



Carlton Miniott Community Primary School

Minutes of a Full Governing Body Meeting Wednesday 6th Sept 2017 at 6:30pm

Governors Present:

Pat Almond; Steve Crocker (Head); Chris Dale (Chair); Alison Flouri; Lorna Mallett.

Others:

Sue Nicholson (Clerk)

Actions Required from these Minutes

Ref No	Year 17/18	Subject	Person	Details
1	1.4	BI Forms	Clerk	Forward BI Forms to all Governors who were not present for this meeting.
2	1.8	Link Governors	Clerk	Add this item to the next Agenda <ul style="list-style-type: none"> • Vice Chair • SEN Governor
3	1.9.2	Parent Governor	Head	Head to send out letters to all parents advising of vacancy.
4	1.9.3	Governor Training	Head	Induction courses for Maj Bailey and Jo Carver. Identify any bespoke additional training for the GB Add vacancy to next Agenda
5			Head / Chair	
6			Clerk	
7	1.17	SDP Monitoring	Clerk	Add to next Agenda for section 3&4
8	1.14	SEF	Clerk	Add SEF to the next Agenda
9	1.20	Ofsted	Clerk	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. Governor Agreement

FGB 17/18	PART 'A' – PROCEDURAL	Ref No
1.1	<p><u>Welcome and Introduction</u> The Chair welcomed everyone to the meeting that started at 6:45pm.</p>	
1.2	<p><u>Election of Governors</u></p> <p>1. <u>Resignation</u> The Chair informed the Governing Board that a letter of resignation had been received and accepted from Nick Hall due to personal reasons, with immediate effect. However, NH stated that he would be happy to act in any advisor role should the GB feel his expertise would be beneficial.</p> <p>All the Governors wanted to thank Nick for all his work on the board over the last few years.</p>	



Carlton Miniott Community Primary School

	<p>2. <u>Co-Opted Governor</u> The Chair had received information from a Maj Bailey who was happy to be elected as a Co-Opted Governor. Unfortunately he was out of the country this week but would be available for future meetings. Proposed that Maj Bailey be a Co-Opted Governor: Alison Flouri Seconded by Pat Almond <b style="color: red;">Agreed by all Governors present</p>																																												
1.3	<p><u>Apologies for absence</u> Apologies were received from Liz Foster, Anita Amesbury and Maj Bailey. <b style="color: red;">Consent for absence Agreed</p> <p>Apology had not been received from Jo Carver Consent for absence not Agreed</p>																																												
1.4	<p><u>Completion of Business Interest Forms and declare any interests</u></p> <p>All Governors present completed the annual BI forms.</p> <p>Action: Clerk to forward BI Forms to all Governors who were not present for this meeting.</p>		1																																										
1.5	<p><u>Urgent / Confidential Items</u> The Head declared one item concerning a financial situation that needed to be resolved urgently. Governors agreed to hear this matter under AOB (item 1.24)</p>																																												
1.6	<p><u>Approval of Minutes from the 6th July 2017</u></p> <p style="text-align: center;"><b style="color: red;">GB Agreed: That the Minutes with the amendments held on the 6th July 2017 were a true and accurate record of the meeting.</p>																																												
1.7	<p><u>Matters arising</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 8%;">Ref No</th> <th style="width: 8%;">Year 16/17</th> <th style="width: 18%;">Subject</th> <th style="width: 10%;">Person</th> <th style="width: 28%;">Details</th> <th style="width: 18%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">6.11</td> <td>Academy Support</td> <td>Head / Chair</td> <td>Check if more than one quote required for this support service due the cost involved.</td> <td>Head confirmed only one quote was required and the action is still ongoing</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">6.9</td> <td>Governor Visits</td> <td>AF</td> <td>Written report to be completed and sent to the Head</td> <td>Still on going</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">6.14</td> <td>SEN Governor</td> <td>Clerk</td> <td>Add to Agenda SEN Governor to be appointed in September</td> <td>On Agenda</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">6.15</td> <td>SEF</td> <td>Clerk</td> <td>Add to next Agenda</td> <td>On Agenda</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">6.18</td> <td>Annual Report</td> <td>Chair</td> <td>Send to all Governors asap</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">6.20</td> <td>Thank you</td> <td>Chair</td> <td>Action as required</td> <td>Completed</td> </tr> </tbody> </table>	Ref No	Year 16/17	Subject	Person	Details	Action	1	6.11	Academy Support	Head / Chair	Check if more than one quote required for this support service due the cost involved.	Head confirmed only one quote was required and the action is still ongoing	2	6.9	Governor Visits	AF	Written report to be completed and sent to the Head	Still on going	3	6.14	SEN Governor	Clerk	Add to Agenda SEN Governor to be appointed in September	On Agenda	4	6.15	SEF	Clerk	Add to next Agenda	On Agenda	5	6.18	Annual Report	Chair	Send to all Governors asap	Completed	6	6.20	Thank you	Chair	Action as required	Completed		
Ref No	Year 16/17	Subject	Person	Details	Action																																								
1	6.11	Academy Support	Head / Chair	Check if more than one quote required for this support service due the cost involved.	Head confirmed only one quote was required and the action is still ongoing																																								
2	6.9	Governor Visits	AF	Written report to be completed and sent to the Head	Still on going																																								
3	6.14	SEN Governor	Clerk	Add to Agenda SEN Governor to be appointed in September	On Agenda																																								
4	6.15	SEF	Clerk	Add to next Agenda	On Agenda																																								
5	6.18	Annual Report	Chair	Send to all Governors asap	Completed																																								
6	6.20	Thank you	Chair	Action as required	Completed																																								



Carlton Miniott Community Primary School

1.8

Link Governor Allocation and Link Governor Visits

1. Allocations / Link Governors

The Chair stated that due to a number of Governors being absent two Link Governor responsibility post could not be confirmed. Governors agreed on the following with the Vice Chair and SEN post to be discussed at the next meeting.

Responsibility	Governor
Chair	Chris Dale
Vice Chair	
SEN	
Safeguarding	Alison Flouri
Health & safety	Alison Flouri
Safer Recruitment	Alison Flouri
Complaints	Chris Dale
Appeals	Pat Almond

Class	Governor
Reception / Year 1	Pat Almond
Year 2	Chris Dale
Year 3 and year 4	Liz Foster / Jo Carver
Year 5 and Year 6	Alison Flouri and Maj Bailey

Action: Clerk to add this item to the next Agenda.

2. Governor Visits

CD – confirmed that he still had an outstanding written report on a visit to Year 1. The Chair stated that he had been surprised but happy at the development of the children he had seen in Reception to being Year 1 pupils. Governors were advised that he had seen the school priority actions being acted upon at his visit.

Question: Did you ask or question what we as a GB could do to help?

Answer: The Chair stated he did asked if any resources were required or anything else needed. The staff had stated nothing was required.

The Chair continued by stating the children were engaged in the work set and the Teaching and Learning appeared to be good.

2

1.9

Governor Terms of Office / Vacancies / Training

1. Terms of Office

Advised and agreed

2. Parent Governor Vacancy

The Head stated that an advert for a Parent Governor would be completed as soon as possible.

Action: Head to send out letters to all parents advising of vacancy.

3



Carlton Miniott Community Primary School

	<p>3. <u>Training</u> All Governors discussed and agreed that an induction course would be beneficial for Maj Bailey and Jo Carver. The GB also discussed bespoke training for the Board but wanted more time to decide the best training for them, due to them hopefully becoming an Academy.</p> <p style="text-align: center;">Action: Head & Chair to sort induction courses for Maj Bailey and Jo Carver. Head & Chair to identify any bespoke additional training for the GB Clerk to add vacancy to next Agenda</p>	4 5 6
1.10	<p><u>Code of Conduct</u> <b style="color: red;">Agreed the current Code of Practise should continue.</p>	
1.11	<p><u>Safeguarding</u></p> <p>The Head briefed the Governors on the new fencing at the front and how it was working doing the school day.</p> <p>The Chair also stated that he was still pursuing action from the police, for some form of presence at the pickup and drop off times which are still causing concerns with some parents not always acting sensible.</p>	
1.12	<p><u>Academy Status</u></p> <p>The Head confirmed that due to this meeting being so early within the term no further action had taken place. The first meeting with AVEC was imminent and more details will be available to Governors after that meeting.</p> <p>Governors had a short discussion on the school's current status in joining the MAT.</p>	
1.13	<p><u>Assessment Summary / SAT'S results analysis</u></p> <p>The Head confirmed the information provided to Governors at the end of the last term and produced a breakdown with the information available regarding the schools standing in reference to national levels.</p> <p>The Head went through the report provided to Governors at the meeting.</p> <ol style="list-style-type: none"> 1. <u>Year 2</u> – results at the expected standard were good with only Maths at greater depths being less than the National results. Science work was good at 89%. 2. <u>Year 6</u> - Governors were informed that the results were showing the anticipated figures. Progress results this year in writing and maths but showed that the school still needed to focus on the progress of Maths and Reading <p>Question: Why are the Reading results still low? Answer: This year's results have improved but we still need to ensure a greater depth of reading is taking place by our pupils to ensure continued improvement and gain the results we are striving to attain.</p>	



