

Lythe Primary School

Full Governing Body Meeting

22 November 2017 at 5.00pm

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| PRESENT: | | | |
| Headteacher: | Miss L Armstrong | LA | |
| Foundation Governor: | Rev J Evetts-Secker Mrs W Norman | JES WN | |
| Parent Governors: | Mrs K Cornforth Mrs S Arnold | KC SA | |
| Co-opted Governors: | Ms K Rowe Mrs J Stonehouse Mrs D Bugby Mr S Pearson | KR JS DB SP | |
| Local authority Governor: | Mrs S Metcalfe | SM | |
| Staff Governor: | Ms F Jackson | FJ | |
| Clerks: | Mr P Geer and Ms A Turner (minutes) | | |

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| | Welcome The Chair welcomed the Governors to the meeting. | |
| G17/124 | Apologies for Absence Apologies for absence had been received from Mike Bagshaw and were accepted. | |
| G17/125 | Confidential proceedings JES stated that as this would be her last attendance as a Governor she wished to be excused from any Confidential items which may be discussed at the meeting. JES stated that although she would no longer be a Governor she wanted the board to know that she wishes to continue to help the school in future in any way she could. JES to pass the name and contact details of her replacement as ex-officio Foundation Governor to the Headteacher. The Governors thanked JES for her long-service and dedication as a Governor. | |
| G17/126 | Declarations of Interest No Governors had any interests to declare. | |
| G17/127 | Urgent Business None. | |
| G17/128 | Governing Body Membership and Vacancies The Governors discussed Governing Body Membership and noted that there was one vacancy for a Co-opted Governor. | |

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| | <p>Shaun Pearson left the room and a vote was taken as to whether to appoint him to the position of Co-opted Governor. It was noted that Shaun provided skills that would strengthen the Governing Body in relation to Health and Safety and to Premises</p> <p>DECISION: The Governors voted to appoint Shaun Pearson to the position of Co-opted Governor and he would join the Finance and Staffing Committee.</p> | |
| G17/129 | <p>Previous minutes</p> <p>The Governors discussed the minutes of the Governing Body held on 20 September 2017.</p> <p>DECISION: The Governors approved the minutes as a correct and accurate record of the meeting and the minutes were signed by the Chair.</p> <p>ACTION: That in future the Actions Agreed would be provided by the Clerk in PDF version</p> | CLERK |
| G17/130 | <p>Actions agreed report</p> <p>The Governors discussed the actions report and agreed progress against each action.</p> <p>17/89 – The external decoration is not covered under the MASS and will therefore be referred to the Finance and Staffing Committee.</p> <p>17/91 – The Headteacher will discuss with staff how the cushions for reflective spaces can be stored and used.</p> <p>17/114 – The Duck Race has been provisionally scheduled for the first weekend in May and will be arranged by FOLS.</p> <p>The action report to be updated.</p> | CLERK |
| G17/131 | <p>Finance and Staffing Committee</p> <p>The Chair explained to the Governors that by having Committees discuss relevant information and agreeing actions it should ensure that the length of FGB meetings is kept to a minimum.</p> <p>To also assist in the productivity of the FGB it was requested that any comments or questions regarding previous meetings should be emailed to the Chair before the meeting in which they will be discussed.</p> | ALL |
| G17/132 | <p>Head Teacher's Update</p> <p>132.1 Attendance</p> <p>The Headteacher has provided, as requested, a breakdown of school attendance data. The target for attendance is currently 96%.</p> | |

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| | <p>The Governors noted it was highly likely that the weeks break from school taken by Caedmon College would have a detrimental effect on attendance of siblings at Lythe Primary and that this issue had been notified to the school adviser. The Governors noted that this specific issue may not arise again in the near future but that events that may impact attendance may need to be considered when planning the school term. It was noted that the “long weekend” that the school are having had been welcomed.</p> <p><i>The Governors asked</i> about long term absence levels; the Headteacher confirmed that in a comparatively small school the proportion can be significantly impacted by one long-term absence. Where there are long-term absences there is work done with outside agencies.</p> <p>The Governors discussed the subject of issuing fines for absences. The Headteacher explained that unauthorised absences of ten or more days are reported to NYCC and that the decision to issue fines lies with them and not the school.</p> <p>132.2 Rock Star Tables <i>A Governor asked</i> how the Rock Stars programme was working, the Headteacher confirmed that this was still early stages and that it was accessible by children at home and it was proving useful with engagement and tracking progress.</p> <p>132.3 Ofsted The Governors discussed the progress being made since the last HMI report. It was noted that:</p> <ul style="list-style-type: none"> • action plans have been developed for all subjects • an overall action plan is in place which records evidence of progress being made • the progress being made has been provided to HMI who is pleased with the work being done • NYCC school advisors have reviewed the Headteacher’s assessment of the progress made and have approved this <p>133.3 E-Safety The Headteacher explained that staff have been reminded of the importance of e-safety and there is now a weekly log of all internet searches, this follows a minor incident that was recorded and where action has been taken.</p> | <p><i>Holding to account</i></p> <p><i>Holding to account</i></p> |
| <p>G17/133</p> | <p>School Development Plan, SEF and Vision Statement The Headteacher stated that the documents had been reviewed and updated and confirmed that the school’s Vision Statement is now prominently displayed at school to remind staff and pupils of the school’s vision.</p> <p>SA is currently working on a consistent formatting for all school policies so that they include logo and vision straplines.</p> | |

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| | <p>The Headteacher confirmed that the SDP and SEF have been updated to tie in with the inspection and the action plans. The process is that the SEF identifies issues, the Action Plans tackle the issues and the SDP monitors and shows the impact of the actions.</p> <p>The Headteacher to send the updated versions of the documents to KR to be put on the Governor section of the website.</p> | L/KR |
| G17/134 | <p><u>Curriculum and Standards Committee</u></p> <p>KR explained that reports to the Committee now include highlighting to show more clearly where performance is not on track and that this new system has been explained to the staff.</p> <p>In relation to Teacher Assessments JS explained it was important that the data was accurate and KR has met with each teacher to discuss the detail of the data. The Teacher Assessment data will be verified and triangulated using test results – there will be one test per half-term.</p> <p>The Headteacher explained that as an RI school it was considered that two tests per term would be appropriate to enable progress to be monitored.</p> | |
| G17/135 | <p><u>SENco Reports</u></p> <p>There is no SENco report.</p> | |
| G17/136 | <p><u>Spirituality Group reports</u></p> <p>The Spirituality Group met on the 7th November and minutes of the meeting had been distributed to Governors.</p> | |
| G17/137 | <p><u>Governor Visits Reports</u></p> <p>The Headteacher confirmed that more than twenty Governor visits had been undertaken and that most Governors had now been in school, spoken to the children and attended staff meetings. The Headteacher stated that the written reports are included in the progress monitoring files.</p> <p>SA explained that the format of reports will be reviewed to provide a focus for what the visits should consider in future.</p> | |
| G17/138 | <p><u>DBS re-checks</u></p> <p>The Headteacher explained to the Governors that the current decision to opting out of the NYCC system in favour of five year checks was proving expensive and she advised a move back to the NYCC system of random checking.</p> <p>The Governors discussed the DBS checking system.</p> <p>DECISION: The Governors agreed to rejoin the NYCC system of randomised DBS checks.</p> | |

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| | LA to email NYCC with the minutes showing this decision. | LA |
| G17/139 | <p><u>Policy Review</u></p> <p>The Chair confirmed that the school's teachers have had the opportunity to comment on the policies.</p> <p>The Governors discussed the policies which had been distributed in advance of the meeting.</p> <p>The Headteacher explained that some policies are kept visible in the classrooms to provide direction, for example the Marking Policy which helps drive the school's reward system (Class Dojo). The Governors noted that parents will be notified in the school newsletter that they are invited to attend assembly to see the children receiving their Bronze award.</p> <p>DECISION: The Governors agreed the following policies:</p> <p>Appraisal Policy Assessment Policy Attendance Policy & Attendance Information for Parents EYFS Policy Head-lice Procedures Inclusion Policy Teacher Pay Policy Safeguarding Policy SEND Policy and Information Report Teaching and Learning Policy</p> | |
| G17/140 | <p><u>External Report</u></p> <p>No external reports had been received.</p> | |
| G17/141 | <p><u>Educational Developments</u></p> <p><u>141.1 Data Protection</u></p> <p>Kerry Rowe noted that changes to Data Protection legislation due are in 2018 and that in preparation some processes may need to be revised. The Headteacher confirmed she is the school's Data Protection Officer.</p> <p><u>141.2 Training</u></p> <p>The Governors discussed recent training. The Governor noted it could be a more better use of resources if the content of the training courses was published before attending. The Clerk advised that the school can commission specific training from NYCC and that this can be opened up to other local schools to share the cost.</p> <p><u>141.3 Diocese</u></p> <p>A new Advisor has been appointed by the Diocese who has offered any support to the school that she can, the school is entitled to one visit per term.</p> | |
| G17/142 | <u>Correspondence and any other business</u> | |

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| | <p><u>142.1 Staffing</u> The Governors discussed staffing and the deployment of the class teachers.</p> <p><u>142.2 Mike Bagshaw</u> The Headteacher confirmed that she had received a letter of resignation from Mike Bagshaw as Governor which was read to the meeting.</p> | |
| G17/143 | <p><u>Report on Teaching Standards</u> The Governors were advised by the Chair and Headteacher that the Quality of Teaching Report will be sent out with the Headteacher Report in future.</p> <p>The Quality of Teaching Report looks at seven different areas and includes scoring of the different areas. The Headteacher confirmed that the teachers are making good use of the report but due to the size of the school identification of individuals was possible and that as such the report needs to be treated as a confidential item. The Headteacher confirmed that where there is any potential underperformance by staff there are policies in place to address this.</p> <p>LA will provide an update for the next FGB</p> <p>DECISION: That the Teaching Standards report would in future be a Confidential agenda item.</p> | LA |
| | <p><u>Future Meeting Dates</u> The next meeting of the Full Governing Body will be held on 24 January 2018.</p> | |