

Minutes of a meeting of the Governing Body of Colburn C.P. School held at the school on Monday 23rd November 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) Ms. Rebecca Leyburn (observer-new parent Governor.)</p>		
Minute No.		Action
PART 'A' - PROCEDURAL		
GB 63/15	<p><u>Welcome:</u> The Chair welcomed everyone to the meeting and introduced Ms. R Leyburn, the newly elected Parent Governor, who was attending as observer, as part of her induction, until her DBS had been approved.</p>	
GB 64/15	<p><u>To receive apologies for absence and to determine whether any absences should be consented to:</u></p> <p>There were no apologies for absence but it was noted that Mrs. A Offord would be delayed due to a prior meeting.</p>	Chair
GB 65/15	<p><u>To remind Governors of the need to declare interests, pecuniary or non-pecuniary:</u></p> <p>None declared.</p>	All
GB 66/15	<p><u>To determine whether any part of the proceedings should be treated as confidential:</u></p> <p>The Chair reported that the Other Business items should be regarded as Confidential.</p>	Chair
GB 67/15	<p><u>Notification of urgent other business:</u></p> <p>The Head requested items on: 1. Staffing Update 2. The recent HMI review visit.</p>	

<p>GB 68/15</p>	<p><u>To approve as a correct record the minutes of the meeting held on the 21st September 2015:</u></p> <p>The Chair asked Governors to consider whether the minutes were an accurate record of the meeting, there were no concerns.</p> <p>Resolved: That the minutes of the 21st September 2015 be approved as an accurate record, signed and dated by the Chair.</p>	<p>Chair</p>
<p>GB 69/15</p>	<p><u>Matters arising and consideration of the action summary from the meeting:</u></p> <p>The following matters were raised: GB 54/15 a) - The Head thanked,GS,RL ,AD and AP for attending the parents evenings in November, the impact being that 116 out of 190 surveys were returned, double that of last year's return.</p> <p>GB 55/15 – It was noted that the Annual Governance Statement had been placed on the school website.</p> <p>GB 56/15b) – The clerk had emailed the staff structure chart to Governors.</p> <p>GB 58/15a) – It was noted that the Chair and HG had attended the GSIN event in October and that the Head and Chair had attended the briefing on 'Fairer Funding' at the Scotch Corner Hotel. They found both events helpful and of interest to the school. The action summary was not considered in the meeting, but had been a useful prompt for Governors in preparation for the FGB.</p>	
<p>PART 'B' – RESOURCES</p>		
<p>GB 70/15</p>	<p><u>Budget Report:</u></p> <p>The Chair welcomed the SBM to the meeting to give an update on the revised budget for 2015/16 and the following two years. Governors had been previously circulated with the supporting summaries and ledger files, and were asked if they had any questions.</p> <p><i>Q: What are the main differences since the August budget report?</i> <i>A: The figures included in the budget forecast are based on the 2015/16 funding formula and funding levels. An additional formula factor for Split Site is included.</i></p> <p>The SBM explained that the variance at revised budget over start budget was £52,274; the total of increased costs was £81,771.</p> <p><i>Q: What were the increased costs due to?</i> <i>A: A number of areas, such as increased supply costs, additional education support staff than originally predicted, TA training, increased MASS costs and increased drumming tuition costs.</i></p>	

