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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 Monday 16th July 2018 at 7.05pm

Present: Mrs Katy Herbert (Headteacher), Mrs Linda Henderson (Vice Chair), Mrs Alison Campbell, Mr Matt Carlton, Mr John Pollard, Mr Andy Clayton, Rev'd Helen Collings, Rev'd Brian Greenfield, Mrs Sue Tennant and Mrs Deborah Bacon

In attendance: Mrs Angela Hayton (Clerk), Mrs Andrea Hayes (SIA)

Key:

Governor Questioning

Response

1)	<p>Welcome and Apologies Apologies were given and accepted from John Pollard</p> <p>The Chair welcomed everyone to the final meeting, at the end of a busy year.</p>	
2)	<p>2.1 To record any pecuniary interest or conflict of interest None</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"> FGB meeting minutes held on Tuesday 22nd May 2018 were approved as a true and accurate record. Confidential Minutes to follow <p>3.2 Matters Arising</p> <ul style="list-style-type: none"> School meals – this will be discussed further on in the meeting <p>Resolved: Minutes of the Meeting on 22nd May 2018 were signed by the Chair and agreed, as a true and accurate record.</p>	
4)	<p>Notification of AOB</p> <ul style="list-style-type: none"> Discuss Co-Chair Two items of correspondence – see Confidential Minutes 	
5)	<p>Headteacher's Report</p> <p>Governors received this report, along with additional supporting documentation, prior to meeting via the secure page on the website. The following points were discussed:</p> <ul style="list-style-type: none"> 114 NOR since April in September 122 on role. 9 pupils moving to South Craven and 16 starting in Reception, plus 1 Y5 child. Some appeals are being held over the summer holidays so that may affect numbers in September <p>Q: A governor asked if the appeals looked likely to be upheld. A: The head confirmed that the appeals would be discussed individually by an independent appeals panel.</p> <p>Q: Governors asked if the panel would consider class sizes, when making a decision. A: The Head confirmed that this would be considered however if it was a KS2 class; there is no</p>	

Debra Law Chairperson
 25/9/18 Date

limit on the number of children that could be taught in that class.

Q: Governors asked if the school should be considering adding another class.

A: The Head informed the board that this had been a discussion at the Resources Meeting, but it had been felt that it was important to stabilize the position the school was in before seriously looking at this moving forwards.

- There is a significant amount of work being carried out in school over the summer holidays:
 - playground equipment in the EYFS outdoor area is being replaced
 - a new server is being installed
 - in Blossom class they will be repairing the remainder of the floor of the main classroom and painting the new plaster.
- The asbestos has been removed from the boiler house and a new boiler has been installed. We are just awaiting installation of the controls for the new boiler and this will be completed over the summer holiday.
- Parking – some governors are aware of two previous emails received; one regarding parking in the private car park at Greenroyd Mill and the other parking on the double yellow lines outside Church. These had been followed up with parents on newsletters and with the people who had sent the emails raising the concerns. Concerned residents have been directed to a PSCO.

A Governor observed that there were two cars parked on the double yellow lines but they had blue badges, although it did cause disruption they were within their rights to park there.

The Head informed the board that she had met up with a PSCO on Friday, who advised her not to stand outside during the start and end of the day and to leave it to her to follow up.

Governors discussed a comment about parking at school on the village Facebook page. The Head advised the group that the comment about speaking to the Headteacher was not true, and in fact following on from the conversation, it seemed to suggest that it could be related to the other school. The SIA suggested if the Headteacher or Governors were concerned, they could contact Veritau. The Head did reassure the board that the PSCO had advised that this was a universal issue, as they had also had dealings with other local schools.

- The two HLTAs who currently working in school are both moving on to full time teaching positions. HLTA recruitment has taken place and interviews took place this afternoon by a Governor and Head.

Q: A Governor asked if there had been many applications for the post.

A: The Head confirmed that there had been 5 applications for it, some did not meet the essential criteria and one application withdrew.

- Three GTAs have been recruited: two of these are providing maternity cover and the third is funded out of pupil premium to support in Blossom as there continues to be a high level of need in the class in 2018-19.
- A MSA has also tendered their resignation. A recruitment process will run early in the Autumn term and relief measures are being put in place for September.
- A school administrator has been successfully appointed to work Wednesday – Friday.

Q: A Governor asked if the staff are documenting the impact of training

A: The Head confirmed that staff are feeding back at staff meetings some training has taken place instead of staff meetings.

- Tagtiv8 day happened in the summer term and approach to maths has been tried by several classes. Children responding well to it.
- Rapid Recall System is to start in September
- Further development of resources
- In Autumn term will be looking at work around raising the profile of Maths next year.
- Subject Leaders will be invited to speak to governors at a FGB meeting
- Teacher Assessment data was submitted by the deadlines

- Pupil outcomes are a separate agenda item
- Whole school attendance is 96.5% - 3 persistent absentee – 2 for medical reasons and 1 child only just turned 5.
- A serious concern regarding bullying was raised by parents in the first half of Spring term. These concerns were recorded in detail by the Headteacher and follow-up actions were taken. This continues to be closely monitored and the Head has close and very regular contact with the child and parents.
- Other – PPC are becoming more independent from school. Sutton CE held a stall at Sutton Fun Day. School held a family picnic in the park to celebrate the Royal Wedding celebration and annual sports day.

The Headteacher thanked the governing body for their support and expressed her gratitude to the staff for their support and accomplishments throughout the year. She invited governor questions.

6)

Budget Monitoring

The Clerk provided governors with a copy of both the Outturn Report and Start Budget via the website, prior to the meeting.

Variances to Income

1. Additional Exceptional Support - Element 2 funding
2. Difference in Pupil Premium funding
3. Administration and Support for SCITT student

Variances to Expenditure

4. Change in teacher hours from 0.6 to 0.5
5. Saving in SCP rate for two staff and additional weeks per year for two support staff, SEN rate not included for ATA SEN
6. Additional hours of a MSA and increased number of weeks paid, compared to start budget (43.5 wpy instead of 43 wpy as budgeted)
7. Additional hours of Bobbins staff and increased number of weeks paid, compared to start budget (43.5 wpy instead of 43 wpy as budgeted)

Q: A governors asked what the Additional Exceptional Funding was for.

A: The Clerk explained that she thought it was notional funding due to the ratio of EHCP children in the school, but that she would clarify this with the FMS Service and get back to the board.

School meals

The Head informed the governing body of a discussion at the last Resources Committee meeting, regarding increased fixed prices for school lunches. The board was informed that both the Headteacher had been to a CASTLE Heads meeting to discuss the prices changes. Sutton CE was set a fixed price of £2.70; however, following a meeting between Shaun McCrief and the Headteacher it was agreed that the price be revised to £2.50. The Resources Committee agreed to subsidise this cost and to charge parents £2.30 per meal, whilst other options are being explored.

Q: Governors asked if it was an option to outsource the service.

A: The Headteacher confirmed that other schools in the area are looking into another provider

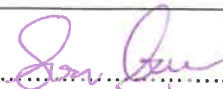
The SIA warned governors to be careful about anybody else you take on as replacement of equipment and other unforeseen charges may be incurred, as things are not always clear. The Head advised that other schools have gone ahead with the move, so suggested delaying any decision until all the facts are in place.

Q: Governors asked how much school received to cover UIFSM's and Free School Meals

A: The Clerk confirmed that they receive £2.30

The board discussed this at length and agreed that the statements that were sent from County Caterers were difficult to read and understand and that historically the school have been subsidising the cost of meals.

Clerk

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 Chairperson

 25/9/18 Date

7)

Pupil Outcomes

This was circulated to Governors prior to the meeting. The Head provided governors with a brief synopsis:

7.1 Data Overview

EYFS

- 61.1% Good Level of Development, which is significantly lower than last year, however 6 pupils are on SEN register. Case studies have been written as part of the follow up from the April progress meeting. These case studies were presented to the LIA and SIA who talked about the impact of work being done. Focus has been made on every Reception child as they come into school by doing a baseline assessment to see where they are to enable monitoring and measured against the progress.
- Year 1 Phonics results are 92.3% met the required standard, an increase on last year.
- Year 2 Phonics results are 50%.
- There had been a big focus on reading this year.

Key Stage 1 Attainment

- All results were above the predicted National Average for expected.
- The SIA confirmed that they were brilliant results and told the board that the Head knew that this was going to be a stronger cohort coming through, so everyone should be happy.

KS2

- Reading and Maths results are based on national tests in school
- Writing is a teacher assessment
- Data given based on 8 pupils as one pupil will be removed from the data in September.
- 75% Reading, equating to 6 out of 8 children, 7th child one mark off submitting for re-marking review, significant increase on 59% last year
- 6 children met Expected Standard and 3 achieved the Higher Standard.
- Writing 75% achieved Expected Standard. Some results were moderation with Cononley School.
- 4 out of 8 children achieved the Expected Standard in Maths

Q: A Governor expressed their frustration at the Maths results, as they were hoping that the results might have reflected the hard work and effort that had been put into them.

A: The Head did reassure the board that the way Year 6 had taken the tests were a credit to them. Of the 4 children who did not meet expected standard, 3 had a scaled score of 99.

- SPAG results were 63% an increase on the previous year.
- Reading, Writing and Maths were at Expected at 50%, which was a significant increase.

Q: A Governor commented that the results were more in line with 2016.

A: The Head agreed and informed the board that the cohort were exempt of 'Floor Standards' for this year, as they are a small cohort. The SIA added that the group would be exempt from the floor standards as there are fewer than 11 eligible pupils in the Year 6 cohort.

Progress – Early indicators

- Reading progress measure +0.9
- Writing progress Measure -0.7
- Maths progress measure -2.1
- All showing an increase on last years' results.

Governors noted that the progress measures for maths were still showing a negative result, however they were much better. They referenced the fundamental skills that had been developed and imbedded over the last few years; resulting in positive outcomes filtering through.

- From focusing on arithmetic all children achieved a minimum of 21, marked out of 40.
- The SIA added that that was a good outcome and people should be very proud.

7.2 Data Summary Sheet

This was disseminated to governors and the Head gave governors a brief synopsis of targets and predicted end of year Attainment; based on current in-year assessments

- Looking at teacher assessment used for monitoring purposes.
- The Head met with the LIA, SIA and Chair to discuss changes in data from Spring to Summer Term. It was suggested to also track from Autumn term to Summer term to show the progress of the school. Results have been flagged to Improvement Group who are expecting some changes in data due to changes in assessment.
- Each child has a Fisher Family Trust of where they should be and is based on their attainment at the previous statutory assessment point.
- Summer Term data for Year 2 and Year 6 are statutory assessment points – there is a lack of arrows due to accuracy in assessment results in the Spring Term.

The Head advised that there was a lot of data to get head round and suggested that governors take the information away to have a look and come back with any questions.

Q: Governors observed the results in Year 3 as this stands out more than the other years.

A: The Head confirmed that diagnostic testing is being carried out with Year 3 in Maths, which were last year's cohort of KS1 SATs. She advised that it was an interesting series of children with a number who had a profile at 'Working Towards' at Year 2 and the FFT data shows that a number should have targets of expected. The Head noted that some children had a large percentage likelihood to get a lower grade.

Q: Governors asked if there was anything specific about the Year 3 cohort, significantly between the boys and girls, which differentiated them.

A: The Head confirmed that this was due to the level of need with the boys.

Governors discussed the data and agreed that they felt they could trust the outcomes in this report.

The SIA suggested that the board look at the data to see if there is a trend and if so what they can do about it. She also mentioned the FFT 20, for the more able children.

8)	School Improvement 8.1 School Development Plan The Head informed the board that the Support Plan had been updated and can be found on the secure page, on the website. She added that it had been written alongside Chris Keeler in December and would be evaluated at the start of the Autumn term. The Head invited governor questions. Q: A Governor asked if EY was referring just to children in Reception A: The Headteacher confirmed that it was just Early Years children in Reception 8.2 LA Support Plan See Confidential Minutes	
9)	Academisation See Confidential Minutes	
10)	Policies Admissions Policy – Agreed to adopt. Would need to be reviewed should Academisation be considered.	
11)	Governor Visits & Training <ul style="list-style-type: none">• The Foundation Governor attended Deanery Synod meeting on 4.6.18.• The Chair of Governors attended the support plan progress meeting on 2.7.18• The link governor for English attended school on 9.7.18 to meet with the English co-ordinator and discuss progress with the SDP and the 'subject on a page' document. The	

	<p>feedback was very positive and showed a clear focus on implementing the Development Plan. The system shows a strategic approach and monitoring, showing a lot of evidence of staff putting in a lot of work and in turn, getting better at tracking.</p> <ul style="list-style-type: none"> • Governors have supported the recruitment of GTAs and the HLTA. <p>The Head suggested looking into bespoke governor training, as there are a few new members on the governing body.</p>	
12)	<p>Correspondence See Confidential Minutes</p>	
13)	<p>AOB agreed at the beginning of the meeting</p> <p>The Chair addressed the governing body with a suggestion that he would like to explore the option of splitting the chair role, by defining the responsibility of each chair and working together. He asked the board how they would feel about this. Governors agreed that this was a good idea and would work well for succession planning. The Governing Body agreed to trial this format for the forthcoming year and to review at the end of 2018/19.</p> <p>The Chair presented Mrs Henderson, the retiring Vice-Chair, with gift as token of thanks for her years of service with the school, on behalf of the governing body and school staff. The Headteacher expressed her own appreciation and thanked her personally for all the support over the last year of working together. The Chair welcomed Rev'd Greenfield to the board, who will be replacing Mrs Henderson as a Foundation Governor.</p> <p>Mrs Henderson responded by thanking the governing body and added that it had been a lot more work than she had anticipated but it had been a big privilege, she expressed how in awe she was of how hard everyone works and even in 4 years how much things have changed.</p> <p>Date for Tuesday 25th September at 6.30pm</p>	

Meeting closed at 9.49pm


..... Chairperson
25/9/18.
..... Date