



Carlton Miniott Community Primary School

Minutes of a Full Governing Board Meeting Wednesday 6th November 2017 at 6:00pm

Governors Present:

Steve Crocker (Headteacher), Chris Dale (Chair), Pat Almond, Lorna Mallett; Joanne Carver; Liz Foster, Alison Flouri and Paul Turner

Others:

Julie Doyle (Senior Clerk) and Angela Clarkson (Bursar)

Apologies:

Major Bailey and Anita Amesbury

Actions Required from these Minutes

Ref No	Year 17/18	Subject	Person	Details
1	3.8	Governor training: feedback	Chris Dale	Arrange to be booked on to the January Governor School Improvement Network (GSIN).
3	3.9	Academy Status	Chris Dale	Review the Finance policy and feedback to Steve Crocker by the end of November 2017.
3	3.9	Academy Status	Alison Flouri	Review the Complaints policy and feedback to Steve Crocker by the end of November 2017.
4	3.12	Evaluate security assessment	All Governors	Inform Steve Crocker of any security issues.
5	3.19	Monitoring Feedback - Teaching and Learning	Steve Crocker	Plan staff feedback at FGB meetings.
6	3.20	General risk assessments	Liz Foster	Review the policies which are on the risk assessment file.
7	3.25	Any other business	Joanne Carver	To meet with Steve Crocker to discuss attendance before the next FGB meeting.
8	3.25	Any other business	Alison Flouri	Feedback to all Governors at the next FGB meeting on Teaching and Learning update.

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the school and its pupils;
- c. Overseeing the financial performance and making sure its money is well
- d. Governor Agreement

FGB 17/18	PART 'A' – PROCEDURAL	Ref No
3.1	Welcome The Chair welcomed everyone to the meeting that started at 6:10pm and introduced Paul Turner as the new the Parent Governor.	
3.2	Apologies for absence and to determine whether absence should be consented to Apologies were received from Major Bailey and Anita Amesbury. The Full Governing Board (FGB) CONSENTED to these absences.	



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3.3	<p><u>Governors to be advised of and to declare any interests, pecuniary or non-pecuniary items on the agenda</u> None.</p>																										
3.4	<p><u>Notification of Urgent Business</u> There were two additional items to be added to AOB.</p>																										
3.5	<p><u>Approval of Minutes from the 18th October 2017</u> The minutes from the FGB meeting, held on 18th October 2017 were circulated to all Governors prior to the meeting and were approved with the following amendments and signed by the Chair. 2.14 – to be re-worded to say ‘Due to financial projections the school is in top 20% of the County’. 2.18 – amended to ‘Liz Foster’. 2.26 – amended to ‘Louise Krier’.</p>																										
3.6	<p><u>Matters arising</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Ref No</th> <th style="width: 10%;">Year 17/18</th> <th style="width: 20%;">Subject</th> <th style="width: 15%;">Person</th> <th style="width: 45%;">Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2.15</td> <td>Agree Pay Policy</td> <td style="text-align: center;">Clerk</td> <td>Agenda item</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2.16</td> <td>Determine head teacher and deputies salary</td> <td style="text-align: center;">Clerk</td> <td>Agenda item</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">2.18</td> <td>SEF</td> <td style="text-align: center;">Head/Clerk</td> <td>Will Bailey needs copy of SEF - Completed</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">2.19</td> <td>Ofsted and MAT</td> <td style="text-align: center;">Head</td> <td>Involvement of FGB with Ofsted once school joins MAT - Completed</td> </tr> </tbody> </table>	Ref No	Year 17/18	Subject	Person	Details	1	2.15	Agree Pay Policy	Clerk	Agenda item	2	2.16	Determine head teacher and deputies salary	Clerk	Agenda item	3	2.18	SEF	Head/Clerk	Will Bailey needs copy of SEF - Completed	4	2.19	Ofsted and MAT	Head	Involvement of FGB with Ofsted once school joins MAT - Completed	
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3.7	<p><u>Governor visits: feedback</u> Alison Flouri completed a Health & Safety and Security check on 8th November 2017. Liz Foster visited school on 20th October to carry out the Headteacher’s Performance Management, visited Year 5 and 6 and fed back to Governors from her positive visit. Pat Almond continues to visit school every Tuesday morning.</p>																										
3.8	<p><u>Governor training: feedback</u> Chris Dale is to attend the Governor School Improvement Network (GSIN) meeting in January 2018. Chris Dale will contact school to make arrangements for him to be booked on to the GSIN. Induction training for new Governors has been booked for Joanne Carver and she has attended the first day of training, which was very informative. Paul Turner will be booked on to the next Induction Training for new Governors. Lorna Mallett will be holding Early Years Foundation Stage (EYFS) training on 29th November 2017 for all Governors. GQ: Is there an action plan for EYFS? Yes. GQ: Do staff want to attend the EYFS training? This can be opened up to staff.</p>	1																									



