

Lythe Primary School
FULL GOVERNING BODY MEETING
12th July 2017

Item no.	Minute	Action
G17/82	<p><u>ATTENDANCE.</u> Staff governors Miss L Armstong, Foundation governors Mrs W Norman Parent governors Mrs K Cornforth, Mrs S Arnold Co-opted governors Mrs J Stonehouse (Chair), Mrs D Bugby, Mrs Kerry Rowe, Mrs C Unger-Bloor, Local Authority Governor Mr Wood Staff governor Ms F Jackson Clerk Mr P Geer</p>	
G17/83	<p><u>Apologies for absence</u> Apologies were received and accepted from Rev Evetts-Secker and Mr Bagshaw</p>	
G17/84	<p><u>Confidential proceedings</u> <i>To determine whether any part of the minutes should be treated as confidential.</i></p> <p>There were no confidential items.</p>	
G17/85	<p><u>Declaration of Interests.</u> <i>To remind governors of the need to declare interests as appropriate.</i></p> <p>No Governors had interests to declare.</p>	
G17/86	<p><u>Other Urgent Business not otherwise on the agenda</u></p> <p><u>86.1 Governance Annual Statement</u> The Clerk to send SA the updated Governor attendance figures and so the statement can be put on the school website.</p> <p><u>86.2 Minutes / Annual Schedule</u> KR has updated the Governor page of the website and from September the FGB minutes will be published on the website.</p> <p>SA has put together a template for minutes for the Committees to be sent out so that there is a consistent approach. She has also created an Annual Schedule of Meetings and Governors are to look at this over the summer.</p> <p><u>86.3 Mastery in Mathematics</u> FJ has applied for Mastery in Mathematics program which would also come with £1k of funding towards courses.</p>	SA
G17/87	<p><u>Minutes of the meeting of the 17th May and matters arising.</u></p> <p>The Governors discussed the minutes of the Governing Body meeting held on the 17th May 2017.</p> <p>DECISION: The Governors approved the minutes as a correct and accurate record of the meeting, proposed by SA and seconded by JS. The minutes were signed by the Chair.</p>	
G17/88	<p><u>Matters Arising</u></p>	

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	<p>G17/74.3 – It was planned for the Headteacher from Sleights to talk to Governors about Lythe data, however she discussed the data with the Headteacher and - as they both had the same view - it was felt not necessary for her to come.</p> <p>G17/76.1 – Miss Jackson has not yet been to the Talk for Writing training due to the scheduling but is hoping to go next year.</p>	
G17/89	<p><u>Report and recommendations of the Finance and Staffing Committee (see minutes)</u></p> <p>The Finance and Staffing Committee met on the 5th July</p> <p><u>89.1 Class Dojo / Rewards</u></p> <p>Class Dojo has been rolled out in a number of classes and has been well received. There will be a new reward system for children from September – the aim of this is to have something more responsive than the current system. There will be certificates and parents will be invited to see them given out, this will be based on the Dojo points system and should not entail additional work for staff.</p> <p><u>89.2 Premises</u></p> <p>The MASS scheme was discussed and the main concern is the rotting timbers on the external decoration to the building. The Headteacher will chase Elaine to follow this up in the hope that this can be covered on the NYCC visit to the school on the 4th August – the Governors understood that the longer the timbers are left the larger the job would be.</p> <p>The play boat in the playground has been fixed but will need a more extensive repair and a quote is being obtained for this.</p> <p>The new door in Seashells has been well received and improved the ways in which the space can be used.</p> <p><u>89.3 Marketing</u></p> <p>Everything that was put on the marketing strategy is in progress and the school is getting more attention in the Whitby Gazette.</p>	HT
G17/90	<p><u>Curriculum and Standards (see minutes)</u></p> <p>The Curriculum and Standards Committee met on the 9th June.</p> <p><u>90.1 Poetry Bloke</u></p> <p>The Poetry Bloke has been to the school – his visit was paid for by FoLS – this was an amazing day and was really enjoyed by the children.</p> <p><u>90.2 Spelling</u></p> <p>Spelling is an issue in the school and there has been a new work on this. The Big Spell means that the children are put into four ability groups each morning to work on spelling and will be evaluated at the end of the term. In addition, the marking system has been changed to really reinforce spelling.</p> <p><i>The Governors asked</i> about how proscriptive the new policy was – the Headteacher explained that the teachers use their judgement on how many spelling errors to highlight based on the individual child.</p>	Holding to account
G17/91	<p><u>Spirituality</u></p> <p>The Spirituality Group met on the 23rd June.</p> <p><u>91.1 Collective Worship</u></p> <p>They discussed the possibility of some split collective worships so that they can be tailored better for the different needs of KS1 and KS2.</p> <p><u>91.2 Reflective Spaces</u></p> <p>There was a discussion on developing reflective spaces and it was noted that it was difficult to find suitable spaces for this – especially inside. DB will consider this further and explore possible options such as cushions / bean bags.</p>	DB

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G17/92	<p><u>Headteacher's Update (see attached)</u></p> <p><u>92.1 Attendance</u></p> <p>The Headteacher explained that attendance continues to be an issue and there are two persistent absentees for this term which have impacted the figures.</p> <p>For the spring term there were a number of pupils who left the school and the way in which they are counted for attendance has lowered the figures.</p> <p>The Headteacher confirmed that there was still lots of emphasis and work on attendance and the school can tell the story behind it.</p> <p><u>92.2 Data</u></p> <p><u>KS2 SATS</u></p> <p>This was a cohort of 14 who had started Key Stage 2 with low attainment and with two pupils who arrived shortly before the SATs. The predictions was that 7 of the 14 would reach expected - the result was that 6 reached expected in Reading and Maths.</p> <p>In terms of progress the figures are an improvement from the previous year but are still below national average. The Headteacher explained that the weakest area is Writing and within this it was spelling that is the major concern (G17/91.2). The Headteacher has case studies for the children.</p> <p>The Governors noted that the results were stronger than the previous year but are still below what they would like to see.</p> <p><u>Progress</u></p> <p>For the current Year 5 the prediction from the KS1 data is that 7 out of 10 should reach the expected level in each of the areas and there are two who should exceed in Writing and Reading. The Governors discussed the idea that the SATs club could be started from the start of the next term to help prepare the children.</p> <p>The Headteacher explained that the current Year 3 and 4 have the highest concentration of SEND pupils and pupils with other needs, as a result these groups are being closely monitored.</p> <p>In Year 1 and Year 2 the phonics results were good and the KS1 SATs were strong and showed good progress from EYFS. Miss Jackson is filling in the SENco role.</p> <p>The Governors felt that it would be useful to send parents a letter to celebrate the progress that was being made.</p> <p><u>92.3 Pupil Premium</u></p> <p>The Headteacher will put the full Pupil Premium report on the school website over the summer.</p> <p>For the last financial year the school received around £17k – the advice is that for smaller schools these funds were best spent on TAs to allow teachers to do individual work with children. Funds have also been spent on interventions and work to improve attendance.</p> <p><i>The Governors asked</i> about the results of PP children, the Headteacher explained that there were two who did KS2 SATs and one did well and one less so. Overall the comparatively small numbers of PP children make it difficult to draw meaningful comparisons and there is an overlap with PP and SEND. A growing number of PP children are working at greater depth.</p> <p><u>92.4 Sports Premium</u></p> <p>The vast majority of the Sports funding is spent on coaching – this year it was mostly spent on dance which allowed the whole school to do a term and proved to be very popular. Overall the school is well resourced for sport and has been good at participating at lots of events. For the coming year the priorities are including the quality of PE and also more swimming.</p> <p>FoLs are working hard to raise money which could be put towards a minibus; this would make it easier and cheaper for children to attend sporting events.</p> <p><u>92.5 Safeguarding</u></p>	<p>HT</p> <p>HT</p> <p><i>Holding to account</i></p>

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	<p>No items to report</p> <p><u>92.6 School Development Plan</u></p> <p>This is being followed and monitored. The Headteacher will send the most recent version of the SDP to KR to put on the Governors section of the website.</p>	HT/KR
G17/93	<p><u>External Reports</u></p> <p>None.</p>	
G17/94	<p><u>Recent Educational Developments.</u></p> <p>The NGA have a new document on their website for Governors and School Leaders on the expectations that they should have of each other.</p>	
G17/95	<p><u>Governor Visits.</u></p> <ul style="list-style-type: none"> • WN attended the cricket tournament • JS, SA and KR have done lots of monitoring visits including on Displays and Resources (2 visits), Spelling (5 visits), Pupil Voice, Parentview, Handwriting and letter formation and an IT resources audit. • DB has been to the School Council and will be visiting in September to look at updating the collective worship to make it more themed and interactive for the children. 	
G17/96	<p><u>96.1 Governor Training</u></p> <ul style="list-style-type: none"> • KR has attended the 'Monitoring in Practice' training. <p>The Clerk will send out the list of NYCC training for Governors for next term.</p> <p><u>96.2 Governing Body Membership</u></p> <p>The Governors have an application for an LEA Governor which can be sent off to NYCC. The Governors also understood that there is an additional potential Governor who has been sent a skills matrix and has been invited to visit the school.</p>	Clerk JS
G17/97	<p><u>Policy Review</u></p> <p>The Governors discussed the following policies:</p> <p>Marking and Feedback</p> <p>Complaints</p> <p>Behaviour</p> <p>Bullying</p> <p>Governor Statement of Behaviour</p> <p>DECISION: The Governors approved and adopted the policies.</p> <p>KR to post the policies on the website.</p>	KR
G17/98	<p><u>Correspondence</u></p> <p>None.</p>	
G17/99	<p><u>Date and time of next meeting</u></p>	

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	<p data-bbox="252 181 421 210"><u>FGB Meetings</u></p> <p data-bbox="252 210 496 239">20th September at 5pm</p> <p data-bbox="252 304 1214 365">The Governors wished to formally thank Claudia Unger-Bloor and Adrian Wood for their efforts and contributions as Governors over the years.</p>	

Meeting closed 7.20pm

Signed.....

Date.....