

Minutes of a meeting of the Governing Body of Sowerby Community Primary School held on 18th July 2016 at 6.30pm at the school.

Present: Paul Cullen, Polly Crook, Alison Mount, Kerry Kelly, Ewan McIntosh (Chair), Keeley Ungerechts (Headteacher) Catherine Baker, David Tucker, Andrea Lloyd

Apologies: Luke France, Chris Kee, Sally Valentine

In attendance: Helen Bunn (Clerk)

Core Functions of GB:

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money is well spent**

Minute No.		Action
PART 'A' – PROCEDURAL		
FGB 72 2016	<p><u>Apologies for absence</u> Apologies received from:</p> <p>Luke France, Chris Kee Sally Valentine.</p> <p>Resolved: All Governors consented to the absence's</p>	
FGB 73 2016	<p><u>Welcome</u> The chair formally welcomed the 3 new Governors to the Governing Body.</p>	
FGB 74 2016	<p><u>Declarations</u> Resolved: No declarations of interest received</p>	
FGB 75 2016	<p><u>Confidentiality</u> Resolved: The part of the agenda relating to Academy conversion should be treated as confidential and therefore excluded from the minutes made available for public inspection.</p>	
FGB 76 2016	<p><u>To approve minutes from last meeting</u> FGB 67 2016 – incorrect spelling of 'Marvellous' each time FGB 69 2016 – the word attended Is missing</p> <p>Finance incorrectly spelt on Agenda.</p> <p>Resolved: Minutes of meeting on Monday 13th June 2016 approved as a correct record.</p>	
FGB 77 2016	<p><u>Matters Arising</u> Resolved: All agreed there are no matter arising.</p>	
PART 'B' –FINANCE		

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FGB 78 2016	<u>Pupil & Sports Premium</u> This is covered in the Headteacher Report.	
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PART 'C' – SCHOOL IMPROVEMENT

FGB 79 2016	<p><u>Headteacher Report</u> The Headteacher advised Governors that the report is in a new format and asked for feedback regarding the format. The Headteacher talked Governors through the report and also advised all Governors the report is an end of year summary.</p> <p><u>Ethos & Vision</u> The Headteacher informed Governors that a lot of work had gone into creating the school Ethos & Vision. Mission statements have been placed in all classrooms and work has been undertaken to make the children more resilient and make them ready for year 6.</p> <p><u>Standards & Achievement</u> The Headteacher explained they have used the SEF (Self Evaluation Form) judgments to see where the school is currently and what is going to be done going forward to improve.</p> <p><u>Leadership & Management – Judgment - Good</u> The Headteacher explained that the SDP (School Development Plan) has been a big piece of work and is still evolving to be as accurate as possible. The Headteacher explained that all primary schools have to devise their own plans but the high schools will re-assess the children. The current SDP will be evaluated and a new one will be developed and shared in September.</p> <p>There have been 2 new appointments in school, Helen Gibson and Susan Dougherty. The Headteacher review has been completed but all other staff will be reviewed in October.</p> <p>Q)What is Mark/Mike Rowlands role? A) He is a DFE consultant that has been recruited for extra support.</p> <p><u>Behavior & Safety – Judgment Good</u> Behavior in school is generally good and the behavior in learning has improved significantly and staff are managing this well. The next step is to look at the cause of any behavior issues in school and the staff's attitude to the behavior. The Headteacher has arranged training for Monday 25th July.</p>	
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	<p>Q) How is Prevent training accessed? A) It is to be completed online the link for training will be circulated for the Governors to complete.</p> <p>Susan Dougherty is completing the Middle Leaders course.</p> <p>Further information can be found in the subject leaders reports.</p> <p><u>Teaching & Learning</u> The Headteacher explained that all staff have had different experiences and expertise within the school. They are currently looking at new ways to monitor standards and all teachers that started in September have remained in post. This has been positive.</p> <p>Alison Mount has been accepted into the Teacher Research Group for Maths which is a big project as there are 8 Math's hubs in the Country.</p> <p>Networking with North Star Alliance is strong and a plan is in place.</p> <p><u>Achievement & Outcome</u> This data is internal tracking for the school's information and not Government data.</p> <p>The Headteacher guided the Governors through the data and the following questions were raised:</p> <p>Q) Why is the general pattern that the children are achieving less than 6 points in Year 2? A) It is the first year they have been assessed on the new standards. Q) Is this in line with the other cluster data? A) We will not have this information until September Q) Is it more to do with providing the evidence? A) Yes, the children have to be able to spell and punctuate consistently and we have to be able to evidence this in all subjects. Q) What is the thinking behind this? A) Not fully sure but the assessment criteria was not released until Jan/Feb time and the children then had to be tested in May.</p> <p>The Headteacher explained to the Governors the difference between the two ways of testing. The school was chosen to complete early reading test however the information was leaked and has now been removed so is not included in the data.</p>	<p>Head/Chair</p>
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	<p>The spelling marking policy has been modified to take account of the changes.</p> <p>Q) Have they taken on feedback for next year? A) The feedback has been provided through Social Media as this seems to be quicker with updates than through the DFE.</p> <p>Q) Will this be reviewed? A) No it won't.</p> <p>Q) Is this being driven by the Civil Service or by Politics? A) It is being driven by both sides.</p> <p>The Headteacher advised Governors that the work in the children's workbooks is crucial due to the evidence that needs to be provided. The teachers have been using hot and cold tasks to assess children's learning points and take great responsibility in the children's areas that may need improvement and ensure this information is passed on to their new teachers.</p> <p><u>Resources – Finance</u> The Government are bringing in new budget information linked to pupil numbers. More information regarding this will come in September. The Headteacher provided the breakdown of the Pupil and Sports Premium.</p> <p>Q) Is Pupil Premium budget April to March? A) Budget is April to March but action plan is September to July.</p> <p>The Headteacher invited any extra questions relating to the report and asked Governors to confirm if they are happy with format.</p> <p>Resolved: No further questions raised and all Governors agreed they were happy with format to be used for future reports.</p>	
<p>FGB 80 2016</p>	<p><u>Governor Roles</u></p> <p>The Chair asked the Governors for expressions of interest for individual Governor tasks, he advised them not to take on more than two tasks.</p> <p>All Governors discussed the option of swapping classes for Link Governors but decided that they would stay with the same teacher.</p>	<p>Chair</p>

	Resolved: The chair to circulate an expression of interest form.	
FGB 81 2016	<p><u>Health and Safety</u> A health and Safety check has not been completed this term. There are no current concerns across school other than some small housekeeping tasks.</p> <p>The Headteacher explained Fire regulations have changed and fire detectors may need to be purchased in the future.</p> <p><u>Safeguarding</u> A governor attended school to look at Safer Recruitment, retention of documents, DBS checks, interviews and the checks carried out for new staff.</p> <p>A discussion was held regarding Disclosure by Association but this will be picked up at the September Governors meeting.</p> <p>Resolved: (1) Clerk to add to the agenda for the September meeting.</p>	
FGB 82 2016	<p><u>Governor Updates</u></p> <p>A site meeting for the classroom construction has taken place and construction is on track for timeframes.</p> <p>Due to having to crane classrooms into school w/c 25th July, this will cause very little disturbance to the school and the keys will be handed over to the school on 23rd August.</p>	
FGB 83 2016	<p><u>Governor Visits</u></p> <p>A Governor gave a verbal report of the Headteacher review that took place by them and an external consultant that has been selected to provide extra support. The Governor expressed to the Governing body that the review was positive.</p> <p>Paul Cullen will be visiting school to assist the Headteacher with Apprentice interviews.</p>	
FGB 84 2016	<p><u>Policy Review Update</u></p> <p>Sally, Keeley and David are reviewing the policies and looking to consolidate and align them with other tasks.</p> <p>Resolved: (1) The Clerk to add to agenda for September Governing Body Meeting. (2) Chair to circulate paper to Governors prior to the meeting.</p>	Chair
FGB 85 2016	<p><u>Staffing Updates</u> Staffing updates were covered in the Headteacher Report enclosed.</p>	

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<p>FGB 86 2016</p>	<p><u>Governor Handbook</u> The Governors handbook requires updating. Polly Crook will take this forward.</p> <p>Resolved: Polly to update and circulate to Governors Handbook.</p>	
<p>FGB 87 2016</p>	<p><u>Annual Statement to Parents</u> The Chair explained to the Governors that the annual statement is not currently mandatory but would like to introduce it to parents.</p> <p>The Chair detailed some headings that could be put into the statement and asked Governors if they were happy with these.</p> <p>Resolved: (1) Governors agreed to the headings. (2) Sally Valentine to produce Annual Statement.</p>	
	<p>The meeting closed at 9.20pm</p>	