



Sutton-in Craven C of E (VC) Primary School

Minutes of the Proceedings of the Full Governing Body of Governors of Sutton in Craven CE (VC) Primary School held in School on Thursday 15th November at 7pm

Present: Mr Simon Garner (Chair), Mr Matt Carlton, Mrs Sue Tennant, Mr Andy Clayton, Rev'd Helen Collings, Rev'd Brian Greenfield, Mrs Katy Herbert (Headteacher), Mrs Alison Campbell

In attendance: Angela Hayton (Clerk),

Key:

Governor Questioning

Response

1)	<p>Welcome and Apologies Apologies were given and accepted from Deborah Bacon</p> <p>The Chair welcomed governors to the meeting.</p>	
2)	<p>2.1 To record any pecuniary interest or conflict of interest Headteacher's Confidential Item</p> <p>2.2 To declare any confidential items None</p>	
3)	<p>Minutes of the Last Meeting</p> <p>3.1 Approval</p> <ul style="list-style-type: none"> • Approval - FGB Meeting 25th September 2018 <p>3.2 Matters Arising</p> <ul style="list-style-type: none"> • Typo – Matt Clayton should read Matt Carlton • Governor Support has been informed • Health and Safety Policy to be emailed to AC and ST <p>Resolved: Minutes of all the Meetings were signed by the Chair and agreed, as a true and accurate record.</p>	
4)	<p>Notification of AOB None</p>	
5)	<p>Headteacher's Report This was circulated to Governors, along with additional supporting documentation, via email prior to meeting.</p> <p>The Head informed governors that she had met earlier in the week with the new LEA School Improvement Adviser. Andrea Hayes (previous SIA) had done a very good job at handover. The Headteacher advised that she had received a draft Record Visit that morning, which described the atmosphere in school as positive, calm and purposeful. The</p>	

.....SG..... Chairperson
5/2/18..... Date

SIA advised that because of significant improvements, Sutton CE was removed from the LEA support plan.

The Headteacher invited governor questions.

Q: The Chair asked the Head if she had resolved concerns from a few select parents regarding the Faith Walk.

A: The Head advised that she had followed up with parents over the telephone, who chose to engage and followed this up with a letter documenting the reasons they gave to her. The Classteacher added that the visit was very successful and school had received some lovely feedback.

Q: Governors questioned if there could be a point in the Admissions Policy stating that as this was church school, such visits would be undertaken.

A: The head informed the board that school could not insist that a child must attend visits, and that every parent has the right to withdraw their child.

Q: A governor did make reference to another local school, who arranged a similar trip which included a trip to Media Museum. He asked if that could be an option in the future to encourage participation.

A: The Classteacher advised that the visit was based on a whole school theme of respect.

Q: A governor asked if all objections to the visit were regarding the place of visit

A: The Head said there was a range of reasons and that there would probably be the same objections even if it included another trip.

Q: Governors observed that there were now two wheel chairs in school and questioned what would happen when children progress up school to the upstairs classroom.

A: The Head advised that the classes would be moved. She also mentioned that Dale Barton (HANDS) would be involved in writing a PEEP for each child and it was noted that neither child is wheelchair bound.

6)

Pupil Outcomes

2018 Primary ROV Information

The following points were noted:

- This document is what the SIA uses before into meeting – noted a typo ‘SEN cohort KS2 Y6’ says 5, but should say 1
- The document shows data for last year
- All data has been seen before
- KS2 data is currently based on 9 children as the 9th child will not be removed until December, therefore the data reflects them until then
- This is a better picture than last year, showing more green
- KS1 is green across the board, in relation to expected attainment
- Maths is above -5; -2.1 which is still classed as lower but a recognized improvement has been made.
- The table shown looks at closing the gap, FSM6 and SEN

Statutory Data Overview

- This data was shared with governors at the July meeting but the national figures were not known at that time, this has now been updated.
- Delighted with phonics results.
- Results are expected to decrease this year due to the cohort coming up.

Q: Governors asked the head if she is expecting results to decrease below the national average.

A: The Head's agreed potentially, due to the needs and numbers of the children in the class.

EY Progress

- This report is looking at last year's cohort comparing progress from baseline assessments to the end of the year.
- Of last year's cohort of 18, 8 made rapid progress and 8 typical progress in writing, which was the limiting judgment.
- Some children are coming into school with a lower level of literacy.

Q: Governors asked if this was typical, if it is generally literacy.

A: The Head responded no, the year before the limiting judgement was maths at 71%

Q: Governors questioned the head if she would expect that gap between reading and writing.

A: The Head advised that she would predict the gap to be lower

Q: Governors asked if the gap could be influenced by Nursery School and Nursery experience

A: The Head agreed when looking at the gaps, it is more common for children who had been to Nursery to reach their level in reading and writing

The board agreed that the quality of provision children receive, before they come into school, is a big factor. Governors discussed the pending maternity leave for the EYFS/Y1 class teacher. Head advised that interviews would take place at the beginning of December, she added that she would not appoint unless she found the right candidate.

Q: A governor asked if she would be leaving at Christmas.

