

A meeting of the Governing Body of Carlton In Snaith Community Primary School was held at the school on 21 September 2015 at 6pm.

Minutes

No	<p>Present – Alex Dawson, Karen Longfield, Joanne Mackintosh, Elizabeth Russell, Jim Wood, Katherine Pierce, Stacey Howard, Helen Snowden and Jon Watson (Head).</p> <p>Apologies – Mary Farman</p> <p>In attendance - Georgina Thomas (clerk) and Kath Hartley.</p> <p>A – Action R - Resolution</p>	
1	<p><u>Welcome and Introductions</u> All were welcomed to the meeting with particular welcome to Kath Hartley, attending tonight as interested in potential co-option onto the governing body.</p>	
2	<p><u>Election of Chair</u> Nominations were received and seconded in favour of Alex Dawson and it was agreed that the vote be on a show of hands and the term one year.</p>	
Res	<p>That Alex Dawson be Chair of the governing body until the first meeting of the academic year 2016-17.</p>	
3	<p><u>Apologies for Absence</u> Apologies and reasons were received from Mary Farman.</p>	
Res	<p>That the apologies of Mary Farman be consented.</p>	
4	<p><u>Declarations of interest, pecuniary or non-pecuniary</u> None identified.</p>	
5	<p><u>Declaration of confidential items</u> Usual reminder issued. None additional raised.</p>	
6	<p><u>Notification of Other Urgent Business</u> Governors agreed to carry out a self evaluation exercise using the NGA 20 Questions document at the end of the meeting.</p>	
7	<p><u>To approve the minutes of the last FGB meeting, 24 June 2015, and matters arising</u> The minutes of the meeting were agreed by all to be an accurate record of the contents of that meeting and were signed by the Chair.</p>	
Res	<p>That the minutes of the meeting of 24 June 2015 be confirmed.</p>	
8 A	<p><u>Matters arising</u> Stacey Howard and Katherine Pierce will progress the online questionnaire on bullying this term and will report back at the next FGB meeting.</p>	KP/SH

<p>A</p> <p>A</p>	<p>The resurfacing of the KS2 playground is to take place during October half term. Carthys will do the work. The shed has been taken down and a new one will be erected in the next two weeks.</p> <p>The Head will progress collation of the pupil premium information and will ensure the website is updated accordingly.</p> <p>The clerk reminded all governors to ensure that their training is up to date in respect of safeguarding. The clerk will send the online safeguarding link to goverors again and all who need to will complete before the next FGB meeting. The clerk also reminded governors to ensure that at least two members are trained in Safer Recruitment. The Head is up to date with this and Alex Dawson confirmed he will also take this online course. The clerk will send a link to this course as well.</p> <p>The Health and Safety link governor (currently Jim Wood) will ensure that he checks the Single Central Record as part of his governor visits.</p>	<p>Head</p> <p>Clerk</p> <p>AD</p> <p>JW</p>
<p>9</p> <p>A</p>	<p><u>Calendar of meeting dates</u> The FGB meetings were set as follows:</p> <p>1 December 2015; - 6pm; 22 March 2016 – 6pm; 28 June 2016 – 6pm.</p> <p>Governors agreed to reduce the committee structure from three to two and, moving forwards, the two committees will be Finance, Staffing and Premises (to include health and safety) and School Development. It was agreed to utilise the roles of link governors more effectively in the remit of health and safety to negate the need for whole committee involvement in certain aspects such as premises walks. Jim Wood will progress this as link for health and safety.</p> <p>The clerk will send some sample terms of reference to all for review and ratification at the next FGB meeting for both committees.</p> <p>Committee dates were set as follows:</p> <p>School Development:</p> <p>20 October 2015 – 6pm; 23 February 2016 – 6pm; 7 June 2016 - 6pm</p> <p>Finance, Staffing and Premises:</p> <p>17 November 2015 – 6pm; 15 March 2016 – 6pm; 14 June 2016 – 6pm.</p> <p>At this point, governors asked attending Kath Hartley to speak about herself in terms of what she could bring to the governing body if co-opted on. Kath advised</p>	<p>JW</p> <p>Clerk</p>

