

<b>Minutes of a meeting of the Governing Body of Colburn C.P. School held at the school on Monday 30<sup>th</sup> January 2017 at 4pm.</b>		
<b>Present:</b> Mrs. A Dale (Chair) Mrs. J Bromfield, Mrs. A Pickersgill, and M. Watt (Headteacher).		
<b>In attendance:</b> Ms. P Gale (Clerk to the Governing Body)		
<b>Minute No.</b>		<b>Action</b>
<b>PART 'A' - PROCEDURAL</b>		
<b>GB 01/17</b>	<b><u>Welcome:</u></b> The Chair welcomed everyone to the meeting.	
<b>GB 02/17</b>	<b><u>To receive apologies for absence and to determine whether any absences should be consented to:</u></b>  There were a number of apologies for absence from HG, GS, DM, and AK. Concern was raised at the level of absenteeism, which meant that the meeting was only just quorate.  The Chair reported that she had received two resignations from the Parent Governor, Rebecca Leyburn and the Staff Governor Gemma Brown. The reasons were accepted and thanks were given for their support and commitment to the school. <b>Resolved:</b> <b>That the Chair would send letters of thanks on behalf of Governors for their contributions to the Governing Body and school.</b>	<b>Chair</b>
<b>GB 03/17</b>	<b><u>To remind governors of the need to declare interests, pecuniary and non-pecuniary:</u></b>  None declared	
<b>GB 04/17</b>	<b><u>To determine whether any part of the proceedings should be treated as confidential:</u></b>  None declared	
<b>GB 05/17</b>	<b><u>Notification of urgent other business:</u></b>  The HT raised an item on the proposed restructure of the Admin team-this item would be discussed by Governors at a special meeting after the GB meeting.	

<p><b>GB 06/17</b></p>	<p><b><u>To approve as a correct record the minutes of the meeting held on the 5<sup>th</sup> December 2016:</u></b></p> <p>The Chair asked Governors to consider whether the minutes were an accurate record of the meeting, they were approved.  <b>Resolved:</b>  <b>That the minutes of the 5<sup>th</sup> December 2016 be approved as an accurate record, signed and dated by the Chair.</b></p>	<p><b>Chair</b></p>
<p><b>GB 07/17</b></p>	<p><b><u>Matters arising and consideration of the action summary from the meeting held on the 5<sup>th</sup> December 2016:</u></b></p> <p>GB 314/16c) - Governors asked if there had been any additional take up of the Pupil Premium as a consequence of the distribution of leaflets; it was noted that there had been no increase. Governors agreed to keep the momentum going through their presence at Parents Evenings and other school events. Some discussion took place on how the costs of the East Barnby residential could be reduced through fundraising in future years. The HT reported that concern had been raised about whether the event would be viable and should take place this year, as take up had decreased. Governors felt it would be useful to carry out a fundraising campaign for next year’s residential in order to hopefully reduce costs and increase participation.</p> <p>GB 138/16 – The HT raised a point made by the HMI (CK) that it would be more streamlined for the HT to review all policies on a two year rather than three year cycle. He could then make recommendations for approval and ratification to the FGB.  <b>Resolved:</b>  <b>a) That the more streamlined cycle of policy approval be adopted.</b></p> <p>GB 141/16a)- It was noted that GS and RL had not been able to undertake a joint SEND/EYFS monitoring visit, which meant there was a gap in the monitoring visit/report schedule.  <b>Resolved:</b>  <b>b) That the Clerk ask GS to arrange a SEND visit and prepare a report as an urgent priority.</b></p> <p>GB 144/16 – it was noted that Governors had taken part in the RoL training on the 12<sup>th</sup> December 2016.  <b>Resolved:</b>  <b>Most of the actions from the 5<sup>th</sup> December 2016 had been undertaken and recorded in the summary. (Attach.1.0).</b></p>	<p><b>All</b></p> <p><b>Clerk/ GS</b></p> <p><b>All</b></p>
<p><b>GB 08/17</b></p>	<p><b><u>To confirm the date of the next meeting:</u></b></p> <p>Monday 27<sup>th</sup> March 2017 at 4pm.(The focus being on Resources)</p>	

