

<b>Minutes of a meeting of the Ravensworth Church of England Primary School Full Governing Body held at the school on the 16<sup>th</sup> March 2016 at 1pm.</b>		
<p><b>Present:</b> Mrs A Brooks(Chair),R Campbell (Head), Mrs S Bateman, Mrs C Stanwix, Mrs A Monteith, Mrs C Bell, Mrs M Thompson, Mrs S Young, Mrs C Milbank and Mrs S Rushforth.</p> <p><b>In attendance:</b> Mrs Laura Graham (interim Headteacher designate) Ms P Gale (Clerk to the Governing Body)</p>		
<b>Minute No.</b>		<b>Action</b>
<b>PART A - PROCEDURAL</b>		
<b>GB 01/16</b>	<p><b><u>Welcome and Prayer:</u></b> The Chair welcomed everyone to the meeting and introduced the interim Headteacher designate Mrs Laura Graham to the Governors. The meeting was opened with a prayer given by the Headteacher.</p>	
<b>GB 02/16</b>	<p><b><u>To receive apologies for absence:</u></b> Apologies for absence had been received and consented to from the Rev. A. Kirby.</p>	
<b>GB 03/16</b>	<p><b><u>To remind Governors of the need to declare interests, pecuniary and non-pecuniary:</u></b>  None were declared.</p>	<b>All</b>
<b>GB 04/16</b>	<p><b><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></b> Item 9 on Headteacher recruitment update to be treated as confidential. (See confidential minute GB 20/16 )</p>	
<b>GB 05/16</b>	<p><b><u>Notification of urgent other business:</u></b>  The Head requested the Governor Briefing sheet on Ofsted which would be considered under his Headteacher report. The Chair asked for an item on pre-school to be included in A.O.B.</p>	
<b>GB 06/16</b>	<p><b><u>To approve as a correct record, the minutes of the meeting held on the 9<sup>th</sup> December 2016:</u></b>  <b>Resolved:</b> <b>That the minutes of the meeting held on the 9<sup>th</sup> December 2015 would be signed and dated by the Chair as a correct record.</b></p>	<b>Chair</b>

<p><b>GB 07/16</b></p>	<p><b><u>To consider matters arising from the minutes and for which there is no separate agenda item:</u></b> Governors considered the summary of actions, which was updated after the meeting (see attachment 1.0)</p>	
<p><b>GB 08/16</b></p>	<p><b><u>To confirm the dates and times of meetings of the Full Governing Body for 2015/16:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Wednesday 18<sup>th</sup> May 2016 at 1pm</b> (Budget ratification)</li> <li>• <b>Wednesday 13<sup>th</sup> July 2016 at 1pm</b> (data and end of year achievements/report)</li> </ul>	
<p><b>PART B -SCHOOL IMPROVEMENT</b></p>		

<p><b>GB 09/16</b></p>	<p><b><u>Update on Headteacher recruitment:</u></b> (see confidential minute: GB 20/16 )  (To note LG left the meeting at 2pm)</p>	
<p><b>GB 10/16</b></p>	<p><b><u>The Headteacher's Report to Governors (March 2016)</u></b></p> <p>The Head had previously circulated his report to Governors explaining it was more forward looking than usual in aiming to support the transition for the interim Head and future leadership developments. He specifically wished to mention that the many achievements that had been made: 'could not have been achieved without the dedication, hard work and engagement of the fantastic team we have at Ravensworth. We are privileged to have a great team of staff with a multitude of skills, and fantastic governors.....particular thanks to Mrs Brooks for all of her work, especially as Chair in the last few months'. Governors were asked if they had any questions or if anything needed clarifying. Q: <i>How can Governors get more involved in school evaluation?</i> A :<i>You are already very involved through monitoring discussions, sub-committees ,pupil conferencing, data analysis performance data and pupil questionnaires, link governor visits; all of this activity informs the SEF that I produce and update on your behalf. Ofsted will be interested in knowing how Governor involvement impacts on the school.</i></p> <p>The Chair noted that Governors needed to be more actively involved in Governor training, and that the Swaledale Alliance was trying to deliver events more</p>	

	<p>locally. It was noted that the next Chair of Governors network meeting was taking place on Thursday the 9<sup>th</sup> June at 6pm at Richmond School and that any governors can attend with or in place of the Chair.</p> <p><b>Resolved:</b>  <b>a) That the Chair would ask other governors to attend the CofG networking Meeting on June 9<sup>th</sup> 6-8pm at Richmond School and to feedback at the July FGB meeting.</b></p> <p>The Head reported that at a recent Swaledale Alliance meeting, it had been suggested that in maximising the impact of governor monitoring; each report should conclude with up to three questions, which could then inform the school of what actions to take.</p> <p><b>Resolved:</b>  <b>b) That SR would add three ‘prompt questions’ to the current monitoring form for Governors to consider and adopt at the May meeting.</b></p> <p>The Head had re-circulated the School Improvement Plan for 2015-16, updated in February, reminding Governors of the four key issues facing the school:</p> <ul style="list-style-type: none"> <li>• Improve teaching and learning in the EYFS, to ensure high standards and best practice.</li> <li>• Develop and enhance the use of assessment in school to ensure the progress of all pupils, through clear target setting, and active partnership with children.</li> <li>• 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; through ensuring core skills, breadth of study and SMSC/citizenship are all given full scope within learning.</li> <li>• Ensure that vulnerable groups, including more able pupils, disadvantaged pupils and SEN children all make good progress, particularly in Year 6.</li> </ul> <p><i>Q: How can we get more parental engagement in their children's learning?</i>  <i>A: We could give more emphasis at Parents evenings and also through the newsletter. Tapestry in the EYFS could particularly involve parents in the process.</i></p> <p>The Head reported that the SIC continued to monitor the implementation of the SIP, and link governors had met with subject leaders regarding progress with specific action plans. It was noted that it would be beneficial for an additional Governor to join the SIC.</p>	<p><b>Chair &amp; All</b></p> <p><b>SR</b></p>
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<p><b>Resolved:</b>  <b>c) That an additional Governor should join the SIC.</b></p> <p>The Head reminded Governors of a pending SIAMS inspection as part of a five year cycle, making it likely that an inspection could take place in 2017-18, so should be carefully considered during Headteacher recruitment. The SMSC Committee will continue to play a critical role in ensuring that progress has been made against the last inspection action plan and the requirements of the SIAMS Framework.</p> <p><i>Q: Is there a local 'outstanding' school we could visit in order to evaluate ourselves against their practice?</i>  <i>A: South Otterington Primary School is an outstanding SIAMS school, and the Headteacher (Kate Williamson) would be good source of support, particularly if a new Headteacher does not have this expertise.</i></p> <p>The Head circulated a <b>school data report based on 2015 Autumn term 2 data, the key headlines being:</b></p> <ul style="list-style-type: none"> <li>• Attainment across the school is good, with the vast majority of cohorts working at or above ARE; the exceptions being Year 6 Reading, Writing and Maths and Year 5 Writing.</li> <li>• Year 4 cohort points attainment in writing is also supported by high ability pupils, whilst a lower number of children (62.5%) are at the expected level.</li> </ul> <p>The Head pointed out that the current 'thresholds' for expected or above etc. are based on the Swaledale Alliance's best efforts to ascertain what DfE will define what 'expected' will look like.</p> <p><i>Q: How can Governors help with this uncertainty?</i>  <i>A: By identifying what 'progress' looks like in books and the classroom.</i></p> <p>The Head continued very positively saying that progress was currently looking excellent for 2015/16, which reflects the exceptionally hard work of teaching staff to raise standards and close the gap with the higher expectations of the new curriculum. Interventions have been put in place to support pupils with SEND and progress is being evidenced.</p> <p>A report was shared with Governors showing how the school compared with other Alliance schools based on the same data, which showed that the school was slightly ahead of others apart from Year 6 and Year 2, but steps are being taken to close this gap, and in some instances reflected differences in assessment across the Alliance; with our school perhaps being more cautious. Overall it was clear that the data demonstrated that the 'gap was closing' and in some cases by quite a high differential.</p>	<p><b>All</b></p>
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	<p><b>Resolved:</b>  <b>d) That the Head and Chair would thank staff, parents and pupils for their hard work and successes.</b></p> <p>The Head circulated an <b>Ofsted summary for Governors</b> which gave a brief overview of what Governors need to know about their school, and more importantly where they need to look to find out more.  <i>Q: Where can we find the key documents?</i>  <i>A: They are available in the 'Governor Ofsted pack 'and are highlighted in bold; vital documents are underlined. This and other important documentation are on the Governors' Secure Area section of the school website.</i></p> <p><b>Resolved:</b>  <b>e) That Governors would consider the very helpful summary and ensure they were confident about their knowledge about the school.</b></p>	<p><b>Chair/ Head</b></p> <p><b>All</b></p>
<p><b>GB 11/16</b></p>	<p><b><u>Admissions Policy:</u></b>  Governors had been circulated with the Admissions Policy for their consideration and approval. It was reported that the school abides by the NYCC admissions arrangements and procedures, and full details can be accessed on the school website and NYCC website</p> <p><b>Resolved:</b>  <b>That the Governing Board adopt the admissions policy and review on an annual basis.</b></p>	<p><b>All</b></p>
<p><b>GB 12/16</b></p>	<p><b><u>Verbal update from the SIC:</u></b>  The Chair reported that a meeting had taken place on the 29<sup>th</sup> February 2016 and much of the discussion was around data and had been covered by the Headteacher's report. The February 2016 updated version of the School Improvement Plan had been considered in some depth and had been circulated to all Governors for their consideration. It was noted that 90% of the actions were in place or ongoing, but that Governors needed to keep a close eye on progress over the summer term. It was reported that Link Governor Visits had taken place as follows:</p> <ul style="list-style-type: none"> <li>• <b>English</b>-the Chair and SB discussed progress on the Action Plan priorities with SJ. The visit focused on reading across the school, including recording and assessment, which reflected target 3 of the action plan.</li> <li>• <b>Computing</b>-AM looked at the use of the 'Learning Pads' at the Michael Sydall school in Catterick and approval had been given at the Resources Committee to purchase eight learning pads and</li> </ul>	

	<p>associated software packages; training would be given by a teacher from Barton school.</p> <ul style="list-style-type: none"> <li>• <b>Science</b>- SB had circulated her monitoring report of visits on the 15<sup>th</sup> and 20<sup>th</sup> January 2016.SB had been very impressed by the quality of the action plan, and the flowchart for structuring science lessons should stimulate pupil's interest and encourage them to question and explore everything, enabling them to learn how to investigate and come to conclusions.</li> <li>• <b>Maths</b>-CB reported that the action plan had been updated to include 'Rising Stars' and CB was planning to visit to look at progress in books and the classrooms.</li> </ul> <p><b>Resolved:</b>  <b>a)That all Link Governors be thanked for their willingness to visit and monitor the different subject areas.</b></p> <p>It was noted that the Committee had looked briefly at the pupil questionnaires which looked to be very positive, an analysis of the findings was covered at the SMSC committee on the 10<sup>th</sup> February 2016.          Key headlines being:</p> <ul style="list-style-type: none"> <li>• Enjoyment of lessons and quality of teaching all very good.</li> <li>• Significant improvement in the happiness and confidence of pupils.</li> <li>• Maths seems to be being enjoyed more than English, but staff didn't think this was the case, it was just easier to know how much progress was being made in maths, 'you were either right or wrong'.</li> </ul> <p><b>Resolved:</b>  <b>b)That SB would send the results and thanks to all staff in celebrating the success of the process, and that it would be an annual event in November of each year.</b></p> <p>The Chair explained that the Committee had reflected on staffing changes, increase in TA support in class 2 and arrangements for the interim Headteacher and the need to look ahead to autumn 2016.</p>	<p><b>All</b></p> <p><b>SB</b></p>
<p><b>GB 13/16</b></p>	<p><b>Update on SMSC:</b>          SB shared the draft minutes from the meeting held on the 10<sup>th</sup> February 2016 and noted the following headlines:</p> <ul style="list-style-type: none"> <li>• Strong feedback from the pupil questionnaires (see minute GB 12/16.</li> <li>• <b>Promoting Fundamental British Values</b> at Ravensworth Primary School, the Head circulated a report from a Teacher Training day held at the school, and it was noted that staff felt confident in</li> </ul>	

	<p>taking forward developments and actions they had discussed at their training day.</p> <ul style="list-style-type: none"> <li>• <b>Silver Seal monitoring</b>- had been described by CS as a way of pupil recording and overcoming their concerns or problems. It was noted that external advisers had praised the impact of the work on SEMH SEND children and other vulnerable pupils.</li> <li>• SY reported that she had attended <b>Diocesan training on SIAMS</b> and the school ethos. It was noted that it was helpful to have a 'new governor' perspective, in recognising many of the successes. Some discussion took place on what Governors needed to do in preparing for a SIAMS inspection, bearing in mind the last inspection resulted in a 'good judgement'; the Head said he thought an 'outstanding' result could be achievable.</li> <li>• <b>Collective Worship</b> had been discussed and improvements have been actioned since the last meeting. SS takes notes on sessions and the file is up to date. Visits from other churches have started with half termly visits from the Richmond Methodist Church and weekly visits from the New Life Baptist Church in Northallerton. Visits from the Rev. Antony Kirby and SY are planned for the future.</li> <li>• <b>Relationships with the PCC</b> was discussed and Governors felt it would be useful to increase the opportunity for the community and the school to attend services together. This will be considered once the parishes resolve their current structural challenges. It was also thought that the lay ministry could play an important part in support for the school.</li> </ul> <p><b>Resolved:</b>  <b>That the SMSC Governors be thanked for their strong commitment to developing this important aspect of school life.</b></p>	<p>All</p>
<p><b>GB</b>  <b>14/16</b></p>	<p><b>Safeguarding Update:</b>  The Head reported that there were no safeguarding issues to report, the safeguarding audit had been completed and sent to the NY Safeguarding Board. All child protection training is up to date and Governors signed a register to confirm that they had read and understood the safeguarding guidance, circulated at the last meeting. It was also noted that the interim Headteacher is a trained DSP.</p> <p><b>Resolved:</b>  <b>That all Governors signed the register to confirm that they had read and understood the safeguarding guidance.</b></p>	<p>All</p>
<p><b>PART C - RESOURCES</b></p>		

<p><b>GB 15/16</b></p>	<p><b><u>To receive a verbal budget update:</u></b></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 11<sup>th</sup> February 2016 for a detailed focus on the projected outturn and forecast budget for the following three years. The approved minutes of the meeting held on the 1<sup>st</sup> December 2015 had been circulated to Governors. It was noted that projections for the next financial year are stable but will need careful monitoring to take into account new school funding arrangements, new staffing arrangements and fluctuations in pupil numbers. The revised budget end year predictions are:</p> <ul style="list-style-type: none"> <li>• In year: £4.2k</li> <li>• Balance brought forward: £50.9k</li> <li>• Expected year end carry forward: £46.7k</li> </ul> <p><b>Resolved:</b> <b>a) That the Resources Committee be thanked for their careful oversight of the budget.</b></p> <p>The SFVS had been finalised and recommended (by the Resources Committee) for approval by the FGB.</p> <p><b>Resolved:</b> <b>b) That the FGB ratified the SFVS for submission to NYCC.</b></p>	<p><b>All</b></p> <p><b>All</b></p>
<p><b>GB 16/16</b></p>	<p><b><u>Verbal staffing Update:</u></b></p> <p>The Head referred Governors to his report. It was noted that only one day of staff absence had taken place that term and Mrs Lydia Shazell continues to cover Miss Crisp's maternity leave extremely well. Mrs Sue Amery has been appointed to maternity cover GTA (covering Mrs Shazell's GTA hours). It was formally reported that the Headteacher would be leaving his role at the school at Easter; with the recommendation from the LA Lead Adviser, Jo Mackle, an interim Headteacher Mrs Laura Graham, had been appointed. Governors commented favourably on the extensive range of CPD activities that staff had undertaken in the interests of school improvement.</p> <p><b>Resolved:</b> <b>That staff be thanked for their consistent hard work during this period of uncertainty.</b></p>	<p><b>All</b></p>
<p><b>GB 17/16</b></p>	<p><b><u>To receive a verbal health and safety update:</u></b></p> <p>The Head had given an update in his report and a Health and Safety inspection by NYCC had taken place that week, and was a positive experience, reporting 'that the school site is well managed and secure'. The only main action was to make a temporary repair of the impact</p>	



	<p>absorbing surface of the playground, with a view to making a more permanent solution in the future.</p> <p>It was also reported that the MASS scheme had been used to improve school drainage issues, and it was recommended that the MASS insurance should be continued for the 2016/17 academic year.</p> <p><b>Resolved:</b>  <b>That the MASS insurance scheme be continued for the 2016/17 academic year.</b></p>	<p><b>All</b></p>
<p><b>GB 18/16</b></p>	<p><b><u>Premises Update:</u></b>                  There was nothing to report other than the requirement to paint timber cladding on the building exterior, to stop flaking paint which could pose a risk to the structural integrity of the boarding. It was noted that this repair would not be covered by the MASS scheme.</p>	
<p><b>PART D – OTHER BUSINESS</b></p>		
<p><b>GB 19/16</b></p>	<p>The Chair raised a request from the local pre-school to consider potential closer working arrangements in the future.</p> <p><b>Resolved:</b>  <b>That the Chair and interim / future Head would discuss this in the future, after the direction of the future Headship of the school had been confirmed.</b></p> <p>(To note:                  The Chair left the meeting at 3.45pm and AM left the meeting at 3.50pm.)</p> <p>Governors wished to express their gratitude for the tremendous commitment that the Headteacher had given to the school over the past few years, and wished him well and every success in the future.</p> <p><b>There being no further business the meeting closed at 4pm.</b></p> <p><b>The dates of the next meetings of the Full Governing Board will be held on :</b>  <b>Wednesday May 18<sup>th</sup> 2016 at 1pm.</b>  <b>Wednesday July 13<sup>th</sup> 2016 at 1pm.</b></p>	<p><b>Chair/ Head</b></p>

