

EAST AYTON COMMUNITY PRIMARY SCHOOL
Minutes of a meeting of the Full Governing Body held at the school on
Tuesday 18th July 2017 at 7pm

Present	Chair Head Teacher	Samantha Hay (SH) Derek Johnson (DJ) Rabia Firfirey (RF) Christine Robson (CR) Helen Cass (HC) Tim Watts (TW) Greg Harper David Tomlinson (DT) Paul Wilson (PW) Caroline Reddish (CR)	Co-opted Governor Head Teacher Parent Governor Parent Governor Parent Governor Co-opted Governor Co-opted Governor LA Governor Staff Governor Staff Governor
	Clerk	Helen Evans (HE)	

Item	Minute	Action
1	Welcome and introductions At 7.15pm the Chair welcomed everyone to the meeting	
2	Apologies for absence. Apologies had not been received from Eileen Race or David Tomlinson.	
3	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. The Chair 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 Governing Body will have an impact on the school and it is important that discussions within the Governing Body remain confidential until the minutes are published.	
4	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. There would be a confidential minute under point 13.	
5	Notification of urgent other business. <ul style="list-style-type: none"> • LA Governor 	
6	To approve as a correct record the minutes of the previous meeting held on the 4th April 2017 Minutes were approved and signed by the Chair	
7	To consider matters arising from the minutes and for which there is no separate agenda item. <ul style="list-style-type: none"> • London Trip: despite there having been a further terrorist incident in London, school trips were still being supported and the Head Teacher had not received any objections from parents to the trip going ahead. It would include a visit to the Houses of Parliament, the House of Lords and to visit Harry Potter World. • Car Parking: a parent had been in contact with the Highways Department 	

	who had visited the school and the parking issues had eased slightly.	
8	<p>Report from Finance Committee Meeting held on 11th July 2017</p> <p>The Chair of the Committee gave an overview of the meeting. There appears to be a hold in the finances as the original budget is not based on the current staffing levels. There is currently a shortfall of £15k in the current year which could amount to £20k the following year. As the school was already trying to recover from a deficit, some serious action was required. The committee had spent a lot of time looking at various options and some difficult decisions need to be made. Governor Comment: We need a plan to break even so that we are meeting our statutory requirement to balance the books. Governor comment: as we have already submitted a plan to reduce the existing deficit, we need to address the new issue straight away. Head Teacher: is putting a commentary together for NYCC consideration. Governor comment: even if it was a genuine error in accounting, we are responsible for signing it off. The proposed plan for addressing the overspend would be discussed later in the meeting.</p>	
9	<p>Report from School Improvement Committee</p> <p>The committee has met three times. Their first meeting was focussed on maths, the future plans for further progress. The second meeting focussed on literacy and putting better planning in place across the school, improving the consistency of marking, etc. The Committee members took part in a book scrutiny which highlighted pupils progress. The long-term plans that are being embedded are aimed at having a positive impact on pupils learning. Governor Question: it is recognised that spelling is a weakness highlighted in the recent assessments, what strategies are being implemented to address this? There needs to be a balance between a child being able to express their thoughts in written work without being too hampered by having to focus on spelling everything correctly and the need to learn to spell correctly. Governor Comment: depending on the emphasis for each particular lesson then certain words would be focussed on. Head Teacher: We are aiming to have a consistent approach to spelling across the school with specific emphasis at certain times in the week, with informal assessments at the end of each week. A new spelling policy has been written which will include book scrutiny, spelling lessons and focus on improving unaided, independent writing. It was agreed that the School Improvement Committee would have a further meeting before the end of the school term.</p>	
10	<p>Head Teacher's Report</p> <p>This report had been circulated to the committee prior to the meeting for Governors to consider.</p> <ul style="list-style-type: none"> • The Head Teacher pointed out that some long-standing repairs to premises are finally being carried out. • The parental engagement efforts with the school choir had been a success and very enjoyable. • The Forest School seems to be a particular draw with parents who are looking at the school. • The Head Teacher discussed the assessment results suggesting good steady progress which was excellent. Governor Comment: it is just frustrating that strategies to improve progress take so long to embed. Governor Comment: there will be weekly testing of words in context reintroduced and we will communicate with parents about the new strategies to be used. • Years 5 and 6 will be working more closely together and there will be some streaming done, together with shared planning and teaching. Governor Comment: this will help to lessen the learning gap between 	

	<p>years 5 and 6, and the teaching staff to be more consistent, resulting in the pupils meeting their full potential. Governor comment: we need to meet individual pupils needs and this approach should do that.</p> <p>David Tomlinson joined the meeting</p>	
11	<p>Governor Training The chair discussed future training events which are available through Smart Solutions, encouraging Governors to identify training needs and book appropriate courses.</p>	
12	<p>Governor Visits to School Governors had attended the following events:</p> <ul style="list-style-type: none"> • 60s Night • Sports day – Governor Comment: it was heart-warming to see how pupils supported and helped each other, promoting the ethos of the school • SEND literacy and maths session • Forest School – Governor Comment: this was practical, exciting and competitive and perfectly highlighted the benefits of this way of learning • IT health check – Governor Comment: there were a plethora of ideas around internet safety, etc <p>The Clerk pointed out that for the next school term it would be useful for Governors to schedule visits with some planning with staff to focus on a particular topic or area which had been highlighted in the school development plan. It was agreed that the reporting template would need to be updated for the next school year.</p>	
13	<p>Urgent other business</p> <ul style="list-style-type: none"> • LA Governor – The Chair informed the LA Governor that his term of office was coming to an end. He indicated that he would like to continue to support the school. The Chair said that a new form required completion and the Clerk would forward it to him so that he could complete it and submit it. • Confidential Staffing Issue – see separate confidential minute 	Clerk
14	<p>Pairing with other Governing Bodies The Chair told the meeting that she had communicated with the Chairs of East Whitby and Thornton-le-Dale Schools who were happy to share information and for representatives to attend Governors meetings. There would be dates to look at in the new term when meeting dates had been set.</p>	
15	<p>Date and time of next meetings The Head Teacher will put together a calendar of future meetings for the new school year and circulate it to Governors. The Clerk asked that she be included in the planning of these dates so as not to clash with other meetings she needs to Clerk.</p>	

Meeting closed at 9.20pm

Signed:

Chair of Governors

Date: