

MINUTES of the Meeting of the Governors of Elloughton Primary School held on Monday 5 December 2016 at 4.30pm.

P R E S E N T:-

Mr S May (in the Chair)

Mrs R Brammall, Mrs C Fulstow, Mrs L Hemingway, Mrs E Hunt, Mrs J Hutson, Mr C Marsden, Miss K Parsons, Mrs D Redman, Mr L Roberts, Mrs E Thompson.

Also in Attendance:

Miss Y Johnston (Observer)

Miss V Parkman (Observer)

Clerk to the Governing Body – Hannah Ralph

2769 **APOLOGIES**

An apology for absence was received from Mrs J Sewell.

2770 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Sewell for her absence from this meeting.

2771 **MEMBERSHIP**

Governors consulted the membership details held on file and advised the clerk of any changes to be made.

Mrs Hemingway was welcomed to the governing body as the authority governor. Governors noted that Mrs Hemingway had an education background and had taught at Paull Primary School.

2772 **DECLARATION OF INTERESTS**

There were no declarations of interests to be made.

2773 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

HCAI, Nursery and Ofsted Readiness were items to be raised under any other urgent business.

2774 **ELECTION OF VICE-CHAIR**

RESOLVED: a) that the term of office for the Vice-Chair be until autumn 2017;

b) that Miss Parsons be elected Vice-Chair.

2775 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

RESOLVED: a) that membership of the committees be as follows;

Appeals Committee

Membership to consist of any three governors, selected by the Chair, with no prior knowledge of the matter to be discussed or considered under appeal.

Behaviour, Safety and Welfare Committee

Mrs Brammall, Mrs Fulstow, Mrs Hemingway, Mrs Hunt, Mr Marsden, Mr May, Miss Parsons.

Complaints Committee

Membership to consist of any three governors, selected by the Chair, with no prior knowledge of the matter under consideration.

Leadership and Management Committee

Mrs Brammall, Mrs Fulstow, Mr May, Mrs Redman, Mr Roberts, Mrs Sewell.

Personnel, Disciplinary and Appointments Committee

Mrs Hutson, Mr May and Miss Parsons.

Pupil Discipline Committee

Membership to consist of any three governors, selected by the Chair, with no prior knowledge of the matter to be discussed.

Performance Review Committee

Mrs Hutson, Mr May, Miss Parsons, Mrs Sewell.
Review Officer - Mrs Thompson.

Standards and Achievement Committee

Mrs Brammall, Mrs Fulstow, Mrs Hunt, Mrs Hutson, Mr May, Miss Parsons, Mrs Redman, Mrs Thompson.

b) that the terms of reference be as follows;

Appeals Committee

- To act as the staff dismissal appeals committee.
- To hear appeals against pay policy decisions.
- To hear appeals against dismissal or redundancy decisions.

- To hear appeals against decisions of the disciplinary committee.
- To act as a grievance appeals panel.
- To hear parental appeals against exemption from national curriculum.
- To review the grievance procedure.

Behaviour, Safety and Welfare Committee

Convenor – Mrs S Wightman (Admin Officer)

Staff – Mrs Wightman and Mr O’Pray

- Review relevant policies and procedures.
- Review relevant sections of the School Improvement Plan.
- Receive reports of governor visits.

Behaviour

- Evaluate the quality of pupil’s engagement in learning.
- Evaluate the quality of pupil’s behaviour at all times in school.
- Evaluate the school’s analysis of a response to pupil’s behaviour.
- Evaluate the effectiveness of the school’s action to prevent and tackle discriminatory and derogatory language.
- Evaluate the effectiveness of the school’s action to prevent and tackle all forms of bullying and harassment.
- Evaluate the views of pupils, parents, staff, governors and other on behaviour and safety.
- Evaluate the impact of the school’s strategies to improve behaviour.

Social, Moral, Spiritual and Cultural Development

- Evaluate the school’s effectiveness in preparing pupils for life in a modern democratic Britain and global society.
- Evaluate how effectively the school promotes the confidence and engagements of parents.
- Evaluate how effectively the school works with other agencies.
- Evaluate how effectively the school encourages pupils to enjoy learning, to be creative and to reflect on their experiences.
- Evaluate how effectively the school encourages pupils to enjoy learning, to be creative and to reflect on their experiences.
- Evaluate how effectively the school encourages pupils to recognise right and wrong and to apply this understanding.
- Evaluate how effectively the school develops pupil’s social skills.
- Evaluate how effectively the school encourages pupils to explore culture and cultural diversity.
- Evaluate the schools arrangements for pastoral care.

Attendance and Punctuality

- Evaluate the overall and persistent absence and attendance rates.
- Evaluate the punctuality in arriving at school and at lessons.

- Evaluate the impact of the school's strategies to improve attendance.

Safeguarding

- Evaluate the effectiveness of the school's safeguarding procedures.
- Evaluate the school's data on safeguarding.
- Evaluate the effectiveness of e-safety arrangements.
- Evaluate the actions arising from any safeguarding or e-safety issues.

Health and Safety

- Evaluate the arrangements for the management of health and safety in school and activities away from school.
- Evaluate health and safety standards via termly inception and reports.
- Evaluate the actions taken following incidents, near missies, or reported hazards including Fault File records.

Complaints Committee

To consider formal parental complaints.

Leadership and Management Committee

Convenor – Mrs Wightman.
Staff - Mrs Churchill.

- Review relevant policies and procedures.
- Review relevant sections of the School Improvement Plan.
- Receive local authority reports.
- Receive reports of governor visits.
- Delegated responsibility to approve the 5 Year Budget Plan.

School Leadership and Operational Management

- Evaluate the vision and ambition of leaders and the extent to which pupils, parents and staff are committed to the vision.
- Evaluate how well leaders, managers and governors pursue excellence.
- Evaluate the implementation of the School Improvement Plan
- Evaluate the application of policies and procedures.
- Evaluate the respect and courtesy shown by staff to each other and pupils.
- Evaluate the performance of the headteacher.
- Evaluate the capacity of leaders and managers to bring out continuous improvement.

Financial Management

- Evaluate the effectiveness of financial management arrangements in

school.

- Evaluate a three year plan and annual budget, and recommend these to the Full Governing Body.
- Evaluate the monitoring of income and expenditure against budgets.
- Evaluate the suitability of virements currently in force.
- Evaluate how the school ensures Best Value and the requirements of the School Financial Value Standard.
- Evaluate the costing for school meals, before and after school provision and educational visits.
- Evaluate the use and auditing of the School Fund Account.

Human Resource Management

- Evaluate arrangements are in place for suitable and effective teaching staff.
- Evaluate arrangements are in place for suitable and effective non-teaching staff.
- Evaluate the development of staff via training, mentoring and coaching.
- Evaluate the coherence and effectiveness of continuing professional development.
- Evaluate the effectiveness of performance management.

Governance

- Evaluate the effectiveness of monitoring and evaluations and how well it is shared with governors.
- Evaluate the effectiveness of governance.
- Evaluate training and competence of governors.

Personnel, Disciplinary and Appointments Committee

- To appoint the headteacher and deputy headteacher, in accordance with the staffing regulations 2009.
- To appoint teaching staff – one governor required in rotation from the committee.
- To determine the pay policy and approve salary reviews beyond the main pay scale.
- To be responsible for redundancy and dismissal decisions.
- To form the disciplinary committee from any members who have not sat on any previous committee dealing with the same issue.
- To review policies including, pay, performance management and local authority policies in relation to staffing and staff welfare.

Pupil Discipline Committee

To consider the circumstances of any disciplinary exclusion and parental and local authority representations in cases where a pupil has been excluded by the headteacher;

- I. Permanently;

- II. For a fixed period totalling more than 15 school days within one school term;
 - III. For a fixed period totalling more than 5 school dates within one school term only where parents request such a meeting.
- To consider the written complaints from parents to the Chair of Governors;
 - To review the exclusion procedure.

Performance Review Committee

- To form the Headteacher's performance review panel.
- To review objectives and targets for the Headteacher's performance management together with the advice from a School Improvement Partner.

Standards and Achievement Committee

Convenor – Mrs Wightman

Staff – Mrs Stillings and any other member of staff when required.

- Monitor and evaluate pupil's attainment in relation to national standards.
- Monitor and evaluate the learning and progress across year groups of different groups of pupils.
- Monitor and evaluate pupil's progress in the last three years.
- Monitor and evaluate pupil's development and application of reading, writing, and communication and maths skills across the curriculum.
- Monitor and evaluate the pupil's acquisition of skills, understanding and knowledge in a wide range of subjects.
- Monitor and evaluate the quality of teaching in school, including marking and feedback.
- Monitor and evaluate the impact of quality teaching.
- Monitor and evaluate the impact of continued professional development.
- Monitor and evaluate the impact of interventions to address differential standards of achievement or rates of progress.
- Monitor and evaluate the quality of classroom support.
- Monitor and evaluate the views of pupils, parents and staff on the quality of education provided by the school.
- Monitor and evaluate the governor visit forms to action any key issues.
- Consider and advise the governing body on standards and curriculum matters.
- Consider curriculum issues which have implications for finance and personnel, and make recommendations to the relevant committees.
- Oversee arrangements for individual governors to take a leading role in specific areas and receive regular reports.
- Ensure that the curriculum is balanced, broadly based, meets the needs of all pupils and complies with the statutory requirements.
- Assist in setting priorities for improvement, monitoring and

- evaluating the impact of the School Improvement Plan.
 - Keep parents informed of standards and achievements within the school.
- b) that the extent of delegation be as follows;
- That the headteacher be authorised to incur expenditure within the appropriate budget and vire between budget headings to a limit of £10,000 per transaction;
 - The Leadership and Management Committee have delegated rights to incur expenditure and vire between budget heads between £10,000 and £50,000;
 - Transactions over £50,000 are to be referred to the full governing body for approval.
- c) that the delegation of staffing responsibilities be delegated to the headteacher.

2776 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

Governors discussed the class governor roles. It was decided that a small group of governors meet and decide on a way forward. The headteacher informed governors that at a previous school, governors participated in 'governor of the month' which had worked really well.

- RESOLVED: a) that Mrs Hemingway be elected Modern Foreign Languages and Music Governor;
- b) that Mrs Hutson be elected Special Educational Needs and Disabilities, Geography and Educational Visits Governor;
- c) that Mr May be elected Technology, Training Link, Science, Self Evaluation, and School Improvement Plan Governor;
- d) that Miss Parsons be elected Religious Education, Collective Worship, S.E.A.L, Wellbeing, PSHCE and SMSC Governor;
- e) that Mrs Sewell be elected Behaviour and School Council Governor;
- f) that Mrs Hunt be elected The Arts and Safeguarding Governor;
- g) that Mrs Redman be elected History, KS1 Assessment and Progress, KS2 Assessment and Progress and Disadvantaged Pupils Governor;
- h) that Mr Roberts be elected Literacy, School Website, EYFS and Maths Governor;
- i) that Mrs Thompson be elected More Able, Physical Education and Sports Premium Governor.
- j) that Mrs Redman, Mrs Thompson and Mrs Wightman meet and discuss class roles.

2777 **PECUNIARY INTERESTS**

Governors completed their Declaration of Pecuniary Interest forms.

RESOLVED: a) that the Declaration of Pecuniary Interests be completed;
b) that the Register of Pecuniary Interests be reviewed and updated.

2778 **MINUTES**

RESOLVED: that the minutes of the meeting held on Monday 11 July 2016 be confirmed and signed by the Chair.

2779 **MATTERS ARISING FROM THE MINUTES**

Matters Arising from the Minutes (Minute 2743/2724)

Mrs Hunt had now completed the Governor Induction training and Mrs Hemingway was to attend the next course in February 2017.

2780 **COMMITTEE MINUTES**

Behaviour, Safety and Welfare Committee

Question: Has the issue with existing pupils in the school being unkind to new pupils always been an issue?

Answer: Historically, yes. We've had 19 new pupils since September and more are to come.

The Headteacher informed governors that she had written a letter to parents of new pupils to collate feedback in regards to their child feeling welcomed and would conduct the research termly. Ensuring pupils felt welcomed was an issue, but it was out of the schools control and usually happened outside of school.

Question: Is there any evidence of the issues with new pupils in teaching? Does it have an impact on lessons?

Answer: No, it's purely social.

Miss Parsons and the Chair had conducted an exercise with 007 pupils. The pupils had shown the governors what they thought bullying looked like and what could be done to help. Since the exercise had been completed, the Headteacher had met with the School Council who confirmed that they did not like the 'friendship bench' as nobody wanted to sit on it.

Question: Are parents socialising with each other as it could help pupils get along?

Answer: It links into the work that FESA do. Joining FESA is a really good opportunity to meet other parents.

Mrs Hunt explained that EYFS parents had a 'wattsapp' group which all parents had been invited too. Mrs Brammall explained that a parent who had a child, who had started the school after September, would not be aware of the group.

