



Carlton Miniott Community Primary School

Minutes of a Full Governing Body Meeting Thursday 16th February 2016 at 6pm

Governors Present:

Anita Amesbury; Mark Brett; Steve Crocker (Head); Chris Dale (Joint Chair); Nick Hall (Joint Chair);
Laura Mallett.

Others:

Sue Nicholson (Clerk);

Actions Required from these Minutes

Ref No	Year 15/16	Subject	Person	Details
1	3.4	Reconstitution	Clerk	Instigate relevant documentation and sent to Governor Support.
2	3.7	SDC	Clerk	Check with PA about minutes from previous meetings.
3	3.17.1	Training	Head	Arrange training on "Being Strategic"
4	3.17.3	LA Governor Application	Clerk / AF	Advise AF to re-apply for her LA Governor post online.

- 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. Agreed / Actions

**FGB
16/17**

PART 'A' – PROCEDURAL

**Ref
No**

3.1

Welcome and Introduction

The Chair (CD) welcomed everyone to the meeting which started at 6:00pm.

3.2

Apologies for absence

Apologies received from the Governors listed below who were unable to attend due to illness or prior engagements.

- Pat Almond
- Alison Flouri
- Liz Foster
- Simon Hepburn
- Will Jagger

The Chair stated that both Simon Hepburn and Will Jagger had tendered their resignations as Governors, due to other personal commitments, effective from today's date. The Chair expressed his thanks to both the Governors for the work they had done for the school on the Governing Board and wished them well for the future.

Agreed: That the resignations and apologies be accepted and consented



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3.3	<p><u>Declaration of interests</u> None declared</p>	
3.4	<p><u>Urgent / Confidential Items</u></p> <p>1. <u>Reconstitution of Governing Board</u> The Chair and Head put a motion to the Governors present that the Board had been reconstituted with twelve members and had been running with a vacancy since the start of that Reconstitution. In view of this and the struggle in getting new Governors the Chair proposed that they reconstituted again with only 10 members consisting of:</p> <ul style="list-style-type: none"> • Head • 3 x Parent Governors • Staff Member • LA Governor • 4 x Co-Opted Governors <p>Governors discussed the situation and if the above mix was correct. The Chair also advised Governors of his proposal to have more FGB meetings from September and not have Committee meetings as it appeared they were duplicating work.</p> <p>Governors also discussed the roles of the two leaving Governors. In particular SH who was Vice Chair, Health and Safety and Safeguarding Governor and who would take over those roles?</p> <p>Question: Can we discuss dates and times for the new meetings in September? Answer: Definitely.</p> <p style="text-align: center;">Proposal to Reconstitute as stated ASAP: Chris Dale 2nd by: Nick Hall Agreed unanimously by all Governors present.</p> <p>Action: Clerk to instigate relevant documentation and sent to Governor Support.</p> <p>2. <u>Training</u> (See Correspondence 3.17)</p>	1
3.5	<p><u>Approval of Minutes from the 17th November 2016</u></p> <p style="text-align: center;">GB Agreed: That the Minutes held on the 17th November 2016 were a true and accurate record of the meeting.</p>	
3.6	<p><u>Matters arising</u></p>	



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Ref No	Item	Subject	Person	Details	Action
1	6.10	Governor Training Logs	Clerk	Arrange for a Governors Training Log File for completion by Governors when attending FGB	Completed
2	1.14	Free school / Funding	NH	Action: Agreed that NH would seek information on the 106 money.	No further action possible
3	1.18	Work planner	Clerk	Send to all Governors	Completed
4	2.10	Committee Reports	Chair	Provide 3 year projections	Completed
5	2.11	Safeguarding	Chair	Finance and Staffing committee to review Complaint Policy and Code of Conduct	Still on going
6	2.13	Head teachers Report	Head	Amend / clarify the data information	Completed – Governors provided with new documentation
7	2.14	RAISEonline data	All Gov	Questions on data to SDC	Completed
8	2.19	Governor Newsletter	WJ	Collate and produce this work.	CD to take over this work from WJ

3.7	<p><u>Committees Feedback:-</u></p> <p>1. <u>School Development Committee (SDC)</u> There were no reports received after November on any SDC meetings.</p> <p style="color: red;">Action; Clerk to check with PA about minutes from any meetings.</p> <p>2. <u>Premises and Health and Safety</u> There had been no meetings this term. NH agreed to act as Chair of the committee as SH had resigned.</p> <p>3. <u>Finance and Staffing Committee</u> The Chair of the committee gave a verbal account of the highlights from the meeting. Governors were informed that the current balance remained the same for the 3 years between £30and £50K. However, Governors were also warned that they needed to look closely at the Budgets with a number of cost increases expected in services.</p> <p style="color: green;">Question: Have we got the new increase details from Npower about fuel rises? Answer: No. This is a county contract which we opt into and the Bursar will advise asap on any changes to our charges.</p> <p>Governors had a short discussion on cost of charges from energy sources.</p>	2
3.8	<u>Academy Status</u>	



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The Lead Governor on the Working Group (MB) provided the Governing Board with a detailed account of the background and the current status regarding the schools progress towards their analysis of joining an appropriate MAT.

The group are working on a timeline previously agreed by the FGB. The group had invited three MAT to present and brief them:

- Elevate
- Enquire
- Ebor

Governors were advised that each were given 90 mins. The working group then based on the information and presentation eliminated the Ebor MAT because the present was financial unclear together with a fairly impersonal view lack of strategic vision. All the working group members felt that Ebor presentation did not appear to reflect any impression that they wanted the school to become a member. This may be because Ebor usual specialise in turning round school who are failing rather than having good schools join them.

The two other MATs gave the following accounts of them:

- Elevate – relatively small, locally based around A1 corridor, includes a teaching school. Not yet established as an MAT but should have approval by April / May.
- Enquire – larger MAT already established, two teaching schools with a 360 approach to teaching.

The Working Group preferred option is Elevate for the following reasons:

Strengths

1. Newly formed giving real opportunities to Carlton Miniott School
2. Locality and size
3. Head and Governors have a voice on the Trust
4. Financial efficiencies with good teaching practices
5. Ethos

Weakness

1. Not yet established
2. Support staff still not set up
3. CEO succession –none at present
4. Narrow range of school

The Governors were then provided with a PowerPoint Presentation showing information from Elevate:

- Schools involved
- Vision
- Locality
- Trust – locally
- Outstanding education
- Finance
- Teaching and Learning ethos
- Leadership
- Collaboration
- CPD
- Carlton Miniott involvement

Question: If we are one of the first schools will we get a say on how the MAT will



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	<p>develop? Answer Yes that is one of the reasons that attracted us to this Trust.</p> <p>Question: Will the schools income from the Government go direct to the Trust? Answer: Yes.</p> <p>Question: What if parents disagree with a move to an Academy? Answer: The decision is down to the Governing Board but obviously if every parent disapproved we would look again at the way forward for the school.</p> <p>Question: What is in it for the MAT? Answer: It really is down to the 5% top slice. However the CEO is so enthusiastic and wants every child to have the best education possible.</p> <p>The MB provided some further information on Enquire:</p> <ul style="list-style-type: none"> • Bigger MAT • Only 3 or 4 schools in North Yorkshire • Successful Academy group • Trustees know all the schools and teachers • 360 teaching process • Diverse schools • Less bureaucracy • Central policies in place • Good CPD • Less control for school • Process to join them is already setup <p>Governors had a discussion on how the Board for Elevate was set up and who was on the Board of Directors. All the Directors are voluntary appointments.</p> <p style="text-align: center;">Proposal to move forward with Elevate as the preferred Trust: Head 2nd by: Mark Brett</p> <p style="text-align: center;">Agreed by all Governors</p>	
3.9	<p><u>Link Governor Visits.</u></p> <p>The following Governors had attended but written reports not yet provided:</p> <ul style="list-style-type: none"> • Pat Almond • Mark Brett <p>Governors attending school next week</p> <ul style="list-style-type: none"> • Nick Hall • Chris Dale 	
3.10	<p><u>Safeguarding</u> The Head informed Governors that the school had been advised that all voluntary works</p>	



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	<p>(including Governors) should have an Induction process which would include everyone receiving and completing various forms to ensure the safety of our children in school.</p> <p>All Governors present were provided with the Induction pack that included:</p> <ul style="list-style-type: none"> • E-safety • Disclaimer Documents • Guidance on safer working practices <p>Governors were requested to sign the relevant documents. The Head said that he would get the paperwork to the Governors not present asap.</p> <p>The Head requested the Clerk also provide copies of her certificates on safeguarding.</p>	
3.11	<p><u>Progress Data</u></p> <p>The Head stated that he had taken on board that Governors needed clearer information and the new document presented to them how the pupils were progressing throughout the year. The data showed the end of Autumn Term data and the targets for the each half for the rest of the year.</p> <p>The Chair informed Governors about the benchmarking work that had been done and how the tracker worked. Governors confirmed that it was clearer for them to follow. The Head advised Governors that due to delay in having the FGB meeting which was originally planned for January the data was slightly out of date. Governors were informed by the Head on highlights from Reading, Writing and PIRA Maths, Spelling and Abacus Test.</p> <p>The Heads report also provided Governors with Pupil Progress statistics. The Head wanted Governors to be aware that at the beginning of the Spelling test pupils were disadvantaged due to the tests including words from other year groups units of work but should show improvement as the year develops. A Governor commented that pupils appear to be progressing well and the information is now clear.</p> <p>Question: Do you allow extra time for children that need it when taking the test? Answer: Pupil with a statement are allowed an additional 25% of time. However, we do monitor that because for some children that extra time is just prolonging their stress and they don't really benefit from that additional time.</p>	
3.12	<p><u>Assessment update</u></p> <p>(See 3.11)</p>	
3.13	<p><u>Pupil Premium and disadvantaged children</u></p> <p>(See 3.11)</p>	
3.14	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Health & Safety Policy 	



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	<ul style="list-style-type: none"> Fire Policy Medical policy Peer to Peer Policy (Previously the Anti-bullying Policy) Review Admissions Policy Review Accessibility Plan <p>All the above policies are NYCC policies that have been adopted by the school. No amendments were required.</p> <p style="text-align: center;">Governors Agreed unanimously to all Policies being adopted</p>																									
3.15	<p><u>Events in school this term</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%;">27th Feb</td> <td style="width: 50%;">World Book Week</td> <td style="width: 25%;">Author</td> </tr> <tr> <td>2nd March</td> <td>Swimming starts for classes 2 and 4</td> <td></td> </tr> <tr> <td>19th/20th March</td> <td>Songwires singing weekend</td> <td></td> </tr> <tr> <td>21st March</td> <td>Y5 transition day at Thirsk School</td> <td>Mr Macklam</td> </tr> <tr> <td>23rd March</td> <td>Cross Country Finals</td> <td></td> </tr> <tr> <td>31st March</td> <td>Theatre in school</td> <td></td> </tr> <tr> <td>1st April</td> <td>FOS Treasure Hunt</td> <td>Mrs Dale-Wood</td> </tr> <tr> <td>4th/5th April</td> <td>Parent Consultations</td> <td></td> </tr> </table>	27 th Feb	World Book Week	Author	2nd March	Swimming starts for classes 2 and 4		19th/20th March	Songwires singing weekend		21st March	Y5 transition day at Thirsk School	Mr Macklam	23rd March	Cross Country Finals		31st March	Theatre in school		1st April	FOS Treasure Hunt	Mrs Dale-Wood	4th/5th April	Parent Consultations		
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3.17	<p><u>Correspondence / Thank you cards</u></p> <p>1. <u>Training</u> Governors had been sent some correspondence from NYCC concerning some bite size finance training that was available. The Head stated that if any Governor felt that this would be beneficial he would arrange a place for them via SmartSolutions.</p> <p>The Head also referred Governors to the information send to them from Liz Foster who had identified some useful training programmes. A Governor suggested the Being Strategic would be good start.</p> <p style="text-align: center;">Action: Head to arrange training on “Being Strategic”</p> <p>2. <u>Training Dates</u> The Head requested the following dates as Teacher training dates:</p> <ul style="list-style-type: none"> 1st Monday Sept/ Jan and April 4th June Monday after October half term <p>3. <u>LA Governor</u> The Head requested the clerk send a link to the LA Governor so she could reapply for her post as the LA Governor before 1st May.</p> <p style="text-align: center;">Action: Clerk to advise AF how to re-apply for her Governor post online.</p> <p>4. <u>Thank you Cards</u> The Chair said he would organise cards to both Simon and Will.</p>	<p>3</p> <p>4</p>																								



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3.18	<u>AOB</u> None	
	Meeting ended at 7:55pm	

Signed

Dated