

**Minutes of a meeting of the Governing Board of Gillamoor Church of England
Voluntary Controlled Primary School, held at the school on Tuesday March
28th 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
Rev. Mark Brosnan (MB)	Foundation Governor
In attendance:	
Clerk – Laura Waites (LW)	NYCC Clerk (cover)
Apologies:	
Gill Garbutt (GG)	Co-opted Governor
No apologies:	
None	
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

No.	Item	Lead
1.0323	<p>Apologies (with and without acceptance) MB opened the meeting with a prayer. The Chair welcomed Governors and the Clerk covering the meeting. There were no apologies reported. The Chair advised the Board that GG had stepped down from her position as Co-opted Governor following the end of her term of office on 1 March 2023. The headteacher confirmed they have been speaking to parents regarding Co-opted Governor vacancies on the Board and MB reported there was an expression of interest in the vacant Foundation Governor role.</p>	
2.0323	<p>Declarations of interests All Governors were reminded to declare any changes to the form ‘Annual Register of Governors Business and Personal Interests’. All Governors confirmed that they had no additional declarations to note for any item on the Board agenda.</p>	
3.0323	<p>Approval of minutes from the last meeting The Board confirmed the minutes of the meeting of 24th January 2023 were an accurate record of events and they were approved, with one amendment – to read JH/Headteacher provided the SEND update and JH is to provide a further staff update at the next meeting. The Chair is to sign a paper copy with amendment marked for the file.</p>	

	<p>Minutes of Ethos Group Meeting 7th February 2023 – the Board noted the circulated minutes for information.</p>	
<p>4.0323</p>	<p>Matters arising from the previous meeting/update on action points. Governors noted progress on every item from the action log from the last set of minutes and noted if there were any other matters arising from the last set of minutes.</p> <p>The following additional points were raised:</p> <p>Governor monitoring - LR gave a verbal update on a recent visit which looked at questioning with a writing focus; the main strength was that the class was calm, focussed and knew what was happening; there was a focus on letter writing and prior reading, with a set task. Students completed tasks they were doing and there was positive questioning and answers to extend understanding. The visit covered the teacher questioning approach to check learning and the Headteacher confirmed to the Board how this was used. The Board thanked LR for her report, and noted it was useful to have her experience as a teacher also.</p> <p>Safeguarding - PN attended a course on safeguarding which was very useful and followed this up by coming into school to discuss the safeguarding reports. The Headteacher confirmed that the Safeguarding Audit has been done as part of this, and an action plan created from it.</p> <p>The Board confirmed that they had received a copy of the Safeguarding Audit and Action Plan from the Headteacher and read them in advance of the meeting. The Headteacher confirmed the actions that needed addressing were scored less than 5 and detailed what needs to be done against further actions in the plan. The Board discussed the following actions:</p> <p>Section 2:</p> <ul style="list-style-type: none"> - 'Is there evidence of the governing body having put in place appropriate safeguarding responses....' – The Headteacher has investigated what is required here and the Board noted things like the newsletter, and what has been communicated to help you to remember what the school done was appropriate evidence. - The Headteacher noted that the Induction Booklet comes up quite often and needs updating. - The Board discussed policies and procedures followed by all staff and noted the need to use a system on training that produces results so the school knows if staff are getting questions right, particularly for online training. - The Headteacher has asked North Yorkshire Council (NYC) for a job description for the Designated Safeguarding Lead (DSL) role and the governors need to ensure that details are included in the new Headteacher / DSL job description. The Board noted the advice was to use wording from the latest KCSiE section. - The Headteacher confirmed that an email has been sent to Governors together with a document that describes multi agency working. - The Headteacher confirmed that all governors and staff have read the relevant safeguarding and related policies (for evidence). - It was noted that PN is reviewing the Charging and Remissions Policy. - The Headteacher confirmed that there are Lockdown and Evacuation Procedures to ensure the school can manage emergency situations should they arise. - The Headteacher is checking to make sure one of the policies is up to date which covers how to respond if a child or young person places themselves at risk by leaving the building /grounds. <p>Section 3:</p>	

