

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

**GILLAMOOD C OF E PRIMARY SCHOOL**

**HELD AT 6.30 PM ON TUESDAY 11<sup>th</sup> JANUARY 2022**

**IN SCHOOL OR VIA ZOOM**

<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
Sarah Paxton (SP)	Foundation Governor
Ann Glass (AG)	Co-Opted Governor
Victor Hall (VH)	Co-Opted Governor
Colin Clifford (CC)	LA Governor
Lorraine Hugill (LH)	Staff Governor
Lindsay Roberts (LR)	Parent Governor
Sarah Tyson (ST)	NYCC Clerk

**MINUTES**

<b>PART 'A' – PROCEDURAL</b>		
<b>Item No.</b>	<b>Item:</b>	<b>Action</b>
2021/42	<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.	
2021/43	<b>Apologies for absence and to determine whether any absences should be consented to:</b>  The absence of Sally Brown and Paul Normandale were noted. Apologies for absence had not been received from them. (PN had not received papers due to clerking error].	
2021/44	<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.	
2021/45	<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>  No be assessed as the meeting progressed.	
2021/46	<b>Notification of urgent other business previously notified to the Chair:</b>	

	None notified.	
2021/47	<p><b>To approve as a correct record the minutes of the meeting held on 7th December 2021:</b></p> <p>The minutes of the meeting held on 7th December 2021 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
2021/48	<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.</p>	
<b>PART 'B' – SCHOOL IMPROVEMENT</b>		
2021/49	<p><b>Brief Update from the Head Teacher – to receive and ask questions:</b> JH invited AH to identify 3 aspects of the SDP that have been achieved and 3 areas that required development.</p> <p><u>Achieved</u></p> <ol style="list-style-type: none"> <li>1. Quality of teaching</li> <li>2. New classroom set-up with additional classroom for Key Stage 2</li> <li>3. Clear vision that is central to all learning plans and school ethos</li> <li>4. Behaviour for learning expectations clearer with set boundaries and understood expectations</li> </ol> <p><u>Areas for Development</u></p> <ol style="list-style-type: none"> <li>1. Although the school catering is now superior to before the school Food Council has not yet been established</li> <li>2. Further improvement is required in the core areas of maths and writing and investment in training staff is on-going.</li> <li>3. Review of the effectiveness of interventions. Are resources being used in the most appropriate classrooms in the most effective way?</li> </ol> <p><b>Question: What support is required from the governors ?</b> Answer: The food council will be elected soon. There are assessments taking place by an external assessor. Staff had also some training on delivering two effective interventions to dyslexic children.</p> <p>The school is using Dynamo maths and has the resources it requires. It is too early to measure the impact of this online tool. Covid funding has been used to purchase this resource rather than employing external staff.</p> <p><b>Question: How do you encourage the children to read?</b> The new library space is proving popular. There are a number of incentives to promote reading including reading stickers and awards. There are also letters home to parents.</p> <p>Text-based based that informs topics across the whole curriculum is also having a positive impact, especially broadening vocabulary. The children are encouraged and also more willing to try different books.</p>	