	of her skills in the area of finance which had been identified as lacking from the previous skills audit and expressed a keen desire to be an active member of the governing body. Governors agreed to vote and it was unanimously agreed that Kath Hartley be co-opted onto the governing body with effect from 21 September 2015. Helen Snowden will mentor Kath and Kath will speak with Gail Link about new governor training.	HS KH
Res	That the committee structure be reduced to two: School Development and Finance, Staffing and Premises; That committee members will review draft terms of reference and bring them to the next FGB meeting for ratification; That Kath Hartley be co-opted onto the governing body with immediate effect.	
10-12	<u>Register of Business Interests, Register of Gifts and Hospitality and Governor self declarations</u> All were completed.	
13	<u>Standing Orders and Codes of Conduct</u> These were ratified as existing.	
Res	That the Standing Orders and Codes of Conduct be ratified.	
14	<u>Committees</u> As above, committee structure was reduced to two. Committee membership was agreed as follows: F,S&P – Katherine Pierce, Stacey Howard, Elizabeth Russell, Jim Wood, John Watson, Kath Hartley and Mary Farman. SDC – Karen Longfield, Helen Snowden, Jo Mackintosh, Jon Watson and Alex Dawson. Governors decided that additional panels would be drawn up on an as and when needed basis as opposed to being set with named governors with the exception of the Headteacher Performance Management panel which is made up of Alex Dawson, Elizabeth Russell and Jim Wood.	
A	The Head will enquire of the EDA how to initiate the Head's PM process. Committees will elect their own Chairs and Vice Chairs and it was agreed that the committee meetings, from now, be clerked by the clerk. The clerk will forward the costs implications of this to the Head.	Head Clerk

<p>15</p> <p>A</p> <p>A</p>	<p><u>Governors with specific responsibilities</u> It was agreed that the links remain directly linked to the School Development Plan as follows:</p> <p>Safeguarding including PREVENT – Alex Dawson; SEN and Inclusion – Helen Snowden; Health and Safety – Jim Wood; Standards and Achievement – Helen Snowden; Behaviour and Welbeing – Kath Hartley; Teaching and Learning – Elizabeth Russell and Mary Farman; Leadership and Management – Alex Dawson.</p> <p>Link governors will take responsibility for liaising with their relevant subject leaders to ensure that visits are as productive and focussed as possible and each governor will progress this.</p> <p>The clerk reminded all to ensure that governor visit forms are completed after each visit. Governors confirmed that Tina Clarke (the previous Head) had a template form for governor visits and the Head will find this and ensure that all governors have a copy of it.</p>	<p>All</p> <p>Head</p>
<p>Res</p>	<p>That each link governor will make contact with their relevant subject leaders to ensure effective governor visits; That governors will fill out visit forms after each link visit.</p>	
<p>16</p> <p>A</p>	<p><u>Visits to School by Governors</u> The Governor Visits to School Policy will be reviewed at the next FGB meeting to ensure a uniform protocol.</p> <p>Helen Snowden will arrange a visit to focus on SEN and pupil premium.</p> <p>A full timetable of governor visits will be provided by the Head once the SDP has been further progressed.</p> <p>The Head also stressed the need to update and better utilise the website and this will be focussed on as a priority.</p>	<p>HS</p> <p>Head</p>
<p>Res</p>	<p>That the Governor Visit Policy be reviewed at the next FGB meeting; That a timetable for governor visits will be drawn up by the Head.</p>	
<p>17</p>	<p><u>Confirm the Scheme of Delegation to the Headteacher</u> The Head is authorised to spend up to 5,000.</p>	
<p>Res</p>	<p>That the delegated budget authorised to the Head be 5,000.</p>	
<p>18</p> <p>A</p>	<p><u>Policies</u> The following policies were ratified:</p> <p>Budget Management; Appraisal; Pay; Homework; Educational Visits and Looked after Children. The Educational Visits Policy was ratified as existing but will be reviewed by the School Development Committee and brought back to FGB at the next meeting.</p>	<p>Head</p>

A	<p>The clerk will attempt to locate the most recent Complaints Policy and email to the Head for review and ratification at the next FGB meeting.</p> <p>The Head expressed concerns about the whereabouts of the electronic versions of the policies and will contact the previous Head to ascertain their location.</p> <p>Jo Mackintosh and the Head will work together using the list of statutory policies to ensure all policies are uniform and on the website where required. The policy review schedule will be emailed to the clerk.</p>	Head/JM
Res	<p>That the above listed policies be ratified; That the Complaints policy and Educational Visits policy be brought to the FGB meeting next for ratification; That the Educational Visits policy be reviewed by the SD Committee; That Jo Mackintosh and the Head will progress an audit of policies.</p>	
19 A	<p><u>Governor items</u> The clerk advised governors of the new statutory requirements for governor information to be on the website as well as the register of interests. The Head will progress this with Jo Mackintosh.</p>	Head/JM
20	<p><u>Items Identified at item 5 or 6</u> None.</p>	
21 A	<p><u>AOB</u> An approach has been made to school about the purchase of a strip of school land by a local resident to give the resident a wider driveway to her house. Governors discussed potential health and safety ramifications of this and agreed that more information was needed before an answer could be given.</p> <p>Katherine Pierce will reply to the request advising that a valuation of the land would be needed, at the cost of the applicant, as well as a detailed breakdown of how the boundary would be maintained and security ensured before a decision could be made. Any response to this correspondence will be brought back to the FGB for further consideration.</p> <p>Governors spent some time carrying out a self evaluation exercise using the NGA 20 Questions document. Governors felt that they recruit on a skills-based basis and that they do understand their roles and the importance of their role in strategy. It was agreed that the body is the right size to ensure efficiency and governors feel that they make the most of resources available to them such as NYCC training, websites e.g. DFE, Ofsted and NGA and that they utilise the support of the RAISE Alliance. Governors expressed an interest in carrying out a 360 review of the Chair and the clerk will try and find a template.</p> <p>Moving forwards, governors will produce an annual report which will focus on each governor's contribution. A three year strategic plan will also be implemented moving forwards which will focus on longer term planning, purpose and the philosophy of education in school. This will be an item on the agenda of the next FGB meeting.</p>	<p>KP</p> <p>Clerk</p> <p>All</p>

<p>A</p> <p>A</p>	<p>Governors all agreed with the need to be more explicit about developing the governing body, with specific priorities for improving effectiveness to aim for outstanding governance. This will be put on the SDP under leadership and management.</p> <p>The need to better make staff and parents aware of the role of governors was also identified. On the whole, governors felt that they have taken steps to address this such as the Parent Forum, newsletters, governor presence at events etc but feel that this is an area that still needs developing. It was agreed that governors have a column in the monthly newsletter focussing on a governor each time. Alex Dawson will write the first column.</p> <p>The need to ensure that parental feedback is acted upon was identified. Governors feel that feedback is generally acted upon but is not always communicated back to parents where action has been taken or, where it has not been, the reasons for this. Governors also recognised the need to improve on their link governor visits to better understand their link roles and make the visits as productive as possible. It is hoped that a review of the policy will assist here.</p> <p>Governors feel that their understanding of data and roles as governors has greatly improved since their level 3 Ofsted result. They feel that they operate very honestly as a body and all agreed that they feel able to ask questions in meetings in an open and welcoming forum without feeling like any question is “silly”. As a result, they feel that their knowledge has improved and that they do effectively challenge the Head. They all viewed this as a strength. The need to improve governor monitoring is recognised and this will be focussed on as part of the wider focus on improving teaching and learning. It was also agreed that the school development cycle could be more strategic and the Head agreed to include an overall, generalised summary of staff performance management in the Head's Report.</p> <p>Governors overall believe that they have improved in their roles substantially and have a greater understanding of what is expected of them. The body as a whole played a huge role in getting the school from a RI judgment to Good and governors are keen to carry on this upward trend and recognise the need to support the new Head in this.</p> <p>Governors found this a useful exercise and will take forward points raised.</p> <p>In addition, school has achieved the Silver Sports Mark and thanks to Karen Longfield for her work here are to be minuted. Thanks also to Stacey Howard for her input.</p>	<p>Head</p> <p>AD</p> <p>Head</p>
<p>Res</p>	<p>That a three-year strategic plan be an agenda item at the next FGB meeting; That Alex Dawson write a piece about himself as a governor for the next newsletter; That governors reflect on the outcomes of the self-evaluation exercise and carry forward any action points.</p>	