

A meeting of the **Governing Body of Camblesforth Community Primary School** was held at the school on **Tuesday 17 March 2015 at 6.30pm**

Minutes

Present – Ian Fenton (Chair), Andrew Fox (Vice Chair), Maria Butler, Sarah Cragg, Brian Scott, Andy Taylor & Emelye Wood

In Attendance - Claire Callaghan (clerk)

Key issues identified by Ofsted (May 2013)

- The quality of teaching is not consistently strong enough to enable all pupils to make good progress over time.
- Teachers do not always set work that challenges pupils of all abilities.
- Although improving, pupils' learning and progress over time are not consistently good and few pupils make better than expected progress.
- Improvements are not yet fully embedded and the school has yet to demonstrate it can reach and sustain above-average performance.
- Middle leaders and subject leaders do not check or support the work of individual teachers well enough to make sure all pupils make good progress.

No.	Item	Action/Enc
82/15	<u>Welcome</u> The Chair welcomed all governors present to the meeting.	
83/15	<u>Apologies for absence</u> There were apologies for absence from Amy Hunter and for lateness from Chris Fielding. Chris Fielding was absent.	
RES	That the apologies for absence and the absences be consented to.	FGB
84/15	<u>Declaration of interests, pecuniary or non-pecuniary</u> The Chair reminded the Governors of the requirement to declare interests – pecuniary or otherwise. There were no declarations of interest.	
85/15	<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> There were no confidential items identified. However, the Chair reminded all governors of the fact that all discussions at FGB meetings are confidential to the meeting, as are the minutes, until they have been approved and signed by the FGB as a correct record.	
86/15	<u>Urgent other business</u> Andy Fox had asked for the discussion of ICT to be added to the agenda. This was covered under item 104/15 below.	
87/15	<u>To approve as a correct record the minutes of the meeting held on 3 February 2015</u>	
RES	That the minutes of the meetings held on 3 February 2015 be approved and signed as a correct record.	FGB
88/15	<u>To consider the action sheet arising from the minutes of 3 February 2015</u> See attached action sheet.	
89/15	<u>Governing body membership</u> ➤ Ref minute 55/15 – consideration to be given to the vacant co-opted governor post based on skills required: Noted – see attached action sheet;	

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	<ul style="list-style-type: none"> ➤ Ref minute 62/15 – all to consider succession planning and training opportunities: Noted – see attached action sheet; ➤ Ref minute 62/15 – the clerk to circulate the results of the skills audit: Done – see attached action sheet; ➤ DBS checks up-to-date: Noted. 	
90/15	<p><u>Committees</u></p> <ul style="list-style-type: none"> ➤ Receive the minutes of the meetings: <ul style="list-style-type: none"> • Resources Committee – 21 January 2015; • School Development & Standards Committee – 9 December 2014 and 27 January 2015; ➤ Opportunity for governor questions. <p>Q: Who is responsible for completing the SFVS? A: The headteacher agreed to clarify what the Bursar's role is in relation to the SFVS.</p>	
RES	That the headteacher clarify the role of the Bursar in relation to the SFVS.	Headteacher
91/15	<p><u>Feedback from governors with specific responsibilities</u></p> <ul style="list-style-type: none"> ➤ DSEN: There have been no visits but the headteacher informed governors that there is a new DSEN policy; ➤ Safeguarding/Child protection: There is an eight-part compliance audit which the headteacher is progressing. There is still an issue with the single central register; ➤ EVC: Bewerley Park – the headteacher had shared with the EVC governor the AALA (Adventure Activities Licensing Authority) to demonstrate that the school has gone with a licensed body; ➤ Headteacher performance: The committee has met and had an interim discussion with the headteacher; ➤ Induction: Nothing to report. The Induction Governor still needs to write to Mandy Parker; ➤ Link governors: No visits to date. Emelye Wood and Ian Fenton are to do pupil conferences this Thursday morning, focussing on behaviour, safety and targets. Ian Fenton is due to meet the Arts team at some stage. 	
RES	That the Induction Governor write to Mandy Parker thanking her for her contribution to the governing body.	Andy Taylor
92/15	<p><u>Governor training</u></p> <ul style="list-style-type: none"> ➤ Ref minute 66/15 – Amy Hunter to circulate the notes of her training update to governors who did not attend: This was covered in the action sheet; ➤ Updates on governor training available – Governor SIN Meeting on 25 March 2015: The clerk informed governors that the workshop prior to the meeting is entitled “Reviewing the effectiveness of your governing body”. 	
93/15	<u>Governor SEF (Self Evaluation Form)</u>	