	<p>The SBM explained that over £10,000 had been committed to learning resources in maths, other subjects and support for after school clubs.</p> <p><i>Q: Can you explain what the £32,081 was spent on?</i> <i>A: It reflects the amount transferred from revenue to capital to cover capital projects, such as classroom refurbishments, the MUGA, tarmac, gate access and the Deputy Headteachers office, all were considered at the last meeting.</i></p> <p><i>Q: What about savings?</i> <i>A: We had an overall total of £29, 497, including more income than anticipated from the Breakfast Club, more donations from Friends and an overall saving on staffing costs.</i></p> <p>It was noted that the increased pupil numbers at Revised over Start budget had increased from a predicted 183 to an actual 190 pupils, however they will not be funded until April 2016.</p> <p><i>Q: What are the restrictions on how much we can carry forward each year?</i> <i>A: For 3 years 15% can be carried forward after that we would face clawback. However, we believe it is important to spend money on children now in support of pupil improvement.</i></p> <p>Some discussion took place on whether the year 3 budget was worrying, but it was explained that this deficit is a worst case scenario, due to unknown factors such as future funding policy, pupil numbers and staff pay rises.</p> <p>The SBM asked if Governors wished to approve the revised budget for 2015/16 to 2017/18.</p> <p>Resolved: a) That the revised budget be approved for the next three years.</p> <p>Resolved: b) That the SBM be thanked for her useful update.</p>	
<p>GB 71/15</p>	<p><u>To consider the cleaning contract specifications and quotes:</u></p> <p>Governors had been previously circulated with documentation relating to this benchmarking item as requested during the summer of 2015. The results showed that there was little gain in changing to a new provider, especially as the quality of the existing service and management arrangements had improved.</p> <p><i>Q: Have any other schools in the area gone with a new provider?</i> <i>A: The majority have contracts like ours with NYCC. We currently don't believe there are any advantages in moving away from this provider.</i></p> <p>Resolved: a) That the school would continue the cleaning contract with NYCC, but that the benchmarking process had been helpful in confirming this decision.</p>	

	<p>The SBM wished to raise an ‘other business’ item on improving the reception area for the school. However, as Governors had not received this information in advance of the meeting, the Chair recommended it should be considered at the next meeting.</p> <p>Resolved: b) That the item on a proposal for the improved reception area be deferred to the next FGB meeting.</p> <p>Resolved: c) That the SBM be thanked for a very informative and useful budget update.</p> <p>(To note: The SBM left the meeting at 4.30pm)</p> <p>It was noted that the SFVS would need to be reviewed and updated for submission to NYCC by the end of March 2016.</p> <p>Resolved: d) That the Chair, AD, DM, AP, JB would identify a date and time to meet with the SBM to update the SFVS in time for approval at the next FGB meeting on the 1st February 2016.</p>	
<p>GB 72/15</p>	<p><u>Staffing Update:</u></p> <p>This would be discussed under ‘Other Business’, and treated as confidential.</p>	
<p>GB 73/15</p>	<p><u>Health and Safety Update:</u></p> <p>Governors had been previously circulated with the Annual HaNDS review report and no questions were raised. It was noted that Governors were required to take part in an ‘annual H&S walk around’ the school in the spring term.</p> <p>Resolved: a) That HG would coordinate and that AD, GS, AP and RL would join.</p> <p>Resolved: b) The Health and Safety Statement and Corporate Health and Safety Policy had been circulated and recommended for adoption by the FGB. The Chair to sign and date both documents.</p>	<p>HG AD/GS /AP/RL</p> <p>All Chair</p>
<p>GB 74/15</p>	<p><u>To ratify the Staff Pay Policy (2015-16):</u></p> <p>The Policy working group had considered this policy in detail and subject to a few changes relating to the size and nature of the school had been recommended for ratification by the FGB.</p>	

