



## Carlton Miniott Community Primary School

### Minutes of a Full Governing Body Meeting Thursday 16<sup>th</sup> March 2017 at 6pm

**Governors Present:**

Pat Almond; Anita Amesbury; Steve Crocker (Head); Chris Dale (Joint Chair); Alison Flouri; Nick Hall (Joint Chair); Laura Mallett.

**Others:**

Sue Nicholson (Clerk);  
Kurt Bituwens (Pickhill Primary School Governing Board)

**Actions Required from these Minutes**

| Ref No | Year 15/16 | Subject              | Person         | Details   |
|--------|------------|----------------------|----------------|---|
| 1      | 4.7        | Minutes              | Clerk          | Amend as directed and send to Head / Chair for signing  |
| 2      | 4.12       | Governor Training    | Head<br>Clerk  | Send information and details to various Heads and Governors on Competency Training<br>Send links for the Competency Framework and New Governor Handbook |
| 3      | 4.13.1     | Academy              | Head           | Organise visit to Meadowside  |
| 4      | 4.13.2     | Academy              | Head           | Implement application and to advise parents and staff accordingly.  |
| 5      | 4.17       | SVFS                 |                | Forward to NYCC   |
| 6      | 4.22       | Work planner 2017/18 | Chair<br>Clerk | Organise working group on Work planner<br>Add to next Agenda  |

- 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 |
|-----------|---|--------|
| 4.1       | <p><b><u>Welcome and Introduction</u></b></p> <p>The Acting Chair (CD) welcomed everyone to the meeting, including Kurt Bituwens from Pickhill Primary School Governing Board who had been invited to join the meeting to view and understand the workings of another Governing Board. The meeting started at 6:00pm with the presentation on Yr.6 progress (see notes at end of minutes) to allow time for some governors to arrive. The Full Governing Board (FGB) meeting started at 6:30pm.</p> |        |
| 4.2       | <p><b><u>Reconstitution</u></b></p> <p>The Clerk informed Governors that as requested by the FGB an application to be reconstituted to 10 governors had been completed. Governors were requested to propose and appoint a Chair, a Vice Chair and Co-opted Governors.</p> <p>1. <u>Chair</u></p>  |        |



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|     | <p>Proposed - Chris Dale by Alison Flouri<br/>2nd by Nick Hall<br/><b>Agreed by all relevant Governors</b></p> <p>2. <u>Vice Chair</u><br/>Proposed – Nick Hall by Alison Flouri<br/>2nd by Chris Dale<br/><b>Agreed by all relevant Governors</b></p> <p>3. <u>Co-Opted Governors</u><br/>Chris Dale proposed the following Co-Opted Governors be elected</p> <ul style="list-style-type: none"> <li>• Pat Almond</li> <li>• Anita Amesbury</li> <li>• Mark Brett</li> <li>• Liz Foster</li> </ul> <p>The proposal 2<sup>nd</sup> by Nick Hall<br/><b>Agreed by all relevant Governors</b></p> <p>The Chair then stated that he and the Head were in the process of trying to fill the Parent Governor vacancy.</p> <p><b>Question: How will you fill that vacancy?</b><br/>Answer: We are in the process of sending out letters to all parents with details how they can make an application, we will then have a parent election process.</p> |  |
| 4.3 | <p><b><u>Apologies for absence</u></b><br/>Apologies received from the Governors listed below who were unable to attend due to prior engagements.</p> <ul style="list-style-type: none"> <li>• Liz Foster</li> <li>• Mark Brett</li> </ul> <p style="text-align: center;"><b>Agreed: Apologies be accepted and consented</b></p>   |  |
| 4.4 | <p><b><u>Governors reminded to declare any interests, pecuniary or non-pecuniary</u></b><br/>Nothing was declared.</p> <ul style="list-style-type: none"> <li>• Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Board.</li> </ul>  |  |
| 4.5 | <p><b><u>Declaration of interests</u></b><br/>None declared</p>  |  |
| 4.6 | <p><b><u>Notification of Urgent or Confidential Business</u></b><br/>Nothing declared</p>  |  |
| 4.7 | <p><b><u>Approval of Minutes from the 16<sup>th</sup> February 2017</u></b></p> <p>A Governor was unclear on item 3.8 (page 4) and wanted the wording to be made clearer.</p> <p>The Chair requested the wording be amended, see below and a copy sent for signature. All Governors were then happy with the minutes.</p>  |  |



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|        |  | <p>FGB2016/17 item 3.8<br/>           “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.”<br/>           :</p> <p style="text-align: center;"><b>GB Agreed: That the amended minutes for the meeting held on the 16<sup>th</sup> February 2017 would be a true and accurate record.</b></p> <p><b>Action: Clerk to amend minutes as directed and send to the Head and Chair</b></p> | <b>1</b>   |  |                               |        |         |        |   |     |                |       |  |                         |   |     |     |       |   |           |   |        |          |      |                                       |          |   |        |                         |            |  |                               |  |
|--------|--|---|------------|--|-------------------------------|--------|---------|--------|---|-----|----------------|-------|--|-------------------------|---|-----|-----|-------|---|-----------|---|--------|----------|------|---------------------------------------|----------|---|--------|-------------------------|------------|--|-------------------------------|--|
| 4.8    | <p><b><u>Matters arising</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Ref No</th> <th style="width: 10%;">Item</th> <th style="width: 20%;">Subject</th> <th style="width: 10%;">Person</th> <th style="width: 35%;">Details</th> <th style="width: 20%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">3.4</td> <td>Reconstitution</td> <td>Clerk</td> <td>Instigate relevant documentation and sent to Governor Support.</td> <td>Completed and on Agenda</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3.7</td> <td>SDC</td> <td>Clerk</td> <td>Check with PA about minutes from previous meetings.</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3.17.1</td> <td>Training</td> <td>Head</td> <td>Arrange training on “Being Strategic”</td> <td>On going</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">3.17.3</td> <td>LA Governor Application</td> <td>Clerk / AF</td> <td>Advise AF to re-apply for her LA Governor post online.</td> <td>Completed awaiting completion</td> </tr> </tbody> </table>  |   | Ref No     | Item   | Subject                       | Person | Details | Action | 1 | 3.4 | Reconstitution | Clerk | Instigate relevant documentation and sent to Governor Support. | Completed and on Agenda | 2 | 3.7 | SDC | Clerk | Check with PA about minutes from previous meetings. | Completed | 3 | 3.17.1 | Training | Head | Arrange training on “Being Strategic” | On going | 4 | 3.17.3 | LA Governor Application | Clerk / AF | Advise AF to re-apply for her LA Governor post online. | Completed awaiting completion |  |
| Ref No | Item   | Subject   | Person     | Details  | Action                        |        |         |        |   |     |                |       |  |                         |   |     |     |       |   |           |   |        |          |      |                                       |          |   |        |                         |            |  |                               |  |
| 1      | 3.4  | Reconstitution  | Clerk      | Instigate relevant documentation and sent to Governor Support. | Completed and on Agenda       |        |         |        |   |     |                |       |  |                         |   |     |     |       |   |           |   |        |          |      |                                       |          |   |        |                         |            |  |                               |  |
| 2      | 3.7  | SDC   | Clerk      | Check with PA about minutes from previous meetings.            | Completed                     |        |         |        |   |     |                |       |  |                         |   |     |     |       |   |           |   |        |          |      |                                       |          |   |        |                         |            |  |                               |  |
| 3      | 3.17.1   | Training  | Head       | Arrange training on “Being Strategic”                          | On going                      |        |         |        |   |     |                |       |  |                         |   |     |     |       |   |           |   |        |          |      |                                       |          |   |        |                         |            |  |                               |  |
| 4      | 3.17.3   | LA Governor Application   | Clerk / AF | Advise AF to re-apply for her LA Governor post online.         | Completed awaiting completion |        |         |        |   |     |                |       |  |                         |   |     |     |       |   |           |   |        |          |      |                                       |          |   |        |                         |            |  |                               |  |
| 4.9    | <p><b><u>Committees Feedback:-</u></b></p> <p>1. <b><u>Finance and Staffing Committee</u></b><br/>           The Chair of the committee (CD) gave a verbal account of the highlights from the meeting. Governors were informed that the current balance on the sheet was slightly low at £43K with the anticipated balance being in the region of £56K. Governors were informed that pupil number have fallen slightly in 2017/18 giving a lower income and an early expected balance around £40K. The third year indications are that pupil numbers should rise again increasing the income and allowing the balance once again to be raised to approximately £50K.</p> <p>Governors were advised the figures are good but they had not to be complacent. The new Bursar for the school was due in next week and the Head stated that the current budget changed weekly with various amendments but it was clear that they had to get the 3 year projection right.</p> <p><b>Question: Can you comment on the use of Pupil Premium money?</b><br/>           Answer: A complete breakdown of income will be made available to Governors on how the money has been spent. <b>We</b> must be very clear how the money has been spent and only on PP children.<br/>           The main aspects of the spending is around Supply Staff, SEN Resouces and Pupil Premium.</p> |   |            |  |                               |        |         |        |   |     |                |       |  |                         |   |     |     |       |   |           |   |        |          |      |                                       |          |   |        |                         |            |  |                               |  |



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**Question: Can you confirm the current status regarding Catering?**

Answer: I have met with the Catering manager who has produced the Spring term figures and we are now on track not to make a loss on catering this year.

Governors had a short discussion around the refurbishment of the kitchen and the various changes regarding meals choices and possible meal charge increases. The Head stated we would need to plan for the refurbishment in the Kitchen in the future but this would need a large outlay from the school budget.

**Question: Can we see the details of the Catering Budget planned?**

Answer: Yes that can be sent to Governors.

Governors also discussed the changes that may or may not happen with the Caters should they decide to go down the Academy route.

2. School Development Committee

A short verbal highlighted account was presented to Governors from the Chair of the SDC (PA) on both meetings.

1. Meeting 12/1/17 (Document provided)

- Key Priority 1 update for all year groups
- SDP update including Reading / Writing / Spelling / Maths
- Teacher learning
- Challenge review
- Pupil Questionnaire
- Visits

2. Meeting 9/3/17 (Document provided)

- Maths – Annie
- Teaching and learning
  - Big Maths, Staff knowledge and Resources
  - Challenge recorded in books – having an impact on Middle and Higher learners
  - Mastery Hub training at Sowerby Primary
  - Next Steps with O track
  - Discussion around SDP
  - Book Scrutiny
- Pupil Questionnaire Results
- Partnership Review
- LA Review and outcomes

3. Safeguarding

The new Chair of the Safeguarding committee (AF) stated they had only just met and minutes were not yet available but would be completed in the near future. They had changed the committee name to Safeguarding rather than Health and Safety with Premises. Because it seemed more appropriate.

Governors had discussed the visit of the new Health and Safety Officer, Terry Bland. The Head had completed the safeguarding audit with Simon Hepburn ( the previous Safeguarding Governor). This highlighted the need to strengthen the induction of



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|      | <p>volunteers in school which had been carried out</p> <ul style="list-style-type: none"> <li>○ online safety</li> <li>○ Risk assessments</li> <li>○ The New Health and Safety Policy</li> <li>○ Internal assessments</li> <li>○ Premises Audit</li> <li>○ Recycling Bin not being adequate for needs.</li> <li>○ Headteacher's Office</li> <li>○ Carpet in Class 5</li> <li>○ EYFS Toilets</li> </ul> <p>The Chair thanked all the Chairs of the Committees and Governors for their work and diligence.</p>   |          |
| 4.10 | <p><b><u>Link Governor Visits.</u></b><br/>         The following Governors informed the GB of either their visits done or visits planned:</p> <ul style="list-style-type: none"> <li>● CD – due to visit 31/3/17</li> <li>● NH – Due to visit later in the term</li> <li>● AD – Date to organised for Reading</li> <li>● PA – weekly visits to hear reading and assist.</li> </ul>  |          |
| 4.11 | <p><b><u>Safeguarding Officer</u></b></p> <ul style="list-style-type: none"> <li>● Governor Appointment – Alison Flouri appointed</li> <li>●</li> </ul>  |          |
| 4.12 | <p><b><u>Governor Training</u></b><br/>         The Head and Chair had discussed the new Government documentation 'Competency framework for Governors' and the course on 'Being Strategic' linked to this. The Head stated that he had done some research and the cost of the training would be £530 but this could be divided between schools that may also want to participate in the training.</p> <p><b>Question: How many can be accommodated on the training course?</b><br/>         Answer: I think about 30.</p> <p>Governors discussed this and thought it was an excellent idea for training.</p> <p><b>Action: Head to send information and details to various Heads and Governors<br/>         Clerk to send links for the Competency Framework and New Governor Handbook</b></p> | <b>2</b> |
| 4.13 | <p><b><u>Academy Status</u></b><br/>         The Head briefed the Governors on the current status of academisation. The Head stated that he had registered the schools interest with the DFE. The next stage would be to inform parents and staff and apply for an academy order.</p> <p><b>Question Are we then committed?</b><br/>         Answer: No not until we sign full agreement</p> <p>Governors continued to discuss the stages various other schools were at in the process.</p>  |          |



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|             | <p><b>Question: Would it be possible to visit Meadowside in Knaresbrough?</b><br/>         Answer: Yes that would be a good idea.</p> <p><b>Action: Head to organise visit to Meadowside</b></p> <p style="text-align: center;"><b>The following statement was Agreed by all Governors:</b><br/> <b>“The Governing Board resolves to submit an application to the Secretary of State for Education for an academy order (to enable the school to be converted into an academy), and to join Elevate Multi Academy Trust”.</b></p> <p><b>Action: The Head to implement application and to advise parents and staff accordingly.</b></p>   | <p><b>3</b></p> <p><b>4</b></p> |
| <p>4.14</p> | <p><b><u>Headteacher’s Report</u></b><br/>         The Head apologised for lack of Y4 data In the original HT report sent to Governors as it been in the process of being moderated due to having a new teacher in the class. The Head distributed a new front page containing the updated data.</p> <p>The head briefed Governors on the documentation sent:</p> <ul style="list-style-type: none"> <li>• Attendance –<br/>             Good the only figure below the national average is SEN children with an EHCP</li> </ul> <p><b>Question: Are the absence due to medical reasons?</b><br/>         Answer: Yes some of the time</p> <ul style="list-style-type: none"> <li>• Data<br/> <b>Question: In Reading – Yr.2 30% below can you clarify that?</b><br/>             Answer: Yes the Y2 cohort has a wide spread of reading ability. We are very aware of the large group of low performing children and that is why we have put in place extra literacy and numeracy booster sessions for the children in this class.</li> </ul> <p>A Governor commented that Year 6 Maths was encouraging.</p> <p>The Head reported to Governors that the data is based on figures that are only half way through the term. This mid-term data assist teachers on the pupils progress. Many of the objectives will be covered by Easter and then reinforced in the new term. Governors were aware of the learning curve with new assessment data Otrack and looked forward to the end of term data.</p> <ul style="list-style-type: none"> <li>• PP / Support<br/> <b>Question: Can you explain Yr4 W! Maths?</b><br/>             Answer: We have 4 children not yet achieving but we are focusing on these pupils.</li> </ul> <p><b>Question: Can I ask the same question for Writing?</b><br/>         Answer: It is a similar picture and again focusing on these pupils.</p> <p>The Head highlighted that Early Years assessments show a high percentage of children on track for progress and 15/20% exceeding.</p> |                                 |



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|---------------|--|---------------|------------------------------------|------------|------------|----------------------|--|------------|-------------------|--|-----------|-------------------|---------------|---------------|----------------------|--|--|
|               | Governors were provided at the meeting with the school Self Evaluation Document. The Head requested Governors read and to feed back to him information that could be added to the document in respect of Governors within the Leadership and Management section.   |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.15          | <p><b><u>Budget Management Policy</u></b><br/>The document had been provided to Governors in advance of the meeting. There were no questions.</p> <p><b>Governors Agreed to the Policy</b></p>   |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.16          | <p><b><u>Pupil Premium and disadvantaged children</u></b><br/>Covered in Head teachers Report – See 4.14</p>   |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.17          | <p><b><u>SFVS</u></b><br/>The document had been provided to Governors in advance of the meeting. There were no questions.</p> <p><b>Governors Agreed to the Policy</b></p> <p><b>Action: The Head to implement application and to advise parents and staff accordingly.</b></p>  | <b>5</b>      |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.18          | <p><b><u>Policies</u></b><br/>1. <u>Complaints Policy</u><br/>The above policy is a NYCC policy that has been adopted by the school.<br/>No amendments were required.</p> <p style="text-align: center;"><b>Governors Agreed unanimously to all Policy being adopted</b></p>   |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.19          | <p><b><u>Events in school this term</u></b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <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> <p><b><u>Plus</u></b><br/>Red nose day<br/>Yr5/ 6 Topical World<br/>Yr3/4 York Trip</p> | 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 |  |  |
| 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   |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.20          | <p><b><u>Date of next Meetings</u></b></p> <p style="text-align: center;">FGB 18<sup>th</sup> May 2017 @18:00</p>  |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.21          | <p><b><u>Correspondence / Thanks</u></b><br/>Thank you cards had been sent to Will Jagger and Simon Hepburn</p>  |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |
| 4.22          | <p><b><u>AOB</u></b></p>   |               |                                    |            |            |                      |  |            |                   |  |           |                   |               |               |                      |  |  |



