

MINUTES of the Meeting of the Governors of Elloughton Primary School held on 17 December 2018 at 4.00 pm.

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**P R E S E N T:-**

Mr S May (in the Chair)

Also in Attendance: Mrs R Brammall, Mrs C Fulstow, Mrs L Hemingway, Mrs E Hunt, Mrs J Hutson, Dr S Mazaffar, Mrs L Parker, Miss K Parsons, Ms D Redman, Mr L Roberts, Mr D Rockett.

Clerk to the Governing Body – Mrs C Hartley.

**3051 MEMBERSHIP**

RESOLVED: a) that the appointment of Mrs Parker as a Staff governor be noted;  
b) that the appointment of Mr Rockett as a Parent governor be noted.

**3052 DECLARATION OF INTERESTS**

RESOLVED: that there were no Declaration of Interests received.

**3053 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.

Note Ms Redman entered the meeting.

**3054 CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

- Pay Policy.
- Restorative Practice.

**3055 ELECTION OF CHAIR**

Governors discussed succession planning and Mr May had advised that he would no longer be seeking further election once the agreed term of office had ended. Mr May agreed to Chair for a further year with the view to develop the skills of a new Chair.

RESOLVED: a) that the term of office for the Chair be until the first meeting in the Autumn term of 2019;  
b) that Mr May be elected Chair.

3056 **ELECTION OF VICE-CHAIR**

Miss Parsons expressed interest in developing skills to progress to the role of chair and agreed to continue the role of vice chair for a further year whilst skill set was extended.

- RESOLVED: a) that the term of office for the Vice-Chair be until the first meeting in the Autumn term of 2019;
- b) that Miss Parsons be elected Vice-Chair.

3057 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

New governors were asked to consider committee membership and report to the Chair with suggestions.

- 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.

Behaviour, Safety and Welfare Committee.

Mrs Brammall  
Mrs Fulstow  
Mrs Hemingway  
Mr May  
Miss Parson

Convenor- Mrs B Holmes  
Staff- Mrs Wightman and Mr O'Pray.

Complaints Committee.

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

Leadership and Management Committee.

Mrs Brammall  
Mrs Fulstow  
Mr May  
Dr Muzaffar  
Mrs Redman  
Mr Roberts

Convenor- Mrs B Holmes  
Staff- Mrs C Churchill.

Personnel/Disc/ Appoints Committee.

Mrs Hutson  
Mr May  
Miss Parsons

Pupil Discipline Committee.

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 Parson

Standards and Achievement Committee.

Mrs Brammall  
Mrs Fulstow  
Mrs Hutson  
Mr May  
Miss Parsons  
Mrs Redman

Convenor- Mrs Holmes.

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

b) that the extent of delegation 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 Grievance Appeals Panel;
- To hear parental appeals against exemption from national curriculum;
- To review the grievance procedure.

Behaviour, Safety and Welfare Committee.

1. Review relevant policies and procedures
2. Review relevant sections of the School Development Plan
3. Receive reports of governor visits

The Committee will evaluate;

1. Behaviour

- The quality of pupils' engagement in learning;
- The quality of pupils' behaviour at all times in school;
- The school's analysis of and response to pupils' behaviour;
- The effectiveness of the school's actions to prevent and tackle discriminatory and derogatory language;
- The effectiveness of the school's action to prevent and tackle all forms of bullying and harassment;

- The views of pupils, parents, staff, governors and others on behaviour and safety;
  - The impact of the school's strategies to improve behaviour.
2. Social, Moral, Spiritual and Cultural Development
- The school's effectiveness in preparing pupils for life in a modern democratic Britain and global society;
  - How effectively the school promotes the confidence and engagement of parents;
  - How effectively the school works with other agencies;
  - How effectively the school encourages pupils to enjoy learning, to be creative and to reflect on their experiences;
  - How effectively the school encourages pupils to recognise right and wrong and to apply this understanding;
  - How effectively the school develops pupils social skills;
  - How effectively the school encourages pupils to explore culture and cultural diversity;
  - The schools arrangements for pastoral care.
3. Attendance and Punctuality
- Overall and persistent absence and attendance rates;
  - Punctuality in arriving at school and at lessons;
  - The impact of the school's strategies to improve attendance
4. Safeguarding
- The effectiveness of the school's safeguarding procedures;
  - The school's data on safeguarding;
  - The effectiveness of e-safety arrangements;
  - Actions arising from any safeguarding or e-safety issues.
5. Health and Safety
- The arrangements for the management of health and safety in school and activities away from school;
  - Health and safety standards via termly inspections and report;
  - Actions taken following incidents, near misses, or reported hazards including Fault File records.

