

GILLAMOOR CE SCHOOL

**Minutes of a Full Governing Body meeting held in school on
Tuesday 26th November 2019 at 7pm**

Present: Jane Harper (Chair), Andrea Hayes (Headteacher), Sara Paxton, Rev. Mark Brosnan, Nicola Jones, Claire Brackley

In attendance: Liz Wilson (Clerk)

Apologies: Claire Teasdale

PART A: Procedural

		Actions
FG 01 19/20	<u>Welcome and Prayers</u> Clerk to governors, Liz Wilson welcomed governors to the meeting. Rev. M. Brosnan led governors in an opening prayer.	
FG 02 19/20	<u>To receive notification of any other business</u> Keeping Children Safe in Education	
FG 03 19/20	<u>To determine whether any part of the proceedings is confidential</u> None	
FG 04 19/20	<u>Election of Chairman and Vice Chairman for the year</u> Liz Wilson sought nominations for the role of Chairman for the year. Jane Harper was nominated by Sara Paxton and seconded by Claire Brackley. There being no further nominations Jane Harper was duly elected. Jane Harper took the chair and sought nominations for a vice chairman for the year. Claire Brackley and Nicola Jones were nominated by Jane Harper as joint vice chairmen this was seconded by Sara Paxton. A discussion took place around whether a joint arrangement was acceptable. It was felt that in light of governors' other commitments that this was a sensible solution. There being no further nominations Claire Brackley and Nicola Jones were duly elected. Jane Harper welcomed Andrea Hayes to the school as interim Headteacher and thanked her for all she has done so far. Thanks were also extended to Georgie Metcalfe for her help in the short term. Jane Harper reported that two governors have stood down in recent months – Vicky Moss and Sue Mumford. There is a need for a parent election and to find three co-opted governors to fill the vacancies. It was agreed to discuss this further at the end of the meeting. Jane Harper reported that the 360-degree review of the chairman carried out at the end of last term highlighted certain elements with regards skills that may be missing from the governing body and it was decided to formulate a strategy to recruit.	
FG 05 19/20	<u>Apologies for absence</u> Claire Teasdale had sent her apologies. These were accepted by governors present. At this point Sally Brown was not present.	
FG 06 19/20	<u>Signing of Business Interests Register and Register of Gifts and Hospitality</u> These were distributed, updated by governors, signed and returned to the Governors' file. A nil return was returned on the Register of Gifts and Hospitality. This was passed to the Headteacher for filing.	AH

Commented [EW1]:

Commented [EW2R1]:

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<p>FG 07 19/20</p>	<p>To review the Standing Orders and Code of Conduct These had been distributed to governors prior to the meeting. Jane Harper clarified that the standing orders should be amended to 'at least 3 meetings per year'. It was noted that although the majority of governors agree to receive agendas and papers via email one governor has requested these via the post. Action: Andrea Hayes to arrange this with Lorraine Hugill. All governors were happy with these with these amendments. Action: Amendments to be made by Liz Wilson</p>	<p align="center">AH LW</p>
<p>FG 08 19/20</p>	<p>To confirm the Scheme of Delegation to the Headteacher It was explained that the Scheme of Delegation was detailed in the Budget Management policy distributed to governors before the meeting. It was important to note that financially governors were willing to delegate the expenditure of up to £1,500 on one item by the Headteacher without seeking permission governors. Expenditure over £5,000 requires the consent of the full governing body or if urgent, the Chairman of Governors. Governors agreed to adopt the Budget Management policy.</p>	
<p>FG09 19/20</p>	<p>To agree the Pupil Admission Number (PAN) and Number on Roll There are currently 45 pupils on roll. The PAN had been agreed as 8. Question: Does the Admissions policy mean that pupils with an Education Health Care Plan (EHCP) are guaranteed a place at a school above a pupil in catchment? Answer: This is part of the NYCC policy. Schools are expected to accept pupils with an EHCP.</p>	
<p>FG10 19/20</p>	<p>To appoint governors with specific responsibilities A discussion took place around whether to continue with committees or whether to move towards discussing all business within full governing body meetings as discussed at the last meeting. It was suggested that it is important to continue with the Community, Christian Values and Ethos committee in the run up to the SIAMs inspection as there is a lot of work to do around this.</p> <p>It was agreed that governors would move to full governing body meetings, but it was noted that there would need to be a person responsible for financial matters to liaise with the Bursar. It was agreed to review this in July. It was felt that communication between governors had improved greatly and there would continue to be a need to hold email discussions and agreements would need to be made via email and recorded at the next full governing body meetings as quick decisions would need to be made in the coming months.</p> <p>A discussion was held around what the 'Outstanding Teaching' project was. The background to this initiative was explained as aiming to encourage outstanding teaching. It was commented that this could be included under 'Curriculum'. See appendix 1.</p> <p>Action: Governors were asked to make bookings with Andrea Hayes for monitoring visits. A query was raised around how to identify the best way of carrying these visits out. Jane Harper had attended training with Howardian Hills Alliance around class</p>	<p align="center">Govs</p>

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	visits called 'Monitoring the impact of leaders' actions on school'. This had been circulated to governors. Actions: Jane Harper agreed to email this document to Andrea Hayes. Governors were asked to read this prior to monitoring visits to school.	JH Govs
FG11 19/20	<u>To agree membership of the Community, Christian Values and Ethos Committee – see appendix 1</u> It was agreed that Associate governor, Shirley Ann Collier should be approached by the committee to continue her involvement. Jane Harper agreed to join the committee and will attend meetings when she is able.	CCVE Comm
FG12 19/20	<u>To agree membership of Headteacher Performance Management Committee, Complaints, Dismissals, Pupil Discipline and Appeals (x2) Committees – See appendix 1</u>	
FG13 19/20	<u>To approve minutes of meeting held on 15th May 2019</u> The minutes, including a confidential minute, of the full governing body meeting on the 15 th May were proposed by Rev Mark Brosnan, accepted as a true and correct record by governors present, signed by Jane Harper and handed to the Headteacher to place on file. The confidential minute to be placed in the confidential file.	
FG14 19/20	<u>Matters arising from the above meeting</u> Due to the brevity of Andrea Hayes' time in post it was agreed that the following matters arising be addressed at the next meeting: <ul style="list-style-type: none"> • Feedback on implementation of new teaching & learning policy • Impact of maths mastery • Book scrutiny – how are these being implemented? 	AH
	Part B: School Business	
FG15 19/20	<u>Budget Monitoring / Revised Budget Adoption</u> The proposed Revised Budget had been distributed to governors by Nicola Jones. Nicola reported that she is not recommending this budget for approval at the moment as there is a need to look into discrepancies with NYCC.	
FG16 19/20	<u>To ask questions of the Headteacher's Report</u> The Headteacher's report had been distributed to all governors prior to the meeting. Andrea Hayes was thanked for putting together a concise report at short notice. It was explained that Andrea Hayes' secondment will run until Easter 2020 and that the school are already in the process of recruiting a full time Headteacher for Easter 2020. Andrea Hayes explained that a new pupil with an EHCP for physical needs would be starting school this week initially on a part time basis moving to full time next week. There are training needs for her care for staff, discussions have been held	

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with the school nurse and a risk assessment is being put in place.

Claire Teasdale is moving to maths subject leader and Andrea Hayes is to take on English leadership in the interim. School are establishing new content in PSHCE lessons and have set up a nurture group once a week to help children finding it socially difficult and to build resilience.

Question: Who is leading on this?

Answer: Sarah Morbey with assistance from the Early Help team.

Question: Is attendance at this via self-referral by the children?

Answer: Initially pupils will be identified by staff, but school will allow self-referral eventually.

Question: Will attendance at this group be in consultation with parents?

Answer: Parents will be informed, and it is hoped that they will encourage their children to take part. This group can be a drop-in or children can attend every meeting over a period of time.

