

Minutes of a meeting of the Governing Body of Sowerby Primary School was held on Monday 8th February January 2016 at 6:30pm		
Present: Paul Cullen, Chris Kee, Alison Mount, Kerry Kelly, Ewan McIntosh, Catharine Barker, Ian Kildin, Luke France Sally Valentine (Chair) and Keeley Ungerechts (Headteacher)		
Apologies: Laura Hoyland, Polly Crook		
In attendance: Ellen Wilson(LA Clerking Service)		
Minute No.		Action
PART 'A' – PROCEDURAL		
FGB 13 2016	<p><u>Apologies for absence and to determine whether any absences should be consented to</u></p> <p>Apologies with reason received from:</p> <p>Laura Hoyland Polly Crook</p> <p>Resolved: (1) Apologies accepted and consented to.</p>	All
FGB 14 2016	<p><u>Declarations</u></p> <p>Agreed: No declarations of interest received.</p>	All
FGB 15 2016	<p><u>Confidentiality</u></p> <p>Agreed: The part of the agenda relating to Staffing should be treated as confidential and therefore excluded from the minutes made available for public inspection.</p>	All
FGB 16 2016	<p><u>To approve the correct records of minutes of the last meeting</u></p> <p>No alterations to the minutes of the meeting on Monday 11th January 2016.</p> <p>Resolved: (1) That minutes of the meeting held on 11th January 2016 be approved as a correct record</p>	All
FGB 17 2016	<p><u>To consider matters arising form the minutes for which there are not separate agenda items</u></p> <p>A governor commented the school's front gates are still left open on weekend and during the holidays. The HT has queried as to why the gates are left open, this is due to Health & Safety issues and to the fact post is delivered during the Holidays. The HT to look into getting access to the old Children's Centre regarding receiving the post in the holidays.</p> <p>A number of governor's had problems opening the Zip file attached with the agenda. The clerk not to zip files for circulation.</p>	

1 SignedChair

	Resolved: (1) HT to look further into closing the gates at the school (2) Clerk to no longer zip files.	
	PART "B" FINANCE	
FGB 18 2016	<p><u>To review budget monitoring</u></p> <p>The Governing body received the budget monitoring report prior to the meeting. There had been no major changes within the report since December..</p> <p>Resolved: January Monitoring report approved by governors.</p>	
FGB 19 2016	<p><u>To receive a finance update</u></p> <p>The HT reported a finance update to the governing body. The school has some additional funds allocated for a pupil with an ECAH. The amount is expected to be around £7400.00. Once the funding is received the HT will meet with the Bursar and the pupil's parents to discuss how this will be spent to support the pupil.</p> <p>The school has 4 new pupils joining after spring half term. This will not affect the school's funding until the new census is completed in October 2016.</p> <p>Paul Roberts the schools Relationship Manager is meeting with the HT on 25th February 2016, regarding Service Level Agreements. The School is planning to carry on with the current arrangements. The HT is going to look into the Education and Skills Service Level. This gives the school access to networks but the HT doesn't feel this is good value for money.</p> <p>Q-How many network does the schools access? A-The HT wasn't sure, but would check before the meeting with their Relationship Manager and the HT would update governors at the next meeting.</p> <p>Q- Do we still access networks such as history and geography? A-No there are only English, math's, SEND and science networks provided by the service.</p> <p>Resolved: (1) The HT to provide update to governors at the next meeting regarding the Schools Service level agreement. (2) Clerk to add to the agenda.</p>	
	PART "C"-SCHOOL IMPROVEMENT	

<p>FGB 20 2016</p>	<p><u>ICT review and update</u></p> <p>The HT reported she is in consultation with Schools ICT regarding the two new classrooms being built within the school The installation of the ICT equipment is covered within the development. The school will pay for the equipment installed.</p> <p>The school is considering purchasing a number of Learnpads These are a lot easier to manage than Ipads. The teacher can ensure pupils are concentrating on their learning, by allowing access to just one application. The teacher can control the learn pad by their computer and can be synced to the whiteboard. The application are downloaded to the suite of learnpads rather than an individual ipad.</p> <p>Q-Are these the same price as iPads? A-They are a little cheaper, the cost of these also includes a storage unit where they are kept securely and charged.</p> <p>The school is opening an early years account to upload the early years profile for pupils parents. This will ensure photos and pupils information is stored securely for the parents. This will enhance the school’s safeguarding and ensure staff time is used effectively.</p> <p>The school is holding an E Safety day on 9th February 2016. The link governor responsible for safeguarding is attending. The day is being provided by Conflux a theater group. The Year 5 pupils will be spilt into two groups to work on a production to be performed to the rest of the school and some parents. The rest of the pupils will have an e-safety assembly and work on this within year groups.</p> <p>The school is currently carrying out Achievement Unlocked project and Draft Action Plan has been sent to LA part of the plan may include Ipads to be purchased for all Senior Leaders to support monitoring. This enables them to view Pupil Premium ,Prospective Lite and OTrack.</p> <p>The school is working in partnership with Mulberry homes, they are carrying out a community project alongside the school. The HT requested 3 ipad mini’s for the school and pupils will use an animation application to create a movie to be uploaded onto Mulberry home and schools website.</p> <p>Resolved: (1)Governor where happy to approve all that was discussed. (2) HT to provide update as required.</p>	
<p>FGB 21</p>	<p><u>Discussion around Sowerby schools Facebook</u></p>	

3 SignedChair

<p>2016</p>	<p>HT had taken advice from other HT in the local area. She is running a trial of Facebook and has created a Sowerby School Facebook page. This adheres to the school media policy.</p> <p>Some staff in the school have concerns regarding the use of Facebook and HT will discuss staff concerns at the next staff meeting and ensure she re-assures staff.</p> <p>Q-Have you been able to access this on your own PC as this is sometimes restricted by Smooth wall? A- The HT and the administrator can access Facebook on their work computers.</p> <p>A governor explained Facebook has been used in the School previously and the main issue was regarding concerns at to inappropriate items being posted on the page as this was an open page. The page created is currently unpublished.</p> <p>After discussion with the governing body regarding whether the Facebook book page should accept comments or just act as a school noticeboard. The governors advised the HT to change this page to a noticeboard and disable comments. .</p> <p>Resolved: The HT to provide an update regarding staff concerns to the next Full governing body meeting.</p>	
<p>FGB 21 2016</p>	<p><u>Update on schools core values</u></p> <p>Q-How far have the values come along? A-The HT has consulted with Governors and Year 6 pupil the pupils have created posters and this is currently being shared with parents.</p> <p>A governor commented recent Ofsted training had a lot of information regarding British values and the importance of the School's vision.</p> <p>A governor is going to attend the School Council meeting to consult pupil on the schools core values.</p> <p>Resolved: (1) Update to be provided to the Governing body at the May meeting after a governor has meet with school council</p>	
<p>FGB 22 2016</p>	<p><u>Parent updates on the new curriculum</u></p> <p>Parents currently receive one sheet each half term regarding the New curriculum and what is being covered in the next Term.</p> <p>A new draft has been produced which includes key initiatives</p>	

	<p>like Big ideas and Super hero math's. This will be around one or two sheets on paper and will include a topic map.</p> <p>Q-How often is this appropriate to circulate? A-This will be focused around the SDP. The school would do termly updates to show parents the impact of each term.</p> <p>Resolved: The new update to be circulated before the Easter term.</p>										
<p>FGB 23 2016</p>	<p><u>To review safeguarding</u></p> <p>Paul Cullen the Safeguarding link governor is attending the internet safety day.</p> <p>No other updates regarding safeguarding.</p>										
<p>FGB 24 2016</p>	<p><u>Governor visits</u></p> <p>The chair informed a new governor is being considered to join the Governing body. They are already heavily involved in the school and regularly support pupils on times table tests, improving hard writing and lighting for the school production.</p> <p>The HT discussed a finance knowledge gap in the governing body. The proposed new governor could provide these skills. The governing body approved him joining the GB and attending the next meeting.</p> <p>The chair suggested that all governors are given link class to ensure staff and pupils have a good knowledge of members of the governing body.</p> <p>The Governing body agreed and classes are allocated. Each school class will get the governor's email and the governor would provide an overview about themselves to the class. All governor where assigned classes ensuring that Parents have different classes to where their children attend.</p> <table border="1" data-bbox="383 1535 1086 1856"> <thead> <tr> <th>Year Group</th> <th>Teacher</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>Rochelle Emslie</td> <td>Ewan McIntosh</td> </tr> <tr> <td>Reception</td> <td>Helen Foster</td> <td>Sally Valentine</td> </tr> </tbody> </table>	Year Group	Teacher	Governor	Reception	Rochelle Emslie	Ewan McIntosh	Reception	Helen Foster	Sally Valentine	
Year Group	Teacher	Governor									
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Reception	Helen Foster	Sally Valentine									

Year 1	Susan Dougherty	David Tucker
Year 1	Helen Gibson	Ian Kildin
Year 2	Sarah Henn	Paul Cullen
Year 2	Sian Harvey	Luke France
Years 3&4	Carol Merifield	Kerry Kelly
Years 3&4	Avril Crack	Catherine Baker
Years 3&4	Lizzie Armstrong	Polly Crook
Year 5	Angela Woollof & Isabelle Spence	Laura Hoyland
Year 6	Alison Mount	Chris Kee

The Governors are going to trial this approach and re-evaluate at the end of the academic year, The HT will speak to staff involved and share the appropriate staff contract details to the relevant governors.

Q- Should we also update the governor's notice board with governor pictures?

A-Yes governor pictures, Names and roles will be added, photos will be taken at the next Governing body meeting. The current minutes will also be attached to the board.

Two newly appointed governors attended Ofsted training recently. They Highlighted the main points of training to the rest of the Governing Body. The training highlighted the accountability of governors and ensuring the Governing body is effectively challenging the HT. A number of documents in

	<p>relation to the training will be circulated around the governing body.</p> <p>The HT, Chair, Vice chair and Clerk attended a governance audit with Rachel Morris a governance officer. All parties involved found this useful and overall this was very positive and the Governing body can make a few minor adjustments to improve,</p> <p>Q- Did she make any suggestions? A-A reporting is being produced and once received this will be circulated. Rachel Morris will also attend the next Full Governing body meeting. The main suggestion was around ensuring the challenge to the HT is being evidenced in the minutes.</p> <p>Q-Do we need to ensure we challenge before the meeting? A-No, the link governor will carry out the visits with the HT and report problems to governors.</p> <p>Governors were invited to attend the Governor SIN Meetings on two dates below</p> <p>3rd March –Paul Cullen & Sally Valentine to attend. 12th May–Ewan Mcintosh and 1 Governor to attend.</p> <p>Resolved: (1) Link classes to reviewed at the end of the academic year (2) Clerk to add governance review to the agenda for the next meeting. (3) Governors to check availability to Governor SIN Meetings.</p>	
<p>FGB 25 2016</p>	<p><u>Correspondence from the LA to DFE</u></p> <p>The HT reported she attend achievement unlocked, this focused on how Pupil Premium is used in school. A number of staff attended this and they suggested completing a case study to show the impact on Pupil Premium. The HT has completed a draft action plan.</p> <p>An event is also being held Governors to attend regarding achievement unlocked, this will help governors identify and evaluate key priorities to ensure achievement of pupils.</p> <p>21st March- Harrogate Pavilions 19th April –Northallerton- Ian Kildin, Chris Kee, Luke France</p> <p>Other governors to let the HT know if they would like to attend and HT to email absent governors.</p>	

	<p>Q- If we wanted to change how we spend Pupil Premium are we able to do so or do we have to wait until next academic year? A-The school has already amended the spending for Kidzone and a nature group. Q- Is Pupil Premium spent in the financial or academic Year? A-The academic year. The majority of Pupil Premium has been used to allocate a teaching assistant in year 1 and year 5. Q-In September is this going to be spent in a different way? A-No, all the information in relation to Pupil Premium is on the schools website. The action plan may be different after attending achievement unlocked.</p> <p>Resolved: HT and governors attended events and provide an update to governors when available.</p>	
<p>FGB 26 2016</p>	<p><u>To ratify the following polices</u></p> <p><u>School Pay policy</u></p> <p>This has been completed and circulated to all governors. All governors happy to ratify the policy.</p> <p><u>ICT polices</u></p> <ul style="list-style-type: none"> • NYCC Acceptable use & Personal Commitment Statement • Social Media Policy-2010 • School statements for parents on social networking <p>Updated Polices where circulated to the governing body.</p> <p><u>Social media policy</u></p> <p>Q-It states that staff are expected to speak respectfully about the school on Social Media. Should this also include governors? A-Yes, this should include governors and any visitors to the school. The HT to change Parents to stakeholder.</p> <p><u>NYCC Acceptable use & Personal Commitment Statement</u></p> <p>Q-This has a reference to web2 technology is everyone clear on what this is? A-No, this to be changed to current technology/current mobile technology.</p> <p><u>Information Governance Policy's</u></p>	

	<ul style="list-style-type: none"> • School Publication scheme June 2010 • NYCC Privacy Notice for Pupils Autumn 13 • School Information Policy • FOI – Guide to Information available from school and charges (as NYCC update) • Records Retention and Disposal Schedule (as NYCC update) <p><u>FOI – Guide to Information available from school and charges (as NYCC update)</u></p> <p>Catherine Barker sent information regarding updates to the school’s website to the HT. The HT is going to look into this and update at the next meeting.</p> <p>If the school creates its own FOI policy this needs to be sent to the Information ombudsman. The school publication scheme is standard NYCC Policy and this can be adopted without involving the information ombudsman.</p> <p><u>School information policy</u></p> <p>This policy needs to be changed to reflect the Governing body no longer has committees.</p> <p><u>Records Retention and Disposal Schedule (as NYCC update)</u></p> <p>Q-How can we ensure we implement this policy into the school? A-The Chair to speak to the administer regarding implementing an A4 reference guide explain how long documents should be kept for.</p> <p>Resolved: (1) HT to update the governing body in relation to the Guide to Information available from school and charges at the next meeting (2) hat subject to the above corrections, the polices listed above to be ratified.</p>	
PART “E”-PERSONNEL		
FGB 27 2016	<p><u>Staffing updates</u></p> <p>The HT has looked a new the pupil intake for the next academic year. The School has already received over 30 applications. The two new classrooms will be installed for the new academic year, but this will only create one additional teaching space.</p>	

	<p>Q-Why would we only have one additional teaching space? A-Kidzone currently takes up one teaching space.</p> <p>The school will have 12 classrooms and one teaching space for dual use. The dual space will be used for cooking and kidzone . The draft plan is to have the below classes:</p> <p>2-Reception classes 2-Year 1 classes 2-Year 2 classes 3-Year 3 & 4 Classes 3-year 5 & 6 Classes</p> <p>Q-Would the school still have a joint year 5/6 next year? A-Yes, the school needs to make the best decision regarding the budget and the number of pupils in each year group. The alternative is 2 pure year group classes and one mixed and this means there is less constancy for pupils. The teachers can also work together to plan delivering of the National Curriculum.</p> <p>Q- I have concerns regarding pupils in Year 6 being hindered in their learning? A-This has previously worked well, as some pupils are achieving above what is expected for their age and some pupils achieve lower. The current mix of Year 3 & 4 has worked well as this stretches all pupils. There is a range of abilities in all classes weather these are mixed or not. Three teachers planning lesson can provide better support to pupils as a team. The school can also ensure pupils are grouped so that personality don't clash. Some classes are currently experiencing friction between pupils.</p> <p>Q-Are Pupils spilt by ability? A-No, all classes are mixed ability.</p> <p>Q- Do you look at the modules to be covered and then group pupil's according to this? A-No, all pupils are kept together in one class.</p> <p>A year 5 teacher has will be starting maternity leave from Monday 6th June. She was on a 1 year contract would finish on 31st August The Year group to be covered will depend on the candidate's experience. The school will consider a NQT or main scale teacher.</p> <p>The Kidzone room will be demolished in May and this will move into the rainbow room.</p>	