

EAST AYTON COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Governing Body held at the school on Tuesday 15th December at 7pm.

Present	Chair Head Teacher	Samantha Hay (SH) Derek Johnson (DJ) Lynda Calvert (LC) Rabia Firfirey (RF) Eileen Race (ER) Tim Watts (TW) David Tomlinson (DT) Paul Wilson (PW) Caroline Reddish (CR)	Co-opted Governor Headteacher Parent Governor Parent Governor Co-opted Governor Co-opted Governor LA Governor Staff Governor Staff Governor
Apologies	Clerk	Lesley Gibbons (LG) Lee Barker (LB)	Parent Governor

The meeting started at 7pm. Parent Governor

Item	Minute	Action
19/15	Welcome SH Welcomed everyone to the meeting	
20/15	Apologies for absence and to determine whether any absences should be consented to. LG had sent her apologies and this was consented to.	
21/15	Declaration of interests and reminder of governor protocol. The Chair invited governors to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda. There were no declarations of interest. SH reminded governors of their responsibility to the school and the need for discussions in the meeting to be treated with confidentiality. Governors should act as a "critical friend" to the school. Decisions made by the GB will have an impact on the school and it is important that discussions within the GB remain confidential.	
22/15	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. No confidential items.	
23/15	Notification of urgent other business. SH tabled one item re prospective Governor	
24/15	To approve as a correct record the Minutes of the meeting held on 30th November 2015 The minutes were agreed and signed by the Chair. Proposed ER Seconded CR	
25/15 ➤	To consider matters arising from the minutes and for which there is no separate agenda item. Children's Centre. DJ reported that planning permission for change of use is currently in consultation. No objections yet recorded although there had been some concerns about traffic. Temporary fencing to be put up over Christmas Holidays to separate path from road. Expectation is that the Centre will be handed over to School on the 1 st January. Simone Wilkinson from NYCC coming on 16 th to look at	

	<p>assets. Andrea Sedgwick, Lead Early Years Advisor, coming on 8th Jan to discuss legalities. Hope to open as a nursery in September 2016 and will be taking names from January.</p> <p>Lighting. Could not be done under the MAS scheme. Willoughby's quoted £20,000 to replace lighting in four classrooms. Willoughby's re-quoted with LED lighting at £1400 per classroom. Trying to secure a comparison quote from Walkers. Ideally want lighting repairing over Christmas.</p> <p>Governor Question Are we contravening Health and Safety with the level of our light. – We may be and therefore it is imperative that this is remedied urgently.</p>	
26/15	<p>To approve as a correct record the confidential minute of the 30th November 2015 The confidential minute was agreed and signed by the Chair. Proposed SH Seconded TW</p>	
27/15	<p>To Review Committee Structure including Scheme of Delegation, Standing Orders and Code of Practice NYCC templates for Committee Terms of Reference had previously been circulated. Governors agreed to adopt the template Terms of Reference for the: Staff Discipline Committee Staff Discipline Appeals Committee Pupil Discipline Committee School Complaints Committee School Improvement Committee Finance Committee Resource Committee</p> <p>Membership of the School Improvement Committee was agreed as: Full Governing Body. Sam Hay was elected Chair</p> <p>Membership of the Finance Committee was agreed as: Sam Hay Derek Johnson Tim Watts Rabia Firfirey Linda Calvert Vacant post Tim Watts was elected Chair</p> <p>Membership of the Resource Committee was agreed as Paul Wilson Caroline Reddish David Tomlinson Eileen Race Lesley Calvert David Tomlinson was elected Chair.</p> <p>Each committee is to meet once per term.</p> <p>The template delegated decision planner from the National Governors Association had previously been circulated. Governors reviewed this and Agreed the scheme of delegation for the school. Action: LB to record this and keep on record.</p> <p>The recommended standing orders had previously been circulated. It was agreed to accept the standing orders as written Proposed SH Seconded DJ</p>	LB

	<p>The recommended Code of Practice had previously been circulated. It was agreed that all Governors would work to this Code of Practice. Proposed DT, Seconded ER</p> <p>Action: LB will circulate the Code of Practice with the minutes and each Governor will bring a signed copy to the School Improvement Committee on the 08/03/16.</p>	LB/All
28/15	<p>Yearly Schedule of Meetings DJ suggested that to fit in with the school year planner Finance and Resource should meet in the first half of each term and Schools Improvement and Full Governors in the second half.</p> <p>Meeting dates and times were agreed. Action: LB to circulate a list</p>	LB
29/15	<p>Policies Schedule of Review A list of recommended policies and frequency of review had previously been circulated. Those requiring review this year will be spread across the available committees.</p> <p>At the meeting Governors acknowledged that an updated recommended Safeguarding Policy had been issued by NYCC. Governors had this under review and would agenda it for discussion at the FGB on the 14/03/16.</p> <p>The complaints policy would also be reviewed at the FGB on the 14/03/16</p> <p>Pay Policy would be reviewed at the Finance Committee on the 12/01/16.</p> <p>Governors noted that NYCC produced a number of suggested HR Policies. As they felt that the expertise of NYCC should be utilised for HR issues Governors Agreed to adopt all NYCC HR Policies. Proposed SH, Seconded TW</p>	
30/15	<p>Review of Responses From Parent/Pupils to the school questionnaire The summary of responses had previously been circulated showing the percentage response to each question.</p> <ul style="list-style-type: none"> ➤ Governor Question How many responses did we have – between 30 and 40. <p>DJ commented on the apparent poor response to keeping parents well informed. School had struggled with this in the first few weeks but this has now been rectified. Plan to repeat questionnaire again at the end of the summer term and compare responses.</p> <p>DJ commented on the responses around bullying - some parents said that they had no experience of this so could not respond.</p> <ul style="list-style-type: none"> ➤ Governor Comment Its quite high. – Depends on definition of bullying. Does it include name calling. It is not just one incident. ➤ Governor Comment Need to be aware of this and mindful of parent perception. - The school development plan has a review of behaviour policy. Will inform parents and inform them when we do this. <p>DJ reminded Governors that part of the School Development Plan had an action of creating a vision. Following consultation with staff, children and parents the new vision was circulated and Governors were asked for their comments.</p> <ul style="list-style-type: none"> ➤ Governor Comment It sums up the ethos of the school ➤ Governor Comment The strap line of “Working Together” is a clear link from the past head but the vision demonstrates we are moving forward. ➤ Governor Comment It also demonstrates that it is not just school but what happens at home too. 	

31/15	<p>Governor Training SH reported to Governors about the School Improvement Network meetings and said she would circulate the dates of the next meetings. She reminded Governors that it was not only the Chair who could attend and hoped that others might go as well.</p>	
32/15	<p>Urgent other business identified at Item 5 SH reported that she had spoken to a gentleman called Greg Harper who is very interested in becoming a Governor. She has a brief resume from him. He is the IT Manager at Scarborough Borough Council, he has a child at the school and wants to make a contribution to the community. It was agreed that he would be co-opted as a Governor. Proposed SH, Seconded DT</p>	
33/15	<p>Declaration Of Business Interests The declaration of Business Interest Forms were circulated and signed by everyone present.</p>	
34/15	<p>Impact SH asked Governors to reflect on what impact they had had on the school. – Organised our governance structure, which will enable us to be more effective in the future.</p>	
35/15	<p>Date and time of next meeting The next Full Governors Meeting would be the 14/03/2016.</p>	

The meeting closed at 20:45