

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

Mr S May (in the Chair)

Mrs C Fulstow, Mrs J Hutson, Mr C Marsden, Miss K Parsons, Mrs D Redman, Mr L Roberts, Cllr P Smith, Mrs E Thompson.

Also in Attendance: -

Mrs R Brammall, Deputy Headteacher (Observer)

Clerk to the Governing Body – Hannah Ralph

2702      **APOLOGIES**

RESOLVED: a) apologies for absence were received from Mrs E Hunt and Mr A Stuart;

b) no apologies for absence were received from Mrs K Johnson.

2703      **CONSENT FOR ABSENCE**

RESOLVED: a) that consent be given to Mrs Hunt and Mr Stuart for their absence from this meeting;

b) that consent not be given to Mrs Johnson for her absence from this meeting.

2704      **DECLARATION OF INTERESTS**

There were no declarations of interest to be made.

The Chair confirmed that all governors had signed the school's confidentially agreement previously, but wished to re-emphasise that governors should treat all information as confidential.

2705      **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER BUSINESS**

No prior notification of any other business had been received from governors however the Chair informed governors that he wanted to raise committee terms of reference, policies, governor visits, the school website, pupil premium, sports premium and the moral compass.

2706      **MEMBERSHIP**

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

Mr Robert's DBS check had not been returned to the school and therefore he needed

to leave the meeting at Part B.

The Chair informed governors that the meeting would be Cllr Smith's last before she resigned as a governor. Cllr Smith was thanked by the governing body.

2707 **APPOINTMENT OF ASSOCIATE GOVERNORS**

RESOLVED: that Mrs R Brammall be appointed an associate governor.

2708 **ELECTION OF VICE-CHAIR**

The Chair asked if anyone had considered becoming Vice-Chair. Miss Parsons had considered the role, however stated she was to start a Masters Degree in September 2016 and did not feel she could commit to the role. The Clerk explained that Miss Parsons could take on the role of Vice-Chair until September 2016 to allow the new governor's time to settle into their roles and then it could be raised as an agenda item for all governors to consider. Miss Parson's agreed to the role.

RESOLVED: a) that the term of office be until September 2016;  
b) that Miss Parsons be elected Vice-Chair.

2709 **MINUTES**

RESOLVED: that the minutes of the meeting held on Monday 28 September 2015 be approved and signed by the Chair.

2710 **COMMITTEE MINUTES**

Governors informed the Headteacher and the Chair that they had found difficulty with abbreviations in the minutes. The Chair will put a list of abbreviations on Google Drive, the cloud storage that is to be used from now on.

The Chair asked governors to familiarise themselves with the work of any committee(s) they are not members of, in order to give them a broad awareness. They could do this by attending other committee meetings.

Behaviour and Safety (5 February 2016)

*Question: Did the four parents who received penalty notices pay the fines?*

*Answer: We don't find out. The penalty notice is sent and that's the last we hear.*

Cllr Smith informed governors that she would see if she could find out how many parents had paid fines.

*Question: Is term-time holiday becoming worse or better?*

*Answer: Parents accept the policy, but they still book holidays during term time.*

Cllr Smith questioned whether the attendance of the children who had time out of school to play tennis had improved. The Headteacher explained that the children were allowed out of school because of their ability in the sport, the difficulties occurred when the child's progress dipped at school. Governors were aware that there was one

child whose parents were still taking their child out of school to attend tennis although the child's progress is a concern and therefore the school had not authorised their attendance at tennis.

RESOLVED: a) that the minutes of the meeting of the Standards and Achievement Committee held on Friday 16 October 2015 be received;  
b) that the minutes of the meeting of the Behaviour and Safety Committee held on Friday 20 November 2015 be received;  
c) that the minutes of the meeting of the Standards and Achievement Committee held on Friday 29 January 2016 be received;  
d) that the minutes of the meeting of the Behaviour and Safety Committee held on Friday 5 February 2016 be received.

**NOTE:** Mrs Brammall arrived at the meeting at 4.50pm.

## 2711 **UPDATES FROM THE CHAIR'S OF COMMITTEE**

### Leadership & Management

Governors understood that the Headteacher's Performance Review was scheduled for 22 March 2016.

The terms of reference for the Standards and Achievement and Behaviour, Safety and Welfare committees have been updated.

A schedule was being developed by the Chairs of committees to structure and plan out the questions and challenges that the Governing Body holds the school to account with.

### Behaviour and Safety

Miss Parsons and Mrs Hunt had attended the British Values training at South Hunsley which they found really interesting and an E-Safety event for parents was to be held and all governors were welcome to attend.

## 2712 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

The Chair explained that Behaviour, Pupil Voice, 007, School Council, Modern Foreign Languages (MFL) Religious Education (R.E), Collective Worship and Most Able needed link governors.

RESOLVED: a) that Mr Stuart be elected Pupil Premium and Closing the Gap, ICT and Class Two governor;  
b) that Mrs Johnson be elected Year Five governor;  
c) that Mr Roberts be elected Sports Funding, School Website, Literacy, Physical Education and Year Six governor;  
d) that Mrs Redman be elected Key Stage Two Assessment and Progress, History and Year Five governor;  
e) that Mrs Thompson be elected Early Years Foundation Stage, More and Most Able, Maths and EYFS governor;  
f) that Mrs Hunt be elected Safeguarding and Child Protection, Key

- Stage One Assessment and Progress, The Arts and Music and Year Two governor;
- g) that Mr Marsden be elected Year Three/Four governor;
  - h) that Cllr Smith be elected Year Three/Four governor;
  - i) that Mrs Hutson be elected SEND, Educational Visits, Geography and Year One governor;
  - j) that Miss Parsons be elected SMSC/ Wellbeing / PHSCE / SEAL, R.E. & Collective Worship, and Year six governor;
  - k) that Mr May be elected Self-evaluation & SDP, Training Link, Science and Technology, and Year Three/Four governor.
  - l) that Mrs Brammall be elected School Council / Pupil Voice/007 club governor.

Some link roles remained unallocated and these were Behaviour and Modern Foreign Languages (MFL). Steps are to be taken to allocate these remaining roles.

## 2713 **REPORT OF THE HEADTEACHER**

The Report of the Headteacher was distributed to the governors prior to the meeting and the following questions were received.

*Question: Has the health & safety training been completed by Gill Watson & David O'Pray?*  
*Answer: Gill has completed the training and David is to complete.*

*Question: What steps have been taken to improve consistency of marking and feedback? Are they effective?*  
*Answer: Recent review of the policy and amended marking code which staff are now trialling to make explicit what is good about a piece of work and what the next steps are.*

*Question: Do pupil progress meetings record accurately which pupils need additional support and which need more challenge? How are these records kept and are issues followed up from one meeting to the next?*  
*Answer: 'Closing the Gap' document and the new 'Provision Map' list pupils who need additional support. Pupil Progress meetings next term will focus on these, the outcomes of planned support and agree the next steps if progress is still a concern.*

*Question: Do the 22 children on the SEN register include those with dyslexia? What tracking of progress is being carried out?*  
*Answer: Yes. Progress is measured using Class Track.*

*Question: What are your proposals for how PP will be looked at more closely?*  
*Answer: Meeting to be held with Sarah Crellin, Hannah Stillings (Staff Pupil Premium Champion) and Alex Stuart (Governor Pupil Premium Champion.)*

*Question: Authorised and unauthorised absences appear lower than the previous period but persistent absentees appear higher. Is there any reason for this? Any actions being undertaken?*  
*Answer: Threshold for persistent absentees now changed to less than 90%. Previously less than 85%.*

*Question: What steps are being taken to help those children who do not achieve the level?*  
*Answer: Additional support/ phonic intervention programmes for those not attaining the required level. e.g. Lexia, Phonic Apps.*

*Question: What is the attitude of parents on holidays in term time? Are fines paid?*

*Answer: Variable. All aware of the report and the of term time holiday policy. Very few agree with it. The LA does not notify us of the outcome of penalty notices.*

*Question: The new house reward system seems to be a great success, one comment is that the number of star learners issued seemed to have reduced. Is this intentional?*

*Answer: This is not intentional. Star Learners more closely linked to the moral compass value introduced at the start of the week. This is changing to a monthly focus and a greater raised profile of each value to help embed out core values/moral compass.*

*Question: Is the school planning to enter teams into the Sainsbury School games?*

*Answer: We enter it ever year. All the events that we go to, that are organised by South Hunsley, are Sainsbury's School Game events. Not always got through to the final rounds.*

*Question: The amount of SEN has risen from 13 to 22. Will this affect staffing and funding dramatically?*

*Answer: Does impact on staffing and funding. Do need to review the level of TA support as mainly for 1:1 (EHC plan pupils)*

*Question: What was the feedback on the homework and how is this recorded and reported back to all?*

*Answer: Homework survey responses to be put on Google Drive. In the process of agree new system and will prepare response to parents.*

The Chair informed governors that in the future documents would be put on Google Drive to be shared freely and updated regularly.

RESOLVED: that the report of the Headteacher be received.

#### 2714 **SCHOOL DEVELOPMENT PLAN 2015/2016**

The Chair suggested that the relevant sections of the School Development Plan be delegated to the relevant committees.

*Question: Will the sections in red that weren't done in time, will they stay red?*

*Answer: No, we revisit them and they will be green.*

The Headteacher informed governors that the SDP would be reviewed in the summer term and she had a meeting booked with the Deputy Head for 11 July 2016.

*Question: Is there too much in the plan? It's very ambitious.*

*Answer: Felt important to include all the key areas following thorough self evaluation last year. Plan spans from March 2015, when I took up post, until July 2016. Will have fewer priorities next year.*

RESOLVED: that the School Development Plan 2015/2016 be received.

#### 2715 **SCHOOL FINANCIAL VALUE STANDARD (SFVS)**

The School Financial Value Standard had been signed by the Chair.

