

# Weaverthorpe CE Primary School

## Minutes of the Governing Body Meeting held on 21 January 2020, 5pm at school

<b>Present:</b>	Femi Shellard (FS) Janette Wilkinson (JW) Andy Bowden (AB) Trish Lake (TL) Tracy Wallace (TW) Jenny Driver (JD) Nick Carnes (NC)	(Chair) Co-opted Governor Headteacher Foundation Governor Foundation Governor Parent Governor Co-opted Governor Parent Governor
<b>In attendance:</b>	Laura Waites	NYCC Clerk
<b>Apologies</b>	Katie Church	Staff Governor

### Core Functions of Governance

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
3. Overseeing the financial performance of the school and making sure its money is well spent.

Minute	Item	Action
1.0120	<b>Welcome</b> TL opened the meeting with a prayer. FS welcomed everyone to the meeting and gave a reminder of the above core functions.	
2.0120	<b>Apologies for absence and to determine whether any absences should be consented to.</b> Apologies were received from KC and consented to. LW to amend email for KS to 'Katie.church@.....'	
3.0120	<b>Declaration of Governors' interests.</b> No interests in the meeting agenda items were declared.	
4.0120	<b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b> FS reminded governors of the need for confidentiality. HT discussions are to be minuted with names anonymised.	
5.0120	<b>Notification of urgent other business.</b> None raised. Governors were reminded of the need to complete circulated declaration of interest forms. Completed forms to be filed in the governor's file.	
6.0120	<b>To approve as a correct record the Minutes of the previous FGB meeting held November 2019</b> These were approved by governors and are to be signed by FS for filing in the governor's file, with the following amendments: 11.1119 take names of schools out and refer to them as school A, school B etc. 12.1119 change 'their' to 'her'	
7.0120	<b>To consider matters arising from the minutes and for which there is no separate agenda item.</b> None raised.	
8.0120	<b>GB update</b> Vacancies - There is a vacancy for an LA governor. FS gave a reminder to all governors to look out for suitable candidates.	ALL

	<p>Training – All governors confirmed they have read the Keeping Children Safe in Education guidance and undertaken the online Safeguarding/Child protection course and have sent evidence of completion to the school office for the records. KC and JD are to book onto the introduction to governance training course.</p> <p>Website – FS has reviewed the website checklist; all information looks to be up to date. Latest minutes are to be sent and added. Policies to be reviewed at this meeting to be added once approved.</p>	KC/JD
9.0120	<p><b>Report from the Headteacher</b>  JW referred to the circulated HT report and gave a summary of the main headlines.  The report included an update on the SDP priorities and pupil data.</p> <p>JW gave an update on works required to safeguard early years access to toilets and outside areas. A wooden gate, fencing and raising of screening height will be done. The gate will be put at the end of the building to make the whole side accessible and will be locked when the children are outside. The cost of works will be £1400.</p> <p><b>Q Are the safeguarding advisors satisfied that the works will meet requirements?</b>  <b>A Yes, the SIA and others who raised the issue have confirmed the school is doing everything it can do with funds available.</b></p> <p>Pupil data – the school is waiting for a parent to progress an ECHP for one child in Silver Birch; they made expected progress last year but this year have not due to lack of funding for one to one support; this is being chased up.  <b>Q Did you give the parent any guidance to help them progress the ECHP?</b>  <b>A They only need to ring up to chase progress as it is now passed the deadline for the response.</b></p> <p>Governors noted that overall, improvements are being made in the data. Reception / Y1 made less progress last year than they should have done, however staff changes made this year means that the school is closing the gap. Good progress is now being made due to the quality of teaching in place. Progress is moving towards the level expected and JW hopes to see better attainment by the end of the year.  <b>Q How often is the data reviewed?</b>  <b>A Half term data is collected (every 6 weeks) and a report on progress is made each term to governors.</b>  <b>Q When will we get attainment data?</b>  <b>A Normally reported on annually – will be reported next term.</b>  <b>Q What is 'ST' in Silver Birch?</b>  <b>A This is the starting point.</b></p> <p>JW also advised that Lisa Jones (SIA) is visiting the school on 5<sup>th</sup> February to focus on the SDP priorities and partnership plan and it would be useful if a governor could be present (representative to be confirmed).</p>	JW/FS
10.0120	<p><b>Safeguarding</b>  JW reported that there were two safeguarding advisor visits last term to monitor progress against the safeguarding audit action plan: the LIA visited on 12 November and Katherine Bruce on 21 November. Both visit reports have been circulated to governors. JW advised governors on the key actions completed / planned since the last update, including revision of the child protection policy, staff safeguarding training and teacher training days and updates to the single central record. Governor DBS checks are to be done by</p>	

