

Minutes of a meeting of the Ravensworth Church of England Primary School Full Governing Board held at Dalton and Gayles Village Hall on the 13th July 2016 at 1pm.

Present: Mrs A Brooks(Chair), Mrs L Graham (Head), Mrs S Bateman, Mrs C Stanwix, Mrs A Monteith, Mrs C Bell, Mrs M Thompson, and Mrs S Rushforth.

In attendance:

Mrs S Stevenson (Executive Headteacher Designate)
 John Crabtree- (IT Consultant)
 Ms P Gale (Clerk to the Governing Body)

Minute No.		Action
<p>GB 41/16</p>	<p>Special Item: To receive a presentation by John Crabtree, and IT consultant on 'RM Unity'- a software package that offered a 'one stop shop for communications' between one or more organisations, including curriculum monitoring, assessment, reporting and administration. John was welcomed to the meeting by the Chair and asked to give a brief overview of the main features and advantages of the software package in order for Governors to make a judgement on whether an investment between both sites was a helpful way ahead.</p> <p>In brief the key advantages were:</p> <ul style="list-style-type: none"> • A package of learning tools to unlock barriers for pupils. • 1:1 learning support and instant feedback for pupils to keep motivation levels high. • To aid communications between staff and pupils between both schools, a 'blurring of boundaries across both sites'. • Single point of access for all children and staff. • Instant link-up-time reduced in opening up the system, close the lid and information is retained, open the lid and carry on from where the user left off. • Would support a common approach to administration and communication with parents across both sites, supporting a 'single school'. <p>Key questions raised by Governors: <i>Q: What happens about protection?</i> <i>A: The domain is managed by Google and 'Safesearch'- so no risks</i></p> <p><i>Q: What happens if the system goes down?</i> <i>A: Data is saved on every keystroke, it uses Microsoft, and has been signed off by DfE.</i></p> <p><i>Q: Will it work with Learn-Pads?</i> <i>A: I will check out</i></p>	

	<p>Q: Are there any licence-fees? A: Microsoft is free to schools, a web-based domain is needed, and there is an annual fee of about £300 to £400. There will be a charge for set up and staff training, an estimated £500. Q: We already have a SLA with Schools IT, should we still retain that? A: Yes, we should stay with it and check out</p>	
PART A - PROCEDURAL		
GB 21/16	<p><u>Welcome and Prayer:</u> The Chair welcomed everyone and the meeting was opened with a prayer given by the Revd. A Kirby.</p>	
GB 22/16	<p><u>To receive apologies for absence:</u> Apologies for absence had been received and consented to from Mrs S Young and Mrs C Milbank. The Chair reported that, due to additional work commitments Mrs Milbank felt she needed to stand down as Governor, this would mean there could potentially be a Co-opted Governor vacancy. Resolved: That the Chair would discuss the situation with Mrs C Milbank.</p>	Chair
GB 23/16	<p><u>To remind Governors of the need to declare interests, pecuniary and non-pecuniary:</u> None were declared.</p>	All
GB 24/16	<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> Items 9 and 15 to be treated as confidential. (See confidential minute GB 39/16 and GB 40/16)</p>	
GB 25/16	<p><u>Notification of urgent other business:</u> The Chair requested the following additional items:</p> <ul style="list-style-type: none"> • The website • Terms of Office of Governors • Governor Training and training record • Governor Calendar / Plan update 	
GB 26/16	<p><u>To approve as a correct record, the minutes of the meeting held on the 16th March 2016:</u> Governors had been previously circulated with the draft minutes and were asked if they were an accurate record. Resolved:</p>	

	That the minutes of the 16th March 2016 Full Governing Body meeting be approved as a correct record, signed and dated by the Chair.	Chair
GB 27/16	<p><u>To consider matters arising from the minutes and for which there is no separate agenda item:</u> Governors considered and updated the summary of actions (see attach.1.0), in addition: GB 17/16 - it was reported that the Friends of School had submitted a Lottery bid for improving the school playground; replacing bouncy tarmac and some outdoor play equipment. The work would hopefully take place during the holidays to avoid disruption to pupils. <u>Resolved:</u> That Governors thanked the Friends of School for submitting the Lottery bid.</p>	All
GB 28/16	<p><u>To confirm the date and time of the next meeting of the Full Governing Body for 2015/16:</u></p> <ul style="list-style-type: none"> • Wednesday 13th July 2016 at 1pm (data and end of year achievements/report) <p>It was noted that the Clerk would draft a schedule of meeting dates for 2016/17 for consideration at the next meeting.</p>	Clerk
PART B -SCHOOL IMPROVEMENT		

