

**A meeting of the Governing Body of Carlton In Snaith Community Primary School was held at the school on 28 November 2016 at 6pm.**

**Minutes**

<b>No</b>	<p><b>Present</b> – Jon Watson (Head), Karen Longfield, Joanne Mackintosh, Jim Wood Katherine Pierce, Kath Hartley, Michael Thomas, Elizabeth Russell and Helen Snowden.</p> <p><b>Apologies</b> – None</p> <p><b>In attendance</b> – Georgina Thomas (clerk) and Kathryn Taylor (Deputy Head)</p>	
1	<p><u>Welcome and Introductions</u> Usual welcome. MT notified that he would need to leave the meeting at 8pm.</p>	
2	<p><u>Apologies for Absence</u> None.</p>	
3	<p><u>Declarations of interest, pecuniary or non-pecuniary</u> None raised.</p>	
4	<p><u>Declaration of confidential items</u> Usual reminder. None identified.</p>	
5	<p><u>Notification of Other Urgent Business</u> None raised.</p>	
6	<p><u>To approve the minutes of the last FGB meeting</u> Confirmed as accurate.</p>	
<b>Res</b>	<p><b>That the minutes of the meeting of 20 September 2016 be agreed.</b></p>	
<p>7</p> <p><b>A</b></p> <p><b>A</b></p> <p><b>A</b></p>	<p><u>Matters arising</u></p> <ul style="list-style-type: none"> <li>• Stacey Howard has been in to school and trained up the new sports council which is now up and running and going well. KL to meet with the council next week to discuss activities for Winter.</li> <li>• The audit re-which children are accessing which clubs has been carried out and the results are being used to inform future planning. KL will email this round governors.</li> <li>• Governors confirmed completion of online safeguarding and were asked to send their completed certificates to the office for filing.</li> <li>• A governor visit log is available for use in the Head's office to ensure all visits are evidenced.</li> <li>• Staff governors considered appropriate areas for monitoring. JM to focus on assessment as a monitoring session once per term and will also monitor staff training.</li> <li>• NGA membership was agreed to be expensive for whole school membership so it was agreed to trial the £79 individual package which will provide two copies to school (Head and KL) and three copies to governors (HS, JiW and ER). Documents can then be passed round governors. KP to progress membership.</li> </ul>	<p><b>KL</b></p> <p><b>All</b></p> <p><b>KP</b></p>
8	<p><u>SLT feedback</u> Kathryn Taylor (Deputy Head) led an information session for governors on the annual subject report and changes to the curriculum, detailing the impact of these changes on school. Doc A (Annual Subject Report) was handed to governors. The focus is strongly on guided reading as a result of the disappointing reading results in both key stages and the increased adult presence in guided reading sessions is having a huge impact on pupil progress with children responding well. Governors agreed that this had been a very positive decision and learning walks support how well this is being received by the children.</p> <p>Q. Have we any data to support this impact?</p>	

A. Not yet but the PIRA analysis in due course should give us this. However, the impact is evident already in how the children are responding and moving forward.

KT outlined the priorities to governors as being: embedding PIRA data and close tracking; creating reference points for assessments in reading and writing and streaming phonics after very early assessment with continued assessment and grouping; increasing cross curricular writing; purchasing new up to date dictionaries and establishing monitoring teams inter-school to ensure consistency and peer support.

Q. I thought we already did monitor inter-school?

A. We do in the form of book scrutinies but we intend to embed this in reading as well to ensure that assessments are closely aligned.

Q. So we are confident that the first phonics assessment was a true reflection?

A. Yes we are and it was disappointing data. But we have put a lot in place to address this such as individual and group interventions and streamed phonics. Pupil progress meetings also provide for shared dialogue and are very productive.

Q. As English subject lead, do you visit all classes?

A. Yes, increasingly so with effective triangulation resulting. There is room also for further development in monitoring.

Q. How can we, as governors, utilise this report system?

A. Governors will receive regular reports from subject leads at FGB meetings. These reports will also be distributed in writing so that governors can monitor it in practice.

Governors were asked to consider doc A further after the meeting and refer to KT with any questions.

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#### Headteacher Report

Precirculated. The Head outlined the salient features.

The SEF is in progress as a priority. Progress with the SDP is ongoing and this will be circulated to governors when updated in the next week.

There are currently 163 on roll with figures looking good for September's intake which is pleasing.