	<p>Resolved: a) That the Staff Pay Policy be ratified on the recommendation of the Policy Working Group.</p>	All
	<p>Resolved: b) That AD, HG and AP be thanked for the work they had undertaken in ensuring the policy was fit for purpose for the school.</p>	All
GB 75/15	<p><u>To ratify policies recommended by the Policy Working Group:</u></p> <p>The Policy Working Group had met and reviewed all the policies, a summary had been circulated to all Governors, and had recommended for adoption by the FGB. Those policies that were required to be on the website would be placed from January 2016.</p> <p>Resolved: a) That all policies be ratified by the Governing Body and signed and dated by the Chair.(see attachment A)</p> <p>The Maternity and Paternity policy had not been considered by the policy working group, but copies had been circulated to all Governors for their consideration prior to the meeting.</p> <p>Resolved: b) That the NYCC recommended Maternity and Paternity Policy be approved for adoption by the FGB, signed and dated by the Chair.</p> <p>(To note: That Mrs. A Offord joined the meeting at 4.45pm)</p>	<p>All/ Chair</p> <p>All/ Chair</p>
PART C – SCHOOL IMPROVEMENT		
GB 76/15	<p><u>Presentations from the school Subject Leaders:</u></p> <p>The Chair welcomed Sam Donaldson, Maths Lead and Charlotte Brown the English Lead. Unfortunately Jennifer Costello the EYFS Lead had been unavoidably delayed on returning from a training day at the Early Excellence Centre in Kirklees.</p> <p>Maths Subject Report to Governors: SD circulated a report which provided a summary on outcomes for KS1 and KS2 based on Raise Online data (2015).It was noted that for KS1 the data over a five year period is one of a continuing upward trend in terms of the average points scores children make, from 13.7 in 2011 to 16.5 in 2015, and is broadly in line with national expectations. However, for KS2 the average point scores is improving, but still significantly below national averages, data over a three year period suggests the gap is closing between the school and the national average, but still remains wider than July 2012. SD reported that in terms of the quality of teaching, recent classroom observations had demonstrated some strong teaching and good standards of pupil behaviour which positively supported the learning process.</p>	

	<p><i>Q: Can you expand a bit on what made it strong?</i> <i>A: From 'learning walks', lesson observation and book reviews there was evidence of strong teaching and good differentiation.</i></p> <p><i>Q: Where teaching is not so strong, what is being done about it?</i> <i>A: The senior management team consider solutions at their regular meetings and support the staff in taking new approaches, for example Third Space is going really well.</i></p> <p><i>Q: What is Third Space?</i> <i>A: It's an extension package currently involving 8 pupils in Year 6 and 5 pupils in Year 4. The children have a 1:1 interactive bespoke intervention/revision session for 60 minutes a week. Teaching assistants will also be trained in other intervention packages during the autumn term.</i></p> <p>It was highlighted that where marking and feedback had been an area of concern, regular reviews with class teachers had resulted in progress, and pupils were more engaged in the process, and consistency of approach was a lot clearer.</p> <p><i>Q: How helpful has Joanne Neasham (JN) (the SLE) been?</i> <i>A: Really helpful in supporting me in terms of gaining confidence in understanding data and the analysis of teaching and feedback. I will also continue to attend cluster and Swaledale Alliance training sessions, and JN will be supporting the school next term.</i></p> <p>Resolved: a) That Sam Donaldson be thanked for his useful report and for the hard work that he and staff had shown in improving standards in maths.</p> <p>English subject report to Governors: Charlotte Brown circulated her report on outcomes and achievement for both KS1 and KS2 and explained that for KS1 there was an upward trend in the percentages achieving L2b+. In writing L2b+ was 85% and L3 at 20% were both above national averages (72% and 18% respectively), demonstrating an upward trend over five years, still in line with the national average. Outcomes were higher than age related expectations, therefore narrowing the gap between the national picture and the school. KS2 results showed a less positive picture with year 6 reading and writing below national averages. In terms of reading, the non-English children were performing at 33 APS compared with the national average of 29 APS and this trend was also the case in writing.</p> <p><i>Q: How is the new marking scheme going?</i> <i>A: Really well, with teachers having been given specific feedback on areas that still need working on.</i> <i>Comment: I have seen the new system in action and it is very visual with green highlights for good, the system was shared with parents at parents evening, a very positive step forward, thank you.</i> <i>Q: Are you getting a lot of support from the SLE in English?</i></p>	<p>All</p>
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	<p><i>A: Yes, really helpful in helping me understand the role and her advice on lesson observation and book scrutiny has been very supportive. I have also visited her school in order to gain experience and ideas in a different context coming back with advice on interventions and marking and feedback.</i></p> <p>Resolved: b) That Charlotte Brown be thanked for her useful report and for the commitment and hard work she has given to the development of subject leader role.</p> <p>All Governors had been previously circulated with copies of monitoring visit reports, and it was noted that the consistent approach was very helpful in ensuring Governors were aware of what was going on across the school. DM reminded Governors to locate a visit report in the Governor File in the school office.</p> <p>Resolved: That Governors were thanked for their monitoring visit reports and the Chair looked forward to reports of visits next term.</p>	<p>All</p> <p>All</p>
<p>GB 78/15</p>	<p><u>The Headteacher’s Report to Governors:</u> The report dated the 5th October 2015 had been previously circulated to governors along with a 2015 data summary and an overview of the outcomes. The Head asked for any questions or issues for clarification. <i>Q: You report that boys are weaker than girls in Early Years, why is that?</i> <i>A: Boys are weaker performers across the school at all ages, so we need to ensure that ‘Quality First’ is in place from early years onwards in improving attainment and achievement. However, in KS1 there has been a very strong upward trend in pupils achieving level 2B+attainment since 2011 as the report shows:</i></p> <ul style="list-style-type: none"> • Reading 40% in 2011 is now 90% in 2015 • Writing 20% in 2011 is now 85% in 2015 • Mathematics in 2011 53% is now 90% in 2015 <p>Attainment for Pupil Premium children at this level increased to 80% in reading, 70% in writing and 90% in mathematics, which shows good progress in narrowing the gap.</p> <p><i>Q: How has this huge improvement been achieved?</i> <i>A: It has been a big journey, we now have a fully operational team and it has impacted. Across all stages the gap has closed between the school and national averages.</i></p> <p>KS2 results were less positive but still demonstrated improvement. It was also noted that Pupil Premium children attained better than non-pupil premium children in reading and mathematics.</p> <p>Governors had also received the Annual Pupil Premium Report and it was noted that the Pupil Premium Link Governors, HG and AP had met to</p>	

