

Embsay CofE (VC) Primary School
 Meeting of the Full Governing Body
 Thursday 13th July 2017 at 6.00pm in the school
 Minutes

5.30pm Target Tracker Familiarisation session

1.Ensuring clarity of vision, ethos and strategic direction

2. Holding the headteacher to account for the education performance of the school and its pupils and the performance management of staff

3 Overseeing the financial performance of the school and making sure its money is well spent

1.	Present: Fiona Prest - HT Joanne Lloyd – Co Opt Louise Taylor Kenyon - Foundation Mark Walters - Parent John Lovell - Foundation Carole Eyton Jones - Parent Nichola Pearce – Co Opt Sue Davies - Foundation Kevin White – Co opt Welcome and any apologies for absence: Fiona Carr – Apologies Consented Andrew Midgley Not Consented Prayers: Louise Taylor Kenyon	JLFC LTK	Actions
2.	To identify any confidential items on this agenda to be excluded from public minutes: Staffing To receive declarations of interest, pecuniary or other, for any agenda item: None Urgent business items previously notified to the Chair: Notification of small items JLo	JLFC	
3.	Membership of Governing Body: To receive a report on any upcoming vacancies during the current academic year. Staff Governor vacancy – ongoing. Georgina Hodgson would be prepared to step into the breach LA Governor - Appointment update. Clerk to chase Foundation Governor - update from LTK/PCC LTK to chase, but has someone in mind and has emailed her. Parent Governor - Carole Eyton-Jones, term ends 04.11.17	JLFC	GG Rose @ Governance to chase re LA appointment
4.	Minutes of the last Governing Body meeting May 2017 for approval and signing: Signed and agreed as an accurate record of the meeting with the following amendments: <ul style="list-style-type: none"> • MW suggested that a governor outlook calendar be set up. 	JLFC	

	<ul style="list-style-type: none"> • Item 7_ first sentence repeated (doesn't affect accuracy) Last line – 'on' is repeated <p>Matters arising from previous minutes and any to be reported on this agenda:</p> <p>Item 3: LTK Report from PCC meeting</p> <ul style="list-style-type: none"> • Reported above <p>Whole School Training day 4.9.17– slot on Governance, role of GB & staff governor role – who will attend tbc –</p> <ul style="list-style-type: none"> • SD, NP and CEJ will attend <p>In the morning SIP will be discussed</p> <p>Item 4 Safeguarding - New governors to have completed all safeguarding training – links to be re-circulated</p> <ul style="list-style-type: none"> • Training has been completed • July meeting – strategic pointers for next three years plan from governors - on agenda <p>Update on Target Tracker and how it is used</p> <ul style="list-style-type: none"> • Short training session completed <p>FP to chase up SIAMS challenging questions</p> <ul style="list-style-type: none"> • Has chased but has not received as yet <p>Item 8 Strategic planning – visions and values</p> <ul style="list-style-type: none"> • Time is needed to talk about this. In terms of looking at the Christian values. The FGB need to dwell on this more and will probably need another meeting to discuss this further. A date TBA for September <p>Item 10 FP to look into what was the “normal” area</p> <ul style="list-style-type: none"> • Catchment – part of the admissions policy <p>Item 12 – Prospectus comments to have been received by FP</p> <ul style="list-style-type: none"> • Prospectus comments covered <p>Item 15 - Admissions policy</p> <ul style="list-style-type: none"> • To discuss later <p>Outlook calendar to be set up by MW FP Website rep coming in next week. The governor part of the website to be reviewed.</p>		
5.	<p>SIP & SEF updates: - including feedback received by HT</p> <p>School Improvement Plan –(SIP) Some governors have fed back to FP their comments re data and most agreed with suggested amends by FP and that data should still be in.</p> <p>Progress on Target Tracker is pulled off by year group by FP and then collated by subject.</p> <p>FP updates the SIP termly, colour coded for highlights</p> <p>FP stated that she didn't find the costings very useful, and these have been previously included because of 'historic' reasons. It's more important to have items highlighted as it is a three- year plan.</p> <p>FP also added that Finance was also reported on separately, as there is a finance plan that provides a three year outline, so would be just duplication.</p> <p>FP will remove this. Governors agreed.</p> <p>FP wishes to simplify progress with colour codes – RAG rating (based</p>	FP	<p>FP to remove costings attendance</p>

	<p>on the opinion of FP). Attendance Target is on the HT report – so again duplicates. To remove</p> <p>GQ - Three Year Plan. How will you do this? FP has various areas (things started this year will be continued over the next year at least). It will be in this format for at least this year, providing a bottom line for “what we foresee” and therefore, a view to the future. Some areas still need some work (for the Ofsted outstanding criteria) FP doesn’t want these to slip, though they are not major foci: 1 to utilise the local area more 2 to utilise Bradford as a resource more 3 To elaborate on: An issue here at Embsay, is that the children are very unaware of their world around them i.e. other cultures and having tolerance of their ways of living. SIP links to be added with these in mind.</p> <p>SEF – Matt Blyton (MB advisor) has been through the plan and has added his thoughts, as yet. FP has not updated in response (summer job) Andrea Hayes the new SIP advisor for FP would like to work in a partnership role. She has been supportive and is following on from the MB report. This includes involvement with setting up lesson studies (as trios) and helping staff to see ‘constructive criticism’ focusing on teaching and learning. A consultant Lindsay Miller has been booked to train staff for the twilight in September. As part of the transition process, teachers have been moving around school, going forward, it is essential to support ourselves and collaborate with other schools. Water Street have requested help with Target Tracker, FP has booked for Autumn. Rather than the term ‘monitoring’ schedule it is now to be termed ‘development’ schedule. Over summer FP will update the SIP ready for emailing out. SD, FP JLo have met to discuss self-evaluation forms ready to put points into the governor section.</p>		
6.	<p>Head Teacher’s report:</p> <p>Admissions: Intensive conversations have been had. Reception Yr1 and 2 – 30 pupils Two year ones are coming into year 3 making class size 32 Year 4 – Losing and gaining one class size 32 Year 5 – losing one and up two class size 31 Year 6 – class size 29 There is an appeal currently in place – a year 4 pupil. We are full. Three families are leaving.</p> <p>CONFIDENTIAL omit</p> <p>Support assistant timetables: We are short on Mondays and Fridays, especially with supporting year 3’s going into 4. FP explained that she had had an informal chat with a member of staff to cover Friday. There are some small savings to be had, but this would give cover on Friday and also an HLTA would be in the ‘ether’ to possibly be</p>	FP	

	<p>available to cover.</p> <p>FP to run figures for the above points and Finance committee will respond.</p> <p>Information from CPOMS was good, pulling the threads through, though won't be specific. The separated parents information proved interesting.</p> <p>GQ – Tesco revenue?</p> <p>GH will chase.</p> <p>GQ – what is Operation Encompass?</p> <p>Operation Encompass – if police are called for domestic violence – school will be contacted.</p>		<p>FP to run figures for the above points and Finance committee will respond.</p> <p>GH to chase Tesco revenue</p>
7.	<p>SIAMS update:</p> <p>Cath Lassey visited and was pleased with the big books and went through the SIAMS report to see if she could see any things missing to feed into the improvement plan. She is willing to provide training in schools and of providing a leavers service in Skipton as opposed to Bradford Cathedral.</p>	FP	
8.	<p>Data:</p> <p>Progress & results (internal & external) Updated version provided. Comparisons were provided for 2016 and 17.</p> <p>The foundation stage prime learning goals were good. Literacy has gone up, maths was the same, but higher in one area. Good level of development was slightly higher than last year but lower than hoped as a few children did not achieve it in the prime areas.</p> <p>Moderation took place and the moderator was impressed with two amendments being made. LA were contacted to assess one child. Phonics were up almost at national level, but they still need further work. Intervention sessions and also timetable to be reviewed.</p> <p>KS1 – very pleasing, the Greater Depth was down but this is a cohort issue.</p> <p>KS2 – quite pleased with results. Maths however, still needs work. We are doing the right things, it's just a matter of feeding through, we should be above the national average. We need to push instant recall facts and keep encouraging child resilience.</p> <p>FP hasn't worked out progress figures as yet and will be provided in due course - expected approximately September.</p> <p>We weren't however, out of the bands.</p> <p>Other data:</p> <p>Taking out SEND and PP from the data: Steps progress against class average. There are more PP children these have been RAG rated. FP explained the format and how she had come to these figures. PP needs exploring further as to how we are spending our money in Maths.</p> <p>FP enquired when governors wanted the data at FGB or school improvement committee?</p> <p>Governors agreed FGB once a year and SIC – termly progress.</p>	FP	
9.	<p>Governing Body Effectiveness:</p> <ul style="list-style-type: none"> • Governor self-evaluation results <p>Clerk has compiled and SD FC and JLo have gone through these.</p> <ul style="list-style-type: none"> • 360 Review of Chair(s) <p>Results have been received, as yet to collate, at the beginning of August. Chair thanked governors for their responses.</p> <ul style="list-style-type: none"> • Skills audit (Autumn Term) <p>New skills audit is in line with Ofsted criteria from NGA. Chair will</p>	JLo	<p>Skills audit to be forwarded to governors JLo/FC</p>

