

MINUTES of the meeting of the governing body of Elloughton Primary School held on Monday 10 July 2017 at 4.00pm.

P R E S E N T:-

Mr S May (in the Chair)

Mrs R Brammall, Mrs C Fulstow, Mrs L Hemingway, Mrs Hunt, Mrs Hutson, Mr C Marsden, Miss K Parsons, Mrs D Redman.

Clerk to the Governing Body – Hannah Ralph

2837 **APOLOGIES**

Apologies for absence were received from Mr L Roberts and Mrs E Thompson.

2838 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mr Roberts and Mrs Thompson for their absence from this meeting.

2839 **DECLARATION OF INTERESTS**

There were no declarations of interests to be made.

2840 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

The Headteacher had a certificate of recognition to share with governors as well as the Year 6 SAT results.

2841 **MEMBERSHIP**

Governors were asked to consult the membership details held on file and advise the clerk of any changes to be made.

The Chair had received an application from Dr Muzaffer to become a co-opted governor. Dr Muzaffer had applied for a position on the governing body last year, but there were not any vacancies at the time. The skills audit form had been completed and he appeared to be a good candidate.

The Chair had met with Dr Muzaffer and felt that he seemed very skilled in management and sat on the board of governors for the NHS Trust.

A governor asked why Dr Muzaffer wanted to become a governor. He wanted to help and he knew the school.

Governors agreed to co-opt Dr Muzaffer onto the governing body.

RESOLVED: that the appointment of Dr Muzaffer as a co-opted governor be noted.

2842 **MINUTES**

RESOLVED: that the minutes of the meeting held on Monday 27 March 2017 be confirmed and signed by the Chair.

2843 **MATTERS ARISING FROM THE MINUTES**

Informal Governors Meeting (Minute 2809)

Mrs Hutson had observed the appraisal process in order to gain a better understanding. Mrs Hutson commented that the process was very thorough and remarkably time consuming.

Darren Marks, Central Team School Improvement, from Hull Collaborative Academy Trust (HCAT) was to meet with the Headteacher and Deputy Headteacher to discuss performance management.

Mr Marsden felt that performance management needed to be closer linked to the pay scales and staff needed to be more aware of what was needed to progress to the next pay point. Mr Marsden felt that the school could result in training Newly Qualified Teachers, for them to leave due to being unable to see the pay progression. Clear Guidance was needed for staff.

The Headteacher agreed to look at alternative pay policies with the Deputy Headteacher. The school currently used Local Authority guidance and then had added sections. Advice would be taken from Darren Marks.

Mrs Hutson stated that pay progression could lead to a budgetary issue as there could be a number of staff members working at a specific pay point; however the budget may not allow for all staff members to be paid at that scale.

Mrs Hemingway felt it was important to ensure that those on the high pay scales were consistently carrying out the responsibilities required for the role.

The Headteacher advised that staff were aware there would be no pay progression due to the budget for at least a two year period and the policy would be discussed at the leadership and management committee.

Safeguarding Report (Minute 2814)

The welfare log had been introduced and there was now a safeguarding concern form. Both were logged by Mrs Wightman, Administration Officer. Mrs Hemingway was to sign the welfare log at the same time as a single central record.

School Website (Minute 2827)

Mr Roberts was to inspect the website. Mrs Holmes, Administration Assistant, was now the link in school for the website.

2844 **COMMITTEE MINUTES**

- RESOLVED:
- a) that the minutes of the meeting of the Leadership and Management Committee held on Friday 12 May 2017 be received;
 - b) that the minutes of the meeting of the Behaviour, Safety and Welfare Committee held on Friday 19 May 2017 be received;
 - c) that the minutes of the meeting of the Standards and Achievement Committee held on Friday 26 May 2017 be received.

2845 **REPORT OF THE HEADTEACHER**

The report of the Headteacher had been received prior to the meeting and governor had submitted their questions.

A governor asked if it was possible to receive a summary of outcomes of staff appraisals. I.e. those not achieving their expectations etc. A bullet pointed document with areas for development could be shared. Staff received the same document.

Mrs Hunt felt it would be useful to say 9/10 teachers had reached their target and governors would then be able to challenge whether the targets are too easy or difficult. Governors had to be careful they were not seen as judging the teaching as that was not what they were there to do.

The Chair suggested that the evidence of the outcome of achievement progress be put into a summary and then questions were able to be asked. The summary was to be presented at the leadership and management committee.

A governor asked how many referrals to the Early Help and Safeguarding Hub had been made. Three referrals had been made in the summer term.

A governor asked how the number of referrals compared to previous terms. The number of referrals was higher; however three was a very low number for a school although high for the school specifically.

RESOLVED: that the report of the Headteacher be received.

2846 **SCHOOL IMPROVEMENT PLAN 2016/2017**

The school development plan was available to governor on Google Drive. The sections of the plan that were highlighted yellow or red would be added to the 2017/2018 improvement plan. The Headteacher and the Deputy Headteacher were to meet to hold an initial review and discuss priorities for 2017/2018.

A governor asked if governor input would be required at that meeting. Governors were welcome to attend.

Governors were happy with the format of the improvement plan and were all to be notified of the meeting to draft the plan and were to inform the Headteacher if they wished to attend.

Writing was to be a priority in the 2017/2018 plan.

RESOLVED: that the School Improvement Plan 2016/2017 be received/approved.

2847 **SAFEGUARDING REPORT**

RESOLVED: that the termly update be received.

2848 **SCHOOL FUND ACCOUNT**

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

The recommendations from the auditor were as follows;-

- That either tuck shop income is paid into the school budget as 'other catering income' or invoices relating to tuck shop expenditure are processed through the school fund.
- Cheque no. 203995 for £300.00 presented 21 April 2016 had been noted in the cashbook as 'G Quinn – Friendship Benches', however no invoice or receipt had been retained. The School Business Manager is to obtain an invoice retrospectively. It was recommended that either receipts or invoices are retained for audit purposes.
- A member of staff had been reimbursed for the purchase of a gift for a guest assembly speaker. The receipt was for £10.00 and included £9.00 for a bottle of Chablis. It was recommended that the school fund must not be used for the purchase of alcohol.

The School Business Manager had opened a separate account with Hopwells to pay invoices relating to Tasty Tuck from the School Fund Account. A receipt had been obtained from Mr G Quinn relating to the purchase of friendship benches and the School Business Manager and the Headteacher were both now aware that alcohol was unable to be purchased from the school fund account and would not let this happen in the future.

RESOLVED: that the statement of account for the period 2016 year ending be approved.

2849 **APPROVAL OF THE BUDGET 2017/2018 AND FIVE YEAR PLAN**

RESOLVED: that the 2017/2018 Budget and Five Year Plan be approved.

2850 **ERSCB SCHOOL SAFEGUARDING SELF ASSESSMENT REPORT**

RESOLVED: that the ERSCB School Safeguarding Self-Assessment Report be received.

NOTE: Miss Parsons arrived at the meeting at 5.10pm.

2851 **APPRENTICESHIP LEVY REPORT**

RESOLVED: that the Apprenticeship Levy Report be received.

2852 **ATTENDANCE AT WORK POLICY AND PROCEDURE**

RESOLVED: a) that the Attendance at Work Policy and Procedure be approved and adopted;

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

2853 **CORPORATE HEALTH AND SAFETY POLICY**

RESOLVED: a) that the Corporate Health and Safety Policy be approved and adopted;

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

2854 **MODEL CODE OF CONDUCT**

Governors found the code of conduct very useful. Miss Parsons and Mrs Hutson were to analyse the workplan and policy schedule over the summer and compare to what was already in place with the governing body.

RESOLVED: that the Model Code of Conduct be approved and adopted.

2855 **GOVERNOR VISITS**

All the governor visit reports were on Google Drive and the Chair was happy that reports provided good evidence of governor involvement.

Miss Parsons and Mrs Hunt were to attend the 'It's a Knock Out' day on Monday 24 July 2017 and Mrs Hutson was to attend Elloughton Entertains at 9.30am on Monday 17 July 2017.

RESOLVED: that the reports be received .

NOTE: Mrs Brammall left the meeting at 5.20pm.

2856 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors were informed that the service level agreement with Darren Marks involved governor development and if there was any further knowledge governors felt they needed, the Headteacher would mention it to Darren.

RESOLVED: a) that the availability of CPD opportunities on www.endingcpd.net be noted;

b) that the CPD prospectus be received.

2857 **GOVERNOR ROLES AND RESPONSIBILITIES**

The Chair asked governors if they felt the balance was right between holding the Headteacher to account and supporting the Headteacher.

Miss Parsons felt she had the right balance and often thought of ideas when visiting the school and did not feel that because she was a governor they would be acted upon.

The Headteacher suggested a decision planner would help governors understand what they could and could not do as governors. The work delegation planner in the code of conduct included this information.

Miss Parsons and Mrs Hutson were to look at the work delegation planner when analysing the code of conduct.

2858 **CERTIFICATE OF RECOGNITION**

The Headteacher had received a certificate of recognition from the Children and Young People's Overview and Scrutiny Committee at East Riding of Yorkshire Council. The certificate was in recognition of achieving a good grade in the recent Ofsted inspection.

2859 **SAT RESULTS**

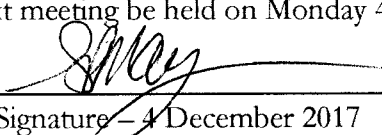
	School Expected	National
Maths	76%	75%
Writing	63%	76%
Reading	74%	71%
Grammar, Punctuation and Spelling.	83%	77%

18 pupils did not reach expected standard in writing, which was mainly due to spelling. However, 5 pupils had reached greater depth compared to 0 in 2016.

A governor asked how the results compared with the set targets. They were lower than the targets but aspirational targets had been set.

2860 **NEXT MEETING**

RESOLVED: that the next meeting be held on Monday 4 December 2017 at 4.00pm


Chair's Signature – 4 December 2017