

**Gargrave CE (VC) Primary School**  
**Meeting of the Governing Body held on**  
**Tuesday 12<sup>th</sup> September 2017 at 6.00pm in Sycamore Class**

**Present:** Jane Ellis (Chair) (JE)  
Sarah Peel (HT)  
Steve Aldous (SEA)  
Nicola Hesleden (NH)  
David Houlton (DH)  
Linda Wall (LW)

**Clerk:** Sharon Aldous (SA)

No	Item	Action
1	<p><b>Election of the Chair Vice Chair</b></p> <p>With the clerk in the chair, nominations were taken for the position of Chair. JE volunteered and was unanimously voted into the position. SEA volunteered for the position of Vice – Chair and with a unanimous agreement from the rest of the board was awarded the position.</p> <p>Governors present acknowledged that both did a great job last year.</p>	
2	<p><b>Welcome and any apologies for absence and determine whether any absences should be consented to.</b></p> <p>MR and SAA were absent but no apologies had been received – these were unconsented.</p> <p>Helen Wilson’s (LA Governor) term of office expired on 31.8.17. JE had tried to get her to continue without success. The LA adviser had spoken to the chair and suggested we carry a vacancy as we may federate in the new year. JE felt we should recruit now in light of the news that DH was leaving in the new year to take up a new post in Ireland. Governors had previously been asked if they would like to nominate someone to become the new LA governor and as nobody had come forward, JE had asked Pat Simpson, a local resident with great links in the community if she would be interested. She had confirmed she would - Clerk to pass on paperwork.</p> <p><b>Q Is she keen?</b>  <b>A Yes, very. She has a broad background and JE feels she would be a good asset.</b></p> <p>HT confirmed that we had approached Systagenix but they don’t have anyone willing to sit on the board at the present time.</p> <p><b>Confirm Governing Body Structure</b></p> <p><b>Q Are governors happy to continue as we are, having full governing body meetings instead of committees?</b>  <b>A Yes.</b></p> <p>At a JSDC meeting last week, governors proposed the JSDC should meet monthly and full GB meetings take place in November, February, April and July.</p> <p><b>Membership &amp; Contact Details</b></p> <p>Forms were handed around for governors to update their contact details and returned to the clerk.</p>	Clerk

	<p><b>To identify and confidential items on this agenda to be excluded from the public minutes.</b></p> <p>Items 10 and 11.</p> <p><b>To receive declarations of interest, pecuniary or other, for any agenda item. Urgent business items previously notified to the Chair (for discussion at the agenda point below).</b></p> <p>None.</p>	
3	<p><b>To confirm the scheme of delegation to the headteacher.</b></p> <p>HT presented the new budget management policy, as per NYCC policy. It was agreed the scheme of delegation would be 0.5% of the delegated budgeted or £5,000 which is the lesser. Governors agreed £5,000. The new policy was adopted.</p>	
4	<p><b>To appoint governors with specific responsibilities</b></p> <p>It was agreed that the pupil discipline, staff dismissal appeals and complaints committee should remain the same. LW would replace Helen Wilson on the staff dismissal committee and Andrew Booth (JSDC governor) would replace Helen Wilson on the Appraisal Committee/School Improvement Plan committee.</p> <p>Governors responsible for core subjects and subjects focussed on the school improvement plan were put in place and this list will be issued to all governors once amended.</p> <p><b>Q</b> Can NH take a responsibility?  <b>A</b> No. It should be an independent governor as it could potentially cause a conflict of interest.</p>	Clerk
5	<p><b>Register of business interests and hospitality</b></p> <p>Governors present completed the forms and returned to the clerk. MR &amp; SAA would also be issued with these forms.</p>	
6	<p><b>Minutes of the Governing Body Meeting of 6<sup>th</sup> July 2017 for approval and signing.</b></p> <p>The public minutes were approved and signed by the chair.</p> <p>An amendment to the confidential minutes under Year 6 Statutory Results was suggested and governors agreed the clerk should amend this and then JE to sign.</p> <p><b>Action Log</b></p> <p>Action 37 – Debt – The clerk had received confirmation that NYCC Legal department were requesting judgement for the outstanding amount. Clerk to monitor and update.</p> <p>Action 38 - Collaboration – Confirmed that we would be keeping links with other schools and continue with the church group meetings. SEA and HT to look at budgets once HT receives them from the other schools (who are willing to share).</p> <p>HT confirmed we were to receive an additional £8,000 sugar tax to spend on PE/wellbeing and health/mindfulness. Agreed this should be monitored with the PE brief and be published on the website as good practice. We need to educate children about a healthy lifestyle.</p> <p><b>Q</b> Can you use the money for transport to/from sporting events?  <b>A</b> Small amounts.</p>	Clerk  Clerk  HT/ SEA

