



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

**Present:** Richard Chandler (RC) (Headteacher), David Duffey (DD) (Chair), Jason Tazzyman (JT) (Vice Chair), Karin Wilkinson (KW), Stuart Mountford (SM), Nicky Kennedy (NK) and Jenny Buck (JB).

**Apologies:** Richard Gladstone (RG).

**In attendance:** Sheila White (Clerk)

No 19/20	Item	Action
<b>PART 'A' – Governance</b>		
1.1	<b>Welcome</b> The Chair opened the meeting at 6.15pm and thanked Governors for attending.	
1.2	<b>Apologies and determine whether absences should be consented to</b> Apologies were received and accepted from RG. DD advised that RG had resigned from the governing body and the Governors expressed their thanks for his work as Governor.	
1.3	<b>Remind Governors about Declaration of Interest</b> There were no declarations of interest at this point in the meeting. <b>Declaration of business interest forms</b> This is an annual requirement. New Governors should complete a form on appointment and existing Governors should make amendments if necessary. Governors will check their forms and bring to the next meeting.	All
1.4	<b>Notification of any other urgent business</b> There was no notification of any urgent business.	
1.5	<b>Correspondence</b> DD reported that he had received a letter from Stuart Bootham re safeguarding. The Keeping Children Safe in Education document has been updated over the summer and all Governors are required to confirm they have read and understood the document. RC will place the document on the shared drive for Governors to access. Governors should be prepared to sign off that they have read the document at the next meeting. Courses on safeguarding will become available.  RC asked if all Governors were aware of the new OFSTED framework. RC gave a brief precis. The curriculum is of utmost importance, in particular the breadth and progression throughout school. RC advised that school plans have been changed to reflect the breadth of curriculum and the plans and curriculum maps are available to view on the school website. The Senior Leadership team (SLT) will address the next Governors meeting. <b>GQ: Should subject leads also provide information for the Governing Body? A</b> Yes. It was agreed that as there are nine subject leads in addition to English and Maths these subject leads will provide a written report to the full Governing Board (FGB) on a rotational basis. Three subjects at each of three termly meetings. It is likely to be science plus two others at the October meeting. The wide range of out of school clubs was highlighted. RC advised that the best way of assessing progress through the curriculum for pupils was an ongoing discussion with different methods being considered.	All
1.6	<b>Approve the Minutes from 15 July 2019 and confidential minutes</b>	

Signed:

Date:

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	<p><u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 15 July 2019, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the agreed amendment and were duly APPROVED and SIGNED by the Chair, DD.</p> <p><u>Amendment</u> at in attendance Elizabeth Wilson be substituted for Elizabeth Wilkinson.</p> <p><u>Approval</u> – The minutes of the confidential FGB meeting held on 15 July 2019 were deemed as a true record and were duly APPROVED and SIGNED by the Chair DD.</p>	
1.7	<p><b>Matters arising</b></p> <p>11.7 <b>GQ: Is there an update on June’s absence?</b> A- RC has been in contact with Donna Makepeace (DM) over the summer who has confirmed she is unable to find anyone to second to the school. There is a further meeting between RC and DM this Wednesday. It is still unknown how long the absence will be. When June returns to school it will be a phased return. The since arrangement with another school is continuing at half a day a week up to half term and possibly back up to a full day after that.</p> <p>11.8 There is a safeguarding course in Harrogate in October 2019 but also one planned for early 2020 in Northallerton. Governors are encouraged strongly to attend.</p> <p>11.10 The SLT had agreed that the home school agreement should retain reading at five nights a week plus once over the weekend. It was noted that the home school agreement has not been amended to include mobile phones. It was agreed that RC would include in the newsletter. It was further noted that the issue is less urgent with the moving on of year 6 and the fact that the high school now does not allow mobile phones either.</p> <p>11.19 DD reported that the parent teachers association (PTA) have become involved in eco matters. There is a significant interest in ‘green’ issues within Thirsk and especially school age children.</p>	<p>All</p> <p>Head</p>
1.8	<p><b>Governor Roles – to align with OFSTED</b></p> <p>The following roles were agreed</p> <p>JT finance and PPG</p> <p>KW Quality of education. It is recognised this is a massive area.</p> <p>JC EYFS</p> <p>SM current plus maths, behaviour and attitudes</p> <p>JB reading plus a second oversight of finance alongside JT.</p> <p>DD safeguarding, SEN, leadership and management</p> <p>It was agreed that more Governors are required. The FGB is now eight. There will be another advert with the aim of recruiting at least one and hopefully two further Governors. The Clerk to confirm the number of Governors allowed.</p> <p>RC diarised meetings between governor leads JB, KW, SM, DD and relevant school Staff. JC and JT will be arranged outside of this meeting.</p>	<p>Chair</p> <p>Clerk</p> <p>Head</p>
1.9	<p><b>Governance Documents for Approval</b></p> <ul style="list-style-type: none"> <li>• <b>Standing Orders</b> All Governors agreed no amendments required.</li> <li>• <b>Appoint/Confirm Link Governors</b> See 1.8above</li> <li>• <b>Register of Hospitality.</b></li> <li>• The clerk reminded governors of the need to register any hospitality. The clerk will send a business interest form to JB when advised of secure email address. RC will ask the school business manager to arrange the address.</li> </ul>	<p>Head</p> <p>Clerk</p>
1.10	<p><b>Governor Training</b></p> <p>Nothing additional to report.</p>	
<b>PART ‘B’ – School Improvement</b>		
1.11	<b>McKie Mastery Update</b>	