	<ul style="list-style-type: none"> - Managing risk – The Headteacher confirmed that RSE training needs updating, perhaps on a training day, and gave a brief update to the Board on what was required. - Keeping Safe Online is to be added as a topic in the governor monitoring cycle. <p>The Board agreed that the Safeguarding Audit be approved for submission to the LA and the action points followed up in the coming months.</p> <p>Funding report – the Headteacher confirmed that the budget had been completed and funding reports will be written at the end of the year.</p> <p>Policies - the Headteacher confirmed that policies will be circulated to Governors once they have been completed. Safeguarding Policies are being completed, the Charging and Remissions Policy is under review and the Behaviour Policy has been reviewed. The Headteacher discussed and explained again the system for reviewing policies through School Bus and will review the readers list, how many people need to read policies and ratify them.</p> <p>Q The Chair asked when a policy is sent out, will whoever it is that needs to review it get an email alert? A The Headteacher confirmed an email would be sent and explained how the system worked.</p> <p>Vacancies – HT confirmed they have asked parents twice regarding expressions of interest in the Governing Body but there were no responses.</p> <p>Contracts – The Headteacher confirmed that they are reviewing each contract with LH in accordance with contract review dates. The Headteacher gave an update to the Board on the maintenance contract. The Board asked for clarification on whether there will be additional maintenance costs for works in progress. The Headteacher noted a survey has been done which will provide a maintenance schedule to help with budgeting. The only outstanding item is work to the flat roof which is progressing</p> <p>The Headteacher updated the Board on progress with other contracts including:</p> <ul style="list-style-type: none"> - the new catering and school meals contract has been in place since Sept 2021 and is running smoothly.-Governors noted lunches were good and LH confirmed as well as improved food quality, costs are lower when compared to the NYC contract. - the photocopying contract was a new tender 2 years ago <p>The Headteacher updated the Board on subscriptions including one for the School Bus and one for the CPOMS system.</p> <p>The Headteacher advised that the staffing structure update would need to be considered by the new headteacher.</p>	<p>Head Head</p>
5.0323	<p>Consideration of which items should be confidential The Board noted no confidential items and agreed any would be highlighted as they arose in the meeting.</p>	
6.0323	<p>Any other urgent business The Board noted no other urgent business.</p>	
7.0323	<p>Headteacher Update The Board confirmed they had all received the report from the Headteacher and</p>	

read it in advance of the meeting.

Governors reviewed the following updates in the circulated report: introduction, summary of progress towards the School Development Plan (SDP) priorities, pupil update, staffing update and wellbeing, safeguarding, child protection, welfare and behaviour, health and safety, site and premises update, leadership and management, early years and quality of teaching and learning.

The Board confirmed they had all received the following reports from the Headteacher, referred to in the headteachers report, and read them in advance of the meeting:

The School Development Plan (SDP) 2022-23 with Spring review

The Headteacher updated on pupil progress and confirmed assessments had been done. The Board noted that children are making progress and considered the progress reports. The headteacher noted the impact of taking children mid year and leavers / starters. One leaver was working at greater depth and some starters can be lower than where they should be. Three who were not where should be are now off their maths intervention. The Headteacher explained the new tracking system and noted that over time the Board should see progress as the school is able to build a picture over the year.

The Board noted one case of a potential new admission who had considerable SEND needs and the headteacher confirmed this is under review with the LA whether the school is the best place for the child.

The Headteacher confirmed behaviour was generally good, however there were some issues in Y6. One child who was challenging is now improving after starting a new intervention

LH Lorraine confirmed work is being done on the Start Budget and this will be shared at the next FGB meeting. JH is to attend the finance meeting.

The Board noted that the Safeguarding Audit and action points to be ratified by governors were covered in item 4 above.

The Headteacher invited questions from the Board on their report

Governor challenge

Q Why did September 2022 have 12 in Year 5, did we lose 2 pupils between September and December?

A The Headteacher confirmed when they wrote the original report some extra children were coming in but they didn't come.

Q From the Lightning Squad / reading focus what did you find was showing up?

