

**GILLAMOOR CE SCHOOL**

**Minutes of a Full Governing Body meeting held in school on  
Monday 3<sup>rd</sup> February 2020 at 7pm**

**Present:** Jane Harper (Chair), Andrea Hayes (Headteacher), Sara Paxton, , Nicola Jones, Claire Brackley, Claire Teasdale, Sally Brown, Christopher Vowles, Cheryl Johnson

**In attendance:** Liz Wilson (Clerk)

**Apologies:** Rev Mark Brosnan

**PART A: Procedural**

		<b>Actions</b>
<b>FG 20 19/20</b>	<b><u>Welcome and Prayers</u></b> Sara Paxton led governors in an opening prayer. Jane Harper welcomed the new headteacher, Andrea Hayes and governors to the meeting. It was explained that a request for parent governor candidates sent out to parents had resulted in two potential candidates. It had been agreed that given there are co-opted governor vacancies not to hold an election but to ask one of the parents to join as a co-opted Governor. Christopher Vowles will be (Co-opted) as he has the educational experience governors have identified on the skills list. Cheryl Johnson (Parent) as she has the administration and marketing skills governors are looking for. They were both introduced to governors. Jane Harper explained that all the necessary paperwork would follow from Liz Wilson and Lorraine Hugill. Governors introduced themselves to the new governors.	LW / LH
<b>FG 21 19/20</b>	<b><u>Apologies for absence</u></b> Apologies were received from Rev. Mark Brosnan (illness) and were consented to by governors present.	Commented [EW1]: Commented [EW2R1]:
<b>FG 22 19/20</b>	<b><u>Declaration of Business / Personal Interests pertaining to the agenda</u></b> No changes were reported.	
<b>FG 23 19/20</b>	<b><u>To receive notification of any other business</u></b> None	
<b>FG 24 19/20</b>	<b><u>To determine whether any part of the proceedings is confidential</u></b> It was felt that parts of the Headteacher's Report should be kept confidential.	
<b>FG 25 19/20</b>	<b><u>To approve minutes of meeting held on 26<sup>th</sup> November 2019</u></b> The minutes of the full governing body meeting on the 26 <sup>th</sup> November 2019 were accepted as a true and correct record by governors present, signed by Jane Harper and handed to the Headteacher to place on file.	

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<p><b>FG 26</b> <b>19/20</b></p>	<p><b><u>Matters Arising from previous meeting</u></b>            SIAMs – it was reported that due to Rev Mark Brosnan’s illness a meeting for the Community, Christian Values and Ethos committee had not yet been held. Andrea Hayes and Sara Paxton agreed to meet in Mark’s absence. A date and time to be arranged.  <b>Question:</b> Have quotes been obtained for new carpets for KS1 and the side room?  <b>Answer:</b> This hasn’t happened as yet. The need to look at what carpeting would be best for the area as it tends to get wet was discussed. Nicola Jones to follow this up.            GDPR – CCTV – it is thought that the CCTV isn’t recording. School are in negotiation with NYCC and the company who put the CCTV up regarding warning signs as there currently aren’t any which is a safeguarding issue. Andrea Hayes and Sally Brown are to liaise on this.</p>	<p><b>AH/SP</b></p> <p><b>NJ</b></p> <p><b>AH/SB</b></p>
<p><b>FG 27</b> <b>19/20</b></p>	<p><b><u>To discuss governor vacancies</u></b>            Liz Wilson reported that the Governing Body are currently carrying two co-opted governor vacancies.</p>	
<p><b>PART B – School Business</b></p>		
<p><b>FG28</b> <b>19/20</b></p>	<p><b><u>To ask questions of the Headteacher’s Report</u></b>            The report had been distributed prior to the meeting. Andrea Hayes offered her apologies for the delay in getting the papers to governors but there had been an issue with spam emails.             Andrea reported that Charlotte Pope will return from maternity leave on a 0.8fte contract from 10<sup>th</sup> February. Andrea is currently deciding what to do regarding the remaining 0.2fte contract. A smooth handover with Mrs Matique will be ensured.             The Nurture group is to start after half term. Mrs Morbey has attended training around developing resilience.  <b>Question:</b> Will this be rolled out across whole school?  <b>Answer:</b> No, to two specific group but school are rolling out Growth Mindset across the school at a later date. Leadership groups in school are now up and running. Collective worship is being run by the Church Council, Wake up, Shake Up is being run every day and an Olympic athlete has visited. A book sale has been arranged for 6<sup>th</sup> March by the Reading Champions. The Eco Warriors are registering for the Woodland Trust award. Although only certain pupils are involved in the working groups for these the activities are for the whole school. It was reported that the school have been invited to do tree planting in Bransdale. This is part of the Woodland Trust award.             Andrea Hayes reported that the student teachers are doing well. They have already done a week in January and will do another week in March. They are first years but are already building in confidence. Andrea reported that she has asked to have some more students and has attended a student mentoring course. She commented that it is well worth having students in school. A work placement student on a Teaching Assistant course comes into school on a Friday.            It was commented that the Christmas performances were thoroughly enjoyed.</p>	

