

| Minutes of a meeting of the Governing Body of Colburn C.P. School held at the school on Monday 3rd October 2016 at 4pm. | | |
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| Present: Mrs. A Dale (Chair) Mrs. J Bromfield, Ms. H Grant, Ms. G Brown, Mrs. A Pickersgill, D. Miller, Ms. R Leyburn, G. Sutterby and M. Watt (Headteacher). | | |
| In attendance: Mrs. J Pearson (SBM) Ms. P Gale (Clerk to the Governing Body) | | |
| Minute No. | | Action |
| PART 'A' - PROCEDURAL | | |
| GB 96/16 | <u>Welcome:</u> The Clerk welcomed everyone to the first meeting of the 2016/17 academic year. | |
| GB 97/16 | <u>Election of Chair for 2016/17:</u> The Clerk invited nominations for the post of Chair for a term of office of one year. AD was nominated and there being no further nominations AD was asked to leave the meeting whilst Governors carried out a secret ballot. Mrs. A Dale was unanimously voted in as Chair for 2016/17 and invited to re-join the meeting. Resolved: That Mrs. A Dale accepted the post of Chair of Governors for the 2016/17 academic year. | All |
| GB 98/16 | <u>Election of Vice Chair for 2016/17:</u> The Chair invited nominations for the post of Vice-Chair for a term of office of one year. Mrs Angie Pickersgill explained that with regret she was unable to stand for a further term of office. There was considerable discussion about the role of Vice-Chair and it was agreed that Co-Vice-Chairing could be a helpful solution in supporting the role of Chair. HG and GS were nominated and there being no further nominations both were asked to leave the meeting whilst Governors carried out a secret ballot. Ms. H Grant and Gareth Sutterby were both unanimously voted in as Co-Vice-Chairs for 2016/17 and invited to re-join the meeting. Resolved: That Ms. H Grant and Gareth Sutterby accepted the post of Co-Vice-Chairs for the 2016/17 academic year. | All |

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| <p>GB 99/16</p> | <p><u>To receive apologies for absence and to determine whether any absences should be consented to:</u> There were no apologies for absence but the Chair reported that she had received a letter of resignation from Mrs. A Offord, dated the 1st September 2016, stating she no longer felt able to contribute to the role of Governor at the school due to pressures of work and personal commitments; she thanked the Governing Body for their commitment to the school and wished the school every success in the future. Governors expressed their disappointment and regret at Mrs. Offord’s decision, but wished to record their thanks and gratitude for her hard work and commitment to the Governing Body over a number of years.</p> <p>Resolved: That the Chair would send Mrs. Offord a letter of thanks for her commitment to the school and good wishes for her future professional and personal life.</p> <p>(To note: At this point the SBM joined the meeting for item 14 on the agenda-see minute GB 100/16).</p> | <p>Chair</p> |
| <p>GB 100/16</p> | <p><u>To receive a budget update:</u> Governors had previously been circulated with the detailed and summary budget monitoring reports dated the end of August 2016. The SBM explained that the current expected outturn was £45,567 compared with £31,542 at the end of July 2016, a variance of £14,025.</p> <p><i>Q: What is the variance due to?</i> <i>A: Mainly a saving on teaching costs and more than predicted breakfast club income, together with increased expenditure on supply costs, and an adjustment to Pupil Premium income.</i></p> <p><i>Q: Regarding the Breakfast Club income is that due to more pupils attending the Club or the increase in charges?</i> <i>A: Perhaps too early in the term to know for definite, but it is well subscribed and charges offset any potential reduction in take up.</i></p> <p><i>Q: What about expenditure?</i> <i>A: The Foundation Stage Unit additional income has not been as high as previous years due to the fact that there has been an increase in take-up of free places.</i></p> <p>It was noted that access signage had been more costly than predicted, but was of a high quality and a good longer term investment.</p> <p>Resolved: That the Budget report was approved and the SBM thanked for the useful and positive update.</p> <p>(The SBM left the meeting at 4.45 pm)</p> | <p>All</p> |

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| <p>GB 101/16</p> | <p><u>To remind Governors of the need to declare interests, pecuniary or non-pecuniary:</u></p> <p>None declared. (see minute GB 107/16)</p> | <p>All</p> |
| <p>GB 102/16</p> | <p><u>To determine whether any part of the proceedings should be treated as confidential:</u></p> <p>None notified.</p> | <p>All</p> |
| <p>GB 103/16</p> | <p><u>Notification of urgent other business:</u></p> <p>The Head requested that the Educational Visits Policy should be reviewed for potential adoption for 2016/17.</p> | <p>All</p> |
| <p>GB 104/16</p> | <p><u>To review the revised Standing Orders and Code of Practice for 2016/17:</u></p> <p>The Chair asked Governors if they wished to adopt the Standing Orders and Code of Practice for 2016/17, there were no changes apart from a recommendation that Governors should sign a register to say they agreed with and abided to the Code of Practice.</p> <p>Resolved: That all Governors approved the Standing Orders and Code of Practice, and signed the Code of Practice Register for 2016/17.</p> | <p>All</p> |
| <p>GB 105/16</p> | <p><u>To confirm the scheme of delegation to the Headteacher as detailed in the Budget Management Policy:</u></p> <p>Governors had been previously circulated with the Policy and as there were no changes agreed to the adoption of the Policy.</p> <p>Resolved: That the Budget Management Policy and scheme of delegation be adopted by the Full Governing Body for 2016/17</p> | <p>All</p> |
| <p>GB 106/16</p> | <p><u>To approve the Terms of Reference and confirm Governors with link or lead responsibilities for 2016/17:</u></p> <p>Governors were invited to nominate themselves or others to membership of statutory committees and/link Governor roles for 2016/17. (See Attachment 1.0.)</p> | |
| <p>GB 107/16</p> | <p><u>To complete the Register of Personal and Business Interests, Register of Hospitality and Declaration of Disqualification Register:</u></p> <p>Resolved: That Governors had been circulated with the forms for completion and these were collated for inclusion in the central FGB file for updating or</p> | <p>All</p> |

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| | amending as required. | |
| GB 108/16 | <p><u>To approve as a correct record the minutes of the meeting held on the 11th July 2016:</u></p> <p>The Chair asked Governors to consider whether the minutes were an accurate record of the meeting, they were approved apart from one amendment to GB 86/16, which should have read 'David Miller offered his apologies for the 31st January 2017 meeting' - not the 5th December 2016.</p> <p>Resolved: That the minutes of the 11th July 2016 be approved as an accurate record, subject to one amendment, signed and dated by the Chair.</p> | All |
| GB 109/16 | <p><u>Matters arising and consideration of the action summary from the meeting held on the 11th July 2016:</u></p> <p>All actions had been undertaken recorded in Attach.2.0.</p> <p>There was some discussion about the amount of staff time and paper that was copied for meetings and it was agreed that Governors would continue to receive the electronic versions of papers but only to receive hard copies of the agenda, minutes/summary of actions and the Headteacher's report, all other papers would be by exception.</p> <p>Resolved: That the meeting papers would continue to be circulated by email but only hard copies of the agenda, minutes/summary of the last meeting and the Headteachers Report would be made available.</p> | All |
| GB 110/16 | <p><u>To confirm the dates of future meetings for 2016/17:</u></p> <p>Governors agreed to the schedule of six meetings for 2016/17 and the date of the next meeting was confirmed as: December 5th 2016 at 4pm.</p> | |
| PART 'B' – RESOURCES | | |
| GB 111/16 | <p>(See minute GB 100/16 for the budget update).</p> <p>To consider for adoption the NYCC recommended Pay Policy for 2016/17:</p> <p>The Head explained that he had personalized the Pay Policy to the school and requested any questions or points of clarification. It was also agreed that the 'Policy Review Group' should be reconvened to review the policy schedule and identify policies that required HT or FGB approval/ratification.</p> <p>Resolved: a) That the NYCC Pay Policy for 2016/17 was ratified by the FGB, signed and dated by the Chair. b) That the HT should reconvene the 'Policy Review Group' to agree a schedule of policies for approval during 2016/17.</p> | <p>All/ Chair</p> <p>HT</p> |

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| GB 112/16 | <p><u>To receive a staffing update:</u> This was covered in the Headteachers report. Two NQT teachers had been appointed and a temporary 0.4 ATA post has been recruited, with a re-advertisement of the post pending. An administrative assistant has also been appointed and the working group will need to give further consideration to the organisation and structure of the admin. team to reflect school expansion plans. It was reported that Mrs. Fenn had taken the decision that she would not be returning from maternity leave. Resolved: a) That Governors accepted this resignation and wished her well in the future. It was noted that Mr. S Donaldson was to return to school on the 10th October 2016 after a period of adoption leave, Governors welcomed him back to the school. The Head reported that a MSA had tendered her resignation but then withdrew it, Governors agreed to this decision.</p> | All |
| GB 113/16 | <p><u>To receive a premises update:</u> The Head reported that meetings had been held with NYCC Strategic Planning Officers about the expansion plans, and the tendering process had commenced for works to provisionally commence from February to July 2017 for three classroom extensions. It was noted that, provisionally, the redirection of electricals would take place during half-term.</p> | |
| GB 114/16 | <p><u>To receive a Health and Safety Update:</u> Nothing to report at this stage.</p> | |
| PART C – SCHOOL IMPROVEMENT | | |
| GB 115/16 | <p><u>To receive the Headteacher’s Report:</u> The Head had previously circulated his report dated 23rd September 2016 and asked Governors if they had any questions. The key school priorities for the academic year ahead are:</p> <ul style="list-style-type: none"> • To further develop a broad and balanced curriculum so that pupils are inspired to learn and acquire knowledge, understanding and skills in all their aspects of their education. • To secure and embed effective summative and formative assessment against the relevant programmes of study for all areas of the curriculum. • Develop motivated, independent, self-reflective learners through further improving the climate for learning, improving overall attendance and reduce persistent absence. | |

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| | <p><i>Q: What are metacognitive strategies?</i> <i>A: Strategies about teaching children to learn how to learn, changing mind sets to a ‘can do’ approach. The Pupil Premium evaluation has shown that metacognition training for staff costs the least and yet has had the most impact.</i></p> <p><i>Q: What sort of impact-how do you know?</i> <i>A: The evaluation has shown eight months progress on top of what was expected. We do have better starting points this year, stronger than last year so we need to sustain this.</i></p> <p><i>Q: Could Governors have online training on metacognition in order to understand the process better?</i> <i>A: It’s possible, we can investigate.</i></p> <p><i>Q:If the previous ‘expected progress’ measure is no longer produced and will not appear in the performance tables or RAISEonline, then what should we assess ourselves against?</i> <i>A: The measure has been replaced by a value-added measure, there is no target for the amount of progress an individual is expected to make. Any amount of progress a pupil makes contributes to the school’s progress score. However we don’t yet know what other schools are attaining, in terms of the floor standard and we won’t know until December.</i></p> <p><i>Q: How close to ‘0’ are we?</i> <i>A: We don’t know yet until the data has been validated by RAISE Online. The Fisher Family Trust ‘data dashboard for Governors’ will be helpful and can be interpreted at the next FGB. Maybe training for Governors would be useful.</i></p> <p><i>Q: What involvement can we say we as Governors have had in the SEF?</i> <i>A: Discussions like this, understanding and challenging the SEF reports the data reports from the Head together with LA Reviews.</i></p> <p><i>Q: Have all schools found it hard to interpret the data?</i> <i>A: All of us have, as ‘progress’ has not been defined and guidance was not sent to schools until the 1st September.</i></p> <p>Resolved: a) That the HT and DHT be thanked for their hard work in understanding and interpreting the recently released guidance. b) That the HT will forward the Fisher Foundation Trust (FFT) dashboard to Governors in advance of the next FGB.</p> | <p>All HT</p> |
| <p>GB 116/16</p> | <p><u>To receive and approve the draft School Development Plan for 2016/17:</u> Governors had been previously circulated with the School Development Plan and priorities had already been discussed and covered through the Headteacher’s report.</p> <p><i>Q: In terms of priority 2 embedding the assessment process how can we be</i></p> | |

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| | <p><i>assured that the emphasis on marking can be maintained at the same high standard, and how will governors get to know?</i></p> <p><i>A: Staff, especially the NQTs will continue to be mentored and middle leaders will continue to monitor and review and triangulate findings through the HT, DHT, Governor and SIA visits.</i></p> <p><i>Q: Looking at priority 3 and the focus on attendance monitoring, what is the process?</i></p> <p><i>A: All teachers use the SIMS electronic attendance management system which enables the school to follow up absence and poor punctuality, every six weeks monitoring meetings are undertaken led by the DHT and administered by the administrator (GB), which result in letters/meetings with families and, if required due to persistent absenteeism, then referrals made to the NYCC Prevention Service.</i></p> <p>Resolved: That the DHT would give an overview of the process and interventions at the next FGB.</p> | DHT/ Clerk |
| GB 117/16 | <p><u>To receive the Annual Pupil Premium Report:</u></p> <p>The Head had previously circulated the report, but stressed that costs would need updating in the light of revised costings for metacognition training. It was noted that Pupil Premium reporting cuts across a financial and academic year, so needs to be considered with that in mind.</p> <p><i>Q: As a result of our leaflet for parents on promoting the Pupil Premium grant did we get many more takers?</i></p> <p><i>A: We don't think so.</i></p> <p><i>A: Maybe it's worth another attempt at the next Parents Evening?</i></p> <p>Resolved: That Governors would continue to raise awareness and share information about the Pupil Premium at the next parents Evening.</p> | All |
| GB 118/16 | <p><u>To receive the NYCC Safeguarding Report:</u></p> <p>The report for 2015-16 had been circulated to Governors, it was noted that online safeguarding training was available and should be prioritised and recorded on the Training Log File, stored in the school office.</p> <p>Resolved: That all governors should undertake Child Protection Safeguarding PREVENT training and Safer Recruitment training should be taken for those Governors willing to take part in staff interviews.</p> | All |
| GB 119/16 | <p><u>To approve the Annual Governance Statement for 2015-16:</u></p> <p>Governors had been previously circulated with the Governance Statement and agreed to adopt and locate on the school website.</p> <p>Resolved: That the Annual Governance Statement for 2015-16 was approved and will be located on the school website.</p> | All |
| GB 120/16 | <p><u>To receive the reports from the Governance Working Group held in June 2016:</u></p> <p>These documents had been drafted and circulated on behalf of the working</p> | |

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| | <p>group by Mrs. A Offord during the summer.</p> <ul style="list-style-type: none"> The Governor Ofsted Summary on the school-had been developed as a useful aide memoire for Governors to refer to. It was noted that the SEF summary and some gaps needed updating with more recent data and information. <p>Resolved: a) That the Head, Chair, Helen Grant and David Miller would meet to update the working aide memoire. A date to be confirmed.</p> <ul style="list-style-type: none"> The Governor Working party report had been prepared by Mrs. A Offord from the meeting which considered questions highlighted by a Lead HMI, Belita Scott. Most of the actions had been carried out and the website was being updated. The outcome was that Governors were asked to complete the Governor Self Evaluation tool, so that a compilation of the feedback on priorities for action could be made and would be produced for consideration at the next FGB meeting. <p>Resolved: b) That the Governor SEF forms be collated and discussed at the next FGB meeting in supporting the work of the aide-memoire.</p> <p>Resolved: c) That Mrs. A Offord be thanked for her facilitation and development of useful documents to support the effectiveness of the Governing Body.</p> | <p>HT/ Chair/ HG/DM</p> <p>Clerk</p> <p>All</p> |
| <p>GB 121/16</p> | <p><u>To review the NYCC recommended Complaints Procedure for school:</u> Governors had been previously circulated with the revised procedure and it was recommended that all staff and Governors should be made aware of the process and in particular, the Governor members of the new Complaints Committee.</p> <p>Resolved: That the NYCC recommended Complaints procedure be adopted.</p> | <p>All</p> |
| <p>GB 122/16</p> | <p><u>Update on Governor Training for 2016/17:</u> The GSIN programme of events had been circulated and the dates noted of the next meeting in Northallerton on the 11th October. The Swaledale Alliance in partnership with Leeds Beckett University was also providing an induction programme for new governors on the 10th November at Richmond School. Governors were requested to book any training through Vicki in the office and to complete the training log on completion of any activity. The training logs would be stored in a central Training File in the school office.</p> <p>Resolved; That all Governors would complete a personal Training Log and update and store in the Training File as evidence of governor development.</p> | <p>All</p> |
| <p>GB 123/16</p> | <p><u>To receive an update on academisation:</u> The Head reported that the file of information was being added to and Governors were encouraged to read the documentation to ensure they were appraised of current rapidly moving developments in the area.</p> | |

| PART D – OTHER BUSINESS | | |
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| GB 124/16 | <p><u>To review and approve the Educational Visits Policy for 2016/17:</u></p> <p>Resolved: The Policy was approved for adoption by the Full Governing Body.</p> | All |
| | <p>There being no further business the Chair thanked all Governors for their time and commitment and the meeting closed at 6.10pm.</p> <p>The date of the next meeting will be on the 5th December 2016 at 4pm -with a key focus on Data.</p> <p>Please send any apologies to the Clerk Pat Gale - (Copied to the Chair and Headteacher) at least 5 days before the meeting.</p> <p>Thank You.</p> <p>pat.gale@northyorks.gov.uk;</p> <p>07793 846 441</p> | |