

September 2023

**Minutes of a meeting of the Governing Board of Gillamoor Church of England Voluntary Controlled Primary School, held at the school on Tuesday 3<sup>rd</sup> October 2023 at 6:30pm**

<b>Present:</b>	
<b>Chair</b> - Christopher Vowles (CV)	Parent Governor and Chair
Tamsin Elsey (HT)	Head Teacher
Lorraine Hugill (LH)	Staff Governor
Lindsey Roberts (LR)	Parent Governor
Stuart Patterson (SP)	Co-opted Governor
Aniko Sheppard (AS)	Foundation Governor
<b>In attendance:</b>	
Clerk – Lydia Waites (LW)	NYC Clerk
<b>Apologies:</b>	
Claire Haynes	Foundation Governor
Paul Normandale (PN)	Co-opted Governor
<b>Vacancies:</b>	1 x Co-opted, 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**

Item	Minute	Lead
1.1023	<b>Welcome and Introductions</b> CV welcomed governors and opened the meeting. Governors introduced themselves. HT led the opening prayer.	
2.1023	<b>Apologies (with and without acceptance)</b> Apologies from CH and PN. Accepted.	
3.1023	<b>Consideration of which items should be confidential</b> Any confidential items will be minuted as such as they arise.	
4.1023	<b>Election of Chair and or Vice Chair:</b> LW invited governors to put themselves forward as Chair. CV volunteered to continue as Chair for the next year before stepping down as a governor. Governors agreed to elect CV as Chair by show of hands. LW to check whether a Vice Chair is a mandatory part of the GB.  SP left the meeting as governors decided whether to appoint him as Co-opted Governor.  Governor agreed to elect SP by show of hands. SP returned to the meeting.	LW
5.1023	<b>Annual Register of Business and Personal Interests.</b> Governors signed and returned the relevant paper circulated.	
6.1023	<b>Register of Gifts and Hospitality</b> Governors signed and returned the relevant paper circulated.	
7.1023	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b>	

	Governors were reminded of the need to declare interests and signed and returned the relevant paper circulated.	
8.1023	<p><b>Committees:</b></p> <p>The following committee memberships were outlined and agreed upon:</p> <ul style="list-style-type: none"> <li>• Headteacher’s Performance Management Committee: CV, AS</li> <li>• Complaints/Appeals Panel: CV, CH, AS</li> <li>• Staff Dismissal Appeals Committee: SP</li> <li>• Staff Dismissal Committee:</li> <li>• Ethos Working Group: Bridget (associate governor)</li> </ul>	
9.1023	<p><b>To confirm the scheme of delegation to the Headteacher</b></p> <p>Governors confirmed the scheme of delegation outlined by LH.</p>	
10.1023	<p><b>To appoint Link Gobs and gobs with specific responsibilities</b></p> <p>The following Link Governor roles were outlined and agreed upon:</p> <ul style="list-style-type: none"> <li>• Safeguarding: PN</li> <li>• Finance and Capital Projects and Premises: SP</li> <li>• SEND, Transition, Staff Wellbeing: CV</li> </ul>	
11.1023	<p><b>Agree a timetable for Governor monitoring visits</b></p> <p>HT shared that governors subject visits will start with English and maths, with a focus on foundation subjects and SEND in the following term/s. Governors discussed their availability for monitoring visits. HT added that governors are welcome to visit the school outside of their agreed monitoring visit dates.</p>	
12.1023	<p><b>Standing Orders</b></p> <p>Governors reviewed and agreed upon the circulated standing orders document.</p> <p>CV suggested that, going forward, governors send three written questions to HT in response to the Headteacher report prior to each meeting. This will allow for more streamlined and focused discussion during meetings. Governors agreed to this.</p>	GB
13.1023	<p><b>Code of Conduct</b></p> <p>Governors reviewed and agreed upon the circulated code of conduct document.</p>	
14.1023	<p><b>Approval of minutes from the last meeting</b></p> <p>Governors agreed that, following an amendment, the minutes of the 11.07.23 FGB meeting are an accurate record.</p>	
15.1023	<p><b>Matters arising from the previous meeting/update on action points</b></p> <p>CV addressed the progress of the action points from the previous meeting:</p> <p>6.0723 - actioned by CV – no reply. CV to follow up.</p> <p>10.0723 - Ethos Group to circulate minutes following future meetings.</p> <p>8.0723 - CV has been working on this action and has drafted a governor action plan to be shared in the next meeting.</p> <p>The remaining action points have been or are in the process of being actioned.</p>	CV Ethos GroupCV
16.1023	<p><b>Any other urgent business</b></p> <p>No other urgent business.</p>	
17.1023	<p><b>Report from the Headteacher</b></p> <p>HT addressed the questions governors posed about the report:</p> <p><b>LH – Q:</b></p> <p>A: in such a small school, one pupil affects the data and therefore the data needs to come with a story. Being a new Head, I don't yet know all the stories, so lower date this term may come without the bigger picture.</p>	

	<p>LR – Q: are the testing resources always tested on things that pupils have learned, or on uncovered material? A: they are only meant to be tested on things that pupils have learned during that academic year, but there can be gaps depending on where in the curriculum pupils are.</p> <p>LH – Q: 60% of pupils are not achieving expected results in English? A: I don't have an answer to the concern within the data, but we're looking at making changes to the way we teach English on the curriculum in order to boost outcomes.</p> <p>LH – Q: do we expect children who are not at expected to reach expected? A: this is where the 'stories' come in. I can better answer that question once I have a more in-depth picture.</p> <p>LH – Q: A: looking at how children can cope in high pressure situations and whether pupils are retaining what they have learned. The data has made me consider what and how pupils are being taught. We could look at ways, as pupils get older, that we can give them more ownership as well.</p> <p>CV added that he has noticed there is more maths than spelling homework. HT acknowledged this, adding that the homework policy will be reviewed, and that maths has proved to be the most effective subject in terms of homework learning. HT also noted that parents have asked at a recent parents evening if homework can be more comprehensive, which is something that will be addressed.</p> <p>CV – Q: what are the main three priorities for curriculum development with regard to the school development plan? A: foundation English (particularly reading) and foundation maths (particularly fluency and problem-solving).</p> <p>CV – Q: where is the resistance to reading coming from? A: workload and possibly also family culture. There are some avid readers in the school, but we do need to work on creating a culture of reading within the school.</p> <p>CV shared how he has seen reading incorporated into children's days and suggested having a reading period during the school day. HT and governors agreed that this is a good idea. CV added that Ofsted's recommended amount of reading per day is about 20 minutes. HT shared that reading was a focus of discussion during a recent staff meeting.</p> <p>AS – Q: do you think that the data and results reflect that the teaching and learning is good? A: the teaching delivery I've seen is good, but I believe that the curriculum doesn't develop pupil's learning or underpin their skills sufficiently. This is what is reflected in the data, and something which Ofsted are focusing on now.</p> <p>HT gave a brief overview of how the curriculum can be developed accordingly.</p> <p>AS – Q: how are we going to develop and improve the effectiveness of phonics in early years?</p>	
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	<p>A: the sessions I've seen so far are very slow-paced - I would expect to see more learning in the time given. As a start, behaviour during sessions can be improved.</p> <p>HT referred to her experience in implementing strategies to improve phonics in schools and outlined some approached to this. The school has purchased some phonics workbooks, but we are trying to remain within the school's budget. Staff have been receptive to feedback in this area.</p> <p>CV – Q: how is behaviour? A: overall, good. The culture in the school tackles these issues and pupils hold each other to account for each other's behaviour. We have put in requests for support with a particularly challenging pupil, and reached out for support resources that can be in place.</p> <p>AS – Q: how have parents responded to the school's attendance measures? A: parents have been reminded about the importance of attendance and not taking children out of school unnecessarily. I have already received some holiday requests from parents and will be discussing the implementing of fines with the Local Authority, who are emphasising the importance of attendance.</p> <p>AS – Q: have you managed to tighten up on persistent latecomers? A: there hasn't been one latecomer this week, which is good.</p> <p>CV – Q: how are you finding balancing Headship with your training? A: in terms of training, I haven't received quite what I expected and haven't been provided with a mentor yet, or had a proper induction process. Contact with the diocese and NYC services has been slow.</p> <p>CV – Q: what about the NPQH? A: I'm in the process of doing that, alongside a Pathfinder course which facilitates the NPQH.</p> <p>Governors noted that the Headteacher induction should have been completed prior to term starting. CV to follow up with NYC about this.</p> <p>CV – Q: how are you finding settling into the local community? A: it's going very well. [HT discussed this further].</p> <p>CV – Q: can you envision more children joining the school from Kirbymoorside? A: the school doesn't have the capacity for much additional pupil intake, we're already quite full.</p> <p>No further questions.</p>	CV
18.1023	<p><b>SFVS</b></p> <p>LH explained the annual procedure for reviewing and agreeing on the SFVS. LH to email the SFVS to PN and SP. LW to add SFVS as an item on the next agenda.</p>	LH LW
19.1023	<p><b>Governing Board Update</b></p> <p>At present the board has 1 LA Governor and 1 Co-opted Governor vacancy. Governor support still have not been in touch about a LA Governors. Governors discussed potential candidates to approach for the Co-opted role – governors to be on the lookout.</p>	GB
20.1023	<p><b>Governor Training and development</b></p> <p>LW circulated the updated KCSIE document and a list of training available to governors prior to the meeting. Governors to read the updated KCSIE. CV stated that GDPR and Complaints training is also necessary for governors, and</p>	GB

