



Minutes of Governing Board held at Thirsk Community Primary School on Monday 10 February 2020 at 6.15pm

Present: Richard Chandler (RC) (Headteacher), Jason Tazzyman (JT) (Vice Chair), Stuart Mountford (SM), Jenny Buck (JB), Lucy Minican (LM), Gemma Wall (GW)

Apologies: David Duffey (DD) (Chair), Karin Wilkinson (KW)

Non-Attendance: Jayne Cooper

In attendance: Julie Doyle (Senior Clerk)

No 19/20	Item	Action
PART 'A' – Governance		
6.1	Welcome The Vice Chair opened the meeting at 6.15pm and thanked all Governors for attending.	
6.2	Apologies and determine whether absences should be consented to Apologies were received from David Duffey and Karin Wilkinson to which Governors consented.	
6.3	Remind Governors about Declaration of Interest There were no declarations of interest at this point in the meeting.	
6.4	Notification of any other urgent business There were no notifications of any urgent business at this point in the meeting.	
6.5	Correspondence There was no correspondence to discuss.	
6.6	Approve the Minutes from 13 January 2020 <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 13 January 2020, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the following amendments and were duly APPROVED and SIGNED by the Vice Chair, Jason Tazzyman. <u>Amendment</u> Attendance – Lucy Minican's name to be corrected. Jayne Cooper to be added to the non-attendance section.	
6.7	Matters arising <u>Item 5.9</u> – Governor Question (GQ): What does 40-60E mean? This is a pupil's age in months and that they are emerging, this all depends on the area of learning and the pupil is Emerging, Secure or Developing. <u>Item 5.7</u> - Hard copies of the National Curriculum are available in the staff room.	

Signed:

Date:

1

	<p><u>Item 5.9</u> – Reports will be standardised; this has been discussed with Senior Leadership Team (SLT).</p> <p><u>Item 5.14</u> – a jargon buster was circulated to all Governors prior to the meeting to confirm some acronyms: SIRO: Senior Information Risk Owner – Richard Chandler IAO: Information Asset Owner – This is likely to be the School Office e.g. attendance information or Teacher e.g. test information. DPO: Data Protection Office – Veritau.</p> <p><u>Item 5.14</u> – Securing of laptops has been included in the policy to reflect previous discussion and will be approved later in the meeting.</p> <p><u>School Term Dates 2020/2021</u> Richard Chandler updated Governors on the 2020/2021 school terms dates, the 3 training dates are already confirmed by the Local Authority (LA) and the additional 2 training dates the school would like to take are Tuesday 8th September 2020 and Monday 26th July 2021. All Governors AGREED these dates.</p> <p><u>Staff Well-being</u> Following up from staff well-being discussion, staff have proposed to finish at 12.30pm at the end of full school terms. Governors discussed the details of letting parents know of the arrangements, how this would be in line with the High School, lunch requirements and staff well-being. QQ: How will this affect parents? The High school finishes at 12.30pm so if they have siblings then this shouldn't be a problem and if parents are given enough notice they can make arrangements. QQ: Will you still provide lunches if you are finishing early? This will need to be reviewed. Richard Chandler to confirm if lunches will be provided. All Governors AGREED for this to be implemented from the summer term.</p>	R Chandler
6.8	<p>Governor Training There were no Governor training updates.</p>	
PART 'B' – School Improvement		
6.9	<p>McKie Mastery Update Richard Chandler updated Governors that Pauline Wood from Grange Park Primary School has been in to school offering support, 4 sessions have taken place over January. During these sessions she has worked with teachers on a 1:1 basis offering support and feedback. QQ: Have you had any feedback from the staff? Yes, there has been positive feedback from most of the staff. When Pauline Wood visited the nursery, it was a lovely, positive visit, she understood what the teachers were doing, the questions were framed in an Early Years (EY) way. Other teachers have commented how much more confident they feel and were able to talk openly and honestly. Teachers have even commented that it is the best Continuing Professional Development (CPD) they have had.</p> <p>Next step is to push with pupils' presentation and attention to detail while developing all learning behaviours and guided practice.</p> <p>Power Literacy will be a power focus week with Thursday and Friday as refining time.</p> <p>There will be further training for staff on guided practice.</p>	