**PART 'B' – SCHOOL IMPROVEMENT**

<p><b>GB 09/17</b></p>	<p><b><u>To receive the Headteacher’s Report which focused on ‘Autumn Data’:</u></b></p> <p>Governors had been circulated with the HT report dated the 19<sup>th</sup> January 2017, it focused mainly on autumn term data- ‘a snapshot over time between July and December 2016’. It was reported that overall progress was good with a couple of areas where progress was slower, assessments would take place before half term and again before Easter. Governors were asked if they had any questions:</p> <p><i>Q: Why is the Year 5 report on ‘reading’ blank? A: Weaknesses in teaching, which have been rigorously addressed by SLT, meant that there was insufficient assessment evidence available for accurate assessment of reading in December 2016. An early assessment cycle, led by the SLT is planned for February 2017 to benchmark progress since July 2016. A new Year 5 teacher is now in post and is receiving guidance and support from SLT.</i></p> <p><i>Q: What will the data show us when the information is available? A: The attainment of pupils at the end of Year 4 was high and progress good, but during the first term of Year 5, this has slowed down. Swift and robust action from the SLT has led to a change of teachers and progress is expected to accelerate by February.</i></p> <p><i>Q: What has happened in Year 3 in all three subjects? A: An unexpected long-term absence slowed the progress of pupils in Year 3. The school has identified a long-term replacement teacher, and this secured accelerated progress during the later part of last term. Q: How do you know? A: Evidenced through work scrutiny and assessment moderation. Q: Has the teacher returned to work yet? A: Yes, in January 2017, the SLT followed LTSR procedures and the teacher has made a successful return to work.</i></p> <p>Governors noted that where good quality teaching was consistent that pupils made good progress. The HT invited Governors to visit school and satisfy themselves that teaching is good, and where progress is not as strong to evaluate the impact of actions taken. He also recommended that governors should ask to see case studies that had been prepared to exemplify the progress of SEND pupils that left the school in July 2016. It was also noted that Pupil Premium children were making similar or better progress than their peers, particularly so in writing.</p> <p>The HT gave a brief update on staffing, explaining that in the spring term a recruitment campaign will be launched to appoint two new teachers to re-establish capacity and prepare for school expansion in September.</p> <p><i>Q: Why is it so difficult to appoint MSAs? A: There has been limited interest and it is probably financially unviable to</i></p>	
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	<p><i>work for only one hour a day.</i></p> <p>Some discussion took place on possible solutions, including attaching the hours to a TA role, involving trainee TAs. It was agreed that a way ahead was needed to prevent SLT and other staff from undertaking lunchtime supervision as well as other duties and responsibilities.</p> <p><b>Resolved:</b>  <b>That the Headteacher be thanked for a helpful and positive report.</b></p>	<p><b>All</b></p>
<p><b>GB 10/17</b></p>	<p><b><u>RaiseOnline pre - prepared questions for Governors:</u></b></p> <p>As a follow up to the valuable RoL training session led by the SIA and undertaken by both Staff and Governors in December. A schedule of questions on data had been circulated to Governors prior to the meeting, with a request to prepare/present responses at the FGB, in readiness for an Ofsted inspection.</p> <p>(See attachment 2.0 for a summary of questions and responses.)</p>	
<p><b>GB 11/17</b></p>	<p><b><u>To receive an update from the School Improvement Working Group:</u></b></p> <p>It was reported that the working group had been formed, (AD,AP and JB) and had met with the HT and HMI (CK) on the 26<sup>th</sup> January 2017. The focus of the meeting had been on gaining an insight into the inspection process, preparing for inspection and presenting a 'joined up' approach from Governors. The meeting had been very well received and member Governors were enthusiastic about meeting again with the HMI on the 14<sup>th</sup> March 2017.</p> <p><b>Resolved:</b>  <b>That the School Improvement Working Group would meet before the 14<sup>th</sup> March meeting to identify further key questions and what a presentation on feedback to Ofsted might include.</b></p>	<p><b>AD/AP/ JB</b></p>
<p><b>GB 12/17</b></p>	<p><b><u>To receive an update on Governor Monitoring Visits:</u></b></p> <p>It was reported that most Link Governors had undertaken monitoring visits, reports had been circulated for information and also located in the Governor Visit File in the school office. It was agreed that on the basis of the assessments and data reports undertaken before half term that Governors would identify a selection of questions that they could interrogate Subject Leaders with on their monitoring visits or at FGB meetings.</p> <p><i>Q: What questions should I be asking?</i>  <i>A: What does the data tell me?-is there an improvement? -Is the case study actually happening on the ground?-what proof is there of improvement?- what was the Pupil Premium money spent on, what was the impact?</i></p> <p><i>Q: Is there a Pupil Premium Teacher?</i>  <i>A: All teachers are involved, and would know what the funding is spent on, but you need to investigate further, really focus on a specific intervention and ask what difference is it making?</i></p>	

