**East Ayton Community Primary School**

**Minutes of the Governing Body Meeting held on**

**12th December 2019, 7pm at school**

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

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.*

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| **Minute** | **Item** | **Action** |
| 1.1219 | **Welcome**  SH opened the meeting and welcomed everyone to the meeting. |  |
| 2.1219 | **Apologies for absence and to determine whether any absences should be consented to.**  Apologies were received from LN and consented to. |  |
| 3.1219 | **Declaration of Governors' interests.**  No interests in the meeting agenda items were declared. |  |
| 4.1219 | **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.**  The Chair reminded Governors of the need for confidentiality. None identified. Any items will be agreed as they arise. |  |
| 5.1219 | **Notification of urgent other business.**  None raised. Governors were reminded of the need to complete circulated declaration of interest forms. Completed forms to be filed in the governor’s file. |  |
| 6.1219 | **Governors with specific responsibilities and Link Governors**  There was a discussion about the SEN and Safeguarding Link Governor roles which are statutory required responsibilities and focus areas to be decided by the GB.  Q How much time is involved in the link governor role?  A This designated lead for safeguarding; the school deals with most matters and the chair of Governors is the first contact. The governor lead would be involved in policy and processes and strategic planning mainly.  Governors discussed the need for other link governor roles and whether these should reflect thematic subjects. It was noted that the current system of school improvement committee meetings covered a wide range of areas and subjects which meant all governors are getting an overview of most areas. It was agreed that this system was working well, meetings are minuted and written reports are being done; therefore the SIC arrangements will continue and no additional link governor roles are required at this time apart from the SEN / Safeguarding roles.  It was agreed that ER be appointed as SEN governor and GH be appointed as the Safeguarding governor. |  |
| 7.1219 | **Agree a timetable for Governor visits**  SH noted that an Ofsted planning meeting for governors will be held on 16th January 2020 and the SIC meeting is the 2nd week back. Arrangements will continue with all governors coming into school when they can do for visits.  The lead advisor is changing with retirement of HD and will contact DJ with a programme of visits next term; this will be sent to all governors when available.  DJ thanked all governors for the high quality of their monitoring reports and work with the school this term. |  |
| 8.1219 | **Standing Orders**  The circulated standing orders document, based on the NYCC template, was noted and agreed with the following changes:  Amend chair / vice chair term of office to 2 years.  There are 4 FGB meetings per year. |  |
| 9.1219 | **Code of Conduct**  All governors noted and signed the code of conduct. |  |
| 10.1219 | **To approve as a correct record the Minutes of the previous FGB meeting held September 2019**  These were approved by Governors and signed by the Chair for filing in the governor’s file. |  |
| 11.1219 | **To consider matters arising from the minutes and for which there is no separate agenda item.**  None raised. |  |
| 12.1210 | **Minutes of Committees held since the last meeting**  The minutes of the Finance Committee meeting held in October 2019 were noted. TW covered the main points discussed at the meeting. The committee had reviewed the budget monitoring report very thoroughly with probing questions. Some staffing issues were discussed. The committee is conscious of spend on temporary cover and agreed to increase the budget set aside for this in the current budget. It was agreed that capital funding of £5k be used for ICT with the budget remaining to be retained for future IT works.  Overall, there was a fairly balanced budget and good working position which looks positive going forward into next year. Future years are less certain as it is not yet known what the funding allocation will be.  DJ noted that there are indications that some Scarborough schools may get additional funding and EA may be one to benefit from this. Data analysis is being done against the deprivation index which could result in additional funding of c£35k to address previous imbalances.  Governors noted that the budget is being well managed and the current position is good considering the historical position.  The nursery was discussed due to low numbers this term. If this projects through the rest of the year, it could struggle. DJ noted the autumn term is usually the most difficult and that he expects numbers could pick up in spring and summer terms. There are benefits when children come up to the school from the nursery and this helps close gaps.  Q Are there plans to advertise / promote the nursery?  A Need to consider numbers before we do this and the staff to pupil ratio.  SH reported that school improvement committee minutes are circulated to all governors and the main points will be covered in reports / items for the rest of the meeting. |  |
| 13.1219 | **Report from the Headteacher**  DJ referred to the circulated HT report and gave a summary of the main headlines.  Safeguarding matters – there have been 2 referrals and meetings have taken place with families involved. DJ is also meeting with parent regarding 2 other concerns.  H&S – a review of paperwork has been done including a risk assessment review and no concerns were raised. Some parents have raised concern regarding the lack of lighting along the path in front of the kitchen – this has been addressed with installation of new lighting at a cost of £1200. Governors noted an issue regarding parents driving/parking close to the nursery area. It was agreed that the school will send an email to ask parents not to park where there could be a hazard.  SEN – the number of pupil on register is 10% below the national average. There have been 5 referrals to EMS – 2 are being progressed and 3 are to receive support next year.  Staffing – MD leaves end of term to be replaced by EW  Q How is the handover working out? A very well’ have done scrutiny and monitoring and good standards of consistency are being maintained  Q Who is doing EW’s TA work? A Looking at using someone who has worked on a supply basis to the school  SDP – the document has been revised to reflect the 5 sections in the new Ofsted framework. Detailed documents for each curriculum subject are being written which set out the key outcomes; these will be published on the website. Inspectors do a deep dive of English / maths and pick two non-core subjects for a deep dive. The school has noted and is preparing for this approach.  The school is fostering a more meaningful relationship with GCSQ and is doing cyber security and code breaking sessions with year 6 to tie in with the curriculum.  Visits to see other faiths are taking place and are very useful to get more pupils thinking more widely.  DJ is seeing good team working between different year group teachers and this seems to be showing good results coming through all years.  There was a discussion about Ofsted. If Ofsted comes at the moment, the judgement is likely to be ‘requires improvement’ as the school has not had the time to show the impact against the new framework – however the school is making good progress and it could be a borderline judgement. Governors noted there will be opportunities during the inspection to demonstrate how leadership and management is working in the school including the role of the governing body. It is important that all leaders are able to show evidence of progress and they could refer to the school ‘bordering on good’ as an approach to get the message across.  Q Timescales for the inspection – is it likely to be before Easter?  A Could return with 24 – 30 months of last inspection which could be Easter – late Summer.  Q Do we need to do more feedback reports or get an increase in pace?  A. It was noted that the leadership team and governors have made tactical decisions to not make too much change and to make steady continued progress which fitted with the ethos of the school. However, Ofsted is now not looking at progress data, just attainment data, which doesn’t show the deeper story. Gaps have been addressed in maths and more needs to be done on reading and writing.  It was agreed that governors will refer back to progress data if they speak to the inspectors to help to provide a richer picture. The school’s internal data is really important as it is dynamic and tells the full story. It is hoped that when the inspection happens it will be possible to demonstrate a consistent argument regarding the progress the school is making and the direction of travel. |  |
| 14.1219 | **Pupil Outcome Update**  Covered above |  |
| 15.1210 | **School Improvement Plan/Ofsted Actions/Report**  Covered above |  |
| 16.1219 | **Governing Board**  Vacancies and terms of office were noted and it was agreed that GH’s term as co-opted governor be renewed. SH reported that there is a parent governor vacancy to fill. There are a variety of things that can be used to help identify the type of parent governor needed and any GB training needs.  SH is looking at joining the NGA, which has an annual £95 joining fee. It was agreed to go ahead so that the GB has access for the coming year. |  |
| 17.1219 | **Pupil Premium and Sports Premium Funding**  It was noted that annual report statements will be published on the school website. |  |
| 18.1219 | **Safeguarding Report**  Covered above |  |
| 19.1219 | **To receive Budget Monitoring Report – to date**  Covered above |  |
| 20.1219 | **Governor Training**  Covered above |  |
| 21.1219 | **Governor Visit Reports**  SH reminded all governors to document any visits they make. |  |
| 22.1219 | **Policy Review**  No policies due for review this term |  |
| 23.1219 | **AOB**  SH raised communications with parents as an issue and the school website was discussed. This is currently being updated; old information is being taken off and replaced with new information. Curriculum updates and calendars have been done.  Q When will it be completed? A Early in the New Year  Governors noted the need for newsletters and items to be included in the news area. It was agreed that all teachers would update the section.  GH is to help with the further development of the website including publications of news items and the governor area.  Governors noted the tremendous amount of work which is being done in the school which is helping to transform the school and gave thanks to all of the staff.  DJ also thanked governors for their hard work – it is appreciated how the GB and school leaders have come together as a team. | DJ  GH |
| 24.1219 | **Impact of GB decisions from this meeting on pupil progress**  Finance of the school has been a huge concern over several years – the GB has made good decisions and had tight control which means that it is now looking like the school will come out of a deficit position and be financially secure.  Governors are more visible in school and there is more evidence of monitoring visits.  Appointed a safeguarding and SEN governor.  SDP – dynamic work in progress over the year and building governor knowledge and impact – has enabled broader level of detail and understanding and challenge. |  |
| 25.1219 | **Date of next meetings**  Ofsted Prep meeting on 16 January 2020 – SH/DJ to plan agenda and send it out to all for further ideas/themes  FGB – 26 March 2020 | SH/DJ  ALL |

Signed:

Dated: