



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body held in the School on Tuesday 29th November 2016, at 6pm

Present:	Mr Dave Brown (Headteacher) Mrs Lynn Comer (Chair) Mr Jonathan Wilcox Mrs Yvonne Methley	Mr Mark Benson Mr Fraser Forsyth Mr Richard Dacosta Ms Paula Elenor
In attendance:	Mrs Sara Goyea (Deputy Headteacher) Mrs Jess Swarbrick (Clerk to Governors)	

	<u>Executive Summary</u>
1.	<u>Welcome, apologies and declarations of interest:</u> Apologies for absence were received from Peter Warry, Martyn Stoakes, Sue Boyle and John Hattam. There were no declarations of interest.
2.	<u>Minutes of the previous meeting:</u> The minutes of the meeting held on 18 th October 2016 were agreed to be a true and accurate record and signed by the Chair.
3.	<u>Action Plan and Matters Arising:</u> All actions had been completed. There were no matters arising
4.	<u>Governing Matters:</u> a) Vacancies for one staff governor and two co-opted governors were discussed. b) Governors noted the training attendance record previously distributed. Those governors who had attended training provided feedback. c) A change to the structure of governor visits was discussed, with a view to ensure more focus and an alignment with progress monitoring by the SLT.
5.	<u>Chair's Report:</u> There were no updates to report.
6.	<u>Committees and Working Groups:</u> 7.1 Committee membership Yvonne Methley agreed to join the Teaching and Learning Committee 7.2 Academy Working Group The Headteacher provided an update on discussions relating to academy conversion. This item has been recorded as a separate confidential minute. 7.3 Chairs' Steering Group The Chair provided a verbal update from the meeting, highlighting areas of discussion. 7.4 Resources Alison Dewhirst provided an update from the meeting held on 8 th November, minutes of which had been previously distributed. Following recommendation from the Resources Committee, the Revised Budget was approved. Governors also approved the Schools Financial Value Standard submission. 7.5 Pay & Performance Management Committee The Chair reported that the committee had met and review performance management evidence, and had made decisions on salary increases based on this evidence.
7.	<u>Headteacher's Report (powerpoint):</u> The Headteacher summarised the headlines from the 2016 RAISEOnline report, and highlighted the key areas for improvement. Governors discussed the Key Stage 2 outcomes in detail.
	<u>Policy Review:</u> The Budget Management Policy was approved. Governors also discussed the Reception admissions limit for 2018 and agreed this would remain at 60. The Headteacher provided an update on the introduction of 30-hour provision in Nursery.
	<u>Any Other Business:</u> None

		Action
1.	<u>Welcome, Apologies and Declarations of Interest</u> The Chair welcomed everyone to the meeting, and extended a particular welcome to Yvonne Methley, newly appointed co-opted governor. Apologies were received, with consent, from Peter Warry, Martyn Stoakes, Susan Boyle and John Hattam. No declarations of interest were recorded.	
2.	<u>Minutes of the meeting held on 18th October 2016</u> Previously distributed. The ordinary and confidential minutes were agreed to be a true and accurate record and were signed by the Chair.	
3.	<u>Action Plan and Matters Arising</u> All actions had been completed. There were no matters arising.	

4.	<i>Governance Matters</i>	
	<p>a) Governing Body Vacancies The Headteacher advised that he had discussed the staff governor vacancy with teaching staff, but due to issues of capacity, there was no one who felt they were able to take up the position at this point. The Headteacher advised that John Hattam had expressed an interest in standing for the role, and if there were no further nominations by 30th November, the election process would take place.</p> <p>With reference to the two co-opted governor vacancies, the Headteacher reported that he had two individuals who were interested in the roles, and he would follow this up in the new year.</p>	
	<p>b) Training Update A governor training attendance record for the autumn term had been previously distributed. Governors provided feedback on training they had attended.</p> <p>Paula Elenor reported that she had been to the Primary Accountability Measures training and had found it helpful and informative.</p> <p>Jonathan Wilcox reported that he had attended the RAISE Online training along with Susan Boyle. and a session on Strategic Direction. Both courses had been useful, and Jonathan recommended them to other governors.</p> <p>A question was raised about whether it was worth considering RAISE Online training which could be tailored to the school, in order to gain a more focused overview. It was noted that there was a further LA RAISE session in February, which would be attended by Mark Benson, and it was agreed it would be useful for him to take the school’s own report to this.</p> <p>Paula Elenor and the Chair had attended Inspection in a Day training. The Chair reported that the trainer had recommended the centralisation of key information on the school onto one A3 sheet, for reference during an inspection. She explained that this would provide an overview of key data and strengths and weaknesses. The Headteacher advised that he and the Deputy Headteacher had planned for work on a similar document for the school before the end of term – which would focus on four key areas:</p> <ul style="list-style-type: none"> - context - outcomes - self-evaluation - school improvement <p>The Headteacher advised that the full document would be no more than four sides of A4 paper, and this could be shared with governors each term as and when it was updated.</p> <p>The Chair also reported that the training had emphasised safeguarding as a key feature of inspections. It was agreed that all governors needed to be aware of the guidance and processes in place for safeguarding within the school. The Headteacher agreed to re-circulate the latest Ofsted guidance on safeguarding for information, along with the presentation from the whole school safeguarding training on 14th November .</p>	HT
	<p>c) Governor Visits The Headteacher reported that a number of governors had come into school during the latest Governor Drop-In Week. He proposed a change to the format and schedule of governor visits, to align them more effectively with the Senior Leadership Team’s weekly monitoring sessions which took place every Wednesday. Governors agreed that this would provide a clearer focus and an opportunity to look at the process of progress monitoring. In addition, it was agreed that governors would complete a form with details of their visit, and the focus and level of challenge, which would act as an evidence trail of governors’ involvement. The Headteacher agreed to circulate a template report for information.</p>	HT

5.	<u>Chair's Report</u>	The Chair advised that no correspondence had been received, and there were no other updates to report.													
6.	<u>Committees and Working Groups</u>														
6.1	<u>Committee Membership – appointment of new governors to committees</u>	It was agreed that Yvonne Methley would join the Teaching and Learning Committee.													
6.2	<u>Academy Working Group feedback</u>	<i>This discussion has been recorded as a separate confidential minute.</i>													
6.3	<u>Chairs' Steering Group</u>	<p>The Chair reported that the Steering Group had met and discussed a number of issues which were included within the agenda for tonight's meeting, including:</p> <ul style="list-style-type: none"> - Governing Body membership - Academies - 2016 Outcomes - The full governing body's work with the Senior Leadership Team, in particular ensuring that both groups have access to the right information to work together effectively and efficiently. 													
6.4	<u>Resources Committee</u> <u>a) Minutes of the meeting held on 8th November 2016</u>	<p>Alison Dewhirst presented the minutes of the meeting held on 8th November, which had been previously distributed for information.</p> <p><u>b) Revised Budget 2016/17</u> Previously distributed. It was noted that the Resources Committee had scrutinised the revised budget in detail, and had recommended it to the full governing body for approval.</p> <p>With reference to catering, Mark Benson asked for further detail about the predicted expenditure of £32, 642, which had increased by around 50% from the start budget figure of £22,500. There was a concern that this far outstripped income from catering, and challenged the sustainability of this situation. The Headteacher advised that there had been an error in the initial start budget figure which had been identified, which had led to this adjustment being made in the revised budget. He explained that the actual breakdown of expenditure for catering was difficult to set out within the main financial system, but there was a separate detailed spreadsheet for catering costs and income which was monitored closely. It was noted that now that the first full year of in-house catering had been completed, it would be advisable to review the model thoroughly to ensure that it was sustainable. Mark Benson noted that he would be interested to work with Peter Warry and Alison Dewhirst from the Resources Committee on this review.</p> <p>Governors approved the revised budget, and the summary headline figures were noted:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total Balances</th> <th style="text-align: left;">Start Budget</th> <th style="text-align: left;">Revised Budget</th> </tr> </thead> <tbody> <tr> <td>In-Year</td> <td>£(10,781)</td> <td>£(59,917)</td> </tr> <tr> <td>Brought Forward</td> <td>£78,895</td> <td>£78,895</td> </tr> <tr> <td>Cumulative Carry Forward</td> <td>£68,114</td> <td>£18,978</td> </tr> </tbody> </table> <p><u>c) Schools Financial Value Standard (SFVS)</u> Previously distributed. Governors approved the SFVS form, which would be submitted to the LA by the School Business Manager</p>	Total Balances	Start Budget	Revised Budget	In-Year	£(10,781)	£(59,917)	Brought Forward	£78,895	£78,895	Cumulative Carry Forward	£68,114	£18,978	PW/AD/ MB
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6.5	<u>Pay and Performance Management Committee</u>	The Chair reported that the Pay and Performance Management Committee had met on 15 th November, and had made decisions on teachers' pay increases following detailed scrutiny of an agreed sample of teachers' performance management evidence.													

	<p>The Chair further reported that the committee had met again with Margaret Francis, York Challenge Partner on 21st November to review the Headteacher’s performance management. Due process was followed and the committee had agreed a decision on the Headteacher’s pay.</p>									
<p>7.</p>	<p><u>Headteacher’s Report</u></p> <p>The Headteacher delivered his report as a Powerpoint presentation, which he agreed to circulate to governors following the meeting for information. The following points were highlighted.</p> <p>2016 Outcomes <i>Key Stage 2</i></p> <p>Copies of the RAISEOnline and Inspection Dashboard reports had been previously distributed for information. The Headteacher also tabled copies of the Fischer Family Trust Dashboard report.</p> <p>Governors noted the key headline figures for Key Stage 2:</p> <table border="0"> <tr> <td>Reading</td> <td>50% (national average 66%; LA average 65%)</td> </tr> <tr> <td>Writing</td> <td>54% (national average 74%; LA average 70%)</td> </tr> <tr> <td>Maths</td> <td>48% (national average 70%; LA average 69%)</td> </tr> <tr> <td>Combined</td> <td>34% (national average 53%; LA average 51%)</td> </tr> </table> <p>The Headteacher advised that both progress and attainment scores were significantly below the national average for almost all groups of learners, and in particular across disadvantaged groups.</p> <p>Governors discussed the context of the 2015/16 cohort. The Headteacher noted that the school was in receipt of Pupil Premium (PP) funding to work with children in receipt of Free School Meals, and should be able to show how the use of this funding was having an impact.</p> <p>In terms of narrowing the gap between PP and non-PP pupils, the Headteacher advised that there was a need to think more radically about how this could be done. He stated that the school was continually working on different strategies to address this attainment gap, but that narrowing it seemed to be incredibly difficult.</p> <p>The Headteacher advised that the school had generally been very effective in helping pupils make good progress from a very low starting point. However, the outcomes for 2016 were almost as bad as they could be. He noted that there was context for this, in terms of the high levels of additional needs within the cohort, but that this would not be used as an excuse for complacency. The Headteacher further advised that outcomes had been poor across the board, and that action had already been taken and was ongoing to ensure that this was addressed.</p> <p>The Headteacher advised that Clifton Green was the third most deprived school in York. Of the bottom five schools, all had struggled to reach the national figure for Reading, Writing and Maths combined this year. It was noted that this was due in some part to the way that the Reading and Maths tests had been conducted this year. The Headteacher advised that more work could have been done on test preparation with pupils, building resilience and confidence, and this was being put in place for this year.</p> <p>Governors discussed the context of the 2015/16 Year 6 cohort in more detail. The Headteacher outlined some key points on this:</p> <ul style="list-style-type: none"> - 25% of the cohort had a statement of educational need. A similar percentage of the cohort were in receipt of Pupil Premium, and had low prior attainment and progress scores. - A number of higher achieving pupils had left the school at the end of Year 5. - Over 25% of pupils in this cohort had been new to the school in Key Stage 2. - There had been changes to teaching staff in Year 6 mid-year, and the cohort had had six different teachers in two years. - There had been over-moderation at Key Stage 1, with inaccurate assessment of attainment 	Reading	50% (national average 66%; LA average 65%)	Writing	54% (national average 74%; LA average 70%)	Maths	48% (national average 70%; LA average 69%)	Combined	34% (national average 53%; LA average 51%)	<p>HT</p>
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levels.

- Teacher assessment versus test scores showed a marked difference (62% vs 50% in Reading; 60% vs 48% in Maths and 48% vs 34% for Reading, Writing and Maths combined).

The Headteacher emphasised that he was not looking to make excuses for the outcomes, but noted that it was important for governors to understand the context. It was agreed that this was also key to understanding where improvements could be made in the future.

Governors agreed that teaching transition had been an issue, and that the lack of stability had affected pupil progress. It was agreed that consistently good and outstanding teaching was critical. The Headteacher advised that it was already possible to see a difference in the current Year 6 from having a permanent teacher. He recognised, however, that this was a different cohort of children with a different demographic, though still a number of children with SEN.

The Headteacher outlined a number of lessons learned, and advised that action was already being taken to address these. He explained that the deployment of additional TAs in the previous Year 6 had been expected to make a difference, but this had not been the case. On review, the Headteacher advised that some teaching in same-sex classes may have been more effective. He explained that there had been a group of boys with a high level of need, whose behavioural issues had affected the learning of the cohort.

Governors agreed that although the school could not be seen to be trying to make excuses for the 2016 Key Stage 2 outcomes, but noted that it would be important to have detailed case studies to be able to outline the context of the results for Ofsted. The Headteacher confirmed that these were in place. The Headteacher added that he and the Senior Leadership Team had spent a lot of time analysing what had gone wrong and what could be done to ensure this did not happen again. He further advised that a lot of these measures were already in place.

Governors challenged the Headteacher on why the teacher assessments were so different to the final test scores, and asked whether this was due to inaccuracies. The Headteacher advised that teacher assessments showed an accurate picture of each child's position, but this was very different to the scores achieved by sitting a test. He further advised that he was very confident in the accuracy of assessment across the school, and noted that this had been verified by external moderation through the LA for Early Years and Key Stage 1 in 2016. It was noted that Key Stage 2 had not been externally moderated this year, but cross moderation with other schools within the cluster had shown that teacher assessment in school was robust. Governors asked if it was possible to request external moderation for Writing, in order to add a further layer of assurance regarding accuracy. The Headteacher confirmed that this could be done. He added that the school was usually externally moderated by the LA every two years, meaning that this would be expected for 2017. The Headteacher further noted that in addition to the LA, the school undertook cross moderation across all year groups every half term, and across the cluster every term.

The Deputy Headteacher advised that tests were a real issue for pupils in terms of confidence, and work was being done to build resilience and confidence in order to address this.

Key Stage 1

Governors noted the key headline figures for Key Stage 1, which showed very positive results. The Headteacher advised that these had been externally moderated through the LA.

Reading 77% (national average 74%; LA average 74%)

Writing 63% (national average 66%; LA average 63%)

Maths 73% (national average 73%; LA average 72%)

Combined 61% (national average 60%; LA average 57%)

Phonics

84% of Year 1 pupils had met the standard for phonics, higher than both the national average of 81% and the LA average of 82%. In addition, 83% of those Year 2 pupils who had retaken the

	<p>test had met the standard.</p> <p><i>Early Years Foundation Stage</i> 71% of children achieved a Good Level of Development. This was again above the national average of 66% and only just below the LA average of 74%.</p> <p>Governors agreed that it was very positive to see that these three measures (end of Key Stage 1, Phonics and EYFS) were in line with national figures, particularly in light of the outcomes at Key Stage 2, though it was important not to be complacent. The Headteacher noted that these measures showed that work at the lower end of the school was bearing fruit, but it was essential that this level of progress and improvement continued to drive through to the older year groups as children moved up the school.</p> <p>The Headteacher outlined a number of key actions for the whole school, including:</p> <ul style="list-style-type: none"> - accountability for all staff, with a shared responsibility across year groups. - teacher led interventions - more regular pupil progress meetings to review and monitor effectively - cluster-wide training - targeted interventions to narrow the gap between boys and girls <p>The Headteacher advised that targets and expected outcomes for 2017 would be presented for discussion at the Teaching and Learning Committee meeting in January, before being circulated to the full governing body. The Headteacher advised that Early Years, Phonics and Key Stage 1 were broadly inline with national figures, with attainment at Key Stage 2 slightly below the 2016 national figures. He further advised however that he was confident that progress would be considerably improved.</p> <p>The Headteacher advised that the school would be receiving one day per week support through the Ebor Teaching School from January to the end of July, with a focus on narrowing the gap between Pupil Premium and non-Pupil Premium children, particularly in Years 3 and 4. This would provide support and coaching to help achieve consistently good teaching. It was noted that this support was being funded by the LA.</p> <p><i>Other Updates</i> The Headteacher reported that the Deputy Headteacher had been appointed as a Specialist Leader in Education for Leadership, and would be working with the Pathfinder Teaching School from January for one day per week. Governors agreed that this was a good development opportunity for the Deputy Headteacher, and would also enable her to bring ideas from elsewhere back into school.</p> <p>The Headteacher also reported that he was currently undertaking Ofsted training. Governors agreed that this was also a great development opportunity for him, as well as bringing additional income into the school. It was agreed, however, that there was a need to manage the leadership of the school effectively during the times when both the Headteacher and Deputy Headteacher were absent.</p> <p>Finally, the Headteacher notified governors of a number of Christmas events happening in school before the end of term, and extended a warm welcome to attend them.</p>	
8.	<p><u>Policy Review</u></p> <p>a) Budget Management Policy Previously distributed. Governors approved the Budget Management Policy, which had been reviewed and recommended by the Resources Committee.</p> <p>b) Admissions Consultation The Headteacher advised governors of the need to agree an admissions limit for Reception 2018,</p>	

	<p>in order to respond to the LA admissions consultation. Governors agreed to maintain the current two-form entry of 60 places.</p> <p>The Headteacher then provided an update on Nursery provision. He advised that with the introduction of 30 hours' funding for some families, the Nursery was planning to offer this from January. The Headteacher explained that this would involve a change from offering either a morning or afternoon session, to some children staying all day. He advised that for the last few years numbers in Nursery had been low, but the offer of 30 hours' provision was likely to see an increase. It was noted that from January, all sessions were now already full, with afternoon sessions nearly full. The Headteacher advised that there were a number of issues around transition arrangements which needed to be addressed before January, in terms of both resources and the teaching provision and how the day would be structured. Governors thanked the Headteacher for this update.</p>	
9.	<p><u>Any Other Business</u> There was no other business to report.</p>	
10.	<p><u>Dates and times of next meetings</u></p> <ul style="list-style-type: none"> - Tuesday 21st March 2016, 6pm - Tuesday 9th May 2016, 6pm - Tuesday 4th July 2016, 6pm <p>- Financial Control Matters training: Tuesday 17th January 2017 at 5.00pm</p>	

The meeting closed at 7.55pm

Mrs Lynn Comer
Chair

Date

Clifton Green Primary School

Action Plan following the meeting of the Full Governing Body held on 29th November 2016

	Action	Agenda Item	Person(s) Responsible	Timescale
1.	Re-circulate Ofsted safeguarding guidance and training presentation to all governors	4(b)	Headteacher	ASAP
2.	Circulate governor visits form template	4(c)	Headteacher	ASAP
3.	Review of catering model	6.4(b)	Peter Warry, Alison Dewhirst, Mark Benson	Spring Term 2017
4.	Forward Headteacher's Report to the Clerk for circulation	7	Headteacher	ASAP