

Minutes of a meeting of the Ravensworth Church of England Primary School Full Governing Body held at the school on the 30th September 2015 at 2.30pm.		
<p>Present: R Campbell (Head), Mrs S Bateman, Mrs A Brooks, Mrs C Stanwix, Mrs A Monteith, Mrs S Rushforth.</p> <p>In attendance: Ms P Gale (Clerk to the Governing Body)</p>		
Minute No.		Action
PART A - PROCEDURAL		
GB 66/15	<p><u>Welcome and Prayer:</u> The Clerk welcomed everyone and the meeting was opened with a prayer given by the Headteacher.</p>	
GB 67/15	<p><u>Election of Chair and Vice Chair:</u> The Clerk requested nominations for a Chair for the 2015/16 academic year, Mrs Brooks was proposed and there being no further nominations AB was asked to leave the meeting whilst a secret ballot took place. Governors unanimously voted for AB, she was invited back into the meeting and agreed to take on the role of Chair for the year ahead.</p> <p>Resolved: a) That Mrs Alison Brooks accepted the role of Chair for the 2015/16 academic year, and Governors thanked her for her commitment to the school.</p> <p>AB then took over the chairing of the meeting and asked for nominations for a Vice-Chair, after much discussion it was felt that the role of Vice Chair should be considered at the next meeting when additional Governors would be present.</p> <p>Resolved: b) That the role of Vice-Chair would remain vacant until the next meeting.</p>	<p>All</p> <p>All</p>
GB 68/15	<p><u>To receive apologies for absence:</u> The Head reported that sadly resignation letters had been received from Julie Cooke and Richard Smith, stating their regrets in making the decision and thanking Governors for their support and commitment to the school.</p> <p>Resolved: That the Head would send them letters of thanks for their commitment to the school over the years.</p> <p>Apologies had been received and accepted from Mrs Corinne Bell and the Revd. Antony Kirby, the newly</p>	Head

	appointed Foundation Governor, who would attend the next meeting.													
GB 69/15	<p><u>To remind Governors of the need to declare interests, pecuniary and non-pecuniary:</u> The new 'Disqualification Declaration', business and personal interests declaration forms and the Hospitality Register were completed by all Governors.</p> <p>Resolved: That information about Governors would be placed on the school website in line with the 2012 governance regulations.</p>	Head												
GB 70/15	<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></p> <p>See confidential minute GB 89/15.</p>													
GB 71/15	<p><u>Notification of urgent other business:</u> None declared.</p>													
GB 72/15	<p><u>To adopt the Policy on Governing Body Working Practices:</u></p> <p>It was noted that reference should be made to the 'Disqualification Declaration' which noted the requirement to publish governor details and the register of interests on the school website.</p> <p>Resolved : That the policy be adopted with the addition of paragraphs 24 and 26.</p>	All/ Clerk												
GB 73/15	<p><u>To agree membership of Committees and Specialist Link Governors:</u> (also see agenda item 10)</p> <p>Specialist Governors</p> <table border="1"> <thead> <tr> <th>Specialist Responsibility</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Sarah Rushforth (with handover support from Alison Brooks)</td> </tr> <tr> <td>Maths</td> <td>Corinne Bell</td> </tr> <tr> <td>Science</td> <td>Susannah Bateman</td> </tr> <tr> <td>SEND</td> <td>Corinne Bell</td> </tr> <tr> <td>Computing</td> <td>Amanda Monteith</td> </tr> </tbody> </table>	Specialist Responsibility	Governor	English	Sarah Rushforth (with handover support from Alison Brooks)	Maths	Corinne Bell	Science	Susannah Bateman	SEND	Corinne Bell	Computing	Amanda Monteith	
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	Safeguarding	Alison Brooks and the Headteacher	
	Pupil Premium	Corinne Bell and Alison Brooks	
	Health and Safety	Antony Kirby	
	EYFS	Alison Brooks	
	Membership of Committees: (to nominate Chairs/ViceChairs and Clerks at the first meeting)		
	School Improvement	Alison Brooks, Corinne Bell, Headteacher, and vacancy.	
	SMSC	Susannah Bateman, Cath Stanwix, Antony Kirby, Headteacher.	
	Resources	Amanda Monteith, Sarah Rushforth, Alison Brooks and Headteacher.	
	Membership of Personnel-related committees:		
	Complaints/Appeals	Sarah Rushforth, Susannah Bateman, Corinne Bell.	
	Performance management of the Headteacher	Alison Brooks, Corinne Bell.	
	Reviewing Officer	Sarah Rushforth	
	<p>Resolved: a) That with the recruitment of additional Governors these responsibilities may change.</p> <p>Resolved: b) That the Chair would draft a schedule of meeting dates to ensure reports to the FGB could be received in a timely fashion.</p>		All Chair
GB 74/15	<p><u>To confirm the scheme of delegation to the Headteacher:</u> Governors had been previously circulated with the Budget Management Policy for 2015/16, and it was agreed that the delegated amount of £2,500 was appropriate. Paragraph 11 referring to after school clubs should be amended to say: 'the costs would be allocated against the most appropriate budget codes'.</p>		

	<p>Resolved: That the Budget Management Policy with the minor amendment would be adopted for 2015/16.</p>	<p>All/ Clerk</p>
<p>GB 75/15</p>	<p><u>To approve as a correct record the minutes of the meeting held on the 8th July 2015:</u></p> <p>Resolved: That the minutes of the meeting held on the 8th July 2015 would be signed and dated by the Chair as a correct record.</p>	<p>Chair</p>
<p>GB 76/15</p>	<p><u>To consider matters arising from the minutes and for which there is no separate agenda item:</u></p> <p>The Chair and Head agreed to follow up on actions not yet completed.</p> <p>Resolved: That outstanding actions from the minutes were in progress.</p>	<p>Chair/ Head</p>
<p>GB 77/15</p>	<p><u>To confirm the dates and times of meetings of the Full Governing Body for 2015/16:</u></p> <p>It was noted that due to the unavailability of some governors, the meeting had been held at an earlier time than normal to ensure the meeting could be quorate, the planned item on Governance was deferred. Some discussion took place on whether an afternoon meeting would be more helpful, so a number of times have changed as a result.</p> <p>The following dates/key themes were proposed:</p> <ul style="list-style-type: none"> • Wednesday 30th September 2015 at 2.30pm (governance deferred) • Wednesday 9th December 2015 at 6pm (review of Raiseonline) • 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>Resolved: That the schedule be agreed for 2015/16.</p>	<p>All</p>

PART B -SCHOOL IMPROVEMENT

**GB
78/15**

The Headteacher’s Report to Governors (Sept 2015):

The Head circulated a summary of EYFS, KS1 and KS2 attainment levels and explained it would be likely that Ofsted would inspect the school during the coming year. He is developing a prompt sheet for Governors on what to expect from Ofsted based on a model from South Otterington school, which he would circulate shortly.

In summary the key headlines were:

- The majority of the School Improvement Plan targets are on track.
- The SEF is to be reworked again after useful advice from the School Improvement Adviser (SIA) suggesting it should be shorter and more of a working document.
- 77.8% of EYFS children are at a Good Level of Development.

Q: How is the EYFS being reviewed?

A: The EYFS is part of the SIP and staff are very keen to act on the recommendations of the LA adviser.

- KS1 attainment is looking good, with reading, writing and maths currently at levels above last year’s national levels.
- KS2 attainment is looking strong with 100% pupils having attained level 4+, 45% reached level 5+ in reading, writing and maths, and 72% achieved in SPAG. One pupil reached level 6 in SPAG and Maths. The school made 4 appeals and all got extra marks, with one pupil moving up a grade.
- Other year groups also showed promising progress in cohort points (levels) when compared with expected cohort points, this was particularly the case in reading.
- The Target Tracker is being implemented and staff are getting used to the new system of assessments, it is a challenge and a priority for the school over the coming term. The summer data set from Target Tracker demonstrates a significant challenge with many year groups now registering as being below Age Related Expectations (ARE). According to levels, these cohorts were well above ARE, but the changes to the curriculum and raised expectations have had a detrimental impact on apparent attainment. However, compared with other Swaledale Alliance schools the school is doing well. The Tracker will be discussed in the next SIC and a report given at the next FGB meeting.

	<ul style="list-style-type: none"> • The new SEND policy and 'child-led' procedures are becoming embedded, with staff implementing the new Provision Maps. • The school has had no child protection or racist issues so far this term. <p>Resolved: That the Head be thanked for a very useful and positive report on work this half term.</p> <p>(CS left the meeting at 3.30pm)</p>	<p>All</p>
<p>GB 79/15</p>	<p><u>To approve policies:</u></p> <p>Governors had been previously circulated with the following policies:</p> <ul style="list-style-type: none"> • The NYCC recommended Complaints Policy • The SEND Policy • Accessibility Policy • Restraint Policy <p>The Head had reviewed the last two and recommended for adoption. Governors agreed to adopt all four and it was noted that the SEND Policy would be placed on the school website and parents would be made aware of the Complaints policy and procedures through a newsletter.</p> <p>Resolved: That the policies be approved by the Full Governing Body, signed and dated by the Chair.</p>	<p>Chair</p>
<p>GB 80/15</p>	<p><u>To receive an update from the Spiritual, Moral, Social and Cultural (SMSC) Committee:</u></p> <p>SB circulated a draft note of the meeting held on the 10th July 2015 attended by SB, SS (adviser), CS and the Head. The key headlines were:</p> <ul style="list-style-type: none"> • The school policy and framework on sex education was up to date and comprehensive. Some discussion took place on the value of discussing 'sexting' with pupils before they transferred to secondary school. • The 2015/16 plan for Collective Worship is currently being developed with a theme being delivered through assemblies over a two week period. It was proposed that a blank two week slot every term or half term should be left free in order to consider topics such as dealing with exams, bullying, and other religious/cultural festivals. It was noted that National Anti-Bullying week was taking place week commencing the 16th November. 	

<p>GB 81/15</p>	<p>Resolved: That SB be thanked for her interesting update on the work of the SMSC Committee.</p> <p><u>Governor Training for 2015/16:</u></p> <p>The Clerk circulated some information on the planned Governor School Improvement Network (GSIN) training, it was noted that events were not being held very locally, which meant they were restrictive to many. The clerk noted that the Swaledale Alliance was hoping to provide more local training during the coming year, and that training for Chairs and Vice Chairs was also being introduced.</p>	<p>All</p>
<p>PART C - RESOURCES</p>		
<p>GB 82/15</p>	<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 would consider the monitoring reports in November to report on the budget at the next FGB meeting. It was noted that the school had 3 more pupils than predicted.</p> <p><i>Q: When does the additional money follow?</i> <i>A: Not until January.</i></p> <p>Resolved: That the Resources Committee would meet in November in order to review the budget and report back to the FGB on December 9th 2015.</p>	<p>Res. Comm.</p>
<p>GB 83/15</p>	<p><u>To adopt the following policies:</u></p> <ul style="list-style-type: none"> • Charging and Remission Policy • Governor Allowances • Staff Pay <p>The Head recommended adoption and had prepared a summary of the changes to the Pay Policy since last year, no queries were made.</p> <p>Resolved: That the recommended policies be adopted by the Governing Body, signed and dated by the Chair.</p>	<p>All</p>
<p>GB 84/15</p>	<p><u>To receive a verbal staffing update:</u></p> <p>See confidential minute: GB 89/15</p>	

<p>GB 85/15</p>	<p><u>To receive a verbal health and safety update:</u></p>	
	<p>The Head reported that he had reviewed 18 new H&S policies and recommended that they should be adopted.</p>	
<p>GB 86/15</p>	<p>Resolved: That the H&S policies be adopted on the recommendation of the Headteacher.</p>	<p>All</p>
<p>GB 87/15</p>	<p><u>Premises Update:</u> Nothing to report.</p>	
<p>PART D – OTHER BUSINESS</p>		
<p>GB 88/15</p>	<p>There being no further business the Chair thanked all Governors and the meeting closed at 4.15pm.</p>	