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<p>Residential visit – Andrea Hayes explained that a visit to Liverpool is planned.  <b>Question:</b> Will there need to be 25 pupils for it to run as suggested in the documentation?  <b>Answer:</b> No, this trip is for Y4-6. The 25 minimum is an administration error and will be rectified. Andrea reported that some pupils have already paid. A minimum number will be needed and most of the children will need to go for it to be viable. Parents, with any concerns were invited to come in and chat with Andrea.</p> <p>It was reported that two families have visited the school and are considering the possibly of moving to the school. They were very positive when looking around. Andrea explained that school are buying a banner to go on the side of the A170 promoting Gillamoor School.          Andrea announced that school will start wrap around care after half term with provision from 8am-5.30pm.          The Revised Budget has been submitted and Lorraine Hugill is attending the annual NYCC finance conference.          Claire Brackley has carried out a Health and Safety (H&amp;S) walk about in preparation for Wayne Thickett, NYCC's H&amp;S Officer, visiting on 25<sup>th</sup> February. Claire reported that most actions identified in the last visit have been completed. There is still a broken window in the Chapel and this needs to be fixed. Claire and Nicola Jones to discuss this further.</p> <p>Andrea Hayes reported that there had been a huge tidy up and that staff now know what is in every cupboard. Everything is archived and out of date papers shredded. The tidy up has helped with stock ordering. It was a huge undertaking, but governors commented that they had noticed difference and staff were thanked for their work on this. There are still a few areas in need of sorting, but school are making better use of the space. The sheds have been removed and sold in order to provide a proper outdoor provision for the Reception and Y1 children. The PE equipment has temporarily been moved and outdoor storage going forward will be in a plastic shed. The school has made a request for funding from the Parent Teacher Association (PTA) for the outdoor area. This to include a mud kitchen, stage, writing area, shed and sand and water play. It was commented that this will make a huge difference.  <b>Question:</b> When will this be up and running?  <b>Answer:</b> This will depend on whether the PTA are able to donate. The request is for £2,000. It was commented that an email has already been sent out to PTA members with the request.</p> <p>£2,000 had been received from Claire Teasdale's attendance at the Healthy Schools Growing training course. School have ordered mobile planters and will look to grow things to use in the kitchen. It was commented that there are some keen gardeners in the village. Andrea Hayes asked for suggestions of volunteers for an after-school gardening club who could work along a member of staff.</p> <p>It was reported that the £10,000 bid has been successful, and this will be used to redevelop the KS2 playground. Pupils will discuss with the designer what they'd like to include. There are plans to apply for another £10,000 in the future. It was commented that another new housing application has been passed in Kirkbymoorside so there may be more demand for school places. Sally Brown mentioned school may be able to apply for CIL funding and will be able to offer</p>	<p align="center"><b>CB / NJ</b></p> <p align="center"><b>Govs</b></p>
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<p>advice on who to approach for this. It was commented that there is a need for a painting schedule inside to be in place.</p> <p><b>Question:</b> What will the wrap around care entail? <b>Answer:</b> School already have a breakfast club for £3 (8-8.45am). From 3.30pm-4.30pm school already run clubs Monday to Thursday, the new arrangements will then run from 4.30pm-4.45pm when a snack would be offered, then there would be various activities from 4.45-5.30pm, on Fridays there will be activities from 3.30pm-5.30pm. Mrs Pilmore will run this but there is always another member of staff in school.</p> <p><b>Question:</b> How many children can be accommodated? <b>Answer:</b> 6 children from KS1 but the ratios are different for KS2.</p> <p><b>Question:</b> Will it be on a pre-booked basis? <b>Answer:</b> This will depend on demand.</p> <p>It was commented that working parents struggle with picking up so this will be a huge pull for new families. It was commented that it makes a difference to numbers in schools in the area. Andrea is currently checking costs and pricing at other schools.</p> <p>It was reported that the SIAMs inspection is overdue. Andrea has done a lot of work on this to track down all the information needed and now knows what needs to be done but just needs time to action it. Andrea explained what the SIAMs inspection is for new governors. Jane Harper had written to SIAMs to explain the school's situation with support from Diocese but SIAMs have refused to postpone the inspection. Andrea commented that all staff, pupils and governors need to be living and breathing the ethos of the school. Andrea is not confident that the children could talk about the ethos, but school are working on it. Charlotte Pope (RE lead) is returning next week and the RE curriculum has recently changed so this needs to be incorporated properly. Collective worship is being worked on and is being embraced by the children. Further work is needed on the monitoring of RE books ensuring progression can be seen across the year groups. Improvements have been made as a result of the last SIAMs inspection actions. Andrea explained that she needs help gathering the evidence that things have been happening historically.</p> <p>A School Improvement Partner (SIP) visit has taken place. There is no School Development Plan (SDP) yet but Andrea is writing a Self-Evaluation Framework (SEF), going through the OFSTED handbook and finding evidence for each area. This will help her work out the priorities and she will then produce the SDP from this. Subject leaders are also to write development plans for their areas. The SIAMs SEF will also need reviewing.</p> <p><b>Question:</b> How are the Y6's doing now? <b>Answer:</b> School have identified gaps in the children's knowledge, are working to fill these gaps and will continue to do so with Mrs Pope. Booster classes will start soon and a focus group for reading has already started with Andrea. Y3/4 will be taught maths by Andrea to allow Charlotte Pope to concentrate on Y5/6.</p> <p><b>Question:</b> Has there been improvement since Christmas? <b>Answer:</b> They are learning and progressing, but some have a low starting point.</p> <p><b>Question:</b> Can governors help? <b>Answer:</b> School would like to run a parent session to show parents how the pupils learn because it is about having a greater understanding of subjects, this is 'greater</p>	<b>SB</b>
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	<p>depth'. Some pupils are receiving interventions.  <b>Question:</b> What is the booster?  <b>Answer:</b> Revision. School are expecting the children to revise at home but some struggle knowing how to go about this so guided revision sessions will take place within school. Practice of the questions will take place showing pupils how to tackle them with the teacher and to get them used to the type of questions they will face. The pupils' confidence is building already. It is about giving them techniques to cope with the test. There is a lack of resilience with some pupils. School will encourage them to see how they can apply the maths they are being taught to everyday life.</p> <p>It was explained that schools are incorporating maths and, especially, English into the teaching of foundation subjects in order to provide more practice and 'real life' application. The school will look at children's interests and what they don't know about and will pull all this together as a curriculum.</p> <p>Attendance needs working on. It was commented that small cohorts mean one pupil being absent has a big impact. Lateness has reduced perhaps due to pupils wanting to take part in Wake up / Shake Up.  <b>Question:</b> What is school doing about absences?  <b>Answer:</b> They have been followed up and if there becomes a pattern school step in. Going forward Andrea will put attendance on as a regular item in the newsletter. The format of the newsletter has been changed. School are going to introduce houses, organised vertically and this will be linked to the reward system. A concern was raised around encouraging competitiveness. It is about being part of a team and responsible for each other and should encourage resilience among the pupils. It was explained that this is more about conduct, effort and attainment. It will be awarded on a wide basis of areas rather than just sports.</p> <p>A confidential minute to be placed on file.</p> <p>Claire Teasdale commented that the staff are enjoying having Andrea as Headteacher. Andrea was thanked for a well-structured report.</p>	
<p><b>FG29</b> <b>19/20</b></p>	<p><b><u>To receive a Budget Monitoring Report</u></b>  It was reported that an internal finance audit is to be carried.</p>	
<p><b>FG30</b> <b>19/20</b></p>	<p><b><u>To complete the School's Financial Value Standard (SFVS)</u></b>  The SFVS is due to be submitted to NYCC by the end of March. Nicola Jones to complete this with Lorraine Hugill.</p>	<p><b>NJ/ AH</b></p>

