



**CLIFTON GREEN PRIMARY SCHOOL**

**Minutes of the meeting of the Full Governing Body held in the School  
on 17<sup>th</sup> September 2019 at 6pm**

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| <b>Present:</b>       | Nicola Jones (Interim Headteacher) [to 7.45pm]<br>John Kesterton (Chair)<br>Peter Murray [to 7.45pm]<br>Sue Boyle  | Jonathan Wilcox<br>Kath Wood<br>Arif Khalfe |
| <b>In attendance:</b> | Derek Sutherland (School Improvement Partner, City of York Council) [to 7.15pm]<br>George Gardiner (Assistant Headteacher) [to 7.45pm]<br>Lisa Green (School Business Manager) [to 7.45pm]<br>Jess Swarbrick (Governance Support Officer, Clerk) |   |

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| <b>1.</b> | <p><b><u>Welcome, Apologies for Absence &amp; Declarations of Interest</u></b></p> <p>The Chair welcomed everyone to the meeting. He explained that the TLC Committee scheduled for this evening converted to FGB meeting in order to discuss key priorities and agree areas for focus and support following on from extraordinary full governing body meeting held on 10<sup>th</sup> September.</p> <p>Apologies were received, with consent, from Joanne Lunardi. The Chair reported that Martyn Stoakes and Tobie Abel had both resigned from the full governing body meeting.</p> <p>There were no declarations of interest.</p> <p><b>ACTION – JK to clarify with Peter Warry and Lynn Comer with regards to their position on the governing body.</b></p>   |                                   |
| <b>2.</b> | <p><b><u>Minutes of the Extraordinary Full Governing Body meeting held on 10<sup>th</sup> September</u></b></p> <p>A copy of the minutes from the meeting held on 10<sup>th</sup> September had been circulated that afternoon.</p> <p>i) Governors queried whether an official letter of resignation from the governing body had been received from Peter Warry, as stated in the minutes.</p> <p><b>ACTION: The Chair agreed to clarify whether Mr Warry had resigned from the governing body and confirm this with the Clerk.</b></p> <p>ii) With reference to the discussion on supply cover, governors agreed that the minutes should be amended to clarify that the rationale for overstaffing in Years 5 and 6 was to improve academic outcome, rather than simply to cover possible staff absence.</p> <p><b>ACTION: The Clerk agreed to update the minutes with the above points and bring to the next full governing body meeting for approval.</b></p> <p>With reference to the Action Plan:</p> <p>1. The Interim Headteacher confirmed that she had met with Beth France, Local Area Support Practitioner working at the Children’s Centre that morning. Beth would provide support on a part-time basis, attending official meetings including those relating to safeguarding and Child in Need. She would also support the Pastoral Support Worker to meetings as required, and would provide support on a weekly basis to discuss and review high profile children and families. The Interim Headteacher</p> | <p><b>JK</b></p> <p><b>JS</b></p> |

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|           | <p>advised that this arrangement would be flexible according to need, and support time would increase if required.</p> <p>2. It was confirmed that contact details for the Chair of Governors had been updated on the school website.</p> <p>3. Derek Sutherland reported that he and the Interim Headteacher had presented the revised improvement support plan to the York Schools and Academies Board (YSAB) on 16<sup>th</sup> September, and this had been approved.</p> <p><b>ACTION: The Interim Headteacher agreed to circulate this to governors as soon as possible.</b></p> <p>4. Completed. It was noted that this meeting had been changed from a TLC Committee to Full Governing Body.</p> <p>5/6. Completed. The Chair confirmed that he had received a copy of the governing body self-review report and subsequent action plan, as well as a copy of the statutory policy tracker.</p> <p>The Chair proposed forming a working group to deal with the governance report, and to cover different aspects of the action plan. He advised that when he had collated all relevant reports, he would work to formulate a way forward and communicate this to governors.</p> <p>7. With reference to bursar support, the Business Manager advised that she had been contacted by Jean Lewis from LA Business Support, who had asked for clarification of the school's specific needs and requirements. The Business Manager advised that she and the Interim Headteacher would need to discuss this before responding, and also to clarify how this additional support would be paid for. She emphasised that if this was not funded through the YSAB support plan or from the LA directly, this would present a significant issue for the school's budget, which was already very tight.</p> <p><b>ACTION: The Business Manager agreed to discuss and confirm requirements for bursar support, and to clarify how this would be paid for, with Jean Lewis and Maxine Squire.</b></p> <p>There were no other matters arising.</p> | <p>NJ</p> <p>LG</p> |
| <p>3.</p> | <p><b><u>Teaching and Learning – Update on 2019 Outcomes</u></b></p> <p>The Interim Headteacher tabled and presented a summary of end of key stage attainment and progress for 2018/19. It was noted that raw data had been discussed at the governing body meeting held on 16<sup>th</sup> July 2019.</p> <p>She reported that Early Years and Phonics outcomes were roughly in-line with the previous year, though below national figures from 2018. It was noted that national data for 2019 was not yet available.</p> <p>The Interim Headteacher reported that Key Stage 1 outcomes were also roughly in-line with the previous year, but below national. She advised that the importance of accuracy of assessment at Key Stage 1 was a continued focus for teaching staff, and she was confident that this was now embedded, with accurate judgements being made at the end of Year 2.</p> <p>With reference to Key Stage 2, the Interim Headteacher highlighted results in Reading, which were lower than the school's results the previous year and lower than national. She advised that issues in Reading had already been identified in both key stages, and it was recognised that there was a lot of work to do across the whole school to improve standards.</p>  |                     |

The Interim Headteacher reported that the school was working with the English Hub as an identified intensive support school. This would provide access for staff to undertake a number of training opportunities including in Phonics, and the establishment of a reading culture across school. The Interim Headteacher also reported that the Reading for Real programme was also continuing, and would be rolled out into Year 6. She emphasised that the key areas for development were around vocabulary, stamina and accessing high level texts. In addition, there was more work to do in supporting children in how to tackle the longer questions on the papers, particularly those of a higher ability.

It was noted that Writing, Maths and SPaG results had all improved from the previous year, with Maths improving significantly. Governors agreed this showed the benefits of the longer term strategy in improving Maths which was now embedded across the whole school.

The Interim Headteacher reported that the current Year 6 cohort looked to be ahead of that of the previous year in terms of attainment at this point in the year. She noted, however, that this cohort also had higher Key Stage 1 results, meaning that progress would be a key issue for this year.

**CHALLENGE: Governors asked what targets would be put in place for Key Stage 2 this year.**

The Interim Headteacher advised that there would be a target range in place. She explained that as the school's results had been below national average, this would form the basis of the range, rising to a higher aspirational figure. She advised that the following targets had been set out in the improvement plan presented to YSAB:

Reading 73-80%

Writing 78-81%

Maths 83-88%

The Interim Headteacher advised that it was recognised that these targets were aspirational. **Governors agreed that they needed to ensure progress towards these targets were tracked throughout the year, with challenge to the Senior Leadership Team as needed to ensure the school was held to account.**

**NOTED: Governors agreed there was a lot to celebrate in outcomes for Maths, which had gone from being the lowest performing subject to the highest. It was agreed that this validated the strategies which had been put in place across the whole school and embedded over a number of years.**

Derek Sutherland noted that from learning walks in school he could see evidence of real consistency and rigour in Maths across all classes. He noted that this same approach was now starting to be applied in Literacy, and it was expected that the good practice and strategies being applied to Reading and Writing were beginning to have a positive impact.

The Interim Headteacher reported that she was being supported in a mentoring capacity by the Headteacher at Dringhouses Primary. She advised that she had been reassured that a lot of the strategies proposed by her mentor were already in place or in the process of being put in place in school.

**Governors recognised their role in monitoring and challenging the teaching and learning elements of the school's support plan. It was noted that link governors had visited the school regularly to accompany subject leaders on learning walks, and had documented these through visit reports. It was agreed that this monitoring and challenge needed to continue to ensure a rigorous oversight of**

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|    | <p>the school's development. Governors also agreed that visits into school enabled them to speak to staff directly about the school, providing support and celebrating successes.</p> <p><b>ACTION: It was agreed that the Chair should come in to speak to staff on behalf of the governing body to pass on their thanks for their continued hard work and commitment, and congratulations on the improved results for the school.</b></p>   | JK |
| 4. | <p><b><u>Budget &amp; Finance Reporting</u></b></p> <p>It was noted that a new Chair of the Resources Committee would need to be agreed at the next meeting on 1<sup>st</sup> October. It was agreed that the Chair of Governors would also join this committee, as membership was currently very low.</p> <p><b><u>Delegated Authority to Postholders</u></b></p> <p>The Business Manager raised a query relating to the Delegated Authority to Postholders, noting that the Interim Headteacher required an increase in her delegated authority level to that of Headteacher.</p> <p>AGREED: Governors agreed to authorise the increase of delegated expenditure for the Interim Headteacher to Headteacher level.</p> <p><b><u>School Fund</u></b></p> <p>The Business Manager also raised the issue of trustees for the School Fund, which had previously been a role taken on by Resources Committee members.</p> <p><b>ACTION: The Chair agreed to clarify the implications of becoming a trustee to ensure there would be no conflict of interest, and to confirm with the Business Manager whether he was happy to be appointed as a trustee.</b></p> | JK |
| 5. | <p><b><u>Composition of FGB and Committee Membership</u></b></p> <p>The following governor vacancies were noted:</p> <p>1 x LA<br/>1 x Parent<br/>2 x Co-opted</p> <p>It was noted that a parent governor needed to be arranged as soon as possible.</p> <p><b>ACTION: The Clerk agreed to forward documentation relating to parent governor elections to the Interim Headteacher.</b></p> <p>With reference to the LA governor vacancy, the Clerk advised that the Governance Service had flagged up the urgent need for recruitment, and would support this as much as possible.</p> <p>Governors discussed potential avenues of recruitment to the co-opted vacancies, including approaching local businesses and industry or the local church.</p> <p><b>ACTION: The Clerk agreed to forward suggested wording for advertising governor vacancies to the Chair.</b></p> <p>Richard Dacosta raised a query regarding his position on the governing body. He advised that he was currently employed by the school on a contract for 4 hours per week to work in Hornbeam, and asked whether this meant that he should be classed as a staff governor.</p>   | JS |

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|           | <p><b>ACTION: The Clerk agreed to check the DfE regulations on this matter and report back.</b></p>   | <p>JS</p>  |
| <p>6.</p> | <p><u><b>Safeguarding</b></u><br/>                 The Interim Headteacher advised that in the absence of the Headteacher, she had taken on the role of Designated Safeguarding Lead (DSL), but did not currently have the appropriate training.</p> <p><b>CHALLENGE: Governors asked what action would be taken if an emergency should arise, and whether the Interim Headteacher was able to access support for this role.</b></p> <p>The Interim Headteacher advised that the LA were aware of this situation, and had put support in place through the LASP as reported earlier in the meeting. She further advised that training was available for the DSL role, but it was not currently possible to book on to these sessions until November.</p> <p><i>[Derek Sutherland left the meeting at 7.15pm]</i></p> <p>The Interim Headteacher explained that Caroline Wood, LA Safeguarding Advisor, had raised this with Maxine Squire as a matter of urgency, to try and arrange access to a training session before this date for her as a priority.</p> <p><b>AGREED: Governors agreed the importance of arranging training for the Interim Headteacher as soon as possible. The Chair agreed to follow this up with Maxine Squire and Amanda Hatton, Director of Children’s Services on behalf of the school.</b></p> <p>The Interim Headteacher reported that Caroline Wood had come into school to carry out an external safeguarding audit, and had raised no concerns about the practices and processes in place.</p> <p>She further reported that all TAs and teachers would be attending a training session on 19<sup>th</sup> September to review the safeguarding policy and complete the annual online training.</p> <p>It was noted that the DfE’s Keeping Children Safe in Education document had been updated, and there was an expectation that all staff and governors should read this.</p> <p>With reference to the safeguarding policy, the Interim Headteacher reported that she had reviewed the existing document against a model provided through the School Bus, which included all up to date statutory requirements and information. She advised that she had updated this with school-specific details, and would share in the Governors’ Google Drive for comment. She advised that she had also sent the policy to the LASP and the LA Safeguarding Advisor for feedback.</p> <p><b>ACTION: Governors were asked to review the safeguarding policy and send any feedback to the Interim Headteacher by Tuesday 24<sup>th</sup> September.</b></p> <p><b>AGREED: Governors approved the safeguarding policy, subject to any potential feedback received from governors by 24<sup>th</sup> September. It was agreed that the final policy would be included in the papers for the next meeting on 15<sup>th</sup> October for ratification.</b></p> | <p>All</p> |
| <p>7.</p> | <p><u><b>Pay and Appraisal</b></u><br/>                 It was agreed that the scheduled Pay and Performance Management Committee on 7<sup>th</sup> October should be cancelled. The meeting on Tuesday 22<sup>nd</sup> October to agree pay recommendations would go ahead as scheduled.</p>   |            |

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A school that has family and community at its heart".

**AGREED: The membership of the committee was confirmed as Kath Wood, John Kesterton, Jonathan Wilcox.**

With reference to the appraisal of the Interim Headteacher, the Chair advised that he was looking for potential external advisors who could support this process and hoped to have this in place for recommendations to come to the meeting on 22<sup>nd</sup> October.

**CHALLENGE: Governors raised concerns regarding capacity for leadership support, and asked what was in place for this.**

The Interim Headteacher reported that the Assistant Headteacher, who also taught in Year 6, was currently spending mornings in class and afternoons supporting her in terms of leadership. The Business Manager advised that she was also working with the Interim Headteacher on some leadership issues, and the LA had also offered a lot of support which the school could access. As raised previously in the meeting, however, there was a need for clarification on how this was being funded.

**AGREED: Governors noted that this was only really possible on a temporary basis, and needed to be monitored closely and reviewed at half term if not before.**

In response to a question from governors about the newly appointed teachers, the Interim Headteacher reported that she had not yet undertaken any learning walks to observe teaching, but expected to have completed these by the end of next week. She advised that all newly appointed staff appeared to be settling in well, and mechanisms were in place to support them in their role.

**NOTED: Governors noted the increased pressures on staff at this time, and agreed the importance of ensuring staff knew they were valued. Governors expressed their thanks to all staff for their continued commitment to the school.**

*[Peter Murray, George Gardiner, Lisa Green and Nicola Jones left the meeting at 7.45pm]*

8. **Any Other Urgent Business**  
*The following discussion has been recorded as a separate, confidential minute.*

**Date and Time of Next Meeting**  
Tuesday 15<sup>th</sup> October 2019 at 6.00pm

The meeting closed at 8.10pm.

  
Mr John Kesterton, Chair

15.10.19  
Date

"A school where children not only have high achievement, but experience opportunities to enrich their lives.

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**Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 17<sup>th</sup> September 2019**

|    | <b>Action</b>   | <b>Agenda Item</b> | <b>Person(s) Responsible</b> | <b>Timescale</b> |
|----|---|--------------------|------------------------------|------------------|
| 1  | <i>The Chair agreed to clarify whether Mr Warry had resigned from the governing body and confirm this with the Clerk.</i>   | 2                  | John Kesterton               | ASAP             |
| 2  | <i>The Clerk agreed to update the minutes with the above points and bring to the next full governing body meeting for approval.</i>   | 2                  | Jess Swarbrick               | 15/10/19         |
| 3  | <i>Circulate approved support plan from YSAB to all governors</i>   | 2                  | Nicola Jones                 | ASAP             |
| 4  | <i>The Business Manager agreed to discuss and confirm requirements for bursar support, and to clarify how this would be paid for, with Jean Lewis and Maxine Squire.</i>  | 2                  | Lisa Green                   | ASAP             |
| 5  | <i>Speak to staff to pass on the thanks and congratulations of the FGB on results</i>   | 3                  | John Kesterton               | ASAP             |
| 6  | <i>Clarify the implications of becoming a School Fund trustee to ensure there would be no conflict of interest, and to confirm with the Business Manager whether he was happy to be appointed as a trustee.</i> | 4                  | John Kesterton               | ASAP             |
| 7  | <i>Forward parent governor election documents to school</i>   | 5                  | Jess Swarbrick               | COMPLETED        |
| 8  | <i>Forward suggesting wording for a governor recruitment advert to the Chair</i>  | 5                  | Jess Swarbrick               | COMPLETED        |
| 9  | <i>Check DfE regulations on definition of staff governor and report back to Richard Dacosta and the Chair</i>   | 5                  | Jess Swarbrick               | ASAP             |
| 10 | <i>Governors were asked to review the safeguarding policy and send any feedback to the Interim Headteacher by Tuesday 1<sup>st</sup> October</i>  | 6                  | All Governors                | 01/10/19         |