	<p>RC advised that initial staff training is now complete. Core power, power literacy and power steps training were concluded early last week. Power maths will be the next stage of learning for staff. On the advice of McKie mastery the decision was taken to go straight into the new system so, following an hour with their form teacher, pupils went straight into their power literacy groups on day one last week, followed by power maths after the break. This has worked well with the overwhelming majority of children moving happily around school and clear on the expectations of them. Of course a small number of children need help with the transition. It has been a very positive start, with the atmosphere being upbeat and fun. Several Governors noted they had the same positive experience. On 23 September a group of teachers from grange park are visiting the school to provide further support and on 10 November Claire McKie will make the first of her visits. The first review week (after seven weeks) will begin 14 October.</p> <p><b>GQ: How have parents responded?</b> A – There has been a mixed response, some are very positive, others seem to grumble but have not taken up the offer of visiting RC to discuss any concerns or acquire further information. RC reported that he intends to hold some open sessions in the second half of this term for parents to come into school and observe lessons. It was agreed this is a positive step.</p>	<p>Head</p> <p>Head</p> <p>Head</p>
<b>PART 'C' – Other</b>		
1.12	<p><b>Policies</b> The following policies were circulated to Governors prior to the meeting</p> <ul style="list-style-type: none"> <li>• Attendance Management Guidance</li> <li>• Attendance Management Policy</li> <li>• Recruitment and Selection Policy</li> </ul> <p>It was noted that some dates on the recruitment and selection policy require updating. RC will ensure this is done. With the above proviso all Governors AGREED to approve and adopt these policies.</p>	Head
1.13	<p><b>Skills Audit</b> The current skills audit was circulated prior to the meeting. Governors were requested to review their entries and advise the clerk of any changes. The clerk to send a blank skills audit form to JB once advised of secure email address for JB.</p>	All Clerk
1.14	<p><b>Governor Vacancies</b> Discussed above at 1.8</p>	
1.15	<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 have reviewed safeguarding in education</li> <li>• Governors have amended Governors roles for the forthcoming year</li> <li>• Governors have reviewed coverage of all aspects of the curriculum</li> </ul>	
1.16	<p><b>Next meeting 14 October 2019 at 6.15pm</b> <u>2019/20 Meeting Dates</u> 11 November 2019 9 December 2019 13 January 2020 10 February 2020 9 March 2020 The second Monday in April is in the middle of Easter holidays, please choose another date 11 May 2020 8 June 2020 13 July 2020</p>	
1.17	<p><b>AOB</b> There was no AOB to discuss at this meeting.</p>	
1.18	<p><b>Confidential Item – Staffing Updates/School updates</b> Confidential item, please refer to the confidential minutes.</p>	

**Date of next meeting 14 October 2019 at 6.15pm**

Please note: The colour coding above links to the three key roles of governance questioning;  
**RED** for 'setting strategic direction',  
**BLUE** for 'holding Headteacher to account for educational performance'  
**GREEN** for 'ensuring financial health, probity and value for money'.

There being no other business the Chair closed the meeting at 7.25pm

Signed:

Date:

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