



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 Fraser Forsyth Mr Mark Benson Mr Martyn Stoakes Mr Jonathan Wilcox Mrs Kathleen Wood	Mrs Sue Boyle Mr Peter Warry Mr Richard Dacosta Ms Yvonne Methley Mrs Alison Dewhirst Mr Pete Murray [from 6.20pm]
In attendance:	Mrs Sara Goyea (Deputy Headteacher) Mr John Hattam (Community Outreach Worker) Mrs Jess Swarbrick (Clerk to Governors)	

	Executive Summary	
1.	<u>Welcome, apologies and declarations of interest</u> Apologies were received, with consent, from Joanne Lunardi. There were no declarations of interest.	
2.	<u>Minutes of the meetings held on 21st March and 9th May 2017</u> Both sets of minutes were agreed and signed by the Chair.	
3.	<u>Matters Arising not covered by the agenda and Action Plan</u> Progress against the agreed actions was noted. There were no matters arising.	
4.	<u>Governing Matters</u> 4.1 Governors discussed the results of the recent Skills Audit and Governing Body Healthcheck, which had been circulated prior to the meeting. 4.2 Governors discussed the proposed meeting dates for 2017/18 and each sub-committee considered areas of focus for the coming year. 4.3 The Clerk provided an update on the number of governors who had activated their York Education website accounts. Governors were encouraged to activate their accounts if they had not already done so.	
5.	<u>Update from Governors' SEF Session</u> Governors noted the list of questions which had been raised at the session on 6 th June, relating to the Outcomes section of the SEF. Areas of focus were identified for each committee for the coming year.	
6.	<u>Headteacher's Report</u> The Headteacher provided an update for governors by way of a powerpoint presentation, including key headlines from the 2017 Outcomes for EYFS, Year 1 Phonics, Key Stage 1 and Key Stage 2.	
7.	<u>Committees and Working Groups</u> 7.1 Steering Group: There were no updates to report. 7.2 Academy Working Group: Following the end of the consultation period, governors formally agreed to move forward with the due diligence process to join the Pathfinder MAT. 7.3 Resources: Peter Warry provided an update from the meetings held on 2 nd May and 20 th June. Governors approved the recommendation from the Resources Committee to commit to expenditure for the installation of energy efficient LED lighting through a loan from the LA. This proposal had been discussed in detail at the meeting on 20 th June. 7.4 TLC Committee: Governors noted the minutes of the meeting held on 23 rd May. 7.5 Governor Visits: Jonathan Wilcox and Mark Benson provided a summary of their visits to school to look at Behaviour, Attendance and Pupil Premium.	
8.	<u>Any Other Business</u> There was no other business to report.	
		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 Joanne Lunardi. Late apologies were also received, with consent, from Pete Murray. There were no declarations of interest.	
2.	<u>Minutes of the meetings held on 21st March and 9th May 2017</u> Previously distributed. Both sets of minutes were agreed to be a true and accurate record and were signed by the Chair.	
3.	<u>Action Plan and Matters Arising not covered by the Agenda</u> With reference to the Action Plan from 21 st March: 1. Peter Warry confirmed that governors had met to review the catering model. He advised that there was more work to do on this in the coming academic year, but this was on track.	

	<p>2. Completed. To be discussed under item 4.1. 3. Completed. To be discussed under item 4.1. 4. Completed. To be discussed under item 4.1. 5. Completed. 6. Completed. 7. Completed. 8. Completed. 8. Completed.</p> <p>With reference to the Action Plan from 9th May: 1. It was noted that governors had attended a SEF focus session on 6th June, and this would continue to be a focus at TLC and other meetings across the next academic year.</p> <p>There were no matters arising.</p>	
4.	<u>Governing Matters</u>	
	<p>4.1 Skills Audit, Governing Body Healthcheck and Competency Framework Governors noted the summary skills audit responses, and the governing body healthcheck, which had been discussed and completed by the Steering Group.</p> <p>It was noted that there was generally a good spread of skills and experience across the governing body, though there were some gaps in the area of procurement. Governors discussed whether there was a need to actively recruit for this skill-set, and agreed that they felt there was sufficient existing knowledge of this within the governing body. It was also agreed that there were other sources of advice which could be accessed in terms of procurement expertise.</p> <p>The Chair encouraged governors to consider any areas for self-development as a result of completing the skills audit, and whether this could be met by the training available through the LA Governance Service.</p>	
	<p>4.2 Meeting Dates 2017/18 A draft meeting schedule for 2017/18 had been previously distributed. Governors broke into committee groups and discussed the dates, along with suggested areas of focus for the next academic year. It was noted that some potential date changes may be needed. The Clerk agreed to liaise with the Headteacher and Chair to update the meeting schedule and circulate to governors as soon as possible.</p>	Clerk
	<p>4.3 York Education Website Governors were encouraged to activate their York Education accounts if they had not already done so. The Headteacher noted that the site was a very useful source of information for both staff and governors. It was noted that Jackie Holmes was currently the Master User for the school, and could re-issue log-in details for any governors who had not yet activated their accounts.</p>	
5.	<p><u>Update from Governors’ SEF Session</u> Governors noted the tabled list of questions which had been raised at the session on 6th June, which had focused on the Outcomes section of the SEF. The Clerk agreed to circulate an electronic copy of these questions with the minutes.</p> <p>The Headteacher advised that the session had been very helpful from a Senior Leadership Team (SLT) point of view, to get input and feedback from governors. The Chair added that the SEF would be a key agenda item for TLC meetings in the next year, particularly focusing on the Teaching and Learning section.</p> <p>Governors agreed that the session had been very helpful in understanding how the data contributed to the statements being made in the SEF. It was further agreed that in addition to discussion at TLC Committee, it would be advisable to have further focused sessions as well. The Headteacher noted that the School on a Page (SoaP) had been developed to include a summary of the SEF, to be able to give governors a snapshot of the school’s current position.</p> <p>In terms of focus for each section, the following points were suggested:</p> <ul style="list-style-type: none"> - Teaching & Learning: TLC Committee - Leadership & Management: Steering Group - Outcomes: Full Governing Body (stand-alone meeting) - Behaviour: to be confirmed 	Clerk

	<p>Governors agreed the importance of using the questions which had been raised at the session on 6th June, to review and track the challenge being provided to the SLT.</p>	
<p>6.</p>	<p><u>Headteacher's Report</u> The Headteacher presented his report to governors as a powerpoint, which he agreed to forward to the Clerk for circulation with the minutes.</p> <p><u>New Starters and Transition</u> It was noted that all new starter meetings had now taken place, and Reception was full for September 2017. The Headteacher reported that the school had taken a different approach to reports this year, producing a more streamlined, reduced document but offering a parent consultation alongside this, with each child's current and next year's teacher. The Headteacher advised that this had put a lot of expectation on teachers, with a commitment to four evenings of meetings. He added that the feedback from parents about this new system had been positive, and around 75% had taken up the appointments.</p> <p>Governors asked whether there were any plans in place for consultation with those parents who did not attend the meetings. The Headteacher advised that teachers were following up cases where it was felt there was a particular need for further discussion with parents.</p> <p><u>Events and Pupil Engagement</u> The Headteacher reported that the school had organised and taken part in the first city-wide Pupil Voice session at West Offices, which had been attended by around 18 schools, plus local councillors and the Director for Children's Services. The Headteacher advised that this had been a great opportunity for the children to be involved in something that would really make a difference, and for their opinions to be heard.</p> <p>The Headteacher also reported that a group of ten Year 6 pupils had spent a week at Abbey Farm in Gloucestershire, which had been a really positive and beneficial experience for them. The Headteacher reported on a number of other events and trips which had taken place.</p> <p><u>2017 Outcomes Headlines</u> The Headteacher provided the headline figures from the 2017 outcomes, and noted that further detail and analysis would be presented to governors in the autumn term when national data was available. In response to a question from governors, the Headteacher advised that in terms of statistics, one child was equivalent to around 2%.</p> <p><u>Early Years Foundation Stage</u> 67% of children had reached a Good Level of Development (GLD), which was within the target of 60-69% and above the 2016 national figure of 66%. The Headteacher advised that the school was very happy with the outcome despite it being slightly lower than the previous year. The Deputy Headteacher advised that the results reflected the nature of the cohort.</p> <p><u>Year 1 Phonics Check</u> 86% of children had passed the Phonics Check, exceeding the target of 79-83% and above the 2016 national figure of 81%. Governors agreed this was a great outcome, as phonics was a key area for building on for reading and writing.</p> <p><u>Key Stage 1</u> The following headline outcomes were noted: Reading – 69% Writing – 61% Maths – 64% The Headteacher reported that both Reading and Writing figures were within the targets set for this year, though Maths was below target. He added that this was a disappointment, as outcomes in Maths were expected to be higher. The Headteacher advised that some children had struggled to apply the skills in the test which had been recognised and assessed by teachers in lessons. He further advised that as with the Year 6 children this year, there may need to be more of a focus on teaching resilience and exposure to test papers to address this.</p> <p><u>Key Stage 2</u> Reading: 60% of children had reached the expected standard, below the school's target but significantly above the results for the previous year. The Headteacher advised that it was expected the national figure would be 71% this year, a 5% increase on 2016. He added that the school had improved their results by 10% from 2016. The Headteacher advised that as a school, there was nothing more that could have been</p>	

done differently in terms of work with Year 6 pupils, and he was pleased with the outcomes for the cohort.

Writing: 64% of children reached the expected standard. As with Reading, the Headteacher advised that this represented a 10% improvement on the previous year, compared to an expected national increase of 2%. It was noted that Writing had been externally moderated, and the quality of progress within the cohort had been recognised by the moderators.

SPAG: 72% of children reached the expected standards, an increase of 20% from the previous year. The Headteacher reported that as with Reading and Writing, the school had succeeded in narrowing the gap with national figures in this area.

Maths: 60% of children reached the expected standards, an increase of 12% from the previous year.

RWM Combined: The Headteacher reported that the RWM figure was 47%, a significant improvement on the previous year, narrowing the gap with national.

In terms of next steps, the Headteacher reported that he would be meeting with the School Partnership Officer on 10th July to look at the outcomes in more detail. He advised that further analysis would be done following the release of official data in the autumn term, and more in-depth information would be presented to governors when this was available.

The Headteacher advised that progress data was not currently available, though a significant improvement was expected in this area.

Governors recognised the hard work of the SLT and Year 6 teachers in working to improve outcomes for this year. It was agreed, however, that the school needed to ensure that this focus was embedded through earlier year groups as well, not just Year 6. The Deputy Headteacher agreed that this was a key point, and would be a focus of monitoring at TLC meetings next year. She advised that a lot of the questions within the test papers had been on the curriculum in Years 3 and 4, and it needed to be understood that SATS were not a two-term process but a whole school responsibility of embedding skills and understanding the curriculum framework.

Governors agreed that they were in support of the philosophy for education in school, and the importance of enrichment and whole child development for pupils. The Chair advised that governors needed to be able to justify this approach, and recognise the affect it may have on attainment outcomes. The Headteacher emphasised that the school continued to strive for the best for all children, and for a great education, and it needed to be recognised that staff were doing all that they could to deliver this. Governors recorded their formal thanks to the SLT and Year 6 staff, as well as all staff within school for their continued work and commitment.

School Partnership Officer (SPO) The Headteacher reported that Margaret Francis would be stopping her work with the LA, and the school would be allocated a new SPO from September. He further reported that Margaret would still be available for independent performance management advice if required.

Ofsted The Headteacher reported that Ofsted were currently consulting on possible changes to inspection arrangements for schools judged as good. He advised that 20% would now automatically have a two-day inspection rather than an initial one day visit, with others having the first day, with a second visit within fifteen days.

Staffing Update The Headteacher provided an update on a number of staffing changes, which had also been provided and recorded at the Resources Committee meeting on 20th June. It was noted that from September, Claire Neal would be leading the admin team as Office Manager, with Lisa Green working as Business Manager.

Diary Dates The Headteacher highlighted a number of end of term events, which governors were warmly invited to attend.

Governors thanked the Headteacher for his report.

7.	<i>Committees and Working Groups</i>	
	<p>7.1 Steering Group There were no updated to report.</p>	
	<p>7.2 Academy Working Group The Headteacher advised that there were no further updates from the report provided at the last full governing body meeting in May. It was noted that the consultation period had now ended.</p> <p>The Chair advised that a formal resolution was needed from the governing body in order to move to the next stage. In response to a question about what this entailed, the Headteacher advised that the next step would be a two-way due diligence process. He stated that Pathfinder had indicated their intention to carry out their due diligence on the 19th and 20th September 2017, though more information would be available before this date about the details of this. The Headteacher advised that governor involvement in the process would be helpful. It was agreed that more information was needed on how the school could carry out its own due diligence on the MAT.</p> <p>It was resolved that following feedback from the consultation period, governors formally agreed to move forward to the due diligence stage of the process with a view to joining the Pathfinder Multi-Academy Trust.</p>	
	<p>7.3 Resources Committee Governors noted the minutes of the meeting held on 2nd May, which had been previously distributed.</p> <p>Peter Warry provided a verbal update from the meeting held on 20th June, and the following points were noted.</p> <p>Governors had been provided with a staffing update, which had also been included as part of the Headteacher’s report under item 6.</p> <p>Peter reported that governors had discussed the Apprenticeship Levy, which the school was now paying into and which enabled access to funding for CPD. He advised that the school was working with the LA to exploring explore the opportunities for staff development, both with the appointment of two new apprentices and the upskilling of existing staff. It was noted that Lisa Green would be leading on this project. Peter advised that the budget currently included the cost of the two new apprentices who would start in September, but there were no confirmed costs for additional training at this point.</p> <p>It was noted that governors had reviewed the E-Safety Policy and Staff Code of Conduct. A number of queries had been raised regarding these policies, and these would be addressed and brought back to the next committee meeting. Peter noted the key role of governors in both of these areas.</p> <p>Governors had considered a proposal for a school dog, which had been raised by the School Council and SLT. Peter reported that from a financial point of view, the committee had been happy to support the proposal, but had raised some questions about how the situation of having a dog in school would be managed. It was noted that further investigation would be done by SLT about how the process would be managed before taking it further.</p> <p>Peter reported that governors had also been asked to consider a proposal to take out a loan with the LA for the installation of LED lighting in school. He advised that this loan was available for projects to increase energy efficiency, and was available to schools interest-free for a period of five to seven years. Governors had been provided with two quotes for the work, but it had not been possible to make a decision at the meeting, as the quotes were not “like for like” and it was therefore not able to compare costs effectively.</p> <p>Peter advised that since the meeting on 20th June, further work had been done by Lisa Green and Martyn Stoakes on obtaining quotes which were directly comparable. He advised that after further investigation, it had been agreed that bulb-only replacement would be the best approach, and more cost effective than replacing the whole units. The current expected cost of the loan would be £17,276.28.</p> <p>Peter asked if governors were happy to approve the expenditure for the work, which would ideally take place over the summer, subject to the final quote coming in for review being no more than the above amount. Governors approved this unanimously.</p>	

	<p>7.4 Teaching, Learning & Curriculum Committee Governors noted the minutes of the meeting held on 23rd May, which had been previously distributed.</p> <p>7.5 Governor Visit Feedback 7.5.1 Jonathan Wilcox provided feedback on two visits to school, focusing on Attendance and Behaviour. Jonathan agreed to forward a copy of his reports to the Clerk for circulation with the minutes, though the following points were highlighted:</p> <p>Attendance</p> <ul style="list-style-type: none"> - The school was working with Vale of York to identify issues around attendance across families. - A number of families had been targeted for early intervention this year, and this work was currently being assessed. - Attendance figures overall had improved during this school year, with weekly monitoring processes in place for those children with a high level of absence. Since February this year, a number of children had now been taken off this monitoring list due to improved attendance. - Case studies were in place documenting evidence for all interventions and decisions around attendance management. <p>Behaviour</p> <ul style="list-style-type: none"> - At the time of the governor visit, there had been no exclusions in school since March 2017. It was felt this was due to the embedding of the new behaviour policy and implementation of the class charts. - Weekly monitoring was in place, tracking and analysing behaviour in school and monitoring issues. - The points system process for reward was now standardised and used consistently across all classes from Year 1 to Year 6. - The use of this system in Early Years was being considered, but would need to be adapted to ensure it was appropriate for the age of the children. - Staff had attended a TeamTeach training session at Danesgate, focusing on de-escalation processes. <p>Governors recognised the considerable amount of work involved in the management of both behaviour and attendance. It was agreed that it would be helpful to look at how the school's approach aligned with that of Pathfinder during the due diligence process.</p> <p>7.5.2 Pupil Premium Mark Benson reported that he had visited school for an initial meeting on Pupil Premium data. He advised that he was planning a follow-up visit to look at this in more detail, but initial work had indicated that the school was compliant in all statutory requirements at this point. It was noted that further updates would be provided at the next TLC Committee meeting.</p> <p>Yvonne Methley reported that she would be visiting in her capacity as Maths link governor in the next week.</p>	
8.	<p><u>Any Other Business</u> There was no other business to report. The Chair thanked governors for their continued work and commitment over the year.</p>	
9.	<p><u>Date and Time of Next Meetings</u></p> <ul style="list-style-type: none"> * Tuesday 17th October 2017 at 6pm * Tuesday 28th November 2017 at 6pm * Tuesday 20th March 2018 at 6pm * Tuesday 8th May 2018 at 6pm * Tuesday 3rd July 2018 at 6pm 	

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".*

**Clifton Green Primary School - Action Plan following the meeting of the Full
Governing Body held on 4th July 2017**

	Action	Agenda Item	Person(s) Responsible	Timescale
1.	Update and circulate 2017/18 meeting schedule	4.2	Clerk	ASAP
2.	Circulate questions from SEF session	5	Clerk	With minutes

Future Agenda Items:

2017 Outcomes
SEF and Ofsted