	<p>the school to ensure all are kept up to date. The school is keeping a list of all vulnerable children is being kept.</p> <p><b>Q Do staff understand what this means?</b></p> <p><b>A Yes there is a checklist and all staff understand it and are involved in the process.</b></p> <p>Risk assessments are in place for three children and are being updated.</p> <p>FS reported to governors on a letter from Judith Kirk, NYCC regarding the governing body role in safeguarding which requested an action plan be submitted by 7 February in response to a number of recommendations made. FS will meet with JW next week to develop the action plan. Governors discussed the implications and asked a number of challenging questions:</p> <p><b>Q Will there be a number of actions for individual governors as a result of the plan?</b></p> <p><b>A The draft action plan will be circulated so all governors have the opportunity to comment on it</b></p> <p><b>Q How quickly will it need to be addressed?</b></p> <p><b>A Most actions will need to be completed in the next 1-2 months or be planned to be in progress such as booking training</b></p> <p><b>Q How do we get assurance that it is continued / sustainable?</b></p> <p><b>A The GB will need to ask critical questions of itself, for example questioning at FGB meetings and planning and preparation for FGB meetings.</b></p> <p><b>Q Will action mainly involve training courses?</b></p> <p><b>A A rapid improvement group (RIG) will need to be formed which could meet at the start of each FGB to measure current status against the action plan and consider further improvement. Will also need to allow time in FGB meetings for continuous improvement work. Governors will need to attend introduction to governance training and regularly attend GSIN meetings.</b></p> <p><b>Q Where is all the safeguarding information and guidance – is it easily accessible in one place?</b></p> <p><b>A JW attends safeguarding network sessions and a governor could also attend this. There are 3 meetings a year and governors could attend in rotation. It was agreed that TW or JD attend the next meeting as Falsgrave Community Centre next Thursday.</b></p> <p>It was agreed that at the first RIG session JW will deliver the safeguarding session to governors that she recently did with school staff.</p>	<p>FS/JW</p> <p>FS/ALL</p> <p>JW</p>
11.0120	<p><b>Policy Review</b></p> <p>JW referred to the following pre-circulated policies:</p> <ul style="list-style-type: none"> <li>• Accessibility Strategy</li> <li>• Key Person Policy</li> <li>• Single Equality Scheme</li> <li>• Staff Code of Conduct</li> <li>• Volunteer Helper Policy</li> <li>• Weavertorpe Accessibility Plan 2020-2023</li> </ul> <p>JW referred to the single equality scheme policy and advised that details of the scheme will be published in the next school newsletter so that parents are aware of the requirements.</p> <p>Governors approved the policies with no amendments. All policies approved will be published on the school website.</p>	
12.0120	<p><b>Governor Monitoring</b></p> <p>FS advised that the governing body needs to develop a more formalised plan for governor monitoring visits and ensure that written reports of visits are done.</p>	

	<p>Link governors are to be identified for aspects of the curriculum to look at curriculum intent and speak to the lead teacher on how they are delivering the curriculum. The role would include challenge on the impact for whichever subject area is under discussion. All governors are to look at the Ofsted deep dive approaches and read the SEF and curriculum rationale guidance to gain insight into what is required.</p> <p>Governor monitoring will be included in the GB action plan covered above. A training session on monitoring for governors will be arranged.</p>	<p>ALL</p> <p>JW</p>
13.0120	<p><b>Revised budget and forecast</b></p> <p>No updates to report since the last meeting. FR will be attending the next meeting to give an update on the budget.</p>	
14.0120	<p><b>Options for HT recruitment</b></p> <p>FS has met with headteachers of schools A and B and gave a summary of the evaluation of both options. FS is to follow up with school Band get feedback on whether they wish to progress to option.</p> <p>Governors asked a number of questions about the impact of this on the school and how any initial shared headship would work and the timescales for this or a federation arrangement.</p> <p>Q Do both schools have a good ofsted rating?  A Yes they do. It was noted each school has a separate Ofsted inspection rather than one across a federation.</p> <p>Q What needs to be done initially?  A The shared headship arrangement would be needed from September 2020. If a federation arrangement is then to be pursued this could take up to two terms or longer.</p> <p>Q When are we looking to appoint a head?  A Easter is the latest we can leave it to in case we need to go to recruitment.</p> <p>Q If a headteacher was on site just 1 or 2 days would we need arrangements in place for some leadership of staff when they were off site?  A We would need to look at the systems in place at the other schools and consult with staff here on the arrangements.</p> <p>Q What about the time JW spends teaching?  A We would need a teacher to undertake those hours.</p> <p>It was noted that this and the potential need to pay for additional leadership would reduce the savings to be made from having a shared head. It was also noted that there are advantages for staff and pupils from being in a shared arrangement as can access wider resources, share equipment and undertake joint trips, training etc.</p>	<p>FS</p>
15.0120	<p><b>Health &amp; Safety Update</b></p> <p>JW reported that the H&amp;S advisor is coming into school on 2<sup>nd</sup> March to do a premises check and a governor is to attend the visit (representative to be confirmed).</p> <p>FS noted that the issue with parents parking near the school entrance had been raised with the parish council. Parents have ignored previous requests not to park on zig zag markings or near the entrance. The parish council is to write to advise that parking matters near the school have been brought to its attention and the GB is also to cover the matter in the school newsletter. The school H&amp;S policy also includes a section on parking.</p> <p>Q Do any policies parents sign up to cover parking?  A There is a walking to school policy. No other policies are needed. JW speaks to parents on an individual basis about any special arrangements e.g. for SEN pupils.</p>	<p>JW/FS</p>
16.0120	<p><b>Correspondence</b></p> <p>Parent governors raised a query that had been passed to them regarding</p>	

	school photo and whether they were to be arranged this year? JW advised that last time a photographer was arranged, the photographer is paid through sale of photos and only 2 parents bought them. JW will investigate whether a photographer used previously would be available.	JW
	The idea of doing a prayer tree was also raised and JW will look into this.	JW
17.0120	<b>AOB</b> None	
18.0120	<b>Impact of GB decisions from this meeting on pupil progress</b> Action plan for Rapid Improvement will have an impact Plans for headteacher recruitment Policies approved	
19.0120	<b>Date of next meetings</b> FGB – 17 March 2020, 5pm (Finance)	

Signed:

Dated: