

Minutes of a meeting of the Governing Body of Colburn C.P. School held at the school on Monday 21st September 2015 at 4pm.		
<p>Present: Mrs. A Dale (Chair) Mrs. J Bromfield, Ms. H Grant, Mrs. A Pickersgill, D. Miller, Mrs. A Offord, G. Sutterby and M. Watt (Headteacher).</p> <p>In attendance: Mrs J Pearson (SBM) Ms. P Gale (Clerk to the Governing Body)</p>		
Minute No.		Action
PART 'A' - PROCEDURAL		
GB 41/15	<p><u>Welcome:</u> The Clerk welcomed everyone to the first meeting of the 2015/16 academic year.</p>	
GB 42/15	<p><u>Election of Chair for 2015/16:</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 2015/16 and invited to re-join the meeting.</p> <p>Resolved: That Mrs. A Dale accepted the post of Chair of Governors for the 2015/16 academic year.</p> <p>(Note: AO joined the meeting at 4.05 pm)</p>	AD
GB 43/15	<p><u>Election of Vice Chair for 2015/16:</u> The Chair invited nominations for the post of Vice-Chair for a term of office of one year. AP was nominated and there being no further nominations AP was asked to leave the meeting whilst Governors carried out a secret ballot. Mrs. A Pickersgill was unanimously voted in as Vice-Chair for 2015/16 and invited to re-join the meeting.</p> <p>Resolved: That Mrs. A Pickersgill accepted the post of Vice-Chair for the 2015/16 academic year.</p> <p>(Note: SG joined the meeting at 4.10pm) Item 19 on Resources was taken at this stage of the meeting led by the SBM (see minute GB 58/15) (Note: the SBM left the meeting at 4.20pm)</p>	AP

<p>GB 44/15</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, however the Chair reported that she had received a letter of resignation from Mrs. L Wild, dated the 1st September 2015, stating she no longer felt able to contribute to the role of a Special Interest Governor, and hoped that her resignation would make way for a new Governor. She wished to thank the Governing Body for their kindness and wished the school every success in the future. Governors expressed their disappointment at Mrs. Wild’s decision, but wished to record their thanks and gratitude for her commitment to the Governing Body over the last few years.</p> <p>Resolved: That the Chair would send Mrs. Wild a letter of thanks for her commitment to the school and best wishes for her future health and happiness.</p>	<p>Chair</p>
<p>GB 45/15</p>	<p><u>To remind Governors of the need to declare interests, pecuniary or non-pecuniary:</u> None declared.</p>	<p>All</p>
<p>GB 46/15</p>	<p><u>To determine whether any part of the proceedings should be treated as confidential:</u> None notified.</p>	<p>All</p>
<p>GB 47/15</p>	<p><u>Notification of urgent other business:</u> None declared.</p>	<p>All</p>
<p>GB 48/15</p>	<p><u>To receive the updated NGA Governing Body delegation planner:</u> The Chair reported that HG and JB had completed the planner on behalf of the Governing Body, and asked for comments. JB reported that it did not make reference to committees due to the new FGB structure, and that the SBM was specifically mentioned as having a delegated responsibility from the Head for financial management. <i>Q: Whose responsibility is it ‘to consider any disapplication for pupils’?</i> <i>A: The parents will have a view, but it is the ultimate responsibility of the Headteacher.</i> <i>Q: Is it just the Headteacher who has to ‘carry out appraisal of other teachers’?</i> <i>A: The Headteacher has the responsibility but can delegate the function to members of the SLT with appropriate experience and/or training.</i> It was agreed that it had been a helpful process to go through and had helped to review and update the Standing Orders and Code of Practice.</p>	

	<p><u>To receive the revised Standing Orders and Code of Practice for 2015/16:</u> The Chair asked Governors for their comments on the revised document which took the new FGB structure into account. <i>Comment: Do we have to follow the complicated procedure for election of Chair and Vice-Chair, it implies that Governors cannot vote for themselves and also not too happy about decision making on the basis of a ‘toss of a coin’.</i> <i>Response:</i> <i>The Clerk would establish if it could be modified in any way.</i></p> <p>Governors discussed whether they wished to retain a ‘show of hands’ for voting or to be named Governors. It was agreed that Governors could request to be not named in the minutes. Section 13 was discussed on giving apologies for non-attendance at meetings and it was resolved that it should be changed to reflect 5 days’ notice unless extenuating circumstances could be evidenced. The Clerk reported that DfE now required the register of business and personal interests to be put on the website, and this requirement would be added to section 16.</p> <p>Resolved: That subject to the proposed amendments (and assurance from the NYCC Governance Unit) that the Standing Orders and Code of Conduct be adopted by the FGB for 2015/16.</p>	<p>Clerk/ All</p>
<p>GB 49/15</p>	<p><u>To confirm the scheme of delegation to the Headteacher as detailed in the revised Budget Management Policy and scheme of delegation:</u></p> <p>The Clerk explained that the NYCC recommended Budget Management Policy had needed some modifications in order to conform to the new FGB meeting structure which no longer had a separate Resources Committee. Governors considered the policy in detail and made the following suggestions:</p> <ul style="list-style-type: none"> • To include Pupil Premium reporting under section 2 (page 4) • To include reference to the delegated responsibility for budget monitoring and reporting to the SBM (annex B) <p>Resolved: That subject to these changes the Policy and scheme of delegation be adopted by the Full Governing Body for 2015/16.</p>	<p>Clerk/ All</p>

<p>GB 50/15</p>	<p><u>To consider and confirm Governors with special or lead responsibilities for 2015/16:</u></p> <p>The Chair invited nominations for lead governors for the 2015/16 academic year and the following were appointed:</p> <table border="1" data-bbox="312 510 1281 819"> <thead> <tr> <th>Specialist Responsibility</th> <th>Lead Governor(s)</th> </tr> </thead> <tbody> <tr> <td>Early Years</td> <td>Judith Bromfield</td> </tr> <tr> <td>Maths</td> <td>David Miller</td> </tr> <tr> <td>English</td> <td>Angie Dale</td> </tr> <tr> <td>SEND</td> <td>Gareth Sutterby</td> </tr> <tr> <td>Safeguarding</td> <td>Andrea Offord</td> </tr> <tr> <td>Health and Safety</td> <td>Helen Grant</td> </tr> <tr> <td>Strategic Planning</td> <td>Andrea Offord</td> </tr> <tr> <td>Pupil Premium</td> <td>Helen Grant/Angie Pickersgill</td> </tr> </tbody> </table> <p>Governors discussed the importance of this function and the need for more governor engagement, which will happen once governor elections and co-options have taken place. It was agreed that specialist responsibilities would be regularly reviewed, ensuring that the priority curriculum areas, the SDP and Ofsted recommendations were being strongly supported.</p> <p>After some discussion it was agreed that DM would take the role of Lead School Improvement Governor, overseeing the Early Years, Maths, English and SEND link governors, to ensure that the visit monitoring plan was robust and that Governors ensured their reports were delivered efficiently and effectively in time for Governing Body meetings.</p> <p>Each link governor should always ask about the impact of the Pupil Premium, and the responses to that question would be coordinated by HG and AP. The clerk would support DM in ensuring reports were distributed in a timely fashion.</p> <p>Resolved: That DM would circulate Governors with the governor meeting plan and a template based on three key questions that Governors would ask when they held visits and meetings with middle managers before half term so that visit reports could be submitted by the 4th November to the clerk for circulation with the papers for the next FGB meeting.</p>	Specialist Responsibility	Lead Governor(s)	Early Years	Judith Bromfield	Maths	David Miller	English	Angie Dale	SEND	Gareth Sutterby	Safeguarding	Andrea Offord	Health and Safety	Helen Grant	Strategic Planning	Andrea Offord	Pupil Premium	Helen Grant/Angie Pickersgill	<p>DM/ Clerk</p>
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<p>GB 51/15</p>	<p><u>Register of Business and Personal Interests:</u></p> <p>The clerk circulated the register to all Governors for their completion, it was noted that the registers could be updated at any Full Governing Body meeting. It was also reported that the DfE now requires the information to be made available on the school web-site alongside Governor details.</p> <p>Resolved: That all Governors completed the Register for 2015/16.</p>	<p>All</p>																		

