

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF
GILLAMOOR C OF E PRIMARY SCHOOL
HELD AT 6.30 PM ON TUESDAY 6TH DECEMBER 2022**

Present:	
Chair - Christopher Vowles (CV)	Parent Governor and Chair
Andrea Hayes (AH)	Head Teacher
Jane Harper (JH)	Co-Opted Governor
Rev. Mark Brosnan (MB)	Foundation Governor
Paul Normandale (PN)	Co-Opted Governor
Lorraine Hugill (LH)	Staff Governor
Lindsey Roberts (LR)	Parent Governor and Vice Chair
Aniko Sheppard (AS)	Co-Opted Governor
Gill Garbutt (GG)	Co-Opted Governor
In attendance:	
Clerk - Lydia Waites (LW)	NYCC Clerk
Apologies:	
Colin Clifford (CC)	LA Governor

Minute	Item	Action
1.1222	Welcome and Introductions CV opened the meeting and invited all governors to introduce themselves. MB started the meeting with a prayer.	
2.1222	Apologies for absence and to determine whether any absences should be consented to. Apologies from CC who could not attend.	
3.1222	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. Governors reminded of the need to declare interests. AS and GG to sign register of business interest forms after the meeting.	AS/GG
4.1222	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. It was agreed that the discussing under item 18 will be filed under confidential minutes.	
5.1222	Notification of urgent other business previously notified to the Chair No urgent business.	
6.1222	To approve, as a correct record, the minutes of the meeting held on <i>Tuesday 27th September, 2022</i> <i>Tuesday 11th July 2022</i> CV summarised minutes from 11.07.22. Govs agreed both sets of minutes were an accurate record and CV signed them.	
7.1222	To consider matters arising from the minutes for which there is no separate agenda item. Ethos Group were due to meet but meeting didn't go ahead. Set to take place in January. CV raised the topic of committees. Reminded that Complaints Committee are advised to attend two training days: <ul style="list-style-type: none"> • NYCC recommends all governors attend online NYES webinar on Wednesday 25th January. • Members of the Complaints Committee to attend NYCC 'complaints investigations' online training. CV asked if any govs are able to attend Head Teacher's Performance Management Review meeting, which was scheduled for 14 th December – needs to be done by end of December. As no-one is available to attend this with CV on this date, HT is going to	All govs HT

	<p>discuss its rescheduling with NYCC. Governor visiting dates still to be agreed upon between governors. CV raised the issue of communication – noted it would be helpful for governors to access their governor emails with some regularity, such as twice a week, so important things aren't missed.</p>	All govts.
8.1222	<p>Buildings working group update HT discussed the new library which is completed and has been signed off. Noted the dishwasher was damaged in the process but it is being resolved. Also noted the issue of the flat roof – fixing this will cost around 3k. A surveyor is coming out next term to put a maintenance schedule in place to ensure school is kept maintained within the school's budget. Seeking guidance from the Diocese rather than NYCC. HT to circulate report on building update when available. School is still on waiting list for Buildings Funding from NYCC – low expectations re receiving funding, but the school is in good shape and we have had lots of positive comments from parents, students, etc. about the recent building work.</p>	HT
9.1222	<p>Report from the Headteacher - to receive and ask questions New HLTA and a vacancy for an ATA who recently left. Interviewing for a replacement next week – have had 3 good applicants and hopefully will be able to recruit one of them. School has had a bout of scarlet fever. Staff commitment is strong, but they are feeling concerned about the change of leadership in Easter. Trying to reassure staff and ensure they are confident about the handover. Doing our best to support staff wellbeing – e.g. with changes to staffing to aid staff members where possible.</p> <p>Safeguarding report: no referrals to social care, bullying, exclusions, allegations, etc.. One issue was a data breach – the school's email was hacked and sent out emails to staff and parents. A serious breach which school's ICT is looking into. This has happened to a number of schools, though Gillamoor seems to have been most affected. Reminded governors to ignore the email if they have received it.</p> <p>Q: what are vulnerable people/parents being advised to do with emails like this? A: we have emailed those who received the email to inform them that the account had been hacked and not to open the email.</p> <p>Health and Safety: meeting was on 7th November. Nothing major was flagged. Paperwork was all up to date. Site and premises update: railing at front of school to be painted. PE shed has been repaired. Leadership and management: focus was on teacher development and high quality teaching this year. HT and Claire have been on a 2-day training course for inclusive teaching.</p> <p>Q: was anything useful taken from this? A: Claire is now doing a leadership qualification and Charlotte is doing SENCO qualification. Trying to build up staff leadership. Hopefully this will provide strength to whoever is taking over school leadership and teachers will be more confident. Have all of the slides from the training which will be a useful resource. HT to buy the texts used during the training day for staff as these will also be a useful resource for teaching.</p> <p>PN found some details about a grant which the school can apply for to help towards development of the library – haven't yet applied as the grant tends to go to more disadvantaged schools. HT to look at national lottery grant and shared that the school has secured a grant for British science week.</p> <p>SIAMS inspection was successful. The Ethos Group meeting will take place in the new</p>	Ethos Group

