

A meeting of the **Governing Body of Camblesforth Community Primary School** was held at the school on **Tuesday 2 December 2014 at 6.34pm**

Minutes

Present – Ian Fenton (Chair), Andrew Fox (Vice Chair), Sarah Cragg, Chris Fielding, Andy Taylor & Emelye Wood

In Attendance - Claire Callaghan (clerk)

No.	Item	Action/Enc
30/15	<u>Welcome</u> The Chair welcomed all governors present to the meeting.	
31/15 RES	<u>Apologies for absence</u> There were apologies for absence from Maria Stewart, Amy Hunter, Brian Scott and Tina Clarke (covering headteacher). The clerk reminded governors of the need to submit reasons for their absence and along with their apologies. That the apologies for absence and the absences be consented to.	
32/15	<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.	
33/15	<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.	
34/15	<u>Urgent other business</u> Neither the clerk nor the Chair had been notified of any urgent other business.	
35/15 RES	<u>To approve as a correct record the minutes of the meeting held on 24 September 2014</u> That the minutes of the meetings held on 24 September 2014 be approved and signed as a correct record.	FGB
36/15	<u>To consider matters arising from the minutes of 24 September 2014 and for which there is no separate agenda item</u> <ul style="list-style-type: none"> ➤ Ref minute 9/15 – the headteacher to personalise the extract from the NGA on the role of the governor and then publish it on the school website: In the absence of the headteacher, this action was carried forward to the next meeting; ➤ Ref minute 9/15 – the Chair of Governors to contact the residents about the removal of a tree on the school field: The Chair wrote to the residents confirming that the school would not be felling the tree; ➤ Ref minute 17/15 – there to be a governors’ note on the newsletter at the end of each term plus an evening meeting for parents with all governors: This action was carried forward, to be arranged with the headteacher on her return; ➤ Ref minute 17/15 – community cohesion/relationships with parents and implementation of the vision statement to be included in the SDP: This action was carried forward awaiting the headteacher’s input; ➤ Ref minute 29/15 – the governors’ prize for 2014-15 to be for maths, and that 	

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<p>RES</p> <p>RES</p>	<p>These will be drafted prior to the next FGB;</p> <ul style="list-style-type: none"> • School Development Plan: These will be discussed at the next meeting on 9 December 2014; • Capability & Appeals (Ad Hoc): This committee has not met this term; • Complaints (Ad Hoc): This committee has not met this term; • Staffing (Ad Hoc): This committee has not met this term; <p>➤ Minutes of the Committees: The minutes of the Finance Committee meeting of 21 October 2014 were circulated in advance of the meeting.</p> <p>That the terms of reference for the Finance/Premises & Health & Safety Committee and School Development Committee be presented to the next FGB meeting for ratification.</p> <p>That the minutes of the Finance Committee meeting of 21 October 2014 be received by the governing body.</p>	<p>Committee Chairs</p> <p>FGB</p>
40/15	<p><u>Feedback from governors with specific responsibilities</u></p> <p>➤ SEND; Safeguarding/Child protection/EVC: There have been no governor visits this term;</p> <p>➤ Headteacher performance: Emelye Wood and Ian Fenton have met and discussed the headteacher's performance over the previous year. They confirmed that they have followed due process in discussing her performance and have circulated their conclusions to the headteacher and the EDA (Educational Development Advisor) who are both content with the conclusions. They still have yet to complete the objective setting for 2014/15; Emelye Wood and Ian Fenton have proposed some objectives to the EDA and the headteacher and are awaiting a response;</p> <p>➤ Induction: There have been no new governors to induct;</p> <p>➤ Link governors: There have been no governor visits this term. Chris Fielding, Emelye Wood and Andrew Fox confirmed that they would be coming into school for lunch tomorrow. The Chair urged all link governors to come into school and do visits as soon as possible.</p>	
41/15	<p><u>Governor training</u></p> <p>➤ Ref minute 15/15 – Amy Hunter to do an update on the new curriculum for governors at the second meeting of the autumn term: This was deferred to the next FGB meeting due to Amy Hunter's absence from this meeting.</p>	
RES	<p>That Amy Hunter do an update on the new curriculum for governors at the next FGB meeting.</p>	Amy Hunter
42/15	<p><u>Governor SEF (Self Evaluation Form)</u></p> <p>➤ Results of LA Governance health check: The Chair reported that Margaret Burton, NYCC Governor Support, had been in and spoken to him and the clerk on 16 October 2014. She has issued a first draft of her report but she still intends to come back and get the headteacher's perspective. She did not raise any major concerns but there were a number of</p>	

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	areas for improvement.		
43/15	<u>EDA Update</u> The Chair reported that the EDA has visited the school and he had asked the covering headteacher to give an update. She has been into school a few times and made observations as to where the school needs to improve.		
44/15	<u>HMI Update</u> The Chair reported that the HMI had agreed to defer her visit pending the headteacher's return. However, the visit will be fairly imminent on the headteacher's return.		
45/15	<u>Headteacher's Report</u> In the absence of the headteacher, there was no report.		
46/15	<u>Safeguarding/Child protection</u> Neither of the Chair nor the staff member present was aware of any issues. However, Chris Fielding noted that the school photographs were uploaded on to the photographer's website without any protection or requirement for a login. This has now been rectified but it was suggested that the photographer was not used again.		
47/15	<u>Policy review practice</u> This was deferred to the next meeting.		
48/15	<u>Complaints/Serious issues arising</u> There has been one written complaint which has been dealt with by Tina Clarke.		
49/15	<u>Celebrating Success</u> Sarah Craggs reported on the following: <ul style="list-style-type: none"> • the school came third in the Indoor Athletics organised by the Holy Family group; • Cross-country – 2 children from each year group took part at Tadcaster; • Attendance celebration – each week there is a celebration of attendance on a class basis and the winning class gets to put their animal on the habitat. It seems to be prompting children to come to school. There is also an attendance award once a month for each child with 100% attendance. The aim is for 96% across the school, and at the moment it is looking very positive; • Emelye Wood agreed to do something on celebrating success at the next FGB meeting. 		
RES	That Emelye Wood do the item on celebrating success at the next FGB meeting.	Emelye Wood	
50/15	<u>RAISE Alliance Update</u> The Chair informed governors that they need to make a decision on whether or not to sign the latest Memorandum of Understanding (MOU). All governors had received the MOU in advance of the meeting. There was a governors' meeting on 30 September 2014 at Whitley Bridge CP School. At this meeting, governors raised their concerns about: the lack of governor involvement in the whole RAISE process; the lack of accountability; funding. It was agreed at that meeting that there should be a nominated RAISE governor for each school with the right to attend RAISE meetings, if they felt they were relevant. Agendas will be circulated		

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RES	<p>in advance to those governors. There should also be governor representation on the executive body.</p> <p>Q: How does the Alliance make key decisions? A: These are made by the Executive Body and if those governors are part of the Executive Body then they will be part of the decision-making.</p> <p>The Chair informed governors that he wrote to Julie Snead, Headteacher at Whitley & Eggborough CP School as none of the above was included in the revised MOU as had been agreed. He has yet to receive a response. He has discussed this with the Chair of Governors at Whitley & Eggborough CP School, who believes that the headteacher has received objections from other headteachers in the Alliance about governor involvement. The Drax CP School Chair of Governors has had a meeting with Julie Snead and expressed her opinion that the MOU is not fit for purpose and outlined all of her concerns. At present, the only schools who have not signed the MOU are Drax CP School and Camblesforth CP School. The outcome of the Chair's discussions with Drax CP School is that both schools will sign the MOU as it exists on the clear understanding that after Christmas a full review of the MOU takes place with governor involvement so that the Alliance has a proper constitution, scheme of delegation and terms of reference.</p> <p>Q: Is the MOU a legal document? A: No.</p> <p>Q: Has the Alliance made a mistake by having a MOU? A: Possibly, there is the potential that this is taking the schools away from what they should be doing.</p> <p>Q: IS there an issue with transferring money from one school to another? A: The headteacher can only spend up to her delegated limit so making a contribution to the Alliance would not differ from the position for anything else she wants to spend on/contribute to.</p> <p>The Chair informed governors that the school will not be part of RAISE until the FGB signs up to it. Governors agreed that the school has to be in the Alliance, as the advantages far outweigh the disadvantages. Also, there are no other credible alternatives. However, they were concerned that the MOU has formalised a structure which is giving all the power to the Executive Body and is not specific around some of things such as costing. There are also too many sub-committees so governors questioned how effective it is going to be.</p> <p>Governors unanimously agreed to formally adopt the October MOU with a caveat addendum prior to signature stating that, if the arrangement is to be formalised, a more robust document be submitted by June 2015.</p> <p>That the October MOU be formally adopted but with a caveat that governors are not prepared to accept the current document and want another, more robust document drafting before June 2015.</p>	Chair
51/15	<p><u>Improvement Partnerships Update</u> Under the new arrangements, it is likely that EDAs will be attached to the Improvement structure. Alternatively, alliances may try to get their own EDA.</p>	

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	There was a governors' conference to discuss the new arrangements, which Jill Hodges attended. However, she was unable to give any further updates. It is likely that there will be 5 improvement partnerships within the county: 3 primary, 1 secondary and 1 special needs. There is no plan for any governance input.		
52/15 RES	<u>To deal with any matters agreed for consideration under item 34/15 above</u> Governors asked that the Governors expenses policy be reviewed and it was agreed that this should be on the agenda at the next Finance Committee meeting. That the Governors' Expenses policy be reviewed at the next Finance Committee meeting.	Finance Committee Chair	

The meeting closed at 7.56pm.

Signed.....

Date.....

Extract from DfE Website:

As from 1st September safer recruitment training no longer needs to be approved by the Secretary of State. However, schools will continue to be required to ensure that at least one member of any recruitment panel has received appropriate training in line with safeguarding guidance. School leaders will use their professional judgement to determine appropriate training for the needs of their staff and their school. As a result of the 1st September change, the Department for Education will no longer coordinate arrangements for accredited safeguarding training for trainers, or maintain this online training site. This site will remain operational, but without a facility to request replacement certificates or passwords, until the NSPCC launches its alternative online safer recruitment training offer. NSPCC is currently developing an online training package, which is now planned to be available from late October/early November 2014.

To ensure that both face-to face and online training continues to be easily accessible to schools, we have worked with a consortium of safeguarding experts, who have developed a suite of updated training materials that reflect the content of the Department's 'Keeping Children Safe in Education' statutory guidance.

Schools may wish to contact their Local Safeguarding Children's Board to discuss and help identify suitable safeguarding training in their local area. Those interested in pre-registering to use the NSPCC online safer recruitment training can contact:

http://www.nspcc.org.uk/Inform/trainingandconsultancy/onlinetraining/safer-recruitment-in-education_wda103382.html.

Existing Safer Recruitment Trainers may wish to register with the Lucy Faithfull Foundation in order to gain access to the refreshed "Safer Recruitment" materials:

http://www.lucyfaithfull.org.uk/safer_recruitment_training.htm