GB 29/16	<p><u>Update about the Future Direction of the School:</u> The Chair explained that a number of positive developments had taken place since the last meeting and that the update should be treated as confidential. (See Confidential Minute GB 39/16)</p>	
GB 30/16	<p><u>The Headteacher's Report to Governors (May 2016)</u></p> <p>The Head had previously circulated her report to Governors explaining that the new format was based on good practice emerging from the Swaledale Alliance. It provided a very clear overview, substantiated by data where applicable. Information on pupil attendance showed that 96.25% was slightly above the national average. Currently there were two out of 61 pupils with attendance below 90%, this was being carefully monitored to avoid the children being counted as persistent absentees.</p> <p>Q: <i>Who does the monitoring and what are the actions?</i> A: <i>All the staff concerned and as the Headteacher I send reports to parents, explaining that for every missed</i></p>	

	<p>Q: <i>What are the main actions?</i> A: <i>Staff have attended the Swaledale Alliance moderation training and moderation of writing, particularly with EYFS, is taking place shortly with Barton and Melsonby schools.</i></p> <p>Q: <i>What is 'Rising Stars'?</i> A: <i>It is a maths and English scheme, used to provide further challenging assessments and identify gaps in learning, the programme will be evaluated after half term.</i></p> <ul style="list-style-type: none"> • Enhance the school's taught curriculum to guarantee that it effectively prepares children for the next stage of their education and for life in modern Britain. It was reported that a long term plan for Class1 is to be discussed with a focus on teaching staff being more involved in pupil ownership of their learning and understanding of their 'next steps'. The science curriculum is continuing to be embedded through the leadership of DR. • Ensure that vulnerable groups, including more able pupils, disadvantaged and SEN children all make good progress, particularly in Year 6. <p>The Head shared a report showing average progress points for each year group, with the majority at expected or above expected progress points. Years 1 and 6 showed 'above expected' but Year 2 was below expected, showing very little progress.</p> <p>Q: <i>Is there something more we can do?</i> A: <i>We need a relentless focus on learning, with differentiated phonics, Big Maths and support from all staff.</i></p> <p>Q: <i>Year 6 shows good progress, what is that due to?</i> A: <i>It shows the evidence of very effective interventions, and the need to 'get the drive in place', some children are not as independent learners as they could be, and we need to improve the drive to 'own their learning'. Additional interventions can be delivered and the staff are very open to new approaches.</i></p> <p>A useful overview of the staffing situation was given, there had been no staff absence since the start of term and Amy Crisp was due to return from maternity leave on Monday 18th July 2016. It was noted that four candidates had been shortlisted for the Class 3 vacancy, to be interviewed on the 19th May. The Head was preparing induction packs in readiness for the new appointment. (Also see confidential minute GB 40/16).</p>	
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	<p>It was noted that there were a number of external training events being held by the Swaledale Alliance and the Diocese over the coming month that would be of help and interest for Governors, particularly around 'academisation', which is still on the political agenda.</p> <p>Resolved: c) That interested Governors would confirm their attendance at the different events with the Chair in order to make reservations.</p> <p>Dates for the pending Committee meetings were discussed and the following confirmed:</p> <ul style="list-style-type: none"> • Resources Committee- 24th May 2016 at 1pm. • SMSC Committee – 15th June 2016 at 3.15 pm <p>Unfortunately, the SIC Committee would not be quorate, so an alternative date would need to be arranged.</p> <p>Resolved: d) That the Chair would identify a revised date for the School Improvement Committee to take place before the next FGB.</p> <p>The School Inspection Dashboard: Governors had been previously circulated with a copy of the Ofsted Inspection dashboard designed to show at a glance how well previous cohorts demonstrated characteristics of good or better performance, and contains a brief overview of published data for the last three years; it was noted that data for very small groups should be treated with caution. The Head explained that this was a new report designed by Ofsted to support inspectors and would generate the Ofsted inspection agenda; this would be one of the first documents that inspectors would access prior to a Section 8 inspection visit. <i>Q: Is this in the public domain?</i> <i>A: No, it is confidential to the school, but Ofsted and LA school improvement advisers can access prior to an inspection visit.</i> <i>Q: What does the front page cover?</i> <i>A: It summarises strengths and weaknesses based only on 2015 data. The strengths give an indication of some features of good or better performance in that year, highlighting consistency across starting points, subjects or groups.</i> In summary, the Dashboard showed 12 strengths in 2015 and showed that all Floor Standards had been met, with only one weakness. The weakness being that attendance was low for the groups SEN with EHC/statement (in the lowest 10% of all mainstream</p>	<p>All/ Chair</p> <p>Chair</p>
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	<p>schools nationally); a weakness that was already high on the school's improvement agenda. Governors discussed the value of the report and agreed they needed more time and training in understanding what the data was showing in order to feel 'confidently Ofsted ready'.</p> <p>Resolved: e) That the Head would offer a training session with staff, to all Governors on Monday the 27th June 2016 from 3.30 to 4.30 pm. A further briefing would be offered by Governors to those who were unable to attend.</p> <p>Resolved: f) That Governors thanked the Head for a very concise and helpful report.</p>	<p>Head/ All</p> <p>All</p>
<p>GB 31/16</p>	<p><u>To receive and discuss Ofsted Training Notes for Governors:</u></p> <p>The Chair informed Governors that the training notes had been provided by the Head of a local federation that had recently been inspected. The Head explained that it showed a summary of what would be considered during a Section 8 inspection, an inspection for schools that were already 'good' or 'outstanding'. The assumption being that the school is still good, so Ofsted are really testing a hypothesis. If the overall judgement remains the same then no judgements can be made, so it can feel 'underwhelming', and a letter rather than a report is received by the school. However, if the judgement is regarded as having changed, then the inspection moves to a Section 5 two day inspection, in order to gain the evidence to substantiate the revised judgement. <i>Q: What does it mean by a light-touch inspection?</i> <i>A: It refers to the time taken, but really it is not light touch, preparation is key to success. The more evidence there is overtly around the school the better, so that the inspector can see 'the writing on the wall', the evidence of impact.</i></p> <p><i>Q: How do we get to know we will be inspected?</i> <i>A: The lunchtime before the inspection day the inspector, usually an HMI possibly with a trainee, will telephone the school and explain they will be arriving about 8am the next day, probably starting with interviews at the school gate with parents and carers. They will have looked at the school website, the Dashboard and previous inspection reports and will develop their 'lines of enquiry' from this desk research,</i></p>	

	<p>and may ask for additional information such as the timetable, School Improvement/Development Plan and SEF, a proposed inspection timetable is sometimes useful to steer the inspection, and know you have the availability of Governors.</p> <p><i>Q: Should we let parents know it is happening?</i></p> <p><i>A: If at all possible, with a letter or text sent home that afternoon.</i></p> <p>The Chair remarked that Governors needed to take more responsibility for being Ofsted ready. There was a briefing pack that had been prepared by the previous Headteacher and useful information on the Governor intranet.</p> <p>Resolved: a) That the Chair would let Governors have the confirmed password to their intranet.</p> <p>Governors discussed what they felt was needed and it was agreed that they needed an action plan of what was required from the minute an announcement was received.</p> <p>They also agreed to take responsibility for reading the Briefing Pack and being as 'Ofsted ready' as possible.</p> <p><i>Q: How many Governors will they want to speak with?</i></p> <p><i>A: Probably at least three, but will depend on availability, some Governing Boards have all their Governors represented and some only have the Chair represented, it is up to you and your availability.</i></p> <p>Resolved: b) That a working group would meet after half term to develop an action plan for Ofsted readiness.</p> <p>Resolved: b) That the Head be thanked for a very timely and useful overview of the inspection process.</p>	<p>Chair</p> <p>Chair/ All</p> <p>All</p>
<p>GB 32/16</p>	<p><u>To discuss the SIAMS Review report:</u></p> <p>Governors had been previously circulated with the Review report from the Diocese of West Yorkshire and the Dales (WYAD). The review had taken place on March 17th 2016 by an Independent Education Consultant on behalf of the Diocesan Education team. Some of the key strengths and areas of progress since the last SIAMS inspection included:</p>	

