



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body held in the School on Tuesday 20th March 2018, at 6pm

Present:	Mr David Brown (Headteacher) Mrs Lynn Comer (Chair) Mr Martyn Stoakes Mr Jonathan Wilcox Ms Joanne Lunardi	Mr Peter Warry Mr Tobie Abel Mr Richard Dacosta
In attendance:	Ms Nicola Jones (Deputy Headteacher) Mr John Hattam (Community Outreach Worker) Mrs Lisa Green (Business Manager) [to ...pm] Mrs Jess Swarbrick (Governance Support Officer - Clerk)	

	<u>Executive Summary</u>	
1.	<u>Welcome, apologies for absence and declarations of interest</u> Apologies were received from Kath Wood, Alison Dewhirst, Sue Boyle and Peter Murray. There were no declarations of interest. Governors unanimously approved the appointment of Nicola Jones as Associate Member.	
2.	<u>Minutes from 28th November 2017 and 6th February 2018</u> Previously distributed. The minutes were agreed as a true and accurate record and were signed by the Chair.	
3.	<u>Action Plan and Matters Arising</u> Progress against the agreed actions was noted.	
4.	<u>Policy / Guidelines: Compliance Manager / MinutePad</u> The Business Manager presented information about Compliance Manager and the MinutePad software, which had been tabled for governors <u>6.2 Resources</u> Draft minutes of the meeting held on 6 th March had been previously distributed. Governors approved the proposed Services to Schools buy-in for 2018/19, which had been discussed and recommended by the Resources Committee	
5.	<u>Chair's Report</u> There were no updates to report	
6.	<u>Committees and Working Groups</u> <u>6.1 Teaching, Learning & Curriculum</u> Minutes of the meeting held on 23 rd January had been previously distributed.	
7.	<u>Headteacher's Report</u> A number of key information documents were tabled for information. The Headteacher presented his report, details of which are available in the main minutes – this included an update on Ofsted preparation, Safeguarding and Pupil Premium	
8.	<u>Governing Matters</u> The Chair provided an update on the planned governing body self-review for the summer term	
9.	<u>Any Other Business</u> There was no other business to report.	
10.	<u>Date and Time of Next Meeting</u> Tuesday 8 th May 2018 at 6.00pm	
		Action
1.	<u>Welcome, Apologies for Absence and Declarations of Interest</u> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Alison Dewhirst, Kath Wood, Sue Boyle and Peter Murray. There were no declarations of interest. Governors unanimously approved the appointment of Nicola Jones, Deputy Headteacher as Associate Member.	
2.	<u>Minutes of the meetings held on 28th November 2017 and 6th February 2018</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
3.	<u>Action Plan and Matters Arising</u> With reference to the Action Plan (28 th November): 1. The Business Manager reported that the majority of governors had now completed the online safeguarding training, but those who had not were asked to do so and advise the school as soon as possible. The Business Manager added that a record was being kept of governor safeguarding training, and there would be a requirement to re-take the training every three years. 2. The Business Manager confirmed that she had circulated the "Keeping Children Safe in Education part II", specifically the part referring to governance. She advised that she would also upload it to Compliance Manager for governors to refer to.	

4.	<p>Policy / Guidelines: Compliance Manager / MinutePad</p> <p>The Business Manager presented an overview of Compliance Manager, which was now being used in school to upload documents for governors to access and review. The software enabled governor feedback and comments to be noted, and also made it easier to keep track of review cycles for policies and other documents. It was noted that the software had been used to circulate a number of policies for the TLC Committee meeting in January.</p> <p>An issue was noted that once approved, the document no longer remained available for governors to view, meaning that it was not possible to use it as a secure repository of approved documents.</p> <p>The Business Manager reported that Clifton Green was a pilot school for the software, meaning that it was being trialled free of charge at this point. She added that the school was also able to make suggestions about changes to the software through this trial.</p> <p>The Business Manager also presented information on MinutePad, which had been tabled for information. She advised that this was being offered as an optional package through the Governance Service, as an online meeting management system which would meet many of the compliance requirements arising from GDPR. It was noted that a training session was being offered through the LA before Easter.</p> <p>The Clerk reported that the software had been trialled with a Multi-Academy Trust in the city, and had received excellent feedback.</p> <p>Governors asked whether it was possible to trial the software before signing up. The Business Manager agreed to raise this question during the training. She advised that the cost quoted for the software was £40 per meeting.</p> <p>The Chair noted that the secure storage of documents and the ability to annotate them seemed to be a real benefit. A question was raised as to whether it was worth looking at other central online storage systems as an alternative, some of which were available on subscription.</p> <p>Governors agreed they were happy for the Business Manager to explore this software further.</p>
	<p>6.2 Resources Committee</p> <p>Governors noted the draft minutes of the meeting held on 6th March, which had been previously distributed.</p> <p>Ongoing issues with utilities expenditure had been raised. The Bursar had reported on increased costs for gas, electric and water, and had reported that she was continuing to investigate why these had increased so much in this financial year. An update on this would be provided at the next meeting.</p> <p>Governors asked whether the new contract had changed the balance between the daily and unit charges, and whether this would have been enough to explain the increase in costs. The Business Manager agreed to raise this as a potential cause with the LA.</p> <p>The Business Manager reported that the green light had now been given for building work to the school including the roof, re-wiring and replacement of windows over four phases. It was anticipated that some of this work would start during the Easter holidays, starting at one end of the school and moving down. The Business Manager advised that this was currently out to tender, and she would be meeting with contractors shortly to confirm who would be undertaking this work.</p> <p>6.2.1 Services to Schools 2018/19</p> <p>The Business Manager invited questions from governors on the Services to Schools contracts for 2018/19. It was noted that these had been discussed at the Resources Committee, and a copy had been circulated with the agenda.</p> <p>A question had been raised regarding broadband provision, and governors had agreed to investigate whether better value for money could be found through a different provider. It was noted that the current contract with the LA expired in August, and work was ongoing to look into other options before this date. John Hattam reported that he was leading on this work, and would work with Martyn Stoakes to look at what was currently being provided and whether it was possible to obtain other like for like quotes.</p> <p>It was noted that the clerking requirements remained the same as the previous year – five FGB and nine committee meetings.</p>

	<p>Governors approved the Services to Schools buy-in for 2018/19.</p> <p><i>[Lisa Green left the meeting at 6.40pm]</i></p>	
5.	<p><u>Chair’s Report</u></p> <p>The Chair provided a verbal update on the Governors’ Termly Workshop, which had taken place on 31st January. She reported that the briefing had included an update on changes to LA SEN inspections, which would include a requirement to speak to the SEN governor as part of the process.</p> <p>It was noted that an update had also been provided on the York Education website at the briefing.</p>	
6.	<p><u>Committees and Working Groups</u></p>	
	<p><u>6.1 Teaching, Learning & Curriculum Committee</u></p> <p>Governors noted the minutes of the meeting held on 23rd January, which had been previously distributed. Jonathan Wilcox provided an overview of the meeting, and the following points were noted:</p> <p>Governors had discussed the personal development and welfare section of the SEF, as well as behaviour and attendance in school. It had been noted that behaviour at lunchtime was still a particular hotspot, and the Headteacher had highlighted a number of ways this was being addressed.</p> <p>The Headteacher had provided an update on the school’s approach to attendance issues. He reported that overall attendance figures had dropped in the last couple of years, and this was now a renewed area of focus. The Headteacher advised that the school now had a team approach to attendance issues. Rather than responsibility sitting with the Inclusion Support Lead, this was now being monitored and managed by five members of staff, including the Business Manager and Community Outreach Leader.</p> <p>The Chair noted that Jonathan Wilcox had been rigorous in following up attendance data, and met regularly with Kerry Haithwaite, Inclusion Support Lead, to discuss how the school was working to improve attendance and the significant work and different strategies involved in this.</p> <p>Jonathan reported that the committee had received an update on the writing project that the school was involved with, along with a number of other schools across the city.</p> <p>Governors had reviewed the child-friendly Attendance Policy and approved the Behaviour Policy. The Headteacher advised that following discussions with the Inclusion Support Lead and with governors, it was agreed that the child-friendly attendance policy should be replaced with a child-friendly statement to be displayed in classrooms, as it was not necessary to have a stand-alone policy for this.</p>	
7.	<p><u>Headteacher’s Report</u></p> <p>The Headteacher presented his report as a Powerpoint, which had also been tabled for information, along with the following documents:</p> <ul style="list-style-type: none"> - key information for governors, March 2018 - a copy of the last Ofsted report from May 2014 - a copy of the School Development Plan 2017-19 - the latest School on a Page (SoaP) information <p><u>Ofsted Update</u></p> <p>The Headteacher reported that an inspection was imminent, and this would most likely be in the first half of the summer term. He confirmed that there was a detailed plan in place in the event of a notification of inspection. It was noted that a two-day inspection was now expected. The Headteacher advised that 80% of currently Good schools received a one-day inspection, but this process was risk assessed, and due to the school’s Key Stage 2 outcomes, it was likely that the inspection would be two days.</p> <p>Governors noted that the lead inspector would expect to meet a group of representatives from the governing body, ideally around four governors to attend a face to face thirty-minute meeting. The Headteacher advised that all governors would also be invited to the final feedback session at the end of the last day of inspection.</p> <p>The Headteacher highlighted the key documents which governors needed to be aware of in the event of an inspection, which included the SoaP, School Development Plan, Governance Information from the Ofsted Handbook and Keeping Children Safe in Education (DfE). It was noted that all of these documents had</p>	

been provided for governors.

With reference to the SoaP, the Headteacher noted that the final page showed the school's current self-evaluation and key improvement priorities. Governors agreed this provided a very useful summary of judgements and reasons behind this, along with planned action to address key areas of focus.

With reference to the School Development Plan, it was noted that the key priorities were listed in summary at the start of the document, with information on which member of staff was leading on this and which governor was responsible for monitoring progress. Detail for each priority was also included within the document. The Headteacher advised that this was a live document, and was constantly being updated to reflect the school's current position, where action had been taken and what impact this was having.

A question was raised regarding the SoaP current evaluation, specifically the teaching, learning & assessment, which currently stated that 60% of teaching was good and 40% outstanding. The Headteacher confirmed that when these judgements were reviewed over the Easter holiday, it was expected that the percentage of outstanding teaching would reduce, due to identified issues during recent observations. However, he confirmed that the judgement would still be that 100% of teaching in school was good, with some outstanding.

The Headteacher emphasised the importance of being able to articulate the context of the school, and the issues and barriers which were in place. Governors agreed that they needed to be able to acknowledge where things were not good enough in school, in terms of outcomes, but also to show how these were being addressed and the impact of this work.

The Headteacher advised that the SoaP also now included the most recent predicted outcomes for Year 6, though this data had not yet been analysed. The Deputy Headteacher advised that this data had been calculated using past SATs papers to support teacher assessment and judgement.

With reference to Key Stage 1 outcomes in the SoaP, a number of governors requested a meeting with the Deputy Headteacher in order to better understand the reasons behind this.

Governors asked to what extent it would be important to articulate what was being done to address attainment and progress for disadvantaged pupils, and the use of Pupil Premium. The Headteacher agreed that this was an important question to consider. He noted that there was an issue citywide in terms of not being able to narrow the gap between disadvantaged and non-disadvantaged pupils. It was noted that the school was working on the borderline of the 10% most deprived in the country. The Headteacher advised that it was crucial not to use this as an excuse in any way, as the school wanted every child to succeed regardless of this statistic. He acknowledged that the school was struggling to narrow the gap in terms of outcomes but emphasised the school's view that all children should get the best education possible, regardless of their background. The Headteacher explained this was achieved through strong teaching and learning, strong parent engagement and strong staff development, all of which were in place in school. The Headteacher confirmed that governors would be challenged on this, and noted that it was important for them to be able to articulate the school's context as well as its approach and values.

Governors noted that it could also be worth highlighting the fact that the school's approach also resulted in low exclusion and social issues for pupils, who were engaging and remaining in the education system through to secondary school. It was agreed that it was about striking a balance between the need to focus on outcomes, whilst also continuing to develop the whole child through enrichment and experience.

Governors agreed that they were confident that the school's utilisation of Pupil Premium funding was the right approach, and had clear benefits. However, it was also recognised that pupil outcomes needed to be better, and this continued to be a focus for the school as well.

Governors discussed the locality served by the school, which was amongst the most deprived areas in the country. It was noted that whilst the school tried not to focus on this in terms of providing a great education for all children, it was important to recognise that raising aspirations for both them and their families was crucial.

The Headteacher reported that he also had met with the LA Director of Education to raise awareness of this issue recently. The Chair asked whether there would be any value in the governing body also writing to the LA regarding this.

	<p><u>Pupil Premium Project</u> The Headteacher reported on developments in school as a result of its involvement in the CYC Pupil Premium Project. He noted that that these included ensuring that class teachers knew who their disadvantaged children were, marking their work first and identifying them sooner for interventions, particularly in Year 6. The Headteacher raised a question about whether this was the right approach, or whether it was important to ensure a first class education for all children, whatever their barriers.</p> <p>The Headteacher advised that what would make a difference was ensuring that every single person in school, whatever their role, had improving outcomes for all pupils as a main priority. The Headteacher added that early intervention, parental engagement, a holistic approach that included attendance and behaviour and great teaching and learning were needed for all pupils.</p> <p>Governors agreed that it was important to ensure that discussions around the use of Pupil Premium funding were ongoing, considering how the school could give the most vulnerable children the best chance whilst also providing a great education to all children in school.</p> <p><u>Governor Safeguarding Training update</u> The Chair reported that she had visited school and conducted an audit check with the Inclusion Lead and Business Manager on safeguarding procedures and records. She noted that a couple of issues had been identified which needed to be tightened up but overall there had been no issues. It was noted that a formal report would be presented at the next TLC meeting on 24th April.</p> <p>The Headteacher provided a summary of the safeguarding training which had taken place on 16th January. He emphasised that all governors needed to:</p> <ul style="list-style-type: none"> - Understand their responsibilities in all aspects of child protection and safety - Identify what policies or strategies should be in place - Explore the role of the Safeguarding Governor - Understand their responsibilities in relation to the Prevent Duty - Understand their responsibilities around e-safety <p>It was noted that the link to online training on Prevent had been circulated and was also included in the Headteacher’s presentation. The Headteacher advised that this was not a statutory requirement for governors, but was good practice.</p> <p>The Headteacher agreed to forward all tabled information to the Clerk for circulation to governors electronically.</p>	
8.	<p><u>Governing Matters</u> It was noted that a number of the points identified for this item had been covered within the Headteacher’s Report.</p> <p>Tobie Abel reported that he would be meeting with the Headteacher in the first week after Easter to follow up on his previous report as Pupil Premium governor.</p> <p>The Chair proposed that the governing body arrange a self-review for the summer term, as this had last been carried out two years ago.</p>	
9.	<p><u>Any Other Business</u> There was no other business to report.</p>	
10.	<p><u>Date and Time of Next Meetings</u> * Tuesday 8th May 2018 at 6pm * Tuesday 3rd July 2018 at 6pm</p>	

The meeting closed at 8.00pm

Mrs Lynn Comer
Chair

Date

*“A school where children not only have high achievement, but experience opportunities to enrich their lives.
A school that has family and community at its heart”.*

Future Agenda Items:

SEF and Ofsted

Academy conversion

Safeguarding (standing item)

Pupil Premium (standing item)

Governing Body Self-Review