



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body held in the School on Tuesday 4th July 2017, at 6pm

Present:	Mr David Brown (Headteacher) Mrs Lynn Comer (Chair) Mr Martyn Stoakes Mr Jonathan Wilcox Mrs Kathleen Wood Ms Joanne Lunardi	Mr Peter Warry Mr Richard Dacosta Mrs Alison Dewhirst Mr Pete Murray Mr Tobie Abel
In attendance:	Mrs Sara Goyea (Deputy Headteacher) Mr John Hattam (Community Outreach Worker) Mrs Lisa Green (Business Manager) Mrs Jess Swarbrick (Governance Support Officer - Clerk)	

	Executive Summary	
1.	<u>Election of Chair and Vice-Chair</u> Lynn Comer was unanimously elected as Chair of the governing body for a term of one year. Jonathan Wilcox was unanimously elected as Vice-Chair of the governing body for a term of one year.	
2.	<u>Welcome, apologies and declarations of interest</u> Apologies were received, with consent, from Sue Boyle. Governors unanimously approved the appointment of Tobie Abel as co-opted governor.	
3.	<u>Ratification of Deputy Headteacher Appointment</u> Governors formally ratified the panel's recommendation to appoint Nicola Jones as Deputy Headteacher from January 2018.	
4.	<u>Minutes of the meeting held on 4th July 2017</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
5.	<u>Action Plan and matters arising not covered on the agenda</u> Progress against the agreed actions was noted.	
6.	<u>Chair's Report</u> There were no updates to report.	
7.	<u>Committees and Working Groups</u> 7.1 Committee Membership 2017/18: Previously distributed. The Clerk agreed to circulate an updated version with the minutes, in light of recent governing body changes. 7.2 Committee Terms of Reference: Previously distributed. Approved. 7.3 TLC Committee: Jonathan Wilcox provided a verbal update from the meeting held on 3 rd October. 7.4 Resources Committee: Peter Warry provided a verbal update from the meeting held on 10 th October.	
8.	<u>Headteacher's Report</u> The Headteacher and Deputy Headteacher provided an update on the following: 2017 outcomes, Ofsted and academy conversion discussions.	
9.	<u>Policy Review</u> Governors approved the Pay & Appraisal policies and the E-Safety policy, which had been recommended by the Resources Committee. Governors noted the consultation period for admissions for 2019/20 had opened on 16 th October. Governors agreed to retain the current intake number of 60.	
10.	<u>Governing Matter</u> The governor training programme for 2017/18 had been previously distributed, along with information about accessing online training through the NGA.	
11.	<u>Any Other Business</u> The Headteacher provided an update on the school dog, who would be arriving in November.	
		Action
1.	<u>Election of Chair and Vice-Chair</u> Lynn Comer was unanimously elected as Chair of the governing body for a term of one year. Proposed: Peter Warry; Seconded: Alison Dewhirst Jonathan Wilcox was unanimously elected as Vice-Chair of the governing body for a term of one year. Proposed: Lynn Comer; Seconded: Richard Dacosta	
2.	<u>Welcome, Apologies for Absence and Declarations of Interest</u> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Sue Boyle. There were no declarations of interest. The Clerk circulated business interest forms, and requested governors to complete and return by the end of the meeting. The Chair reported that Fraser Forsyth, Mark Benson and Yvonne Methley had all resigned from the governing body due to capacity issues and work commitments. It was noted that these vacancies had been flagged with the LA Governance Service. The Chair also encouraged any governor who may be able to recommend potential applicants to let her know.	

	<p>2.1 Appointment of Co-Opted Governor The Chair welcomed Tobie Abel, who introduced himself to governors.</p> <p>Tobie Abel was unanimously approved as appointed co-opted governor. (Proposed; Peter Warry, Seconded: Alison Dewhirst).</p>	
3.	<p><u>Ratification of Deputy Headteacher Appointment</u> The Chair provided an update on the recruitment process for a new Deputy Headteacher for January 2018. She advised that an advert had gone out earlier in the term, which had received a high level of interest. A panel of governors and the Headteacher had met to shortlist applications, and the Headteacher had visited each candidate’s schools to observe them in practice.</p> <p>Three candidates had been invited to interview on Friday 13th October, and the process had included a carousel of activities including the whole school in the morning, followed by formal interviews in the afternoon.</p> <p>The Chair advised that the panel had been impressed with all three candidates, who had all performed well. However, the panel had unanimously agreed that one candidate stood out significantly from the others.</p> <p>The panel therefore recommended the appointment of Nicola Jones as Deputy Headteacher to start in January 2018. Governor approved the recommendation unanimously Proposed: Lynn Comer; Seconded: Peter Warry.</p>	
4.	<p><u>Minutes of the meeting held on 4th July 2017</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
5.	<p><u>Action Plan and Matters Arising</u> With reference to the Action Plan: 1. Completed. 2. Completed.</p> <p>There were no matters arising.</p>	
6.	<p><u>Chair’s Report</u> There were no updates to report.</p>	
7.	<p><u>Committees and Working Groups</u> 7.4 Resources Committee Peter Warry presented a verbal update from the meeting held on 10th October 2017.</p> <p>Governors had reviewed the monitoring report for period 5. Peter advised that there were still some issues with the timing of data coming through from the LA, but generally the budget was running more or less on track, as it moved towards the revised budget period.</p> <p>It was noted that one area for further investigation was energy. Peter reported that whilst there were still recharges for the Children’s Centre to come in, energy, water and sewerage costs were all running ahead of where they were expected to be.</p> <p>It was noted that governors had also received an update on the apprenticeship levy. The two school leaver apprentices had started in September and had both made a very good start in school. Lisa Green advised that the school had had all expression of interest (EOI) applications approved by the panel, for training and development for existing staff. Governors expressed their thanks to Lisa for her work on this project, noting that Clifton Green was one of the very few schools in the city who had actually completed and submitted EOI forms to the panel in July. Governors agreed that Lisa had been key in enabling the school to access this funding.</p> <p>The committee had discussed the cleaning contract, and noted that the school had begun to explore the prospect of bringing this in-house in the same way as catering. It was noted that this matter was ongoing, and further discussion and updates would be received at future meetings.</p>	

	<p>7.3 Teaching, Learning & Curriculum Committee Jonathan Wilcox provided a verbal update from the meeting held on 3rd October 2017.</p> <p>He reported that the committee had looked at progress and attainment outcomes, which would be discussed in more detail under item 8.</p> <p>Kerry Haithwaite had attended and presented information on attendance and the school’s behaviour strategy. Kerry had tabled a draft child-friendly attendance policy, which would be brought to a future meeting for approval.</p> <p>The Headteacher advised that attendance had historically been quite low, though from 2013 a number of initiatives had been successful in improving this. He further advised, however, that in the last couple of years attendance had begun to dip below national again, and this was a focus for improvement. It was noted that the school had previously run something called the 100 Club, which had been an initiative for 100% attendance. The Headteacher advised that this had worked to improve attendance overall, but had raised some concerns with some parents regarding issues around sickness absence which could not be avoided.</p> <p>Governors asked whether a similar initiative could be re-introduced but on a termly rather than annual basis. John Hattam advised that the school had amended the system over time to reflect shorter periods throughout the year. He added, however, that it had felt at some points that focus on behaviour was less due to an increased effort to improve attendance. Governors agreed there needed to be a balance of resource and funding on both behaviour and attendance.</p> <p>The Headteacher advised that key strategies were in place particularly for persistent absenteeism and regular non-attendance, where in some cases children were missing a day a week of school. Governors agreed there was a need to send the message to children as well as parents of the importance of coming to school.</p> <p>Governors agreed that Kerry Haithwaite was a real asset and noted their appreciation for the high quality of work she continued to do for the school. It was further agreed that the issues around absenteeism were by no means a reflection of the work of Kerry and other staff in trying to improve attendance figures.</p> <p>The Headteacher added that for anything to be a success it had to be a shared responsibility, and this was reflected in the work across the whole school relating to attendance. The Headteacher noted that teachers would also be raising any issues around attendance at parent consultation meetings from next week.</p>	
	<p>7.2 Committee Terms of Reference Previously distributed. Terms of Reference for the Teaching, Learning and Curriculum Committee and Resources Committee were approved.</p>	
	<p>7.1 Committee Membership 2017/18 Previously distributed. The Clerk agreed to circulate an updated version of the committee membership list in light of recent changes to the governing body.</p>	Clerk
<p>8.</p>	<p><u>Headteacher’s Report</u> 8.1 Ofsted Update The Headteacher reported that based on the timeframe since the previous Ofsted visit, it was expected that the school would be due for inspection sometime during the autumn term. He advised that the Senior Leadership Team (SLT) and all staff were prepared for this, and were working to ensure that everything was in place at every level.</p> <p>8.2 2017 Outcomes The Deputy Headteacher presented a summary of 2017 outcomes, which had been previously distributed and also tabled for information. Governors noted that this data had also been discussed at the TLC Committee meeting on 3rd October. The Deputy Headteacher advised that not all national data had been published, but this would be shared with governors as soon as it was available. She explained that the new online data system ASP (Analysing School Performance), which replaced the old RAISEOnline, had just begun to publish Key Stage 2 data and outcomes for different pupil groups, enabling further work on analysis of this against school results. Data for Early Years, Year 1 Phonics and Key Stage 1 was not yet available.</p>	

<p>Early Years Foundation Stage The Deputy Headteacher reported that there had been a continued upward trend for Good Level of Development (GLD) at the end of Reception, with outcomes for 2016 significantly above national, due in part to a very strong cohort of children. She advised that predictions for the 2016/17 cohort were a GLD inline with national figures, and this outcome had been achieved. The Deputy Headteacher advised that the key issue to focus on in terms of EYFS were the gaps between performance for girls and boys. She added, however, that it was felt these were cohort specific, and advised that targeted interventions were already in place for those children who were now in Year 1.</p> <p>In terms of expected outcomes for 2018, the Deputy Headteacher advised that it was predicted these would again be broadly inline with national figures.</p> <p>Year 1 Phonics The Deputy Headteacher advised that again there had been a continued upward trend in outcomes for Phonics, which was a major strength in both EYFS and Key Stage 1.</p> <p>In terms of expected outcomes for 2018, the Deputy Headteacher advised that it was predicted these would again be broadly inline with national figures.</p> <p>Key Stage 1 The Deputy Headteacher reported that outcomes in Key Stage 1 had dipped against national figures this year, though Reading, Writing and Maths were all broadly inline with the targets which had been set for this cohort. The Deputy Headteacher advised that this was a large cohort with a considerable amount of instability. A number of children had moved into the school from another local primary during the year, with high levels of SEMH needs.</p> <p>The Deputy Headteacher advised that key areas for focus moving forward were the gaps between disadvantaged and non-disadvantaged children, particularly in Writing and Maths.</p> <p>Governors noted that 84% of children in Year 1 in 2016 had passed the Phonics Check, but Writing outcomes for the end of Key Stage 1 in 2017 were quite low. Governors challenged why achievement in phonics had not led on to higher outcomes for Writing. The Deputy Headteacher advised that the quality of teaching and learning in Phonics through de-coding was a key strength. However, an identified area to improve was the development of en-coding from this, which would strengthen spelling and writing. The Deputy Headteacher advised that this was a key priority in the School Development Plan, to improve en-coding and spelling from EYFS to the end of Year 3. It was expected that this should then have an impact on Writing outcomes at the end of Key Stage 1.</p> <p>Governors noted from the data presented that outcomes had dropped back in Reading and Writing in Year 2, though had increased for Phonics in Year 1. Governors questioned why these higher outcomes in Phonics had not had the impact they should on outcomes at the end of KS1. Governors challenged whether Phonics therefore did not bear a correlation to Reading and Writing scores. The Deputy Headteacher suggested that more analysis was needed on individual children and their scores in the Phonics Check. She advised that where children had only just achieved the pass mark of 32 out of 40, there was sometimes issues with converting this phonics knowledge into stronger Reading reading and writing.</p> <p>The Headteacher advised that SLT were looking at data flight paths for all children, which showed their progress from their entry into Reception through to the end of Year 6. He advised that by using this analysis tool, it was possible to articulate in terms of case studies for individuals, and better predict where they should end up given their current path. It was agreed that the TLC Committee should look at this in more detail.</p> <p>The Deputy Headteacher advised that the current Year 2 were a strong cohort, and next year's predictions for KS1 outcomes were very strong, inline with national figures if not above.</p> <p>Key Stage 2 The Deputy Headteacher advised that attainment had improved significantly from the previous year in all subjects: Reading by 10%, Writing by 10%, Maths by 12% and Grammar, Punctuation and Spelling (GPS) by 20%. However, it was noted that there was a key issue with children struggling to achieve the standard in all three subjects, which brought the overall combined Reading, Writing and Maths (RWM) figure down.</p>	<p>TLC Cttee</p>
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The Deputy Headteacher advised that key target areas for this year were children just missing out on getting this third subject level, as well as narrowing the gap for disadvantaged children. The Deputy Headteacher further advised that the work which was put in place the previous year as well as a consistent staffing structure in Year 6, meant that the school had been in a better position to start to address both these key areas at an earlier point of the academic year.

The Headteacher advised that there was also a focus on children with low-level SEND. He advised that the school was very strong in supporting complex needs, but there was further work to be done to support the larger group of children with low-level SEND who were still classroom based. It was noted that there was a significant gap this year between outcomes for children with SEND nationally and in school, and this needed further analysis and investigation.

The Headteacher advised that it was anticipated that the significant progress which was being made in EYFS and Key Stage 1 would come through to Key Stage 2 as children moved through the school. He emphasised the need to have a strong foundation to build on, though it was recognised that this impact needed to be shown at Key Stage 2.

The Headteacher advised governors that there was a recognition of the need for further improvement in terms of outcomes, but that the school was looking at all possible areas in working towards this, including looking at best practice outside of the city. The Headteacher noted that over the next few months and linked discussions around academy conversion, would be the question of whether joining a Multi-Academy Trust would make the school improvement journey better, quicker or more sustainable.

Governors had reviewed the Self-Evaluation Framework (SEF) during the summer term, and noted discussions around whether the judgement for outcomes should be requires improvement or good. Governors noted that at present the SEF showed a judgement of good, but agreed that they and the SLT needed to be able to defend that judgement. The Headteacher advised that outcomes for Key Stage 2 did make this a borderline judgement. However, he stated that there was a strong argument for retaining this judgement, based on outcomes in other year groups.

It was noted that further detailed analysis would be available for discussion at the next full governing body meeting, once all national data was available.

[Alison Dewhirst left the meeting at 7.15pm]

8.3 Academy Conversion Update

The Headteacher provided an update on discussions around academy conversion. A report from the Pathfinder due diligence visit had been circulated previously, along with a further email from the Finance Director of Pathfinder regarding MAT membership costs. The Headteacher advised that due diligence should be a two-way process and this was ongoing.

The Headteacher invited comments and questions from governors on the report.

Governors asked whether there was any clear evidence that being part of a MAT would bring about school improvement, or whether this could still be provided through support from the LA. In addition, governors questioned whether the LA were likely to withdraw or reduce school support as more schools across the city converted to academy status. The Headteacher advised that he had raised the question of LA support with the Director and Assistant Director during a recent meeting. He agreed that there was a need for reassurance on the state of play of the LA over the next three to five years, and whether they could provide the level of support the school needed. He noted that whilst he had not received a clear response, he had been advised that services would not reduce any further from their current state. The Headteacher further noted that this was effectively a brokering service for support, which could also be provided through a MAT.

Governors asked whether there was a finite number of schools which could join the Pathfinder MAT or whether the school could hold back a bit longer and still have the option to join at a later date.

The Headteacher advised that evidence showed that successful MATs had a realistic and steady growth plan, with a good balance between strong and weaker schools. He noted that Pathfinder were initially a MAT of six, and had taken on additional schools since forming, two of which are sponsored conversions. The Headteacher advised that a decision on Clifton Green joining the MAT would be made by the Board of Trustees in December. If trustees agreed the decision, and if the school then decided they wanted to wait, it was not known whether there would be a place available in the future.

	<p>In terms of finance, governors asked for confirmation of the MAT membership fees, which had been estimated at around £80,000 per year. Governors asked what services were provided as part of this fee. The Headteacher advised that the Finance Director had explained the school would be paying more as part of the MAT than to the LA, but had also provided a breakdown of expected savings against this initial outlay. The Headteacher advised that the question remained as to whether there would be value for money in terms of school improvement capacity. It was noted that the MAT had stated their strength was a greater accountability due to being part of a group of schools sharing good practice.</p> <p>Governors proposed a request for further information from Pathfinder about how they could help to improve outcomes in the school, as there were no specific details about this in the report. The Headteacher agreed to raise this question with the MAT, and ask for a more specific report on school improvement based on the current context of the school.</p> <p>The Headteacher noted that the school currently received an additional £40,000 from the LA for Nurture provision. It was agreed that clarity was needed on whether this would be available from the next financial year, and also if the school converted, would the funding cease altogether.</p> <p>Governors agreed that it would be helpful to visit one of the schools which had already joined the MAT, to speak to staff and governors about their experience. The Headteacher advised that a group of staff would be visiting two of the primary schools after half term to get a feel about their experience. He added that he was also looking to set up a meeting between governors from Clifton Green and another school within the MAT.</p> <p>It was noted that Clifton Green was unique in many ways, and in terms of where funding and resources was focussed, was very different to a lot of other schools. Governors noted that it was important to bear in mind that this time and investment was important for this school and the community it served.</p> <p>Governors noted that the due diligence process was ongoing, and further discussion and a decision about how to continue with this would be needed at the next full governing body meeting on 28th November.</p>	
<p>9.</p>	<p><u>Policy Review</u> 9.1 Pay & Appraisal Policies Previously distributed. Governors approved the Pay and Appraisal Policies, which had been discussed and recommended by the Resources Committee.</p> <p>Governors agreed the Pay Committee membership for 2017/18 as follows: Lynn Comer, Peter Warry, Sue Boyle and Kathleen Wood.</p> <p>9.2 E-Safety Policy Previously distributed. Governors approved the E-Safety Policy, which had been discussed and recommended by the Resources Committee.</p> <p>9.3 Admissions 2019/20 The Clerk advised that the 2019/20 Admissions consultation period had opened on 16th October. Governors agreed to retain the current admissions figure of 60 children to Reception.</p>	
<p>10.</p>	<p><u>Governing Matters</u> 10.1 Training Governors noted the 2017/18 training programme and online access details which had been previously distributed.</p> <p>The Chair encouraged all governors to continue to access training and to engage as much as possible. She advised that whole governing body training was also available through the school, in response to identified areas of need. Governors suggested it may be useful to run a session on data analysis, particularly in light of the new online data system which had just been introduced.</p> <p>Governors also noted the document “Keeping Children Safe in Education Part 1”, which had been re-circulated for information.</p> <p>10.2 Governor Challenge The Chair advised that she had been in discussions with the Headteacher about how to enable governors</p>	

	<p>to engage better with challenge both in meetings, and also working with individual staff through link governor roles.</p> <p>It was agreed that it was not always easy to ask the right questions, and the Headteacher emphasised the need to make sure that all governors felt involved and supported in this. The Chair also emphasised the importance of continuing to ask searching and challenging questions, as part of the process of improvement.</p>	
11.	<p><u>Any Other Business</u> <u>11.1 School Dog Update</u> The Headteacher reported that further work had been undertaken since the summer to identify an appropriate breeder type of dog to be part of the school community. He advised that a dog had now been selected, and would be joining the school in November, following the completion of a training course in Devon by Lisa Green and Helen MacDonald. It was noted that the dog would then complete three years of training. The Headteacher thanked governors for their support with this initiative.</p> <p><u>11.2 York Community Pride Awards Thursday 19th October</u> The Headteacher reported that Clifton Green was one of three schools in the city which had been shortlisted for the School of the Year final. Staff representatives would be attending the awards ceremony on Thursday 19th October.</p>	
12.	<p><u>Date and Time of Next Meetings</u> * Tuesday 28th November 2017 at 6pm * Tuesday 20th March 2018 at 6pm * Tuesday 8th May 2018 at 6pm * Tuesday 3rd July 2018 at 6pm</p>	

The meeting closed at 8.05pm

 Mrs Lynn Comer
 Chair

 Date

Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 17th October 2017

	Action	Agenda Item	Person(s) Responsible	Timescale
1.	Circulate updated committee membership	7.1	Clerk	With minutes
2.	TLC Committee to look at flight paths in more detail	8.2	Clerk to put on agenda	23/01/18

Future Agenda Items:

SEF and Ofsted
 Validated 2017 data for analysis/discussion
 Academy conversion
 Re-appointment of associate members