	<p>undertake a review. The results showed very significant improvement and Governors felt that the impact of the funding was making a difference, but concern was raised about the fact that many eligible parents did not, for whatever reason, feel able to state their eligibility. Governors discussed how they could help raise awareness of the value of the Pupil Premium Grant and agreed that a leaflet highlighting the impact of how the funding had made a difference to children’s achievements would be helpful. It was noted that the pending School Fayre could provide an ideal opportunity for sharing this kind of information.</p> <p>Resolved: a) That Governors would consider ways of raising awareness of the value of the funding for the school and how it supported pupil achievement.</p> <p>The Head reported on how the £75,104 Pupil Premium funds had been committed for 2015/16, including staffing for the breakfast club, an increased number of teaching staff in EYFS in order to promote accelerated progress, a Learning mentor, a whole school theatre visit, Third Space maths tutoring and drumming instruction.</p> <p><i>Q: Do all these interventions have equal impact on pupil progress?</i> <i>A: Some are very targeted and others are more about enhancing the curriculum in order to develop confidence building and self-esteem.</i></p> <p>The Head reported that the annual grant of £8,851 for PE and School Sport funding had been allocated to a combination of additional activities for pupils and CPD for staff.</p> <p>Resolved: b) That the Head be thanked for the useful and positive reports.</p>	<p>All</p> <p>All</p>
<p>GB 79/15</p>	<p><u>Safeguarding Update:</u></p> <p>Governors had been circulated with a number of reports and documents relating to safeguarding. AO reported that last year’s safeguarding audit had been updated and that most areas have been actioned; she had also circulated a safeguarding review report which highlighted further actions, namely:</p> <ul style="list-style-type: none"> • To review the safeguarding audit when the new audit is published in the autumn. • To ensure the approved policies are placed on the website • To ensure all governors had read the ‘Guidance for safer working practices ‘and signed the register to confirm that. • To circulate the LA British Values questions for Governors to consider. <p>However, it was also recommended that Governors should take the on-line learning package on safeguarding, AO and the Head had completed.</p>	