<p>GB 52/15</p>	<p><u>Register of Hospitality:</u></p> <p>The clerk circulated the register to all Governors for their completion, it was noted that the registers could be updated at any Full Governing Body meeting.</p> <p>Resolved: That all Governors completed the Hospitality Register for 2015/16.</p>	<p>All</p>
<p>GB 53/15</p>	<p><u>To approve as a correct record the minutes of the meeting held on the 22nd June 2015:</u></p> <p>The Chair asked Governors to consider whether the minutes were an accurate record of the meeting. One amendment was requested:</p> <ul style="list-style-type: none"> • GB 33/15e)-relating to Question 3.1 on 'Does the school provide appropriate behaviour, attendance and anti-bullying training?'-the comment should have read 'whole school training has been provided but a number of new staff need to be trained'-and that will take place. <p>Resolved: That the minutes be approved as an accurate record, signed and dated by the Chair subject to one amendment.</p>	<p>All</p>
<p>GB 54/15</p>	<p><u>Matters arising and consideration of the action summary from the meeting:</u></p> <p>GB 33/15e)-it was reported that the survey had been developed and was available for Governors to support parents in responding to the questions. It was noted that two parent's evenings were taking place in November and could provide Governors with the opportunity to encourage parents to complete the survey, with the added advantage of demonstrating governor visibility. It was suggested that one way of encouraging a return would be by attaching a raffle ticket to a completed survey for a prize draw, AD and JB agreed to organise the process.</p> <p>Resolved: That JB and GS would attend the 10 Nov 2015 parent evening (4-7pm) and AD and AP would attend the 12 Nov 2015 parent evening (4-7pm).</p> <p>Governors were asked to consider the status of each action from the summary of actions from the last FGB meeting. The updated actions are recorded on the attached summary sheet.</p> <p>Resolved: That this approach to summarising actions after each FGB meeting be adopted.</p>	<p>JB/GS AD/AP</p> <p>Clerk</p>

PART 'B' – SCHOOL IMPROVEMENT		
GB 55/15	<p><u>The Annual Governance Statement:</u></p> <p>The Head explained that the DfE had recommended that school Governing Bodies should produce an Annual Statement of Governance, which would show what the Governing Body had achieved and would demonstrate accountability and transparency to parents and the community. A draft statement had been previously circulated and with Governor approval would be placed on the school website.</p> <p>Resolved: That the Statement be approved and located on the school website.</p>	Head
GB 56/15	<p><u>To receive and approve the draft School Development Plan for 2015/16:</u></p> <p>The Head reminded the Governors that the previously circulated school development plan was based on the three focused priorities emerging from the recent Ofsted inspection:</p> <ul style="list-style-type: none"> • Further develop leadership at all levels, including governance, to secure distributive leadership and ensure consistently high expectations, good quality teaching and good achievement. • Improve the quality of teaching so that it is consistently good, thereby improving learning and progress for all groups of pupils. • Improve provision in the Early Years Foundation Stage. <p>It was noted that each priority had an action plan with success criteria, milestones, lead person, resourcing, reviewing, monitoring and evaluation criteria.</p> <p>After some discussion Governors agreed this provided them with a clear mandate to carry out monitoring visits covering the key questions to ask about the key priorities for curriculum areas.</p> <p><i>Q: We have a number of new staff, so could we have an updated staffing structure diagram, especially as we will also be inducting some new governors shortly.</i></p> <p><i>A: Yes that can be done.</i></p> <p>Resolved: a) That the School Development Plan be adopted and the Head be thanked for a very pragmatic basis for ongoing monitoring and reporting. b) That Governors be provided with a staff structure diagram.</p>	All Head
GB 57/15	<p><u>To receive and approve the NLE School to School Support Fund for 2015:</u></p> <p>The Head had previously circulated the 'school to school support fund' document which embraced actions and intended impact with support from</p>	