#### Complaints Committee.

To consider formal parental complaints.

#### Leadership and Management Committee.

- Review relevant policies and procedures;
- Review relevant sections of the School Development Plan (SDP);
- Receive local authority reports;
- Receive reports of governor visits;
- Delegated responsibility to approve the 5 Year Budget Plan
- Standards and Achievement Committee.

The committee will monitor and evaluate;

- Pupils attainment in relation to national standards;
- The learning and progress across year groups of different groups of pupils;
- Pupils progress in the last three years;
- Pupils development and application of reading, writing, communication and maths skills across the curriculum;
- Pupils acquisition of skills, understanding and knowledge in a wide range of subjects;

- The quality of teaching in the school, including marking and feedback;
- The impact of quality teaching;
- The impact of continued professional development;
- The impact of interventions to address differential standards of achievement or rates of progress;
- The quality of classroom support;
- The views of pupils, parents and staff on the quality of education provided by the school;
- Governor visit forms to action any key issues.

The committee will;

- 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 development plan;
- Keep parents informed of standards and achievements within school.

#### Personnel/Disc/Appoints 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 approves salary reviews beyond main scale;
- To be responsible for redundancy and dismissal decisions;
- To form the Disciplinary Committee from any members not having sat on any previous Committee dealing with the same issue;
- To review policies including Pay, Performance Management and those Local Authority policies relating to staffing, 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 days 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 and make recommendations to the Finance Committee.

#### Standards and Achievement Committee.

The committee will monitor and evaluate;

- Pupils attainment in relation to national standards;
- The learning and progress across year groups of different groups of pupils;
- Pupils progress in the last three years;
- Pupils development and application of reading, writing, communication and maths skills across the curriculum;
- Pupils acquisition of skills, understanding and knowledge in a wide range of subjects;
- The quality of teaching in the school, including marking and feedback;
- The impact of quality teaching;
- The impact of continued professional development;
- The impact of interventions to address differential standards of achievement or rates of progress;
- The quality of classroom support;
- The views of pupils, parents and staff on the quality of education provided by the school;
- Governor visit forms to action any key issues.

The committee will;

- 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 development plan;
- Keep parents informed of standards and achievements within school.

c) that the delegation of staffing responsibilities be:

i) The responsibility for the appointment and dismissal of staff be the Headteacher in consultation with one or more governors in accordance with the staffing regulations 2009.

ii) That the Headteacher determines the arrangements for the selection and appointment of all staff (teaching and non-teaching), with exception of the Headteacher and Deputy Headteacher.

### 3058 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

RESOLVED: a) that Mrs Hemingway be appointed Safeguarding and Year Three governor;

b) that Mrs Hunt be appointed Year Five governor;

c) that Mrs Hutson be appointed SEND, Educational visits, Disadvantaged Pupils and Year One governor;

d) that Mr May be appointed Year Four and Training Link governor;

e) that Dr Muzaffar be appointed EYFS and Literacy governor;

f) that Miss Parsons be appointed school Council, Year Six, 007 and Pupil Voice;

g) that Mr Roberts be appointed EYFS governor.

3059 **MINUTES**

RESOLVED: that the minutes of the meeting held on 2 July 2018 be confirmed and signed by the Chair.

3060 **MATTERS ARISING FROM THE MINUTES** (*Including Review of Actions*)

Minute 3035

*FESA*

The Headteacher confirmed that the gazebo had been installed and both the friendship bench and the tuff trays had been purchased. The Headteacher advised that there were plans in place to extend the 'cowshed' in order for the building to become more multi purpose, the Local Authority (LA) would fund £10,000 and the remaining would be funded by the school, the estimated cost of the extension was £12,000. The Headteacher confirmed that the pond would remain.

*Strategic Plan.*

Mrs Hutson and Miss Parsons and reviewed the strategic plan and the plan would be circulated to governors.

3061 **COMMITTEE MINUTES**

RESOLVED: a) that the minutes of the meeting of the Standards and Achievement Committee held on 16 November 2018 be received;

b) that the minutes of the meeting of the Leadership and Management Committee held on 28 September 2018 be received;

c) that the minutes of the meeting of the Behaviour, Safety and Welfare Committee held on 12 October 2018 be received.

3062 **SCHOOL FUND ACCOUNT**

The governors considered the annual audited statement of school fund account.

RESOLVED: a) that the School Fund Account be deferred to the Summer Term.

3063 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be deferred to the Summer Term for approval and signing for submission to the Local Authority.

3064 **REPORT OF THE HEADTEACHER**

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

The governors expressed that the report was cohesive and explanatory. A governor requested that a summary of the Appraisal system be shared. The Headteacher gave a brief overview of the appraisal system and advised governors that the majority

of staff had met the required targets; there were a few members that still had targets to meet and these were represented in orange on the summary. **A governor asked if targets had not been met by some staff due to illness.** The Headteacher advised that one member of staff had since submitted further proof that targets had been met and this would be reviewed and the results would be ammonised and circulated to governors. The Headteacher clarified that the appraisal system should provide support to staff not been seen as a demeaning task. The governors explained that the appraisal system had proved effective and also highlighted subjects that required more development which in turn would be tied into the School Development Plan. **A governor asked if the staff had voiced any opinions regarding the appraisals whilst being conducted.** The Headteacher confirmed that no issues had been raised whilst the appraisals had been carried out but an overview of the system would be sought from the staff. **Is the appraisal process the same for support staff?** The Headteacher explained that the timetabling of the support staff's appraisals was slightly different but the process remained the same. A governor suggested the school ensure that that all staff were made aware that appraisals would be carried out. **A governor asked if the Caretaker had received any further training.** The Headteacher confirmed that a number of training courses had been attended by the caretaker accordingly.

RESOLVED: that the report of the Headteacher be received.

#### 3065 SCHOOL DEVELOPMENT PLAN 2018/2019

The school development plan (SDP) was available on the leadership drive. The governors had a discussion regarding access to the drive and the Headteacher asked for confirmation on what information the governors had admittance to. It was agreed that the SDP would be shared on the governor drive once per term and if governors required an up to date version prior to the termly sharing then this could be presented upon request. **A governor suggested including a paper copy in future agendas of the most up to date information at the time of the meeting.** It was decided that this would be reviewed and considered for future agendas.

#### Literacy.

The headteacher informed governors that the diet of the literacy curriculum would continue to be reviewed and the school would invest in a variety or enriching texts. The year six boy cohorts had lacked focus towards independent reading therefore various incentives had been implemented and stay and read sessions had been introduced; these had proved successful and resulted in extra parental support. **A governor commented that the Stay and Read sessions had been conducted in a distracting environment and suggested that the location of future stay and read sessions be held in another area of the school.** The headteacher confirmed that this would be addressed and reviewed. Students were also encouraged to discuss the text they were reading to expand wider knowledge and reading with younger children had proven effective as it allowed the older students to express their wider knowledge in a supporting and encouraging role. The school had also introduced reading mentors and reading buddies.

#### Writing.

Writing would be linked to a variety of texts and the headteacher explained that Warm Write was the scaffolding allowing children to move towards Hot Write and the introduction of the writing levels had created more consistency across the school. The headteacher advised governors that cluster training would take place in January 2019 to



upskill staff in relation to 'Talk for Writing, this was an area of writing used regularly in the Early Years Foundation Stage (EYFS). A governor suggested **supplying the parents with a crib sheet or a glossary of terms to enhance parent knowledge and enable parents to support children's learning more effectively.** Online tutorials were discussed as an alternative to crib sheets and glossaries. This would access a wider audience and give parents a chance to see how the topic was being taught and the terminology used could be explained in relation to the work being studied. The tutorials would be accessible on the parental portal that was currently used by the school to inform parents of school activities and information.

#### Maths.

The headteacher informed that there had been considerable training undertaken by staff to upskill their ability in maths mastery. TRG sessions had been implemented which enabled teaching staff to view a lesson in conduction followed by staff debriefing. The headteacher advised governors that there would be more development within the area to establish consistency across the whole school. Both children and staff had engaged the new approach to maths and understanding and perceptions were continually developing.

#### Curriculum provision.

The curriculum provision would be reviewed and amended with the view of implementation in September 2019. The headteacher explained that the Ofsted guidelines would be available from January and the recommendations would be incorporated in the review alongside pupil opinions. A **governor asked if the Curriculum policy would be reviewed also.** The headteacher confirmed that the Curriculum Policy would be reviewed in turn.

RESOLVED: that the School Improvement Plan 2018/2019 be approved.

#### 3066 **SAFEGUARDING REPORT**

RESOLVED: that the termly update be deferred to the Summer Term.

