

MINUTES of the meeting of the governing body of Elloughton Primary School held on Monday 15 July 2019 at 4.00pm.

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**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, Miss K Parsons, Mrs D Redman, Mr L Roberts, Mr D Rockett.

Clerk to the Governing Body – Mrs J Pomone

**3115 APOLOGIES**

An apology had been received from Mr S Muzaffar for absence from this meeting.

**3116 CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mr Muzaffar for absence from this meeting.

**3117 DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received on any item on the agenda.

**3118 MEMBERSHIP**

Mrs Hunt and Mrs Redman were thanked for the contribution that they had made to the governance of the school.

RESOLVED: a) to note that Mr May's term of office as a Co-opted governor and position of chair to be extended until the end of the Autumn term;

b) to note that Mrs Redman's term of office as a parent governor will end on 5 October 2019;

c) to note that Mrs Hunt's term of office as a Co-opted governor will end on 5 October 2019 and Mrs Hunt would not be standing for re-election;

d) to note that Mr Robert's term of office as a parent governor would end on 5 October 2019;

e) that Mrs Parker be elected Associate governor with voting rights at committee meetings.

f) that a parent election be held at the beginning of the Autumn term;

g) the decision regarding Mr Muzaffar's membership due to non-attendance be deferred to the Autumn term meeting.

3119 **ELECTION OF CO-OPTED GOVERNORS**

RESOLVED: that Mr Roberts be elected Co-opted governor for a four year term.

3120 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the following items be raised under any other urgent business:

- SATs outcomes;
- Raising the profile of Governors.

NOTE Mrs Parsons joined the meeting

3121 **MINUTES**

RESOLVED: that subject to the following amendment, the minutes of the meeting held on 23 May 2019 be confirmed and signed by the Chair:

Apologies were not received from Mr Muzaffar.

3122 **REVIEW OF THE PREVIOUS ACTION PLAN**

Agenda Item	Action Required	Person/s responsible	Update
1	Letter to be forwarded to Mr Muzaffar regarding attendance at governors meeting (completed 27 June 2109)	Clerk	Complete
4	Staff and parent governor election to be held in the autumn 2019 term.	Headteacher	Autumn term action
4	Membership to be updated for Mrs Hutson, Ms Parsons and Mrs Parker.	Clerk	Complete
5	Amendments to be made to committee membership for the Behaviour, Safety and Welfare Committee. (completed)	Clerk	Complete
6	Chair and Head to receive current details of governor's special responsibilities for review and a sample Headteacher report (completed 29 June 2019)	Clerk	Complete
8	Governor questions on Headteacher report be forwarded to Headteacher prior to the meetings – governors drive or email	Governors	On this agenda

9	The School Development Plan to be deferred to the meeting of 15 July 2019. Governors to receive by email prior to the meeting	Headteacher	On this agenda
10	Safeguarding Report to be deferred to summer 2019 meeting	Headteacher	Deferred
12	Budget and five year plan to be deferred to the Leadership and Management Committee and presented to governors at the summer 2019 meeting	Headteacher	Deferred
13 - 18	Local Authority Policies and Procedures adopted – staff notified	Headteacher	Complete
20	All governors invited to attend the scheduled meeting of the Committee on 12 July 2019	Governors	Complete
20	2019/20 Academic year dates be provided to the Clerk for FGB meetings to be held each term	Headteacher	Complete

### 3123 COMMITTEE MINUTES

Mrs Redman informed governors that due to her impending end of term of office a new chair would be required for the committee.

Mr Roberts offered to take the role of chair for the Leadership and Management committee and was duly elected.

- a) Standards and Achievement, 17 May 2019
- b) Behaviour, Safety and Welfare, 14 June 2019

RESOLVED: a) that Mr Roberts be elected chair of the Leadership and Management Committee;

b) that the minutes of the meetings of the Committees be received.

### 3124 REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and the following issues highlighted:

#### Attendance

The Headteacher informed governors that all the efforts that had been made and the strategies that had been deployed had paid dividends and attendance was now good.

#### SEN

There was an increasing number of children with additional needs joining the school. The school was planning for children with high needs to join in Reception in September. Early interventions were put in place which included working with families. An extra member of staff with a pastoral

remit had been employed for the nursery. A governor asked if it was unusual to have an EHCP for a child in the nursery. The Headteacher confirmed that it was unusual and that there was a high need for speech and language support.

RESOLVED: that the report of the Headteacher be received.

3125 **SCHOOL IMPROVEMENT PLAN (SIP) 2019/2020**

The Headteacher informed governors that the SIP had been reviewed and an updated 2018-19 copy was available on the shared area. Going forward it had been agreed that the things that make the biggest difference should go on the plan and should be the key focus for the next year. The improvement priorities for the school for 2019-20 were, Reading, Teaching and Learning, Curriculum and Consistency.

**A governor asked for clarification on consistency.** The Headteacher confirmed that there was a need for consistency across the school including staff expectations.

Governors were asked to review the updated 2018-19 SIP and the plan for 2019-20.

The Chair would ensure governors were able to access the plans and all governors agreed to review and provide feedback.

RESOLVED: a) that the updated 2018-19 and the 2019-20 School Improvement Plan be sent out by the chair;

b) that all governors review the plans and provide comments/feedback. .

3126 **SAFEGUARDING REPORT**

The safeguarding link governor had reviewed the safeguarding arrangements and informed governors that some staff training needed updating. Some additional CPOMS training was required with staff as they didn't always go back in to ongoing cases and record what action had been taken and what the outcome had been. Every incident was recorded and although it appeared that there were a lot of incidents it was often down to an individual child. Mrs Hemingway would check the SSR that week and let governors know if they needed to update any training.

A governor enquired about safeguarding and school trips and was there a policy or statement regarding the suitability of volunteers. The Educational policy was dated 2010 and it was important that the school would pass any kind of inspection in relation to the use of volunteers and risk assessment.

**A governor asked about the capability of parents on trips and how the school makes that assessment.** The Headteacher explained that parents adhere to a code of conduct and attend a briefing prior to the visit where they sign as accepted.

RESOLVED: a) that the termly update be received;

b) that Mrs Hemingway review the SSR and update governors on any training required;

c) that the existing policy be reviewed in light of the discussion regarding the use of volunteers on educational visits.

3127 **SCHOOL FUND ACCOUNT**

The School Fund Account had been audited and had only one advisory recommendation. Governors asked to review the account at a future meeting before final approval.

RESOLVED: that the statement of account be represented at the next meeting for final approval.

3128 **APPROVAL OF THE BUDGET AND FIVE YEAR PLAN**

RESOLVED: to note that the 2019/2020 Budget and Five Year Plan was approved by the Leadership and Management Committee and signed off by the chair.

3129 **CHARGING POLICY**

The charging policy was incomplete as it made no mention of residential trips. The School Business Manager would be asked to review and amend and it would be re-presented at the next meeting for approval.

RESOLVED: that the SBM review and amend the charging policy and re-present to governors.

3130 **TEACHERS PAY POLICY**

RESOLVED: a) that the Teacher Pay Policy be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy and procedure.

3131 **MODEL TEACHER APPRAISAL POLICY**

RESOLVED: a) that the Appraisal Policy be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy and procedure.

3132 **GOVERNOR VISITS**

RESOLVED: that governors submit outstanding visit reports.

NOTE: Mrs Brammall and Mrs Hunt left the meeting.

3133 **SATs OUTCOMES**

A meeting had been arranged for the following Friday to go through the SATs results in detail.

The Headteacher provided the headline outcomes from the tests.

Early Years GD 83 % which was 1.2 % above the NA

A governor questioned the gap between boys (68 % and girls 96.4%)  
The Headteacher spoke of the interesting selection of boys in Early Years.

**Phonics** was down from the previous year at 83.4 % but remained above the NA.  
The previous year had been exceptionally high.

**KS1 Reading** was strong 88 % expected and 32.5 % GD  
Writing 78 % expected the GD hadn't made any sense and would be re-visited

**Maths** was strong 90 % expected (76 % NA)  
No achievement gaps between genders.  
Boys GD 31.6 %  
Girls 23.8 %

## **KS2**

Considering their starting point shad performed well.  
**Reading** 80 % expected (NA 73 %) GD at 16 % had dipped below the NA  
The paper had been tough and some children hadn't completed it all.  
It fell down because of some lack of understanding of vocabulary and therefore  
going forward there was a need to ensure they had the breadth of text. Non-fiction  
reading was a high priority.

**Writing** was positive, 86 % expected (NA 78 %)  
There was an achievement gap between girls 94 % and boys 81 %.

**Maths** 76 % expected which was below the NA  
75 % boys  
78 % girls  
There was a need to improve the % of pupils gaining GD  
The maths mastery approach was beginning to make a positive difference and  
therefore hopefully the current Year 5 would be a different picture.

## **Progress Scores**

There had been least progress in maths.

**A governor asked if more volunteers could be deployed to support in this area.**

This had already been planned and in the new school year there would be more  
volunteers supporting key areas.

The results would go out to parents in December 2019.

**Governors expressed their thanks to staff and asked that this was conveyed to them.**

3134 RAISING THE PROFILE OF GOVERNORS

On 10 September 2019 parents were invited in to chat about their children. A governor had gained some feedback from parents that suggested that parents were unsure what the evening was for and was more clarity required. The evening would also promote the activities that could be done at home inc reading, doodle maths.

Governors agreed that more dialogue with parents was required and there was possibility a need for a parent/governor forum.

Governors discussed their presence at the parents evening on 10 September 2019 and how it may be a useful opportunity to clarify their roles and responsibilities and promote the existing vacancies.

Governor would attend the meeting on 10 September and a rota would be arranged to ensure full cover on the evening.

RESOLVED: a) chair to send timetable for 10 September 2019 for governors to populate with preferred times of attendance;

b) governor/parent forum to be arranged for 3 October 2019 at 6pm;

c) A staff/governor focus group be arranged for 2 December 2019.


3135 FUTURE MEETINGS

RESOLVED: that future full governing body meetings be held at 4pm on:

Monday 9 December 2019;

Monday 23 March 2020;

Monday 6 July 2020.



Chair's Signature - 9 December 2019

