currently runs to Easter as HT then leaves, however HT will add to as it needs to be a longer term that is developed in conjunction with the FGB. It is a working document</p> <ul style="list-style-type: none"> <li>• CoG – request for statements in SEF to be evidenced more clearly and tie back to judgements; HT agreed</li> </ul> <p><b>Rapid Improvement Plan:</b> complements the SEF and SDP and runs to July. The RIP was very effective immediately following the school inspection. School has now moved on and RIP needs updating. Some success criteria do not have interim milestones. The SDP addresses this and has introduced further areas for development. The SDP is a working document for Governors to take forward.</p> <p><b>Governor Monitoring Plan:</b>  RIG has a monthly monitoring plan – Nov &amp; Dec drafted  CoG will draft a plan to take forward through to the next term and circulate to governors.</p>	HT
13.	<p><b>Head Teachers report:</b></p> <p>The report had been circulated previously:</p> <ul style="list-style-type: none"> <li>• Performance Management of Teachers and Support Staff has taken place</li> <li>• CoG – are we understaffed in TA as not all hours are being used? HT explained the school has managed a required reduction by 75hrs (including admin) since Easter.</li> <li>• School is currently managing, however a review by Easter is recommended. Currently operating well by increasing staff hours and focusing interventions where essential.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Risk noted that having many people involved in a small school can contribute to inconsistency and negatively impact on pupils</li> <li>• Strength noted – most lunchtime supervisors are also TA’s which is good for pupil consistency however it is recognised it reduces opportunities for staff to get together and share experiences.</li> <li>• Staff meetings are arranged to maximise attendance. HT commended TA commitment and goodwill in attending meetings.</li> <li>• CoG – What is the ‘good evidence’ that children are accessing additional learning? On-line activity is recorded, Rock Star has engaged children and keeps them motivated.</li> <li>• CoG – Are staff teaching their own class all the time, and is this working better? HT yes, it is for continuity of curriculum, some pupils have fed back they enjoyed a change of teacher, however for continuity, links across the curriculum and outcomes it works better for children.</li> <li>• GC – are you intending to review ‘swim/gym’? Yes, the value of this activity, and others, needs reviewing and balancing against the benefit of the activity with the time and resources used.</li> <li>• Discussion about the breadth of curricular activities, how these are planned throughout the year to maximise indoor and outdoor activities and the benefit to children. FGB supportive of HT to review – decision to be delegated to HT.</li> <li>• HT – are Governors happy with the report format and information content? – it would be good to see what children have done / events. Also – key targets in future and how pupils are progressing towards these.</li> <li>• Assessments are currently being updated and information will be available shortly.</li> </ul> <p><b>Data Presentation - Analysing School Performance (ASP) re Last Year’s Results:</b></p> <ul style="list-style-type: none"> <li>• Report data and detail was circulated to governors</li> <li>• Ethnicity, SEN - in lowest quintile but reflects the geographic location and small size of the school</li> <li>• Attainment from SATS at KS1/2 - data shows there are differences in the year cohort performance.</li> <li>• KS2 (last year 6) Reading, Writing and Maths – performed above national average however noted that data is skewed due to the small numbers of pupils in school years.</li> <li>• KS1 – Maths trend performance is lower than in reading and writing – this will be a focus area going forward</li> <li>• Noted – DFE data information can be drilled down and errors in reporting are understood at an individual level.</li> <li>• X1 child data is wrong</li> <li>• KS2 Reading Progress – overall in top 10% however low performing pupils are recognised individually and classroom interventions focus on supporting them.</li> <li>• Data can be drilled down, analysed and interpreted across cohorts longitudinally and at an individual level.</li> <li>• <b>GQ</b> – were results in line with school expectations? The school was very pleased, particularly with Maths although that is a clear focus of attention.</li> <li>• <b>GQ</b> – Can these results be benchmarked with other schools? Yes, these are standardised tests and yes there are moderation meetings with other school</li> </ul>	HT
14.	<p><b>Notification of Safeguarding Issues:</b>  None reported  AJ asked that new governors read ‘Keeping Children Safe in Education part2’ and sign the list in the office</p>	New governors

15.	<p><b>Finance and staffing committee report – minutes circulated</b></p> <ul style="list-style-type: none"> <li>Budget in April forecast a £24k deficit by next April, this has reduced to £13k deficit, largely relates to reduced HT costs,</li> <li>C/f forecast is £12k rather than £6</li> <li><b>GC:</b> thanks to HT from the FGB</li> <li>HT leaving Easter 2018 – Bursar has done x3 forecasting scenarios for leadership options going forward. Option 1 will be submitted to NYCC as a financial forecast</li> <li>Financial benchmarking exercise with similar schools taken place – detail available in the report</li> <li>School should encourage people to apply for Free school meals – even if they don't take them, this supports the school with Pupil Premium and impacts significantly on the longer term financial health of the school</li> </ul> <p><b>RIP update –circulated</b></p> <ul style="list-style-type: none"> <li>RAG rating has been updated for all actions.</li> <li>X2 items are Red – 'Teaching and Learning Policy' and 'Aims and Values'</li> <li>Orange activities are related to the red and until that is done these cannot alter.</li> <li>Noted progress is as expected and on track</li> </ul> <p><b>RIG reports</b></p> <ul style="list-style-type: none"> <li>Visits have focused on collective worship, Early Years, Behaviour, Maths, use of the outside space – reports available</li> <li>Vision and Values session planned for w/c 4<sup>th</sup> Dec 2017</li> </ul>	
16.	<p><b>SIAMS (standing item)</b> (Statutory Inspection of Anglican School)</p> <ul style="list-style-type: none"> <li>Vision and Values session will help the FGB to include all stakeholders</li> <li>Monitoring meeting to be arrange for Jan 2018</li> <li>SIAMS training due January 2018</li> <li>Next inspection expected 2020</li> </ul>	
17.	<p><b>Governor Training:</b></p> <ul style="list-style-type: none"> <li>CoG requested Governors complete a training log to enable a comprehensive training record to be maintained</li> <li>If more than one person attends the same course please just complete x1 template on behalf of everyone</li> <li>On-line Governor Safeguarding Training – information circulated by CoG</li> <li>Certificates to be copied and retained by school</li> <li>Request for Governors to send certificates (copies or electronic) into school by the end of term</li> </ul>	All Governors
18.	<p><b>To deal with any matters agreed under item 6</b></p> <p><b>Residential Visits:</b></p> <ul style="list-style-type: none"> <li>HT has sent a letter to parents asking for views on the number of residential visits</li> <li>School is conscious of the cost to families particularly where there are several pupils in the same family - approx. £380 per pupil</li> <li>Has received mixed feedback</li> <li>Options were posed to families with the preferred ones being a) continue as usual; b) reduce to alternate years</li> <li><b>GC</b> – is feels like a lot of trips, not everyone can attend</li> <li><b>GC</b> – if there are less it might be more special, and they can be alternated with day trips.</li> <li>Communication with parents needs to enable families to plan early</li> <li>Agreed alternative residential and day trip each school year</li> </ul>	HT

19.	<b>What impact has this meeting had on improving standards?</b>	
20.	<b>Date of Next FGB</b>  Monday 22 <sup>nd</sup> January 2018 at 5pm in school	

The meeting closed at 20.10

Minutes prepared by Jane Greaves [jane.greaves@northyorks.gov.uk](mailto:jane.greaves@northyorks.gov.uk)

Signed by Chair of Governors..... Date:.....