

MINUTES of the Meeting of the Governors of Elloughton Primary School held on Monday 2 July 2018 at 4 pm.

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 A Hunt, Mrs J Hutson, Mr C Marsden, Dr S Muzzaffar, Miss K Parsons, Mrs D Redman, Mr L Roberts.

Clerk to the Governing Body - Mrs A Caine.

3027 **APOLOGIES**

An apology for absence was received from Mrs E Thompson.

3028 **CONSENT FOR ABSENCE**

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

3029 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that the following items be raised as items of urgent business;

- a) Strategic Plan;
- b) SATs.

3030 **DECLARATION OF INTERESTS**

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

3031 **MEMBERSHIP**

Governors noted the resignation of Mrs Thompson and offered their gratitude to her commitment to the governing board.

RESOLVED: that the resignation of Mrs Thompson as a parent governor be noted.

3032 **MINUTES**

RESOLVED: that the minutes of the meeting held on Monday 5 March 2018 be confirmed and signed by the Chair subject to the following amendments;

- a) Minute 3003 Membership - Mr Stephens be changed to Mr Roberts.

3033 **MATTERS ARISING FROM THE MINUTES**

Minute 3016 Academisation

Mrs Fulstow confirmed that several academy trusts had been approached to present at the school.

Note: Mrs Redman arrived at this point.

3034 **COMMITTEE MINUTES**

RESOLVED: that the minutes of the meeting of the following Committees be received;

- a) Behaviour, Safety and Welfare Committee, Friday 2 February 2018;
- b) Standards and Achievement Committee, Friday 19 January 2018.

Note: Miss Parsons arrived at this point.

3035 **REPORT OF THE HEADTEACHER AND SCHOOL DEVELOPMENT PLAN**

The report of the Headteacher was considered after distribution in the agenda and the following issues highlighted:

a) School Development plan

Mrs Fulstow explained that the senior leadership team would be preparing the new school development plan for September 2018 at a meeting on Friday 6 July. Governors were invited to contribute to the development of the new plan. The current school development plan for 2017/2018 would be evaluated and used as a starting point for discussion of next years plan.

Governors asked if Mrs Fulstow was pleased with the progress made within the priorities of the current school development plan. Mrs Fulstow confirmed that significant progress had been made in the current plan and that the school had achieved the majority of targets that had been set.

b) Appraisal System

Governors asked if the current appraisal system was effective. The current appraisal system utilised the national teacher standards and had been restructured to ensure that targets were easier to manage.

Governors enquired if the appraisal system was making a difference amongst the staff at the school. It was confirmed that the system did make a difference and ensured that all teachers felt supported to improve the quality of teaching across the school.

c) Educational Visits

Governors discussed the mosque visit for year 3, 4, 5 and 6 and asked if the pupils had enjoyed the visit. Mr Marsden informed the board that it was an

extremely productive trip in many ways. The pupils loved learning about Islam from practicing Muslims Mr Marsden added that the mosque was keen to become more involved with the school.

Governors asked what the school would be focussing on next year. The school would be exploring Judaism.

A governor enquired why the whole school had not been involved with Eid. Mrs Fulstow established that the timing of Eid did not allow for a whole school celebration due to other events going on that term.

Governors discussed culture day and agreed that the visits in conjunction with culture day and the ongoing school commitment to British Values ensured that the school addressed potential prejudices.

d) FESA

Governors asked for clarification on expenditure by funds raised by FESA. The following projects would be supported by the funds raised by FESA;

- a) Gazebo for the back playground;
- b) Friendship Bench;
- c) Tuff trays for the cowshed containing manipulative play materials such as K'nex and other playtime equipment such as top trumps.

Governors asked if the cowshed had been completed as the school had envisaged. Mrs Fulstow explained that the aesthetics of the shed would be improved.

Mrs Fulstow also added that the school had future plans to use the outdoor classroom as a gathering point for parents and by pupils at lunchtime. This would mean that work would have to be carried out to enlarge the classroom and increase the terraced area to maximise the capacity in the room.

RESOLVED: a) that the governors note the progress made in the school development plan;

b) that the report of the headteacher be received.

3036 SAFEGUARDING REPORT

Mrs Fulstow informed the board that the school had started to use CPOMS. **Governors asked what CPOMS was.** Mrs Fulstow explained that it was a software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. This would help the school manage and record child protection, behavioural issues, bullying, special educational needs, domestic issues and any other concerns.

Staff would be able to record information in a central repository and have relevant people alerted immediately. Senior leaders would be able to build a chronology around a student and can produce reports quickly and easily.

Governors asked how the safeguarding record of pupils could be accessed if the school was to receive a subject access request. Mrs Fulstow confirmed that CPOMs would make any access reports requested easy to create and disseminate.

RESOLVED: that the safeguarding report be received.

3037 SCHOOL FUND ACCOUNT 31 MARCH 2018

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

RESOLVED: that the statement of account for the accounting year ending 31 March 2018 be approved.

3038 CURRICULUM POLICY

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

3039 WORKPLACE DRUG AND ALCOHOL TESTING POLICY AND PROCEDURE

RESOLVED: a) that the Workplace Drug and alcohol Testing Policy and Procedure be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

3040 DATA PROTECTION POLICY

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

3041 NURSERY SURVEY RESULTS

Mrs Fulstow commented on the nursery survey results. The school had received 16 responses out of a possible 43.

Governors asked if they were anonymous surveys. The surveys were not anonymous.

Governors asked what the main headlines were from the survey. Parents were generally happy with the nursery provision although some comments had been made about the lack of communication between staff and parents. Governors discussed the communication between parents and staff at the nursery and agreed that parents need to be made aware that the communication at the school would be different to a private nursery provider and communication would not be in the form of a personal update for each child on a daily basis.

RESOLVED: that the nursery survey results be noted.

3042 **GOVERNOR TRAINING AND DEVELOPMENT**

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

3043 **STRATEGIC PLAN**

The governors were presented with a long term strategic plan that had been drafted by the Chair and the Headteacher

Governors agreed that a small working party should be established to discuss and disseminate the strategic plan and meet to review it on an annual basis.

- RESOLVED: a) that the strategic plan be received;
- b) that a working party be established.

3044 **SATS**

Governors asked for an overview of the SATs, and enquired how the pupils felt about the exams. Mrs Fulstow informed governors that some of the pupils found having the invigilator in the room off-putting. Pupils also feedback top staff that the maths paper had been difficult.

Governors asked when parents would be notified of the results. Mrs Fulstow confirmed that results would be distributed with the school reports.

RESOLVED: that the SATs update be received.

3045 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on the following dates;

- i. Monday 17 December 2018 at 4pm
- ii. Monday 1 April 2019 at 4pm
- iii. Monday 15 July 2019 at 4pm



Chair's Signature – Monday 17 December 2018

