

East Ayton Community Primary School

Minutes of the Full Governing Body Meeting held on Tuesday 14th November 2017 at 7pm

Present:	Samantha Hey	Chair
	Derek Johnson	Head Teacher
	Helen Cass	Parent Governor
	Greg Harper	Co-opted Governor
	Eileen Race	Co-opted Governor
	Caroline Reddish	Co-opted Governor
	Tim Watts	Co-opted Governor
	David Tomlinson	LA Governor
	Christina Robson	Parent Governor
	Paul Wilson	Staff Governor

Apologies:	Rabia Firfirey	Parent Governor
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In attendance:	Helen Evans	NYCC Clerk to Governors
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The meeting opened at 7pm

No	Item	Action:
1	Welcome The Clerk welcomed the Governors to the meeting.	
2	Apologies for absence and to determine whether any absences should be consented to. Apologies had been received from Rabia Firfirey due to child care issues and these apologies were accepted.	
3	Declaration of Governors' interests and reminder about confidentiality The Clerk asked Governors if there were any declarations of interest – there were none declared. The Clerk reminded Governors that any matters discussed at this meeting remained confidential until the minutes of the meeting were approved and made public.	
4	Election of LA Governor and Co-opted Governors David Tomlinson was appointed as the Local Authority Governor. Samantha Hay was re-elected as co-opted Governor Caroline Reddish was re-elected as co-opted Governor Tim Watts was re-elected as co-opted Governor Paul Wilson was re-elected as staff Governor It was agreed that the Governing Body would invite Lisa Nellist to become an associate member at the next Full Governing Body Meeting in March.	Head Teacher
5	Election of Chair and Vice-Chair Samantha Hay was re-elected as Chair of Governors Greg Harper was elected as Vice-Chair of Governors	
6	Instrument of Government The instrument was revisited without any changes required.	
7	Register of Business Interests The registers were circulated for completion by Governors. The Clerk would email a form for completion to the two new parent Governors. The completed forms are filed with the Governors minutes.	Clerk

8	<p>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.</p> <p>None</p>	
9	<p>Notification of urgent other business.</p> <p>None identified.</p>	
10	<p>To approve as a correct record the Minutes of the meeting on 18th July 2017</p> <p>These minutes were approved as a correct record of that meeting and were signed by the Chair.</p>	
11	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>There were no matters arising.</p>	
12	<p>Report from School Improvement Committee</p> <p>The committee had met on two occasions recently and the focus was on EYFS. There had been a recent Early Years audit by Ruth Mason a Lead Advisor and it was highlighted that there were 11 areas where improvements needed to be made. An action plan had been drawn up and two areas had already been addressed, this work was ongoing. The audit highlighted the lack of communication between EYFS and KS1. The school were able to show the plan for improvement in the recent appointment of a new member of staff who is an EYFS lead. The audit also highlighted that expectations needed to be raised. Comment: there is a need to expect more from all pupils across the school. Staff training is being addressed and staff expertise is key for observation tests.</p> <p>Comment: These sorts of issues were dealt with in KS1 and KS2 and can be overcome again in EYFS.</p> <p>Comment: it is worth noting that the changes that have been implemented at the top of the school have been very effective and the Governors would like to thank all staff involved for all their hard work and continued efforts to improve teaching and learning across the school.</p> <p>The audit also looked at the performance of vulnerable learners.</p>	
13	<p>Report from Finance Committee Meeting on 2nd November 2017</p> <p>At the Finance Committee meeting in July the figures presented by the Bursar made difficult reading. Further meetings have taken place to address the deficit position and work out a plan to reduce the deficit. The current 'teacher led' nursery is not sustainable and a decision has been taken to change that situation by restricting the staffing in that area. From 1st January 2018 the nursery will reconstitute as a 'Governor led' nursery.</p> <p>Question: what are the practical implications? Answer: we need to inform parents of the change. Comment: parents will probably not notice much of a change, but there would be a change to the ratio of adult to child from 1:13 to 1:8.</p> <p>Bringing the teacher from the nursery into school does not result in any cost saving to address the deficit. A staff consultation process has been carried out and voluntary redundancy was offered. One staff member has given an expression of interest. A business case has been submitted to NYCC which has been accepted in principle so that NYCC will fund the redundancy. The teacher will leave at Christmas.</p>	

The Nursery teacher will move into the vacancy thus resulting in a cost saving and reduction in deficit. That teacher is 0.6 and so there will be a need for additional support, but it is hoped that can come from within the existing school staff structure. This move will be challenging but training has already started and it is hoped that the changes will be absorbed smoothly.

