

Ravensworth Church of England FGB – Minutes –09-12-2015

Minutes of a meeting of the Ravensworth Church of England Primary School Full Governing Body held at the school on the 9th December 2015 at 2015 at 6pm.		
<p>Present: R Campbell (Head), Mrs S Bateman, Mrs A Brooks, Mrs C Stanwix, Mrs A Monteith, Mrs C Bell and Mrs S Rushforth.</p> <p>In attendance: Ms P Gale (Clerk to the Governing Body)</p>		
Minute No.		Action
PART A - PROCEDURAL		
GB 90/15	<p><u>Welcome and Prayer:</u> The Chair welcomed everyone and the meeting was opened with a prayer given by the Headteacher.</p>	
GB 91/15	<p><u>To receive apologies for absence:</u> Apologies for absence had been received and consented to from the Revd. A Kirby.</p>	
GB 92/15	<p><u>Election of Vice Chair for the FGB:</u> The Chair requested nominations for a Vice-Chair for the 2015/16 academic year. After some discussion, it was agreed that in the best interests of succession planning that co-Vice-Chairing would be a helpful and pragmatic way forward.</p> <p>Nominations and a secret ballot took place to agree the co-Vice Chairs. The FGB unanimously agreed that Corinne Bell and Amanda Monteith would act as co- Vice-Chairs; especially as Amanda Monteith was a member of the Resources Committee and Corinne Bell was a member of the School Improvement Committee, so their collective experience would best meet the needs of the school.</p> <p>Resolved: That Mrs C Bell and Mrs A Monteith would be Co-Vice Chairs for the 2015/16 academic year.</p>	All
GB 93/15	<p><u>To remind Governors of the need to declare interests, pecuniary and non-pecuniary:</u> None were declared.</p>	All
GB 94/15	<p><u>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:</u> See confidential minute GB 111/15</p>	

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<p>GB 95/15</p>	<p><u>Notification of urgent other business:</u> The Head requested an item on academies and federations time permitting.</p>	
<p>GB 96/15</p>	<p><u>To seek approval for proposed co-opted Governors and election of new parent governors:</u> It was reported that Melissa Thomson was nominated, unopposed as parent Governor, with a business background in employability skills. Resolved: a) That Melissa Thomson be congratulated on her successful nomination as Parent Governor.</p> <p>Two co-opted Governors were recommended to the Governing Body as having the essential skills that were required to be on the Governing Body they are: Clarissa Millbank with a background in training and Sue Young a Reader and involved in Messy Church. SB proposed both co-options, seconded by CS.</p> <p>Resolved: b) That Clarissa Millbank and Sue Young be congratulated on their successful co-options as Governors.</p> <p>It was noted that all new Governors terms of office would start on receipt of their DBS registrations, which would be actioned by Mrs H Richmond. The LA Governor vacancy is still available and the Clerk continues to be in contact with the local authority about the vacancy.</p> <p>Resolved: c) That the Chair notifies the new Governors of their successes and official welcome letters and governance guidance be sent by the Clerk.</p>	<p>All</p> <p>All</p> <p>Chair/ Clerk</p>
<p>GB 97/15</p>	<p><u>To approve as a correct record, the minutes of the meeting held on the 30th September 2015:</u></p> <p>Resolved: That the minutes of the meeting held on the 30th September 2015 would be signed and dated by the Chair as a correct record.</p>	<p>Chair</p>
<p>GB 98/15</p>	<p><u>To consider matters arising from the minutes and for which there is no separate agenda item:</u> GB 72/15- the Policy on Governor working practices had been updated to reflect the requirement to publish governor details and the register of interests on the school web site.</p>	

<p>GB 99/15</p>	<p><u>To confirm the dates and times of meetings of the Full Governing Body for 2015/16:</u></p> <ul style="list-style-type: none"> • Wednesday 2nd March 2016 at 1pm (focus on resources-draft outturn and draft budget/SFVS) • Wednesday 18th May 2016 at 1pm (Budget ratification) • Wednesday 13th July 2016 at 6pm (data and end of year achievements/report) 	
<p>PART B -SCHOOL IMPROVEMENT</p>		

<p>GB 100/15</p>	<p><u>To receive a presentation on Governance and Ofsted expectations:</u></p> <p>The Clerk gave a presentation on what was expected by Ofsted on Governance and the roles of Governors in terms of the three core functions of the Governing Body:</p> <ul style="list-style-type: none"> • Ensuring clarity of vision, ethos and strategic direction. • Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff. • Overseeing the financial performance of the school and making sure its money is well spent. <p>Key headlines from Sir Michael Wilshaw the HMCI of Ofsted were shared, emphasising the importance of 'raising standards', and ensuring Governors 'can challenge and support the Headteacher in equal measure and know when and how to do this'. Governors had been circulated with information on the effectiveness of leadership and management taken from the new Ofsted Common Inspection Framework; together with The All Party Parliamentary Group on Education, Governance and Leadership 'Twenty Questions' ('Key questions every governing board should ask itself'.)</p> <p>Governors reflected on the extent to which they felt confident in being able to demonstrate the impact they were having on the school.SR offered to develop a template for evaluating and assessing the degree to which the evidence of impact was there; such as monitoring reports. The Head also suggested that it would be helpful if Governors met early in the new year to consider the '20 questions 'and consider the development of Governor briefing sheets on responses to the Ofsted judgements. It was also agreed that the school would adopt the term 'Governing Board' in line with the direction of policy in DfE and NGA (National Governors Association) documentation.</p>	
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	<p>Resolved: a) That Governors would meet in early January to consider 'leadership and governance' in more detail.</p> <p>Resolved: b) That the FGB would adopt the terminology of 'Governing Board'.</p>	<p>All</p> <p>All</p>
<p>GB 101/15</p>	<p><u>The Headteacher's Report to Governors (December 2015)</u></p> <p>The Head had previously circulated his report to Governors and asked if there were any questions.</p> <p>Q: Who should we be sending our monitoring reports to? A: The reports should go to all members of the Board, and AB and I have developed a simple flowchart that I will circulate to all Governors.</p> <p>Q: How is the Target Tracker working? A: It is a whole school approach to tracking pupil progress, and when everything has been implemented it should be very effective, all schools in the Swaledale Alliance are using the same tool, so we should be able to benchmark against each other. The first batch of Target Tracker assessments will be available in January.</p> <p>Q: Can Governors receive some training on it? A: Eventually yes, staff need to feel more confident in its use before it is shared.'</p> <p>Q: How is the EYFS progressing now? A: Great progress has been made and this progress has been externally validated; the adviser is no longer offering her support, a sign that progress has been made.</p> <p>Q: How will the school manage without Mrs Mundy? A: Technically we were overstaffed last term, with the maternity cover position and a new midday supervisor starting in January, we believe the work can be covered.</p> <p>Resolved: a) That Governors thanked Mrs Janet Mundy for her loyal support to the school for over thirty years.</p> <p>The Head circulated a school data overview and key headlines that had been produced for the SIC, reflecting unvalidated 2015 RAISE Online data. The overall message being that the school has the best set of results in well over three years, testimony to the hard work and dedication of the whole school team, leaders, governors, staff parents and, of course, pupils.</p>	<p>Head/ Chair</p>

<p>It was reported that for the third year running, EYFS was above the national average for both key indicators with 77.8% of children with a Good level of Development and an average point score of 36%.</p> <p>It was noted that there continues to be an upward trend at KS1, with an APS above the national average and significantly above in Reading, Writing, Maths (RWM) Combined and also in writing. KS1 attainment measures against the national standard (2b+) are also excellent, 100% 2b+ in RWM.</p> <p>Similarly, KS2 results also show an improving trend, the best results in at least three years. The APS is above the national average in all areas and significantly above in English, Grammar, Punctuation and Spelling (EGPS). KS2 attainment measures against the national standard 4b+ are also excellent, 100% 4b+ in Maths, EGPS (82%), Reading 100% 4+ and 100% 4+ in writing.</p> <p>KS2 progress measures are also good; with the % of children making expected progress and above in all areas, except reading (27%/33%). The KS2 Value added will exceed 100 in all areas.</p> <p>The Head reported that writing had been moderated by the local authority, so the rapid improvements in writing evidenced in data have been verified and proved to be robust.</p> <p>Governors were informed that these results demonstrated good/outstanding outcomes for pupils. There was no achievement gap between disadvantaged pupils and others.</p> <p>The Governors expressed their delight with the progress and requested that all staff, parents and pupils be congratulated on their hard work.</p> <p>Resolved: b) That the Head and Chair would thank staff, parents and pupils for their hard work and successes.</p> <p>The Head circulated a review of English teaching and learning that had taken place by the Headteachers of Melsonby and Barton as part of the School Improvement Triad. The report was very positive and reflected much of what had been included in the SEF and reports from Governors through their monitoring visits.</p> <p><i>Q: What did they do?</i> <i>A: They observed and assessed the quality of teaching, learning and assessment across the three classes; Classes 1</i></p>	<p>Chair/ Head</p>
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	<p><i>and 2 were judged as 'good' and class 3 as 'outstanding'. They considered work scrutiny and pupil conferencing and commented on the personal development, behaviour and welfare of pupils, which again was very positive. They also assessed the effectiveness of leadership and management, and from the small amount observed, 'is at least good'.</i></p> <p><i>Q: Have staff had feedback on the visit?</i> <i>A: Yes, and in the main, the judgements have been accepted, and recommendations will be included in the English Action plan.</i></p> <p>Resolved: That the Chair would send a letter of thanks on behalf of the Governors to the Headteachers of Melsonby and Barton for their time and commitment to school improvement.</p>	<p>Chair/ CB</p>
<p>GB 102/15</p>	<p><u>Consideration of the School SEF:</u></p> <p>Governors had been previously circulated with the School SEF, and the Chair asked if there were any questions.</p> <p><i>Q: How can Governors contribute?</i> <i>A: That would be helpful, although in many ways you already are through the focus on the School Improvement Plan (SIP) which is supported by separate English, Maths and Science Action Plans. The SIC have already begun to monitor the implementation of the SIP, and link governors have met with subject leaders regarding the progress made with action plans.</i></p> <p><i>Q: Is the SEF shared with staff?</i> <i>A: The SIP and action plans are most applicable to staff, and it is an evolving document, but I will seek advice on whether it should be shared more widely.</i></p> <p><i>Q: How are pupil premium children progressing?</i> <i>A: KS1 and KS2 results were extremely positive, significantly above the national levels for 25 out of 26 indicators. This represents outstanding progress for these children, and the impact of our work in closing the gap. I will be meeting with the Pupil Premium Link Governor to analyse the results in more detail, and a report on the impact of spending the Pupil Premium for last year is now on the school website.</i></p> <p>Some discussion took place on how Governors needed to be more strategic in evaluating how Governor actions were impacting on pupil achievement and progress. It was agreed that the Governors needed to be more reflective</p>	

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	<p>about their inputs, and it was agreed that the work SR had agreed to develop on monitoring impact would be really valuable.</p> <p>Resolved: That the Head be thanked for a very readable and succinct SEF.</p>	<p>All</p>
<p>GB 103/15</p>	<p><u>Verbal update from the SIC:</u></p> <p>The Chair reported that much of what the Headteacher had reported was discussed in detail at the recent SIC meeting held on 1st December. It was noted that the pupil questionnaires had been developed and completed by classes 2 and 3, but would be done as a general discussion with Class 1.</p> <p>The new process for circulating 'Governor Visit monitoring forms' was regarded as a useful step forward and copies of the reports would be stored in the school office, once they had been circulated to all Governors via the Clerk.</p> <p>A monitoring morning had been held to gain a holistic picture of the life of the school on 19.11.15 as part of developing and enhancing the Governing Body's monitoring role. Governors reported that there was strong evidence of active and engaged learning in all the classes and that children and staff seemed much more confident about having 'visitors' to their classrooms; which is helpful in preparation for an Ofsted visit. Evidence was found to support the judgements of 'good' in the school SEF. Governors judged many areas to be 'better than good'. A full report will be circulated to all governors.</p>	
<p>GB 104/15</p>	<p><u>To receive an update from the Spiritual, Moral, Social and Cultural (SMSC) Committee:</u></p> <p>SB gave a brief overview of the meeting held on the 24th November and summarised the priorities for the school, including:</p> <ul style="list-style-type: none"> • Monitoring of 'citizenship' lessons. • Continuing to improve behaviour and respect <p>'Friendship recipes' had been introduced as a way of focusing on the importance of friends and co-operation.</p> <ul style="list-style-type: none"> • Collective Worship-with an emphasis on 'listening' rather than just 'talking'. <p><i>Q: Is there a programme of 'collective worship'?</i> <i>A: We have themes across the year changing every two weeks.</i></p>	

