

**MINUTES OF A MEETING OF THE FULL GOVERNING BOARD OF  
GILLAMOOR C OF E PRIMARY SCHOOL  
HELD AT 6.30 PM ON TUESDAY 24<sup>TH</sup> January 2023**

<b>Present:</b>	
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
Gill Garbutt (GG)	Co-Opted Governor
<b>In attendance:</b>	
Clerk - Lydia Waites (LW)	NYCC Clerk
<b>Apologies:</b>	
Rev. Mark Brosnan (MB)	Foundation Governor

Minute	Item	Action
1.0123	<b>Apologies (with and without acceptance)</b> Apologies from MB.	
2.0123	<b>Declarations of interests</b> All governors have signed declarations.	
3.0123	<b>Approval of minutes from the last meeting</b> Tuesday 6th December 2022. <a href="#">Governors reviewed minutes and agreed they are an accurate record.</a>	
4.0123	<b>Matters arising from the previous meeting/update on action points.</b> CV addressed action points from previous meeting. Confirmed the time of training session on Weds 25 <sup>th</sup> . A date has been decided in February for Ethos Group meeting. HT shared that there is no update on building report and shared HT report data and updated SEND report data. GG and AS have done safeguarding training. With resignation of Colin Clifford, there is now a Local Authority Governor vacancy. An advert has been posted for this position – JH mentioned a potential candidate she has in mind. LR to circulate her school visit report this week. A governor monitoring schedule has been made for this half term. School works closely with other headteachers in the Howardian Alliance. Some training has been shared and there are intentions to re-establish collaborative work. The HTs meet termly. It has been decided that the Ethos Group will be named/defined as such due to a member being a non-governor. HT discussed safeguarding and other training available to governors in email circulated by LW. No other matters arising from minutes.	LR
5.0123	<b>Consideration of which items should be confidential</b> To be discussed at the end of the meeting – <i>minute 5.0123c refers.</i>	
6.0123	<b>Any other urgent business</b> No other business.	
7.0123	<b>Headteacher Update</b> <b>Safeguarding update:</b>	

Have had a full safeguarding audit recently. Report and action points need to be ratified by governors at next FGB.

All gobs

**SEND update:**

Shared data from SEND report covered in previous meeting. Discussed reading and writing. Lots of work being done in-school to help students with reading. Y5 stands out as struggling with writing, though progress has been made due to an intervention used, improving fluency and comprehension. 4-18 months' worth of progress has been made as a result. Two children who are dyslexic are consistently struggling. Continuing to aid them as much as possible.

Q: what percentage of SEND pupils do we have?

A: 12%

Q: is it not 4% technically? How does this track nationally?

A: it's contextual and subjective to each school. Size of school and various other factors affect averages nationally and in each school.

Q: is there anything we can do to encourage parents to help children more at home?

A: doing what we can and encouraging this, but can always do more. Attendance is a factor – will cover that next.

JH to provide SEND update in next FGB meeting.

JH

**Attendance update:**

LA has been provided with details of pupils below 90% for Autumn 2 term. There was a lot of illness including Scarlet Fever and heavy colds last term.

Q: are some absences persistent?

A: it's more a case of individual students rather than a family affecting attendance – some pupils are persistent.

Q: are the absence letters effective?

A: yes, generally. We also put attendance records in the school's weekly newsletter, which shows how many days students attend/miss school.

Governors acknowledged that attendance is a national issue, likely a fallout from Covid.

**Exclusion update:**

No exclusions.

**Pupil progress and attainment updates:**

Delighted with early years. Not on new assessment tracker yet; they are currently tracked on Tapestry, but assured they are doing well. Y1s have struggled most and been affected most by Covid. It's noticeable from behaviour and attention that they have missed out on socialisation etc..

Q: is there anything we're doing for that?

A: yes, there are things in place to help with socialisation, attention, mindset and opportunities for filling the gaps left by not attending pre-school.

Q: what's the change from the data from the end of July?

A: don't have that to-hand at the moment.

Q: what do students below attainment at the moment need to do to get back up to standard?

A: just a case of needing to catch up – backfilling, essentially. Basic number skills and letter formation are a focus.

Q: could parents help?

A: yes, and some have come in for sessions e.g. phonics. Have given sheets out at parents' evenings with advice for helping with this.

	<p>Acknowledged impact of lack of socialising during Covid on Y1s' behaviour. Reception class are ahead of them in socialising and phonics.</p> <p>Q: do they need a pre or afterschool activity?  A: possibly. We've put extra staff in for them, and they have an outdoor area that is used.  Q: is there some other sort of activity they could be involved in outside of school that could be helpful?  A: we've adapted the curriculum to include outdoor time and learning play – looks like playing, but it's more than that; an important part of socialising and gives a respite from classroom activity. Always difficulties in after school activities due to number of pupils who travel by taxi to get home.  Q: what's it like for the Y2s?  A: teaching is done in year groups so Y2 are getting the focused input they need. Finding that improvement has mostly been in maths. Writing has been affected most – we think it might be to do with struggling to hold a pencil. We have been working on this, teaching pupils how to hold pencils properly, starting a colouring club etc. to help improve motor skills.</p> <p>Y3 is looking better. Writing and maths have both gone down on a national level. Trying to understand why this has happened. Writing has improved in-class, but this wasn't reflected in assessment piece – have considered whether the text used was too difficult. Years 4 and 5 also looking better. Data shows a good picture; reflects what we're expecting of them. Have been doing an activity on mornings with students to help with maths skills and speed.</p>	
8.0123	<p><b>Curriculum update</b>  Staff have been working really hard on the curriculum. We have been preparing standardised documents for each subject which will show progression across different year groups. Vocabulary list, etc. will be standardised documents – working on this so these can be shared on the school's website.</p> <p>Q: we discussed curriculum and long-term plan in previous minutes. Is there evidence of the impact of what has been implemented since then?  A: not yet, on pupils – will be able to see a difference and impact in the long-term. Children are being graded on their attainment and progress, which teachers can look at and review to inform their teaching. In short, the answer is no at this moment in time, but students seem to be enjoying the curriculum so far.</p>	
9.0123	<p><b>Governor monitoring</b>  PN has visited school, looking at safeguarding and completing a Safeguarding Audit with HT and external adviser from LA. No flags were raised from this. HT acknowledged it was very thorough.</p> <p>Q: is there staff wellbeing monitoring?  A: yes – JH/GG will undertake a governor monitoring of staff wellbeing before the end of term. Plenty of monitoring resources online we can look at.</p>	
10.0123	<p><b>Additional funding update – pupil premium, recovery premium, service premium, opportunities area funding, etc.</b>  Not yet completed – HT to share at next FGB meeting.</p>	HT
11.0123	<p><b>Policies in line with the school's policy schedule</b>  There are new policies to be reviewed. No schedule as such, but HT reminded governors of the need to check School Bus to see if there are any policies to read and/or agree. CV noted this needs to be done on a desktop/PC as iPads etc. don't support this.</p>	All govs
12.0123	<p><b>Communication with stakeholders – pupil, staff, community voice.</b>  HT highlighted the number of questions from staff and parents over the recruitment and concerns that they have not been updated. CV planning to write to staff and parents</p>	CV

	separately to update them on progress of the HT recruitment process, which is ongoing, though may not appear so outwardly.	
13.0123	<b>Health and safety Update and Premises Report</b> An advisor will be in-school at end of February for a premises walk-around. Diocese will also be looking at premises maintenance soon. Have noticed a leak from th flat roof which is visible under hallway carpet, and got a quote (3k) to rectify this.	
14.0123	<b>Website compliance</b> HT noted the school website is frequently checked for compliance and updated.	
15.0123	<b>Staffing and contracts</b> A new ATA has been appointed and all is going well, she's settling in nicely.	
16.0123	<b>Review of progress against the milestones in the SIP</b> No significant update since last meeting as this was less than a month ago and includes the Christmas holidays.	
17.0123	<b>Receive and review the summary school self-evaluation</b> HT is currently judging school as Good in all areas. Work on the curriculum is moving forward well and includes the embedding of Vision and Values. Behaviour is generally good with no challenging behaviour but some low-level disruption which is being address through lessons and worship. Empowering teachers is having a significant and positive effect on distributed leadership.	
18.0123	<b>Complete the Schools Financial Value Standard (SFVS) (maintained schools) and submit to the local authority by the 31<sup>st</sup> March.</b> Schools financial value standard (SFVS) circulated to governors. PN has filled in SFVS document online, and LH has reviewed it. CV has signed it. LH asked whether governors are happy to ratify it so it can be sent off.  <b>Q: what has been changed on it?</b> <b>A: a detail regarding school using MASS service, but we now use (The Diocesan Service) TPM, which has been altered for accuracy.</b>  Governors agreed to ratify the document.	
19.0123	<b>Be assured that the census information is updated as appropriate.</b> LH completed the census. Submitted 19 <sup>th</sup> January. NYCC have since been in touch, and all is fine.	
20.0123	<b>Review contracts schedule and any contract renewals/ tender documents.</b> LW to ask for clarity on what this item entails. To add to spring term 2 agenda.	LW
21.0123	<b>Confirm a mid-year review (Head teacher performance management)</b> Meeting scheduled for 15 <sup>th</sup> March 2023.	
22.0123	<b>Review admissions, pupil numbers and consider options for class and staffing structure</b> HT noted GB needs to consider staffing structure following her leaving. Have had 1 new admission to the school since December meeting. The reception admissions date has passed and 16 have included Gillamoor in their choices for Sept 2023.	All govs
23.0123	<b>Consider and agree the maintenance programme and proposals for the use of devolved capital</b> Will be decided following the H&S premises walk-around. No devolved capital remaining.	
24.0123	<b>Any other business</b> No other business.	
25.0123	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> Have discussed curriculum and the impact on student progress based on data and the attainment since the last meeting, engaging parents in pupils' learning, and the impact of staff wellbeing on learning. CV thanked staff for their hard work recently.	
26.0123	<b>Date of next meeting</b> Tuesday 28 <sup>th</sup> March 2023, at 6:30pm.	

**Actions of the FGB meeting held 24<sup>th</sup> January 2023**

<b>Item no</b>	<b>Action</b>	<b>Lead</b>
4.0123	LR to circulate her school visit report this week.	LR
7.01.23	Safeguarding report and action points to be ratified by governors at next FGB. JH to provide SEND update in next FGB meeting.	All govs JH
10.0123	HT to share completed funding report at next FGB meeting.	HT
11.01.23	Governors to check The School Bus to see if there are any policies to read and/or agree.	All govs
12.0123	CV to write to staff and parents to update them on progress of the HT recruitment process.	CV
20.01.23	LW to ask for clarity on what this item entails. To add to spring term 2 agenda.	LW
22.01.23	GB need to consider staffing structure following HT leaving.	All govs

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