	<p>Action 50 – HT discussed with Simon Ashby about the layout of her future HT reports – Agreed that it should literally only have priorities and impacts on it.</p> <p>Governors discussed different options for reporting the other detail she normally has on the report. It was proposed that one teacher compile a report (monthly) about what has gone on in the school and this would be published on the website and brought to GB meetings. NH offered to carry this out each month.</p> <p>Action 51 – DH to chase Coulthurst Trust regarding carpeting the school.</p> <p><b>Matters arising from the minutes not covered elsewhere on the agenda.</b></p> <p>None.</p>	<p>NH</p> <p>DH</p>
<p><b>7</b></p>	<p><b>Vision and Aims</b></p> <p>HT passed the Mission statement and vision of Gargrave and Kirkby in Malhamdale schools.</p> <p><b>Q</b> When staff had looked at KiM version (on the training day), they preferred the style. It was also proposed to put a statement on British values into our vision. What do governors think?</p> <p><b>A</b> All agreed we should include British values in our vision.</p> <p><b>Q</b> What are the British Values?</p> <p><b>A</b> Rules of law Democracy Tolerance of people Respect Liberty</p> <p>Agreed that we are not changing the content, just add “we”. JE to amend.</p>	<p>JE</p>
<p><b>8</b></p>	<p><b>SEF</b></p> <p>At one of the training days, staff were asked for a SWOT analysis. Responses from the staff were:-</p> <p><u>Strengths</u> Good attitude across the school. Variety of trips Teamwork Strong link with community Anti-bullying Presentation (handwriting/displays etc) has improved Nuture group</p> <p><u>Weaknesses</u> KS2 Times Tables KS2 Christian Values (love, peace, hope shown through friendship, respect, compassion, sharing and forgiveness) – these were agreed through consultation with parents. Spelling in terms of writing, although it was acknowledged that progress in writing throughout the school had been achieved. Homework consistency Behaviour consistency – especially in Y6</p> <p><u>Opportunities</u> Library grant EYFS Reception using leading strokes Languages across the year groups – Spanish &amp; French</p>	

Outdoor area  
Update marking policy

#### Threats

Some challenging children

Budgets

Increasing class sizes

Ofsted

Unsupportive parents

HT had included in the SEF the positive response to the annual questionnaire from parents. For example, parents liked the report template, books going home, appreciate the planner, liked informal drop in at end of term, engaging parents in learning.

JE confirmed that the pupil conferencing had been carried out at the end of the year.

**Q** Do you use structured questions?

**A** Yes – follow priorities from SIP (examples were given of the questions asked).

HT confirmed that Parentview is now visible. All comments were better than last year with the exception of behaviour.

Agreed that governors read through the SEF at home to see if they agree with HT ratings. Give back to HT with notes within 2 weeks (26<sup>th</sup> September 2017).

**Q** We have graded ourselves as 2, What did LA grade us at?

**A** Insufficient evidence outcomes for pupils and the quality of teaching, learning and assessment.

**Q** How do we know the two new teachers are good?

**A** Both been in school as supply, we know them.

## **9 School Improvement Plan Review**

HT gave a handout on pupils who achieved age related (for the whole school) and confirmed she would discuss in more detail with staff at staff meeting tomorrow.

#### Writing

2016 target 70% boys across the school.

2017 – 64%

Girls – the number of age related has improved across the school.

New boys arriving are performing below age-related hasn't helped.

#### Maths

2016 target – 70% girls across the school. Girls has improved to 85% and boys finished at 75%. Governors acknowledged this was a tremendous result.

#### Reading

HT confirmed that this has become a higher priority than it was 12 months ago. Boys has risen slightly and girls has dipped. New boys arriving are often below ARE.

HT also handed a data sheet round showing percentages from 2015-2017. It was acknowledged that attainment is better this year.

Summary includes:-

- Reversed the falling phonics result
- All Y2 re-test phonics passed the test
- Progress in EYFS is good
- KS1 results improved including greater depth
- Attainment improved at KS2

	<p>6 Key priorities for 2017-2018 (taken from the school improvement plan) are:-</p> <ul style="list-style-type: none"> <li>• Improve writing so that school is at least in line with national at KS1 &amp; KS2 and progress at national</li> <li>• Improve maths so that school is at least in line with national at KS1 and KS2</li> <li>• Challenge in maths and reading</li> <li>• Handwriting improved across the school</li> <li>• Maths arithmetic improved.</li> </ul> <p>Governors need to know the journey we are on.</p> <p>JE has been amending her crib sheet from last year and is happy to share with other governors. All confirmed this would be useful.</p>	JE
10	<p><b>Monitoring</b></p> <p>A confidential discussion took place and this is minuted separately.</p>	
11	<p><b>JSDC Feedback</b></p> <p>A confidential discussion took place and this is minuted separately.</p>	
12	<p><b>Dates of GB for the rest of the year</b></p> <p>22.11.17 6.30pm  1.2.17 6.30pm  25.4.18 6.30pm  12.7.18 6.30pm</p>	
13	<p><b>Governors Correspondence</b></p> <p>A skills audit and code of conduct was handed out and Governors asked to return to clerk by next week.</p>	
14	<p><b>Any other urgent matters previously notified to the chair (if identified at item 1 above)</b></p> <p>None.</p>	
15	<p><b>Meeting closed at 20.30pm.</b></p>	

Signed as a true record ..... Date .....