



## Minutes of Governing Board held at Thirsk Community Primary School on Thursday 9 December 2019 at 6.15pm

**Present:** Richard Chandler (RC) (Headteacher), David Duffey (DD) (Chair), Karin Wilkinson (KW), Jayne Cooper (JC), Jenny Buck (JB).

**Apologies** Jason Tazzyman (JT) (Vice Chair), Stuart Mountford (SM),

**In attendance:** Lucy Minican (LM) Prospective Governor, Sheila White (Clerk)

No 19/20	Item	Action
<b>PART 'A' – Governance</b>		
4.1	<p><b>Welcome</b> The Chair opened the meeting at 6.20pm, welcomed LM to the meeting and thanked Governors for attending.</p>	
4.2	<p><b>Apologies and determine whether absences should be consented to</b> Apologies were received and accepted from JT and SM. Having served for two years Nicki Kennedy (NK) has resigned as staff representative. It was agreed RC would send out information to staff about the role and invite interest. NK was thanked for her contribution to the Governing body.</p>	
4.3	<p><b>Remind Governors about Declaration of Interest</b> There were no declarations of interest at this point in the meeting.</p>	
4.4	<p><b>Notification of any other urgent business</b> There was no notification of any urgent business. RC highlighted that JB and JT had been in to school to discuss the budget and this will be reported under 4.9. There are documents for DD to sign which he duly did.</p>	
4.5	<p><b>Correspondence</b> There was no correspondence to discuss.</p>	
4.6	<p><b>Approve the Minutes from 14 October 2019 and confidential minutes</b> <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 11 November 2019, which were circulated to all Governors prior to the meeting, were deemed as a true record and were duly APPROVED and SIGNED by the Chair, DD. <u>Approval</u> – The minutes of the confidential Full Governing Board (FGB) meeting held on 11 November 2019 were deemed as a true record and were duly APPROVED and SIGNED by the Chair, DD.</p>	
4.7	<p><b>Matters arising</b> 3.9 -RC explained TA costs were higher than expected as have had to provide additional support for some pupils. Some of these costs will persist but some may be alleviated next term. It is never possible to accurately predict these costs as pupils needs can change with the arrival of new pupils and as pupils individual needs fluctuate. McKie Mastery is helpful in addressing learning needs, pupils social and mental health needs will always need to be catered for. The Sunderland school has lower TA costs and it is hoped that over time our costs will decrease but it will always be dependent upon need. In addition staff welfare has to be considered as staff can only reasonably spend so long with pupils with high needs without a break. - Swimming. RC confirmed that under National Curriculum pupils must be able to swim 25 metres by the time they leave primary school. Given that many pupils already undertake swimming lessons outside school and are able to do this it was</p>	

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	<p>agreed that the school will continue to prioritise swimming in the final term for year 6 pupils who are not able to swim this distance.</p> <p>3.13 There were no further comments on the school improvement plan</p> <p>3.14 KW was in school last week. JB and JT met with the school business manager and the senior financial consultant in school today. A meeting is to be arranged for JT to inspect PPG in the new year. Donna Makepeace is in school tomorrow and Rebecca Swift is looking at the school curriculum.</p> <p>3.15 included in 4.9 below.</p>	
4.8	<p><b>Governor Training</b></p> <p>JB has completed Governor induction training which she found useful and enjoyable.</p>	

