

BarlbyCommunityPrimary School

Minutes of Full Governing Board Meeting held on Wednesday 2nd October 2019 at 6.00pm

Present

Miss J Millican	-	Parent Governor
Mr P Boyes	-	Parent Governor
Mr A Durling	-	Parent Governor
Mr G Stockill	-	Co-opted Governor
Mrs S Richmond	-	Co-opted Governor
Mrs B Dowdy	-	Co-opted Governor
Mrs L Clark	-	Co-opted Governor
Miss S Owen	-	Staff Governor
Mrs J Baker	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
Mrs M Hall	-	SBM
Mrs Clifton	-	EYFS lead
Mrs Smith	-	KS1 lead
Mrs Adams	-	SENCo

Clerk chairs beginning of meeting

1. Welcome & Apologies

- Mr M Walker, Parent Governor – due to personal reasons
- Mr J Sykes, Parent Governor – due to work commitments

Non-attendance

- Mrs R Cannon, Co-opted Governor

2. Data Presentation

Mrs Clifton – EYFS lead

- New national baseline not statutory until next September but we opted to trial it. However, no data will be returned to us. Eventually it will measure data from EYFS to end of Y6 with the possibility of ending KS1 SATs. Baseline will be completed again at the end of October and tracked in the usual way
- GLD was 82% which was 2% higher than last year and was higher in every area than National & LA
- Very good progress
- 100% of children achieved 3 steps or more
- Next year we are to concentrate on writing to increase the number of children exceeding
- Not much difference between boys & girls' data
- EYFS & KS1 staff liaise regularly
- Moderation is included in EYFS action plan as we are expecting a NYCC moderation visit this year

Mrs Smith – KS1 lead

- Y2 cohort was small which gives a high % per child of 2.5%
- **See confidential minutes**
- School pleased with results
- Higher than national & LA in Maths & Writing; above LA in reading but slightly below National. Science much higher than national but there is no greater depth data in Science. Reading, Writing, Maths combined – we were above in expected and greater depth
- Y1 Phonics = 87% out of 47 children

- Y2 Phonics = 67% out of 6 children (4 passed but 1 of the children who didn't pass had joined us late) Previous years children had scored low when not passing now the children are achieving in the 20's.

Q – Why have only 6 children taken the test this year?

A – There are the children who didn't pass in Year 1 last year, so need to take the test again in Year 2 – 2 children still have not passed

Mrs Adams – SENCO

- All SEN children in EYFS had expected progress
- Staff are good and put in place any interventions needed as soon as possible, if required we then contact external agencies
- We are exceptionally good at catering for all children
- **See confidential minutes**

Q – What is an EHCP?

A – Educational Health Care Plan

- We have a new format for IPMs, they are now a working document and are built on year on year

Q – What is an IPM?

A – Individual Provision Map, it is a fluid document where teachers can see what provisions the child has already received. In EYFS they are called IPLLs

Q – What does that stand for?

A – Individual Provision led learning

KS2

- Gaps can get bigger through school, so we need to plug any gaps as soon as possible

See confidential minutes

Q – Do we prioritise a child's emotional needs over their academic progress?

A – Yes as with some children their learning is not able to happen until their emotional needs are met

Q – How long would the child be given in these matters?

A – However long they need

Q – Are separate curriculums planned?

A – For some children, yes, they are, this make is difficult for the teachers

Q – Does this cause disruption to other children?

A – No, the children see everyone as inclusive and they know what is right and what is wrong and don't tend to play up because someone else in the class is doing something different to them

- We have applied for 9 EHCP which is unprecedented, 8 out of the 9 were granted which is fantastic
- THRIVE is proving to be successful but NYCC have changed the way it is supported. We continue to use the 5 principles but can't rank the progress as that is what costs the school. Nurture club is to continue during playtimes. Lots of children are accessing before & after school clubs
- Overview – NYCC show EHCP = 1.5% whereas we have 4% and are getting a reputation as a school who can accommodate children with SEN
 - Q – Is this something we should be capitalising on?
 - A – No as we are losing money on each child with SEN
 - Q – How do we balance that?
 - A – We can't, but we would never not do something for a child at our school and give first line quality provision
 - Q – What is a specialist school?
 - A – Such as Barwic Parade – an Enhanced Mainstream School, but these are being closed down
- We are already doing the majority of things that specialists suggest when they visit us so when we need any help, we do not have any external evidence to support our applications

Headteacher – KS2

- Unfortunately, Mr Richardson, KS2 lead was unable to attend the meeting so Headteacher reports to governors on his behalf
- We participated in the pilot of Y4 times table testing. There will be no official national score/mark, but our average score was 19.3 out of 25 with 12.2% scoring 25 out of 25 and 22.4% of children scoring 24 out of 25. The test was conducted using a computer and it was a timed test, so it was easy to make a mistake
- Times Table Rockstar has been introduced in school

Y6

- Results were positive and we were above national level in all subjects
- Average standard score was above national level
- Data sheet given to governors which included KS1 attainment
- National progress should be zero and acceptable range is + or – 2. Our maths & reading showed accelerated progress and writing was within the accepted range
- Reading & Maths data are taken from test results, writing uses teacher assessments we may air on the side of caution with these

Governors thank staff for attending the meeting. Staff leave at 6.40pm

3. Appointment of Chair & Vice Chair of Governing Body inc. period of term

Chair of Governors

- Mrs Richmond nominates Mr Walker, seconded by Mr Boyes. Governors agree and Mr Walker is duly appointed as Chair of Governors for a period of 1 year