	<p>Resolved: a) That the Head would send Governors the link to the training, and would also make the ICT suite available, dates to follow, for those who wished to study together.</p> <p>AO then introduced the ‘British Values’ questions that had been previously circulated; she explained that these were the type of questions that could and have been asked by Ofsted inspectors. After some discussion it was agreed that Governors could identify potential responses and have as part of their resource in support of inspection readiness. It was also agreed that the questions could be incorporated in the subject monitoring visit schedule. Governors had been circulated with the DfE guidance on the Prevent Duty and NYCC recommended guidance to staff on the ‘Prevention of Extremist Behaviour and Radicalisation’. Governors considered the guidance, some felt that specific reference to certain international terrorist organisations’ was inappropriate and could be deleted from the guidance, without diluting the message about threats of extremism.</p> <p>Resolved: b) That AO be thanked for a very thorough and helpful overview of safeguarding. c) That the Prevent Duty guidance be adopted by the Full Governing Body as part of the Child Protection Policy, and that an on line training session would be arranged for Governors.</p>	<p>Head</p> <p>All</p> <p>All</p>
<p>GB 80/15</p>	<p><u>Update on the Governor Development Plan:</u> This had been agreed that it should be a standing agenda item, and in the absence of any new updates, AO agreed to review the Plan in the light of the School Development Plan objectives, and revise for the next FGB meeting.</p> <p>Resolved: a) That an updated Governor Development Plan would be presented for consideration at the next FGB.</p> <p>DM, as lead school improvement governor had previously circulated a draft standard approach to questions to be covered by the ‘Governor Monitoring Reports’. The intention was that the proposed three key questions would act as a prompt at every monitoring visit, and should help to give Governors a clear understanding of evidence based outcomes, as to how well the school was doing in addressing priorities.</p> <p>Resolved: b) That Governors would send DM any comments, and the revised version would be circulated for use in visits next term.</p> <p>It was noted that Governor induction training was being offered by the Swaledale Alliance on the 7th December 2015, and it was recommended that GS, RL and SN should take part.</p>	<p>AO</p> <p>All/DM</p>

	<p>Resolved: c) That AO would organise the arrangements for the new Governors.</p> <p>To note: RL left the meeting at this point (18.20) due to the confidential nature of ‘other business items’.</p>	AO
PART D – OTHER BUSINESS		
GB 81/15	<p><u>Staffing Update:</u></p> <p>The Head reported that Mrs. A Campbell had offered her resignation from the 31st December 2015 and in discussion with the Chair the resignation was agreed. An advert has been placed with a deadline of the 27th November 2015.</p> <p>Resolved: a) That the Head, on behalf of the Governing Body and school would send her a letter of thanks for her support to the school.</p>	Head
GB 82/15	<p>The Head then presented a confidential non- minuted summary of the headlines from the recent HMI monitoring inspection visit.</p> <p>Resolved: b) That the Head be thanked for all his hard work in taking the school forward and to thank all staff, including new colleagues for their efforts in supporting the school, it was a real team effort.</p>	All
GB 83/15	<p>The Local Development Plan:</p> <p>The Head reported that local Headteachers had received a presentation from the NYCC Strategic Planning Officers on predicted pupil numbers and a public consultation which would be launched from January 2016 onwards. It was likely that pupil numbers in the Colburn area could double over the next 5 to 10 years which would impact on the nature of the schools in the area.</p> <p>Discussion took place on what Governors should do and consideration was given to offering a session for parents to attend a briefing on the consultation and an opportunity for them to complete the survey. It was also suggested that a County Councillor (CL) could attend a FGB meeting to inform Governors and gain feedback</p> <p>Resolved: That once the consultation process was launched then a decision on actions would be taken by the FGB.</p> <p>To note: At 6.45pm the Head was asked to leave the meeting.</p>	All

	<p>The date of the next meeting is Monday 1st February 2016 at 4pm.</p> <p><i>(Post meeting decision to meet on the 9th February 2016 at 4pm)</i></p> <p>There being no further business the meeting closed at 19.05pm.</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>	
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