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**CLIFTON GREEN PRIMARY SCHOOL**  
**Minutes of the meeting of the Full Governing Body held in the School**  
**on Tuesday 4<sup>th</sup> December 2018 at 5.30pm**

<b>Present:</b>	Dave Brown (Headteacher) Lynn Comer (Chair) Peter Warry Peter Murray Richard Dacosta Joanne Lunardi [from 6.05pm]	Tobie Abel Jonathan Wilcox Arif Khalfe [from 5.40pm] Kath Wood Alison Dewhirst
<b>In attendance:</b>	Ms Nicola Jones (Deputy Headteacher, Associate Member) Mr John Hattam (Community Outreach, Associate Member) Mrs Jess Swarbrick (Governance Support Officer - Clerk)	

	<u>Executive Summary</u>	
1.	<b><u>Welcome, Apologies for Absence &amp; Declarations of Interest</u></b> Apologies were received, with consent, from Martyn Stoakes and Sue Boyle. There were no declarations of interest.	
2.	<b><u>Minutes of the previous meeting held on 16<sup>th</sup> October 2018</u></b> Previously distributed. The minutes were agreed.	
3.	<b><u>Action Plan and Matters Arising</u></b> Progress against the action plan was noted. Please see main minutes for details.	
4.	<b><u>Committees &amp; Working Groups: 4.1 Teaching, Learning &amp; Curriculum</u></b> No meeting to report. <b><u>4.2 Resources</u></b> Mr Warry provided a verbal update from the meeting held on 13 <sup>th</sup> November. The revised budget and Schools Finance Value Standard (SFVS) were presented for approval.	
5.	<b><u>Assistant Headteacher Proposal</u></b> Previously distributed. Approval was sought for the fixed term appointment of an Assistant Headteacher to increase leadership capacity, with specific responsibility for Pupil Premium.	
6.	<b><u>Headteacher's Report</u></b> The Headteacher updated governors on the LA's pledge for disadvantaged children.	
7.	<b><u>Policy Review</u></b> A number of policies were presented for approval, please see main minutes for details.	
8.	<b><u>Governing Matters</u></b> It was noted that the meeting would be followed by a facilitated governing body self-review.	
9.	<b><u>Any Other Business</u></b> There was no other business to report.	
		<b>Action</b>
1.	<b><u>Welcome, Apologies for Absence &amp; Declarations of Interest</u></b> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Martyn Stoakes and Sue Boyle. Late apologies were also received, with consent, from Joanne Lunardi.  There were no declarations of interest.  Governors approved the re-appointment of John Hattam and Nicola Jones as Associate Members of the Governing Body.	
2.	<b><u>Minutes of the previous meeting held on 16<sup>th</sup> October 2018</u></b> Previously distributed. It was noted that page 6 made a reference to Burton Green rather than Clifton Green.  Subject to this amendment, the minutes were agreed to be a true and accurate record and were signed by the Chair.	
3.	<b><u>Action Plan and Matters Arising</u></b>	

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	<p>With reference to the Action Plan:</p> <p>1. <i>Update and re-circulate committee membership and meeting dates</i> Completed.</p> <p>2. <i>Arrange further governors' meeting to discuss the Ofsted report</i> It was noted that a full governors' meeting had not yet been arranged to discuss this issue. However, governors from the Teaching, Learning and Curriculum Committee had met as a working group to look at data in more detail. It was noted that a further update on this meeting would be provided under item 4.1.</p> <p>There were no other matters arising.</p>	
<b>4.</b>	<b><u>Committees &amp; Working Groups</u></b>	
	<p><b>4.1 Teaching, Learning &amp; Curriculum Committee</b></p> <p>Tobie Abel reported that a working party of governors from the Teaching, Learning and Curriculum Committee had met as agreed with the Deputy Headteacher to look in more detail at data analysis. Mr Abel advised that the Deputy Headteacher had provided a clear report with a narrow focus on borderline children, which had been excellent. He advised that this data would be monitored every half term, and would be shared with governors at the next TLC meeting in January. Mr Abel reported that the meeting had been effective, with rigorous debate and challenging questions, drilling down into key issues.</p>	
	<p><b>4.2 Resources Committee</b></p> <p>Peter Warry provided a verbal update from the Resources Committee meeting held on 13<sup>th</sup> November.</p> <p>He reported that the committee had discussed the proposal to appoint an Assistant Headteacher, which would be taken under item 5.</p> <p><i>[Arif Khalfe joined the meeting at 5.40pm]</i></p> <p>Mr Warry reported that the committee had also looked at the catering finances. He explained that he had worked with the Office Manager and Business Manager on updating the catering spreadsheet to include forecast income and expenditure as well as actual figures. Mr Warry advised that there was further work to be done on this, but it would be looked at in more detail at the next meeting.</p> <p>Mr Warry explained that the amount the school was budgeting for Free School Meals in terms of Pupil Premium funding was not covering the total cost of producing the meals. He advised that the figures were close, but still required additional support from the main budget.</p> <p>Mr Warry reported that the committee had received an update on the Chromebook pilot from John Hattam, and had looked at potential next steps. He advised that the pilot had worked well, and Mr Hattam had outlined some beneficial outcomes which were evident for those pupils who had been part of it. Mr Warry advised that governors were supportive in principle of rolling this out further, but had requested a more detailed proposal on the next stage.</p> <p><b>4.2.1 Revised Budget</b></p> <p>Mr Warry presented the summary revised budget, which had been previously distributed and discussed in detail at the Resources Committee.</p> <p>Mr Warry advised that there was very little difference in pupil and staffing numbers, apart from the increase of one member of teaching staff from the start budget, which governors were already aware of.</p>	

