

May 2023

**Minutes of a meeting of the Governing Board of Gillamoor Church of England
Voluntary Controlled Primary School, held at the school on Tuesday May 9th
2023 at 6:30pm**

Present:

Chair - Christopher Vowles (CV)	Parent Governor and Chair
Andrea Hayes (AH)	Head Teacher
Jane Harper (JH)	Co-opted Governor
Paul Normandale (PN)	Co-opted Governor
Lorraine Hugill (LH)	Staff Governor
Lindsey Roberts (LR)	Parent Governor and Vice Chair
Aniko Sheppard (AS)	Foundation Governor
In attendance:	
Clerk – Lydia Waites (LW)	NYCC Clerk (cover)
Apologies:	
Rev. Mark Brosnan (MB)	Foundation Governor
Vacancies:	3 – 1 x Co-opted, 1 x foundation, 1 x LA

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Purple – Financial Challenge/Question

MINUTES

Minute	Item	Lead
1.0523	Apologies (with and without acceptance) No apologies. CV opened the meeting with a prayer. Apologies were received from AS for the 11/06/23 FGB meeting.	
2.0523	Declarations of interests None declared.	
3.0523	Approval of minutes from the last meeting Minutes from Tuesday 28th March FGB, 2023. Governors addressed minutes and agreed they were an accurate record. CV signed the minutes.	
4.0523	Matters arising from the previous meeting/update on action points. CV addressed the action points arising from the previous meeting. The following actions are yet to be completed: -HT to circulate Maths report. -HT awaiting a response from Tamsin. CV to email her.	HT CV
5.0523	Consideration of which items should be confidential Confidential items will be minuted as such as they arise. <i>It was agreed that a section under item 08.0523 be minuted as confidential. Item 08.0523c refers.</i>	
6.0523	Any other urgent business No urgent business.	
7.0523	Headteacher Update – verbal report <ul style="list-style-type: none"> Safeguarding update Single central record is being checked on a monthly basis. Next time Paul comes it will be checked again.	

Q: were there any issues arising from the check, or any training that needs doing?

A: no, but we've spoken to Tamsin about training as she must complete some Safeguarding Training before September; she has made a start on this.

HT has contacted a Safeguarding Advisor who advised to copy the advice from KCSIS document and add this to the headteacher (Designated Safeguarding Lead) and school administrator (Deputy Designated Safeguarding Lead) job descriptions.

There is one safeguarding issue at the moment which concerns a pupil who has been reported as missing from education. Police and social workers have been involved. The school is aware of the child's whereabouts. PN has been informed and provided with Children Missing in Education Policy. There is nothing that governors need to do but they ought to be aware of this situation. It is under investigation and the school is in conversations regarding the issue.

- Attendance update

Attendance reminder was sent out prior to Easter holidays, detailing absences and lateness. Attendance since Easter has been 97.4%. There have been authorised absences and 24 unauthorised absences (the latter due to the absent pupil discussed previously). In the last week of May there will be 4 unauthorised absences due to holidays, which will affect the data.

Q: is it appropriate for us to write to parents and explain that unauthorised absences affect the school and its data?

A: this information is included in the attendance letters circulated. Regardless, it's doubtful parents would be concerned about this. HT noted it would be useful if governors were to arrange some correspondence of this sort.

A local authority advisor is visiting next week to discuss attendance.

- Exclusion update

No exclusions.

- Pupil progress and attainment updates

HT detailed the colour system in accordance with pupil attainment and gave an overview of the data sheets circulated prior to the meeting. All addressed the data which covers Autumn-Spring.

Wrens class is having some input on expectations and behaviour which will hopefully filter through the classes.

Y3 is doing well. Y1 Is a challenging cohort, particularly in terms of behaviour. They're notably immature, which we believe is a fallout from Covid. One pupil in the cohort is below expectations and had minimal reception attendance. They weren't ready for their phonics book so we've had to go over phonics with them.

All reception pupils are currently just below expected, which is where they should be for the year.

Q: and Y5?

A: 2 pupils find maths a challenge and are having interventions. We've seen some great progress in that year group though, particularly in maths. 7 have made above-expected progress. 2 have stayed still and 1 has dropped back, but only slightly.

Q: how's the progress with their writing?

A: the new way of teaching is hopefully having an impact, but writing is the thing that pupils are still finding difficult. However, the engagement in writing is much higher than it was. It will be an ongoing process. Y2 and Y1's writing, again, has been affected by covid. In Y2, some pupils have joined us from elsewhere and already struggled with writing. They're not quite attaining what they should be but they're rapidly getting there.

Q: is there any reception data?

A: no, this will follow at the end of the summer; all pupils are where they should be for this time of the year.

Q: are you happy with that [the progress made in Y6 since start of term?

A: there are some dyslexic students in this cohort. One is the child with ongoing absence. These are contributing to the results and attainment data. Y6 are taking SATs seriously, though. We've been trying to emphasise to parents the importance of SATs, noting that we don't want to scare pupils but do want them to take it seriously.

HT noted that movement in and out of school affects the attainment
Generally, new starters need to do some catching-up. Have turned away 9 students recently due to lack of capacity in the school.

Governors discussed school funding and potential expansions to the school.

Confident that Phillip Webb's approach to teaching writing will continue to have a positive effect on reading/writing. Work with maths is ongoing. Progress overall is very positive, and we have explanations for the outliers that are in the orange/red areas of the data.

Q: is Y1's reading going to affect the phonics test?

A: no, we're hoping that the majority of the cohort will do well. There are also some Y2 pupils are re-taking the test and we're hoping they too will pass. There is only one pupil we think might not pass, but today their progress was noted during class.

- Curriculum update

LR recently visited the school to address the curriculum, and summarised her visit for governors. Stated that it was a nice experience – HT talked her through the curriculum. LR looked at how it has been planned, developed, and plans for implementation. Interesting to see the plans, which are condensed and shared with parents on the school's website at the beginning of the term. It's nicely communicated and they're text-based and accessible. Knowledge across the curriculum is clearly cohesive and interlinked, demonstrating lots of interdisciplinary applications of skills and knowledge. This is also really effective communication with parents, and LR personally enjoyed receiving it herself. LR also looked at progression and unit overviews during her visit. These are much more detailed plans that look at progression. These were good at linking the context with objectives for students and what we want them to learn by the end of a unit. It was

	<p>interesting to see what the central objectives of the units were, and makes it easy to assess whether these have been reached in explicit detail.</p> <p>HT added that we have tried to use a spiral curriculum of vocabulary which helps students create links between topics and use the same vocabulary between them. LR agreed and added that children are able to articulate their own learning well as a result. HT also shared that teachers have been using computer resources which they have found engaging and a useful way to teach which they're becoming confident in using.</p> <p>The progression documents/data have led to us detailing these unit plans and refocusing on objective-led teaching. The aim is to have the curriculum documents finished by the end of term.</p> <p>LR's visit will be added to the gov monitoring folder.</p> <ul style="list-style-type: none"> • Other business <p>A core advisor came into the school recently and HT addressed the action points from their report. They were all things that the school is focusing on anyway, which is useful as these are helping us to achieve what we're already trying to achieve. The school is likely to remain as a category 3 school as we're getting a new Headteacher and due to the low numbers of governors currently.</p>	
<p>8.0523</p>	<p>Financial monitoring</p> <p>LH directed governors to the circulated Start Budget paper which needs ratifying.</p> <p>Our start budget was lower than last year's and we have spent more than planned on every item. This year, we have tried to put less money into each account due to this. Need to be more careful with spending going forwards.</p> <p>Q: is this due to prices rising? A: partly, yes. But the school has also unexpectedly over-spent on supplies and taken a big hit. A lot of capital was spent on the new library.</p> <p>Sparsity funding has been of great use. Without it, we would have a huge deficit.</p> <p>Pupil premium has gone up – we'll get 10k.</p> <p>Last year, our projections for electricity were high due to uncertainty about rising costs at the time. Hopefully, transferring the resulting surplus from last year's electricity budget to this year will aid us.</p> <p>We have increased school lunch prices by 10p per day. We do make a slight loss on them, but we can't go up to £3 per lunch as parents won't be able to pay that much per week. It's worth taking the hit. Transport charges are far more than we charge parents, but without transport we wouldn't get the extra revenue from children attending the school from Kirbymoorside. Normally we do well with grants as they work on the basis of small schools having 100 pupils where we have 57.</p> <p>The only thing we've had to estimate is DBE as we haven't had our final bill from them yet. We'll have a clearer idea when we come to this next year. We've put money in every resource, but not as much as previously. We want it to be the best budget it can be for when Tamsin starts as Head.</p> <p>JH added that pupil numbers are fundamental to the budget and receiving revenue/ funding. HT agreed and noted that expenses such as the bus and</p>	

	<p>the library renovation are ultimately worth it, as although it's a loss, they bring in more pupils. It's a case of 'speculate to accumulate'.</p> <p><i>The remainder of this item is minuted as a separate confidential set of minutes. Minute 8.0523c refers.</i></p> <p>Governors to email LH to note their approval of a Start Budget so it can be ratified before Thursday.</p>	All govvs
9.0523	<p>Governor monitoring</p> <p>HT sent out a monitoring schedule. Bridget, LR and Paul have visited the school. AS and JH are due to visit soon. So, a few things have been ticked off. HT thanked those who came in and directed governors towards a checklist for them to use during their visits.</p>	
10.0523	<p>Policies</p> <p>Some policies on The School Bus have been updated. HT aiming to send updated policies to governors each week. PN to address the Charging and Remissions Policy and get back to HT about it.</p>	PN
11.0523	<p>Health and safety Update and Premises Report</p> <p>HT shared a premises/maintenance report and questioned how this fits into the school's budget. LR explained that it does need to be factored into the budget, so that will mean further expenses. The maintenance works are organised in order of priority and there are a handful that need addressing. LR noted that even the first 5 items would result in a deficit budget. Staff recently had Fire Safety Training and a fire exit lighting in the school is getting replaced.</p>	
12.0523	<p>Staffing and contracts</p> <p>Covered under item 08.0523 and confidential item 08.0523c.</p>	
13.0523	<p>Any other business.</p> <ul style="list-style-type: none"> • Recruitment <p>Statutory regulation states that there ought to be 7 governors minimum to be within regulations. HT has contacted LA regarding a new LA Governor, but there isn't anyone available at the moment. Need a recruitment drive over the next half term.</p> <p>Governors discussed potential candidates. JH suggested staying on as gov until a new gov is appointed in order to give the GB time to recruit and ensure the board is meeting statutory guidelines for member numbers. CV to send out a recruitment letter.</p>	All govvs CV
14.0523	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <p>Have discussed the impact of the new head on pupils a lot. Have looked at pupil progress and attainment, the curriculum, and how this will impact pupils going forward. Safeguarding has been covered, as has financial monitoring.</p>	
15.0523	<p>Date of next meeting</p> <p>Tuesday 11th July 2023, at 6:30pm.</p>	

Meeting closed at 9.05pm.

Actions of the FGB meeting held 9th May 2023

Item no.	Action	Lead
4.0523	HT to circulate Maths report. HT awaiting a response from Tamsin. CV to email her.	HT CV
8.0523	Governors to email LR to note their approval of a Start Budget so it can be ratified before Thursday.	All govvs

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10.0523	PN to address the Charging and Remissions Policy and get back to HT about it.	PT
13.0523	Need a recruitment drive over the next half term. CV to send out a recruitment letter. LW to contact gov support re providing an LA gov	GB CV LW

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