	<p>Further updates will be shared with Governors at the April FGB meeting.</p> <p>GQ: Is there a common specific challenge in the school or specific difference? No, there are more pupils with a wider area of challenge, but all pupils have unlimited ambition.</p>	
6.10	<p>Progress against School Improvement Plan The updated School Improvement Plan (SIP) was circulated to all Governors prior to the meeting and Richard Chandler updated Governors on the different areas of progress:</p> <p><u>Key Action One - Further develop the Quality of Education – Intent</u></p> <ul style="list-style-type: none"> • Proforma developed for the monitoring the curriculum and is in use with staff for curriculum monitoring. • All subject leaders have had release time during the Autumn term to develop their curriculum areas – additional staff meeting time has been allocated during Autumn and Spring term to support this development. <p>Richard Chandler gave examples of development for history curriculum and shared the progression document with Governors.</p> <ul style="list-style-type: none"> • Progression documents completed in draft for History, Geography, Computing. • Design and Technology, Art and Music currently under development. • Staff CPD led by all subject leaders has taken place. • Monitoring of Curriculum by subject leaders will be carried out in February 2020. • Development of summary of curriculum in February 2020. • Monitoring of topic books will be completed by SLT by December 2020. <p>GQ: When will RE be reviewed? Summer term, once this is completed it will be shared with Jenny Buck to review.</p> <p>GQ: Will there be a progression document for PSHCE? No, it will be tracked in a different way.</p> <p>GQ: Will the Sex and Relationship Education policy be uploaded on to the school website? This document should already be available on the website. Richard Chandler will check and upload if it is not.</p> <ul style="list-style-type: none"> • LA training for all subject leaders completed focus on action planning, monitoring and leading subject areas. • There has been an enrichment week for pupils. • There has been a significant range of extra enrichment activities. • Library near completion. Pupils loaning books from the school library. • Library has been: <ul style="list-style-type: none"> ○ Painted ○ Re-carpeted ○ New stock management system installed ○ New books purchased ○ Pupils taking library books home ○ 100 books to read in KS1/ KS2 introduced • Home school reading implemented. All pupils reading at home has significantly improved. <p>Governors took the opportunity to review the new library.</p>	R Chandler
Jason Tazzyman left the meeting at 7.10pm		

6.10	<p>Key Action Two: Behaviour and Attitudes Actions around attendance are to be completed, this is due to capacity with no Deputy Headteacher. Behaviour policy is to be reviewed – behaviour is not a huge issue at present, it is the best the school have known it. Richard Chandler is outside monitoring and in the classroom, everything is very calm.</p>	
<p>Jason Tazzyman returned to the meeting at 7.12pm</p>		
6.10	<p>Key Action Three: Personal Development</p> <ul style="list-style-type: none"> • Wide range of extra-curricular activities are taking place. • Enrichment week carried out. <p>Key action Four: Leadership</p> <ul style="list-style-type: none"> • Wellbeing group implemented 30 Ways to Wellbeing. <p>Survey has been carried out but the returns have not all come through to be followed up. Gemma Wall will contact Amy Binks, HR adviser, to see what has happened with the system so a full analysis can take place. Staff fed back that there were no places to add comments on the survey and felt some Yes or No answers needed an explanation. Other feedback received was that if they were feeling stressed it was not the school causing this. McKie Mastery has made staff feel less stressed now it is in use, workloads have reduced. Governors discussed the number of different statutory frameworks which have been introduced to schools over the last few years and further changes to come.</p>	
6.11	<p>Outcomes of External Evaluation Richard Chandler updated Governors that an Audit by Grounds Maintenance has been carried out to audit the current providers which the school are using. Outcome from this audit is that the current providers/contractors need to revisit their work methods and risk assessments as these are too generic. This will be followed up with the contractors.</p>	
6.12	<p>Feedback from Link Governors There was no feedback. Jenny Buck will arrange to visit Beth Wilson to discuss phonics.</p>	J Buck
6.13	<p>Safeguarding / Child Protection including Attendance Richard Chandler highlighted to Governors the child protection cases and safeguarding concerns in school. Attendance continues to be monitored closely. 24 pupils have less than 90% attendance.</p> <ul style="list-style-type: none"> • 15 pupils have 85% – 90% attendance – detailed reasons were shared with Governors. • 6 pupils have 75% – 84% attendance – detailed reasons were shared with Governors. • 2 pupils have 51% – 74% attendance – detailed reasons were shared with Governors. • 1 pupil has less than 50% attendance – detailed reasons were shared with Governors. <p>GQ: How long do you nudge pupils with their attendance, as you could keep nudging forever? This has just been implemented from January, a pupil will receive</p>	

	<p>nudges, but if this is not working further action will be taken. Dealing with attendance is taking up a considerable amount of time.</p> <p>Early help work is being implemented with a tracking device to spot pupils who would benefit from early help.</p> <p>GQ: Is this information on CPOMS? No it is a separate document.</p> <p>GQ: Do you have any looked after pupils (LAC)? Not at present, we have had previously.</p> <p>GQ: Is it correct a pupil has moved to a new setting? Yes, a pupil with high needs secured a place at a new setting.</p> <p>GQ: Does the school support pupils moving to new settings? Yes, very much so, especially if a pupil needs more than a mainstream school can offer.</p>	
--	---	--

PART 'C' – Other

6.14	<p>Policies</p> <p>The following policies were circulated to all Governors prior to the meeting:</p> <ul style="list-style-type: none"> • Budget Management Policy • Capability Policy and Procedure for Schools • DBS Policy • Developing Performance Policy & Procedure – Schools • Information Security Incident Reporting Policy • Admissions Policy for Community and Voluntary Controlled Schools for the School Year 2020/2021 • Admissions Policy for Community and Voluntary Controlled Nursery Schools, Nursery Classes, Pre-Reception Classes and School Run Pre Schools Under School Governance for the School Year 2020/2021 • Privacy Notice – General Data Protection Regulations (GDPR) • Recruitment and Selection Policy & Procedure • Resolving Issues at Work Policy and Procedure – Schools • Acceptable Use Policy • Visitor and Visiting Speaker Policy <p>All the above policies were approved by Governors.</p> <p>GQ: Budget Management policy, it states that a Governor will provide a termly report on the findings to the FGB, is this to be actioned? Yes. Jason Tazyman will provide a termly report to the FGB on the budget.</p> <p>GQ: Information Handling Policy - have the changes been included? Yes. Richard Chandler will review the policy to highlight changes and this policy will be approved at the next FGB meeting.</p> <p>GQ: Is there a separate disciplinary policy? Yes.</p> <p>GQ: Acceptable use Policy: Staff and Governors Version, should you include a section about laptops not being used by anyone other than staff, not sharing login details and not leaving equipment unsecured? Yes this can be added. Richard to add these additional points to the policy which will be approved at the next FGB meeting.</p> <p>GQ: Are all visitors on site required to have a DBS check carried out? No, only regular visitors and people who are working with pupils. Volunteers at the school have</p>	<p>J Tazyman</p> <p>R Chandler</p> <p>R Chandler</p>
------	--	---

	<p>a DBS carried out but visitors who don't have a DBS check will be accompanied at all time while in the school.</p> <p>The following policies will be updated as discussed and approved at the next FGB meeting:</p> <ul style="list-style-type: none"> • Acceptable use Policy: Staff and Governors Version – Reviewed Spring 2020 • Information Handling Policy <p>Governors discussed having version control included on policies or changes highlighted in red so it can easily be viewed.</p>	
6.15	<p>Governor Vacancies Richard Chandler will confirm if Jayne Cooper will be continuing as a Governor. Clerk will confirm any vacancies at the next meeting.</p>	R Chandler Clerk
6.16	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Governors reviewed McKie Mastery progress and further developments. • Governors review the SIP and progress made. • Governors discussed staff well-being. 	
6.17	<p>AOB <u>PTA</u> The PTA are holding the Valentines disco on Friday 14th February 2020, if any Governors are free to support.</p>	All Governors
Gemma Wall left the meeting at 7.50pm		
6.17	<p>AOB <u>Approval</u> – The confidential minutes of the Full Governing Board (FGB) meeting held on 13 January 2020, which were circulated to all Governors at the meeting, were deemed as a true record and were duly APPROVED and SIGNED by the Vice Chair, Jason Tazzyman.</p>	
6.18	<p>Confidential – Staffing Update / School updates <u>Confidential Item</u> – please refer to the confidential minutes.</p>	
<p>Date of next meeting 9 March 2020 at 6.15pm 1 April 2020 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; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money'.</p>		

There being no other business the Chair closed the meeting at 8.00pm

Signed:

Date:

6