Comment: a voluntary redundancy has made this process quite smooth, it could have been a different scenario had the situation been different.

The Head Teacher reassured the Governors that Early Years was in very capable hands now. The recently recruited teacher has recently been through Ofsted and was rated good to outstanding. Improving communication from Early Years to KS1 was essential.

Question: is the development of the Year 5 teacher going to be overseen by the Head Teacher. Answer: yes that process is already in hand.

Challenge: it would be useful for all Governors to have more information about the costings and expenditure for the nursery so that potential issues can be identified early. There was some discussion around whether to have a sub-committee for the Nursery or whether to have a Lead Governor who could feed information back to the main committee.

Comment: as the EYFS lead is going to be asked to be an associate Governor it would be good for them to take a lead on informing the FGB on progress for the nursery.

There will be a further meeting of the Finance Committee next week to consider the financial situation around the changes and a further report would be made at the next Full Governing Body Meeting.

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Head Teacher’s Report and questions from the governors.

This report had been circulated to Governors prior to the meeting. The Head Teacher reported that there had been a lot of work done with an HM Inspector and the advice for the School Self Evaluation Form was to be honest about what the data is reflecting. This document also needs to reflect how well the leadership and management teams know the school and what improvements are being made.

Challenge: exploring areas of weakness is a measure of good leadership, changes are being implemented and improvements can be demonstrated.

Comment: The Governing Body act as a critical friend and we would like to express our support for the Head Teacher in tackling the challenges that the school has faced and that he was doing a great job and the Governing Body feels that leadership in the school is good.

The Clerk advised that Governor Visits to school or the appointment of Lead Governors for specific teaching areas could help with good governance. There was some discussion around how Governor visits were done and how difficult it could be to make the visits effective. It

	<p>was agreed that the School Improvement Committee would continue to take a lead in this area and report back to each Full Governing Body meeting. Governors were encouraged to join in with school activities and visit school whenever they could.</p> <p>The Head Teacher highlighted some changes to the School Development plan based on the headings from the Ofsted schedule.</p> <p>Comment: is is important that the focus is on EYFS.</p>	
15	<p>Policies No policies to be reviewed at this meeting.</p>	
16	<p>To report any training the governors have undergone since the last meeting and to consider any training needs. Several Governors had attended a recent GSINs meeting which had focussed on national data. They had not felt that the information was particularly relevant to them. One Governor had attended the Introduction to Governors training led by Margaret Burton at Skipton. They had felt that this programme was very relevant and useful as a new Governor. The Chair discussed other training opportunities that were available and would circulate the information to all Governors.</p>	Chair
17	<p>To receive report from any governor visits to the school, which have taken place since the last meeting A Governor has recently visited the school and observed sessions in the intervention room which was felt to be a pleasant learning environment and as a space it works well. A Governor had attended the recent sponsored walk,</p>	
18	<p>To deal with any matters agreed for consideration under point 4 above – urgent other business. Comment: information about school activities and important dates was not reaching all families and was very last minutes which made it difficult for some families to respond in time. There was discussion around the use of the website for posting information and the need for admin staff to make sure that information was shared as quickly as possible.</p> <p>Question: is parent mail still the most suitable tool for the school to keep parents informed? Answer: maybe not, this point needs to be revisited at another meeting.</p>	Head Teacher
18.1	<p>There was some discussion about the new houses being built in the village and the knock-on effect on the school. The Head Teacher reported that NYCC were still in feasibility mode and there was no progress currently with expansion of the school premises. The Chair assured the committee that at a recent meeting with NYCC they had made the school's expectations very clear and that any agreement about future works were not unconditional. The sports field would not be used for school expansion.</p>	
18.2	<p>A Governor asked what could be done to increase parent's attendance at Friends of East Ayton School. The Chair indicated that this body had no influence in that area, other than encouraging parents to join Friends.</p>	
19	<p>Pairing with other Governing Bodies</p>	

	No information for this meeting.	
20	Date of next meeting. Tuesday 20 th March 2018 at 7pm at school.	

If you are unable to attend, please contact the Clerk Helen Evans, to give your apologies and the reason on Helen.Evans@Northyorks.gov.uk.