**NORTH YORKSHIRE COUNTY COUNCIL**

**CRAYKE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNING BODY**

**Meeting of the Full Governing Body**

**8th May 2017 at 6.00pm**

MINUTES

Present: Co-opted Governor: Hugh Porter (HP) (Chair)

Head teacher: Andrew Buttery (AB)

LA Governor: Fiona Warriner (FW)

Foundation Governor: Ann Chappell (AC)

Co-opted Governor: Daniel Curtois (DC)

Michael Pepper (MP)

Norman Jackson (NJ)

Staff Governor: Aniko Sheppard (AS)

Parent Governor: Sally Bunce (SB)

Pete Wilson

In Attendance Claire Twigg (Clerk) (CT)

Apologies: Rev Liz Hassall (LH)

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| Minute | Details | Action |
| 1. | Opening Prayer  AC lead an opening prayer. |  |
| 2. | Apologies for absence  Apologies were received from Rev Liz Hassall which received consent. |  |
| 3. | Declaration of Interests  HP reminded governors of the need to declare any interests, pecuniary/non-pecuniary. – None declared. |  |
| 4. | Minutes of the last meeting and matters arising  The minutes of the last meeting on 25/02/2017 were agreed as an accurate record and signed by the Chair.  AB confirmed that he would add minutes to the website (not confidential minutes).  Item 6 – HP reported that NYCC had been informed about FWs impending resignation as LA governor and they were looking for an appropriate replacement. HP confirmed that the vacancy has also been added to the school website and an email has been sent to parents. HP asked governors to forward details of any possible candidates to himself or AB.  *FW joined the meeting.*  Item 15 – HP confirmed that the Strategic Plan had been updated and agreed and had been published on the school website.  HP reported that ‘Coasting Schools’ had been discussed at the Curriculum committee and this would be added to the agenda of the next meeting of the full governing body.  Item 9 – HP reported that he is exploring several governor training possibilities.  Item 11 – HP confirmed that he hoped to undertake the policy review this term. | AB  All  CT |
| 5. | Confidential agenda items  HP asked if any agenda items need to be treated as confidential and excluded from the minutes to be made public; It was agreed that anything confidential would be highlighted. |  |
| 6. | Head Teacher Report  HP confirmed that only 3 written Head teacher reports are required per year; therefore, AB gave a verbal report at this meeting and a written report will be produced for the next meeting in June. AB highlighted the following:  - AB advised governors that the reception intake numbers for 2017 are lower that school had hoped for, currently 8. He reported that the key reason seems to be that parents felt that they wouldn’t get a place so didn’t request Crayke. AB stated that school have advertised locally and school will find out in 2 weeks from NYCC if there are any additional interested parties. AB to keep governors informed.  HP asked AB what numbers would be ideal and maximum?  AB stated that 10 would be satisfactory with 15 being the maximum.  AB reported that a recent appeal hearing for a child requesting to join year 3 had been turned down. He reported that there had been a number of expressions of interest throughout the year which could not be fulfilled by Crayke due to existing pupil numbers.  DC – As a school should we be looking to expand the building to accommodate more pupils?  HP and AB stated that this wasn’t an option as NYCC will not offer any financial support as there are schools in the area with spaces available.  -Performance data – AB reported that this area had been covered in detail at the Curriculum committee and overall all age groups data is looking positive. AB reported that SATs had commenced today with the children handling the tests positively. Results will be available in July. | AB |
| 7. | Crayke-Sutton formal collaboration – to discuss and approve the attached Agreement and Joint Committee remit  HP referred to the papers circulated prior to the meeting.  HP reported that the Memorandum document had been produced from an NYCC template. He reported that Sutton governors had agreed the document with several minor changes which HP highlighted.  Governors agreed this document.  HP advised governors of the role of the proposed joint committee. This committee will be made up of 6 governors (3 from each school) and the role will be to monitor and support AB in his role across both schools. Governors from this committee will also be responsible for ABs Performance Management which will be undertaken in the Autumn term.  It was agreed that HP, DC and one other governor would be members of this joint committee. HP reported that LH had expressed an interest in being part of the committee but was unsure if she had the capacity. HP asked governors to let him know if they would be interested in being a member of the joint committee.  Governors agreed the document.  HP reported that the Head Teacher Job Description had been produced from an NYCC model.  Governors agreed the document. | All |
| 8. | Committee Reports  Personnel, Premises and Finance – HP shared with governors the details of the agreed salary for the Executive Head post. He reported that this had been discussed at this committee with an NYCC HR representative also being involved. He explained that based on the size of the 2 schools put together a starting salary was then agreed.  MP confirmed that the minutes from the last meeting of this committee had been circulated to governors. He went on to explain that the committee had focused on the outturn budget and then the start budget.  He reported that approximately £26000 has been carried forward to this financial year which puts the school currently in a healthy position. He added that this figure does not include the new funding formula as this won’t be in use until the next financial year. He also stated that the budget did not factor in any financial gains from the joint head arrangements with Sutton with the exception of the Head’s salary. MP informed governors that school will no longer receive inflation increases but schools will still need to meet these increases within staff pay. MP stated that the target is to maintain the £26000.  AB reported that the SLA with the diocese of York had been signed off, this ensures that school receive a basic level of support from the diocese including the diocese acting as a critical friend and support in preparation for SIAMS inspections. This SLA is renewed every 2 years.  Governors agreed the start budget. AB to circulate to governors.  A discussion took place in relation to the funds raised for the school by the PTA group. Governors felt that this was invaluable as it ensured all year groups were able to access French learning within school. AB added that it was hoped that some of the funding would also be used towards music learning.  A discussion took place around class sizes and the possibility of expanding the size of school. AB felt that there was the potential that any extra space could not be used effectively. Some governors also felt that the ethos of the school would change.  It was felt that increasing the intake for reception children in September was the focus at the present time. AB stated that school need to build relationships with local playgroups and nurseries now that the playgroup in the village no longer exists. AS added that school could have an open session for interested parents.  Curriculum Committee – HP confirmed that the minutes from the last meeting of this committee had been circulated to governors. He stated that the committee had spent time looking at a report on pupil progress with the conclusion that progress was good across all year groups, particularly in year 1 phonics. AB added that the development that class 1 have made since starting school in September is very impressive.  The committee had also looked at Sex and Relationship education within school and AB had produced a detailed paper which is now on the school website.  The committee had also reviewed the sports premium funding spend and AB had shared a report with the committee which showed some surplus. This was to be used on swimming lessons and storage for play equipment.  HP reported that AS had also given the committee an overview of SEND arrangements and the progress being made by those pupils. | AB |
| 9. | Proposal to rename the Curriculum Committee as the School Improvement Committee  HP proposed the Curriculum Committee be renamed to School Improvement Committee. He stated that this was a more logical name for the committee and gave a true reflection of the work the committee does in relation to data analysis of progress and attainment. HP added that he had drafted a terms of reference document to reflect this change.  HP asked for comments.  Governors agreed the name change proposal. |  |
| 10. | Class Visit reports and other governor visits  Class 3 – FW reported that she had undertaken a book scrutiny visit where she looked at books covering all subjects. She added that she spent time talking to the children. She had found the marking very consistent and clear and the children had full understanding of the marking and what is expected of them.  HP asked governors to focus on growth mindset when undertaking their class visits this term.  Learning Walk – HP reported that a number of governors had attended school to undertake the recent learning walk. He asked those governors to email him their thoughts and observations from the visit so that he could put together a report.  AB felt that the visit had been very useful and he had received hugely positive feedback.  All governors agreed with this and added that the children had been happy, confident showed great enthusiasm and involvement.  HP added that he had found the observation of how TAs are used in class very useful and positive.  Governors passed their thanks and congratulations to staff. | Govs |
| 11. | Equal Opportunities Policy review and Outcomes  HP reported that SB undertook this review at the beginning of the year and invited her to share her findings and thoughts.  SB reported that she had analysed the document and in general felt that all areas were covered in a thorough and clear manner.  She raised several comments:  An example of racial inclusion?  AB and AS stated that due to the area that the school is within this isn’t easy to deal with but it is covered as part of collective worship in school and helping the children to understand other cultures. AB also reported the recent mosque visit. AS added that school could consider twinning with a school in a different area which has cultural differences.  SB asked about the support agencies used by school?  AB stated that he had not found it necessary to access support services but that any racial abuse would be reported to NYCC if required. AB also stated that any radicalisation would go through NYCC. HP added that all staff and 3 governors have undertaken the Prevent training.  HP thanked SB for undertaking this review. |  |
| 12. | Budget Setting Update  Covered under item 8. |  |
| 13. | Governor Self Evaluation  HP stated that he would like the governing body to undertake a self-evaluation exercise as this has not been done for a while. He stated that he would circulate a document to governors and to keep the responses anonymous governors were asked to print and complete the document and return to AB at school. HP would then report back on the results.  HP proposed and governors agreed that this exercise is completed every 2 years with an evaluation of the Chair carried out on the year in-between. | All |
| 14. | SDP 2017-18  It was agreed that AB would bring a draft of this document to the meeting in June. HP requested that governors forward any ideas for inclusion in the document to AB. AB also requested that governors review the Strategic Plan document and feedback comments. | AB  CT  All |
| 15. | Governor Training reports  HP reported that he had attended a Finance training session. |  |
| 16. | Any Other Business  HP asked AB if school would be undertaking the parent and pupil questionnaire this year?  AB stated that this would be carried out for reception and year 6 and he would try and collate the results in time for the next meeting. A discussion took place regarding rolling this out to all year groups. It was agreed that HP would review the document and look at the possibility of covering all year groups.  FW asked about the return %?  AB stated that this had always been high.  PW asked if the document was online or paper?  AB stated that it is currently paper and it was agreed that the possibility of being paper and online would be explored. | AB & HP  AB & PW |
| 19. | Date of next meeting  **26th June 2017, 6.00pm** |  |

Signed By Date: