

## **MEETING OF THE GOVERNING BODY**

**DATE:** Tuesday 19<sup>th</sup> March 2019

**TIME:** 6.30 p.m.

### **PRESENT:**

Mr. Ray Williamson (Chair)

Mr. Peter Southward

Mrs. Helen Kindness

Mrs. Helen Halliday

Miss V Lewis (Clerk)

Mr. Teddy Sulman

Ms Cheryl Govan

Mr. Wayne Thickett

Mr. Tim Drake

Ms Jane Pepper

### Additionally: -

Mrs. C. Sarney – School Business Manager

Angela Clarke, Deputy Head Filey Infant School (Project Presentation) ***Left the meeting at 7pm***

## **MINUTES**

### 1. Welcome from the Chair (2 minutes)

RW welcomed governors to the meeting.

**Action: None Required.**

### 2. Presentation by Angela Clarke, Deputy Head Filey Infant School, NPQH Project (10 mins)

Mrs Clarke (AC) introduced herself and advised that she is currently undertaking the National Professional Qualification of Headship (NPQH), which requires a placement at a different style of setting from your own school. She and HH trained together, and KW has links with Mrs Crosier the Headteacher at Filey Infants so Gladstone Road seemed like a good choice.

AC: firstly, thank you for allowing me to come into the school, and to attend this meeting to tell you a little bit about my project. Gladstone Road is a very different setting, though there are some similarities. One part of the project is to write an action plan to be used in the placement school. To do this I read some previous governing body reports, the SIDP, SEF and then came up with some independent ideas to implement in school. I then met with HH, but it was clear that these were not top priorities. So I went away and further considered and came up with a new action plan. The points were:

- Increase percentage of pupils achieving the expected in writing at the end of KS1.
- Monitor and quality assure teacher assessments in EYFS
- Use of assessment materials in KS1 and how it tracks throughout the school.

1) Filey Infants has used a product called 'Mighty Writers' which is a physical tool to scaffold early writing when they don't have independent writing skills in place. I brought the product into GRPS and ran a demonstration for two classes which other Y1 staff also attended.

HH: the demonstration was really well received, it was difficult to visualise but in practice and reality was excellent. Basically there is a large mat, with stick on pictures and symbols to pictorially represent mechanics of writing. A story map is built up sectionally using pictures, children orally rehearse and repeat the story and then have a go at putting the story down in writing at their own level. Children were very engaged. Teachers thought it was very effective and have now bought a set for each Y1 class.

AC: I brought examples of Filey pupils work in to demonstrate. We also use the system in topic work as well as writing.

CS: would this be useful for EAL pupils?

HH: yes, and EYFS.

JP: it's a visual prompt to aid children.

AC: we trialled it at Filey in Y1, then bought sets for Year R and Y2 plus less able in other year groups really benefit.

2) Examine PIRA (Reading) and PUMA (Maths) tests papers from EYFS and compare to teacher assessments to identify if there are any inconsistencies.

3) Monitor PIRA and PUMA tests in each class. It is key that tests are administered consistently to ensure useful data and to plan next steps.

JP: what size is Filey Infants?

AC: 249 on roll. We have 2 x Y1 classes, 2 x Y2 classes and 1 x mixed Y1/2 class.

AC: I'm looking forward to coming to spend some time in EYFS and then also looking at the transition into Y1.

JP: does most of your Year R intake come from your nursery?

AC: mostly, yes. But there are a few that come from other providers.

JP: our Reception children are very varied and come from many different places so that will be a bit different for you.

RW: So this project is of use to GRPS as well as to yourself, which is good.

AC: yes. Hoping that there will be an evident impact on writing results in school.

**Action: None Required.**

3. Apologies for absence; consider acceptance of apologies (2 minutes)

Apologies received from: -

Andrea Cowley – childcare as husband is away unexpectedly.

Jane McLeod – unwell.

Keith Wright – personal reasons.

All apologies were considered and accepted.

**Action: None Required.**

4. Confidentiality (2 minutes)

Item 11 was identified as confidential in nature for staff members.

**Action: None Required.**

5. Declaration of Interest in any Agenda item (2 minutes)

Item 11 was identified as of interest to staff members who will leave the meeting at this time.

**Action: None Required.**

6. To approve Minutes of Governing Body Meeting 04.12.18 (5 minutes)

The Minutes from the meeting on 04.12.18 were presented. Proposed by TD and HK. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

7. Matters Arising (5 minutes)

2) Replacement of Julian Leader: it was preliminarily discussed about trying to source a KS4 link governor but deferred at the time. Perhaps we could put something out now in time for September? Governors agreed this would be a good time.

5) (9) Academisation: RW: JP, KW and I have discussed that a governor view on the current situation needs to be fed down to staff for clarification. We visited three Venn operated schools in Hull with Simon Witham. I have mixed feelings, felt quite pressured to make a decision on the spot, which we were obviously not willing to do. If and/or the decision may be made to convert it would be following thoroughly investigating all options. The priority at present is to complete the staffing restructure and ensure the situation is fully settled. We would need to liaise with the LA about their current position and vision - if we don't academise will we be disadvantaged? If we still felt it worth exploring, we'd go through an organised procedure where we pay due diligence and investigate all our options.

CG: how many other Scarborough schools are academies?

WT: still more LA schools than academies.

JP: now doesn't feel like the right time to consider this. The staffing structure review is destabilising for the staff, and will have a major impact. We need to be looking for stability for September. There is no reason for change in short term. We have not had enough information from Venn for what would be a significant decision and large project. At the schools we visited, clearly there has been improvement but nothing I saw that made me desperate to join. Feel strongly GRPS is a community.

RW: clearly there were some similarities between the Venn schools we visited and GRPS socio economically but there were cultural differences. If governors agree, what we would propose to do is send a letter from the governing body to school staff putting the current position and mindset across firmly.

HH: I think this clarification would be very useful, some staff are wondering if Venn involvement is linked with the staffing review.

JP: clearly Venn have prompted some positive outcomes and identified areas for improvement and how to achieve this. There has been benefit to working with them.

9) SIDP: Forward glossary to governors.

9) Promotion Working Party: HH: next date for the working party has not yet been arranged but I have met with Mrs Moreno who looks after our social media presence at the moment (twitter and members only Facebook page). She is looking at options with regard to making the FB page 'open'. This was not originally the case, as we were avoiding inappropriate comments and actions. As a trial we have left posts on the members only page with commenting turned on (previously turned off) and have had no issues. There was one comment about Shrove Tuesday dismissal arrangements but we responded to the comment and there was nothing further. We will continue with the trial and I will update governors as and when.

RW: this could link with the proposed website development in the coming weeks.

11) Pupil Premium Strategy: CS: checking for free school meal and pupil premium eligibility has been de-delegated by the LA and checks will now cost £9 per check! Therefore moving forward we may need to consider the 'blanket' approach to completion of forms we have been operating.

**Action: Letter to secondary schools for any interested parties to serve on the governing body** **By: Clerk**

**Action: Letter to school staff re Venn and academisation position** **By: Clerk/RW**

**Action: Ensure glossary/key is on SIDP when circulated to governors** **By: KW**

8. To receive Minutes of School Improvement Committee Meeting 05.02.19 (5 minutes)

The Minutes from the meeting on 5.2.19 were presented. Key points and actions considered.

- Report of JP's learning walk – positive impact.
- SEND report from AR. Extensive role. Proposal to develop Inclusion Hubs recognises the role of the school for vulnerable learners.
- Progress data – TD to liaise with HH and meet to discuss.

**Action: None Required.**

9. To receive Minutes of Resources Committee Meeting 12.3.19 (5 minutes)

The Minutes from the meeting on 12.3.19 were presented. Key points and actions considered.

- Lockdown Procedure – we do already have an adopted policy in place, but this has not been trialled or practiced. KW will look into finalising alert words etc and then the proposal would be to run drills and undertake trials.

**Action: None Required.**

10. Correspondence (10 minutes)

**Letter from Northstead School Chair of Governors**

Stewart Ball, Chair of Governors at Northstead School, wrote to ask whether this governing body would be interested in the possibility of sharing personnel for instances where complaints, behaviour, discipline panels may need to be convened to ensure impartiality. He suggested possibly trialling such a system. RW wrote back to say he would take advice and then put it before the full GB. Clerk advised that governance section advice is that this is not the norm and should be avoided unless there is absolutely no alternative. There could be a conflict of interest, and it may make some people uncomfortable if decision about school, staff and pupils were made by persons not associated with the school. Governors agreed with this advice. RW will contact Stewart Ball to advise.

**Letter from Kate Boddy re Leave Request**

Mrs Boddy has requested 2 days unpaid leave (last two days before Easter) to take part in a literacy project at the D Day Museum in Portsmouth which will hopefully result in a book which could be used in school. Governors agreed this sounded useful, purposeful and beneficial, and is not related to holiday so should be approved.

JP: will cover be able to be arranged?

HH: can be an issue but this is 3 weeks away so we should be able to pre plan this.

**CLERK NOTE 20.3.19: Kate Boddy subsequently informed me this is no longer required and withdrew her request.**

**Action: Respond to letter from Northstead School C of G**

**By: Clerk/RW**

**Action: Respond to request by staff member**

**By: Clerk/RW**

11. Selection Committee to Update re Staffing Structure Review (10 minutes)

Staff members present with declared interest (VL) absented from the meeting for this discussion to take place.

**Action: None Required.**

12. Headteacher's Report (10 minutes)

HH presented the Headteacher's Report in the absence of KW.

**Attainment and Progress Data Update:**

- EYFS target 66% of pupils to achieve Good Level of Development (GLD) by end of phase. Currently 58% on track but there are 1 ½ terms remaining so this is achievable and being addressed.
- Y1/2 – in recent practice phonics test 47% passed which is lower than last year's practice result. Last year's phonics outcome was below the target of 83% so if this tracks forward we will miss the target again. Work is being undertaken to accelerate progress.
- Teacher assessments are showing that some pupils in Y1 are not making the expected progress. The recent Venn KS1 review has provided some reasons for this and prompted some actions to get children back on track.
- Y3 attainment either in line or improving. Progress no issue.
- Y4 attainment in line with prior attainment or above. Progress no issue.
- Y5 attainment improving – KS1 results very low due to new curriculum so this is encouraging. Progress no issue.
- Y6 on track for positive outcomes. We are hoping for a positive progress score in Reading.

JP: TD will come in to pick out stuff statistically but this note version of data giving headline was very useful and digestible.

**LA Review:**

RW: why did we only find out about this on Friday?

HH: I don't know, this was when I was told by KW.

RW: what was it prompted by?

HH: one was due but not sure why short notice. It comes as a result of the extensive support provided by the LA, to assess outcome and impact.

HH: the feedback we have had so far is very positive, the changes made have had a positive impact. The LA looked at the Ofsted report key areas for improvement and the impact of support from LA.

**Exclusions:**

JP: Is this the expected number of pupils and instances?

HH: applies to the same 2 pupils.

Accuracy:

CS: Persistent absentees down from 88 to 76 is a reduction of 12 not 8.

**Action: Update HT Report re persistent absentees**

**By: Clerk**

13. School Improvement Development Plan Update (10 minutes)

RW: it would be useful to number the pages for ease of reference.

HH provided updates as follows:

Objective 1:

- Significant improvements to skills and achievement – evidenced by monitoring, assessments, teacher assessments, drop ins etc.
- Most able learners attainment – evidence shows that most able pupils are on track to achieve the Greater Depth Standard (GDS). In fact more pupils are now on track for GDS.

Objective 2:

- Pupil Premium is having a significant improvement with attainment now more or less in line.
- In MS2 Maths disadvantaged pupils actually achieved higher than non pupil premium pupils.

Objective 5:

- Curriculum vocabulary training has taken place for all staff.
- Scheme of work and planning are now in place to evidence progression of skills across year groups and key stages
- Science leads are undertaking the Science Quality Mark (Silver Award) which involves lots of work, but staff are enthusiastic.
- Display policy now in place. Displays in general areas (halls/corridors) are a total celebration of the wider curriculum.

TS: are teacher aware of the contents of the SIDP?

HH: yes absolutely.

TS: they must be pleased with the progress. Please pass on the well wishes and congratulations of the governing body regarding the achievements and progress made so far.

HH: thank you.

**Action: Number the pages of the SIDP for ease of reference**

**By: KW**

14. Health & safety / Finance / Premises Update (10 minutes)

CS referred governors to the Resources Committee minutes which discussed finance at length.

**ICT:**

CS: All lower school classrooms and Y6 classrooms have new C Touch boards which do not require a projector or lamps. The boards in Year 3, 5 and 4 (in that order) are now deteriorating and we would like to spend some of our capital funds on replacing them as follows:

- 2019/20 – Year 3
- 2020/21 – Year 5
- 2021/22 – Year 4

**Governors agreed this expenditure plan.**

**Staff Absence Insurance:**

CS: provided governors with options for staff absence insurance for 2019/20. Her recommendations are:

- Teachers – Day 6 Low (2018/19 Day 6 High – would save £5694)
- Support Staff – Day 6 Low (same as 2018/19)

**Governors agreed the recommendations of Day 6 Low for both Teacher and Support Staff.**

**Premises:**

WT attended in his capacity of Health and Safety Adviser on 13.3.19. Health & Safety Insepection Report highlights some minor housekeeping tasks which will be addressed.

**Action: None Required.**

15. Governor Training / Reports of Visits (5 minutes)

**Report from PS re Maths 8.2.19:**

PS: the report says my main thoughts. It was a very positive visit and experience. Informative and happy with the progress observed and in evidence.

CG attended Pupil Premium training 12.3.19. Very useful.

**Action: None Required.**

16. Approve and adopt policies: - (10 minutes)

**FMS005 Schools Financial Value Standard (SFVS)**

The SFVS is the annual return completed by the school and agreed by governors using the Financial Controls Checklist as guidance. VL advised she and CS have completed the SFVS and the Checklist which supports conclusions drawn. Once signed by RW as Chair it will be submitted to Veritau.

**GOV003 Complaints Procedure (Statutory)**

This is the new model policy from the LA. It is very similar to the previous policy, but removes one of the 'Stages'. Under the new policy a complaint is dealt with by the Headteacher (or Chair of Governors if the complaint is about the Head). If the complainant is not satisfied with the response from this investigation they will now have the opportunity to immediately request a Complaints Panel be convened. This will shorten the process and avoid dragging complaints proceeding out. It is possible to alter the timescales associated with each stage, Clerk has populated in line with the current/previous policy which have posed no issues. Governors agreed these timescales.

*TD proposed the policy and all governors agreed.*

**GOV003A Unreasonable and Serial Complaints Policy (Statutory)**

This is a model policy addendum to the main policy which looks to address repeated, unreasonable and serial complaints.

*TD proposed the policy and all governors agreed.*

**SWOO4A Child Protection Policy (Statutory)**

This new policy has been updated and worked on by JM and KW. A few final changes required. Clerk will circulate to governors once complete and governors can respond to approve the policy.

**Action: File and publish policies as per procedure**

**By: Clerk**

**Action: Submit SFVS to Veritau**

**By: Clerk**

17. A.O.B. (2 minutes)

RW: Having taken on the Chair of Governors role in September, I was hoping to be retired by this point. However, I am not and therefore feel that I cannot give the role the time and due diligence the role deserves. I am therefore offering my resignation as chair with effect from 30<sup>th</sup> April 2019, though I am keen to remain on the governing body. I will still be able to be involved with areas such as communications strategy, greening of the premises and funding options, probably to a more useful degree without additional Chair duties.

Having considered options with KW and the Clerk JP has kindly agreed to 'act up' from 01.05.19 as the Chair until the end of the school year. We will then nominate and appoint a Chair in September in line with normal school business arrangements. I would like to thank JP for not only agreeing to relieve me, but also for the excellent work she has contributed to the staffing review.

JP: on that understanding I would like to add that we appreciate the commitment of RW and how he has stepped up. The school needs stability which I can support with. Tricky time with the staffing review but people are acting appropriately and behaving considerately.

HH: very glad you are not stepping down as a member.

*Governors agreed to this proposal re Chair-ship.*

**Action: Update records as appropriate from 01.05.19**

**By: Clerk**

**Meeting Closed at: 8.35pm**

**Signed (Chair) \_\_\_\_\_ Date \_\_\_\_\_**