### PART 'B' – School Improvement

4.9	<p><b>Head Teachers Report</b></p> <p>RC explained that he has changed the format of the report to reflect the changes in the inspection framework. The report now has four main sections, quality of education, behaviour and attitudes, personal development and leadership and management. RC has included the Ofsted areas of improvement for Governors reference. RC thanked Governors for their hard work and commitment through the year.</p> <p>RC highlighted the following</p> <p><u>Quality of education</u></p> <p>All staff have completed three sessions of LA training on intent and implementation of curriculum. The school has clear links between KS1 science (healthy eating hygiene and exercise) Art and PSHE. There are equally strong links in KS2 on practical approaches to learning and literacy skills. Where English and Maths tend to be well developed areas that need to be addressed further are</p> <ul style="list-style-type: none"> <li>-teachers subject knowledge and effective teachers in for example art and music</li> <li>-pupils learning across the whole curriculum- what information we gather and how it is assessed.</li> <li>-spacing and interweaving opportunities (revisiting and skills and knowledge</li> <li>--sequencing of the curriculum</li> </ul> <p>These things are happening, we need to ensure they are the best they can be.</p> <p><b>GQ: Furthering understanding and in preparation for Ofsted it could helpful for governors to have copies of the National Curriculum. Is this possible?</b> A Yes, there are three copies in school for staff to refer to. RC will order a further two copies for Governors. An online copy is freely available.</p> <p>McKie Mastery has been the most significant development this term. The difference that power teaching has made is very evident. The expectation for all pupils has been significantly raised and pupils have made significantly more progress. Data to quantify progress will be available to governors in early 2020. RC highlighted the areas where teaching needs to develop further. <b>Q: Does active listening happen?</b> A Yes, it is on the McKie mastery slides and part of the school day but we are planning further reinforcement.</p> <p><u>Behaviour and Attitudes</u></p> <p>Governors noted the massive improvement in behaviour. Implementation of McKie Mastery has had a very positive impact for the vast majority of pupils. All Governors who had observed classes have been impressed with the improvements.</p> <p><b>GQ: In the light of this do we need to update the behaviour policy?</b> A. It was agreed not. As it is such a large piece of work it would not be the most effective use of time.</p> <p><u>Personal Development</u></p> <p>RC highlighted incidents in the school and how these are managed. <b>GQ: Are parents supportive?</b> A. The majority are very supportive. Attendance continues to be below standard and is discussed below at 4.12. RC highlighted the high level of participation in sports clubs and competition so far this term.</p>	
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	<p><b>Leadership and Management</b></p> <p>The deputy head is likely to be absent for most if not all of the spring term. It is planned that Mrs Wood from Sunderland school will be working in the school for two days a week from next term. This will be partly paid for by the insurance money to cover sick leave. Mrs Wood will focus on teaching and learning and this will enable RC to focus more on curriculum and attendance.</p> <p>Sadly Miss Cruickshank is leaving at the end of this term. On behalf of the Governors DD thanked Miss Cruickshank for her sterling contribution to the school and all wished her well for the future.</p>	
4.10	<p><b>Outcomes of External Evaluation</b></p> <p>The visit by Jen Cave to the school was discussed at the previous meeting. DD circulates reports to Governors as they are sent in. There were no other issues to discuss.</p>	
4.11	<p><b>Feedback from Link Governors</b></p> <p>Link reports are uploaded to the shared site. There were no questions.</p>	
4.12	<p><b>Safeguarding / Child Protection including Attendance</b></p> <p>RC highlighted to Governors the child protection cases and safeguarding concerns in school. As discussed at 4.9 above attendance continues to be below the required benchmark. RC outlined the LA 'nudge' intervention for pupils and parents which is primarily via text and incorporates elements of 'good cop/bad cop'. The school are implementing this scheme and it is hoped this will improve attendance.</p> <p><b>GQ: Is 'Nudge' free? A Yes. GQ: Where parents are fined for taking pupils out of school do we benefit/get to know the results? A No this is managed by the LA. GQ: Is there a link between attendance and home reading or lack of it? A. We have not monitored this but it is possible. Sunderland have a very uncompromising response to lack of home reading.</b></p> <p>RC reported that someone is coming in to school to advise and assess GDPR in the school. Whilst there are no concerns re GDPR it is sensible to ensure we are fully compliant.</p>	
<b>PART 'C' – Other</b>		
4.13	<p><b>Policies</b></p> <p>Developing performance policy Increment policy Performance management support staff policy SEN policy and report Use of images policy</p> <p>DD requested that Sara Eddowes be asked to review and check the SEN policy and report as DD did not feel confident to agree without this. This will be done and the policy will come back to the Governors meeting.</p> <p>With the above provisos all Governors AGREED to approve and adopt these policies.</p>	Head
4.14	<p><b>Governor Vacancies</b></p> <p>There is a pressing need to fill the Governor vacancies. This will enable a more realistic division of responsibilities. Also, tonight's meeting is quorate but if more than two of the current number of Governors are absent the meeting will not be quorate. All Governors will continue to encourage recruitment.</p>	All
4.16	<p><b>AOB</b></p> <p>Governor responsibilities. This item was discussed in advance of 4.15. KWs area of responsibility around the curriculum is recognised as being too large. This was flagged up at the previous meeting. In addition KW needs to scale back the time devoted to the school and so it is even more urgent to make changes. DD agreed to take history. JC has phonics/early reading. With the above alterations the list in RCs report discussed previously will stay as is for now but all recognise it needs to change. RC highlighted that in January there is a need for two groups of Governors</p>	

	to form a panel and an overseeing group for work on the EMS. It was agreed discussions to take place outside of this meeting.	All
4.15	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Governors reviewed data and are informed of progress and plans on areas of teaching needing further development</li> <li>• Governors have increased awareness of the expectations of the new Ofsted framework.</li> <li>• Governors linked attendance potentially to early help in some instances.</li> </ul>	
4.17	<p><b>Confidential Item</b> There were no confidential items to discuss.</p>	
<p><b>Date of next meeting 13 January 2020 at 6.15pm</b></p> <p>10 February 2020 9 March 2020 ? April 2020 (2<sup>nd</sup> Monday is Easter Monday) 11 May 2020 8 June 2020 13 July 2020</p>		
<p>Please note: The colour coding above links to the three key roles of governance questioning;  <b>RED</b> for 'setting strategic direction',  <b>BLUE</b> for 'holding Headteacher to account for educational performance'  <b>GREEN</b> for 'ensuring financial health, probity and value for money'.</p>		

There being no other business the Chair closed the meeting at 8.20pm

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