

**A meeting of the Governing Body of Carlton In Snaith Community Primary School was held at the school on 1 December 2015 at 6pm.**

**Minutes**

<b>No</b>	<p><b>Present</b> – John Watson (Head), Alex Dawson (Chair) Karen Longfield, Joanne Mackintosh, Elizabeth Russell, Jim Wood (Vice Chair), Katherine Pierce, Kath Hartley and Helen Snowden.</p> <p><b>Apologies</b> – Mary Farman</p> <p><b>In attendance</b> – Georgina Thomas (clerk).</p>	
1	<p><u>Welcome and Introductions</u> All were welcomed to the meeting which opened at 6.07pm.</p>	
2	<p><u>Apologies for Absence</u> Apologies and reasons were received in advance from Mary Farman.</p> <p>Alex Dawson had advised of lateness due to work commitments.</p>	
<b>Res</b>	<b>That the absence of Mary Farman be consented.</b>	
3	<p><u>Declarations of interest, pecuniary or non-pecuniary</u> None identified.</p>	
4	<p><u>Declaration of confidential items</u> The Head will bring one item at the end of the meeting.</p>	
5	<p><u>Notification of Other Urgent Business</u> Fiona (bursar) is attending school for a finance meeting on 27 January 2016 at 2.15pm. Elizabeth Russell will attend.</p>	
6	<p><u>To approve the minutes of the last FGB meeting, 21 September 2015</u> The minutes of the meeting were agreed by all to be an accurate record of the contents of that meeting.</p>	
<b>Res</b>	<b>That the minutes of the meeting of 21 September 2015 be confirmed.</b>	
7	<p><u>Matters arising</u></p>	
<b>A</b>	Link governors will make contact with their subject leads ASAP and further links will be set up once the SDP is finalised.	<b>All</b>
<b>A</b>	The Head has drafted a governor visit template and will circulate it. The visit timetable will be circulated once the SDP is finalised. Governors were asked to ensure they visit school by 4 <sup>th</sup> March 2016.	<b>Head All</b>
<b>A</b>	The clerk will assist the Head with the policy review list in the new year. In the meantime, governors agreed to adopt NYCC standard policies in their entirety unless otherwise specified.	<b>Head Clerk</b>

Res	That NYCC policies be adopted in their entirety unless otherwise specified.	
8	<p><u>Headteacher's Report</u> Governors had read the report and attachments in advance.</p> <p>Numbers are down slightly compared to last year but for genuine reasons that do not suggest dissatisfaction with the school. There are no concerns around attendance and there have been no exclusions.</p> <p>Governors discussed the data provided by the Head in depth. The number of children getting level 2 in year 2 and level 4+ at the end of KS2 is pleasing. Overall, however, data is weaker in KS1 than in KS2.</p> <p>Q. Why is this? A. We are not sure exactly why and so are looking into this as a priority. Our intake this year is very typical of the national picture in terms of data. We use Early Excellence and so we have a big pool to use for comparison and we do compare fairly typically to national data. However, we are aware of our weaknesses and so the SDP will include a priority to focus on writing and reading as these are our weaker areas.</p> <p>Q. Why could this be? A. It is not clear to say and there are plenty of examples of good teaching. However, there is always room for improvement and so some training is in the pipeline and we are looking into some new schemes to try and raise standards in these areas. Writing is weaker but the data is not alarming. However, we do want to improve it.</p> <p>Q. The average point score has dropped too. Is this of concern? A. This is also an area that will be addressed. As always, one reason for this is cohort-based but the Head intends to ensure that any issues within school that might be contributing to this are addressed. The quality of teaching and learning will be a strong focus. The recent increase in TA hours should impact here and the Head will continue to review and feed back.</p> <p>Governors acknowledge that the data is varied and that there are no statistical trends. They also appreciate the impact of individual children on small cohorts as regards the data and therefore expect that the trends are unlikely to be established.</p> <p>Q. As regards the FFT Aspire data, the KS1 value added is down. Why is this? Does it suggest that the Pupil Premium spend is not proving as effective as we would like? A. It is fair to say that the low attainers are often the poor attenders and they must remain a priority. However, we aim to also focus strongly on the middle attainers as a target group as we feel that significant impact can be made here.</p>	Doc A plus atts
A	Governors will consider the data further after the meeting and bring any questions to the Head. Governors were also advised of the governor login for Raise Online and the Head will set up these logins to allow governors to keep fully abreast of data.	Head

Q. When can we expect the new SDP?

A. The Head has been waiting until he has got to know the school well before finalising it to ensure that the SDP has a strong context. As such, a draft will be in place in the Spring term. In the meantime, the Head outlined his current priorities: teaching and learning; assessment; premises and learning environment; structure of business and staffing. The Head has taken support from Helen Davey (Lead Adviser) and Davinia Pearson (School Improvement Partner).

An open book scrutiny has taken place and a follow up is scheduled for tomorrow. Governors were also shown evidence of a monitoring system with seven out of eight teachers having been observed so far.

Q. How will this monitoring be put into practice?

A. The focus will initially be on the general picture as opposed to specific lesson observations. The Head has talked to the children and intends to continue to be very visible in the classrooms. The formal observations will therefore just be part of a “bigger jigsaw”.

Q. How have the lessons observed so far been?

A. They have been good for the most part and have revealed nothing of concern.

Performance management reviews have all taken place and the pay committee has met to complete the cycle. All staff were very passionate and the reviews were all positive.

The position as regards assessment is a bit behind where the Head would wish to be at this stage due to unavoidable issues but a lot of work has gone in to this nevertheless. Three assessments will be carried out per year to demonstrate progress and will be measured against age-related expectations. In the interim period, until a formal assessment system is in place, we have bought in some programmes to track pupil progress.

