

A meeting of the Governing Body of Carlton In Snaith Community Primary School was held at the school on 20 September 2016 at 6pm

Minutes

No	<p>Present – Jon Watson (Head), Karen Longfield, Joanne Mackintosh, Jim Wood Katherine Pierce, Kath Hartley, Michael Thomas and Helen Snowden.</p> <p>Apologies – Elizabeth Russell</p> <p>In attendance – Georgina Thomas (clerk)</p>	
1	<p><u>Welcome and Introductions</u> All were welcomed to the meeting. The Head notified governors of the resignation of Mary Farman on the grounds of ill health. Thanks to MF on behalf of the GB for all her effort and input are to be minuted.</p>	
2	<p><u>Election of Chair and Vice Chair</u> Nominations were received and seconded in favour of HS as Chair and JiW as Vice Chair. Both accepted the nominations and governors voted them into these posts on a show of hands.</p>	
Res	<p>That HS be Chair of the GB until the first meeting of the academic year 17-18; That JiW be Vice Chair of the GB until the first meeting of the academic year 17-18.</p>	
3	<p><u>Apologies for Absence</u> Apologies with reasons were received in advance from ER.</p>	
Res	<p>That the absence of ER be consented.</p>	
4	<p><u>Declarations of interest, pecuniary or non-pecuniary</u> None raised.</p>	
5	<p><u>Declaration of confidential items</u> Usual reminder. Discussion re-data to be minuted as confidential.</p>	
6	<p><u>Notification of Other Urgent Business</u> None raised.</p>	
7	<p><u>To approve the minutes of the last FGB meeting, 28 June 2016</u> The minutes of the meeting were agreed by all to be an accurate record of the contents of that meeting.</p>	
Res	<p>That the minutes of the meeting of 28 June 2016 be confirmed.</p>	
<p>7</p> <p>A</p> <p>A</p> <p>A</p>	<p><u>Matters arising</u></p> <ul style="list-style-type: none"> • The request for funding from the Parish Council will be resubmitted under the heading “Community Hub”; • The sum of £3750 has been received from Southern CEF for the hub and there has been a lot of interest locally in using the space for community purposes. Some money has also been received from Croda and Drax Power for the project. It is hoped that the library will be launched after the October half term. Thanks to KP for all her hard work in getting this up and running are to be minuted; • KL met Stacey Howard last week to carry out an audit of which children are accessing which sports clubs and will feed back further at the FGB meeting next; • All will re-do their online safeguarding with the exception of MT and HS who have done it recently; • MT confirmed acceptance of the new governor pack; • Governors discussed earlier suggestions that a governor visit log be started to enable prompt record keeping of informal shorter visits. All agreed this to be a good idea and the Head will progress. More formal visits will carry on being reported in formal records of visit; • The lockdown policy will be deferred to the FSP committee meeting. Governors all agreed that the event in the village that necessitated a lockdown situation had been handled well 	<p>KL</p> <p>All</p> <p>Head</p>

<p>A</p> <p>A</p>	<p>and appropriately even in the absence of a written policy but this will be discussed further at FSP;</p> <ul style="list-style-type: none"> • The Head has sent a training timetable to governors and all were asked to book via Gail Link; • KP will progress governor membership of the National Governors Association; • MT reviewed the school website and the Head and JM met to action some of the points. This will be kept under regular review to ensure ongoing compliance. 	<p>FSP Com</p> <p>KP</p>
<p>9</p>	<p><u>Register of Hospitality</u> This is to be kept at the front of the governor file for completion on an as and when basis.</p>	
<p>10</p>	<p><u>Governor Disqualification Statements</u> Completed. To be filed by the clerk.</p>	
<p>11</p> <p>A</p>	<p><u>Register of business interests</u> Completed. To be filed by the clerk and the website updated as appropriate.</p>	<p>JM</p>
<p>12</p> <p>A</p>	<p><u>Committees</u> Governors agreed to retain the two committee structure which has worked effectively this past year with minutes being fed back to the FGB with opportunity for questions at FGB meetings.</p> <p>Committees are to be made up as follows: FSP – KP, JiW, JW, ER, KH SDC – JW, JM, HS and MT with staff governor to be confirmed after election.</p> <p>Committees will review their terms of reference and bring any recommendations to the FGB next for ratification. Committees will continue to be clerked by the existing clerk and will elect their own Chairs and Vice Chairs.</p> <p>Panels will be drawn up on an as and when needed basis, with the exception of the Headteacher Performance Management Panel which is to comprise of HS, JiW and the EDA. MT to be an optional third governor if needed.</p>	<p>Comms</p>
<p>13</p>	<p><u>Confirm calendar of meetings</u> FGB - 28 November 2016; 6 March 2017; 4 July 2017 and 18 July 2017 (if needed). SDC – 22 November 2016; 7 February 2017 and 19 June 2017. FSP – 18 October 2016; 24 January 2017 and 15 May 2017.</p>	
<p>14</p> <p>A</p>	<p><u>Standing Orders and Codes of Practice</u> Ratified as existing. The clerk will circulate the document and any suggestions are to be brought to the FGB meeting next for agreement and ratification.</p>	<p>Clerk</p>
<p>15</p>	<p><u>Governors with specific responsibilities</u> Governors were linked to the following areas:</p> <ul style="list-style-type: none"> • SEND – HS; • Safeguarding and Child Protection – MT; • Health and Safety – JiW; • Pupil Welbeing and Behaviour – ER; • English – HS (temporarily pending additional governors); • Maths – ER; • Pupil Premium – HS; • Assessment – MT; • Sport – KH; • IT – MT. 	

A	<p>It was agreed that the link to EYFS as previously will now be covered by the remit of the Maths and English link governors.</p> <p>Governors would like to accompany the Head on a learning walk to ensure full understanding of their area of focus in their link capacities and will also make contact with their subject leads. Governors appreciate the need to ensure very focussed and regular visits as the only way to really get to know the school and to be able to understand therefore to better act as critical friends to the Head. The Head stressed his wish to be more challenged by governors so as to continue to drive the school forward as a team. Governors recognise their statutory duties and feel that this new academic year is a chance to focus even more closely on moving school forward. Governors will contact the Head ASAP to arrange their first visits.</p>	All
18	<p><u>Brief overview of new school development plan</u> It was agreed that this item be brought forward for discussion. The Head circulated Overview Plan and Strategic Priorities and talked governors through them. The SDP will be formally completed in the next few weeks and circulated to governors to ensure committee input prior to the FGB meeting next. The main priority headings were agreed.</p> <p>Q. How will the final document track the impact of last year and also how will it feed into the data and identified issues? A. The SDP will be available to all staff and governors with the priorities publicised on the website. An executive summary will also be produced.</p> <p>Q. Will the response to issues be identifiable in the document? A. Yes, it will be closely linked.</p> <p>Q. In that process, could we have a planning group of staff who could feed into it? A. This is done currently, with the SDP being frequently discussed at both SLT and staff meetings.</p> <p>Q. Taking into account previous advice from the EDA and mentor Head, do you feel that this year's SDP is more realistic in terms of timeframes? A. Absolutely and this will continue to be the case, without being any less aspirational.</p> <p>Governors will scrutinise the progress and impact of the SDP further at committee level once the document is finalised.</p>	Docs A&B
16	<p><u>Scheme of Delegation</u> Confirmed as existing, as per the Budget Management Policy (£5000).</p>	
17	<p><u>School data: update from Head</u> See confidential minute.</p>	
19	<p><u>Overview of term calendar</u> Covered.</p>	
20	<p><u>Policies</u> The following were ratified: Pay (subject to insertion of personal school info as per NYCC suggestions).</p> <p>The following will be dealt with by committees or at the FGB meeting next: School Information; SEN; Appraisal; H&S; Child Protection; Safeguarding.</p>	Res A
21	<p><u>Pupil Premium</u> Governors considered Pupil Premium Report. The Head confirmed the deliberate overspend as previously agreed to take some monies from the delegated budget to meet need.</p> <p>Governors spent time discussing how to monitor effectiveness of additional TA support on non-academic outcomes such as behaviour and personal skills. Governors recognise the difficulty of evidencing emotional progress but are aware of the need to focus on ways of gathering evidence here. The need to focus strongly on moving pupil premium forward was agreed. Whilst there has been a definite improvement in this area, impact is hard to measure due to a lack of historical data</p>	Doc D

	<p>against which to measure impact. The Head urged governors to remain aware of this. Moving forward, this will resolve itself but needs to be borne in mind in the meantime.</p> <p>Q. How will this look moving forward? A. Pupil Premium as an aspect of the SDP in itself and as tied to Sheffield Stat (the new assessment system). Much time has been spent ensuring that timetables are correct but we are aware that the data does not show much visible progress despite all that has been done, particularly with the lower ability Pupil Premium children. We need to ensure that evidence is much more visible and are confident that we can do this.</p> <p>Governors will ensure that this remains a factor in their review of data and that they challenge the Head on this regularly so as to keep abreast of the changing picture. The report was agreed for publication on the school website.</p>	
22 A	<p><u>Governor training</u> All will complete their online safeguarding training. MT will look into new governor training and HS will go on the new Chair training session.</p> <p>The Head is attending some information sessions on academies and will feed back to governors on these.</p>	All MT/HS
A	<p>KP will progress the governor skills audit.</p>	KP
23 A	<p><u>Governance</u> The clerk advised of the three current vacancies for co-opted governors. Governors will focus on the outcomes of the skills audit when considering these vacancies. Governors are aware of the fact that their current governing body is quite parent and staff heavy and recognise the potential issues that this can cause. All agreed the need to have governor representation from the non-school linked community and are working to try and encourage interest here. Adverts are live on the national governors association website as well as on the noticeboards of Croda and Drax Power. It was suggested that these adverts be brought to the attention of the HR department of these companies in terms of encouraging staff development and KP will progress. KP is also to arrange an advert on the noticeboard of St Mary's Church.</p> <p>The staff election is in progress.</p>	KP
24	<p><u>Items identified at 6</u> None.</p>	
25 A	<p><u>AOB</u> HS to sort out a thank you gift from the governing body for MF. Governors to contribute if they wish.</p> <p>The Friends AGM went well and they now have four new members. The Friends annual turnover was £7000 this year with net funds of £4800. Donations were received of £3221 in resources, money for choir and other specific items. Matched funding was also received from Barclays. Governors wished to minute their appreciation and well done to the Friends for everything that they do. £3190 is to be brought forward and the Friends welcome any ideas for spending it on.</p> <p>The next FGB meeting will take place on 28 November 2016.</p>	HS