Vice Chair of Governors

- Mr Durling nominates Mr Boyes, seconded by Mr Stockill. Governors agree and Mr Boyes is duly appointed as Vice Chair of Governors for a period of 1 year

Mr Boyes chairs remainder of meeting

4. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- Business interest forms updated. No new business interests

5. Any other business to be agreed

- Extension update

6. Minutes of meeting held on 17th July 2019 & matters arising

Agreed that the minutes of the meeting of the Governing Body held on 17th July 2019 be signed by Chair as a correct record

Matters Arising

- 6) Mr Durling still to complete Prevent training. To be completed before half term.
- 11) Letter of thanks to staff written. Item Closed
- 12) Governors know to contact SBM when they want to attend any training. Item Closed
- 13) SDP to be finalised at FGB in December. Headteacher to email copy out to governors
- 14) Headings to be changed on SEF to be in line with Ofsted, this is a big job. Meeting to take place on 5th November to review

7. Confidential minutes of meeting held on 17th July 2019 & matters arising

- Governors agree to move this agenda item to end of meeting

8. Register of Hospitality

- Governors reminded of requirements

9. Update of Register of Governing Body Data & review terms of office

- Mr Stockill's term of office is due to end in November. Mr Stockill is asked to leave the room. Governors agree to re-appoint Mr Stockill for a further 4 years as Co-opted governor. Mr Stockill returns to meeting and agrees.
- Clerk & SBM to double check Mr Walker's end date

10. To appoint governors with specific responsibilities, SDP priorities & review committee structures & composition

Curriculum Committee

Mrs Dowdy
Mr Durling
Mr Boyes
Mrs Clark
Mr Sykes
Miss Millican
Headteacher

Finance Committee

Mr Walker
Mr Stockill
Mrs Cannon
Mrs Richmond
Miss Millican
Headteacher

Headteacher's Performance Management – Chair of Governors, Vice Chair of Governors & Chair of Finance Committee

Selection Committee

Initial Panel – Mr Boyes, Mrs Dowdy, Miss Millican (Mrs Cannon – reserve)

Appeal Panel – Mr Walker, Mr Durling & Mr Stockill

Achievement – Mrs Dowdy, Mrs Clark & Mr Sykes; Curriculum – Mr Stockill & Miss Millican;

Leadership – Mr Walker & Mr Boyes; Partnerships – Mrs Cannon & Mr Durling;

SEN/Safeguarding – Mrs Dowdy & Mrs Clark; H & S – Mr Boyes

- ***Q – What is Partnerships?***
A – Links with the community & other countries

11. Review Terms of Reference of Committees

- Curriculum Committee – Agreed
- Pupil Discipline Committee – Agreed
- Staff Dismissal Committee – Agreed
- Staff Dismissal Appeals Committee - Agreed

12. Review Scheme of Delegation to Committees

- Agreed

13. Review Standing Orders & Code of Conduct

- Standing Orders agreed
- Updated NGA Code of Conduct agreed

14. PAN

- Pupil Admission Number is currently 48. We would like this to increase to 60 once extension completed so that we can become a 2-form entry school.
- We had an intake of 56 this year
- Governors agree to remain at 48

15. 20 Key Questions

- ***Q – What do we do with this data?***
A – Mr Durling compiles the results and add them to one drive
- ***Q – Do we complete an annual review of governors' performance?***
A – Headteacher reviews the CofG performance annually
- There are things we could do better as a GB. Governors need to visit school more often so they can confirm what the Headteacher is telling governors during GB meetings

Q – Do governors speak with staff?

A – Staff attend curriculum meetings

- Mrs Richmond to find the 360° document for us to review
- Mr Durling to compile information from 20 Questions – governors to ensure they return any forms direct to him

16. Skills Audit

- Completed forms to be sent to Mr Durling. Any gaps found to be included on letter for next parent election

17. Pay Policy

- Policy updated by NYCC
- Deputy Headteacher section has been removed

Q – What happens if we wanted to appoint a Deputy Headteacher?

A – Policy would need to be brought back to GB to be updated

- Policy agreed

18. Governor training/visits

- Mrs Clark to meet with PE subject lead
- Mrs Dowdy to attend GSIN meeting in November
- Mr Boyes to attend Chairing GB training in March
- Mrs Dowdy & Mrs Clark to visit school to check SCR – date to be confirmed

19. Health & Safety

- Janet Morris from NYCC due to visit on 7th November for paperwork visit. Mr Boyes to attend too
- Staff member is off work after being hurt by a child, there is a financial implication as her position is currently being covered

Q – What do we do in cases like this?

A – We contacted County to inform them we are close to stating that we can no longer meet the needs of this child.

- Further issues have been raised about parking. Police were outside school on Friday details are included in newsletter regularly. There was an issue with parking by after school club staff and Headteacher has spoken to them

20. Correspondence

- Confidential correspondence handed to Vice Chair of Governors. CofG already aware

21. Any other Business agreed at beginning of meeting

Extension update

- Tender took place and contractor was secured meeting was arranged unfortunately contractor then pulled out of the work. 2nd contractor was ready to step in but LA want to start the tender process again

Q – Why?

A – Due to time lapsed since last tender process took place

Q – When should work have been completed?

A – Originally, we were supposed to have extension completed by September 2018

Q – When was work supposed to start by previous contractor?

A – Now

Delays means that our class sizes are getting bigger, but we have no extra space to put them in

Staff & Mr Durling leave meeting at 7.25pm

7. Confidential minutes of meeting held on 17th July 2019 & matters arising
Agreed that the minutes of the meeting of the Governing Body held on 17th July 2019 be signed by Chair as a correct record

Matters Arising

See confidential minutes

Meeting ends at 7.30pm