	forward to governors.		
10.	<p>SIP – strategic priorities for 17/18 & three-year plan 2017 – 2020</p> <p>FP to email governors the three -year plan. Leadership and Management section – the changing culture. The monitoring needs more impact and also it needs different levels of monitoring for staff (to show differentiation). This needs further thinking through. FP needs to do the national SENCO qualification as part of her CPD however, this has financial implications. Maths continues, literacy, phonics year 1, greater depth writing year 2 and 3, 4, 5 spellings, we need to work on different ways of providing this. Continuing P4C lifelong learners. Draft to be sent round to be sent to governors for feedback. Chair asked EVERYONE to feedback on proposals as we the governors are the strategic leaders. BY third week of August. Governor suggested 22nd March 2018 to be highlighted to discuss the SIP.</p>	JL/FP	<p>FP to email the 3-year plan to governors</p> <p>SIP to be emailed to gobs for feedback</p> <p>Governor suggested 22nd March 2018 to be highlighted to discuss the SIP.</p>
11.	<p>Working with Other Schools update:</p> <p>The meeting of church schools was progressive and SD provided a report for all. They are all meeting in October on how to move forwards. This would form another ‘alliance’, as well as our other alliances. Visiting governor from Sutton, emailed JLo and thanked us for our help. He suggested that it would be beneficial for all governors to work together.</p>	JL/S D	
12.	<p>Safeguarding:</p> <p>HT report had items. Padlock on gate – To prevent anyone entering the school playground without following proper procedures, including parents. Furthermore, children doing PE, there is nothing to stop them just leaving the premises.</p>	FC JL	
13.	<p>Policies:</p> <p>Admissions Policy School area is the Parish Boundary Adopted</p> <p>Behaviour Policy No comments received from parents, relevant comments have been incorporated. Adopted</p> <p>Anti-Bullying Policy Adopted</p> <p>Administration of Medicines and Drugs Paracetamol – only prescribed medicines, but now can administer under exceptional circumstances. Adopted</p> <p>Draft Lock-down Policy – Need to discuss with staff September</p>	FP	
14.	<p>Reports of Governor visits: These have been received, with one or two to be finished. Chair requested that the reports should be in the file for the end of term.</p>	JLFC	Governors to file reports be the end of term
15.	<p>Governor Feedback from courses: SD and KW – complaints course</p>	JLFC	
16.	<p>Governor training (all): Complaints – KW training session for all. KW governors/summary of</p>	JLFC KW	

	<p>recent training attended: It was good course, well delivered. In a small village school, we need to be aware of loosely talking. If we were compromised we would have to draft in governors from elsewhere to form a committee. Advice don't flick through the policies read them. Is it a complaint or a concern? Our website is compliant. A Governor stated it was important that governors feedback with regards to courses they have been on.</p>		
17.	<p>To note Governors' Correspondence received or sent: None</p>	JLFC	
18.	<p>Any other urgent matters previously notified to Chair: Salix loan for lighting Companies have been round to investigate the savings i.e. energy saving LED lightbulbs. The school can apply for a loan to base a funding application. 3 companies have costed for supply and installation – however, the more expensive realistic quote was proposed to be accepted as this has a longer payback period. FP to further investigate School Fund: Registered charity with the objective to advance the pupils. FP read out the various amounts raised and what had been achieved with this. They have been independently audited. Governors approved and was signed by the Chair CONFIDENTIAL omit</p>	JLFC	<p>FP to investigate salix quotes</p>
19.	<p>What impact have we had today on the achievement of our children? 1 Strategic long-term goals for the next 3 years 2 KS 1 and 2 data reviewed 3 New safeguarding arrangements discussed</p>	All	
20.	<p>Meeting Dates: Next meeting -26th September 2017</p> <p>NEXT ACADEMIC YEAR: 17/18 FGB: (6 meetings) FGB – 1 AGM 26th September 2 Thursday 7th December 3 Wednesday 31st January 2018 4 Thursday 22nd March 2018 5 Thursday 24th May 2018 6 Tuesday 10th July 2018</p> <p>SIC: 1 Thursday 2nd November 2 Tuesday 27th February 2018 3 Monday 16th July 2018</p> <p>Resources and Finance: 1 Pre-meeting 26th September before FGB 2 Tuesday 14th November 3 Thursday 8th March 2018 4 Thursday 10th May 2018</p>	JLFC	