RESOLVED: that the SFVS be approved by the full governing body.

2716 **FIVE YEAR PLAN**

RESOLVED: that permission is given by the Full Governing Body to delegate the approval Five Year Plan to the Leadership and Management Committee.

2717 **HEALTH AND SAFETY POLICY**

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

2718 **FIRE POLICY**

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

2719 **P.E. UNIFORM**

Mr Marsden explained that the school wanted the children to have a standard P.E. outdoor uniform for children. The uniform was to include black cuffed ankle tracksuit bottoms and a black tracksuit top. Currently, pupils were sent with a mixture of clothing and the school felt it created completion and did not look fantastic.

The School Business Manager had spoken to the uniform supplier and it could be provided. If governors approved the new P.E. uniform the school would contact the supplier for stock, inform parents and the new uniform would be in effect from September 2016.

*Question: Are you allowing logoed clothing?*

*Answer: It's very hard to stop as most clothing is embroidered. There won't be any slogans, but you can buy very cheap Adidas and Nike from Sports Direct.*

Mrs Hutson felt that the school could afford to make a strong point in regards to logoed uniform. It was felt that parents should either buy the uniform from the school which included the school logo or it was to be plain black.

RESOLVED: that the governors approve the new P.E. outdoor uniform.

2720 **ADMISSION NUMBERS 2016/2017**

The projected pupil numbers for 2016/2017 were distributed to the governors.

The Headteacher explained that the school did not know the final numbers for the September intake, however 34 parents had put Elloughton Primary School as the first choice for their child and the proposed class structure was based on those numbers.

Letters were to be sent to parents on 16 April 2016 confirming their choice of school and as soon as the school was aware who they had been sent to, they were to arrange

an open afternoon. The Headteacher hoped that the open afternoon would finalise numbers.

The proposed class structure for 2016/2017 included 11 classes.

*Question: Can we support funding for 11 classes?*

*Answer: Yes.*

*Question: What happens if the numbers drop below 34?*

*Answer: It's a gamble we have to take.*

Governors understood that Year One was capped at 30 pupils and the current Year Four had had two years of been in mixed year group classes.

2721 **SECONDMENT POLICY AND PROCEDURE**

RESOLVED: a) that the Secondment Policy and Procedures be approved;

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

2722 **REDUNDANCY POLICY AND PROCEDURE**

RESOLVED: a) that the Redundancy Policy and Procedures be approved;

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

2723 **COUNTER FRAUD AND CORRUPTION POLICY AND PROCEDURE/WHISTLEBLOWING POLICY AND PROCEDURE**

RESOLVED: a) that the Counter Fraud and Corruption Policy and Procedures/Whistleblowing Policy and Procedures be approved;

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

2724 **GOVERNOR DEVELOPMENT AND TRAINING**

All new governors had attended the Governor Induction Training; however Mr Roberts was to attend on 12 May 2016. Governors commented that they had found the training very useful.

Governors were reminded that any training course they wished to go on to inform Mrs Watson in the school office.

Mrs Thompson was to attend the Early Years Foundation Stage training at Hornsea Primary School and Mrs Hutson was to attend the Educational Visits training.

2725 **GOVERNING BODY SELF-EVALUATION**

The Chair explained that the Governing Body Self-Evaluation was a yearly document that needed to be completed and asked for a number of governors to meet to address the self-evaluation.

Mrs Thompson, Mrs Redburn, Miss Parsons and Mrs Hutson all showed interest and the Chair was to arrange a date and email the governors.

2726 **QUESTIONS AND EVIDANCE SCHEDULE**

The Chair wanted governors to be aware that he, the Headteacher, Miss Parsons and Mrs Hutson had created a spreadsheet which summarised the questions and challenges given to the school by the governors. The questions were being recorded and logged. Once this is completed sufficiently, all governors would be briefed.

2727 **WEBSITE**

The website had been audited and the report had been given to the school. Certain changes were required and additional information was needed, however this would all be included when the school changed to a new website provider.

Mr Roberts stated that he would like to see a list of most visited pages etc and would email the Headteacher the list. The Headteacher was aware that the website provider would be able to provide the required information. Mrs Roberts was willing to input on the new website and was to arrange a meeting with the School Business Manager.

2728 **PUPIL PREMIUM**

Mr Stuart was the Pupil Premium governor and Hannah Stillings was the Pupil Premium Champion within the school. Governors were aware that the two had to meet and report back to the governors.

2729 **MORAL COMPASS**

Governors were aware that there would be a monthly focus. Assemblies for the month will link to the same theme. Newsletter to be sent to parents and a display at the front of the school which would focus on the monthly value.

*Question: Is there anything we as governors could do to help embed?  
Answer: You could talk to parents and pupils about the impact.*

2730 **FUTURE MEETINGS/NEXT MEETING**

RESOLVED: to note that the summer term meeting is to be held on Monday 11 July 2016 at 4.30pm.

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Chair's Signature – 11 July 2016