	<ul style="list-style-type: none"> • Strengthening and deepening of the Christian distinctiveness of the school through the values statements and leadership of the school; children model Christian values in their daily lives, sometimes 'sacrificially' and this has been noted by others who engage in the school. • Use of the school for church outreach activities such as 'Messy Church' continues to grow and includes children from other schools. • You have addressed the three areas for development outlined in the 2013 inspection very comprehensively in the February 2016 SIAMS SEF document, for example: <ul style="list-style-type: none"> • New collective worship plan. • Training of Governors, the Headteacher and staff has been provided; this includes a course for 'Aspiring Leaders of Church Schools'. • Widened the SIAMS Committee to become the SMSC Committee. • Documents now reflect the explicit Christian values, especially in how behaviour is managed. <p>The possible areas for development included:</p> <ul style="list-style-type: none"> • Pupils could take more of a role to evaluate worship and help the SMSC Committee to decide next steps in the development of worship. • Some pupils say they would like to refresh the music choice and perhaps more drama. • Extend the role of younger KS2 in the planning and leading of Collective Worship. • Foundation Governors and schools' worker to help the new Head resource worship and help her prioritise and carry forward the next steps identified in this review and SEF. • The role of the Governors, especially the Foundation Governors/SMSC Committee to become more pivotal to help maintain and move forward the school's distinctive Christian character. <p>Discussion took place over dates for future 'Messy Church' meetings, and it was agreed that the Chair would contact Clarissa Milbank regarding future dates.</p> <p>Resolved:</p> <p style="padding-left: 40px;">a) That the Chair would contact Mrs C Milbank about future 'Messy Church' dates.</p> <p>CS also noted that the previous Head wished to include the successful 'Silver Seal' developments in the Review, and that it should be included in any future SMSC discussions.</p>	<p>Chair</p>
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<p>GB 34/16</p>	<p><u>To receive a budget update from the Resources Committee:</u></p> <p>The Chair reported that the Resources Committee would not be meeting until Tuesday the 24th May 2016, so had not been able to do a detailed review of the outturn or start budget reports. Both summary and detailed ledger reports had been circulated to Governors prior to the meeting.</p> <p>In summary, the Outturn budget for 2015/16 was looking positive with a higher carry forward budget than expected.</p> <p>The Start Budget for 2016/17 and beyond was based on a number of assumptions:</p> <ul style="list-style-type: none"> • New Headteacher from September 2016 • New class teacher from September 2016 • Maternity return from 18th July 2016. <p>Bearing in mind the assumptions not actuals, the position looked positive for 2016/17.</p> <p>It was agreed that the Full Governing Board would delegate responsibility to the Resources Committee to scrutinise the reports and agree/adopt on behalf of the FGB. If there were any concerns these would be raised with the Head and Chair, all discussions would be recorded in the minutes of the meeting for circulation to all Governors.</p> <p>Resolved: That the Resources Committee would review the Outturn Report for 2015/16 and the Start Budget for 2016/17 until 2018/19; with delegated responsibility to approve on behalf of the FGB and submit to NYCC by the end of May 2016.</p>	<p>Chair of Resources Committee</p>
<p>GB 35/16</p>	<p><u>To receive a staffing Update:</u></p> <p>This item was to be considered as confidential, but the Chair wished to pass on the thanks of the Governing Board for the relentless hard work and commitment of all staff to the school. (See confidential minute GB 40/16)</p> <p>Resolved: That staff be thanked for their consistent hard work during this period of change.</p>	<p>All</p>
<p>GB</p>	<p><u>To receive a verbal health and safety update:</u></p>	

<p>36/16</p>	<p>There was nothing to report apart from the need to replace four PE mats that no longer met health and safety requirements.</p> <p>Resolved: That the Sports/PE Grant be used to replace the PE mats as an urgent priority.</p>	<p>Head</p>
<p>GB 37/16</p>	<p><u>Premises Update:</u> There was nothing to report.</p>	
<p>PART D – OTHER BUSINESS</p>		
<p>GB 38/16</p>	<p>The Chair raised a number of issues:</p> <p>a) Terms of Office - it was noted that the four year term of office for the Chair was due to end on the 30-07-2016. As a consequence parent elections would be required to commence after half term.</p> <p>Resolved: a) That the Clerk would send the Head, as Returning Officer, the new guidance for Parent Governor elections.</p> <p>b) The Governor Calendar / Plan - the Chair reported that it was largely on target and that a revised plan would be presented at the July FGB.</p> <p>Resolved: b) That the Governor Calendar / Plan would be updated and reviewed at the next FGB meeting.</p> <p>c) Governor Training Record - the Chair reminded Governors of the importance of attending and recording training sessions and that she would circulate a training record template for Governors to complete, so it could be included in the Governor Development Plan and annual Governing Board statement.</p> <p>Resolved: c) That the Chair would circulate Governors with the training record template.</p> <p>d) Governor Skills Audit - the Chair reported that an annual skills audit of the Governing Board was regarded as good practice in determining skills needed for any Governor vacancies and areas for Governor development and training.</p> <p>Resolved: d) That the Clerk would circulate Governors with the National Governors Association (NGA) recommended skills audit for their completion and return to SR for analysis.</p>	<p>Chair/ Head</p> <p>Chair/ Vice Chairs</p> <p>Chair</p> <p>Clerk</p>

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	<p>There being no further business, Governors were thanked for their contributions and the meeting closed at 4.20pm.</p> <p>The next meeting of the Full Governing Board will be held on: Wednesday 30th September 2016 at 1pm.</p>	
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