	<p>the partner school and NCTL. It was reported that a training day was being held after half term with an emphasis on how the role of the Teaching Assistant could be maximised in moving towards being ‘outstanding’.</p> <p>Resolved: That the Governing Body supported and endorsed this approach to school improvement.</p>	<p>All</p>
<p>GB 58/15</p>	<p><u>Update on Governor Training for 2015/16:</u></p> <p>The clerk had circulated the latest information on the Governor School Improvement Network (GSIN) meetings and the NYCC Education and Skills Induction and Development Framework. A further more comprehensive programme would follow later in the autumn term.</p> <p>Resolved:</p> <p>a) That the Chair and HG would attend the next GSIN on the 6th October at Allerton Court, Northallerton; the Head offered to reserve places for both and feedback on the event would be received at the next FGB.</p> <p><i>Q: Will there be the opportunity for more Raise Online training?</i></p> <p><i>A: There may well be and it will be particularly important for new Governors as well as ‘The Getting Started’ training.</i></p> <p>AO explained that the Swaledale Alliance was planning some ‘induction training’ locally through Leeds Beckett University, and was also considering providing training for Governors on the new ‘Target Tracker’ that all schools in the area have agreed to use.</p> <p>The Head noted that there were still issues around not having definitive DfE guidance on what ‘Good’ progress from KS1 –KS2 might look like, and explained that until schools felt comfortable and confident with the new system that it may be pertinent to hold back on the Governor training.</p> <p><i>Q: When will the next RoL report be available?</i></p> <p><i>A: It could be before half term, we are pleased with pupil outcomes in EYFS and KS1. The KS2 results show improvements on previous years and are very close to the floor standard for 2 levels progress in Reading and Writing; however we do not have this year’s national figures yet, so we need to wait for the national data release.</i></p> <p>Resolved: b) That Governors take a proactive approach to governor training and</p>	<p>Chair/ HG/ Head</p> <p>All</p>

	ensure that it is logged centrally with the school office.	
PART C - RESOURCES		
GB 59/15	<p><u>Budget Report:</u></p> <p>The Chair welcomed the SBM to the meeting to give an update on the budget as at the end of August 2015. Governors were circulated with a summary of the revenue and capital situation supported by a detailed ledger budget report .</p> <p>Overall, it showed an expected outturn of £88,394 with a variance to budget of minus £31,371, the SBM then gave a thorough overview of the reasons for the variance in terms of underspend/over received or Overspend/under received. (see summary attached).</p> <p>The SBM asked for questions or areas for clarification.</p> <p><i>Q: Why is the Pupil Premium lower than predicted? A: The prediction was based on numbers in school on a particular 'audit' day.</i></p> <p><i>Q: What is the reason for less income expected for the FSU sale of places? A: It reflects the start of term and potentially those spare places will be taken up, so could be a positive outcome.</i></p> <p><i>Q: Why the overspend on ATA additional hours? A: Due to the increase in pupil numbers from the predicted 30 to the current 37 in EYFS, this was because seven appeals were upheld; so we needed additional ATA hours to cover the increase in numbers, and as yet, there is no additional NYCC funding following the children. The Chair used her emergency powers to approve this expense.</i></p> <p><i>Q: The overspend on the increase in revenue to capital contribution is quite significant, why? A: The planned refurbishments of the office/classroom, MUGA were on target, but the future proofing or wiring and caballing, resurfacing works and additional cost of other works was needed to prevent health and safety issues, and as the contractors were on site it was much more cost-effective to do the work.</i></p> <p>Resolved: That the SBM be thanked for her useful update. (Note: The SBM left at 4.20pm)</p>	All
GB 60/15	<p><u>Staffing Update:</u></p> <p>The Head reported very positively on the new staff appointments and how well they were engaging with pupils, colleagues and parents.</p> <p>Resolved: That all staff be thanked for their positive contributions to the new</p>	All

	academic year.	
GB 61/15	<p>Health and Safety Update: HG reported that she was waiting for confirmation of a visit from the HandS adviser to carry out an annual 'walkthrough' and audit policies and documentation. The Head thought it may well be the spring term before the visit took place.</p> <p>Resolved; That HG the link governor would keep a watching brief and keep Governors informed of developments.</p>	HG
PART D – OTHER BUSINESS		
GB 62/15	<p>GS requested that Governors should consider a response to the local Planning Committee on what he believed was a negative impact on the environment, particularly for the pupils of the school if the proposed Pig Finishing Unit was approved. As this matter was raised at the end of the meeting, some Governors had already departed for a further meeting and it was not possible to gain a view from the Governing Body.</p> <p>No further school business was raised so Governors were thanked by the Chair and the meeting closed at 6.15 pm.</p> <p>The date of the next meeting is Monday the 23rd November 2015.</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>01748 825582 07793 846 441</p>	All