

MINUTES of the Meeting of the Governors of Elloughton Primary School held on Monday 4 December 2017 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 EA Hunt, Mrs J Hutson, Mr C Marsden, Dr S Muzaffar, Miss K Parsons, Mrs D Redman, Mr L Roberts, Mrs E Thompson.

Clerk to the Governing Body – Mrs A Hall-Miell

**2865 APOLOGIES**

There were no apologies for absence.

**2866 MEMBERSHIP**

The Chair welcomed Dr S Muzaffar to the governing body.

**2867 APPOINTMENT OF CO-OPTED GOVERNOR**

Governors were invited to suggest any interested parties for the co-opted vacancy.

**2868 DECLARATION OF INTERESTS**

- RESOLVED: a) that Mr L Roberts declared his wife was an employee at the school;
- b) that Dr S Muzaffar declared his wife was an employee at the school.

**2869 CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

- RESOLVED: a) that the following items would be discussed as items under any other urgent business:
- i) Update on action tracker;
- ii) Staff appraisal summary (part b).
- iii) Update on action tracker be added to future agendas

**2870 ELECTION OF CHAIR**

- RESOLVED: a) that the term of office for the Chair be until the first meeting in the autumn term of 2018;
- b) that Mr S May be elected Chair.

Mr S May (in the Chair)

2871 **ELECTION OF VICE-CHAIR**

- RESOLVED: a) that the term of office for the Vice-Chair be until the first meeting in the autumn term of 2018;
- b) that Miss K Parsons be elected Vice-Chair.

2872 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

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

**Appeals Committee**

Membership

Membership to consist of any 3 governors, selected by the Chair, with no prior knowledge of the matter to be discussed or considered under Appeal.

NOTE: those three governors are to be non parent governors when dealing with a teacher pay review appeal.

Terms of Reference

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**

Membership

Dr S Muzaffar, Miss K Parsons, Mr C Marsden, Mr S May, Mrs C Fulstow, Mrs E Hunt, Mrs L Hemingway, Mrs R Brammall.

Terms of Reference

Review relevant policies and procedures;

Review relevant sections of the School Development Plan;

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**

#### Membership

Membership to consist of any 3 governors, chosen by the Chair, with no prior knowledge of the matter under consideration.

#### Terms of Reference

To consider formal parental complaints.

### **Leadership and Management Committee**

#### Membership

Mr L Roberts, Mr S May, Mrs C Fulstow, Mrs D Redman, Mrs E Thompson, Mrs R Brammall, Mrs E Hunt

#### Terms of Reference

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;

The committee will evaluate;

#### 1. School Leadership and Operational Management

- The vision and ambition of leaders and the extent to which pupils, parents and staff are committed to the vision;
- How well leaders, managers and governors pursue excellence;
- The implementation of the SDP;
- The application of policies and procedures;
- The respect and courtesy shown by staff to each other and pupils;
- The performance of the Headteacher;
- The capacity of leaders and managers to bring about continuous improvement.

## 2. Financial Management

- The effectiveness of financial management arrangements in school;
- The three-year plan and annual budget, and recommend these to the full governing body;
- The monitoring of income and expenditure against budgets;
- The suitability of provisions currently in force;
- How the school ensures Best Value and the requirements of the School Financial Value Standards;
- The costing for school meals, before and after school provision, after-school clubs, educational visits;
- The use and auditing of the School Fund Account

## 3. Human Resource Management

- Arrangements in place for suitable and effective teaching staff;
- Arrangements in place for suitable and effective non-teaching staff;
- The development of staff via training, mentoring and coaching;
- The coherence and effectiveness of continuing professional development (CPD);
- The effectiveness of performance management

## 4. Governance

- The effectiveness of monitoring and evaluation and how well it is shared with governors;

- The effectiveness of governance;
- Training and competence of governors

**Performance Review Committee**

Membership

Miss K Parsons, Mr S May, Mrs J Hutson.

Terms of Reference

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.

Review Officer - Mrs Thompson

**Personnel, Disciplinary and Appointments Committee**

Membership

Miss K Parsons, Mr S May, Mrs J Hutson.

Terms of Reference

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 Disciplinary Committee**

Membership

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

### Terms of Reference

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.

### **Standards and Achievement Committee**

#### Membership

Miss K Parsons, Mr C Marsden, Mr S May, Mrs C Fulstow, Mrs D Redman, Mrs E Thompson, Mrs J Hutson, Mrs R Brammall.

#### Terms of Reference

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.

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:

as per the terms of reference of the Personnel Disciplinary and Appointments Committee.

## 2873 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES

RESOLVED: a) that Mrs L Hemingway be elected Year Three Governor and Safeguarding Governor;

b) that Mr J Hutson be elected SEND Governor, Educational Visits Governor and Year One Governor;



- c) that Mr S May be elected Year Four Governor and Training Link Governor;
- d) that Dr S Muzaffar be elected Early Years Foundation Stage Governor;
- e) that Miss K Parsons be elected School Council Governor, Pupil Voice Governor, 007 Governor and Year Six Governor;
- f) that Mrs E A Hunt be elected Year Five Governor;
- g) that Mrs D Redman be elected Year Two Governor, Progress Governor and Assessment Governor;
- h) that Mr L Roberts be elected Early Years Foundation Stage Governor;
- i) that Mrs E Thompson be elected Sports Premium Governor, More Able Pupils Governor and Mathematics Governor.

