

A meeting of the **Governing Body of Camblesforth Community Primary School** was held at the school on **Wednesday 24 September 2014 at 6.36pm**

Minutes

Present – Ian Fenton (Chair), Andrew Fox (Vice Chair), Maria Stewart (Headteacher), Sarah Cragg, Chris Fielding, Amy Hunter, Brian Scott, Andy Taylor & Emelye Wood

In Attendance - Claire Callaghan (clerk)

No.	Item	Action/Enc
1/15	<p><u>Welcome</u> The Chair welcomed all governors present to the meeting.</p>	
2/15	<p><u>Apologies for absence</u> There were no absences.</p>	
3/15	<p><u>Election of Chair and Vice Chair</u></p> <ul style="list-style-type: none"> ➤ To remind the governors of the procedure for the election of the Chair and Vice Chair and to agree the terms of office of the Chair and Vice Chair: The clerk reminded governors of the election procedures and terms of office as per the Standing Orders; ➤ Election of Chair: Ian Fenton was elected as Chair; ➤ Election of Vice-Chair: Andrew Fox was elected as Chair. <p>RES That Ian Fenton be elected Chair and Andrew Fox Vice-Chair to serve a period of one year from the date of this meeting.</p>	
4/15	<p><u>Other appointments and resignations</u> It was agreed that the governing body should continue to use the clerking service provided by NYCC to clerk full governing body (FGB) and the following committee meetings:</p> <ul style="list-style-type: none"> ➤ School Development Committee; ➤ General Purposes Committee. <p>The Chair confirmed that Mandy Parker is still on sabbatical.</p>	
5/15	<p><u>Declaration of interests, pecuniary or non-pecuniary</u> The Chair reminded the Governors of the requirement to declare interests – pecuniary or otherwise; and also of the need to complete the annual register of business interest which had been circulated in advance of the meeting. These were all duly signed and returned to the clerk. There were no declarations of interest.</p> <p>Governors were also reminded of the need to complete the register of gifts and hospitality if they had received any; there were no returns.</p>	
6/15	<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> 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.</p>	
7/15	<p><u>Urgent other business</u> The following items were notified to the clerk: succession planning; and the</p>	

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	governor prize. These were covered under item 29/15 below.	
8/15 RES	<u>To approve as a correct record the minutes of the meeting held on 15 July 2014</u> That the minutes of the meetings held on 15 July 2014 be approved and signed as a correct record.	FGB
9/15 RES RES	<u>To consider matters arising from the minutes of 15 July 2014 and for which there is no separate agenda item</u> ➤ Ref minute 129/14 – the headteacher to personalise the extract from the NGA on the role of the governor and then publish it on the school website: This will be done imminently; ➤ Ref minute 139/14 – the discussion of when to recruit new staff to be deferred until September 2014: This has been done; ➤ Ref minute 139/14 – the headteacher to send a holding letter to the residents about the removal of a tree on the field whilst the cost is established: Governors discussed the removal of the tree, which was discussed at the last previous FGB meeting. Governors were concerned that, if the school agreed to contribute to the costs of its removal, this may lead to other claims on the school. The Chair of Governors agreed to write to the residents in question. That the headteacher personalise the extract from the NGA on the role of the governor and then publish it on the school website. That the Chair of Governors contact the residents about the removal of a tree on the school field.	 Headteacher Chair
10/15 RES RES	<u>Reconstitution of governing body</u> ➤ Ref minute 132/14 – the clerk to determine whether there would need to be parent governor (and staff governor) elections to fill the proposed posts: The clerk confirmed that there would not need to be parent or staff governor elections to fill the posts proposed in the July FGB meeting; ➤ Discussion of reconstitution: The clerk reminded governors of the need to reconstitute prior to 1 September 2015. Governors discussed the proposed composition of 10 governors as follows: • 2 parent governors; • 1 Local Authority governor; • 2 staff governors (one to be the headteacher); • 5 co-opted governors (one of which to be a member of staff). Governors voted unanimously on the above structure and the Chair agreed to propose it to NYCC That the governing body reconstitute to 10 governors, as proposed above. That the Chair of Governors propose the new structure to NYCC.	 FGB Chair
11/15	<u>Governing body membership</u> ➤ current and upcoming vacancies: There are currently 2 community vacancies at present; ➤ Governor details pro forma: All governors were asked to review the governor detail pro forma to ensure that their details are u-to-date; ➤ need to ensure CRB (DBS) checks are up-to-date: The headteacher confirmed that the single central register was up to date;	