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Mr Warry explained that this had resulted in a slight increase in teaching and support staff costs from the start budget, by around £15,000. He added that increases here were being mitigated through slight reductions in premises and occupation costs, and in the tight management of learning resources. He advised that the office staff were being proactive in ensuring that there was no non-essential expenditure. However, governors had requested and received assurance that this would not have an adverse effect on teachers having the resources required to do their job.

Mr Warry advised that the budget remained tight, and governors had re-emphasised their caveat that if any savings were made in-year, these needed to be reserved rather than spent.

The summary figures were noted as follows:

<b>Total Balances</b>	<b>Start Budget</b>	<b>Revised Budget</b>	<b>Variance</b>
<b>Income</b>	£2,092,927	£2,107,192	£14,265
<b>Expenditure</b>	£2,135,640	£2,146,728	£11,088
<b>Balance Brought Forward</b>	£62,879	£62,879	£0
<b>Cumulative Carry Forward (including Capital and Brought Forward)</b>	£12,687	£24,380	£11,693

Governors approved the revised budget unanimously and this was signed by the Chair.

#### **4.2.2 SFVS**

Mr Warry presented the Schools Financial Value Standard (SFVS), which had been previously distributed and reviewed by the Resources Committee.

A question was raised regarding benchmarking. Mr Warry advised that the governors had not previously undertaken financial benchmarking in terms of comparing income and expenditure budgets against other schools. However, benchmarking had been done looking at areas such as staff: pupil ratios and spending per pupil. Mr Warry added that there was clear evidence that governors did check value for money on any expenditure, and challenge the Senior Leadership Team (SLT) on this issue.

#### **4.3 Pay Committee**

Mr Warry reported that the Pay and Performance Management Committee had met on 23<sup>rd</sup> October to review all pay recommendations. He reported that the process had been followed in line with the school's policy and all recommendations had been accepted.

#### **5. Assistant Headteacher Proposal**

The Headteacher presented the proposal and job description, both of which had been previously distributed. He advised that the proposal was to re-introduce the post of Assistant Headteacher into school on a fixed term basis, to strengthen the SLT and increase leadership capacity and challenge. He advised that this approach had been successful in driving improvement in school after the Ofsted inspection in 2013.

The Headteacher advised that the Assistant Headteacher would have a specific responsibility looking at the disadvantaged aspect in school. He advised that the appointment would be an internal one,

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and there was an advert ready to be published as long as governors were happy to approve the proposal.

**Governors asked whether this role would be in addition to existing teaching and learning responsibilities.** The Headteacher confirmed that the person appointed to the role would be expected to do this alongside their existing position. He added, however, that he would potentially look to develop another member of staff to shadow them as well, which would provide further leadership development opportunities. The Headteacher advised that he had told members of the leadership team about the proposal that week to make them aware. He added that he had emphasised to them that this would be a role in addition to their existing responsibilities. However, it was also a good career opportunity in terms of leadership experience. The Headteacher advised that the introduction of an Assistant Headteacher would change the dynamic of the SLT, providing an additional level of question and challenge.

**Governors asked what timescale the Headteacher was working to in terms of appointment.** The Headteacher advised that if governors approved the proposal, the internal advert would be published in school, with a deadline of two weeks in which to submit an expression of interest. The Headteacher advised that ideally, an offer would be made before Christmas, with a view to the post starting as early as possible in January.

It was noted that the post would be fixed term to the December 2019. **Governors agreed that the impact and effectiveness of the role would need to be reviewed on a regular basis throughout the year.** The Headteacher emphasised that if it was not felt that any candidates met the requirements for the role, there would be no appointment. He added that it was essential that the recruitment process had full governor involvement, to ensure that they were absolutely certain that the right person was appointed to the role, and understood the expectations which went with it.

Governors approved the proposal unanimously.

**6. Headteacher's Report**

Governors noted the paper entitled "York's Promise to Disadvantaged Pupils" from the LA which had been previously distributed for information. The Headteacher advised that a number of staff members had attended an LA conference on social mobility in the summer, and this pledge had been published following that event.

*[Joanne Lunardi joined the meeting at 6.05pm]*

The Headteacher advised that he had not signed up to this pledge as yet, though around half of other schools in the city had done so. He advised that there were some big questions around the meaning of social mobility which were subject to continued debate and challenge. He added that the intention behind the pledge was a good one, in wanting the most disadvantaged pupils to do better in terms of outcomes.

The Headteacher advised that the LA had appointed a social mobility champion who had been seconded to the role for a year. He advised that he had met this individual, and felt he would be an asset to the LA in the time that he was in post.

**Governors asked whether there was a timescale to this project, and noted that there were no targets included in the pledge.** The Headteacher advised that a recent report by central government had stated that even if everything possible was done to improve social mobility, they estimated it would take around forty years to make a difference for children leaving primary schools at the level

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the pledge was aiming for. It was noted that as the social mobility champion was only in post for a year on a part-time basis, it would be interesting to see what difference the role would make across the city.

Governors agreed that it was difficult for the school to sign up to this pledge before it was clear what its own strategy was in relation to disadvantaged pupils. It was agreed that this was expected to be clearer throughout the year, with the focused review and reporting of the Assistant Headteacher role. Governors agreed that by the next full governing body meeting in March 2019, the Assistant Headteacher should be able to present a report on their first three months in post, and plans moving forward.

The Headteacher reported that linked to this issue, staff had visited a school in Redcar with a similar context to Clifton Green, whose outcomes at Year 6 were significantly higher. He added that whilst there was a continued debate about ethos and values, there were a lot of ideas and strategies which could be taken on board in school. The Headteacher advised that it was hoped the link between the two schools would continue and strengthen in the future, with additional visits already planned.

The Headteacher reported that he and the Deputy Headteacher and Chair of Governors would attend a formal School Improvement Panel meeting at the LA next week. He advised that he would report back to governors when this had taken place.

The Headteacher reported that the school had received a financial audit, which had gone well with no major issues raised. The first stage of the annual health and safety audit had also been completed with no concerns raised, looking at paperwork and policies. It was noted that the second stage, a walkround of the school, would take place in January.

The Headteacher highlighted the recent Governor Drop-In Week, which had been positive.

**Governors requested an update on the Year 4 class, whose teacher had left early on in the autumn term and now had a long-term supply teacher in post.** The Headteacher advised that he had seen enough positive developments to feel that the supply teacher was the right person for the role for the rest of the year. He added that he had taken on a significant challenge in terms of inconsistencies in the class, and the SLT were working closely with him and the other Year 4 teachers to support the whole year group.

The Deputy Headteacher advised that there was a data drop scheduled for this week, after which there would be a clearer picture of progress and attainment for all children. She advised that progress meetings were scheduled for all teachers the following week, and SLT would challenge any drift between teacher predictions and actual data, in order to hold them to account.

The Headteacher reported that behaviour and classroom management in this class were now on track. He added that pupil progress and differentiation were still outstanding in terms of inconsistencies, though this was a wider school issue, which was being supported by the SLT.

**Governors asked whether the Headteacher and Deputy Headteacher felt that progress was on track for this class following the disruptions earlier in the term.** The Deputy Headteacher advised that she would feel more comfortable answering this once the data drop and progress meeting had taken place. She advised that the cohort was a challenging one, regardless of the other issues which they had faced this term. She advised that SLT were acutely aware of this, and continued to monitor the situation closely.

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	<p>It was noted that a further update on this would be provided at the next Teaching, Learning and Curriculum Committee meeting in January.</p>	
<b>7.</b>	<p><b><u>Policy Review</u></b></p> <p>The following policies had been circulated for review prior to the meeting:</p> <ul style="list-style-type: none"><li>* Admissions Consultation 2020/21</li></ul> <p>Governors agreed the published admission number (PAN) should remain unchanged at 60.</p> <ul style="list-style-type: none"><li>* Staff Code of Conduct</li><li>* Allegations of Abuse Policy</li><li>* Charging and Remissions Policy</li><li>* Emergency Plan</li><li>* Health &amp; Safety Policy</li><li>* Hire of Facilities Policy</li><li>* Budget Management Policy</li><li>* Child Protection Policy</li><li>* Complaints Procedure Policy</li><li>* School Information and Data</li><li>* Protection Policy</li><li>* Disciplinary Policy</li><li>* York Pay Policy</li></ul> <p>It was noted that no significant changes had been made to any of the above policies.</p>	
<b>8.</b>	<p><b><u>Governing Matters</u></b></p> <p>It was noted that a facilitated governing body self-review would follow this meeting.</p> <p>There were no other matters to raise.</p>	
<b>9.</b>	<p><b><u>Any Other Business</u></b></p> <p>There was no other business to report.</p>	
<b>10.</b>	<p><b><u>Date and Time of Next Meetings</u></b></p> <p>Tuesday 20<sup>th</sup> March 2019, 6.00pm Tuesday 8<sup>th</sup> May 2019, 6.00pm Tuesday 3<sup>rd</sup> July 2019, 6.00pm</p>	

The meeting closed at 6.30pm

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Mrs Lynn Comer, Chair

19.3.19.

Date

**Items for the next agenda:**

Report from Assistant Headteacher on Pupil Premium review and strategy