	<p><b>Resolved:</b>  <b>a) That the School Improvement Working Group will develop a schedule of questions to ask Subject Leaders during the monitoring visits.</b></p> <p><b>Resolved:</b>  <b>b) The HT thanked Governors for their involvement and commitment to the school monitoring visit process.</b></p>	<p><b>AD/AP/ JB</b></p> <p><b>HT</b></p>
<p><b>GB 13/17</b></p>	<p><b><u>To receive an update on safeguarding:</u></b></p> <p>The HT reported that the safeguarding audit had been undertaken and submitted to the NYCSB. The Chair had challenged and tested out the evidence, for example, where was the School Central Record? and was it compliant and up to date.</p> <p><b><u>Resolved:</u></b>  <b>That the HT and Chair be thanked for updating and submitting the Safeguarding Audit to the NYCSB.</b></p>	<p><b>All</b></p>
<p><b>GB 14/17</b></p>	<p><b><u>Update on Governance and Governor Training:</u></b></p> <p>Governors had been previously circulated with the revised Governance Handbook and the Competency Framework for Governors. (Jan 2017).</p> <p>The Chair explained that the number of Governor vacancies was a cause for concern and a plan needed to be developed. On a positive note, she had received a letter of interest in becoming a Governor (category not specified) from a local resident, which would be pursued with interest. The HT reported that the current Instrument of Government requires 12 Governors and the current membership is as follows:</p> <ul style="list-style-type: none"> <li>• 1 LA Governor</li> <li>• 2 Staff Governors (including the Headteacher)-1 vacancy</li> <li>• 2 Parent Governors- 1 vacancy</li> <li>• 7 Co-opted Governors – 2 vacancies</li> </ul> <p>The current membership equals 8 Governors, 50% quoracy of 4.  The HT outlined the possible options that could be considered:</p> <ul style="list-style-type: none"> <li>• Promote nominations for 1 staff and 1 Parent Governor Vacancy as soon as possible, highlighting the importance of the role in ‘shaping the future of the school’. It was noted that a minimum of 2 Governors for each of these categories is mandatory.</li> <li>• Continue to encourage the interest from potential co-opted Governors in meeting skills needs of the GB (for example: Finance/business/premises and strategic planning).</li> <li>• If interest is not forthcoming, consider the need to re-constitute the GB structure by reducing the number of co-opted.(Minimum of 7 Governors in total)</li> <li>• To emphasise the importance of succession planning, in the light of</li> </ul>	

