

Minutes of a meeting of the Governing Body of Colburn C.P. School held at the school on Monday 5th December 2016 at 4pm.		
<p>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).</p> <p>In attendance: Mrs. J Pearson (SBM) Miss. D Nicholas (DHT) Mrs. J Manning (Maths Senior Leader) Mrs. J Costello (EYFS Senior Leader) Ms. P Gale (Clerk to the Governing Body)</p>		
Minute No.		Action
PART 'A' - PROCEDURAL		
GB 125/16	<p><u>Welcome:</u> The Chair welcomed everyone to the meeting.</p>	
GB 126/16	<p><u>To receive apologies for absence and to determine whether any absences should be consented to:</u> There were no apologies for absence.</p>	
GB 127/16	<p><u>To remind governors of the need to declare interests, pecuniary and non-pecuniary.</u> RL, GB and the HT declared an interest for Item 11.</p>	
GB 128/16	<p><u>To determine whether any part of the proceedings should be treated as confidential:</u> Item 11-Pay recommendations to be taken at the end of the meeting.</p>	
GB 129/16	<p><u>Notification of urgent other business:</u> None declared.</p>	
GB 130/16	<p><u>To approve as a correct record the minutes of the meeting held on the 3rd October 2016:</u> The Chair asked Governors to consider whether the minutes were an accurate record of the meeting, they were approved.</p> <p>Resolved: That the minutes of the 3rd October 2016 be approved as an accurate record, signed and dated by the Chair.</p>	All

GB 131/16	<p><u>Matters arising and consideration of the action summary from the meeting held on the 3rd October 2016:</u></p> <p>118/16-Governors were reminded of the need to complete PREVENT and safeguarding training, and to put training log in the Governor Training File. After some discussion, it was agreed that there was not a requirement for any more Governors to undertake ‘Safer Recruitment Training’.</p> <p>Resolved: All actions from the 3rd October 2016 had been undertaken and recorded in the summary. (Attach.1.0).</p>	<p>All</p>
GB 132/16	<p><u>To confirm Governor Link Roles in the Terms of Reference document:</u></p> <p>Agreed as accurate apart from the addition of Link Governor Angie Dale for the PE/Sports Grant monitoring role to the Terms of Reference.</p> <p>Resolved: The Terms of Reference to be updated accordingly.</p>	<p>Clerk</p>
GB 133/16	<p><u>To confirm the date of the next meeting:</u></p> <p>30th January 2017 at 4pm. (Apologies received from David Miller)</p>	
PART ‘B’ – RESOURCES		
GB 134/16	<p><u>To receive a budget update:</u></p> <p>The SBM had previously circulated Governors with two revised budgets for consideration, with one variation, the Learning Mentor post continuing after August 2018 and the effect of the Learning Mentor post ending at its current end of term of 31-08-2018.</p> <p>The SBM explained that the budget forecasts were more uncertain than usual due to a number of ‘unknown factors’. Once the Start Budget for 2017/18 had been confirmed it would provide a clearer picture as the impact should be known about:</p> <ul style="list-style-type: none"> • The re-evaluation of the support staff pension scheme. • Pay awards for teachers and support staff. • A more accurate idea of the numbers of children on roll. • New teacher costs if appointed by this point. <p><i>Q: What are the additional income/savings based on?</i> <i>A: 45 additional children, income generated from the 18/19 budget, and £75k income from the Pupil Growth Fund in the 17/18 budget.</i></p> <p><i>Q: What about the Pupil Premium grant?</i> <i>A: No additional income has been factored in for additional pupils, but it is expected that some additional pupil premium funding would be received for some of the 45 additional pupils.</i></p> <p><i>The SBM then explained that additional expenditure had been included but could only be regarded as ‘best estimates’ at this stage.</i></p> <p><i>Q: When do the pay awards start from?</i></p>	

	<p><i>A: An estimated 1% pay award for teachers starts from September 2017, and April 2017 and April 2018 for support staff, including a best estimate for the re-evaluated pension scheme.</i></p> <p>It was reported that an Apprenticeship Levy of 0.5% of staffing costs, an estimated £3,740 may be levied, but it has not been included in the budget in case it doesn't go ahead.</p> <p>It was noted that the additional costs due to increased pupil numbers of £87,937 was offset by £75k from the Pupil Growth Fund(PGF), but there was still a shortfall in terms of additional oncosts such as an increase in the cleaning SLA and energy bills, so really the PGF was mainly taken up by additional staffing costs.</p> <p>The Chair asked for comments on a preferred budget option.</p> <p><i>Q: What would the impact be on the carry forward budget for each option?</i></p> <p><i>A: Minus £6k if we didn't retain the post and minus £42k if we did.</i></p> <p><i>Q: What would the impact be on pupils and other staff if we did not retain the post?</i></p> <p><i>A: In terms of capacity it would have a huge impact on other staff and therefore on pupil learning and achievement.</i></p> <p>After some discussion it was unanimously agreed that the budget option for retaining the Learning Mentor post should be approved.</p> <p>Resolved:</p> <p>a) That the budget forecast for retaining the post of Learning Mentor be approved.</p> <p>The SBM reminded Governors that the SFVS had to be considered and completed for submission to NYCC by the end of March 2017. It was proposed that as in the previous year, a small working group be established to review the SFVS with the SBM in January. The final draft would then be considered for approval by the FGB before submission to NYCC.</p> <p>Resolved:</p> <p>b) That AD, JB, AP and possibly DM would meet with the SBM in January, potential dates would be circulated.</p> <p>There was some discussion about the need to maintain the awareness of the Pupil Premium with parents and to ensure that the school maximised the potential additional income in support of pupil learning. It was agreed that the Pupil Premium Leaflet produced by Governors last year could be redistributed at the forthcoming Christmas events to raise the profile with families, and respond to any queries. The leaflet would be printed by the school and made available for Governors to distribute.</p> <p>Resolved:</p> <p>c) That Governors attending the Christmas events could circulate the Pupil Premium leaflet to parents and carers in raising the profile of the funding and the value to the pupils.</p> <p>Resolved:</p> <p>d) That the SBM be thanked for her helpful update on the revised budget forecast.</p>	<p>All</p> <p>SBM/ AD/ JB/ AP/DM</p> <p>All</p> <p>All</p>
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<p>GB 135/16</p>	<p><u>To receive a verbal staffing update:</u></p> <p>The Headteacher informed Governors that a number of staff absences had occurred this term and the appropriate process for absence management was being followed. It was noted that both the HT and DHT were covering classes in order to maximise continuity for the children and avoiding supply costs, but understandably this impacted on leadership capacity as well as the workload on other staff.</p> <p><i>Q: Is there anything we can do?</i> <i>A: We are taking what we think is the right decision, to maintain quality and continuity and avoid the budgetary implications of additional staff.</i></p> <p>It was noted that interviews were to take place shortly for a new teacher to replace the recent resignation of Miss Bellard and to also make a permanent part time ATA appointment.</p> <p>Resolved: That the HT/DHT be thanked for ensuring that the continuity of teaching and learning for pupils was not jeopardised by staff absence.</p>	<p>All</p>
<p>GB 136/16</p>	<p><u>To receive a premises update:</u></p> <p>The Head reported that tenders for the extended building developments had been released for submissions to be received by NYCC by the beginning of January. Planning permissions were also waiting for decisions with the intention that work should start in February 2017.</p>	
<p>GB 137/16</p>	<p><u>To receive a Health and Safety Update:</u></p> <p>HG reported that she and the SBM had undertaken a Health and Safety monitoring visit on the 16th November 2016 and a monitoring report had been produced and entered in the Governor Monitoring File, it was agreed that the report would be circulated to all Governors.</p> <p>Resolved: That HG be thanked for her involvement in this role and the report would be circulated to all Governors.</p>	<p>All</p>
<p>GB 138/16</p>	<p><u>To ratify the policies recommended for adoption by the Policy Review Working Group:</u></p> <p>Governors had been circulated with the policies that had been considered (Attach.2) and the Chair asked if there were any queries.</p> <p><i>Q: In terms of the School Events Policy is there a recommended maximum number of people?</i> <i>A: In terms of risk, we have assessed a maximum of 350, assuming 100 to 150 pupils and an audience of 200.</i></p> <p><i>Q: Have Fire Officers agreed this figure?</i> <i>A: We have spent a good deal of time discussing this with Fire Officers and</i></p>	

	<p><i>the NYCC Health and Safety Adviser, they are unable to commit to an absolute number as the school is a fluid environment not static.</i></p> <p><i>Q: As Governors, are we happy to accept this decision?</i> <i>A: Yes, as I am not sure there is anything more we can do than has already been undertaken.</i></p> <p>Resolved: That the policies be ratified by the Governing Body and Governors on the working group be thanked for their time in scrutinising the policies and recommending for adoption.</p>	All
PART C – SCHOOL IMPROVEMENT		
<p>GB 139/16</p>	<p><u>To receive the reports of senior leaders for Maths, SEND and EYFS:</u></p> <p>Governors had been circulated with reports and the Senior Leaders were welcomed to the meeting and invited to highlight particular aspects of their reports to Governors.</p> <p>Mrs. Manning (JM), Senior Leader for Maths, asked Governors if they had any specific questions arising from the report.</p> <p><i>Q: What is the general picture of Maths across the school?</i> <i>A: Pupils are working at greater depth this year, and there is more consistent teaching in Years 2 and 6. In Year 6 a booster group was started six or seven weeks ago for middle attaining children.</i></p> <p><i>Q: Who are middle attaining children?</i> <i>A: A group of children who attained 2A or 2B at KS1 last year. We are focusing on interventions such as ‘Third Space Learning’, ‘Number Sense’ and ‘First Class at Number’.</i></p> <p><i>Q: How many pupils, and are they all Pupil Premium?</i> <i>A: Six pupils in total and some are Pupil Premium but not all.</i></p> <p><i>Q: Has marking and feedback improved?</i> <i>A: Regular reviews with class teachers has resulted in progress and pupils are working at a greater depth of learning as a result. DM the Governor Lead for Maths had visited recently and agreed with that judgement, having met with staff and looked at pupil’s books.</i></p> <p><i>Q: How well are Year 6 performing?</i> <i>A: Better than expected with both gender groups making similar progress. Data shows that 68% of KS2 pupils are reaching the national standard in Maths, which is above the floor standard and broadly in line with the national average of 70%. Amongst local schools the average sits at 53% so we are working above the average locally.</i></p> <p>Resolved: a) That Mrs.J Manning be thanked for a very detailed and helpful report on Maths across the school.</p>	All

	<p>Mrs. J. Costello (JC) the Senior Leader for the EYFS was invited to give highlights on the EYFS report she had previously circulated. JC reported that teaching across EYFS is now broadly good, the provision is improving as is evident from recent observations including the LA Review in July 2016. JB the Link Governor for the EYFS also confirmed that through her recent visit and Learning Walk she could evidence the energy of learning in the classroom and particularly felt that involving parents in their child’s learning was supporting this; she felt really heartened by what she had observed. JC reported that the schools own 2016 data shows the percentage of pupils achieving GLD has remained constant at 63% but a very ambitious target of 73% has been set for the end of year, which is above the national average.</p> <p><i>Q: What is the gender balance?</i> <i>A: Girls outperform the boys and have done for the past two years, but it depends on the nature of the cohort, for example, in terms of SEND, that could be a bigger influence than just gender. Many of the FS1 pupils come to school with low attainment on entry but because they make good progress we are confident that outcomes will improve by the end of FS2.</i></p> <p><i>Q: How has the quality of questioning improved?</i> <i>A: It has come out much stronger and demonstrates the children are more engaged in learning, -they are learning how to learn.</i></p> <p>Resolved: b) That Mrs. J Costello be thanked for a very positive and interesting report on the EYFS.</p> <p>Miss D Nicholas (DHT/SENDco) was invited to share highlights from her report on SEND across the school. It was reported that the profile of SEND pupils was roughly the same across the school, with lower numbers in EYFS and Year 4 and a relatively higher proportion in Year 1, mainly due to the need for support with cognition and learning.</p> <p><i>Q: Are you pleased with the impact of the intervention programmes?</i> <i>A: We are currently doing an analysis and identifying any gaps in progress for the end of term. ATAs are working more consistently and we have had more consistent staffing overall, which all helps. We are also offering the interventions to ‘Lower Prior Attainers’ as well as SEND pupils.</i></p> <p><i>Q: What is Lego Therapy?</i> <i>A: It is specifically designed for pupils with autism.</i></p> <p><i>Q: Have some staff undertaken the metacognitive training?</i> <i>A: Yes, and it was really inspirational, we had a very good trainer.</i></p> <p><i>Q: Do the children have positive attitudes to these interventions?</i> <i>A: Yes, we think they do, they really seem to like ‘First Class at Writing’.</i></p> <p><i>Q: About a third of SEND pupils are also Pupil Premium children is this typical?</i></p>	<p>All</p>
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	<p><i>A: Yes, it is very similar to last year's cohort, and could increase during the year as ongoing pupil assessment identifies additional children.</i></p> <p>Resolved: c) That the DHT be thanked for her informative overview of work with children on the SEND register. (The Senior Subject Leaders were thanked and left the meeting at 5pm)</p>	<p>All</p>
<p>GB 140/16</p>	<p><u>To receive an overview of the Pupil Absence Management System:</u></p> <p>The DHT referred Governors to her report and explained the procedure for managing absenteeism and promoting attendance incentives. It was reported that if attendance fell below 90% the pupil would be categorised as a 'persistent absentee', a national definition; the rationale being that if a child is not in school, then learning is negatively impacted. In 2015/16 the whole school attendance percentage was 94.33%, at the moment December 2016 the rate is 95.36% and 96% would be judged as 'Good'. The DHT explained that if a child did not arrive for school registration without notification from the parent or carer, a 'first call' would be made to the prime carer to establish the reason and whether the absence was genuine. If there was no response, then the second or third named contact would be called to establish the reason and ensure that the child was safe.</p> <p><i>Q: What support takes place for persistent absentees?</i> <i>A: If we cannot encourage improved and sustained attendance through face to face meetings with the family and other strategies, then the NYCC 'Absence Prevention Team' is contacted for their support but this can only happen with the permission of the parents, and the support is variable.</i></p> <p><i>Q: Is this process followed for all pupils?</i> <i>A: Only for FS2 pupils and above, and attendance is recorded at registration in the morning and afternoon. We actively encourage parents not to book non-urgent dental or doctor appointments for their child during the school day. We request evidence of hospital appointments in order to authorise the absence according to DfE guidance.</i></p> <p>Governors raised some concern about not authorising other medical appointments and a suggestion was made that proof of an appointment could also be obtained from the doctor or dentist to confirm authorised absence.</p> <p><i>Q: What else is the school doing to promote good attendance?</i> <i>A: We have an incentive scheme that promotes rewards for the best class and also a monthly 'Golden Attendance Raffle' with entries of the best attendees.</i></p> <p><i>Q: What are the prizes and does the award scheme incentivise pupils?</i> <i>A: The prizes are of a high quality such as donated Football match tickets, books and grooming kits, and as a parent I know that the 'Awards raffle' is</i></p>	

	<p><i>looked forward to with excitement every month.</i></p> <p><i>Q: Could we, as Governors, help by identifying donations from the community?</i> <i>A: Anything to help would be much appreciated.</i></p> <p>Resolved: a) That the DHT and all staff be thanked for their robust efforts in improving attendance in the best interests of pupil learning and achievement.</p> <p>Resolved: b) That Governors identify potential ‘Golden Attendance Award’ contributions/prizes from the wider community.</p> <p><i>(The DHT was thanked and left the meeting at 5.15 pm)</i></p>	<p>All</p> <p>All</p>
<p>GB 141/16</p>	<p><u>To receive an update on Governor Monitoring Visits:</u></p> <p>It was reported that all Link Governors had undertaken monitoring visits and reports had been circulated for information and also located in the Governor Visit File in the school office. The process was confirmed as follows:</p> <ul style="list-style-type: none"> The Link Governor would gain approval of the report from the HT, once approved, the report would be circulated by the Clerk to all Governors for their information and the HT would ensure a hard copy was placed in the Governor Visits File. <p>The HT noted that Governors had also taken part in three book scrutinies in addition to the subject led visits. A PE visit had also taken place by HG as part of Governor monitoring of the PE/Sports Grant funding. It was also agreed that it would be helpful to undertake a joint EYFS/SEND Governor visit next term.</p> <p>Resolved: a) That RL, GS and JB would undertake a joint EYFS/SEND monitoring visit next term.</p> <p>Resolved: b) That Governors be thanked for their time and commitment and the improved quality of reporting.</p>	<p>RL/GS/ JB</p> <p>Chair</p>
<p>GB 142/16</p>	<p><u>To receive an update on safeguarding:</u></p> <p>The HT reported that the safeguarding audit required updating before submission to the NYCSB in February, he and the Safeguarding Lead Governor/Chair (AD) would be meeting to review the report. The role of the Chair would be to challenge and test out the evidence, for example, was the School Central Record compliant and up to date, and was there evidence to show that all Staff and Governors had undertaken safeguarding training. It was noted that all Governors had undertaken safeguarding training.</p>	

	<p><u>Resolved:</u> That the HT and Chair would review and update the Safeguarding Audit for submission to the NYCSB by February 2017.</p>	<p>All</p>
<p>GB 143/16</p>	<p><u>To consider the need for a School Improvement Committee or Working Group:</u></p> <p>The HT explained that he was benefiting from 5 days LA sponsored consultancy support from an HMI and that it had been recommended that the Governing Body might wish to consider forming a School Improvement focused Committee or Working Group, to prompt and prepare for ‘Ofsted inspection readiness’ in 2017, through supporting and challenging the development of the SEF and the aide memoire.</p> <p>It was agreed that this was a helpful approach to take through a small ‘working group’ of three or four Governors, who would also feel able to commit to being involved in meetings with Ofsted Inspectors, and to also brief the rest of the Governing Body over the coming months.</p> <p>HG, AD, AP and DM volunteered to form the working group.</p> <p>The 26th January 2017 from 9 am was a date proposed by the HMI, however DM would be unable to attend due to holiday commitments and HG would also need to check her availability; JB and GS offered their availability if required. The HT said the next date was the 14th March 2017 and he would discuss with the HMI a preferred option.</p> <p><u>Resolved:</u> That a ‘School Improvement Working Group’ of the Governing Body would be established and a meeting date and membership would be confirmed as soon as possible.</p>	<p>HT/All</p>
<p>GB 144/16</p>	<p><u>Update on Governor Training:</u></p> <p>All Governors had confirmed their availability to attend a ‘Raiseonline’ training session on the 12th December delivered by the School Improvement Adviser, Lindsey Miller. Training logs would be completed at the end of the session.</p> <p><u>Resolved:</u> a) That all Governors would attend the Raiseonline training on Monday the 12th December 2016 4-6pm.</p> <p>The Chair explained that the NYCC Governance Service, as part of Governance support, had circulated a ‘360 degree review of the Chairs performance’, that Governing Bodies may be interested in using in order to demonstrate their self-evaluation of effective governance.</p> <p><i>Q: Does it involve other stakeholders as well as Governors?</i> <i>A: No, it is just for the Governing Body to use.</i></p> <p><i>Q: Is it mandatory?</i> <i>A: No, just an example of how Governing Bodies can demonstrate that they review performance in terms of leadership.</i></p>	<p>All</p>

	<p>After some discussion it was agreed that the Governing Body did not feel it necessary to carry out the review as it would provide little evidence of how effective the governing Body as performing overall, and that there were other examples of the effectiveness of governance to draw upon.</p> <p>Resolved: b) That a ‘360 degree review of the Chair of Governors’ was not required to support the effectiveness of governance of the school.</p>	
<p>GB 145/16</p>	<p><u>To receive an update on academisation:</u></p> <p>The Head reported that the file of information continued to be added to and encouraged Governors to continue considering the options and rapidly moving developments in the area, particularly through the Diocese/Church Schools MAT. It was also noted that the request for the Regional Commissioner to speak to schools had not yet come to fruition.</p> <p><i>Q: If we were to take an academisation route who would we go with? A: The Diocese, join with other non-Faith schools or private sponsors, such as the MAT that is to operate from the Darlington College at Catterick site.</i></p> <p><i>Q: How long is the process? A: It would vary, although the Church School development is aiming for the summer.</i></p> <p><i>Q: If we did nothing what would happen? A: Nothing, unless we were not judged ‘Good’ at the next inspection, and then the DfE would require us to become an academy, from their approved provider list. If we were judged as a ‘coasting school’ that may also lead to forced academisation, but a definition of ‘coasting’ has yet to be confirmed.</i></p> <p>Governors discussed the options and felt it would be preferable to await the outcomes of the Ofsted inspection judgement, but it would also be circumspect to find out more and be better informed. It was agreed that Governors would initially benefit from presentations from the Diocese and the private MAT moving into Catterick Garrison.</p> <p>Resolved: That the HT would investigate presentations from potential MATs and continue to keep Governors informed.</p>	<p>HT</p>
<p>PART D – OTHER BUSINESS</p>		
<p>GB 146/16</p>	<p>Confidential item 11: Pay recommendations.</p> <p>RL and GB were requested to leave the meeting at 6.10 pm. The Headteacher left the meeting at 6.15 pm.</p>	

	<p>There being no further business the Chair thanked all Governors for their time and commitment and the meeting closed at 6.20 pm.</p> <p>The date of the next meeting will be on the 30th January 2017 at 4pm. (Apologies received from David Miller)</p> <p>Please send any further 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>	
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