Attendance is at 94% as against a target of 96%. Governors discussed ways of improving attendance and reducing the number of unauthorised absences. The Head is working with the Minority Ethnic Attendance Group with a view to increasing engagement amongst certain families and is also sending letters out where absence is not due to genuine illness, reminding families of the referral system. Governors are aware of the negative impact of reduced attendance on children's learning and reflected on ways of raising awareness within school. The Head is running an attendance competition and will report back on the effectiveness of this in due course. Governors agreed the need to continue to raise awareness of the negative impact of absence and will monitor attendance figures closely at meetings.

The FFT Aspire data had been circulated to governors and was scrutinised by the SD Committee at their last meeting. Governor concerns about the year 1 phonics results had been allayed moving forward by the implementation of a number of tailored interventions and strategies to address this and this had been reinforced by the feedback from KT earlier in the meeting. Governors also discussed the suggestion that pupils could be better prepared for test situations and this is also an area to be focussed on moving forward.

The disparity between reading and writing data had been scrutinised by the SD Committee and was revisited by governors. Non-SDC governors challenged the Head on the reasons for the disparity and were satisfied with the reasons given and the steps put in place to ensure the next data is not similar. The standard and consistency of book scrutinies is distinctively improved from last year and staff are taking on board the new expectations of them positively for the most part.

The Head had attended a RAISE Alliance meeting last week which had given a valuable insight into how school's EYFS compares against others locally and against a national picture. The session had highlighted opportunities for collaborative working and sharing best practice. The links

	<p>that school is establishing is offering increased CPD opportunities for staff and is providing a lot of support for the Head.</p> <p>The Head notified governors of three exclusions this term and staff governors present commented on how well supported they feel as a result of the Head's approach. One governor had witnessed an incident of challenging behaviour during a recent governor visit and was impressed by how it had been handled and with how clear opportunity to improve was given to the child. The Good to be Green Tree is working very well in reinforcing positive behaviours and the children are responding well to it. Governors recognise need to acknowledge the children who are consistently well behaved and feel that this system does allow for this whilst modelling good behaviour to the more challenging children.</p>	
10	<p><u>Committees</u> Committee minutes had been circulated in advance.</p> <p><b>R</b> The terms of reference for the FSP Committee were ratified. The SD Committee will review its terms at the next committee meeting.</p> <p><b>A</b> HS will circulate the amended standing orders and codes of conduct for approval at the next FGB meeting.</p> <p>The Head summarised his recent meeting with the bursar which reviewed the revenue financial forecast (pre-circulated) and revealed a picture similar to predicted. Governors were warned of a predicted drop in carry forward and a potential deficit based on current predicted figures. Governors were reminded to be mindful of this moving forward but were assured that the bursar was confident that any such losses can be easily remedied at such a time as needs be. HS had attended the meeting with Gail (school admin) and the bursar and cited it as a very useful experience and one which governors should aim to experience if possible.</p> <p>Q. If this deficit does become a reality, are we confident we can address it? A. This is totally dependant on pupil numbers and resulting staffing structures so it is hard to be specific but we always use fixed term contracts where possible and we recruit to maximise staff savings where we can. But the bursar was positive about our position which is reassuring. The third year of any prediction is often bleak but we are marketing ourselves well now and working hard on raising our profile and will continue to do so.</p>	
11	<p><u>Academisation</u> Governors are aware of the need to keep abreast of this fast moving area. HS and JW had attended a pitch at Selby College and JW and JiW had attended one by the York Diocese. Governors agreed to establish a working party to focus closely on this topic and ensure a joined approach and this group will be made up of HS, JiW, KH and KP. The group will arrange to meet soon to discuss how to best progress.</p> <p><b>A</b> 8pm – MT fed back on his attendance at the STAR new governor training session prior to leaving the meeting. He will circulate his notes and the slides to governors.</p>	<b>MT</b>
12	<p><u>School Development Plan</u> Defer to next FGB.</p>	
13	<p><u>Governors with specific responsibilities</u> MT is meeting with the Head this week in his link as safeguarding and will meet with JM in January to discuss the website.</p> <p>HS had sent round some visit records. Governors will use the visit log where appropriate.</p>	
14	<p><u>Policies</u> The following were ratified: Child Protection; Admissions; Complaints.</p>	
15	<p><u>Pupil Premium</u> Nothing to report further to the previous meeting.</p>	
16	<p><u>Sports Premium</u></p>	



