

East Ayton Community Primary School

Minutes of the Governing Body Meeting held on Thursday 26th September 2019, 7pm at school

Present	Derek Johnson Sam Hay Greg Harper Tim Watts David Tomlinson Rabia Firfirey Lisa Nellist Helen Cass	Head Chair Co-opted Co-opted LA Parent Co-opted Parent
In attendance	Laura Waites	Clerk
Apologies	Eileen Race	Co-opted

The meeting opened at 7.00pm

Core Functions of Governance

- 1. Ensuring clarity of vision, ethos and strategic direction.*
- 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.*
- 3. Overseeing the financial performance of the school and making sure its money is well spent.*

Minute	Item	Action
1.0919	Welcome The Chair welcomed everyone to the meeting. Appointment of Chair / Vice Chair It was unanimously agreed that SH be appointed to the position of Chair of the Governing Body for a term of 1 year and that GH be appointed to the position of Vice Chair for a term of 1 year	
2.0919	Apologies for absence and to determine whether any absences should be consented to. Apologies were received from ER and the reasons discussed and consented to.	
3.0919	Declaration of Governors' interests and reminder of confidentiality. None were declared. The Chair reminded Governors of the need for confidentiality. LW reminded governors of the need to update the register of interests and will circulate forms for governors to complete.	LW
4.0919	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. None identified. Any items will be agreed as they arise.	
5.0919	Notification of urgent other business. <ul style="list-style-type: none"> Update on Ofsted preparations – governor monitoring 	

6.0919	<p>To approve as a correct record the Minutes of the previous FGB meeting held July 2019</p> <p>These were approved by Governors and signed by the Chair for filing by the Clerk.</p>	
7.0919	<p>To consider matters arising from the minutes and for which there is no separate agenda item.</p> <p>SH gave an update on the complaints issue which has now been fully resolved – no further action is needed.</p>	
8.0919	<p>Governing Body Update</p> <p>SH gave a reminder that it was agreed at the last meeting to keep the following committees and arrangements:</p> <p>Finance Committee (meets once per term, clerked; plus additional meetings (not clerked) as required) -TW, RF, SH, DJ, Bursar</p> <p>School Improvement Committee (not clerked) - All governors can attend.</p> <p>The arrangements for link governors and for Complaints / Appeals and HT Performance are to be agreed at the next meeting.</p> <p>The school is to make arrangements to fill the parent governor vacancy. A review of the skills audit is to be done to identify any skills gaps on the GB first.</p>	
9.0919	<p>Standing Orders</p> <p>LW to arrange for an updated version of the Standing Orders / Code of conduct document to be available for consideration and approval at the next FGB meeting.</p>	LW
10.0919	<p>Clerk</p> <p>It was noted that LW had been appointed as the NYCC clerk to the governing body.</p>	
11.0919	<p>Governor monitoring</p> <p>SH reported that Heather Mensa will be the SIA for the school. Helen Davy (Lead SIA) and HM attended a school improvement meeting with DJ/SH recently. An evaluation was that the school was making progress. Reasons for dips in performance were understood. It was agreed that the pace of change needed to ensure no detriment to the ethos of the school.</p> <p>Teaching staff were reviewed and none who required improvement in the last Ofsted remain. A thorough schedule of teaching and learning monitoring is being done by DJ and LN to ensure support is given where needed.</p> <p>It was noted that governors should ideally be closely involved in the preparations for the next inspection; this will ensure they have a good understanding of the school. All governors were asked to undertake a role in the monitoring of the school.</p> <p>Any interaction with parent, teachers etc will be valuable to the school and there was a reminder to record both informal conversations and more formal visits to ensure there is a comprehensive log of governor activity which reflects the impact of the governing body.</p> <p>SH gave examples of a recent observation visit and some of the questions that governors might ask of the children, e.g. 'have you done this before', 'do you think this was easy or hard'. This can help governors recognise if the teaching</p>	ALL

	<p>is being differentiated to pupil needs effectively. It is important to have the challenge that governors can bring. An example governor visit report was circulated for reference. It was noted that good practice was to check back after a week to see if actions had been implemented.</p> <p>RF gave a report on her monitoring visits and note she had observed positive practice at different levels. She will re-visit to make sure the identified improvements have been made.</p> <p>Dates for governor visits are to be arranged with DJ.</p> <p>It was noted that staff see the benefit of the collaborative approach and are keen to work with governors and also to learn from the senior management monitoring.</p> <p>Q. Do governors need to discuss findings with DJ/LN? A. It was agreed that governors will discuss finding with DJ/LN who will give the feedback to staff rather than governors feeding back directly. DJ advised that he has a checklist which can be used when giving the feedback of what requires improvement / good looks like. DJ/LN have also involved other staff leaders in monitoring and feedback and this has been a useful CPD arrangement.</p> <p>Q. Can there be more notice given for governor involvement in future? A school needed to show a rapid response to the SIA feedback following the meeting and expectations were that something would be done immediately.</p> <p>Q Is there a schedule of governor visits already developed? A All are to contact DJ to make arrangements for the best timing of visits to ensure no duplication. Meetings are to continue every half term.</p> <p>SH reported that the SIA's have recommended that a review of the governing body is done; however the cost of this will be £1,000. It was agreed that the finance committee review this. An option could be to consider re-doing the free GB health check.</p> <p>The SIA's advised that the school has been reclassified from priority 4 to priority 3 this year which means the level of support to be given is lower. Any extra visits needed could be paid for.</p> <p>The SIA's also covered what the school needs to do to get a 'good' judgement. A recommendation is to contact another governing body to find out how they document the impact of the GB e.g. through an annual report. SH is to draft a report for the GB.</p>	<p>ALL</p> <p>ALL</p> <p>SH</p>
12.0919	<p>Date of next meetings</p> <ul style="list-style-type: none"> • FGB meeting – 12 December, 26 March, 9 July, at 7pm • School Improvement Committee – 4 October • Finance Committee – 24 October, 3pm • Governor Day – 15 November, from 12noon (incl lunch, assembly, sessions in classes / with the children - will give the GB more visibility and celebrate GB involvement with the school) • Ofsted working group – 16 January • Christmas events – DJ to circulate a list 	DJ
13.0919	Impact of GB decisions from this meeting on pupil progress	

	<p>It was agreed that this will be a standard agenda item to support the annual GB report.</p> <ul style="list-style-type: none"> • Impact of governor monitoring visits • Relationship with school leaders and identification of improvements to be made • Establishing a monitoring schedule that adds value and is focussed • The GB is aware of what needs to be challenged 	
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The meeting closed at 9.05pm.

Signed:

Dated: