

A meeting of the Governing Body of Carlton In Snaith Community Primary School was held at the school on 24 June 2015 at 6pm.

Minutes

No	<p>Present – Alex Dawson, Tina Clarke (Head), Karen Longfield, Joanne Mackintosh, Elizabeth Russell, Jim Wood, Katherine Pierce, Stacey Howard, Mary Farman and Helen Snowden.</p> <p>In attendance – Jon Watson (incoming Head) and Georgina Thomas (clerk).</p>	
1	<p><u>Welcome and Introductions</u> All were welcomed to the meeting, with particular welcome to incoming Head Jon Watson.</p>	
2	<p><u>Apologies for Absence</u> None and no absences.</p>	
3	<p><u>Declarations of interest, pecuniary or non-pecuniary</u> None identified.</p>	
4	<p><u>Declaration of confidential items</u> TA hours from September will be discussed later. Katherine Pierce will leave the room at that point.</p>	
5	<p><u>Notification of Other Urgent Business</u> None identified.</p>	
6	<p><u>To approve the minutes of the last FGB meeting, 10 March 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> <p>Various policies were circulated to parents/carers for feedback and will be discussed later on in the meeting. An action plan for bullying will also be discussed later on.</p> <p>Katherine Pierce and Stacey Howard will progress the online questionnaire on bullying and behaviour. In the meantime, a paper version has been sent out to parents.</p> <p>The Sutton Trust approach will be discussed under the Pupil Premium item.</p>	KP/SH
Res	<p>That the minutes of the meeting of 10 March 2015 be confirmed; That Katherine Pierce and Stacey Howard will progress online questionnaire about bullying and behaviour.</p>	
7	<p><u>Headteacher's Report</u> This had been pre-circulated and read in advance by all. The Head outlined the salient features.</p> <p>There have been six new children since the report was prepared which will</p>	Doc A

change the class structure for next year.

Three children will remain in Karen Longfield's class for another year and this has been agreed by the parents with no complaints. This will take the class to 31.

Mrs Smith (Senco) has been very busy this year due to a high level of need. An application for some additional funding has been submitted for one particular child and the outcome is awaited.

Attendance has dropped considerably due to a bout of scarlet fever in school and so this must become a priority again moving forwards.

Q. Were a lot of children off with the illness?

A. It is highly contagious and so did spread. Also, some parents chose to keep their children off school for fear of them contracting the illness and so this affected the data a lot.

Q. What do we do with poor attenders?

A. The Head meets with the parents and targets are set. If the attendance is still poor and fails to meet the targets, the Educational Social Worker (ESW) team is informed and becomes involved.

Q. Do they respond to the ESW?

A. Initially, it is impactful but often the problem crops up again.

Governors spent some time discussing means of improving attendance. It was agreed that any practice must be clear and consistent and must include closely working with parents. This will continue to be reviewed and be an area of ongoing focus.

The academic data was considered in depth at the teaching and learning committee meeting. The year 1 baseline was carried out too late into the start of term and so was not a true reflection of the childrens' ability on leaving reception. This will be addressed moving forwards and earlier baseline assessments carried out.

Maths is strong across the board, especially in years 3,4 and 5. Years 2 and 6 levels are very pleasing with 92% at expected in year 2 and 91% in year 6.

Reading is also pleasing with 85% at expected in year 2 and 91% at year 6.

Writing is lower but tends always to be the case and so will be a focus for next year.

Q. Are the year 2 results as good as last year?

A. No, they are lower. Six new children started in year 2 and the Head will collate the data including these children as well as without them to see the impact of their arrival on the data.

Q. The amount of children at less than expected seems to be rising, especially in year 1?

A. Yes and this comes down to the fact that the baseline was done too late and so

	<p>has skewed the results.</p> <p>Q. Why are the year 4 writing scores not so good? A. An optional SAT was used which threw the children a little. We think this is due to the formality of it, compared to the teacher assessment in September.</p> <p>The Head explained that the standards expected under the new curriculum are much higher and warned governors that a dip in data can be expected in all areas moving forward. Parents will be spoken to in advance about this to allay any concerns.</p>	
8	<p><u>Committee Updates</u> <u>Teaching and Learning</u> The T&L minutes had been pre-circulated and the committee Chair outlined the salient points.</p> <p>Pupil Premium was discussed in detail to try and ensure that families who are eligible for it access it. Governors are aware that many parents view PP funding as a stigma and the need to remove this stigma and incentivise people to claim it was highlighted as necessary. It was agreed that a practice needs to be in place which ensures that those in receipt of it are non-identifiable. This will continue to be an area of consideration.</p> <p>Behaviour in school has been wonderful this year and a skate park and bouncy castle are being brought into school for a day to reward the children. Governors agreed that it is important to show the children recognition for their behaviour.</p> <p>It was recommended that the Science Policy be ratified and this was agreed by FGB.</p> <p><u>Finance</u> The committee Chair talked governors through the meeting contents.</p> <p>There remain two co-opted vacancies and skills needed are in the areas of finance and HR.</p> <p>Finances are healthy with a surplus from infant meals and extra PP income. The expected carry forward is £38,500.</p> <p>It was agreed that school meals should remain the same, as they represent very good value for money and any additional money here could be used to offset against trips etc.</p> <p>The excessive photocopying costs remain an issue and it was identified as essential to identify ways of keeping these costs down. The main problem is with colour copying and it was suggested that staff be made aware of the impact of the costs of copying, especially in colour. This will be a focus for September.</p> <p>Quotes have been received for resurfacing the playground and the installation of a shed. It was agreed that the quote from Carthy Contracting be accepted for the resurfacing, at a cost of £6,200. The shed work will be carried out by Willoughbies. The Head will progress both.</p>	Head

	<p>A confidential item was discussed here and minuted separately.</p> <p><u>Health and Safety/Premises</u> At this stage, 7.30pm, Stacey Howard arrived.</p> <p>The meeting was outlined by the committee Chair. The health and safety inspection was carried out with positive results and a few minor actions which are in progress.</p>	
Res	<p>That the committee terms of reference be deferred until the Business Meeting 2015-16; That the Science Policy be ratified; That the Looked After Children Policy, the Educational Visits Policy and the Homework Policy be deferred for ratification at the next FGB meeting; That raising staff awareness of photocopying costs be an area of focus moving forwards; That the Head progress the Carthy Contracting quote and the Willoughbies work as above.</p>	
9	<p><u>Link governor visits</u> There have been no visits since the last meeting.</p>	
10	<p><u>Policies</u> The Anti-Bullying Policy was circulated to parents/carers and feedback invited. It was also discussed at the parent forum. The feedback from parents was disappointing and focussed more on specific issues regarding specific children as opposed to the contents of the policy.</p> <p>Parents did suggest that they be involved earlier in the process but governors pointed out that the Behaviour Policy provides for parental notification if a child is put on Red. The Anti-Bullying Policy will therefore be cross referenced to the Behaviour Policy to make this clearer.</p> <p>The Complaints Policy needs updating to the new NYCC recommended version. In the meantime, paras 3.3 and 3.4 of the existing policy will be amended to better reflect school practices.</p>	<p>Head</p> <p>Head</p>
Res	<p>That the Anti Bullying Policy be ratified subject to the amendment above; That the Complaints Policy will be deferred to the FGB meeting next; That the current Complaints Policy be amended as above and re-published on the school website; That the Sex and Relationships Policy be ratified; That the Budget Management Policy be ratified; That the Exclusion Policy be ratified (subject to amendments to refer it to LA guidelines and changing DCSF to DFE).</p>	
11	<p><u>RAISE Alliance Update</u> A lot of very positive, impactful work is being carried out within the Alliance including paired observations, school skills audits, HR updates, the RAISE website, moderation and training.</p>	

	The next meeting of the Alliance is to take place on 2 July 2015 at Whitley and Eggborough. Governors were invited to attend.	
12	<p><u>Pupil Premium</u></p> <p>There are currently 23 PP children in school and their progress has improved a lot since the Autumn data was released with 79% reaching the expected level in reading, 74% in writing and 89% in maths.</p> <p>There will be £40,760 in pupil premium funding next year. £22,100 was available to spend this year.</p> <p>Q. What have we spent it on? A. An assortment of things including materials to engage reluctant readers, phonics catch up sessions for KS2, 1:1 reading sessions for those identified as needing them and the purchase of a new reading scheme.</p> <p>Q. Have these all been effective? A. Very much so. Great impact can be shown for them all.</p> <p>The Head has considered the Sutton Trust Approach which breaks down different types of intervention in terms of cost versus impact which has been very useful and has allowed the Head to objectively assess the interventions in place.</p> <p>Q. What more can we do for PP children? A. Next year, it is suggested that some peer tutoring be put in place as well as increasing parental input and increasing sporting opportunities.</p> <p>Governors were also encouraged to become more involved in work scrutinies and learning walks to increase their understanding of the impact of work done.</p>	Doc B
Res	That the Head will publish up to date Pupil Premium information on the school website.	
13	<p><u>Sports Premium</u></p> <p>A lot of equipment has been bought to enhance the playground and sporting opportunities in school and there are a lot more ideas for spending this money in the pipeline.</p> <p>Coaching sessions and some clubs have been held. Holy Family staff ran a club with the KS2 children which was very popular and allowed more time to be spent on the KS1 children in school. A tennis coach has also been in and worked with every child which was greatly received. The children have experienced a lot but the need to arrange clubs which will attract maximum attendance was identified.</p> <p>Q. Are we applying for the Sainsburys Schools Games Mark? A. This will be done. Stacey Howard will come in to school to speak with Karen Longfield about this.</p> <p>Q. Is all the exciting stuff we are doing in sport published on the website? A. It will be. Stacey will also speak with Karen about getting it all up on the site, including a link and blog for sport.</p>	<p>KL/SH</p> <p>KL/SH</p>

	Thanks to Karen for all her hard work in the area of sport are to be minuted.	
14	<p><u>Safeguarding</u> The clerk reminded governors about ensuring their online safeguarding training is up to date and advised them that the NSPCC link is now active. Governors will look into refreshing their training here.</p>	All
Res	That all governors will consider refreshing their safeguarding awareness training.	
15	<p><u>Governor training</u> A first aid session has been booked for 7 September. Governors may attend if they wish.</p>	
16	<p><u>Governance</u> The clerk will provide costings for clerking committees as well as FGB meetings.</p> <p>The requirements are for 3 teaching and learning committee meetings, 6 finance committee meetings and 3 health and safety committee meetings as well as the 4 FGB meetings. The possibility of moving to a two committee structure was discussed and will be considered further in September.</p>	
Res	That the committee structure be reviewed in September.	
17	<p><u>Items Identified at item 5</u> None.</p>	
18	<p><u>Correspondence</u> None received.</p>	
19	<p><u>AOB</u> Governors will be required to submit an annual return focussing on evidencing and reporting impact. This will be considered further in September.</p> <p>Governors will also consider completing a governor self evaluation.</p>	
Res	That the governor annual return be considered in September; That a governor SEF be considered in September.	
20	<p><u>Date of next meeting</u> The Business Meeting will be held on Monday 21 September 2015 at 6pm.</p> <p>Further FGB meetings will be held as follows: 24 November 2015; 15th March 2016; 28 June 2016.</p>	