A: The Head confirmed that she is expecting her maternity leave to commence following the Spring half term.

KS2 Question Level Analysis

- Down the other side of table is a comparative, if there is no circle around the number, the percentage number has decreased, therefore the result was better.
- Reading overall -8 behind 2016/17, now showing -1
- The report shows the impact of the work done last year on reading and maths.
- Paper 3 statistics question got 100% of the marks, as every child answered this correctly.
- This shows a more positive picture with pleasing results.
- The Head will share the full analysis of performances with the working group in a more detailed report.

7)

School Improvement

7.1 SDP Overview

This a double sided sheet giving the development priorities for this year and for the school. The Headteacher's Performance Management Panel have already seen this. The Headteacher's performance management criteria, is based on this document.

Priority One: Leadership and Management

- To develop the role of teaching assistants so that they have an increasingly positive

	<p>impact on raising standards across the school</p> <ul style="list-style-type: none"> To develop governance so that all Governors are increasingly knowledgeable about the school and able to challenge and support effectively. <p>Priority Two: Teaching, Learning and Assessment</p> <ul style="list-style-type: none"> To continue to improve the quality and consistency of 'Marking and Feedback' so that pupils understand their next steps To increase staff confidence in using new assessment materials to ensure all assessments are robust, accurate and inform planning To further improve attainment in mathematics with a focus on developing pupils reasoning and problem solving skills To raise attainment in writing across the school, with a particular focus on providing a range of writing experiences in English and other curriculum areas <p>Priority Three: Early Years</p> <ul style="list-style-type: none"> To develop opportunities for early writing, particularly through the outdoor provision <p>Priority Four: Church School Distinctiveness</p> <ul style="list-style-type: none"> Implementation of the new SIAMS schedule, with a particular focus on evaluating the impact of current Collective Worship provision. Make rigorous use of published criteria as part of school self-evaluation in order to identify all the ways this church school may progress towards becoming outstanding. Strengthen children's skills and confidence to approach the 'big questions' surrounding ideas of God, belief and faith to argue logically when meeting conflicting explanations or different points of view. Promote a much more ambitious vision for the contributions that children can make to collective worship including opportunities for them to conceive, plan, lead and evaluate both class and whole school activities. New plans sit under the report shared with the Improvement Working Group, which is not on the website now. <p><u>7.2 Pupil Premium Strategy</u></p> <p>The head informed the board that this document is presented to all governors so they were all aware.</p> <p>The Head invited governor questions.</p> <p>Q: Governors agreed that it was important to evidence that strategies are being effective.</p> <p>A: The Head informed governors that the document is on the website and that anything blacked out or starred was not appropriate to share on website due to children being identifiable. Recognized strategies are being used by reference to the education endowment fund website.</p>	
8)	<p>Health and Safety Update See confidential minutes.</p>	
9)	<p>Budget Monitoring The Clerk provided governors with a copy Budget monitoring both detailed, summary reports and a copy of the current catering contract via the Governors page on the website.</p> <p>Governors agreed that the Resources Committee look at this further, all agreed that a new</p>	

	<p>provider should be considered, due to the poor service, and increased costs this year.</p> <p>Catering Contract to be included on the Resources Committee agenda</p>	Clerk
10)	<p>Policies</p> <p>10.0 Vision and Aims – agreed to adopt</p> <p>10.1 Pay Policy – agreed to adopt</p> <p>10.2 Behaviour Policy – agreed to adopt subject to amendments</p> <p>10.3 Marking and Feedback Policy – agreed to adopt subject to typo amendment.</p> <p>10.4 Complaints Policy and Complainants Leaflet – agreed to adopt</p> <p>10.5 Special Educational Needs Policy – agreed to adopt</p> <p>All policies approved by the FGB.</p>	
11)	<p>Admission Arrangements Consultation (NYCC)</p> <p>11.1 Primary Response Sheet</p> <p>The head advised the board that governors would need to agreed admissions numbers for 2020 to 2021. She advised now PAN 15 and asked governors to consider setting the same number for 20/21. Following discussions governors recommended the PAN remain set at 15.</p> <p>Governors were presented with the following documents:</p> <p>11.2 NYCC Proposed Policy</p> <p>11.3 NYCC Proposed Co-ordinated Admissions Arrangement 2020-21</p> <p>11.4 NYCC Proposed In-year Fair Access Protocol</p>	
12)	<p>Governor Visits & Training</p> <p>12.0 Governor Visits Reports - Improvement Working Group are meeting next Friday</p> <p>12.1 Headteacher Performance Management – See confidential minutes</p> <p>12.2 Governor Training - possible dates for Introduction to Governance training, with Margaret Burton, Governance Officer. Open to new and experienced governors. Costing £290 and opening up the opportunity to other schools</p>	
13)	<p>Correspondence</p> <ul style="list-style-type: none"> • A letter from AH currently on maternity leave, which will be an agenda item at the Resources Committee. 	Clerk
14)	<p>AOB Agreed at the beginning of the meeting</p> <ul style="list-style-type: none"> • See confidential minutes. 	

Meeting closed at 8.50pm