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	<ul style="list-style-type: none"> ➤ Ref minute 67/14 – The Head's feedback on Blue Wave Swift to be deferred until the next FGB meeting: Covered on the action sheet; ➤ Ref minute 67/14 – the Chair to circulate the document on self-evaluation to governors for completion. At the next FGB meeting, some governors will be nominated to collate the results: Covered on the action sheet; ➤ Governance Review – update: This will be included in the pack for the Governor SEF. 	
94/15	<p><u>Governor Workplan</u> The headteacher noted that governors are following the plan and by doing so are ensuring that they are covering the essentials. She noted that she is certainly finding it useful.</p>	
95/15	<p><u>Safeguarding/Child protection</u></p> <ul style="list-style-type: none"> ➤ Ref minute 66/15 – the Head to notify any governors if their completed safeguarding training certificates are not in school: Covered on the action sheet; ➤ Changes to Ofsted safeguarding inspections: New safeguarding guidance 2015: The headteacher noted that the definition of safeguarding is now wider, and includes: bullying; eSafety and social media; intimate care; use of reasonable force; sexting; substance misuse; FGM. There is further guidance on all these should staff/governors need them. There is a requirement for more recording for children who are vulnerable and details of how the school protects children from bullying, homophobia, sexism etc. Governing bodies must ensure that they comply with their safeguarding duties. The Single Central Record – safe recruitment checks do need to be carried out but there is no need for retrospective checks. <p>Q: Does the guidance apply to disqualification by association? A: The guidance was issued in 2014 – all staff have signed their declarations and the Chair has done the headteacher's declaration. Governors signed their self-declaration forms and returned them to the headteacher. It was agreed that the school will continue to do DBS checks for governors and volunteers.</p> <p>Behaviour and safety – is being monitored over an extended period. Ofsted will look at the incident book which needs to be reviewed by the safeguarding governor and there needs to be a record of the visit to evidence that it has been done. Ian Fenton agreed to do this on Thursday. There is now an explicit judgement to review the school's work to keep children safe.</p> <p>Q: Are there a high number of exclusions? A: No, but because of cohort sizes, the percentages look high. All the relevant paperwork is in order.</p> <p>RES That the safeguarding governor review the incident book during his visit to the school on Thursday.</p>	Ian Fenton
96/15	<p><u>EDA Update</u></p> <ul style="list-style-type: none"> • School support update: The headteacher agreed to forward a copy of the record of the visit to the Chair. 	

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RES	<p>Q: Is there anything that governors need to be aware of? A: The HMI's feedback was that the EDA reports are very anecdotal and do not give a judgement on lessons. Also, a number of EDAs came in when the headteacher was off which meant that the messages given to staff were not always necessarily consistent.</p> <p>Q: Can governors presume that if there are not a lot of negatives, then the overall report is positive? A: The strengths are coming through – inclusion is a strength.</p> <p>That the headteacher forward a copy of the EDA's record of visit to the Chair.</p>	Headteacher
97/15	<p><u>HMI Update</u> The headteacher had referred to this in detail in her headteacher's report. The HMI spoke about a lot of strengths of the school – SMSC, Special Needs, Inclusion, learning behaviour and resilience. There were a lot of positives.</p> <p>Learning-wise, staff are still plugging gaps at the top end of the school, where there is a high level of SEN and need.</p>	
98/15	<p><u>Headteacher's Report</u> This was circulated in advance of the meeting. Governors asked the following questions:</p> <p>Q: How many pupils will be joining Reception in September? A: The headteacher has not had numbers confirmed yet, but will find out soon.</p> <p>Q: As the MOU for the RAISE Alliance is being varied will the school need to re-sign it? A: The headteacher knows no more at this stage so has gone back to clarify.</p> <p>Q: What is the £25 per term paid to the RAISE Alliance for? A: Again the headteacher will need to clarify but schools did previously pay into the cluster. The headteacher and Chair confirmed they will be going to the next meeting.</p> <p>Q: Who are the signatories on the account? A: The headteacher and Chair will find out at the meeting.</p> <p>Q: Is the maths workshop going ahead tomorrow? A: Yes.</p> <p>Q: What is PLANT? A: Perfect posture, Leaning forward and listening, Ask and answer questions, Nod your head, Tracking the speaker.</p> <p>Data dashboard, circulated in advance of the meeting: Q: KS1 attendance looks poor? A: There was one child who was off all year who is included in the figures plus there was one off with medical need at the beginning of the year. The school is improving from the top end performing with the higher 20% of all schools, despite not getting many level 3s; there is an improving trend.</p> <p>Q: What would attendance look like if the long-term sickness were taken out?</p>	

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	<p>A: The headteacher is redoing the figures.</p> <p>Q: Will attendance be better for this year? A: The target is 96%; currently it is 95.4% but the headteacher is hoping it will improve next term.</p> <p>Pupil Premium – there were good results at KS1 with the gap between disadvantaged pupil and all other children narrowing. The proportion of Pupil Premium children is above average for all years.</p> <p>Early Years – on-entry levels were low for last year’s reception class and the number of children achieving a good level of development was low at the end of Foundation Stage. The data was moderated last year and got a “green” rating. The EDA’s advice is to put in anecdotal evidence of how low the children are on entry. Amy Hunter is now an EYFS moderator. The KS1 data was possibly moderated on the hard side; this was based on teacher assessment – and they were not secure all the time, but the children made good progress.</p> <p>KS2 – the school is in the bottom quintile for maths and Punctuation, Spelling & Grammar – spelling counts for a lot of the judgement and this is not secure.</p> <p>Q: What is the school doing to address these issues? A: Teachers are trying to fill in the gaps. The new homework has gone down well. The children are still not secure on phonics at the top end of KS2 because they did not have good phonics teaching in KS1. They are not transferring spelling across to writing; their reading is stronger.</p> <p>Q: Is writing showing a downward trend? A: There were more level 5s in writing, which is teacher assessed, than reading. Pupils were not very good at working to time and had not got the basic skills for taking tests.</p> <p>Q: Are teachers covering test technique? A: Yes, there is nothing staff are not covering.</p> <p>Maths is a big issue – 2 children missed level 4 by 1 mark, which was 20% of the children. Quite a lot of children made 3 levels of progress. There are questions around the KS1 data.</p> <p>Q: With all the interventions, how optimistic are staff for this year’s KS2? A: The children are making accelerated progress, but there are 3 or 4 unlikely to make a level 4. The headteacher is doing pupil progress meetings this week so will find out more then.</p> <p>Q: Is the headteacher confident that she can demonstrate accelerated progress? A: Yes. Some children have already made 3 levels of progress. The data does not reflect current progress in books. Governors need to bear in mind that last year’s Year 6 had no consistent teacher until after February.</p> <p>Q: Is everyone clear about the project with Meadowside? A: Before Christmas Mike Smit wrote a bid to get support for the school for £15,000 from the National Leaders in Education. Meadowside CP School was “requires improvement” but is now an outstanding school in Knaresborough who are leading on this support. They have been in today and will be writing a support plan based on today’s challenge day. The school is also getting</p>	

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	<p>support from Selby CP School as part of LA package.</p> <p>Q: Does this last till the end of the summer term? A: No, this is a one-year project. The headteacher from Knaresborough has to be present when Ofsted come in. He has said that he is looking forward to working with the school because the staff are so positive. The aim is to support with middle management although the school has already done a lot itself.</p> <p>Q: What can the money be spent on? A: It cannot be used for supply staff but the headteacher is hoping to get money from the LA for supply when the staff go to visit Meadowside.</p> <p>Q: What are they going to Meadowside for? A: To observe outstanding teaching. Their staff will be peer coaching with our staff.</p> <p>Q: What is the link with Selby CP School? A: The headteacher is not sure how much money is involved. Selby have already started coaching but she will need to see what comes back from the Meadowside action plan.</p> <p>Q: Will there be support for Administrative staff? A: Yes, they will work with admin.</p> <p>RES That the headteacher confirm the number of children starting Reception in September.</p> <p>RES That the headteacher and Chair confirm whether the RAISE Alliance MOU needs resigning.</p> <p>RES That the headteacher and Chair confirm what the £25 paid to the RAISE Alliance is for.</p> <p>RES That the headteacher and Chair find out who will be the signatories on the RAISE Alliance Account.</p> <p>RES That the headteacher redo the absence figures, removing the long-terms absence.</p>	
99/15	<p><u>Staffing</u></p> <ul style="list-style-type: none"> Ref minute 73/15 – the recruitment committee to start the process for recruitment of a new teacher: This has been done. 	
100/15	<p><u>Review of new and existing policies</u></p> <ul style="list-style-type: none"> ➤ Looked After Children: ➤ SEN: <p>These were signed as approved.</p> <p>RES That the following policies be signed as approved and adopted in school forthwith:</p> <ul style="list-style-type: none"> • Looked After Children; • SEN. 	FGB

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RES	<p>Governors discussed the quote for IT equipment – funded from capital, which needs to be spent by 10 March. Schools ICT will process the order by tomorrow if it is approved at this meeting.</p> <p>Q: How much is involved? A: £12,000; there is £20,000 in the devolved budget but the water tank may need looking at.</p> <p>Q: Will it cover everything the school needs? A: There might be a further need for iPads as the cohorts grow.</p> <p>Q: Why will this money be lost? A: Because NYCC will claw it back if it is not spent.</p> <p>Q: Is the equipment compatible with the needs of the school? A: Yes, as the headteacher is aware of the issues and will not make the same mistake again.</p> <p>Q: Is all the software available on the iPads? A: Yes.</p> <p>Q: When will the school be able to purchase the remaining iPads? A: This will depend on whether money needs to be spent on the water tank.</p> <p>Q: Could the PTA contribute £2,000? A: They like to raise money for visible things. That money could be used for additional iPads.</p> <p>Q: How future-proof is this ICT? A: All ICT gets out-of-date so quickly that the school will need to constantly review it. It will be able to deliver the computer curriculum which the school cannot currently do.</p> <p>Q: Are cases being purchased with the iPads? A: Yes – they are expensive but necessary.</p> <p>Q: Is insurance being purchased? A: No.</p> <p>Governors agreed to the spend.</p> <p>That the headteacher purchase the necessary ICT equipment from the devolved capital budget.</p>	Headteacher
105/15	<p><u>Date of the next meetings</u></p> <ul style="list-style-type: none"> ➤ 12 May 2015; ➤ 14 July 2015. 	

The meeting closed at 9.16pm.