	<p>Q: <i>Where can we find it?</i> A: <i>In the 'Collective Worship' folder.</i></p> <p>Resolved: That SB be thanked for her interesting update on the work of the SMSC Committee.</p>	All
GB 105/15	<p><u>Safeguarding Update:</u> There were no safeguarding issues reported, but Governors were reminded of the need to take on-line training on child protection and safeguarding. It was agreed that a signature sheet would be produced for Governors to sign that they had read and understood the Child Protection Policy and the DfE 'Keeping Children Safe in Education' guidance. Governors had also been circulated with the DfE Prevent Duty guidance and 'British Values for Governors' questions produced by the Swaledale Alliance.</p> <p>Resolved: a) That the Clerk would produce a register for Governors to complete and sign to evidence they had read and understood the documentation. Resolved b) That the SMSC would consider the 'Prevent Duty' and British Values questions at their next meeting in the new Year.</p>	Clerk SB/ SMSC
PART C - RESOURCES		
GB 106/15	<p><u>To receive a verbal budget update:</u></p> <p>The Head reported that the budget was looking healthy at this point of the school year, and that the Resources Committee had met on the 1st December 2015 for a detailed focus on the budget. It was noted that projections for the next financial year are stable but, but will need careful monitoring to take into account new school funding arrangements and fluctuations in pupil numbers. The revised budget end year predictions are:</p> <ul style="list-style-type: none"> • In year: -£5.4 k • Balance brought forward: £51k • Expected year end carry forward: £45.7k <p>Resolved: a) That the Resources Committee be thanked for their careful oversight of the budget.</p> <p>The Head reported that with support from the Dakyn Trust laptops had been bought; and that consideration was being given to the introduction of 'Learning Pads', at an</p>	Res. Comm.

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	<p>estimated cost of £2,800 for eight pads. It was noted that other schools were using them successfully, and it was agreed that AM would visit a local school to see how they were being used. The Head suggested a visit to the Michael Sydall school on the Garrison would be useful.</p> <p>Resolved: b) That AM would review the proposal and report back on her findings.</p>	AM
GB 107/15	<p><u>Verbal staffing Update:</u> The Head referred Governors to his report and minute GB 101/15a). It was noted that only 4 days staff absence had taken place that term and Miss Crisp had left for maternity leave on the 20th November 2015. Governors commented favourably on the extensive range of CPD activities that staff had undertaken in the interests of school improvement.</p>	
GB 108/15	<p><u>To receive a verbal health and safety update:</u> The Head reported that a Health and Safety documentation audit was carried out by NYCC, and was a positive experience, with robust and largely up to date systems in place; the few areas that needed attention have been addressed. It was also reported that the MASS scheme had been used to improve school drainage over the autumn half term. Other priorities included painting of timber cladding, possible further drainage issues and the 'kitchen grease trap'.</p>	
GB 109/15	<p><u>Premises Update:</u> AB was looking at how the external lighting could be improved and has made contact with the Parish Council re this.</p>	
PART D – OTHER BUSINESS		
GB 110/15	<p>There being no further business the Chair thanked all Governors and the meeting closed at 20.45pm</p> <p>The date and time of the next meeting was confirmed as: Wednesday 2nd March 2016 at 1pm.</p>	

Commented [PG1]: