

MINUTES of the Meeting of the Governors of Elloughton Primary School held on Monday 27 March 2017 at 4.00pm.

---

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

Mr S May (in the Chair)

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

Clerk to the Governing Body – Hannah Ralph

**Governors thanked the staff and governors at the school for their fantastic Ofsted outcome. The actions from the report were to be raised under any other urgent business.**

**2802 APOLOGIES**

Apologies for absence were received from Mrs R Brammall and Mrs L Hemingway.

**2803 CONSENT FOR ABSENCE**

**RESOLVED:** that consent be given to Mrs Brammall and Mrs Hemingway for their absence from this meeting.

**2804 DECLARATION OF INTERESTS**

Mr Roberts informed governors that his wife was a volunteer at the school.

**2805 CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

Ofsted Actions, Health and Safety Audit Report, Academisation and Class Structure were to be raised as items of any other urgent business.

**2806 MEMBERSHIP**

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

**2807 MINUTES**

**RESOLVED:** that the minutes of the meeting held on Monday 5 December 2016 be confirmed and signed by the Chair.

**2808 MATTERS ARISING FROM THE MINUTES**

Model School Complaints Policy (Minute 2790)

The Chair informed governors that the Complaints Policy had not been received at the Leadership and Management Committee as was planned and was an agenda item at the full governing body meeting.

RESOLVED: a) that the minutes of the meeting of the Leadership and

Management Committee held on Monday 28 November 2016 be

received;

b) that the minutes of the meeting of the Leadership and

Management Committee held on Friday 13 January 2017 be

received;

c) that the minutes of the meeting of the Standards and

Achievement Committee held on Friday 27 January 2017 be

received;

d) that the minutes of the Behaviour, Safety and Welfare Committee

held on Friday 10 February 2017.

NOTE: Mrs Thompson arrived at the meeting at 4.20pm.

2809 INFORMAL GOVERNORS MEETING

Governors had discussed teaching standards at the meeting. The benefits of raising the profile of the governing body's role in regards to teacher performance, specifically to ensure the leadership team had a plan in place to develop all teaching to an outstanding level was discussed.

The leadership and management committee were to include a discussion about monitoring and appraisals in teaching as a regular agenda item.

Mrs Hutson explained that she was happy to delegate monitoring and appraisals of staff to the leadership team and did not understand why the role of the governors was to become more invasive.

Governors explained that they did not wish to be invasive; they wished to have reassurance that issues had been addressed.

The Headteacher informed governors that the information was presented to the appraisal committee but advised that she was happy to hold an interim appraisal committee to show that actions were being followed.

The Headteacher stated that she would explore how other Headteachers reported the quality of teaching to the governing body as she no longer graded individual teachers' lessons.

Governors and the Headteacher felt the reporting of quality and teaching was worth exploring as the governors role was strategic, but also involved monitoring and support.

NOTE: Mr Marsden arrived at the meeting at 4.45pm.

Governors had felt it was beneficial to review the structure and format of the report of the Headteacher. One area of development noted was to be the inclusion of more detail on teaching assessment and performance.



RESOLVED: that the minutes of the meeting of the full governing body be received.

2810 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

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 or considered under appeal.

Behaviour, Safety and Welfare Committee

Mrs Brammall, Mrs Fulstow, Mrs Hemingway, Mrs Hunt, Mr Marsden, Mr May, Miss Parsons.

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, Mrs Redman, Mr Roberts, Mrs Thompson.

Personnel, Disciplinary and Appointments Committee

Mrs <sup>ES</sup>Huston 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 Parsons. Reviewer – Mrs Thompson.

Standards and Achievement Committee

Mrs Brammall, Mrs Fulstow, Mrs Hunt, Mrs <sup>ES</sup>Huston, Mr Marsden, Mr May, Miss Parsons, Mrs Redman, Mrs Thompson.

b) that the extent of delegation be as follows:

Appeals Committee

- To act as the staff dismissal against appeals committee;
- To hear appeals against pay policy decisions;
- To hear appeals against dismissal or redundancy decisions;

- To head appeals against decisions of the disciplinary committee;
- To act as the grievance appeals panel;
- To hear parental appeals against exemption from the national curriculum;
- To review the grievance procedure.

#### Behaviour, Safety and Welfare Committee

- To review relevant policies and procedures;
- To review relevant sections of the School Development Plan;
- To receive reports of governor visits;
- To evaluate the quality of pupils' engagement in learning;
- To evaluate the quality of pupils' behaviour at all times in school;
- To evaluate the school's analysis of and response to pupil behaviour;
- To evaluate the effectiveness of the school's actions to prevent and tackle discriminatory and derogatory language;
- To evaluate the effectiveness of the school's actions to prevent and tackle all forms of bullying and harassment;
- To evaluate the views of pupils, parents, staff, governors and others on behaviour and safety;
- To evaluate the impact of the school's strategies to improve behaviour;
- To evaluate the school's effectiveness in preparing pupils for life in modern democratic Britain and the global society;
- To evaluate how effectively the school promotes the confidence and engagement of parents;
- To evaluate how effectively the school works with other agencies;
- To evaluate how effectively the school encourages pupils to enjoy learning, to be creative and to reflect on their experiences;
- To evaluate how effectively the school encourages pupils to recognise the right and wrong and to apply this understanding; skills;
- To evaluate how effectively the school develops pupil social skills;
- To evaluate how effectively the school encourages pupils to explore culture and cultural diversity;
- To evaluate the schools arrangements for pastoral care;
- To evaluate the overall and persistent absence and attendance rates;
- To evaluate the punctuality in arriving at school and at lessons;
- To evaluate the impact of the school's strategies to improve attendance;
- To evaluate the effectiveness of the school's safeguarding procedures;
- To evaluate the school's data of safeguarding;
- To evaluate the effectiveness of e-safety arrangements;

- To evaluate any actions arising from any safeguarding or e-safety issues;
- To evaluate the arrangements for the management of health and safety in school and activities away from school;
- To evaluate health and safety standards via termly inspections and reports;
- To evaluate actions taken following incidents, near misses or reported hazards including fault file records.

#### Complaints Committee

- To consider formal parental complaints.

#### Leadership and Management Committee

- To review relevant policies and procedures;
- To review relevant sections of the School Development Plan;
- To receive local authority reports;
- To receive reports of governor visits;
- To have delegated responsibility to approve the 5 year budget plan;
- To evaluate the vision and ambition of leaders and the extent to which pupils, parents and staff are committed to the vision;
- To evaluate how well leaders, managers and governors pursue excellence;
- To evaluate the implementation of the School Development Plan;
- To evaluate the application of policies and procedures;
- To evaluate the respect and courtesy shown by staff to each other and pupils;
- To evaluate the performance of the Headteacher;
- To evaluate the capacity of leaders and managers to bring about continuous improvement;
- To evaluate the effectiveness of financial management arrangements in school;
- To evaluate the three year plan and annual budget, and recommend these to the full governing body;
- To evaluate the monitoring of income and expenditure against budgets;
- To evaluate the suitability of virements currently in force;
- To evaluate how the school ensures best value and the requirements of the school financial value standard;
- To evaluate the costing for school meals, before and after school provision, after-school clubs and educational visits;
- To evaluate the use and auditing of the school fund account;
- The Headteacher is 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;

- To form the Headteacher's performance review panel;

Performance Review Committee

- To consider the written complaints from parents to the Chair of Governors;
  - To review the exclusion procedures.
- 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 circumstances of any disciplinary exclusion and parental and local authority representations in cases where a pupil has been excluded by the Headteacher.

Pupil Discipline Committee

- To review staff policies, including pay, performance management local authority policies relating to staffing and staff welfare.
- 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 issues;
- To determine the pay policy and approve salary reviews beyond main scale;
- To appoint teaching staff – one governors required in rotation from the committee;
- To appoint the Headteacher and Deputy Headteacher in accordance with the staffing regulations 2009;
- To review staff policies, including pay, performance management local authority policies relating to staffing and staff welfare.

Personnel, Disciplinary and Appointments Committee

- To evaluate the effectiveness of CPD;
- To evaluate the effectiveness of performance management;
- To evaluate the effectiveness of monitoring and evaluation and how well it is shared with governors;
- To evaluate the effectiveness of governance;
- To evaluate the training and competence of governors.
- To ensure arrangements are in place for suitable and effective governing body for approval;
- To ensure arrangements are in place for suitable and effective teaching staff;
- To ensure arrangements are in place for suitable and effective non-teaching staff;
- To evaluate the development of staff via training, mentoring and coaching;
- To evaluate the coherence and effectiveness of CPD;
- To evaluate the effectiveness of performance management;
- To evaluate the effectiveness of monitoring and evaluation and how well it is shared with governors;
- To evaluate the effectiveness of governance;
- To evaluate the training and competence of governors.

- 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

- To monitor and evaluate pupils attainment in relation to national standards;
  - To monitor and evaluate learning and progress across year groups of different groups of pupils;
  - To monitor and evaluate pupils progress in the last three years;
  - To monitor and evaluate pupil development and the application of reading, writing, communication and maths skills across the curriculum;
  - To monitor and evaluate pupils acquisition of skills, understanding and knowledge in a wide range of subjects;
  - To monitor and evaluate the quality of teaching in the school, including marking and feedback;
  - To monitor and evaluate the impact of quality teaching;
  - To monitor and evaluate the impact of CPD;
  - To monitor and evaluate the impact of interventions to address differential standards of achievement or rates of progress;
  - To monitor and evaluate the quality of classroom support;
  - To monitor and evaluate the views of pupils, parents and staff on the quality of education provided by the school;
  - To monitor and evaluate the governor visit forms to action any key issues;
  - To consider and advise the governing body on standards and curriculum matters;
  - To consider curriculum issues which have implications for finance and personnel, and make recommendations to the relevant committee;
  - To oversee arrangements for individual governors to take a lead role in specific areas and receive regular reports;
  - To ensure that the curriculum is balance, broadly bases, meets the needs of all pupils and complies with statutory requirements;
  - To assist in setting priorities for improvement, monitoring and evaluating the impact of the school development plan;
  - To keep parents informed of standards and achievements within school.
- c) that the delegation of staffing responsibilities be delegated to the Headteacher.

#### 2811 ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITES

Mrs Thompson and Mrs Redman had met with Mrs Wightman (Administration Officer) to review governor responsibilities. It had been decided that a governor be

allocated a year group and stay within' that year group with the idea of being a curriculum expert' instead of moving through the school with that class.

- RESOLVED: a) that Mr May be elected Training Link, and Year 4 Governor;
- b) that Miss Parsons be elected School Council, Pupil Voice, 007 and Year 6 Governor;
- c) that Mrs Hemingway be elected Safeguarding and Year 3 Governor;
- d) that Mrs Hutson be elected Special Educational Needs and Disabilities (SEND), Educational Visits and Year 1 Governor;
- e) that Mrs Redman be elected Assessment and Progress, Disadvantaged Pupils (inc. Pupil Premium) and Year 2 Governor;
- f) that Mrs Thompson be elected Sports Premium, More Able Pupils and Maths Governor;
- g) that Mr Roberts be elected Early Years Foundation Stage (EYFS) Governor;
- h) that Mrs Hunt be elected Year 5 Governor.

## REPORT OF THE HEADTEACHER 2812

The report of the Headteacher had been received prior to the meeting and governors were asked for their questions.

The report highlighted the progress made in EYFS in a short space of term and Mrs Hutson wished to commend staff for their hard work.

Question:

Is the teaching of food technology linked to other subjects?  
Yes, maths is used a lot in the teaching of food technology.

Question:

Are the Teaching Assistants (TAs) that are assigned to individual pupils as  
respective to CPD as general TAs?  
We don't have many 1:1 TAs but the CPD they receive is based on the needs of  
the individual pupils.

Question:

How have you followed up the trip National Space Centre in Leicester in schools?  
We've continued our theme of space in school.

Question:

Are the 1:1 meetings with parents effective?  
For informing parents of their child's needs, yes. Some parents do what we ask from  
the meetings and others don't. We will continue to do the meetings.

Question:

Do the parents know how to help their children after the meetings?  
Yes, we make it explicit.

Question:

How do you categorise individual needs?  
Any child with SEND or a behaviour issue.





The Headteacher explained that staff needed to have honest conversations with the parents early, and not just those parents of SEND children.

*Question: Have you thought about putting a champion in for staff support during the meetings?*

*Answer: It is part of the teacher's role. We held a staff training session on dealing with difficult parents but we've had a high staff turnover since so it would be useful to do that again. NQT's have extra support and all staff will always help each other where we can.*

RESOLVED: that the report be received.

#### 2813 SCHOOL DEVELOPMENT PLAN 2016/2017

The School Development Plan (SDP) had been distributed to governors prior to the meeting and governors were asked for their questions.

*Question: Is the school development plan working well?*

*Answer: Yes, I'm happy with the format. I sometimes feel we are over ambitious and we have to alter it but the principal of it is good. All staff have embraced it.*

The Headteacher agreed to email the updated SDP to governors.

RESOLVED: that the school development plan be received.

#### 2814 SAFEGUARDING REPORT

There were 0 pupils on child protection plans, 2 pupils on a child in need plan and 3 looked after children in school.

The school now logged all welfare concerns (no breakfast, tired etc) and they would stay with the child throughout the school.

The Headteacher was to add the number of referrals to the safeguarding report and ensure governors had a copy of the welfare log.

RESOLVED: that the report be received.

#### 2815 SCHOOLS FINANCIAL VALUE STANDARD

RESOLVED: that the Schools Financial Value Standard be approved and submitted to the Local Authority.

#### 2816 MATERNITY AND ADOPTION PAY AND LEAVE POLICIES

RESOLVED: a) that the Maternity and Adoption Pay and Leave Policies be approved and adopted;

b) that the Headteacher notify staff of the adoption of these policies.

2817 **POLICY AND GUIDELINES ON THE USE OF THE INTERNET AND EMAIL**

RESOLVED: a) that the Policy and Guidelines on the Use of Internet and Email be approved and adopted;  
b) that the Headteacher notify staff of the adoption of this policy and guidelines.

2818 **ADMISSIONS POLICY**

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

2819 **HEALTH AND SAFETY POLICY**  
b) that the Headteacher notify staff of the adoption of this policy.

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

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

2820 **CHANGING AND TOILETTING POLICY**

RESOLVED: a) that the Changing and Toileting Policy be approved and adopted;

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

2821 **SCHOOL COMPLAINTS POLICY**

RESOLVED: a) that the School Complaints Policy be approved and adopted;

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

2822 **GOVERNOR VISIT GUIDANCE**

RESOLVED: a) that the Governor Visit Guidance be approved and adopted;

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

2823 **GOVERNOR VISITS**

Governors questioned why governor visit reports were being presented at the full governing body meeting when they were available on the G-Drive. It was suggested that the full governing body meeting be used as an opportunity for governors to ask questions of other governors from their visits.

Governors agreed to the suggestion and the Chair was to inform Mrs Wightman not to forward governor visit reports to the clerk to avoid them being included in the agenda.

2824 **GOVERNOR TRAINING AND DEVELOPMENT**

Mrs Wightman had compiled a CPD for governors file and all governors were to inform Mrs Wightman of the training they had completed.

The Chair was to confirm with Mrs Wightman that all governors had completed their safeguarding training.

Governors were informed that the Home Office had a good online training module on the Prevent Strategy, and Mrs Wightman was to send Mr Roberts the link to complete the training. Mr May already has the login and will complete the course too.

- 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.

2885 **5 YEAR STRATEGIC PLAN**

The Chair and the Headteacher had created a 5 year strategic plan and the plan was tabled to governors.

It was noted that the plan would be useful with the plan to academise in ensuring that the sponsoring school's plan was similar to Elloughton Primary Schools.

*Question: Will the plan end in 5 years time with the intention of a new plan been created, or will it be reviewed frequently and have sections added/taken out?*

*Answer: The plan is a live document and will be reviewed annually.*

RESOLVED: that the 5 Year Strategic Plan be approved.

2886 **ACTION TRACKER**

Mrs Thompson had created an action tracker for governors. The intention was to capture the initial action and follow it up to ensure it had been actioned.

Governors were able to see their actions by using the filter on Microsoft Excel and were to inform Mrs Wightman when the action had been completed.

The tracker was to be reviewed at each committee meeting to allow actions to be followed up.

Any actions arising from a committee meeting would be added to the tracker before the end of the meeting.

2887 **SCHOOL WEBSITE**

The recent Ofsted inspection had highlighted that the school's website was not easy to navigate and that governors needed to ensure that they knew what the statutory information for websites was and were to find it.

The clerk informed governors where the information was able to be located and advised them that the statutory information was updated every September and January.

Mrs Hunt suggested that a search bar be added to the website. Mr Roberts was to inspect the website and report back to governors at each leadership and management committee.

**NOTE:** The Headteacher left the meeting at 6.00pm.

2888 OFFSTED ACTIONS

An action from Ofsted was to ensure that policies were kept up to date. As a result Mrs Wightman had created a spreadsheet which included all the policies and when they were due for review.

2889 HEALTH AND SAFETY AUDIT REPORT

RESOLVED: that the Health and Safety Audit Report be received.

2890 ACADEMISATION

The Headteacher had emailed the Regional Schools Commissioner's office to enquire in regards to the governing body receiving the government's perspective on academies. The Headteacher had not yet received a reply.

Mr Marsden suggested that governors speak with Brian Stillings, School Improvement Advisor, about academisation. Mrs Hutson felt that both views would be biased as Brian Stillings worked for the local authority and the Regional Schools Commissioner worked for the government and instead should speak to an independent consultant.

2891 CLASS STRUCTRE 2017/2018

The Headteacher and Senior Leadership Team had discussed different scenarios and had opted for the class structure for 2017/2018 being as follows;

Year 1 and Year 2, mixed class;

Year 3 and Year 4, mixed class;

Year 5 and Year 6, mixed class;

The structure made 11 classes in total throughout the school.

There had been 51 first choice applications for EYFS and therefore there would be two EYFS classes.

Mrs Redman had met with the Headteacher and Mrs Churchill (School Business Manager) in regards to the budget and confirmed that the budget looked much healthier than it was and the school would be in a surplus for 2 years and would see a deficit in 2019/2020.

2892 NEXT MEETING

RESOLVED: that the next meeting be held on Monday 10 July 2017 at 4.00pm.

Chair's Signature - 10 July 2017