It was felt that the Y6 pupils need to be given more responsibilities and so four groups have been set up:

- Church Council (15 Y6s) – this has been named Mini Warriors and pupils will lead elements of collective worship and plan their own collective worship. Activities to be organised are related to the core values of school – e.g. Children in Need / Shoe Box, this to be overseen by Andrea Hayes.
- Playground Pals (3-4 Y6s)– to organise activities at lunchtime and to encourage pupils who find play difficult to join in. This will include Wake Up / Shake Up which will be ten minutes of aerobic exercise before the start of school. A GB athlete has been invited in to visit in the New Year. A sponsored fitness session will be done with the athlete. This group will be involved in Change for Life work.
- Reading Champions (3-4 Y6s) – pupils are already involved in gathering all books from school, a book stall will be held and they will sort out books in the library, a reading reward scheme will be launched and school are inviting an author in to meet the pupils.
- Eco Warriors (3-4 Y6s)– pupils will lead on the Woodland Trust Award which will involve all the school, they will be responsible for developing the outdoor area.

Each group will have a launch event. This seems to have been well received by the children already.

Andrea Hayes explained that she has rewritten the Collective Worship policy using recommendations from the Diocese, and that she needs to look at the RE curriculum provided by NYCC. Extra support has been sourced from the Diocese and will include a staff meeting and a collective worship demonstration from the Diocesan Education Adviser (Heather Rattenberry) on Wednesday 4th December to which governors were invited to attend from lunchtime. The Education Adviser will be here for the shortlisting for the Headteacher role in the morning and will also look at the SIAMs SEF and do a book scrutiny.

Pupils took part in the Remembrance Service and attended a showing of The Grinch which was particularly enjoyed by those pupils who had not been to the

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<p>cinema before. Two student teachers are settling in well.</p> <p>Question: When do colleges approach schools to organise placements for the following year?</p> <p>Answer: Andrea Hayes will check with the college tutor. Due to the distance of the school from the college it helps to be proactive.</p> <p>A NYCC Health and Safety (H&S) check was carried out and it was noted that the carpets in the Infants classroom and in the side room are in need of replacement. This had been raised previously by Lorraine Hugill with the H&S officer regarding whether it can be stretched or needs replacing. It was noted that it looks like it has got wet at some point. It was explained that this is not covered by the MASS scheme and so school would need to budget replacing for this.</p> <p>Action: Nicola Jones agreed to look into quotes for this.</p> <p>It was suggested that school could look at an alternative to carpeting, something more hard wearing given the area to be covered. Nicola Jones agreed to take advice from providers. Andrea Hayes reported that the issue with the Infant classroom door has been resolved but the front door has swollen in the wet weather.</p> <p>Question: Is there a maintenance schedule as the school could do with painting?</p> <p>Answer: There should be a schedule in place.</p> <p>Question: Is this covered via MASS?</p> <p>Answer: Andrea Hayes agreed to ask Lorraine Hugill regarding whether this is covered. It was noted that there is some capital in the budget.</p> <p>Andrea Hayes reported that GD Funding is going to do some bid writing to remove the book nook and revamp the shelters etc in the playground. School are hoping to raise £10,000 and will ask the Parent Teacher Association (PTA) to raise money for this too.</p> <p>Question: Are we paying for this bid writing?</p> <p>Answer: Yes, the fee will come out of the amount raised.</p> <p>Question: How much?</p> <p>Answer: Andrea Hayes explained that this was in place before her arrival, but she will investigate this further.</p> <p>It was commented that there might be people in the village who can write a funding bid. Andrea Hayes to investigate further and report back to governors.</p> <p>SIAMs inspection – Andrea Hayes suggested that the new Headteacher would want to look at the values, aims etc on their appointment. In the interim and to move SIAMs forward she has looked to simplify and develop the existing ideas further to enable pupils to understand what they mean. A discussion took place around one of the messages around aspirations. Andrea Hayes advised that these could be changed.</p> <p>Action: Andrea to meet with Mark Brosnan and Sara Paxton to discuss further.</p> <p><u>To receive a report of the School Improvement Partner Visit</u></p> <p>A report of the SIP visit had been distributed to governors prior to the meeting. The Local Authority adviser Lisa Jones had visited. The school has been designated as Priority 4 which means the school will get additional support. A partnership improvement plan has been put in place with nine areas.</p>	<p align="center">NJ</p> <p align="center">AH</p> <p align="center">AH</p> <p align="center">AH / SP / MB</p>
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	<p>Question: What does it mean improve provision for pupils in the Infants? Answer: This means the areas of learning and how they are used in Reception and especially in the 'covered area' and how these are utilised by the teacher and Teaching Assistant (TA) to develop questioning skills and how they reflect the topic and work being done in class. Reading – Andrea Hayes explained that fluency isn't fast enough, and some pupils are struggling with comprehension, inference and linking to the text. This work to be linked to the Reading Champions group. Question: As school will be monitored for writing why isn't there a writing action? Answer: There is one, but it has been missed off the list. This will be included.</p> <p>Y6 – Andrea Hayes explained that she is awaiting test results from this week's assessments and then school will decide how to prepare pupils for the SATs. These assessments will inform areas to be worked on. It was commented that previously the Chapel had been used to enable a Y5/6 split from Y3/4. Andrea explained that staffing capacity will not allow pupils to be off site but that pupils are separated for English and Maths using a combination of teacher input and TA support. The school are using the side room as a teaching space.</p> <p>School Action Plan – this will be taken from the OFSTED inspection recommendations. This is to be written by Andrea Hayes who will also work on the School Evaluation Framework (SEF). With regards statutory data Andrea's priority is to go through the data for vulnerable pupils, ensure individual provision maps are up to date and check on the effectiveness of interventions.</p> <p>Attendance – this is just below the national average Question: In the past a reminder has gone in the school newsletter showing each class' percentage of attendance to show the importance of attendance. Answer: Andrea Hayes is to revamp the newsletter and will include attendance and key dates and visitors. There are three persistent absences below 85% and one pupil is being monitored for lateness.</p> <p>Residential – a discussion took place around a residential trip to London or Edinburgh and around which year groups would attend. A suggestion was made to ask parents for feedback on where they felt was suitable for a trip and for how long and to go with the consensus. Action: Andrea Hayes to look into quotes for these options so parents can make an informed decision. Governors agreed that they are happy to support whatever decision is made.</p>	AH
FG17 19/20	<p>Policies to adopt The following policies had been distributed to governors for consideration prior to the meeting: Health and Safety Charging and Remissions Admissions Child Protection School Medicines Budget Management (agreed above)</p>	

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	<p>All governors agreed to adopt the policies. It was highlighted that there are a large number of policies in need of adoption in the coming months and Andrea Hayes is working her way through these. It was requested that subsequent policies be emailed to governors for consideration and prompt responses (48 hours) from governors were requested with questions, suggested amendments and agreement. These to be subsequently recorded as adopted at the following meeting. A schedule is now in place for review of policies. Complaints policy – Andrea Hayes is checking that this is in line with NYCC recommendations with Stuart Boothman.</p>	
<p>FG18 19/20</p>	<p><u>To make arrangements for governors visit to school</u></p> <p>Andrea Hayes suggested that she would put together a monitoring schedule for governors. It was felt that Andrea may need to go back to basics for monitoring as some governors are unsure what they are looking for on a visit. Governors were referred to the document Jane Harper sent to governors around monitoring.</p> <p>Actions: Andrea Hayes agreed to provide a schedule for governors to sign up to. Governors are to notify Andrea when they can come in. It was suggested that a pupil voice exercise is a good way to monitor. Governors were reminded that monitoring is about triangulation; ensuring what you are being told is happening is happening.</p> <p>In preparation for the SIAMs inspection it was suggested that members of the Community, Christian Values and Ethos Committee look at prayer space set up etc. It was noted that it would be good to have some SIAMs monitoring in place.</p>	<p align="center">AH / Govs</p>
Part C: - Other Urgent Business		
<p>FG19 19/20</p>	<p>Keeping Children Safe in Education document – these are guidelines for organisations to follow to keep children safe in education – it is governors’ responsibility to ensure schools follow these guidelines. These guidelines were previously distributed at this time last year but there are updates for 2019. It is recommended that all governors read the full document and be prepared to sign to say they have read it and will ensure school abides by the guidelines.</p> <p>Actions: Liz Wilson will distribute the link to the documents. Those governors who have not read the document before were asked to read the whole thing. Those who had previously read the document were asked to read the updates.</p> <p>Governor Recruitment – Question: Has a skills audit been carried out recently? Answer: This was done informally as part of the 360 review of the Chairman. Question: What has been identified as the gaps? Answer: ICT, finance, educational background (knowledge of curriculum and expectation of the new OFSTED framework), marketing, communication (PR) and SEND. It was noted that when school advertise for a parent governor there is a need to reiterate the time commitment needed for meetings and monitoring and the need for regular communication. Jane Harper asked for suggestions for co-opted governors with these skills. It was</p>	<p align="center">LW / Govs</p>

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<p>agreed that this be a discussion held via email between governors. It was suggested that governors could approach local companies as there is a corporate responsibility in many companies. Websites matching prospective governors to schools and the Do It volunteering website were also suggested. Andrea Hayes agreed to find website details for these.</p> <p>Andrea Hayes agreed to look to the start parent election process to enable a parent governor to be in place for the February 2020 meeting.</p> <p>A discussion was held around changes to the reception area. It was agreed to remain open-minded about the use of the area but to review this in conjunction with the new Headteacher after Easter.</p> <p>It was commented that there is a need to look at possible issues around GDPR with the CCTV system with Veritau.</p> <p>Action: Andrea Hayes agreed to look into this with some urgency and report back to governors as soon as possible.</p> <p>Dates of next meetings: Monday 3 February 2020; Thursday 23 April 2020; Thursday 9 July 2020 all 7pm.</p> <p>Rev Mark Brosnan closed the meeting at 9pm with a prayer.</p>	<p>Govs</p> <p>AH</p> <p>AH</p> <p>AH</p>
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Signed by Chair of Governors _____

Date _____

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Appendix 1

FULL GOVERNING BODY (meetings)
1. Andrea Hayes - Head teacher
2. Clare Teasdale - Staff
3. Jane Harper - Local Authority
4. Sara Paxton - Foundation
5. Rev Mark Brosnan - Foundation
6. Sally Brown - Co-opted
7. Vacancy - Co-opted
8. Vacancy - Co-opted
9. Vacancy - Co-opted
10. Nicola Jones - Parent
11. Claire Brackley - Parent
12. Vacancy - Parent
CLERK - Liz Wilson

COMMUNITY & CHRISTIAN VALUES COMMITTEE (3 meetings)
Rev Mark Brosnan - Chair (Foundation)
Sara Paxton (Foundation)
Jane Harper (Co-opted)
Charlotte Pope (Associate Gov)
Andrea Hayes - Headteacher
Shirley-Ann Collier (Associate Gov)
Clerk - Committee Governor

STAFF DISMISSAL	STAFF D APPEALS	COMPLAINTS	PUPIL DISCIPLINE	HT PERFORMANCE MGT(PAY REVIEW)
Sally Brown	Rev Mark Brosnan	Claire Brackley	Sally Brown	Jane Harper
Nicola Jones	Claire Brackley	Sally Brown	Nicola Jones	Nicola Jones
Sara Paxton	Co-opted Gov	Rev Mark Brosnan	Sara Paxton	Independent Advisor

Special Area of Responsibility	Link Governor
Child Protection & Safeguarding	Sara Paxton
Maths/ICT	Sally Brown
Health/Safety & NQT	Claire Brackley
Literacy	Sara Paxton
Communications & External Links	Sally Brown
RE & Worship; Pupil Behaviour & Attendance	Rev Mark Brosnan & Sara Paxton
SEND & Transition	Jane Harper
Capital Projects & Premises	Nicola Jones
Curriculum	Jane Harper
Website	Jane Harper
Finance	Nicola Jones
Marketing	Jane Harper
Community	Rev Mark Brosnan
Chapel	Nicola Jones