



## Minutes of Governing Board held at Thirsk Community Primary School on Thursday 11 November 2019 at 6.15pm

**Present:** Richard Chandler (RC) (Headteacher), David Duffey (DD) (Chair), Jason Tazzyman (JT) (Vice Chair), Karin Wilkinson (KW), Stuart Mountford (SM), Jayne Cooper (JC).

**Apologies:** Jenny Buck (JB), Nicky Kennedy (NK)

**In attendance:** Karen Taylor (KT) (Senior Financial Consultant to Schools), Sheila White (Clerk)

No 19/20	Item	Action
<b>PART 'A' – Governance</b>		
3.1	<b>Welcome</b> The Chair opened the meeting at 6.15pm, welcomed KT to the meeting and thanked Governors for attending.	
3.2	<b>Apologies and determine whether absences should be consented to</b> Apologies were received and accepted from JB and NK	
3.3	<b>Remind Governors about Declaration of Interest</b> There were no declarations of interest at this point in the meeting.	
3.4	<b>Notification of any other urgent business</b> There was no notification of any urgent business.	
3.5	<b>Correspondence</b> DD drew Governors attention to recent correspondence concerning -the mock Ofsted visit, to be discussed at the next meeting -the latest finance report Headteachers performance review, comments from JT and KW are invited	
3.6	<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 14 October 2019, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the agreed amendments and were duly APPROVED and SIGNED by the Chair, DD. <u>Amendment</u> at 2.10 EYFS substituted for EFYS <u>Approval</u> – The minutes of the confidential Full Governing Board (FGB) meeting held on 14 October 2019 were deemed as a true record and were duly APPROVED and SIGNED by the Chair, DD	
3.7	<b>Matters arising</b> 2.7 RC has included information on mobile phones in the school newsletter 2.9 The Financial Management Officer is attending this meeting. 2.12 The system for putting reports on the shared drive is working. However some Governors reported difficulties accessing elements of or all the shared drive.	
3.8	<b>Governor Training</b> None	
<b>PART 'B' – School Improvement</b>		
3.9	<b>Budget Review and Update</b> DD introduced KT who has taken over as finance officer for this school. KT circulated a two page executive summary of the budget to date and highlighted the main issues in comparison to the start budget	

Signed:

Date:

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	<ul style="list-style-type: none"> <li>- The school did not receive as much money from EMS as it should and around £20k is due</li> <li>- KT will continue to try and get more money for the school from NYCC</li> <li>- Pupil Premium is down</li> <li>- Teaching Assistant (TA) costs have increased</li> <li>- There are savings on Midday Supervisor costs and swimming.</li> </ul> <p><b>GQ: Is it possible to claw back any further money from EMS?</b> A. The School Business Manager is likely to have claimed the full entitlement.</p> <p><b>GQ: Why has the cost of TAs increased, we were expecting a decrease?</b> A. KT will investigate.</p> <p><b>GQ: Are we ok to reduce swimming time, is there an expectation that children should be able to swim?</b> A. Yes there is this expectation. In reality many children have swimming classes outside school and it is usual for schools to limit swim classes to one term. Targeting classes for children unable to swim was discussed and RC will look into this.</p> <p><b>GQ: Are there extra costs for McKie Mastery?</b> A. Book purchase is a current expense and Governors considered whether lending books between schools was a possibility before agreeing that the logistics of this make it unviable. It was agreed it should be viewed as an investment for the children.</p> <p>KT is in school tomorrow and will prepare the October 2019 report and also the three year budget projection.</p> <p>On behalf of the governors DD thanked KT for her work and presentation.</p>	<p style="text-align: center;">KT</p> <p style="text-align: center;">Head</p>
	KT left the meeting	
3.10	<p><b>Subject Lead Reports (3/9 rolling programme)</b></p> <p>RC had circulated the science report prior to the meeting. Each subject lead is given time to compile an audit of their subject throughout the school. This audit document is designed to accord with the new style Ofsted inspections and covers the full curriculum. RC asked Governors if the content of the report was too detailed. Governors agreed they were happy to receive the full audit reports prior to meetings with a verbal precis provided by RC at the meetings.</p> <p><b>GQ: Should the subject leads have opportunity to decide the breadth of what included in their subject, for example science and art being brought into lessons?</b> A Yes. This was mentioned in the mock Ofsted report.</p> <p>Currently KW has responsibility for Quality of Education and it was agreed this is too large an area for one Governor. It was agreed that RC would break the subjects into groups and Governors are invited to express their interest in these groupings to DD. A Governor offered to share with RC mapping work on Design and Technology.</p> <p>RC advised Governors that the school are taking up curriculum training and subject leads are enrolled on the upcoming Local Authority training days.</p>	<p style="text-align: center;">Head All Governors Chair</p>
	<b>MB, BW, LT and KG left the meeting at 7.20pm</b>	
3.11	<p><b>McKie Mastery Update</b></p> <p>RC had circulated the report of Claire McKies visit to the school prior to the meeting. It is clear that Claire is straight talking and keeping to the integrity of the programme is crucial. As discussed at the previous Governors meeting the main conclusion is that staff are increasingly secure around the structure of the system and the next stage will be stretching and challenging pupils.</p> <p><b>GQ: Is the senior leadership team (SLT) robust enough to take this forward?</b> A Yes, the SLT are working as a team and ready to move forward.</p> <p><b>GQ: Is any data available yet?</b> A Yes have passed week seven and data is on classroom monitor. There is no evaluation as yet. Observation shows that the children are working hard, producing good work and are progressing and learning well. As expected there have been some changes to the groups in the light of learning so far.</p> <p><b>GQ: Has there been a corresponding increase in attendance?</b> A No, see attendance at 3.15.</p>	

