



Carlton Miniott Community Primary School

Minutes of a Full Governing Body Meeting Thursday 18th May 2017 at 6pm

Governors Present:

Pat Almond; Anita Amesbury; Steve Crocker (Head); Chris Dale (Joint Chair); Alison Flouri; Laura Mallett; Jo Carver; Liz Foster

Others:

Terry Bland (Safeguarding/Health & Safety Officer, NYCC)
Siân Henderson (Relief Clerk);

Actions Required from these Minutes

| Ref No | Year 15/16 | Subject | Person | Details |
|--------|------------|----------|--------|---|
| 1 | 5.10 | Training | Chair | Check training logs are up-to-date |
| 2 | 5.10 | Training | Chair | Send Jo Carver link to online resources for new governors |
| 3 | 5.14 | Ofsted | Head | Send exemplar answers to Ofsted questions to governors |
| 4 | 5.14 | Ofsted | Clerk | Add Ofsted questioning to all agenda until the inspection |
| 5 | 5.8.2 | Website | All | Send comments to Pat Almond |

- 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**

| | | |
|-----|---|--|
| 5.1 | <u>Welcome and introduction of new governor</u> New parent governor Jo Carver was welcomed and introduced to the governing body. | |
| 5.2 | <u>Apologies for absence</u> Apologies were received and accepted from Mark Brett and Nick Hall | |
| 5.3 | <u>Governors reminded to declare any interests, pecuniary or non-pecuniary</u> <ul style="list-style-type: none"> • No declarations were made • Governors were also reminded of the confidential nature of discussion at governing body meetings | |
| 5.4 | <u>Notification of urgent or confidential business</u> Nothing declared | |
| 5.5 | <u>Approval of Minutes from the meeting held on 16th March 2017</u> The minutes were approved and signed by the Chair with the following amendment: the action associated with the SFVS should not have included an instruction to send to parents | |



Carlton Miniott Community Primary School

| 5.6 | <p><u>Matters arising</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 8%;">Ref No</th> <th style="width: 8%;">Item</th> <th style="width: 18%;">Subject</th> <th style="width: 10%;">Person</th> <th style="width: 30%;">Details</th> <th style="width: 18%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">4.7</td> <td>Minutes</td> <td>Clerk</td> <td>Amend as directed and send to Head/Chair for signing</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">4.12</td> <td>Governor training</td> <td>Head Clerk</td> <td>Send information and details to various Heads and Governors on Competency Training. Send links for Competency Framework and New Governor Handbook</td> <td style="text-align: center;">Completed Completed</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4.13.1</td> <td>Academy</td> <td>Head</td> <td>Organise visit to Meadowside</td> <td style="text-align: center;">In process</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">4.13.2</td> <td>Academy</td> <td>Head</td> <td>Implement application and to advise parents and staff accordingly.</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4.17</td> <td>SFVS</td> <td>Head</td> <td>Submit to local authority</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">4.22</td> <td>Work planner</td> <td>Chair Clerk</td> <td>Organise working group on work planner. Add to next agenda</td> <td style="text-align: center;">Completed Completed</td> </tr> </tbody> </table> | Ref No | Item | Subject | Person | Details | Action | 1 | 4.7 | Minutes | Clerk | Amend as directed and send to Head/Chair for signing | Completed | 2 | 4.12 | Governor training | Head Clerk | Send information and details to various Heads and Governors on Competency Training. Send links for Competency Framework and New Governor Handbook | Completed Completed | 3 | 4.13.1 | Academy | Head | Organise visit to Meadowside | In process | 4 | 4.13.2 | Academy | Head | Implement application and to advise parents and staff accordingly. | Completed | 5 | 4.17 | SFVS | Head | Submit to local authority | Completed | 6 | 4.22 | Work planner | Chair Clerk | Organise working group on work planner. Add to next agenda | Completed Completed | |
|--------|---|-------------------|--------------------|---|----------------------------|---------|--------|---|-----|---------|-------|--|-----------|---|------|-------------------|-------------------|---|----------------------------|---|--------|---------|------|------------------------------|------------|---|--------|---------|------|--|-----------|---|------|------|------|---------------------------|-----------|---|------|--------------|--------------------|---|----------------------------|--|
| Ref No | Item | Subject | Person | Details | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 4.7 | Minutes | Clerk | Amend as directed and send to Head/Chair for signing | Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 4.12 | Governor training | Head Clerk | Send information and details to various Heads and Governors on Competency Training. Send links for Competency Framework and New Governor Handbook | Completed Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4.13.1 | Academy | Head | Organise visit to Meadowside | In process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 4.13.2 | Academy | Head | Implement application and to advise parents and staff accordingly. | Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 4.17 | SFVS | Head | Submit to local authority | Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 4.22 | Work planner | Chair Clerk | Organise working group on work planner. Add to next agenda | Completed Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.7 | <p><u>Safeguarding/Health and Safety</u></p> <p>Terry Bland gave a report on boundary issues for the school and led governors on a walk to review potential risks and remedies. Mr Bland left the meeting and a discussion took place.</p> <p style="color: red;">It was agreed to install a 1.2 metre, double latted, wooden fence along the entrance path to secure the playground area. The headteacher will ask for revised quotes from the three contractors already approached. Costs will be met from devolved capital.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.8 | <p><u>Committee Reports</u></p> <ol style="list-style-type: none"> 1. <u>Finance and Staffing Committee</u> The last meeting focused on the fencing issue and a staffing update (appointments and resignations). The Chair reported that he had concerns around the accuracy of budget predictions provided by the bursar service; a meeting has been arranged to discuss this issue. 2. <u>School Development Committee</u> The Chair gave an oral report on the most recent meeting. Matters considered included the pupil questionnaire, parents' questionnaire, governor book scrutiny, and website. All governors were asked to pass their comments on the website to the Committee Chair before the next committee meeting on 29 June; other stakeholders will also be consulted. 3. <u>Safeguarding</u> Minutes of the recent meeting were circulated and the Chair gave an oral report. | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Carlton Miniott Community Primary School

| | | |
|------|---|---------------------------------|
| 5.9 | <p><u>Link Governor Visits</u> Pat Almond has visited reception children to encourage use of the library in Thirsk and has accompanied a class visit to a local herb garden.</p> | |
| 5.10 | <p><u>Governor Training</u> 'Being Strategic' training has been undertaken by most governors. A discussion on the benefits and disadvantages of joining with other schools for training took place and it was agreed that a mixture of joint and dedicated training would be the ideal scenario.</p> <p>Jo Carver will undertake new governor training in the autumn term. She and Liz Foster will support each other as the two newest governors.</p> | <p>1</p> <p>2</p> |
| 5.11 | <p><u>Academy Status</u></p> <ul style="list-style-type: none"> • A letter to parents and stakeholders has been issued – we have had only one response which was positive • The academy order to become part of the Elevate Trust has been applied for • Conversion is expected in January/February 2018 • Consultation is the next step but there is a hiatus due to the election purdah • HR support will be available from the local authority from September. • The impact of the new school build in Sowerby was discussed. | |
| 5.12 | <p><u>Outturn and Start Budget</u> The catering budget and accounts for 2016/17 were tabled for governors' information, as requested.</p> <p>Budget and outturn papers were tabled at the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • In-year prediction for deficit of £47.2k at the end of 2017/18 • That deficit is predicted to fall in the following two years but the overall balance would fall into deficit in 2019/20 • Costs of academy conversion are not included in the budget; a grant of £25k will be received but the MAT will take 4-5% of income annually • The Chair reported that he believes the deficit for next year can be significantly reduced without any major impact on staffing <p>The governing body approved the submission of the budget and financial forecast to the local authority.</p> | |
| 5.13 | <p><u>School Development Plan update</u></p> <ul style="list-style-type: none"> • The plan has been reviewed in detail by the School Development Committee. • The focus on reading has led to significant improvements. Y3 pupils fell slightly short of their cohort target. • Spelling results are improving but have not yet reached aspirational targets. • Early Years: 87% are on track for a good level of development and those predicted to exceed expectations are a larger group than anticipated. Assessments have been moderated. It was agreed to track these higher achieving pupils as a group. • Maths results show high achievement in calculation but less success in problems requiring wider reasoning abilities; programmes have been introduced to raise skill-levels in this area, helping children to bring multiple maths strategies to problem-solving. A governor requested that the new maths leader offer a session to | |



Carlton Miniott Community Primary School

| | | |
|------|---|----------------------|
| | <p>governors to explain the maths curriculum</p> <ul style="list-style-type: none"> • Pupil Progress data was circulated prior to the meeting with additional information tabled; various groups are tracked | |
| 5.14 | <p><u>Ofsted inspection roles and preparation; data dashboard</u></p> <ul style="list-style-type: none"> • Chris Dale, Alison Flouri, and Pat Almond agreed to be available, if possible, to meet with Ofsted inspectors. • Information on likely questions was offered to governors. The headteacher agreed to provide some exemplar answers and governors will be offered the chance to ask Ofsted-related questions at governing body meetings. • Headline data was highlighted. • The data dashboard was examined and discussed. | 3 4 |
| 5.15 | <p><u>Working party for Governor Annual Report to parents</u></p> <p>It was agreed that the report should focus on being a celebration of the life of the school, including photographs, and the work of the governing body. Pupils will be asked what they would like to be included in a review of the year. Liz Foster, Jo Carver and Alison Flouri agreed to lead on this.</p> | |
| 5.16 | <p><u>Work Planner for FGB 2017/18 and new meeting arrangements</u></p> <p>An example annual work planner was circulated prior to the meeting based on 10 full governing body meetings and no committee meetings per year. The Chair and Head will meet to produce a plan that incorporates the existing work covered by committees into this schedule.</p> <p>After discussion, it was agreed to continue with a start time of 6 pm for meetings and to aim for the second Wednesday of each month from September (with no meeting in April or August)</p> | |
| 5.17 | <p><u>Governor photos</u></p> <p>Photos will be taken at the next meeting</p> | |
| 5.18 | <p><u>Governor meal/summer venue</u></p> <p>The Chair will approach local venues to host the final meeting of the year</p> | |
| 5.19 | <p><u>Events in school</u></p> <p>A list of events was provided by the headteacher.</p> | |
| 5.20 | <p><u>Meeting dates</u></p> <p>See 5.16</p> | |
| 5.21 | <p><u>Correspondence/thanks</u></p> <p>Thank you and congratulation letters will be signed at the next meeting.</p> | |
| 5.22 | <p><u>AOB</u></p> <p>Jo Carver agreed to join the interview panel for the maternity cover appointment</p> | |

Meeting ended at 8.16pm

Signed

Dated



Carlton Miniott Community Primary School

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. 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.



Carlton Miniott Community Primary School

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.