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RES	<ul style="list-style-type: none"> • Safeguarding/Child protection – Ian Fenton; • EVC – Brian Scott; • Headteacher performance – Ian Fenton & Emelye Wood; • Induction – Andy Taylor; • Link governors – the headteacher informed governors that she had reorganised the way staff lead on subjects and the link governors were also reorganised accordingly, as per attached list. Staff meetings are centred around the subjects and link governors will be invited to the ones that are relevant to them; <p>➤ Ref minute 137/14 - Andrew Fox, Emelye Wood and Brian Scott to complete reports on their governor visits to school.</p> <p>That link governors be invited to the staff meetings which are relevant to their subject.</p>	Headteacher /Subject leaders
15/15 RES	<p><u>Governor training</u></p> <p>➤ Ref minute 109/14 – Amy Hunter to do an update on the new curriculum for governors in the Autumn term: This was deferred to the second meeting of the autumn term;</p> <p>➤ Ref minute 134/14 - the clerk to circulate the training dates for governors when they become available: These were circulated in advance of the meeting. The Chair reminded governors that there is the option for bespoke training if the training needed isn't available from NYCC;</p> <p>➤ Ensure that there are sufficient governors with Safer Recruitment training: The Chair asked the clerk to confirm the link for Safer Recruitment training (see attached).</p> <p>That Amy Hunter do an update on the new curriculum for governors at the second meeting of the autumn term.</p>	Amy Hunter
16/15	<p><u>Governor SEF (Self Evaluation Form)</u></p> <p>➤ Ref minute 138/14 – the headteacher to review the options in Blue Wave Swift to determine whether it can offer a simpler solution to Governor self-evaluation: See below;</p> <p>➤ Governance Review: The Chair informed governors that he has invited NYCC Governor Support in to carry out a governance review. The initial review on 16 October 2014 will highlight any shortfalls.</p>	
17/15	<p><u>Aims and objectives for upcoming year</u></p> <p>➤ Set aims and objectives (Ofsted priorities) and creating cohesive environment: The Chair reminded governors that they need to ensure that the school is complying with the recommendations from the Ofsted inspection. The Ofsted priorities have been fed into the SDP. The headteacher confirmed the priorities from the SDP as per her report which had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> • Raising attainment and accelerating progress in mathematics (as KS2 results were not that strong last year); • Implementation of the new curriculum; • Establishing high quality learning behaviour (motivation and resilience); • Middle leadership and succession management; • Raising attainment and accelerating progress in KS2; 	