	<p>the current Terms of Office of 6 co-opted Governors coming to an end at the end of the academic year. (To note that this category can be re-nominated/appointed by the GB)</p> <p>There was some discussion and consideration of the options and it was agreed that nominations would be sought in order to hopefully appoint to the vacancies before the next FGB meeting in March 2017.</p> <p><b>Resolved:</b>  <b>a) That the school would seek nominations and potential elections for Staff and Parent Governor vacancies.</b></p> <p><b>Resolved:</b>  <b>b) That the Chair would contact the interested local resident and identify which category of Governor they were interested in being nominated for.</b></p>	<p><b>HT/ Admin.</b></p> <p><b>Chair</b></p>
<p><b>GB 15/17</b></p>	<p><b><u>To receive an update on academisation developments:</u></b></p> <p>The HT reported that since the last meeting he had made further contact with the Regional School Commissioner’s (RSC) Office and had received a response on the 20<sup>th</sup> January asking if a few optional dates could be proposed by the GB, then a meeting to discuss options could be arranged.</p> <p><b>Resolved:</b>  <b>a) That the HT would propose to the RSC the dates of the 9<sup>th</sup> February, 16<sup>th</sup> February or the 2<sup>nd</sup> March 2017 at 5pm as potential meeting sessions.</b></p> <p>The HT also reported that he had, as requested, contacted Nick Blackburn CEO of the Heathfield Academy Trust) for a potential meeting with Governors to discuss the aims of the Academy and plans for their developments on the Darlington College at Catterick campus.</p> <p><b>Resolved:</b>  <b>b) That Governors attend a briefing from the Heathfield Academy Trust on the 2<sup>nd</sup> February 2017 from 3-4.30 pm at the school.</b></p> <p>The HT also informed the Governors that he had been in contact with the Diocesan led MAT for CE schools, and once they had become more established they would be potentially willing to engage in discussions with non-church schools.</p> <p><b>Resolved:</b>  <b>c) That the HT be thanked for carrying out research into this area of development and for actioning Governors requests.</b></p>	<p><b>HT</b></p> <p><b>All</b></p> <p><b>All</b></p>

<b>PART C-RESOURCES</b>		
<b>GB 16/17</b>	<p><b><u>To Receive and Approve the SFVS:</u></b></p> <p>The Chair, on behalf of the Governing Board had met with the SBM to review and update the SFVS. Governors had been circulated with the draft and in the absence of any changes, it was recommended for approval by the FGB.</p> <p><b>Resolved:</b> <b>That the GB approve the SFVS, signed and dated by the Chair and submit to NYCC.</b></p>	<b>All</b>
<b>GB 17/17</b>	<p><b><u>To receive a Health and Safety Report:</u></b></p> <p>It was reported that a 'Health and Safety walkthrough' had taken place the previous week with the HT, SBM, Link Governor (HG) and the NYCC Health and Safety Adviser. A report would be produced shortly.</p>	
<b>PART D – OTHER BUSINESS</b>		
<b>GB 18/17</b>	<p><b><u>The restructure plans for the Admin Team:</u></b></p> <p>The HT requested a meeting with Governors to discuss plans for a restructure, in order to establish continuity of service during the week and plans for an expanded school from September 2017.</p> <p><b>Resolved:</b> <b>That Governors would discuss the proposal immediately after the GB meeting.</b></p> <p>(To note: The Clerk left the GB meeting at 6.35pm)</p> <p>There being no further business the Chair thanked all Governors for their time and commitment and the meeting closed at 6.35 pm.</p> <p>The date of the next meeting will be on the 27<sup>th</sup> March 2017 at 4pm.</p> <p><b>Please send any apologies to the Clerk Pat Gale - (Copied to the Chair and Headteacher) at least 5 days before the meeting.</b></p> <p><b>Thank You.</b></p> <p><a href="mailto:pat.gale@northyorks.gov.uk">pat.gale@northyorks.gov.uk</a>;</p> <p><b>07793 846 441</b></p>	<b>All</b>