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|  | <p><u>Governor Meetings Work planner 2017 /18</u></p> <p>The Chair explained to Governors that a new model of working was being considered in that the GB would have 10 FGB meetings and no committee meetings from September 2017/18. All meetings would have a focus and benefits including</p> <ul style="list-style-type: none"><li>• fewer meeting</li><li>• Governors better knowledge across all areas</li><li>• Ofsted knowledge</li></ul> <p>Governors discussed how the changes would work and the cost involved. The Head, Chair and a small working group would arrange the new work planner.</p> <p><b>Action: Chair to organise working group on Work planner</b><br/><b>Clerk to add to next Agenda</b></p> |  |
|  | <b>Meeting ended at 8.15pm</b>   |  |

Signed .....

Dated .....





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### Presentation of Year 6 Outcomes by Anita Amesbury

A short verbal presentation was given to Governors on the outcomes / progress of the Year.6 pupils.

Governors were advised that there were 19 children in the cohort with a new child recently joining the school who was above national standard in both Maths and English.

| Subject | Year 6  | Pupil No | Comments     |
|---------|---|----------|--------------|
| Maths   | Not Achieving the expected Level  | 2        |              |
|         | On Track  | 11       | 3 Borderline |
|         | Exceeding expected level  | 6        |              |
| Reading | Not Achieving the expected Level  | 3        |              |
|         | On Track  | 9        |              |
|         | Exceeding expected level  | 7        |              |
| Writing | The SPAG is good and they are getting on track with Grammar and find basic errors for themselves.<br>All except one are achieving but some are still making some silly mistakes |          |              |

**Question: Are the children who are not achieving getting extra support?**

Answer: Yes we giving those needed extra help assistance all the time.

**Question: Are you doing that for SPAG as well?**

Answer: Yes but obviously we can't be there in the test telling that.

| Subject  | Year 6                           | Pupil No | Comments |
|----------|----------------------------------|----------|----------|
| Spelling | Not Achieving the expected Level | 0        |          |
|          | On Track                         | 14       |          |
|          | Exceeding expected level         | 5        |          |

**Question: Can you comment on the reading progress and grading?**

Answer: We believe the reading levels this year will be graded unlike last year when the attainment level was very difficult.

Governors were informed that in the spelling test this week 3 or 4 fell short of their expectations but the rest was good. Obviously we will have a better picture at the end of the term.

This is a small cohort compared to others within the school.

Pupils are all working very hard to achieve progress and we don't want to talk too much about the test but concentrate on children their very best.

**Question: How is this cohort compared with last years?**

Answer: Yes better than last year's group both in Maths and English. We don't have so many with dyslexic this year.

The Chair gave a short synopsis on last year's results.



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The visiting Governor Kurt Bituwens from Pickhill Primary School explained the situation they are experiencing with very small cohort for all years. They have only 32 in the school and only 2 teachers.

**Question: In terms of the test. What have you learnt from last year's results?**

Answer: All the staff have been on a learning curve with changes being made in how lessons are taught and how we delivery the subjects. Staff have learnt from various training (NYCC / Alliance). We have put a variety of things in place to ensure pupils have a good understanding of expectations.

Maths standards are now higher with that being on the SDP

**Question: Are any of the Pupil Premium Children not achieving?**

Answer: We have 1 that won't achieve / 1 looked after child that won't achieve / 1 borderline service child in Maths.

**Question: what is the expectations for Yr7 for these pupils?**

Answer: All should settle well at various schools in Thirsk / Harrogate / Others.