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	<ul style="list-style-type: none"> • Increasing accuracy in spelling and grammar; • Inspiring pupils to read for pleasure; • Continue to develop Assessment for Learning with a particular focus upon the use of ‘success criteria’; • Working with families and other providers to increase attainment on entry to school; • Improving ICT facilities in order to deliver the revised curriculum; • Improving attendance; • Issues for governors to consider – security of premises; school website; governor monitoring; annual workplan; <p>Q: Does the attendance data include the long-term absence? A: Yes, there were two long-term absences during the year. The EDA will be conducting an attendance review on 21 November 2014.</p> <p>Q: Is it fair to say that the school has recognised all the gaps and is plugging them? A: Yes, and all staff have been involved in drawing up the SDP to ensure ownership.</p> <p>Q: Should there be something in the SDP around community cohesion/relationships with parents? A: Yes. Governors discussed how they should best communicate with parents. It was agreed that there should be a governors’ note on the newsletter at end of each term/ plus an evening meeting for parents with all governors.</p> <p>Q: Should implementing the vision statement also be one of the school priorities? A: This will be included.</p> <p>➤ Reminder of overall purpose of governing body: The Chair also reminded governors that they are responsible for the strategic not operational management of the school. In particular they should:</p> <ul style="list-style-type: none"> • Help shape the vision and direction of the school; • Ensure that the school fulfils its statutory duties, including promoting inclusive policies in relation to SEN, race equality, disability and sex; • Have a good understanding of the strengths and weaknesses of the school; • Challenge and support the senior management of the school (this needs to be a two-way process). <p>Governors were reminded to read the updated governor handbook.</p>	
RES	That there be a governors’ note on the newsletter at the end of each term plus an evening meeting for parents with all governors.	Chair
RES	That community cohesion/relationships with parents and implementation of the vision statement be included in the SDP.	Headteacher
18/15	<u>To receive committee reports</u> ➤ Staffing Committee: Emelye Wood gave feedback from the Staffing Committee. The Finance Committee had identified a budget deficit of about £50,000 by the end of the next academic year, which led to the need for the restructure. Support staff were put under a redundancy consultation and, as no proposals were put forward by them, the school was forced to go to a competitive process. The	

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	<p>school is now in a position where it has a strong team of teaching and support staff which supports the needs of the school and the fit is now strong. Interviews will take place on Thursday and Friday for new Admin, a GTA SEN and a MSA. The school is also taking on an apprentice TA through Selby College for early years. The final finance figures have not yet been done, but Emelye Wood was able to confirm that the restructure has saved a lot of money, so hopefully the school will not be in a deficit position next year.</p> <p>Q: Are all teaching staff all in post? A: Ian Chadwick/Alison Bell are currently in as temporary staff in Year 3.</p> <p>Emelye Wood wished to commend everyone involved in the process because they ensured there was no detrimental impact on the school or the children and it was all very professionally handled. No-one had to be made compulsory redundant and there were no appeals. The headteacher noted that Emelye Wood and Brian Scott be commended for their work over the summer.</p> <p>Q: Is there still an ambition to have a SLT to support the headteacher? A: Yes. Ian Chadwick is a very experienced teacher currently fulfilling that role. Amy Hunter has attended an early years' management course, Rachel Scott is shadowing maths, and Caroline Telford is on a middle management course. The headteacher has requested Ian Chadwick and Alison Bell for the year for some stability and experience; she just needs to review the contractual arrangements for keeping them to ensure that the school is doing everything financially correctly. Over the year it would not be more expensive than keeping the teachers in post who were there before.</p>	
19/15	<p><u>EDA Update</u> The Chair informed governors that the school has a new EDA (Educational Development Adviser) – Ruth Mason – who has been in contact with the school. Mike Smit had been in reviewing the school after Maureen Benson retired.</p>	
20/15	<p><u>HMI Update</u> The headteacher informed governors that there was a planned phone call on 22 September 2014 and a visit is scheduled for 22 October 2014. A programme has been agreed for the day which will include a meeting with staff to go through the new Ofsted framework. Governors were invited to attend this meeting at 3.45pm.</p>	
21/15	<p><u>Ofsted Guidance Update</u> The headteacher informed governors that a revised framework came into operation in September, which includes no notice behaviour inspections.</p>	
22/15	<p><u>Headteacher's Report (Short)</u> The main points of the headteacher's report were covered at 17/15 above. The headteacher wished to draw governors' attention to the Key Stage data, which is largely in line with national results. Governors congratulated teachers for this as it has been quite an achievement.</p>	
23/15	<p><u>Policy review practice</u></p> <ul style="list-style-type: none"> ➤ The Chair and headteacher to review the list of policies at the beginning of the autumn term: this is still outstanding; ➤ Ratification of home school agreement: Governors agreed that they were content to ratify the home school agreement. 	

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RES	<p>Q: How many have been returned? A: The majority (80%) are back and the headteacher is pursuing the others;</p> <ul style="list-style-type: none"> ➤ Complaints Procedure: This was ratified but the Chair of Governors asked that the policy be renamed to something less negative; ➤ Pay policy: The Chair asked that the pay policy which was ratified at the end of the last academic year be re-ratified. <p>That the following policies be signed as approved and adopted in school forthwith:</p> <ul style="list-style-type: none"> • Home School Agreement; • Complaints Procedure (to be renamed); • Pay Policy. 	FGB
24/15	<p><u>Selby Small School Cluster Update</u> The headteacher updated governors that the Selby Small School Cluster no longer exists as it has been replaced by the RAISE Alliance.</p>	
RES	<p><u>RAISE Alliance Update</u> The headteacher informed governors that there had been a meeting today. The aim is for co-operative working and so far the schools have been working together particularly on maths and accessing resources that each individual school would not be able to do alone. The Alliance has had £6,000 from the LA for maths support. Amy Hunter reported that she had attended the early years' cluster meeting, which she had found very positive and all schools are now making plans for early years' assessments. Similar committees are planned for Year 6 teachers for writing moderation. Each school will get a chance to lead the meeting and host it at their school. The Memorandum of Understanding is the terms of the group so that all schools buy into it on equal terms. Mike Smit approved of the Alliance and a governors' meeting is planned for 30 September 2014.</p> <p>Q: At what point will the school be seeking formal membership? A: All schools are being advised by the processes of the HART alliance. The headteacher from Whitley & Eggborough CP School is willing to come and speak to the governing body/staff.</p> <p>The Chair agreed to contact other schools to see if they were interested in attending a presentation by the headteacher from Whitley & Eggborough CP School.</p>	Chair
26/15	<p><u>Improvement Partnerships Update</u> The Chair informed the FGB that he will be attending the NYCC workshop on 7 October on the Improvement Partnerships. The main problem is likely to be that schools will be losing EDA support. Governors will need to make a decision so they need to be as well-informed as possible.</p>	
27/15	<p><u>Proposed calendar of FGB meetings for the 2014/15 academic year</u> These were agreed as:</p> <ul style="list-style-type: none"> ➤ 25 November 2014; ➤ 20 January 2015; ➤ 17 March 2015; ➤ 12 May 2015; 	

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	➤ 14 July 2015.	
28/15	<u>Timetable of governors' visits to the school for the Autumn term</u> These will be done based on the new link arrangements.	
29/15	<p><u>To deal with any matters agreed for consideration under item 7/15 above</u> The following items were discussed:</p> <ul style="list-style-type: none"> ➤ Succession planning: It was agreed that this should be a standing item on the agenda; Q: What about the concept of a Shadow Vice Chair? A: It was decided that this was a good idea and the Chair asked for nominations before the next meeting. ➤ Governors' prize: Given the success of the governors' prize last year, it was decided that the subject this year should be maths. This could be part of the maths project as the year progresses and could cover, eg problem-solving. It was agreed that the staff governors should provide the details of portfolio and assessment criteria. The literacy award was very well received this year, as was the Nigel Adams' prize, although he was not available to present the prize. The headteacher agreed to invite him to school to see the prize. 	
RES	That succession planning be a standing item on the agenda.	Clerk
RES	That governors consider nominations for the position of Shadow Vice Chair before the next FGB meeting.	All governors
RES	That the governors' prize for 2014-15 be for maths, and that staff governors provide details of the portfolio/assessment criteria.	Staff governors
RES	That the headteacher write to Nigel Adams, MP, asking him to visit school to see the prize bearing his name.	Headteacher

The meeting closed at 8.55pm.

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