Miss Parsons suggested that the E-Safety Evening it would be a good idea to group parents into key stages or year groups.

RESOLVED: that the minutes of the meeting of the Behaviour, Safety and Welfare

2781 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was received prior to the meeting and the following questions asked.

Question: What are the trends in absences?

Answer: Attendance is good and above national. The unauthorised absences are mainly due to holidays taken in term time.

Question: Have the school surveys been scheduled across the year?

Answer: Yes, the autumn term survey will focus on anti-bullying and the spring term survey will be parent view.

Question: Who is managing volunteers and what are we doing to increase the number?

Answer: Mrs Partridge will be managing those who listen to readers. We're using newsletters and initial parent evenings to recruit volunteers.

Question: Have you got any information about the before and after school club?

Answer: No, a thorough review of all provision, organisation and finances is required. Governor help would be welcomed.

Question: What did the 'Fiver' challenge involve?

Answer: Each child was given £5 and asked to embark on an enterprise project to make the £5 grow. They had to work on profit/loss, pitch and advertising.

Question: What nature of activities are taking place in the teaching kitchen?

Answer: Food technology, mini readers and FESA events, Breakfast Club and Tasty Tuck is to start Friday 6 January.

Question: What is the selection process for events such as the STEM Festival?

Answer: Pupils are selected by the class teacher based on their IT skills.

Question: Where there any responses to the new style reports based on comments made to teaching staff or school management?

Answer: There's been very little feedback specific to the format but are very positive.

Question: What does an 'incorrect reason' mean under absence?

Answer: 'Incorrect reasons' refers to parents lying about the reasons for their child's absence.

Question: What are you doing to ensure all teaching is good or better?

Answer: We do lesson observations, learning walks, work scrutinies, peer observations and set appraisal targets.

Question: Is it possible to share resources from events like the Willy Wonka day with other schools?

Answer: Yes, we were aware of some of the work North Newbald Primary had done and a member of staff had worked with an advisor and borrowed some ideas.

Question: Are there any plans to keep the children motivated to use Mangahigh? Maybe the child who has earned the most points per week receives a star learner award.

Answer: The initial excitement was due to the competition that Mangahigh had run. The profile had been raised with adding to home learning and the introduction of a Mangahigh Club for Year 2 – Year 4. Instead of awarding star learners, each class could mention, in the celebration

assembly, the child with the most Mangabigh points.

Question: Was the work sampling day a success and have you seen an improvement in marking? What are you doing to make sure all teachers are marking at the correct level?

Answer: The majority of the day was focused on 'closing the gap' and the work scrutiny was very useful. All staff had put an immense amount of time into marking in accordance with the policy and we're now questioning how effective the marking is and how it's improving learning.

Question: Since the implementation of House Points, the number of Star Learners awarded seems to have dropped. Has this been addressed with staff following the action from the previous meeting?

Answer: It's a different system so it will be less. Prior to the current policy there was no consistency on how rewards were given and they were often over praised. Previously star learners were given for a lot more frequently for good work and behaviour and now we give house points. All staff are tracking star learners and endeavouring to ensure all children get recognition. The children are still rewarded as often, but in a different way.

Question: Have you evaluated the impact regarding the new approach to maths? Do you think its better?

Answer: Yes, we've done learning walks, book checks and discussions with the children; a change has been seen in pupil's explanations and reasoning with maths. They are being given more complex problems to solve and through use of practice they are embedding their learning over time. The children have said they enjoy the new approach better because it makes them think more and it's a challenge.

RESOLVED: that the report be received.

2782 **SCHOOL IMPROVEMENT PLAN 2016/2017**

The School Improvement Plan had been uploaded to Google Drive, as had the Self Evaluation Framework which now had a colour coded action plan. The milestones had not yet been colour coded, but it would be completed at the end of the academic year.

Governors had all seen the School Improvement Plan prior to the meeting and agreed to approve it.

RESOLVED: that the school improvement plan be approved.

2783 **SAFEGUARDING REPORT**

The Safeguarding Report had been uploaded to Google Drive and all governors had read the report.

It was noted that the local authority had confirmed that safer recruitment training be held on Monday 9 January 2017 and Tuesday 10 January 2017 and governors were to attend both sessions.

Mrs Hunt and the Headteacher were to meet and review the safeguarding report.