Carlton Miniott Community Primary School

	<p>3. <u>Average Scale Scores</u> The expected result shown is one out of expected =100. The scores show the school approximately reaching national averages on most categories but girls Maths was below the national average.</p> <p>Question: Do you have breakdown on vulnerable children? Answer: No and I agree it would be informative if those results were available.</p> <p>Governors were informed of the priorities that the Head felt was necessary. Priorities - Maths across the school</p> <ul style="list-style-type: none"> - Standards in lower KS2. - Spelling and Hand writing (AF informed the GB of a scheme being used to reward children with a medal / certificate on improving their writing) - Science - Computing <p>The Chair asked the Head if any resources / computer packages on writing were available for the school. The Head stated that at present he wasn't aware of anything but as the school did not have a Computer specialist at present it was possible something may be available. The Head continued to state that by joining the Elevate MAT this may benefit the school as the MAT had more spending power which in turn may lead to them getting better Computer Leadership. The Head also stated that this had been raised with the North Star Alliance but nothing had materialised from them.</p> <p>Question: Do you envisage the MAT will be able to help with Computers Leadership? Answer: The Head stated he wasn't 100% sure but as previously stated the MAT had more buying power than our school alone to resolve matters like that. These are the ideas, subjects and collaborations details that I want to bring into the challenges when we have the meetings with the MAT.</p> <p>Question: Are there Computer Resources experts available within the Primary Sector? Answer: Yes but these may not be local.</p>	
<p>1.15 & 1.16</p>	<p><u>School Development plan / Objectives / Monitoring</u> The Head continued to brief Governors on the SDP which had been sent to Governors prior to the meeting.</p> <ol style="list-style-type: none"> 1. Achievement 2. Teaching and Learning 3. Behaviour and Safeguarding 4. Leadership and management <p>The Head went thoroughly through each section with Governors clarifying the priorities for each section</p> <p>Question: In Section 1 point 1 will this additional work be in school time? Answer: Yes with cover being sorted internally.</p>	



Carlton Miniott Community Primary School

	Governors agreed to the SDP											
1.16	<p><u>Governor Objectives</u> (see 1.15 above)</p>											
1.17	<p><u>Agree SDP Monitoring for the year</u> The GB agreed to the following Governors being responsible to track and monitor the SDP sections:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Section</th> <th style="text-align: center;">Governor</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. Achievement</td> <td style="text-align: center;">P Almond</td> </tr> <tr> <td style="text-align: center;">2. Teaching and Learning</td> <td style="text-align: center;">A Flouri</td> </tr> <tr> <td style="text-align: center;">3. Behaviour and Safeguarding</td> <td style="text-align: center;">To Be Confirmed</td> </tr> <tr> <td style="text-align: center;">4. Leadership and management</td> <td style="text-align: center;">To Be Confirmed</td> </tr> </tbody> </table> <p>Question: Will there be a program to ensure the development of each section? Answer: Yes and perhaps we should put a section into each Agenda (each section could be heard twice a year).</p> <p>Action: Clerk to add to next Agenda for item 3&4</p>	Section	Governor	1. Achievement	P Almond	2. Teaching and Learning	A Flouri	3. Behaviour and Safeguarding	To Be Confirmed	4. Leadership and management	To Be Confirmed	7
Section	Governor											
1. Achievement	P Almond											
2. Teaching and Learning	A Flouri											
3. Behaviour and Safeguarding	To Be Confirmed											
4. Leadership and management	To Be Confirmed											
1.14	<p><u>SEF</u> The Head stated that although he had send the first draft of the SEF out prior to the meeting LF had read and send back a number of relevant improvement ideas which he had incorporated into the latest SEF version. Governors were provided with the new version. A suggestion was that they read the new version and review at the next meeting.</p> <p>Action: Clerk to SEF to the next Agenda</p>	8										
1.18	<p><u>Schedule of Policies</u> The Chair produced a report of Policy requirements and inclusion dates for the Head. Head stated he would add to the work schedule plan.</p>											
1.19	<p><u>Pupil Premium results and Strategy</u> The Head provided Governors with a report on Pupil Premium information and expenditure at the meeting.</p> <p>Governors were briefed by the Head who went through the report for Governors. The overall picture was that good progress was being made by the majority of pupils.</p> <p style="color: green;">In respect of funding the Head produced details showing that an amount of approx. £32K was available to PP. However, two students had subsequently left the school and the Head wanted Governors approval that the funding for those pupils be forwarded to the relevant</p>											



Carlton Miniott Community Primary School

	<p>school.</p> <p>Governors were advised an approx. amount of £28K would then be available. The Head stated that £20K was already allocated with either £11or £8K still being available to be allocated to catch-up sessions.</p> <p>Governors had a discussion on both the PP transfer for the pupils and also the catch-up spend.</p> <p style="text-align: center;">Agreed that the £3.8K should be used for catch-up sessions.</p> <p>Question: Who will measure the impact on those sessions? Answer: The Head confirmed that he would do that along with other intervention groups.</p> <p>Governors then had a short discussion on intervention that are in place not just for PP children and if they should be proved with monthly updates and planning.</p>																													
1.20	<p>Ofsted</p> <p>The Head and Chair both felt that they needed to be ready for an Ofsted inspection. The Chair stated that there were 5 separate areas that needed to be monitored by Governors. The Chair felt that all Governors should each have an area of responsibility.</p> <p>Due to the number of Governors being absent this should be resolved at the next meeting.</p> <p>Action: Clerk to add to next Agenda.</p>	9																												
1.21	<p><u>Events in school this term</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">11th-15th September</td> <td>Y6 visit to Bewerley Park</td> </tr> <tr> <td>14th September</td> <td>Swimming starts for Y1</td> </tr> <tr> <td>18th September</td> <td>Clubs start</td> </tr> <tr> <td>21st September</td> <td>KS1 Fun Run (No swimming)</td> </tr> <tr> <td>25th September</td> <td>Y3/4 visit to Thirsk</td> </tr> <tr> <td>5th October</td> <td>FOS Disco</td> </tr> <tr> <td>10th October</td> <td>Tag Rugby Competition</td> </tr> <tr> <td>11th October</td> <td>Harvest Festival</td> </tr> <tr> <td>1st November</td> <td>KS2 Cross Country Competition</td> </tr> <tr> <td>6th November</td> <td>Y5/6 Football Competition</td> </tr> <tr> <td>23rd November</td> <td>Last swim for Y1</td> </tr> <tr> <td>1st December</td> <td>FOS Christmas Fayre</td> </tr> <tr> <td>6th December</td> <td>Y5/6 Sports hall Athletics competition</td> </tr> <tr> <td>13th/14th December</td> <td>Christmas Productions</td> </tr> </table>	11th-15th September	Y6 visit to Bewerley Park	14th September	Swimming starts for Y1	18th September	Clubs start	21st September	KS1 Fun Run (No swimming)	25th September	Y3/4 visit to Thirsk	5th October	FOS Disco	10th October	Tag Rugby Competition	11th October	Harvest Festival	1st November	KS2 Cross Country Competition	6th November	Y5/6 Football Competition	23rd November	Last swim for Y1	1st December	FOS Christmas Fayre	6th December	Y5/6 Sports hall Athletics competition	13th/14th December	Christmas Productions	
11th-15th September	Y6 visit to Bewerley Park																													
14th September	Swimming starts for Y1																													
18th September	Clubs start																													
21st September	KS1 Fun Run (No swimming)																													
25th September	Y3/4 visit to Thirsk																													
5th October	FOS Disco																													
10th October	Tag Rugby Competition																													
11th October	Harvest Festival																													
1st November	KS2 Cross Country Competition																													
6th November	Y5/6 Football Competition																													
23rd November	Last swim for Y1																													
1st December	FOS Christmas Fayre																													
6th December	Y5/6 Sports hall Athletics competition																													
13th/14th December	Christmas Productions																													



Carlton Miniott Community Primary School

1.22	<u>Date of FGB</u> The meeting are now Wednesday evenings @18:00 <ul style="list-style-type: none">• 18/10/17• 8/11/17• 10/1/18• 21/2/18• 28/3/18• 9/5/18• 20/6/18• 11/7/18	
1.23	<u>Correspondence / Thanks</u> The Chair agreed to send a letter of thanks to Nick Hall for all his hard work. The Chair also stated he would send a card to the staff members that had left the school in July.	
1.24	<u>Any Other Business</u> 1. <u>Finance Cheque Signatures</u> The Head advised Governors that due to the absence of the Deputy Head the only two signatures on cheques were Mrs Hudson and himself. In this respect he needed the GB approval to sign cheques when the cheques were for either Mrs Hudson as Office Manager or himself. Question: Are there always two signatures on any cheque? Answer: Yes Governors discussed and Agreed to the Head's proposal	
	Meeting Closed at 8:30pm	

Signed

Dated