	<p>year following its postponement. Will also draw up a new action plan for the next year.</p> <p>Quality of teaching and learning: we have started providing 'busy time' for all 3 year groups Rec/KS1 which has been beneficial so far in helping students concentrate. Noted the extra member of staff, Miss Watkins, has so far been superb and supportive to other staff. Hopefully new TA will contribute to the team and be helpful for children who require additional support.</p> <p>Curriculum: all schools nationally are continuing to re-devise and improve their curriculums. This is in huge demand and will be the focus of the training day in January.</p> <p>Q: what evidence is there that these curriculum updates are having an impact? A: involves a detailed long-term plan which shows student progress. Subject leaders are developing their folders for consistency across all subjects (includes intent documents, over-arching curriculum documents, etc.). Evaluating the central texts and theme at the end of each term/topic and ensuring students have covered what they need to within this frame. We can see if children are covering everything they need to and if so, at the expected level or not.</p> <p>Q: how will the progress that needs to be made be communicated? A: it will be on grids in pupils' books. Also having mini mentoring sessions with children. Focusing on next steps for children and giving verbal feedback in lessons.</p> <p>Q: are there opportunities for peer-led leadership between pupils? A: yes, children do peer assessment, marking each other's work. Pupils learning how to give and receive constructive feedback.</p> <p>Q: re areas for development: what's an example of high-quality teaching strategies in the classroom? A: whole classes being taught same learning objective but different children reaching it in a different way and a different depth. Gave an example of how this would look in the classroom. Would want to see high quality questions from teachers, less 'teacher talk', all students engaged with, etc..</p> <p>Drew attention to continued professional development training available.</p> <p>Noted HT report doesn't include any data as assessments were last week and don't have all the data yet. Will circulate data to governors when it is available.</p> <p>LR addressed the issue of raw scores potentially being confusing/misleading to parents. HT assured LR that raw scores have been explained to students who understand what they mean, and an explanation is included with end of year reports. HT agreed this would be useful to be included in Parent Handbook which is being revised currently.</p> <p>LR noted that she has completed a safeguarding course and received certification. AS and GG confirmed they have read the KCSIS document. HT to send some introductory governor safeguarding training to them, and noted that <i>The School Bus</i> has some useful safeguarding training resources and sessions for governance.</p>	<p>HT</p> <p>HT / AS / GG</p>
10.1222	<p>Governing Board Update</p> <p>CV addressed the governor vacancy. Governors discussed whether the instrument of government can be adjusted if school doesn't need an additional governor due to its size. Considered the instrument of government document and agreed to advertise for a Co-Opted governor and put a notice on the board. CV noted that someone with finance knowledge would be helpful.</p> <p>Q: can an announcement be made in church that we're actively looking for a governor? A: MB: yes, that's possible. A: ideally someone with a finance background would be beneficial. Governors discussed potential options.</p>	HT
11.1222	<p>Governor monitoring</p> <p>1. Questioning and Feedback monitoring - Lyndsey Roberts</p> <p>LR gave a brief overview of her recent visit. Visited English lessons and noted lots of positives – high level of pupil engagement, exposition from the teacher, lots of good</p>	

