

CAYTON SCHOOL  
Full Governing Body Meeting  
Wednesday 22<sup>nd</sup> October 2014 at 4.00pm

Item	Minute	Action
FGB 14/1	<p><b>ATTENDANCE.</b></p> <p>Staff Governors                   <b>Members present shown in bold type.</b>  <b>Mr S John (Head Teacher), Mrs J Monaghan, Mrs E Hoggarth, Mrs L Wilson.</b></p> <p>Parent Governors               <b>Mrs S Haigh, Mrs N Jennings,</b> Mrs K Robinson,  vacancy</p> <p>Community Governors       <b>Mr S Green, Mr J Green, Mrs C Tindall,</b></p> <p>Local Authority Governors   <b>Mrs R Swiers, Mr J Blackburn (Chair), Mrs J Kelly</b></p> <p>Clerk                               <b>Mr. R Hobson</b></p> <p>Others present</p>	
FGB 14/2	<p><u>Introduction</u></p> <p>1. The Chair welcomed everyone to the meeting. He thanked them for their continued interest in the school and the work of the Governing Body.</p> <p>2. The meeting was being held in the year 3 classroom. Staff governors Mrs Monaghan and Mrs Hoggarth gave a presentation on the work of years 3 and 4 in this current half term. Photographs of pupil activities were shared and a description of the main topic for the half term was included. Parent governors present provided anecdotal evidence of the engagement of pupils in the topic work.</p>	
FGB 14/3	<p><u>Election of Chair and Vice Chair</u> (Clerk to chair items 1 to 4)</p> <p>1. Review terms of office of Chair and Vice Chair.                   Governors agreed that the term for both posts would continue to be one year.</p> <p>2. Agree election procedure for Chair and Vice Chair.               Governors agreed to use the NYCC model procedure.</p> <p>3. Agree procedure to be followed if Chair or Vice Chair is unable to complete term of office.               In the event of the Chair being unable to complete the term of office the Vice Chair will take over until an election can be held. Normally the next Full Governing Body Meeting. Replacements for Chair and Vice Chair will be elected and serve for the remainder of the term.</p> <p>4. Elect Chair.                   Mr Blackburn was the only nomination for Chair. He left the room for governors to vote by secret ballot on his appointment. He was re-elected, returned to the room and resumed the Chair. Mr Blackburn thanked governors for their continued support.</p> <p>5. Elect Vice Chair.           Mrs Tindall was the only nomination for Vice Chair. She left the room for governors to vote by secret ballot on her appointment. She was re-elected, returned to the room and rejoined the meeting. Mrs Tindall thanked governors for their continued support.</p>	
FGB 14/4	<p><u>Apologies for absence</u></p> <p>1. A letter had been received from Mrs Robinson tendering her resignation from the Governing Body due to increased work commitments. Governors asked the Head Teacher to respond and thank her for her contribution.</p> <p>2. All serving governors were present.</p>	
FGB 14/5	<p><u>Declaration of interest</u></p> <p>To invite governors to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda.</p> <p>No declarations made.</p>	
FGB 14/6	<p><u>Minutes of the last meeting</u> (previously distributed)</p> <p>The minutes of the meeting of the governors held on 21<sup>st</sup> May 2014 were agreed as a correct record and signed by the Chair.</p>	
FGB 14/7	<p><u>Matters arising from the minutes not otherwise covered on this agenda.</u></p> <p>None</p>	

Item	Minute	Action
FGB 14/8	<p><u>Governor Committees</u> (* statutory requirements)</p> <ol style="list-style-type: none"> <li>1. *Review committee structure and confirm terms of reference.               <ol style="list-style-type: none"> <li>1.1. The Governing Body had for the previous academic year adopted 2 main committees as recommended by the Local Authority. Governors reviewed the operation of the committee structure and confirmed that it had been appropriate and effective. Governors agreed to continue with the principal committees of Resources and School Improvement.</li> <li>1.2. A document including terms of reference of committees had been circulated prior to the meeting. Governors confirmed the terms of reference for the following committees.                   <ul style="list-style-type: none"> <li>○ Resources</li> <li>○ School Improvement</li> <li>○ Pay review</li> <li>○ Staff dismissal</li> <li>○ Staff dismissal appeals</li> <li>○ Pupil discipline.</li> <li>○ General complaints</li> </ul> </li> </ol> </li> <li>2. *Agree a scheme of delegation to the Head Teacher, committees and individual governors.               <ol style="list-style-type: none"> <li>2.1. The local authority decision planner had been previously used to draw up the scheme of delegation. Governors and the Head Teacher confirmed that it had worked effectively in the previous academic year. Governors confirmed the scheme of delegation.</li> </ol> </li> <li>3. *Appoint Governors to Committees.               <ol style="list-style-type: none"> <li>3.1. Resources Mr Blackburn, Mrs Swiers, Mr J Green, Mrs Tindall, Mrs Haigh, Mrs Jennings, Mrs Monaghan and the Head Teacher.</li> <li>3.2. School Improvement Mrs Kelly, Mr Blackburn, Mr S Green, Mrs Haigh, Mrs Wilson, Mrs Monaghan, Mrs Hoggarth and the Head Teacher.</li> <li>3.3. Pay review Mr Blackburn, Mrs Swiers and Mrs Tindall</li> <li>3.4. Staff dismissal Mr Blackburn, Mrs Haigh, Mr J Green and Mrs Kelly.</li> <li>3.5. Staff dismissal appeals Mr S Green, Mrs Swiers, Mrs Tindall and Mrs Kelly.</li> <li>3.6. Pupil discipline Mr Blackburn, Mr S Green, Mrs Tindall and Mrs Jennings.</li> <li>3.7. General complaints Mrs Kelly, Mr S Green, Mrs Swiers, Mr J Green and Mrs Jennings.</li> </ol> </li> <li>4. *Governors agree that committees would elect their own Chairs and Vice Chairs.</li> <li>5. *Appoint a Clerk to the Committees. Governors agreed to use the North Yorkshire County Council clerking service for all committee, except the pay review committee. This would be a confidential committee and members would make their own record of decisions taken.</li> <li>6. Confirm appointment of link governors.               <ul style="list-style-type: none"> <li>○ Mrs Swiers Maths</li> <li>○ Mrs Tindall Safeguarding, and Special Educational Needs.</li> <li>○ Mr J Green Health and Safety, and science.</li> <li>○ Mrs Jennings Pupil premium and sports funds</li> <li>○ Mrs Haigh History and Geography.</li> <li>○ Mrs Kelly English</li> </ul> </li> </ol>	

Item	Minute	Action
	<p style="text-align: center;">○ Mr Blackburn Governor training</p> <p><u>Head Teacher Report</u> The Head Teacher had previously distributed his report. He now hi-lighted key items and invited questions and comments.</p> <p>1 Staffing</p> <p>1.1 Two Newly Qualified Teachers had joined the staff. Some re-allocation of subject leader responsibilities had taken place.</p> <p>1.2 The caretaker had retired during the summer. County building cleaning services had assumed responsibility. They would appoint a new caretaker to supervise the work on site. The first round of interviews had failed to find anyone suitable.</p> <p>2 Pupil premium</p> <p>2.1 Numbers eligible for pupil premium had reduced in the autumn term to 27. Data for the Early Years Foundation Stage is still being obtained.</p> <p>2.2 Governors asked if the universal free school meals for Key Stage 1 had affected numbers. It is now more difficult for schools to obtain accurate figures.</p> <p>3 Attendance.</p> <p>3.1 The significant improvement in attendance in recent years has continued. Absence rates of 4.3% over the academic year were approaching the school target of 4%. This places the school close to the lower quartile for Ofsted. Governors welcomed this.</p> <p>3.2 Persistent absentees had been significantly reduced to 2.67%. Governors recognised the importance of this.</p> <p>4 Monitoring</p> <p>4.1 The programme of “drop ins” by Senior Leadership Team and subject leaders had continued.</p> <p>4.2 Monitoring of the marking and feedback policy had led to some changes. Tighter focus on comments and the use of codes is making the policy more deliverable. The HMI had noted the progress in this matter.</p> <p>4.3 Governor visits to school had continued. The school are using the record of visit document to build up a portfolio of governor monitoring. More would be welcome.</p> <p>5 Pupil progress</p> <p>5.1 The Head had reported on this matter to the School Improvement Committee in September. Up to date information had also been included in the revised School Development Plan below. This had been shared with the HMI.</p> <p>5.2 Governors asked about the HMI monitoring visit. The Head Teacher confirmed it had been helpful and positive. Governors welcomed this. A written report would follow</p> <p>6 Weekly newsletter</p> <p>6.1 Governors asked to be included on the circulation list.</p>	Head
FGB 14/10	<p><u>Governor meeting files</u></p> <p>1. The Head Teacher shared the files to be retained by individual governors. The intention is for the files to be brought to meetings and reports on key information added as they are provided. This was included in the Governors action plan.</p> <p>2. Updates would be added when information becomes available. This should prove useful to governors involved in future Ofsted interviews.</p> <p>3. Governors recognised that the file would be very useful to new governors.</p>	

Item	Minute	Action
	<p>The governors' handbook is now available on line at <a href="http://www.gov.uk/government/publications/governors-handbook--3">www.gov.uk/government/publications/governors-handbook--3</a></p> <p>4. The file would remain the property of the school and should be regarded as a confidential document.</p>	
FGB 14/11	<p><u>Policies</u></p> <ol style="list-style-type: none"> <li>1. Maths Calculation. This had been previously circulated for governor review.</li> <li>2. The maths subject leader introduced the document. It is designed to ensure consistency of approach across the school. She reported that it is already having an impact. Parent workshops would follow to enable support to be provided at home.</li> <li>3. Governors recognised the importance of the consistent approach, and thanked the Subject Leader and Deputy Head Teacher for their work to compile the comprehensive document. Governors <b>approved</b> the policy for use in school.</li> </ol>	
FGB 14/12	<p><u>School Improvement Committee minutes</u></p> <ol style="list-style-type: none"> <li>1 The minutes from the meeting of 15<sup>th</sup> September 2014 had been previously circulated to governors. Updates, and an opportunity to raise matters were provided. Matters covered were: - <ol style="list-style-type: none"> <li>1.1 Action plans <ul style="list-style-type: none"> <li>○ Governors'</li> <li>○ School Development</li> <li>○ Local Authority</li> </ul> </li> <li>1.2 Pupil progress <ul style="list-style-type: none"> <li>○ <b>Governors welcomed the committee's report that the "overall picture is very positive"</b>.</li> </ul> </li> <li>1.3 Teaching and Learning <ul style="list-style-type: none"> <li>○ Subject leader reports in maths and English</li> <li>○ Summary analysis of recent monitoring</li> <li>○ Revisions to the marking and feedback policy</li> </ul> </li> </ol> </li> <li>2 Governors were content that the committee had dealt with all matters appropriately and <b>approved</b> the minutes.</li> </ol>	
FGB 14/13	<p><u>Action plans</u></p> <ol style="list-style-type: none"> <li>1. School Development Plan <ol style="list-style-type: none"> <li>1.1. The revised and updated plan had been shared with governors. Pupil progress data had been included. The plan had been provided to the HMI and he had noted the detail.</li> <li>1.2. The Head Teacher hi-lighted a proposed project designed to support pupils' writing. It involves pupils of several schools working together through the Internet. The resources committee had approved the necessary expenditure to supplement the grants available. Governors welcomed this.</li> </ol> </li> <li>2. Governors' action plan <ol style="list-style-type: none"> <li>2.1. This is largely complete. However, the ongoing monitoring of the work of the school would continue.</li> <li>2.2. A governor training session involving mock Ofsted interviews had been suggested. Governors agreed to add this to the plan.</li> <li>2.3. Governors noted the re-constitution of the Governing Body under the 2012 regulations was now required by 1/9/15. Governors agreed to review the recently completed skills analysis, and bring a proposal on the revised constitution to the next Full Governing Body Meeting in the spring term. The suggested start date for the re-constitution would be the Full Governing Body Meeting in the summer term.</li> </ol> </li> </ol>	Clerk Chair Head

Item	Minute	Action
	<p>3. Local Authority support</p> <p>3.1. An update had been provided. Governors noted that a lot had been achieved. The Local Authority support would remain in place until the school achieves a “good” judgement at a future Ofsted inspection.</p> <p>3.2. Funding for the support from the National Leaders in Education school had been confirmed until December. Additional advisor days would also be provided.</p>	
FGB 14/14	<p><u>Link Governors</u></p> <p>1. The Maths and English link governors would review the raise-on line data when it becomes available.</p> <p>2. The Special Educational Needs governor would review intervention plans after half term.</p> <p>3. The Chair and Vice Chair had attended a Governing Body meeting at the National Leaders in Education school.</p> <p>4. The Chair and Vice Chair had interviewed pupils from pupil voice on their understanding of the marking and feedback policy. They had proved to be knowledgeable and confident.</p>	
FGB 14/15	<p><u>Governor Training</u></p> <p>1. Training is now to be organised on a cluster basis, in line with school improvement support as described in the North Yorkshire School Commission document. The Head Teacher and Chair would be attending further sessions on how this might work.</p> <p>2. The Chair and Vice Chair had attended the School Improvement Network meeting. Baseline assessments on entry to school had been discussed. Suggestions had been made that the school could become proactive with pre school providers.</p> <p>3. The Chair had attended finance training provided by the Local Authority.</p>	
FGB 14/16	<p><u>Health and Safety and premises.</u></p> <p>1. Phase one of the building improvements had started this week. So far the contractors had been very professional in their approach to meeting the needs of the school. Governors welcomed this.</p> <p>2. Governors noted the additional burden placed on staff to reduce the impact on pupils of the inevitable disruption.</p> <p>3. A governors Health and Safety site walk had taken place. Minor issues identified had been addressed.</p>	
FGB 14/17	<p><u>Dates of future meetings.</u></p> <p>Full Governing Body Meetings at 4.00 pm on Wednesdays 11<sup>th</sup> February, and 24<sup>th</sup> June.</p> <p>Resources committee at 9.30 am on 20<sup>th</sup> March, 15<sup>th</sup> May, and 16<sup>th</sup> October.</p> <p>School Improvement Committee at 3.30 pm on Monday 19<sup>th</sup> January, 27<sup>th</sup> April, and 14<sup>th</sup> September.</p>	