

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF**

**GILLAMOOD C OF E PRIMARY SCHOOL**

**HELD AT 6.30 PM ON TUESDAY 10<sup>th</sup> May 2022**

<b>Present:</b>	
Andrea Hayes (AH)	Head Teacher
Jane Harper (JH)	Co-Opted Governor and Chair
Christopher Vowles (CV)	Parent Governor and Vice-Chair
Rev. Mark Brosnan (MB)	Foundation Governor
Sara Paxton (SP)	Foundation Governor
Ann Glass (AG)	Co-Opted Governor
Paul Normandale (PN)	Co-Opted Governor
Colin Clifford (CC)	LA Governor
Lorraine Hugill (LH)	Staff Governor
Sarah Tyson (ST)	NYCC Clerk

**MINUTES**

<b>PART 'A' – PROCEDURAL</b>		
<b>Item No.</b>	<b>Item:</b>	<b>Action</b>
2021/60	<b>Welcome, Introductions and Opening Prayer:</b>  JH opened the meeting at 6.30 pm, welcomed everyone and thanked them for attending.  Rev. MB led the governing body in prayer.	
2021/61	<b>Apologies for absence and to determine whether any absences should be consented to:</b>  The absence of Sally Brown and Lindsay Roberts were noted. Apologies for absence had not been received from them.	
2021/62	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary in any agenda item:</b>  No interests were declared in respect of any agenda item.	
2021/63	<b>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:</b>  To be assessed as the meeting progressed.	
2021/64	<b>Notification of urgent other business previously notified to the Chair:</b>  None notified.	

2021/65	<p><b>To approve as a correct record the minutes of the meeting held on 11th January and 29th March 2022:</b></p> <p>The minutes of the meeting held on 11<sup>th</sup> January and 29<sup>th</sup> March 2022 had been circulated in advance of the meeting.</p> <p><u>RESOLVED</u> that these be approved as a correct record and signed by the Chair.</p>	Chair
2021/66	<p><b>To consider matters arising from the minutes for which there is no separate agenda item:</b></p> <p>There were no matters arising from the Minutes. Checking the school website for compliance is an on-going task.</p> <p>Rachel Wells from Langton Primary is the point of contact regarding the possibility about a Ryedale Academy. JH is going to represent the school at an inaugural meeting.</p>	
2021/67	<p><b>Governing Body Membership</b></p> <p>Victor Hall has resigned from the Governing Body and Sally Brown's 4-year term of office will end shortly after this meeting on 14<sup>th</sup> May. In their absence the Chair thanked them for their contribution and support of the school.</p> <p>Paul Normandale was welcomed to the Board as a new Co-Opted governor to replace Victor Hall.</p> <p>From 15<sup>th</sup> May there will be a vacancy for a Co-Opted governor. SP gave notice of her intention to resign at the end of August 2022. ST to notify the Diocese that there will be a vacancy for a Foundation Governor from September 1<sup>st</sup>.</p>	ST
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
2021/68	<p>A written report from the Head Teacher had been circulated before the meeting. It included the training that has been undertaken by staff as well as updating the governors on current staffing and their roles and responsibilities, site and premises, and pupil data and attendance figures. 22.4 % persistent absences and 45% of children on SEN register. JH verified everyone had read the report and invited questions.</p> <p>AH said that there are 49 pupils on roll and one more pupil is due to join the school on 16<sup>th</sup> May. 8 pupils have been offered places for Reception for September with 3 pupils on the waiting list. All 3 families have appealed. The school is also aware of 3 others who are moving/have moved into catchment. The current size of the school means that pupils are being turned down and this impacts upon the school's income. The school is on the list for development funding from NYCC and work can start without the funding but there is the potential to lose up to £40,000 if it school waits 2 years for a LA grant for capital expenditure. The governors need to assess this against the ability to be able to take in extra pupils earlier.</p>	