Q. Are they based on national curriculum tests?

A. Yes, The aim is then to develop a more formative assessment and we are intending to use Sheffield Stat. The Head is attending a session on this soon.

The Head is looking into the MASS enhanced scheme and will report back to governors once figures and further details are known.

The EYFS outdoor space remains an issue and the aim is to replace the whole area in a year or two and so temporary remedial works will not take place in the meantime unless essential.

The Head also stressed the need for some devolved capital to be spent on the fabric of the building. The Head and governors agreed that work needs to be done to the front of the building to make it smarter and more welcoming and to foster a sense of pride in the school. Security also needs to be increased.

Recent staffing changes were outlined. Extra office hours are in place as per the FSP Committee minutes and are proving positive. An extra 29.5 hours of TA time have been put in place and the intention is to use HLTAs to cover instead of supply where possible to reduce costs and maintain consistency and standards

	<p>for the children. A long term supply teacher has also been appointed which is proving very positive.</p> <p>Pupil Premium expenditure was shown in an attachment to the report. TA support this year will be closely linked to the disadvantaged children and the Head stressed his intentions for a proactive approach to the pupil premium spend. Governors and the Head agreed the need to ensure that the disadvantaged children are not a vulnerable group in school by ensuring a strong cohort knowledge and tailored provision.</p> <p>The Friends Autumn Report has also been circulated and an appeal is to go out for more help on the Friends. KP stressed that no amount of help is too small to ensure that the Friends can continue to actively fundraise for the children.</p> <p>Governors thanked the Head for his thorough report and will advise him, moving forwards, of any areas that they wish him to report back on to ensure that the report is as informative and productive as possible.</p>	
9	<p><u>Committee updates and minutes</u> These had been pre-circulated and were received with no questions.</p> <p>The Schools Financial Values Standard was also approved.</p>	
<b>Res</b>	<b>That the SFVS be approved for submission.</b>	
10	<p><u>To ratify committee Terms of Reference</u> The terms of reference for the FSP Committee were ratified.</p> <p>The SD Committee will review their terms at their next meeting.</p>	
<b>Res</b>	<b>That the FSP Committee TORs be ratified; That the SD Committee review their TORs at their next meeting to bring to the next FGB meeting for ratification.</b>	
11	<p><u>Review of School Development Priorities</u> Covered under headteacher's report item.</p>	
12	<p><u>Curriculum updates</u> Covered in headteacher's report.</p>	
13	<p><u>Link governor visit updates</u> Nothing further to report.</p>	
14 <b>Res</b>	<p><u>Policies</u> <b>The following policies were ratified: Disaster Recovery; Complaints.</b></p> <p><b>The following policies will be deferred for review and ratification by the FSP Committee: Administration of Medicines.</b></p> <p><b>The following policies will be deferred for review and ratification by the SD</b></p>	

	<b>Committee: Governor Visits; Capability; Behaviour; Grievance; Equal Opportunities and Educational Visits.</b>	
15	<u>RAISE update</u> Governors agreed the need to keep abreast of the changing climate here and the need to ensure a long term plan is in place. This will be an item for ongoing review.	
16	<u>Pupil Premium</u> Covered in headteacher's report. The website is up to date with the required information.	
17	<u>Sports Premium</u> Led by KL (report on overhead projector).  The link with SSCO will continue as it has proven great value for money and very beneficial to the children. The links with Holy Family are also proving very positive with the aim being to introduce a new event every year. Meetings take place every half term with the other schools in the hub and there is a lot of exciting stuff taking place.  Some more money is also going to be spent on new playground equipment and it is intended to get some more coaching sessions set up and more clubs for the younger children to access in the Summer term.	
<b>A</b>	KL will send the report to the Head to publish on the website.	<b>KL</b>
18	<u>Safeguarding</u> Governors were reminded to ensure their online safeguarding training is up to date and to ensure that the school office is in possession of their relevant training certificates.	<b>All</b>
<b>A</b>		
19	<u>Governor training</u> Governors will continue to be responsible for their own training needs and highlight any areas they feel they require developing in.  The clerk advised governors that training details are on Smart Solutions.	
20	<u>Governance</u> Governors had all received the report from Margaret Burton, NYCC, following the governor review carried out. Outstanding issues will be followed up and Jo Mackintosh will ensure that the website is statutorily compliant as regards governor information.	
<b>A</b>		<b>JM</b>
21	<u>Items identified at 5</u> None.	
22	<u>Correspondence</u> A parent has asked to use the school playing field for private use on weekends. The Head has sought legal advice from NYCC as regards the insurance position and has been advised that the Lettings Policy be used in this situation to ensure	

A	<p>that insurance requirements are met. Governors authorised the Head to advise the parent that the field can be used if an agreement is entered into under the Lettings Policy and the Head will progress this.</p> <p><i>At this point, 9pm, Alex Dawson arrived.</i></p>	Head
23  A	<p><u>AOB</u> Governors were updated about the decision made at the FSP Committee meeting to grant a five year licence to the neighbour to use the land adjacent to school. The licence will be granted with a right to revoke. The Head will progress the formalities.</p> <p>The Head will speak with staff to ensure that any particular needs for resources are addressed and met, where possible.</p> <p>See confidential minute.</p>	Head
24	<p><u>Impact</u> Governors identified the following areas from the meeting as having had the most impact on outcomes:</p> <ol style="list-style-type: none"> <li>1) Identifying the need to focus more closely on Pupil Premium expenditure and to look more closely at targeted impact;</li> <li>2) The in depth discussions around the contents of the Headteacher's report. Governors feel the report was valuable evidence of the Head's progress;</li> <li>3) The update on Sports Premium.</li> </ol>	
25	<p><u>Date of next meeting</u> The next meeting of the FGB will be held on 22 March 2016.</p>	