A The Headteacher confirmed fluency practice and noted the interventions that are being used. Comprehension is an issue for some children, partly lack of knowledge and understanding, some of this is KS1 knowledge not being transferred into KS2.

The Headteacher noted that the school has been using the online system for 4-5 months since November 2022 and there is progress (ranging from 4 months to over 1 ½ years in this time) on a whole reading age. JH gave her experience of looking at the system recently and noted the computer monitors how much longer pupils are taking when they respond. This gives useful evidence of how long it is taking a child to comprehend etc. which is helpful for the school to understand how the child may get

	<p>through SATS. The Headteacher confirmed that the analysis will be used by the class teacher to identify areas to focus on in lessons and interventions.</p> <p>Q Have subject leaders completed the work on art, maths and computing curriculum documents? A The Headteacher confirmed the maths one is completed and a report has been received from the LA maths advisor (to be circulated). There was some concern on the pace to get through work and the Headteacher covered the elements / steps of work. It was noted how to ensure that pupils get to the problem solving has been addressed as this is the crucial element that is measured. The school can compare tests nationally. Feedback on leadership was really good.</p> <p>Q Staff training – how are staff progressing and carrying on with courses? A The Headteacher confirmed the SENco starts in September but that there was the chance of possible starting after Easter so some work can be done over the Summer term and gave an update on other staff training.</p> <p>Q What about transition until the SENco is training completed? A The Headteacher advised that a new SENCo has 2 years to complete the qualification; in the meantime they can still undertake the role in school.</p> <p>Q How do we know our teaching is consistently good? This is on the SDP - what is good and how is this monitored? A The Headteacher confirmed that they complete daily learning walks, lesson drop-ins are done, staff meetings and training days cover aspects of teaching, skills, and what's been produced in books is reviewed and the school also looks at the data</p> <p>Q Do you feel that is happening? A The Headteacher confirmed it was and gave examples e.g. children's writing work was shown to the Board</p> <p>In response to questions on writing assessments, the Headteacher confirmed the system used and advised the Board that the monitoring system had just changed and was easier to use. It was noted it was similar to the system used by other schools so helps with comparison in writing moderation.</p> <p>Q Does it work with pens and paper? A The headteacher confirmed it has both elements and explained how separate texts are used as well as whole class texts. The school has introduced guided reading through whole class reading books. The Headteacher covered what was planned for reading next term.</p> <p>Q Is there a persistent absence issue? A LH confirmed that last week 8 letters went out, for those below 90% attendance.</p> <p>Q Are there persistent days, patterns? A TH confirmed not really and the headteacher noted since Covid, parents are keeping children off if they have a cold etc. There have been instances of unauthorised holiday absence in term time which impacts on absence levels.</p>	<p>Head</p>
<p>8.0323</p>	<p>Governor Monitoring JH gave a report on SEND following monitoring of what the Board had discussed to look at what the Headteacher said was happening, was actually happening in the school. JH had reviewed monitoring, practice, progress training and benefits and impacts on this, linked to the November report. JH had spoken to TA and saw</p>	