	<p>Consultation on is underway to increase the size of the Year 3-4 classroom and create a library. AH outlined a proposal to expand the school which would involve creating a staff room on a mezzanine floor and repositioning the school office. She stressed that the changes would retain the sense of the small family school in a close-knit community.</p> <p>AH said that she is intending to seek support from the Diocese to fund the first phase of work. The estimated cost of the project is £70-75,000. JH suggested a working party was established and PN agreed to join it.</p> <p><b>Question: How can the governors support the well-being of the staff and pupils? (with reference to the report of challenging behaviour reported)</b></p> <p>AH explained that her extended period of absence due to ill-health last term had effected the balance in the school. The incident of challenging behaviour was not too problematic.</p> <p>The three racial incidents in the HT report reflect lack of cultural education and lack of breadth of experience amongst some pupils. Work is in place to broad minds to increase all pupils' understanding of diversity. The Commonwealth games is being used and a lot of books have been purchased for the library. A Nuture Group has been established and children involved have been required to attend as a behavioural support intervention.</p> <p>Governors can continue to support the school by volunteering to be an extra person on a school trip so that teachers can use the time more effectively for lesson planning.</p> <p><b>Question: Does the Headteacher require support?</b></p> <p>Answer: It is difficult to say. Getting the monitoring visits rota set-up has been a weight ff my shoulders. Improved communication would make everything so much easier. If governors could please monitor their emails and respond promptly. Returning hardcopies with editorial comments to the Vision and Values statement (instead of editing on Google Doc) is not very useful because it all needs typing out again but she thanked those who had completed forms as the information has been very useful. The whole advantage of using Google Docs is that it should save time. AH offered to train any governor who was struggling with the software.</p> <p><b>Question: The percentage of children with SEN is nearly four times the national average. How does the school provide for the pupils who aren't on the register with such a large proportion of children requiring additional support?</b></p> <p>Answer: There are a wide range of reasons that children are on the register For example social and educational need, dyslexia, autism, speech and language issues. The use of TAs has changed dramatically over the years to allow high quality teaching from the teacher with the TAs monitoring the class so the teacher can pre-teach the children who need additional support or, vice versa so the teacher can work closely with those pupils who can be stretched.</p>	
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	<p><b>Question: Is there evidence that non-SEND are making expected progress i.e. Is it working?</b></p> <p>Answer: Yes and no. Due to Covid fluency of reading has fallen behind and the children lack stamina with their writing. Having a maximum of 2 year groups per class has helped staff to challenge those children capable of achieving greater depth. AH said that the Children's University pushed those children to progress more too, adding value to their learning journeys.</p> <p>The governors discussed ways in which this could be improved and suggested that they could be given extension exercises to complete at home.</p> <p><b>Question: Is absenteeism an issue?</b></p> <p>Answer: Yes. There are 11 persistent absentees. A letter has been sent out to the families explaining their statutory duty and also the impact absence from school has on a child's development and learning.</p> <p>The school aims for 90% attendance (national average is 84%).</p> <p>There are still a few persistent late attenders despite since changing the start time for learning to 9.00 am (locking the gates earlier at 8.55 am).</p> <p>The <b>SIAMS</b> inspection has been postponed until Summer Term due to AH's long-term (8 weeks) absence in the Spring Term. AH this has added pressure to staff who are already very tired.</p>	
2021/69	<p><b>Pupil Progress</b></p> <p>AH shared a report on pupil assessments. The governors discussed each year group in turn and looked closely at the numbers of children in each class who were not at their expected level. AH explained that the reading tests in March had completely thrown the children. There were too many aspects of assessment that were outside their learning experience. She acknowledged that work needed to be done to improve their comprehension skills and stamina in writing as this had suffered during the pandemic. FFT is a useful tool for target setting and it only costs £119 p.a.</p> <p><b>Question: What do other skills do? Would a timed free-writing session help?</b></p> <p>Answer: Big Write... AH would welcome support from CV to implement this.</p> <p>AH reminded governors that in small cohorts one pupil can make a significant difference to the percentages.</p> <p>The impact of White Rose maths is being seen.</p> <p>In EYFS every child is on track with their developmental goals.</p> <p><b>Question: What is the threshold before the colour on the chart turns to green?</b></p> <p>Answer: 75% of children working at expected level.</p>	

2021/70	<b>Safeguarding</b>  CPOMS is being implemented for the record-keeping of safeguarding incidents. AH reported that staff are undergoing some training in its use and the system will be integrated for September.	
2021/71	<b>Policies</b>  There have been no policies reviewed by the governors since the last meeting. There was a discussion about training on how to use the new platform to review policies. AH offered to help any governor who was struggling to access and use it to record their comments.	
2021/72	<b>Schools Development Plan and Implementation of Vision Statement</b>  AH reported that the school's ambitious curriculum is fully functioning with a focus on teacher development with respect to developing a broad, balanced and progressive curriculum.  Monitoring of lessons by the headteacher will take place in the Summer Term starting with English, maths and I.T.  The school's vision and values (Honesty, Love and Care, Respect) are core to all the school's work and are fully implemented across the school and now being embedded through parents and governors too. The whole ethos of the school is informed with the values. This is verified through Pupil Voice and staff who refer to the vision statement in all their teaching.  SATS monitoring resulted in the school being awarded a gold star.	
<b>PART 'C' – RESOURCES</b>		
2021/73	<b>To Consider the Outturn Budget</b>  LH had met with the Gill from Financial Management Services the previous day. JH had attended part of the meeting to monitor the figures. LH explained that there was an increase from budget in the balance carried forward of about £20K so that the carry forward balance is £70K. She explained this is due to the increase in pupil and a number of items of expenditure costing less than budgeted for. LH also said that parents had been better at paying the voluntary contribution for swimming lessons but about a fifth of pupils are still paid for by the school. Sparsity funding has also been received but it cannot be relied upon in future years. The governors acknowledged that the amount of Sparsity funding received amounted to the profit in this financial year.  There were no further questions and the governors approved the figures in the Out-turn budget.	

2021/74	<p><b>To Receive Budget Monitoring Report</b></p> <p>Financial reports were circulated before the meeting showing a 3-year forecast. The Start Budget has been assumed 12 pupils will be joining the reception class in September (4 above PAN).</p> <p>LH warned that fuel costs are predicted to increase 55% this year but this is difficult for the school to monitor during the summer term when less electricity is used to heat the building. The Diocese are hopefully going to recommend more efficient storage heaters. A supplementary grant has been received from the LA and £9K from it has been allocated to electricity.</p> <p>There was a discussion about staffing for the 2022-23 year. From September the teaching is increasing to 3.9 FTE which is 5 teachers from September. Teaching Assistants are increasing to 5 staff. Therefore an increase to 10 classroom staff because the governors were aware that the pupils need to catch from Covid as well as the school's numbers are increasing.</p> <p>The Start Budget was approved by the governors.</p> <p><b>Pupil Premium and Sports Premium</b> spending is publicised on the school's website.</p>	
2021/75	<p><b>Health and Safety</b></p> <p>The H&amp;S officer last inspected the school on 14<sup>th</sup> February and reported no major concerns. His next visit is due on 19<sup>th</sup> May 2022.</p>	
2021/76	<p><b>Governor Succession Planning</b></p> <p>JH reminded everyone of the importance of succession planning as she will be finishing as Chair at the end of this term. The organigram needs revising to take into account Sally and Vic leaving and Paul and Lindsay joining the governing body. To be an Agenda item at the next meeting in July.</p>	
2021/77	<p><b>Governor Monitoring Visits</b></p> <p>There were no reports from governor monitoring visits but dates have been agreed for the Summer Term (after SATS).</p>	
2021/78	<p><b>AOB:</b></p> <p>JH and AH met on 9<sup>th</sup> May with Antonia Proud to undergo a governance audit. Her report is awaited. ST was requested to forward attendance data and a template for DOIs so the website will be compliant.</p>	ST
2021/79	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>- A wish to invest in the school building to enable it to accommodate more pupils, thereby attracting more funding</li> <li>- Focus this year on staff development which will have a positive impact on the quality of teaching provided</li> </ul>	

	<ul style="list-style-type: none"> <li>- Consideration of the data (attendance and progress), comparing with other schools and understanding where improvement can be made</li> <li>- Supporting headteacher and staff which in turn has a positive impact on the pupils</li> <li>- Scrutinising the budget to ensure there is financial security for the future</li> <li>- Monitoring of pupil growth as individuals and supporting implementation of the vision statement</li> </ul>	
	<p><b>Schedule of FGB meetings for 2021-22:</b></p> <p>6.30 pm on Tuesday 5<sup>th</sup> July 2022</p> <p><b>Schedule of FGB meetings for 2022-23:</b></p> <p>Tuesdays from 6.30 – 8.30 pm</p> <p>27<sup>th</sup> September  6<sup>th</sup> December  24<sup>th</sup> January  28<sup>th</sup> March  9<sup>th</sup> May  11<sup>th</sup> July</p>	
	<b>The meeting closed at 8.30 pm</b>	

Item No.	Action	Lead
2021/67	To notify the Diocese about the need to appoint Foundation Governor.	ST
2021/78	To send attendance register and DOI template to LH	ST