	RC visited the Sunderland school today. The scheme is obviously far more embedded there but RC is confident in the abilities of our staff compared with Sunderland staff. RC has shared this with the staff group. Claire McKie will visit the school again in November to observe and critique a staff meeting. RC feels this will be valuable.	
3.12 3.13	<b>Review School Improvement Plan and SEF</b> The plan had been circulated prior to the meeting and the following comments were made <ul style="list-style-type: none"> <li>- It was agreed the document reads well</li> <li>- Each area has an assigned Governor and RC will add these in</li> <li>- There are a couple of typos</li> <li>- The eco club will be added in to the personal development section</li> </ul> RC invited further comments from Governors over time. It was agreed the plan is a good starting point when Governors visit the school.	Head
3.14	<b>Feedback from Link Governors</b> The revised process for uploading reports is working well. RC to share dates to enable a meeting between JT and the senior financial consultant to schools.	Head
3.15	<b>Safeguarding / Child Protection including Attendance</b> RC highlighted to Governors the child protection cases and safeguarding concerns in school. RC reported on a visit on safeguarding from Nick Horne (NH) who works with NYCC. With his experience as Ofsted Inspector NH undertook the visit from an Ofsted angle and was pleased with work in the school, including CPOMS and the single central register. He gave some useful suggestions as to areas Ofsted are likely to be interested in, including county lines. Governors should be conversant with the discussions and actions around county lines. RC will ask NH for a record of the visit to demonstrate the schools activities on safeguarding. Attendance is lower than this time last year, some classes have dropped well below the required benchmark. <b>GQ: Has attendance dropped due to any stress for pupils with McKie Mastery?</b> A No, this does not seem to be the case. As reported earlier the majority of children are thriving with the new system and enjoying the challenge. The absence of a staff member is having an effect on detailed monitoring of pupil absence although some work is ongoing. There are particular reasons for some of the absences. It was AGREED that RC and DD will investigate the causes in more depth.	Head  Head Chair
<b>PART 'C' – Other</b>		
3.16	<b>Policies</b> Appraisal Behaviour This is due for an update but it is a large piece of work. Will schedule this in when time becomes available. In the meantime SM will oversee. Child Protection Model Pay The Teaching Assistant standards policy to be considered at the next meeting. With the above provisos all Governors AGREED to approve and adopt these policies.	Head
3.17	<b>Governor Vacancies</b> DD reported that a prospective parent Governor will attend the December meeting.	
3.18	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> <ul style="list-style-type: none"> <li>• Governors reviewed data and are informed of progress and plans</li> <li>• Governors reviewed the budget to ensure the school is financially stable</li> <li>• Governors had an update on McKie Mastery and its impact.</li> </ul>	
3.19	<b>AOB</b> None	
3.20	<b>Confidential Item – Staffing Updates/School updates</b> Confidential item, please refer to the confidential minutes.	

Signed:

Date:

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**Date of next meeting 9 December 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 7.35pm

Signed:

Date:

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