<p>probing for greater depth to student's answers. Got a good impression from the visit. Teachers were making a conscious effort to use the teaching strategies discussed previously. HT agreed. Mentioned a new way of teaching that is been enacted following the recent training which has been going well. Would be good for governors to come and observe this in action. LR to write a report on her visit.</p> <p>2. Report re website compliance - Colin Clifford In CC's absence, HT explained that CC has completed a website compliance report which flagged up some things which she has looked into.</p> <p>3. RE monitoring - Mark Brosnan MB noted his visit has been rescheduled for the beginning of February as it was unable to go ahead.</p> <p>4. Safeguarding monitoring - Paul Normandale PM was unable to attend the session. HT gave a brief overview of it, noting that there were lots of positives. Key actions agreed with the Adviser were:</p> <ul style="list-style-type: none"> • PSHE monitoring and pupil voice • Ensure Child Protection policy on website is up to date • Update the e-safety policy • Governors declaration of interest needs updating on the website. • To ensure monitoring cycle for governors is actioned as soon as possible <p>5. SEND monitoring - Jane Harper JH did SEND monitoring today (Tuesday). Made a comprehensive record of visit using monitoring visit template during this, which will be useful for Ofsted visits. A productive session which she found very useful. This template enabled planning for the monitoring visit to be more streamlined which will be beneficial.</p>	LR
<p>Q: what do we monitor as a governing body? A: HT: you can choose, but there needs to be a spread of things e.g. finance, safeguarding, pupil wellbeing. Anything linked to the school development plan which can allow you to hold the Headteacher to account for school's progress. Q: does the body need to decide what we're going to look at the start of a year? A: yes, that's something we need to do.</p>	All gov's
<p>JH noted that certain governors e.g. link governors have certain responsibilities. HT read out governor's responsibilities from the Organigram. Outlined how they could approach their role and monitoring visits. Offered to provide guidance if needed.</p> <p>JN gave her report. Last year school had 40% SEND pupils. Will receive data after next assessment re what the percentage is now. Noted that SEND pupils each have different plans and not all are long plans. This would be difficult for school to achieve, although individual development plans are in place for each pupil. Will hopefully be able to see if what we're doing is making progress when results are back in January. HT noted that if what we're doing isn't working, the plan/approach will be interrogated and changed. Will be able to look at it properly when results are back and all data is collected so that we can track progress. JN to share this at next FGB meeting when she has all the data – HT to send this prior to next meeting.</p>	HT / JH
<p>Q: how is this communicated to parents? A: JH: staff will raise a potential additional needs issue with other staff and will then raise it with parents for a discussion which allows us to get the whole picture for the student. Then additional agencies are reached out to for intervention.</p>	

12.1222	<p>Governance health check CV addressed the red sections of the health check documents and HT explained them.</p> <p>Governors agreed that a request be made to the office that any request to see a copy of meeting minutes is granted and will a signature required having seen them. Agreed to continue with newsletters as a form of communication for the school. HT to look for <i>The School Bus</i> policy template for the process of removing governors should that be necessary, to review and adopt if suitable. Need a collated declaration of interest summary sheet for the website. LH and HT to organise. HT to add governor vacancy to school's website as well as putting up an advertisement poster. Need to consider another school to collaborate with – HT to put some feelers out. LW to add an item to following agendas in which actions list from previous meeting's minutes can be addressed. CV noted the need to define the Ethos group as either a committee or not a committee, as this is important and determines whether its meetings need an NYCC clerk to take minutes. Discussed whether it could be called an advisory group or a panel, for example. Either way its status needs formalising. HT to ask Antonia for clarity about what constitutes/defines a committee. It was noted that all governors have completed necessary safeguarding training. AS and GG have, but still need to sign to confirm this. Safeguarding governor (PN) to attend additional safeguarding training. Skills audit needs to be carried out in the coming year.</p> <p>CV and HT addressed the remaining red and amber sections of the health check and agreed to change the necessary items to green following GB's progress since the health check was filled in in October.</p>	<p>HT</p> <p>LH / HT</p> <p>HT</p> <p>HT LW</p> <p>HT</p> <p>AS / GG</p> <p>CV</p>
13.1222	<p>Finance / budget monitoring LH noted she has circulated the budget and revised budget. School is down from 73k to 29k in capital due to spending. County accountant has been in to go through figures. The school is getting 55k sparsity funding which is a positive. Have budgeted an extra 118% for electricity costs, which is a guess as the future is uncertain due to the rise in energy costs. Will see how it plays out as we start to enter the colder months. School's pot is a lot smaller now and has moved some staffing hours around for next year in response to this.</p> <p>JH questioned whether this adjustment in hours would be sustainable for a Headteacher. Noted this needs to be practical re the wellbeing of the Headteacher following these changes. Agreed to ratify though noted that the maintenance of this revision may not be ratifiable. LH asked if govs ratified the revised budget. Govs agreed to ratify the budget by a show of hands. Q: is the school in a good position compared to other schools? A: yes – it's not good, but not bad compared to others.</p>	
14.1222	<p>Health and safety LH explained that there are three health and safety checks each term. School has gone through all of these and is top school in the county for all of these.</p>	
15.1222	<p>Policy Review HT reminded governors of need to access <i>The School Bus</i> and read the new policies so they can be submitted for approval. AS raised tech issue re difficulty completing these on an iPad. HT to raise this issue with <i>The School Bus</i> support team. CV suggested a better communication of policies – e.g. policies being sent to governors</p>	<p>All govs</p> <p>HT</p>

	at a certain day of the week.	
16.1222	To deal with any matters agreed for consideration under item 5 above. <i>This section minuted as a confidential item – minute 18.1222c refers.</i>	
17.1222	How has this meeting impacted on the welfare and progress of our pupils? We have made some intelligent decisions about future decisions. Governors have been on lots of visits and seen positive results of new teaching strategies implemented. Staff training courses have been beneficial for staff and students. CV thanked staff and governors for their hard work and closed the meeting.	
18.1222	Date of next meeting January 24th, 2023 (FGB) at 6:30pm.	

Actions of the FGB meeting held 6th December 2022.

Item no	Action	Lead
3.1222	AS and GG to sign register of business interest forms after the meeting.	AS/GG
7.1222	NYCC recommends all governors attend online NYES webinar on Wednesday 25th January. Members of the Complaints Committee to attend NYCC 'complaints investigations' online training. HT to discuss rescheduling Head Teacher's Performance Management Review meeting with NYCC. Governor visiting dates still to be agreed upon between governors. Governors prompted to access their governor emails with some regularity, (e.g. twice a week) so important things aren't missed.	All govs HT All govs
8.1222	HT to circulate report on building update when available	HT
9.1222	The Ethos Group meeting will take place in the new year following its postponement. Will draw up a new action plan for the next year. HT to circulate HT Report data to governors when it is available. HT to send some introductory governor safeguarding training to AS and GG	Ethos group. HT. HT/ AS/ GG.
10.1222	School to advertise for a Co-Opted governor and put a notice on the board	HT
11.1222	LR to write a report on her recent school visit. Govs to decide on a governor monitoring schedule for the next year HT to send new SEND monitoring report data prior to next meeting. JN to share this at next FGB meeting.	LR. All govs. HT/ JH.
12.1222	HT to look for <i>The School Bus</i> policy template for the process of removing governors should that be necessary, to review and adopt if suitable. LH and HT to organise a collated declaration of interest summary sheet for school website HT to add governor vacancy to school's website. Need to consider another school to collaborate with – HT to put some feelers out. LW to add an item to following agendas in which actions list from previous meeting's minutes can be addressed. HT to ask Antonia for clarity about what constitutes/defines a committee as Ethos Group definition needs to be formalised. AS and GG to sign to confirm their completion of necessary safeguarding training. Safeguarding governor (PN) to attend additional safeguarding training. Skills audit needs to be carried out in the coming year.	HT. LH / HT. HT. HT. LW. HT / Ethos Group, AS / GG. PN. CV
15.1222	Govs to access <i>The School Bus</i> and read the new policies. HT to raise tech issue with <i>The School Bus</i> support team.	All govs. HT

Minutes produced by Lydia Waites – Clerk
Signed (Chair) Date