

Weaverthorpe CE (VC) Primary School
Full Governing Body Meeting was held on
17th September 2019 at 5pm at the school

Minutes

Present:	Femi Shellard (FS) Janette Wilkinson (JW) Andy Bowden (AB) Trish Lake (TL) Tracy Wallace (TW) Katie Church	(Chair) Co-opted Governor Headteacher Foundation Governor Foundation Governor Parent Governor Staff Governor
In attendance:	Laura Waites	NYCC Clerk
Not present:	Nick Carnes (NC) Jenny Driver (JD)	Parent Governor Co-opted Governor

Minute	Details	Action
1.0919	Welcome and introductions AB opened the meeting with a prayer. LW gave a reminder that FS and NC had been appointed as Chair and Vice Chair last year for a 2 year term of office until September 2020. FS welcomed new staff governor KC and made introductions.	
2.0919	Apologies Apologies were received from NC and JD and the reason discussed and consented to.	
3.0919	Declarations There were no declarations of interest to report. The register of interest forms were circulated, updated and signed. NC to do at the next meeting.	LW
4.0919	Confidentiality Any confidential items are to be highlighted at point of discussion.	
5.0919	Minutes The minutes of the last meeting held in June 2019 including confidential minutes were approved as a correct record with the following amendments: Min 15.0619 – EYFS Y1 to read ‘and Y2’. Final versions are to be forwarded to the school office for publication.	LW
6.0919	Matters There were no matters arising from the minutes not covered on the agenda.	
7.0919	Standing orders It was agreed that the Standing Orders (September 2019) and the Code of Conduct be approved. Governors present signed the Code of conduct. Remaining governors to do so at the next meeting. The use of school email addresses was discussed; LW advised it was the recommended method for GDPR purposes. The preference of the governing body is to use their own emails and the Governor module system be used to send school data. Governors were reminded of the need to treat all data confidentially and securely.	LW
8.0919	GB update The school website – policies are to be added once approved. The following action was agreed in regards to the 2 governor vacancies: Co-opted governor – there is 1 vacancy; all to consider how to fill this.LA governor – NYCC does not have any candidates to put forward.	JW ALL

	The GB discussed if an existing co-opted governor could apply to be the LA governor. FS to check with JD.	FS
9.0919	<p>School Development Plan</p> <p>JW covered proposed school development priorities for 2019/20 which were outlined in the circulated document. These have been discussed with the SIA. They include a focus on the development of Willow Unit; the strategic leadership / direction of the governing body and improving outcomes in teaching and learning with a focus on reading and phonics.</p> <p>Q. Does it include any focus on early years teaching and learning? A It is included in the development of the Willow Unit Q Does the 2nd priority reflect the Ofsted focus? A yes Q Will the third one include writing and also working at greater depth? A Yes Q If some parents chose not to send a child to a formal education setting until they are 5 years old, how does the framework allow for that? A It would be a challenging starting position as the school would need to show how it is moving the child along in terms of good levels of development. Nationally, it is being reported that all 3 year olds have poor reading levels which is why this is a priority in the new framework. The school is also focusing on phonics and vocabulary as this needs to be a focus before writing. Q Is this a classroom priority only? A It will be a whole school approach so all teachers are focusing on different ways to build vocabulary. JW gave some examples of the work being done. Q How can the GB help with these priorities? A JW referred to the circulated SEF document. There are a number of areas which need improvement. JW has met with NYCC this week to discuss priorities and how the school will address pupil performance.</p>	
10.0919	<p>Governor priorities and visits</p> <p>JW advised that GB priorities are included in the SDP and focus on priority 2 – to further develop strategic thinking to ensure the GB fulfils its statutory responsibility of securing sustainable leadership and direction for the school'.</p> <p>The following priority areas for governor visits were agreed: Worship – AB visits the school each week and will document his visits in a log book. All governors are to review the focus of their visit and liaise with lead teachers. Leadership is to be an aspect of all visits. Safeguarding – FS is lead governor Health & safety – tbc</p>	<p>AB</p> <p>ALL</p>
11.0919	<p>Self Evaluation Form (SEF)</p> <p>JW referred to the latest pupil data (circulated) and noted that there were a number of areas where the school was performing at below the national average. Some of this can be explained by the small cohorts involved where 1 or 2 children skew the data; JW is looking at all children who didn't make required progress to identify their back story and evidence how the school is helping them to make progress. Since the results, 5 children have already made progress through teaching and learning (without additional interventions) and the school is looking at any additional support needed to continue this progress.</p> <p>JW referred to the need for more resources to cover supply and some of her ad-hoc teaching commitments to enable her to have more time to carry out formal monitoring and lesson reviews. The GB agreed that the supply budget can be increased as need arises.</p>	JW

	<p>JW advised that the circulated SEF reflects the current position in view of latest pupil data and asked for any comments from governors. It was noted that the SEF is a confidential document and not to be published.</p> <p>Q Can the small school situation be taken into account? A Can't be any exceptions but the history behind the data is very important. The school has 1 term to evidence further progress before Ofsted are due. In terms of the teacher vacancy, the school needs an experienced teacher in light of the SEF.</p> <p>It was agreed that JW amend the SEF to reflect more detail of what teachers and staff are doing to enable quality teaching and learning.</p> <p>JW reported on planned works to open up the wall between the two classrooms to improve interaction between classes and allow more flexibility</p> <p>Q How is the school able to fund the works? A It is using ring fenced capital funding which must be used for building and capital works rather than the revenue budget. The capital funding has to be spent within a set time limit. The work is in line with SDP priority to improve the space within and outside of the school. Q How much capital funding is there? A £8k The GB discussed other ways that the funding might be spent and how the proposed works would enable better use of space.</p> <p>It was agreed that the proposed works be approved.</p> <p>Q Can the funding be explained to parents better as the parent governor has had queries about the works. A parents are encouraged to come into school with any questions. FS noted that there will be a detailed budget update at the next meeting when FR attends.</p> <p>JW advised that works were also required for painting and decoration of the cloakroom area and quotes have been requested. Ideas to reduce costs were discussed. It was agreed that TW is to make enquiries about local sponsorship / provision of paint. The school is to ask for community volunteers to do the painting.</p>	<p>JW</p> <p>TW</p>
12.0919	<p>Policies The following polices had been pre-circulated for governor comments.</p> <p>Worship Policy Equalities and Diversity Policy EYFS additional policies Missing Child Policy Quality of Education (Teaching and Learning)Policy .Lock down procedures Refer to list on agenda</p> <p>JW advised that in terms of Lockdown procedures, she will talk to the children about why these are needed and will arrange an annual practice</p> <p>There were no comments on the policies; the GB was happy to approve all of the policies.</p>	<p>JW</p>

13.0919	DfE information All governors noted the new guidance document circulated on relationships and sex education (applies from Sept 2020).	
14.0919	Safeguarding All governors are to read the new guidance document circulated on Keeping Children Safe in Education, which is one of the key documents they need to be aware of. FS to share the link to the new guidance document	ALL FS
15.0919	Staffing JW reported on the following staffing changes: Teaching vacancy – the job description and person specification details have been circulated to governors. The closing date is 20 th September. TW is to be involved in the shortlisting process along with JW/KB on 23 September (3.30pm) and in interviews on 7 th October. There is a new TA in KS2. FS reported on a confidential staffing matter – minute 15.0919c refers.	TW
16.0919	Health & Safety (inc premises update) No further updates (covered above)	
17.0919	Clerks Update LW advised on a number of training opportunities: Complaints training – 21 October – JW attending HT performance management – TL has done this training already JW raised the £500 charge for an NYCC advisor to sit on the performance review panel – FS is to ask if this can be a suitable qualified person such as another HT. LW will update on any matters that come out of the Clerking Service meeting at the end of the month.	JW FS LW
18.0919	Correspondence None to report	
19.0919	Impacts on pupils Agreed GB priorities Started to develop a plan for school visits Agreed works to classrooms will facilitate quality teaching and learning Developing the school SEF and how areas for improvement are to be addressed	
20.0919	Date of next meeting Changed to Monday 18 th November 2019, 5pm AB closed with a prayer.	