Spring Term 2

	<p>Lightening Squad in action. It was noted how much the children seemed to be engaged with the initiative and JH could see how the data was being used and the impact.</p> <p>JH will circulate the latest report and was impressed how finding tallied with discussions with the Headteacher and the stronger culture and values seen. JH concluded that this completed the full SEND reporting for the year.</p> <p>JH gave an update on pupil voice on the impact and feedback of marking. JH noted the pupils seemed to understand why teachers make them work, some understood why teachers marked. here there seemed to be a little less knowledge was how they feedback to teachers on work in books. Pupils hadn't realised that teachers had changed the marking system. Learning targets were understood more by Y3s and Y4s. Overall JH could see that it is working but not sure it is entirely embedded. The Headteacher noted it was a positive report and they would agree with the summary.</p> <p>JH will submit a written report.</p> <p>The Board thanked JH for her updates.</p>	<p>JH</p> <p>JH</p>
9.0323	<p>Additional funding update – pupil premium, recovery premium, service premium, opportunities area funding, etc.</p> <p>The Headteacher is to share the completed funding update at the end of the year.</p>	Head
10.0323	<p>Policies in line with the school's policy schedule</p> <p>None to be reviewed – the Board discussed progress earlier in the meeting</p>	
11.0323	<p>Communication with stakeholders – pupil, staff, community voice (if appropriate)</p> <p>The Headteacher confirmed how the newsletter was used a main communications tool with parents and although it is being promoted, some parents were not reading it. The Board discussed ways the school is encouraging everyone to read the newsletter including email and Facebook posts.</p> <p>Governors asked if there was a situation where the school was closed what would be done to communicate this? A The headteacher confirmed an email would be sent and parents would be asked to pass on messages on.</p> <p>In terms of social media, the Headteacher confirmed there is a Facebook page. KS2 planners are also useful as key dates can be include in them.</p>	
12.0323	<p>Health and safety Update and Premises Report</p> <p>The headteacher confirmed that the H&S advisor visit had taken place and the premises check and fire checks have been done.</p> <p>The Headteacher updated on works required and noted a repair is progressing to the railings and the painting of the steps is to be done.</p> <p>Q Does the school have any asbestos? A The headteacher confirmed it is covered in the asbestos report.</p> <p>PN is doing a 5 day online H&S course.</p>	
13.0323	<p>Staffing and contracts</p> <p>The Headteacher confirmed that this will need to be discussed with the new Headteacher and when she will be in school.</p> <p>The Board discussed the need for intro/transition arrangements, the teaching commitment vs leadership commitments and the amount of supply which may be needed. The Headteacher stated some considerations for GB to note.</p>	

Spring Term 2

	It was agreed that the Board will discuss staffing, transition and the teaching element of the role with the new Headteacher. The Chair is to get in touch to arrange dates.	Chair
14.0323	Review contracts schedule and any contract renewals/ tender documents Covered above	
15.0323	Review admissions, pupil numbers and consider options for class and staffing structure The Board is to consider the staffing structure with the new Headteacher. The Headteacher noted the room upstairs is not big enough for the cohort moving into it in Sept 2024 and funding is an issue for works. The Board agreed to make a decision following a review of solutions.	
16.0323	Consider and agree the maintenance programme and proposals for the use of devolved capital The Headteacher confirmed this will be decided following the H&S premises walk-around and the Headteacher is waiting for the maintenance schedule to come back. LH confirmed there will be a new capital allocation in April 2023.	
17.0323	Consider and agree the start budget (maintained schools) for the following year. To be covered at the May FGB meeting	
18.0323	Any other business MB will be retiring at Easter and therefore will not be continuing on the board. The Chair thanked him for his long commitment and support for school and wished him all the best for the future. The Headteacher invited all governors to the Easter workshop	
19.0322	Days prebooked for next term for Andrea which require agreement from governors The Headteacher asked permission to have 4 days absence in April / May which were agreed by the Board. These will be paid days in recognition of the additional time she has committed to school.	
20.0323	Recruitment - feedback in process The Chair gave an update on the recruitment of the new Headteacher. The Board noted staff have asked questions regarding transition and contracts which are to be reviewed.	
21.0323	How has this meeting impacted on the welfare and progress of our pupils? Student voice and feedback Progress reports Interventions and their impact Aspirations and transition which will eventually impact on pupils; transition and culture Safeguarding looked at in depth and considered ways in which can improve it	
22.0323	Date of next meeting Tuesday 9 th May 2023, at 6:30pm.	

Actions of the FGB meeting held 28th March 2023

Item no	Action	Lead
4.0323	Keeping Safe Online is to be added as a topic in the governor monitoring cycle	Head
7.0323	Circulate Maths Advisor report	Head
7.0323	Start Budget to be shared at the next FGB meeting. JH is to attend the finance meeting.	LH / JH
8.0323	JH will circulate the latest SEND monitoring and pupil voice reports	JH
13.0323	The Chair is to get in touch with new head to arrange dates.	Chair

Spring Term 2

15.0323	Discuss staffing structure for Sept 2024 and keep applying for funding for change to classroom or consider a temporary classroom	Board
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Minutes produced by Laura Waites – Clerk
Signed (Chair) Date