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<p><b>FG31 19/20</b></p>	<p><b><u>To receive updates on:</u></b>  <b><u>Health &amp; Safety</u></b> – Claire Brackley had done a walk around earlier that day and reported that everything is fine except the window in the chapel and she had picked up on the carpets as previously discussed. Wayne Thickett from NYCC will be doing his H&amp;S walk next week. Quotes were requested for the carpets.          A Twitter account has been set up for the school. It was suggested that before and after pictures of the playground and outdoor area be provided to the newspaper. A reporter had visited the school last week and will be reporting on the appointment of the new Headteacher and the planned wrap around care then other items such as the playground will be drip fed. It was commented that the school has a Facebook account which it would be worth using for advertising too.</p> <p><b><u>Premises</u></b> – nothing to report</p> <p><b><u>Safeguarding</u></b> – It was reported that the front door was sticking but that this has now been sorted. Andrea Hayes reiterated the need to make sure that doors are being closed.</p> <p><b><u>SEND</u></b> – Andrea Hayes reported that she has reviewed all pupils on the SEND register and individual planning maps are being looked at. She is currently prioritising the Y6's.</p> <p><b><u>Resilience of pupils and well-being of staff -</u></b>          It was commented that there is a need for some work on resilience for pupils and Andrea is currently working out the best way to approach this. The Nurture groups will focus on the most vulnerable. Sarah Morbey enjoyed the course she attended. A free session with Nurture UK has been offered to look at ways forward specifically for the school.          It was reported that the staff are happy, and it was commented that it is nice to have an overall picture of where the school is going. The two maternity cover teachers are going above and beyond what is expected of them. The staff are working well together and are open to the sharing of views.</p> <p>It was suggested that governors look to do something to thank Mrs Matique for her time and commitment. A card and thank you gift were suggested. School will ask for donations from families, but it would be nice for governors to also do something.</p> <p>Andrea commented that she may look to keep Mrs Matique for half a day a week on a Monday (budget dependent) for continuity for the SATs. It was also reported that Y6 may need to miss swimming in the run up to the SATs. It was noted that KS2 no longer have an afternoon break.</p>	<p align="center"><b>Govs</b></p>
<p><b>FG33 19/20</b></p>	<p><b><u>To report on governors' visit to school</u></b>          Andrea Hayes has half written a monitoring schedule. Jane Harper is to send monitoring training information via email to the new governors.</p>	<p align="center"><b>JH</b></p>
<p><b>FG34 19/20</b></p>	<p><b><u>To report on attendance at governor training and identify any needs</u></b>          Liz Wilson to signpost new governors to the Introduction to Governance training via</p>	<p align="center"><b>LW</b></p>

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	NYCC. Governors to book on to a course via Lorraine Hugill at school.	
<b>FG35 19/20</b>	<b><u>To sign the 'Keeping Children Safe in Education' register</u></b> The register was signed by those present. This to be placed in the Governors' folder. Mark Brosnan to be asked to sign next time he is in school.	<b>MB</b>
	<b>Part C: - Other Urgent Business</b>	
<b>FG36 19/20</b>	<p>Teaching &amp; Learning policy – it was reported that this is still under review.</p> <p>Maths Mastery – Andrea Hayes commented that there seems to have been very little impact, but this may be because Charlotte Pope was the lead on this but has been on maternity leave so did not complete the training. It was felt that the concept hasn't been shared around the school as well as it could have been.</p> <p>A maths books scrutiny had been carried out with the SIP and areas to work on had been identified. Claire Teasdale is now the maths lead with Andrea being the English lead currently, this is going to be discussed with Charlotte Pope going forward.</p> <p><b>Question:</b> Should we send out parent questionnaires sooner this year? <b>Answer:</b> It would be good to get the changes in place and embedded before questioning the parents. It was agreed to send out the questionnaires post SATs.</p> <p><b>Question:</b> Can we continue to have a newsletter on the board outside? <b>Answer:</b> Yes, but Andrea would need to consider the content. It was agreed that a newsletter would go out regarding the changes to the playground and introduction to wrap around care.</p> <p><b>Dates of next meetings:</b> Andrea Hayes agreed to organise some SIAMs training with the Diocese and circulate dates to governors once this was confirmed. It was agreed to move the April meeting to Monday 18<sup>th</sup> May to ensure that the Start Budget is available for adoption by governors.</p> <p><b>Monday 18<sup>th</sup> May at 7pm - Start Budget – please note change of date</b> Thursday 9 July 2020 at 7pm - Data.</p> <p>Sara Paxton closed the meeting at 8.45pm with a prayer.</p>	<b>AH</b>

Signed by Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_