	<p>AH explained the process of Meta Cognition and invited a governor to visit the school so they could see how it is used.</p> <p>This term the explorer topic will involve a visit to school from a polar explorer. The topic has been really popular and been used for science, maths, English, history and geography.</p> <p><b>Question: Do you recognise what needs to be done?</b></p> <p>Yes – but due to staff absences both before and after Christmas it has been challenging for AH to make progress as there are constant interruptions from people who need to contact the school office. However, it does feel as though the school is moving forwards and progressing.</p> <p><b>Question: Has the additional classroom benefitted staff and children?</b></p> <p>Definitely. There are several new children in year 6. As this is a small school everyone is able to be a leader of something if they want to be.</p> <p>The governors discussed and compared the Archbishop’s leadership programme with the Children’s University. AH commented that the CU’s leadership scheme is free and she is undecided about the merits of renewing the AB’s membership when the term expires in 2023.</p> <p>There are a number of leadership groups including Eco Team, Well Being Warriors and Church Council. Soon to be formed is a Food Council.</p> <p>There will be a H&amp;S risk assessment carried out by NYCC next week.</p>	
2021/50	<p><b>Pupil Progress Update:</b></p> <p>A comprehensive report on pupil data was circulated before the meeting which allowed it to be compared with the data from the previous year. The governors discussed it in detail and noted that 100% Year 2 children had passed the phonics screening and the EYFS assessments had been externally moderated. The development of gross motor skills have been affected by the pandemic.</p> <p>The pupil data showed the year groups and areas where some children are not working at their expected levels, where progress should be made. The governors looked at the data for each year group and noted where it had improved or declined or stayed the same over the last 2 months.</p> <p><b>Question: What is the reason for the general decline in writing performance?</b></p> <p>Poor attendance (absence due to Covid) and also writing is difficult to teach when the children are learning remotely. Other schools report that writing skills have suffered most during the pandemic and a number of strategies are in place to improve this such as: text-based learning and the introduction of a new approach to reading comprehension which also impacts on writing; expectations of quality rather than quantity; work on building writing stamina.</p> <p><b>Question: Is there any opportunity for pupils to do free writing?</b></p> <p>CV explained to the other governors about its importance at GCSE level. AH explained that the children write daily in lessons and are encouraged to use</p>	

	<p>these skills outside of the lessons e.g. competitions, 'job' applications in school etc. It was suggested that a free writing lunchtime club could be offered for those who really enjoy it.</p> <p>In maths Rockstars helps with speed and accuracy. Dynamo maths is being used as an intervention – not across the whole school and the school has only paid for 2 licences.</p> <p><b>Question: Does the school require additional resources for maths?</b> No. AH explained about the use of concrete resources. Each classroom has plenty of resources and the teachers are trained to model their use and encourage the children to use them without stigma as and when they wish to. More CPD is required for staff so they can maximise all the benefits of White Rose Maths. In the 12 months or so that it has been in use WRMs has created consistency. The pupils use a workbook which is a better system than sticking worksheets into an exercise book.</p> <p><b>Question: Are parents helping out with remote learning?</b> If the children are in school there is no remote learning. Last term only two children were learning at home. There was a mixed level of support from the parents.</p> <p>AH explained there will be a workshop for parents to help them to support their child's phonics, reading and maths. It was suggested that a 15-minute Zoom session might attract higher level of engagement than to invite parents into school. JH suggested an appeal to focus on reading.</p> <p>AH said that a SATS club had started for Year 6 children and she was pleased with the level of attendance so far.</p>	
2021/51	<p><b>Safeguarding</b> There have been no safeguarding incidents.</p>	
2021/52	<p><b>Policies</b> Since the previous meeting the following policies had been reviewed and agreed by the governors:</p> <ul style="list-style-type: none"> <li>● Child Protection</li> <li>● Antibullying</li> <li>● Collective Worship</li> <li>● Charging and remissions</li> </ul> <p>AH is using a new resource that assists with the scheduling and reviewing of policies so they are spread out across the academic year and no governor is required to review all the polices. The load is shared so it is not too onerous. Once a policy has been reviewed by the designated panel every governor will read it in order to be able to approve it. She urged Governors to keep an eye open for emails from The School Bus and to check their junk to ensure they do not miss any)</p>	
2021/53	<p><b>SIAMS SEF:</b> <b>Question: Do the new strategies fit in with SIAMS too?</b></p>	

	<p>Yes – RE is a timetabled subject. Every half term we review the curriculum and ensure the language we are using is consistent with the Vision Statement and SDP targets. It is an on-going process and we encourage the children as well as the staff to use consistent vocabulary. The challenge with SIAMS is evidencing this practice.</p> <p>Work on improving and updating the website is still taking place. AH said that she could make it live now as much of it is ready to be made public but there are a few missing aspects that would render it non-compliant so she is waiting for it to be finished completely.</p> <p>AH requested a someone to view the website with reference to a checklist and AG volunteered.</p> <p><b>Question: What needs to be achieved?</b></p> <p>Target 1 – the updated vision has been adopted by pupils and staff. The next stage is sharing this vision with parents and governors.</p> <p>There are two reflection areas in school. At the bottom of the stairs there is a reflection tree. There is a clear monitoring calendar. The children in the Church Council will be leading collective worship which takes place at 3.00 pm and all governors are welcome to attend. MB is helping to train staff on spirituality after half term. The nativity play took place before Christmas.</p> <p>The school is re-establishing itself in the community, both in the village and beyond Eg. At Kirkbymoorside Agricultural Show, inter-school competitions and global links.</p> <p>AH explained that sexual relationships is part of the curriculum. If there was an inspection tomorrow staff would have to verbalise how this would be taught in school.</p>	AG
2021/54	<p><b>Schools Development Plan</b></p> <p>This SDP was discussed as part of the Headteacher’s report [see 2021/49]</p>	
<b>PART ‘C’ – RESOURCES</b>		
2021/55	<p><b>SFVS:</b></p> <p>The form will need to be completed before the end of March. VH agreed to look at this with JH. LH will send the form from last year.</p>	LH, JH VH
2021/56	<p><b>Staffing Update including Staff Mental Health and Wellbeing:</b></p> <p>The staff structure has changed since the last meeting as AH is not teaching a regular class in order to focus on leadership. Several teachers now have extra hours. Years 3-4 and Year 5-6 are now taught almost entirely in two separate classrooms. This is proving to be better for everyone. JH commented upon the ‘quiet industrious calm’ she observed from her recent visit to the school.</p> <p><b>Question: How is the wellbeing of staff at the moment?</b></p> <p>Much better now that AH is not teaching regularly and having to plan the teaching at the same time as leading the school. This has relieved pressure on both her and staff as it gives her more time to support and work on school improvement.</p>	

2021/57	<p><b>Governor Training:</b></p> <p><a href="https://dioceseofyork.org.uk/schools-and-youth/schools-education-homepage/educationtraining/events/">https://dioceseofyork.org.uk/schools-and-youth/schools-education-homepage/educationtraining/events/</a></p> <p>Governors were encouraged to avail themselves of the training, particularly the Induction training. JH printed out a copy of the training brochure so governors can look at a hard copy. In between meeting the governors are regularly sent information about various courses. Please can all training and certificates emailed be reported to Admin.</p>	
2021/58	<p><b>AOB:</b></p> <p>New lanyards have been made for the governors. The governors were then taken on a tour of the school by AH (including the AG who was attending the meeting via Zoom). The governors looked at the displays on the walls, the concrete resources, the new library and various displays.</p> <p>CC shared that he had accompanied the children on a trip to the pantomime and the children were a credit to themselves, the school and their families. He had been really impressed with their behaviour. JH thanked him and everyone else for their continued support and for their time this evening.</p>	
2021/59	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>- Pupil data had been discussed and approved, revealing a downward trend in writing and mixed trends in reading and maths depending upon the year group. Strategies are in place to support pupils to progress.</li> <li>- In depth discussions on SIAMS had taken place. A consistent message is used in school and this is helping staff to plan lessons that deliver the curriculum in-line with the schools' vision statement.</li> <li>- Governors enquired if more resources were required and satisfied that the school had the resources it required and training was taking place to maximise their usage.</li> <li>- School Bus Compliance Tool will ensure there is an effective way of making sure that policies are reviewed on time but without it being a burden on the same governors each time.</li> <li>- Staff welfare had been discussed. The governors were pleased to hear that the new staffing structure and extra classroom has had a really positive impact on staff welfare.</li> </ul>	
	<p><b>Schedule of FGB meetings for 2021-22:</b></p> <p>6.30 pm on Tuesday 29<sup>th</sup> March 2022  6.30 pm on Tuesday 10<sup>th</sup> May 2022 (To be Clerked by ST)  6.30 pm on Tuesday 5<sup>th</sup> July 2022</p>	
	<p><b>The meeting closed at 8.30 pm</b></p>	

<b>Item No.</b>	<b>Action</b>	<b>Lead</b>
2021/53	To check website	AH AG
2021/55	To complete SFVS before March	JH VH
2021/57	To complete relevant training	ALL