#### 3067 **REVISED SCHOOL SAFEGUARDING STATUTORY GUIDELINES – KEEPING CHILDREN SAFE IN EDUCATION 2018 AND THE SCHOOL STRATEGIC CHILD PROTECTION AND SAFEGUARDING POLICY**

RESOLVED: a) that the Revised School Safeguarding Statutory Guideline be received;

b) that the Strategic Child Protection and Safeguarding Policy be approved and adopted;

c) that the Headteacher notify staff of the adoption of this policy.

#### 3068 **SCHOOLS PAY POLICY**

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

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

3069 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

- RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

3070 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure – School Based Support Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

3071 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

- RESOLVED: a) that the Maternity Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

3072 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED: a) that the Maternity Pay and Leave Policy and Procedure - School Based Support Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

3073 **STAFF TRAVEL, ACCOMMODATION, SUBSISTENCE AND EXPENSES POLICY AND PROCEDURES**

- RESOLVED a) that the Staff Travel, Accommodation, Subsistence and Expenses Policy and Procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

3074 **TIME OF FOR PUBLIC DUTIES POLICY**

- RESOLVED: a) that the Time Off for Public Duties Policy be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

3075 SAFER RECRUITMENT POLICY

RESOLVED: that the safer recruitment policy be reviewed and re-circulated to governors.

3076 GOVERNOR TRAINING AND DEVELOPMENT

Governors were advised to book any training or development via Mrs B Holmes.

RESOLVED: a) that the availability of CPD opportunities on [www.eridingcpd.net](http://www.eridingcpd.net) be noted;  
b) that the CPD prospectus be received.

3077 GOVERNOR VISITS

RESOLVED: that governor visits be removed from future agendas.

*ANY OTHER URGENT BUSINESS (Any item needs to be given its own specific minute number and heading)*

3078 Restorative Practice.

The governors requested an update on the introduction of restorative practice and the impact this had had across the school. The governors were advised that all staff would continue to develop restorative practice skills and the training undertaken so far had been welcomed. There would be one to one coaching session held for the Senior Leadership Team (SLT) and additional follow up training would be incorporated. The governors were informed that 'circles' were used in the classrooms and over the lunch period by all staff and the response had been powerful and effective. The behaviour policy would be reviewed to incorporate the implementation of restorative practice. **A governor asked what impact the restorative practice had on students.** It had been identified that the students had begun to take more responsibility for their behaviour and staff were able to resolve situations through fact obtaining. **Another governor asked if the impact of the restorative practice could be monitored.** The headteacher confirmed that the behaviour of students was monitored through the use of the yellow and red tracking cards and in turn the impact of restorative practice should be highlighted through these cards, also the pupils voice would be considered as a form of tracking. Miss Parsons had conducted a 007 meeting with students and the general consensus from this meeting was that the children had positively received the introduction of the restorative practice. **A governor asked about the thoughts towards restorative practice from the staff.** The headteacher confirmed that the majority of staff had welcomed the practice however acknowledged that development would continue. **Are staff engaging in the practice?** The headteacher confirmed to governor that a complete review of the impact of restorative practise in relation to both students and staff would be given at the next Full Governing Body Meeting.

SATS.

Additional SATS training had been received and the results and progress of students were discussed. The Headteacher explained that the results had improved in comparison to last years and the cohort were working towards targets and thanks were expressed for the hard work and dedication of the staff and students. The school had identified that the league tables do not account for the progress the students had made

throughout their education and this should be highlighted to parents as well as the overall SATS results.

Pay Policy.

A governor questioned the paid leave and wished to establish the procedure in place. The headteacher confirmed that the Local Authority policy and been approved by the Leadership and Management Committee. A governor asked if there was classification outlined in the policy. The Headteacher confirmed that the policy compromised of specific guidelines and explained that prior to the adoption of this policy paid leave had been authorised under discretion and this had highlighted inconsistency. The headteacher confirmed that once a request for leave was made at the time of the request the member of staff would view the policy to gain understanding for the decision made.

3079 **REVIEW OF ACTIONS**

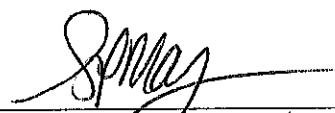
The tracking grid was explained to the new governors and they were advised that the document was continually updated and tasks were allocated between governors; once a task had been completed governors were to update the information.

3080 **FUTURE MEETINGS**

RESOLVED: that futures be held on;

Monday 1 April 2019 at 4.00pm

Monday 15 July 2019 at 4.00pm

  
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Chair's Signature - 1 April 2019