Governors noted that the updated Keeping Children Safe in Education Policy had been uploaded to Google Drive.

RESOLVED: that the Safeguarding Report be received.

2784 **TRAVEL AND MILEAGE RATES**

RESOLVED: a) that the Travel and Mileage Rates be approved and adopted:

- b) that the Headteacher notify staff of the adoption of the Travel and Mileage Rates.

2785 **CODE OF CONDUCT FOR EMPLOYEES**

RESOLVED: a) that the Code of Conduct for Employees be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this code of conduct.

2786 **DISCIPLINARY POLICY AND PROCEDURE**

RESOLVED: a) that the Disciplinary Policy and Procedure be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy and procedure.

2787 **FOSTERING LEAVE POLICY**

RESOLVED: a) that the Fostering Leave Policy be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy.

2788 **PAY POLICY**

RESOLVED: a) that the Pay Policy be approved and adopted;

- b) that the Headteacher notify staff of the adoption of this policy.

2790 **MODEL SCHOOL COMPLAINTS POLICY**

Governors agreed that the model school complaints policy be adapted and delegated to the leadership and management committee for adoption.

RESOLVED: a) that the Model School Complaints Policy be received (the model policy must be adapted by the school prior to adoption);

- b) that the Complaints Policy be delegated to the Leadership and Management Committee for adoption.

2791 **KEEPING CHILDREN SAFE IN EDUCATION GUIDANCE**

RESOLVED: that the Keeping Children Safe in Education Guidance be received.

2792 **SCHOOL POLICIES**

Mrs Wightman had agreed to consider all the school policies and review them annually. The Leadership and Management Committee were to be updated with the progress.

2793 **GOVERNING BODY SELF-EVALUATION AND SUCCESSION PLANNING**

The Chair informed governors that Google Drive had been updated since Miss Parsons and the Chair had attended the Chairs and Vice-Chair's forum. Succession planning had been a topic of discussion at the forum and the Chair wanted governor to consider their future on the governing body for when and if the Chair and Vice-Chair resigned. Training for governors was to be arranged and discussions amongst governors were to take place.

2794 **COMMUNICATION AND OPENNESS**

The Chair's email address had been included on the parent newsletters and the address had received no correspondence, however the email address would be included on future newsletters to raise the profile of the governors. Governor visits had been mentioned in the newsletter and Miss Parsons suggested that a theme be included so that parents may be prompted to ask questions.

2795 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors login for the National Governors Association (NGA) were to be distributed to governors. The school would hold RaiseOnline training on Wednesday 11 January 2017, 4pm-6pm. Governors were informed that the training would be opened up to other schools and governors were to inform the Headteacher if they were able to attend.

Question: Should we all aim to attend or could one governor feedback?

Answer: You should all attend if possible.

RESOLVED: a) that the availability of CPD opportunities on www.eridingcpd.net be noted;

b) that the CPD prospectus be received.

2796 **GOVERNOR VISITS**

Governors were reminded that all visit reports were to be emailed to the Chair and Mrs Wightman and were invited to attend the Carol Service which was to take place at the school.

2797 **SCHOOL WEBSITE INFORMATION AUDIT SERVICE**

The local authority had carried out a website audit and all actions had been amended on the website. Profile information was still required for governors and was to be sent to the Chair.

2798 **OFSTED READINESS**

Mrs Thompson explained that Ofsted Readiness training was to take place on 23 January 2017 and she and Mrs Hunt were to attend. Documentation was available and the NGA was a good resource. Mrs Hunt and Mrs Thompson were to feedback to governors after the training session.

Miss Parsons informed governors that she was completing a MA Degree in Education and planned to arrange a focus group which would link into the training.

2799 **HULL COLLABORATIVE ACADEMY TRUST (HCAT)**

A date was to be organised for governors to discuss the future of the school. The Chair was happy to organise a working party to focus on academisation where all governors were initially to be invited. A date was to be arranged and governors were to be informed.

2800 **NURSERY**

The cabinet meeting for the nursery provision was to be held Tuesday 13 December 2016 where a final decision would be made. The headteacher explained that the school had looked at how to get the news of the nursery opening out to parents quickly to ensure places were filled and when the demand was known, recruitment could take place.

2801 **NEXT MEETING**

RESOLVED: that the next meeting be held on Monday 27 March 2017 at 4pm.

Chair's Signature – 27 March 2017