	suggested tailoring the available training to governors' specific link/subject roles.	
21.1023	<b>To receive Budget Monitoring Report – to date</b> LH shared that they are currently working on the revised budget which is to be brought to the next FGB meeting for ratification before it is sent to the Local Authority. LW to add this to the next agenda. The budget has accounted for additional training (for HT) and for electricity bills, which are high. We have also been looking at what subscriptions the school can cancel so that funding can be directed towards the curriculum. The teacher's pay increase was more than anticipated. There are now 8 pupils on pupil premium, so we can use the allocated money towards their learning and support.	LW
22.1023	<b>Policy Review</b> HT has a meeting next week to discuss and clarify which policies the school needs to address and adopt. This is an ongoing process, and a number of upcoming updated policies will also require reviewing – these will be shared when available.	
23.1023	<b>Any other business</b> A 10-minute presentation on maths from Claire Teesdale is to be scheduled for the start of the next FGB meeting. LW to add health and safety to agendas as a standing item.	CV / HT
24.1023	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> We have discussed how to enhance the curriculum in a way that shows and enables more progression. A direction of travel has been set up which will provide positive things for pupils' education. There is planning in place for phonics learning. The GB is close to filling all vacancies.	
25.1023	<b>Date of next meeting/s</b> The following meeting schedule was agreed upon (all in-school at 6:30pm): <ul style="list-style-type: none"> <li>• Tuesday 12<sup>th</sup> December</li> <li>• Tuesday 6<sup>th</sup> February</li> <li>• Tuesday 14<sup>th</sup> May</li> <li>• Tuesday 9<sup>th</sup> July</li> </ul>	
<p><i>Clerk: Lydia Waites.</i></p> <p><i>Apologies for absence and reasons to <a href="mailto:lydia.waites@northyorks.gov.uk">lydia.waites@northyorks.gov.uk</a></i></p> <p><i>Meeting closed at 8:40pm</i></p>		

**Actions of the FGB meeting held October 3<sup>rd</sup> 2023**

Item no.	Action	Lead
4.1023	<b>LW to check whether a Vice Chair is a mandatory part of the GB.</b>	LW
12.1023	Governors to send three written questions to HT in response to the Headteacher report prior to each FGB meeting.	GB
15.1023	<ul style="list-style-type: none"> <li>• 6.0723 - CV to follow up.</li> <li>• 10.0723 - Ethos Group to circulate minutes following future meetings.</li> <li>• 8.0723 - CV to share governor action plan in the next FGB.</li> </ul>	CV Ethos Group CV
17.1023	CV to contact NYC about Headteacher induction.	CV
18.1023	<ul style="list-style-type: none"> <li>• LH to email the SFVS to PN and SP.</li> </ul>	LH

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	<ul style="list-style-type: none"><li>• <b>LW to add SFVS as an item on the next agenda.</b></li></ul>	LW
19.1023	Governors to be on the lookout for Co-opted Governor candidates.	GB
20.1023	Governors to read the updated KCSIE.	GB
21.1023	<b>LW to add SFVS to the next agenda.</b>	LW
23.1023	<ul style="list-style-type: none"><li>• A 10-minute presentation on maths from Claire Teesdale is to be scheduled for the start of the next FGB meeting.</li><li>• <b>LW to add health and safety to agendas as a standing item.</b></li></ul>	HT / CV LW

**Minutes produced by Lydia Waites – Clerk**

**Signed ..... (Chair) Date .....**