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3.9	<p><u>Academy Status</u></p> <p>The Academy conversion process is going ahead, consultation has been completed and staff consultation will start on 9th November 2017.</p> <p>Due Diligence is taking place on buildings, then there will be further work carried out on finance and budgets, as budgets will run September to September. Contracts will be reviewed.</p> <p>Governors will need to review and agree policies relating to the Multi Academy Trust (MAT), Scheme of Delegation, Finance Policy and Complaints Policy.</p> <p>GQ: Will policies become obsolete when the school converts to an academy? No there should be very little change, there will be some Elevate policies to put in to place and these will be the ones that they feel are more important to have, as a trust.</p> <p>Governors discussed how the policies can be reviewed and AGREED that all policies will be circulated to all Governors to review and one Governor would review and feedback on one policy.</p> <p>Chris Dale will review the Finance policy and feedback to Steve Crocker by the end of November 2017.</p> <p>Alison Flouri will review the Complaints policy and feedback to Steve Crocker by the end of November 2017.</p> <p>Governors discussed the current set up with the Learning Tree Nursery and how it will be affected once the school converts to an Academy. The school continues to work in partnership with the nursery and is building relationships.</p>	<p>2</p> <p>3</p>
	<p><u>Report on Financial situation and Comparative statistics by Angela Clarkson, School Bursar</u></p> <p>All Governors AGREED to move this item later in the agenda once Angela Clarkson arrives at the meeting.</p>	
3.10	<p><u>Safeguarding Report</u></p> <p>North Yorkshire Annual Report to the Governing Body on Safeguarding Children was circulated to all Governors prior to the meeting.</p> <p>Alison Flouri has completed her Safer Recruitment training.</p> <p>GQ: Is everyone happy with the fencing? Yes, it is working well and parents are happy.</p> <p>GQ: Have there been any comments from parents regarding the fencing? None.</p> <p>Steve Crocker suggested to Governors that they may want to consider new gates for the school.</p>	
3.11	<p><u>Consider health and safety report</u></p> <p>The Health & Safety Inspection Report – Annual Review Checklist was circulated to all Governors prior to the meeting and Steve Crocker highlighted to Governors the areas of concern raised in the report.</p> <ul style="list-style-type: none"> • Legionella risk assessment is now present in the file and in place. • Annual Fire Safety Risk Assessment has now been completed and circulated to all Governors. <p>There were no issues from the Fire Risk Report and areas highlighted have been dealt with.</p> <p>GQ: Why has the rope swing been removed? It didn't correspond to British Safety Standards and the tree is not strong enough to support it.</p> <p>GC: The pictures are really useful in the report, it gives a clear understanding of what is being addressed.</p>	
3.12	<p><u>Evaluate security assessment</u></p> <p>Alison Flouri has recently carried out a security assessment in the school and highlighted to Governors that:</p>	



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	<ul style="list-style-type: none"> The fence in KS1 yard is warped Alarm has been serviced and is fit for purpose but it is fairly old. <p>GQ: How old is the alarm system? It was old 12 years ago when Steve Crocker joined the school, it still works.</p> <p>The actions highlighted have been passed on to Steve Crocker to review. Steve Crocker asked all Governors that if they are aware of any security issues to let him know.</p>	4
3.13	<p><u>Agree annual Health and Safety policies</u> Reviewed and agreed in item 3.21.</p>	
3.14	<p><u>Review procedure for fire, severe weather, accidents in school</u> Discussed in item 3.11 and 3.12.</p>	
3.15	<p><u>Receive indoor assessment</u> Alison Flouri updated Governors on the follow areas identified on the indoor assessment:</p> <ul style="list-style-type: none"> Flooring outside the Year 1 toilets is raised. <p>GQ: Will the root cause of the problems, with the toilets leaking, have been resolved before the flooring is replaced? Yes.</p> <ul style="list-style-type: none"> Cloakroom floor areas to be reviewed. Tiles in the reception toilets are coming away. Lighting in Year 1 and 2 need to have a diffuser adding. There was a tripping hazard with the drying and painting rack. <p>Governors discussed the importance of sorting the flooring within the school and suggested Steve Crocker gets quotes for all the work to see if a better price can be obtained. All Governors AGREED for the flooring work to go ahead.</p>	
3.16	<p><u>Review accessibility plan</u> No issues raised.</p>	
3.17	<p><u>Review Premises work carried out in the Summer Holidays</u> Steve Crocker updated Governors that the following work had been carried out and completed: Year 5, the office and Headteacher's office has been painted and doors changed. All Governors visited and viewed the Year 5 classroom to see the work which had been carried out. Governors commented on how much better the classroom is.</p>	
3.18	<p><u>Risk assessment procedure for school visits</u> Health & Safety risk assessments have been carried out for educational visits, Steven Crocker and Lorna Mallett updated Governors on the full process when planning an educational visit, to give Governors an understanding of the work needed in planning a visit.</p> <p>GQ: Once the school converts to an academy, will there be a similar system used for educational visits? It is likely the MAT will continue to use the North Yorkshire County Council (NYCC) systems.</p> <p>GQ: Is there a section to be completed after a visit has taken place? Yes there are sections which can be used for notes.</p>	
3.19	<p><u>Monitoring Feedback - Teaching and Learning</u> Governors discussed the importance of monitoring teaching and learning in the school and AGREED to invite teachers to FGB meetings to give update on their areas or specific subjects. Chris Armstrong will be invited to the January FGB meeting to give an update on Maths. Steve Crocker will plan further visits for staff to feedback to Governors in the March and June FGB meetings.</p>	5



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3.20	<p><u>General risk assessments</u> Risk Assessment file is up-to-date. Liz Foster will be in school on Friday 10th November 2017 and will review the policies which are on the risk assessment file.</p>	6
Angela Clarkson arrived at the meeting at 7.25pm		
3.21	<p><u>Policies</u> All policies were circulated to all Governors prior to the meeting: Missing Child Procedure – existing policy which was reviewed by all Governors who AGREED to ADOPT this policy. Health & Safety Policy - existing policy which was reviewed by all Governors who AGREED to ADOPT this policy.</p>	
	<p><u>Report on Financial situation and Comparative statistics by Angela Clarkson, School Bursar</u> The budget summary and detailed monitoring reports were circulated to all Governors prior to the meeting and Angela Clarkson updated Governors that: Current balance is £32,000 at this point in time. The figures included in the Budget Forecast are based on the 2017/18 funding formula and funding levels. For 2017/18 the Minimum Funding Guarantee (MFG) is -1.5% and the Funding Cap is 1.44%, for 2018/19 the MFG is -1.5% and the Cap 1.5% and for 2019/20 the MFG is -1.5% and the Cap 1.5%. Schools may find it prudent to make provision for future pay awards and other pay-related increases in future year's expenditure. As the outcome of the NYCC Consultation for the implementation of National Funding Formula in 2018/19 will not be known until December 2018, it has been assumed that the current funding model will continue. The outcome of the consultation will impact upon future funding levels. Sport Premium is included in the budget, which will be spent on:</p> <ul style="list-style-type: none"> • Coaching to improve games and to start squash. • Subsidising swimming. • Residentials. • Coaches to transport children to competitions. <p>GQ: Why is SEN 0 in the budget for following years? SEN funding and Education Health Care Plans (EHCP) are linked to a child, so it will show at 0, if that child has left the school. Governors discussed the importance of getting parents to apply for Pupil Premium and a large number of children in the school are Service children. Staff absence has been included as there have been two long term sicknesses. GQ: 17/18 figures, is this a fair reflection? Yes at this point in time. The Contract Schedule was circulated to all Governors prior to the meeting. GQ: Have suppliers and services costs been taken in to account with the Academy conversion overlap? The figures are only reflected as if the school was an NYCC school, budget information will be passed to the MAT. Staffing costs have been included to reflect the pay award of 1% for non-teaching staff and 2% for teaching staff from April. Current pupil numbers are 198 and best guess for the following years, with an intake of 30 pupils for reception. Predicted numbers are even across the years. Overall a healthy budget.</p>	



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	<p>GQ: Has the percentage balance now been removed? Yes.</p> <p>GQ: How does the school budget compare to other schools? It is a healthy budget, not many school are showing this sort of a budget with healthy projections.</p>	
Steve Crocker left the meeting at 7.55pm		
	<u>Headteacher Performance Management</u> – Confidential item, please refer to confidential minutes.	
Steve Crocker returned to the meeting at 8.10pm Lorna Mallett left the meeting at 8.10pm		
	<p>Governors have reviewed the pay policy and have AGREED to adopt the policy as it stands at present, Steve Crocker will review the policy at a later date to include possible amendments.</p> <p><u>Staffing Update</u> – Steve Crocker and Liz Foster updated Governors on the excellent work that Sonia Ward has carried out over the October half term in Africa. In recognition of the hard work she has done, Governors AGREED to give Sonia Ward two sessions, wellbeing days to take off when it suits her but giving the school 1 weeks' notice.</p> <p>Steve Crocker updated Governors on the excellent work Lorna Mallett has done in moving over to the Year 6 class at short notice and achieving so much in a short space of time. In recognition of the hard work she has done, Governors AGREED to give Lorna Mallett one session wellbeing day to take off when it suits her but giving the school 1 weeks' notice.</p>	
3.22	<p><u>Events in School this term</u></p> <p>A newsletter has been issued to all Governors containing all events.</p>	
3.23	<p><u>Dates for FGB meetings</u></p> <p>The FGB meeting will be held on Wednesday evenings at 18:00, agreed dates are:</p> <ul style="list-style-type: none"> • 10/01/2018 • 21/02/2018 • 28/03/2018 • 09/05/2018 • 30/06/2018 • 11/07/2018 <p>Steve Crocker will confirm if another FGB meeting is needed in December 2017.</p>	
3.24	<p><u>Correspondence/Thanks</u></p> <p>Mrs Beadle will be leaving at Christmas.</p>	
3.25	<p><u>Any other Business</u></p> <p><u>Headteacher's Report</u></p> <p>The Headteacher's report was circulated to all Governors at the meeting and Steve Crocker, apologised to Governors for the delay in getting this report to them due to administration changes in school and his teaching commitments. Steve Crocker highlighted to Governors: <u>Attendance 2017</u> – Whole school attendance is 97% and suggested attendance target for the year to be 98%.</p> <p><u>Admissions</u> – The schools net capacity is 196 and the school is current now over this figure. Next year's admission limit in Reception will be 30. A present there are 26 applications for the school from September 2018 but the closing date for admissions is not until January 2018.</p> <p>GQ: Has there been any staff training this year? It was included in the last Headteacher's Report.</p> <p><u>Pupil Performance Data</u> – was presented in the Headteacher's report and Governors</p>	



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	<p>discussed the importance of reviewing the data in detail.</p> <p>GQ: Pupil performance data, what options do Governors have to go through the data? Governors are welcome to come in to school to review the data in detail.</p> <p>Governors AGREED that Alison Flouri and Pat Almond will meet with Steve Crocker then feedback to all Governors.</p> <p>Alison Flouri and Pat Almond will create a template enabling Governors to be informed of impact in school.</p> <p>GQ: Are there impact statements from subject leaders? No, but this is something that could be considered.</p> <p>Steve Crocker invited Governors to contact him if they have any further questions on the report.</p> <p>Joanne Carver will meet with Steve Crocker to discuss attendance before the next FGB meeting.</p> <p><u>Teaching and Learning</u> – Alison Flouri will feedback to all Governors at the next FGB meeting.</p>	<p>7</p> <p>8</p>
	<p>Meeting Closed at 8.30pm</p>	

Signed

Dated