



CLIFTON GREEN PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held in the School
on 3rd December 2019 at 6pm

Present:	Nicola Jones (Interim Headteacher) John Kesterton (Chair) Sue Boyle Joanne Lunardi	Peter Murray Jonathan Wilcox Kath Wood Richard Dacosta
In Attendance:	Graham Miller (Prospective LA Governor) George Gardiner (Assistant Headteacher) Jess Swarbrick (Governance Support Officer, Clerk)	

1.	<p><u>Welcome, Apologies for Absence & Declarations of Interest</u></p> <p>The Chair welcomed everyone to the meeting. He advised that due to the upcoming general election, the LA Executive Member would not be meeting to approve LA appointments until after December 12th.</p> <p>RESOLVED: Governors agreed the appointment of Graham Miller as LA Governor, subject to Executive Member approval.</p> <p>Apologies were received, with consent, from Arif Khalfe. There were no declarations of interest.</p>	
2.	<p><u>Minutes of the FGB meeting held on 15th October 2019</u></p> <p>Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
3.	<p><u>Action Plan and Matters Arising Not Covered on the Agenda</u></p> <p>With reference to the Action Plan:</p> <ol style="list-style-type: none"> 1. <i>The Clerk agreed to send an updated training attendance list to the Chair and Interim Headteacher.</i> Completed. 2. <i>Kath agreed to arrange a meeting with the Interim Headteacher to discuss the annual Sports Premium review report.</i> Completed. To be discussed under item 9. 3. <i>Governors were encouraged to visit the school either during that week or up to 3rd December, and then report back to the next full governing body meeting.</i> Completed. It was agreed that as well as formal governor visit reports, a spreadsheet would be created on the Google Drive to record any additional and informal governor visits to school. 4. <i>The Clerk agreed to check whether slides from the recent Ofsted training could be shared with all governors for information.</i> Completed. It was noted that training slides had been shared. 5. <i>The Interim Headteacher agreed to ask the Business Manager to provide copies of the policies listed for governors to review.</i> Completed. To be discussed under item 14. 6. <i>The Interim Headteacher agreed to forward the links to both training courses to governors for completion.</i> Completed. 	
4.	<p><u>Committee Updates</u></p> <p>4.1 TLC Committee</p> <p>A verbal update was provided from the meeting held on 19th November. It was noted that this meeting had not been formally clerked.</p> <p>ACTION: The Chair agreed to circulate his notes from the meeting for information.</p> <p>Joanne Lunardi had been elected as committee chair.</p>	<i>JK</i>

	<p>The committee had reviewed the data from the recently published Inspection Data Summary Report (IDSR) and Analyse School Performance (ASP) reports. The Interim Headteacher had provided an update on the current position.</p> <p>The committee had also discussed the continued discussion on work with more able pupils, and had agreed to keep this on the agenda for regular review. It had also been agreed that this group should be the focus of the working party interim meetings for this year.</p> <p>The Interim Headteacher had provided an update on curriculum development. Governors agreed it had been a very informative and uplifting report.</p>	
	<p>4.2 Resources Committee</p> <p>The Chair provided an overview of the meeting held on 12th November, minutes of which had been previously distributed for information.</p> <p>The committee had discussed staffing changes and their impact in school, particularly relating to Hornbeam. The Interim Headteacher advised that she would be provided an update on this as part of her report under item 8.</p> <p>The committee had reviewed the revised budget, which had been recommended for approval by the full governing body. It was noted that this would be discussed under item 5.</p> <p>The Chair reported that a number of key contracts including ICT would be due for review in 2020, and the committee had discussed the need to start the tender process for these early in the spring term to comply with procurement timescales. It was noted that an additional Resources Committee meeting had been scheduled for 4th February to discuss these, as well as a proposal to use the Steering Group meeting on 7th January to focus on policy development and procurement.</p> <p>The committee had discussed an informal arrangement which was currently in place for production of the school newsletter, which had included the purchase of a computer for the individual responsible for the work. The Chair had reported that whilst the quality of the work was not in question, there had not been a formal procurement process for this purchase. The committee discussed the best way of moving forward with this, ensuring that formal processes were in place, and agreed to make a recommendation on these to the full governing body. It was noted that advice had been taken from the Local Authority before making this recommendation.</p> <p>RESOLVED: Governors approved the recommendation of the Resources Committee to write off the asset and enter into a formal agreement on the future production of newsletters. The Chair agreed to write to the LA with the outcome of this discussion, and also advise the individual concerned regarding the governing body’s decision.</p> <p>Governors discussed the possibility of moving meetings forward from 6pm to 5pm. It was agreed that the start time should remain at 6pm for the rest of this academic year, but consideration given to bringing this forward when looking at the dates for 2020/21.</p> <p>The Interim Headteacher advised that a signature was required on a bank mandate to close the school’s old HSBC and move the funds in this across to the new account at Yorkshire Bank.</p> <p>RESOLVED: The Chair signed the bank mandate, with a counter signature from Peter Murray.</p>	

	<p>4.3 Committee Terms of Reference Terms of reference for the Resources and TLC Committees had been previously distributed.</p> <p>RESOLVED: Governors approved the terms of reference for 2019/20.</p>	
<p>5.</p>	<p>Revised Budget Previously distributed.</p> <p>RESOLVED: Governors approved the revised budget for 2019/20, based on the recommendation from the Resources Committee following their meeting on 19th November.</p>	
<p>6.</p>	<p>Schools Financial Value Standard (SFVS) Previously distributed. The Chair reported that the Resources Committee had discussed and reviewed the SFVS and recommended it for approval by the full governing body. He highlighted the key areas identified which would be monitored by the Resources Committee throughout the year and reported back to the full governing body:</p> <ul style="list-style-type: none"> * Development of business continuity and disaster plan (Spring 2020). * Benchmarking the size of the Senior Leadership Team (SLT) on an annual basis. * Benchmarking income and expenditure on an annual basis. * Reviewing all non-staffing expenditure against DfE national deals to ensure best value was achieved. * Responding to any outstanding actions from audit reports. <p>RESOLVED: Governors approved the SFVS which was signed by the Chair.</p>	
<p>7.</p>	<p>Staffing Update To be discussed under item 8.</p>	
<p>8.</p>	<p>Headteacher's Report Previously distributed. The Interim Headteacher provided a verbal update for governors on a number of points which had developed since her report had been sent out the previous week. Questions were also invited from governors on the report.</p> <p>Leadership and Management The Interim Headteacher reported that the school had now received the final draft of the internal audit report, and she was working with the School Business Manager on a response to this. It was noted that some points would be brought back to the Resources Committee for further guidance.</p> <p>Safeguarding The Interim Headteacher reported that she had attended a meeting about MASH (Multi-Agency Safeguarding Hub), which replaced the "Front Door" as the LA's point of referral. She explained that MASH would be a central hub with representatives from all agencies in one place, with a view to ensuring that referrals could be managed and dealt with more quickly.</p> <p>The Interim Headteacher advised that the LA had categorised four levels of need: 1 No concerns 2 School to manage 3 Local Area Team involvement 4 Social Worker involvement</p> <p>She noted that there had been challenge in the meeting this morning about financial support for schools to ensure that their involvement at Level 2 was effective and appropriate.</p>	

The Interim Headteacher also reported to governors that a referral had been made to the Local Authority Designated Officer (LADO) relating to an allegation. She advised that the details of this had been shared with the Chair of Governors.

Staffing

The Interim Headteacher raised concerns with governors regarding staffing capacity in Year 1, which was under pressure due to a number of medium and long term sickness absences. She advised that she was working with the SLT to ensure that these posts were covered as consistently as possible up to Christmas.

The Interim Headteacher advised that expressions of interest had been sought internally for temporary cover in Hornbeam, due to staff resignations at the end of the autumn term which would not allow for permanent recruitment before January 2020. She advised that there had been a lot of interest in the role, and she had held light touch interviews with three candidates, with support from Sue Boyle representing the governing body. The Interim Headteacher advised that a strategy had been agreed for this and she would be writing a detailed letter to parents providing information on this. She advised that she also planned to hold an informal drop-in session for parents, as she recognised there would be some anxiety over changes to staffing for the provision.

Inclusion Review

The Interim Headteacher reported that Dan Bodey, LA Head of Inclusion, would be in school all day on 4th December to carry out an intensive review. This would include observations, parent, pupil and staff voice sessions, as well a review of paperwork. She advised that she had also met with Dan the previous week, and he had been very impressed with the practice that saw, and was very supportive of the school.

Reasons to Celebrate

The Interim Headteacher reported that as regional winners, the school had been invited to the finals of the National Apprenticeship Awards in London on 27th November in the small to medium employer category. The Interim Headteacher had attended the ceremony along with the School Business Manager and Kath Wood, representing the governing body. She reported that Clifton Green had been the only primary school in the whole event, and it had been fantastic to represent education at this level. The school received a highly commended award, and the judges had commented on the excellent use of the apprenticeship levy and had encouraged them to continue with this. Governors agreed this was a real achievement for the school and worthy of celebrating.

The Interim Headteacher also reported that the school had had a whole day assessment for the Nurture Award Mark, and feedback from this had been highly positive, though official confirmation of the results had not yet been received. Governors again offered their congratulations to the school for this positive achievement.

With reference to the previously distributed reported, a number of questions were raised.

Governors asked whether the figures included for attendance benchmarking were current or for the previous academic year. The Interim Headteacher confirmed that there was a figure showing like for like school data for last year and this year, whilst the data for other schools showed a figure for the whole year. It was noted that attendance was currently positive, with 96.2% against a target of 96%, and an improved position from this time last year.

The Assistant Headteacher reported that there had also been an improvement in persistent absentee figures since this was discussed at the last TLC meeting on 19th November.

	<p>It had been reported at the last meeting (15th October) that the SEF gradings would be reviewed in light of the new Ofsted framework, and governors asked when this would be completed. The Interim Headteacher advised that SLT would be working on this in the last two weeks of this term. She advised that the intention was to review them again once Ofsted training had been completed.</p> <p>With reference to Ofsted, the Interim Headteacher noted that headteachers within the local cluster had been discussing the new framework, and it had been interesting to receive feedback from those who had been inspected since September 2019. In particular, it had been helpful to hear about the individual subject inspections, or "deep dives" which were a focus of the new framework. The Interim Headteacher also noted that headteachers had reported on Ofsted reviewing social media accounts for schools, as well as the school website. She advised that a review of how social media was used was planned, to develop a clear strategy in terms of sharing how all events in school linked to and had an impact on learning, as well as being exciting and fun.</p> <p>Governors asked whether the learner survey would be taking place during the year. The Interim Headteacher confirmed that this had been commissioned, but would not take place before Christmas.</p> <p>Governors also asked whether there were plans for a review or survey of staff wellbeing. The Interim Headteacher agreed that this would be a good idea, and proposed looking at arranging this for the spring term.</p> <p>Governors noted a slight increase in staff absence, and agreed that whilst this could not always be predicted, it was important to keep a close eye on the financial impact of this through the Resources Committee. The Interim Headteacher agreed the need for the Resources Committee to discuss whether there was a need to buy into staff absence insurance.</p> <p>Governors noted that the report referenced two incidents of racism which had been reported to the LA. The Interim Headteacher advised that the official policy stated that all incidents had to be reported, not necessarily for the LA to pursue but for them to collate information to share across agencies in order to identify any patterns or areas for concern. She advised that the situation had been addressed in school and discussed with the pupil concerned. She further advised that this had involved clarifying and deepening awareness for the child over the meaning of their words, and additional pastoral support had also been provided.</p> <p><i>The following discussion has been recorded as a separate, confidential minute.</i></p> <p>Governors thanked the Interim Headteacher for her report.</p>	
<p>9.</p>	<p><u>Sports Premium Update</u></p> <p>The Interim Headteacher reported that she and Kath Wood had completed their review of the report for 2018/19, and this would be finalised and uploaded to the website as soon as possible. She noted that the York Sports Partnership had recently released a new format for the report, which would be used this year.</p>	
<p>10.</p>	<p><u>Pupil Premium Update</u></p> <p>The Assistant Headteacher provided an update on the Pupil Premium Strategy, which had been previously distributed. For the benefit of new governors, he explained that the school had commissioned an external review following the last Ofsted inspection in September 2018, and this had been carried out in May 2019 by Daniel Jones.</p>	

	<p>The Assistant Headteacher advised that there had been a lot of positive feedback from the review, and this had informed the development of the strategic plan. He advised that a large number of the actions within the strategy were already underway, and the plan would be shared with staff this week, looking at barriers to learning and ways to address these moving forward. The Assistant Headteacher advised that alongside the York Schools and Academies Board (YSAB) action plan, the Pupil Premium strategy formed the basis for the School Development Plan.</p> <p>The Assistant Headteacher proposed setting up a working group meeting with the Chair (as Pupil Premium governor) along with Jonathan Wilcox (Behaviour & Attendance) and Joanne Lunardi (Literacy) to thoroughly review the document. He proposed that a more strategic approach to review throughout the year could be developed following this review.</p> <p>ACTION: The Assistant Headteacher agreed to circulate suggested dates for meeting with the governors noted above.</p> <p>Governors noted that the expenditure in the plan was not tracked per child, and questioned whether more detail was needed to provide assurance that strategies using the funding were having an impact on pupils. The Assistant Headteacher recognised that this was important information for governors, and proposed looking at this as part of a wider review of the strategy at the working group meeting in January.</p>	GG
11.	<p><u>Governors' Action Plan</u> Previously distributed. Governors considered progress against the key actions as follows:</p> <p><i>Facilitating bespoke training package</i> The Chair reported that he and the Interim Headteacher were actively searching for training opportunities on the new Ofsted framework. He advised that he had shared availability and potential dates with the LA Governance Service, and would confirm this with governors when information was available.</p> <p><i>Set clear vision for implementation and strategy</i> Governors agreed that this was emerging, with discussions at the last TLC meeting showing how the vision for the curriculum espoused the same values set out on the website and in everything the school was doing.</p> <p><i>Development and understanding of ARE and FFT targets</i> It was agreed that with the new, clearer format for the Headteacher's Report, governors were now receiving more detail on national benchmarking and progress.</p>	
12.	<p><u>Training Update</u> Jonathan Wilcox reported that he had attended three sessions on Leading the Governing Body, which had been useful. He raised a question about whether there was potential to link up with other governing bodies locally, to share good practice and work collaboratively. It was suggested that Burton Green Primary, as the closest local school, might be a good place to start, though this was an academy not a maintained school. The Chair suggested arranging a meeting to discuss potential partnership working with himself, Jonathan, the Chair of Burton Green and the Hope Learning Trust CEO.</p>	
13.	<p><u>Governor Visit Reports</u> Governors noted the visit reports which had been uploaded to the Google Drive for information.</p>	

	<p>The Assistant Headteacher remarked that governors had been noticeably visible in school over the last half term, and this had been really positively received by staff in terms of feeling supported. Governors suggested it would be helpful to have an information summary showing staff pictures and their names for when they came in to visit.</p> <p>ACTION: The Interim Headteacher agreed to ask the office staff to arrange the production of this information.</p>	<p><i>NJ</i></p>
<p>14.</p>	<p><u>Policy Review</u></p> <p>Previously distributed. Governors had been assigned to policies to enable a more detailed review of each.</p> <p>14.1 Disaster Recovery Plan (JK, AK)</p> <p>It was noted that a number of queries raised had been addressed by the School Business Manager. It had been confirmed that a lockdown procedure was currently in development.</p> <p>14.2 Emergency Plan (JK, AK)</p> <p>It was noted that a number of queries raised had been addressed by the School Business Manager. Clarity was requested on the evacuation point and the Interim Headteacher agreed to check this.</p> <p>14.3 Pupils with additional needs absence policy (KW, RD)</p> <p>It was noted that a named individual was required under 3.3. Governors queried whether the policy was accessible for parents. The Interim Headteacher noted that as with other key policies, a summary leaflet could be produced for parents outlining the main points.</p> <p>14.4 First Aid (PM, RD)</p> <p>Governors asked whether each classroom had a first aider, as the policy implied that this was the case. The Interim Headteacher confirmed that all classrooms had a first aid kit, but in the event of an incident, practice was to advise the office who would arrange for the nearest trained first aider to attend. It was agreed that this should be clarified in the policy, along with the inclusion of a list of all trained staff at the front of the policy.</p> <p>14.5 Fire Safety (JW, AK)</p> <p>It was agreed that this policy needed to be brought back to staff to ensure all were aware of the agreed procedures, particularly for working in school during the holidays and the need to use a paper sign in sheet at those times.</p> <p>14.6 Protection of Biometric Information (JL, SB)</p> <p>It was noted that this was a new and statutory policy. The Interim Headteacher confirmed that the school did not currently keep any biometric information.</p> <p>14.7 Whistleblowing (SB, JW)</p> <p>It was noted that this was an LA model policy.</p> <p>14.8 Appraisal (JK, JL)</p> <p>In response to a question from governors, the Interim Headteacher confirmed that an NQT policy was currently being developed, and would be brought to the next full governing body meeting for approval. Governors questioned the appraisal period for the Headteacher as set out in the policy, which was different to that of teachers. The Interim Headteacher referred to HR guidance on York Education, which indicated that this could be amended according to the requirements of the school. It was agreed that this should be done.</p>	

	<p>Governors noted that some of the criteria set out in the policy was not consistent with the new Ofsted framework. However, it was further noted that this was an LA model policy which had been agreed with trade unions, and it was agreed that these elements should therefore not be changed.</p> <p>14.9 Lone working guidelines (PM, KW) Governors asked whether all staff had access to this policy, specifically site staff. The Interim Headteacher confirmed that key policies including this one were shared with all staff. It was agreed that there needed to be assurance that this formal procedure was in place and that all staff understood and followed this.</p> <p>RESOLVED: Subject to the specific amendments and comments noted above, governors approved all policies unanimously.</p> <p>AGREED: Governors agreed that in addition to the list of policies which staff were required to read and sign on induction, there should be a further priority list for stored on the Google Drive. This should include policies which may apply to specific members of staff according to their role.</p>	
15.	<p><u>Any Other Business</u> There was no other business to report.</p>	
16.	<p><u>Dates of Next Meetings (all at 6.00pm)</u> Tuesday 31st March 2020 Tuesday 12th May 2020 Tuesday 14th July 2020</p>	

The meeting closed at 7.40pm.



12/05/2020

Mr John Kesterton, Chair

Date

Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 3rd December 2019

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Circulate notes from the TLC meeting for information.	4.1	John Kesterton	January 2020
2	Circulate suggested dates for PP strategy review meeting with relevant governors.	10	George Gardiner	January 2020
3	Request an information pack for governors with photos/names of all staff	13	Nicki Jones	January 2020

Items for Next Agenda:

“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”.

*** Update on YSAB Governor Action Plan**

*** Update on Pupil Premium Strategy**