**2874 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.

**2875 MINUTES**

RESOLVED: that the minutes of the meeting held on Monday 10 July 2017 be confirmed and signed by the Chair.

**2876 MATTERS ARISING FROM THE MINUTES**

Governor Roles and Responsibilities (minute number 2857)

Governor roles and responsibilities would be re-visited

**2877 COMMITTEE MINUTES**

- RESOLVED:
- a) that the minutes of the Standards and Achievement Committee held on Friday 13 October 2017 be received;
  - b) that the minutes of the Behaviour Standards and Welfare Committee held on Friday 20 October 2017 be received.

**2878 REPORT OF THE HEADTEACHER**

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

Governors discussed the use of a new format which was highlighted as potentially useful for trends and comparisons.

The Headteacher informed the governors that attendance figures continued to show a worrying trend. Year six attendance figures had dropped. The Headteacher explained that the overall attendance figure for the school had improved. Parents were responding to the letters the school had sent regarding attendance and these were making a difference.

*Penalty.*  
A governor asked if the Code of Conduct was received by parents. It was agreed that the code of conduct could be added to the school website.

Governors were informed that RAISE online had changed to Analyse School Performance. Training sessions were available to governors from the Local Authority.

RESOLVED: that the report be received.

## 2879 INSPECTION DASHBOARD

The Headteacher explained that the governors the changes to the inspection dashboard.

The Headteacher explained that the progress data was poor and was not where the school thought it would be.

A governor asked what had been put in place to tackle progress. The Headteacher explained that she was confident some issues were being addressed and was cautious of tackling too much at once which would hinder progress further.

The Headteacher explained that writing was significantly low however it would take time to improve; small improvements had already been made. Children who had potential for rapid improvement had been identified. Attitude to learning would be a focus for the school. The school would not want to leave any child with significant learning gaps.

The school would have a big focus on reading with good examples being shared with the children. A governor asked if this would be linked to the staff appraisals. The Headteacher explained that it would be difficult to link directly to appraisals however the opportunity would be taken to ask questions where needed.

The Headteacher explained that there had been a misunderstanding of how some subjects should have been taught by some teachers. The root cause would be investigated. It was recommended that training be looked at and understood.

The Headteacher explained the personalised learning was being trailed in year 5 and 6.

## 2880 SCHOOL DEVELOPMENT PLAN 2017/2018

The Headteacher explained that the School Development Plan would be revised to reflect all discussion points with the governors.

A Maths co-ordinator was required for the school.

RESOLVED: that the revised School Development Plan be circulated electronically to the governor and would be discussed at the spring meeting.

## 2881 SAFEGUARDING REPORT

The Headteacher informed governors that the self-accreditation form was to be completed.

Safeguarding training would be completed where required.

2882 **SPORTS PREMIUM IMPACT REPORT**

The Headteacher informed that governors that the majority of the sport premium had been allocated. The school had a clear plan of what the premium would be spent on. The school had qualified for the gold school games awards.

2883 **NO SMOKING POLICY**

RESOLVED: a) that the No Smoking Policy be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy.

2884 **MIXED CLASS STRUCTURE**

The Headteacher provided the governors with an update on the mixed class structure. Key Stage One was working well with the specific needs of the children. Years three and four had not undergone change. The Headteacher explained to the governors that the attitude to learning in years five and six had improved however speed remained slow. Parent feedback had been negative however progress had improved and the Headteacher hoped that parents would see the benefits in the spring term.

The governors discussed if the recruitment of support staff would be required. Progress would be monitored and feedback given before a decision would be made.

2885 **ACADEMISATION**

The Headteacher informed the governors that the school had sought feedback from other schools regarding their experiences and what differences had been achieved at the schools. The Headteacher explained that the school would want the best match. The school was unlike schools in Hull and it was thought the school would need to look further afield.

~~2886~~ **NO SMOKING POLICY**

~~RESOLVED: a) that the No Smoking Policy be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy.~~

2887 **PAY POLICY**

Governors discussed the need for the policy to be personalised.

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

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2889 **PENALTY NOTICES – CODE OF CONDUCT**

RESOLVED: a) that the Penalty Notices – Code of Conduct be approved and adopted;

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

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#### SPECIAL LEAVE POLICY AND PROCEDURE

RESOLVED: a) that the Special Policy and Procedure be referred to the Leadership and Management Committee;

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#### CHILD PROTECTION AND SAFEGUARDING DOCUMENTS

RESOLVED: that the following documents be approved and adopted:

- a) Child Protection and Safeguarding Policy;
- b) Child Protection Procedures – Staff Guidance;
- c) Child Protection Code of Conduct.

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#### GOVERNOR TRAINING AND DEVELOPMENT

Governors were advised to contact the Chair should they wish to attend the training sessions provided.

- 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.

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#### GOVERNOR VISITS

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Governors discussed the concern of the year group visits. Governors were encouraged to complete a visit form after each visit to the school.

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#### APPRAISAL POLICY

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RESOLVED: a) that the Appraisal Policy be deferred to the Leadership and Management Committee.

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#### FUTURE MEETINGS

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- RESOLVED: a) that the next meeting be held on Monday 5 March 2018 at 4.00pm;
- b) that the meeting dates for the summer and autumn terms be circulated to the governors.



Chair's Signature – 5 March 2018