



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

Minutes of the Proceedings of the General Meeting of the Full Governing Body of Governors of Sutton in Craven CE (VC) Primary School held in School on Tuesday 10th May 2016 at 7pm

Present: Mr S Garner (Acting Chair), Mr T Phillips (Headteacher), Mr A Clayton, Mrs L Henderson, Mr B Hurry, Dr T Chilton, Mrs A Campbell, Ms C Brear

In attendance: Angela Hayton (Clerk)

Key:

Governor Questioning

Response

1)	<p>Welcome and Apologies for absence Apologies were received and accepted from Mrs M Green (Chair) and Rev H Collings</p>	
2)	<p>Declarations of Interest None</p>	
3)	<p>Confidential Items See Confidential Minutes</p>	
4)	<p>Minutes of the Previous Meetings The minutes of the previous two meetings of the Governing Body were circulated prior to the meeting.</p> <p>Resolved: Minutes of the Meetings of the Governing Body held on 8th and 22nd March were signed by the Vice Chair and agreed, as a true and accurate record.</p>	
5)	<p>Matters Arising</p> <ul style="list-style-type: none"> • Drainage on Gaitering Lane – The Headteacher confirmed that work had been carried to replace the gully cover, following a meeting with the Headteacher, local resident, the Chair of Governors, Landlord Officer from the Local Authority and a representative from Willoughby's. He also confirmed that the caretaker would be clearing the gully on a regular basis and the situation will continue to be monitored. 	
6)	<p>Correspondence See Confidential Minutes</p>	
7)	<p>Headteacher's Report This was circulated to Governors, along with additional supporting documentation, via email prior to meeting. The following items generated further discussion:</p> <ul style="list-style-type: none"> • Ofsted Inspection – I was agreed that the Headteacher ring around all governors to confirm who would be available to attend the meeting. The Headteacher added that Matt Blyton would be in attendance at the next FGB meeting to discuss what would be expected from governors. • The two children who were waiting to be offered places at specialist provision, have now been offered and accepted a place at two schools, therefore are now officially no longer on the school register as of the beginning of the term. The upshot is that the overall attendance figure from September to present day, still remains below the national average, however the attendance 	

	<p>figure for this term have increased to 97.6%, making Sutton CE in the top 20% of schools nationally (based on 2015 figures).</p> <ul style="list-style-type: none"> • Outcomes –The Headteacher advised governors that the new curriculum changes were becoming increasing clear and embedded. The expectation for September 2016 is that school is on target to have a fully implemented Assessment Policy, he added that school is being moderated with other schools, internally and with other local authority colleagues to ensure accuracy. • The Headteacher advised that the results may show that there will be a drop in the proportion of children meeting standard, following moderation with Lothersdale School last week; they broadly anticipate that a third to half of children will not reach the expected standard. This is due to mainly the increased demands of the new curriculum. <p>Q: Governors asked if a letter would be sent out to parents as the results come in, explaining this.</p> <p>A: The Headteacher confirmed that a letter would be sent out explaining the results. He added that he was still unsure what the data will look like until it comes back and that no pass rate had been currently set.</p> <p>Q: Governor requested information regarding the two different assessment scheme’s being used in school.</p> <p>A: The Headteacher informed the board of governors that the school were currently using two schemes to track progress. A summative assessment approach, in which progress is tracked by a final test/exam and a formative approach in which children are assessed on an ongoing basis. Both approaches are used to assess which scheme provides the most accurate data.</p> <p>Q: Governors enquired as to what provision is currently in place for children who are underachieving.</p> <p>A: The Headteacher confirmed that he meets with staff regularly and together they work on a tailored timetable and provide provision for additional support.</p> <p>Q: Governors questioned the Headteacher on how the improvement in Math’s could be measured.</p> <p>A: The Headteacher advised that as national benchmarks have not yet been released and the results in, this will be difficult. He added that he is working with BK to provide ongoing evidence from work planning and other monitoring and that strategies are being effectively implemented. Monitoring will continue throughout the year and the results that come through should reflect the same.</p> <p>Q: Governors asked if staff felt that children have a better understanding compared to last year.</p> <p>A: The Headteacher confirmed that children have demonstrated that they have a stronger understanding, showing engagement and enjoying the lessons. Evidence has been gained through lesson observations. Governors discussed the monitoring of work showing evidence to support progression. The Headteacher added that he will continue to create and provide the governing body with an ‘Attainment Summary Report’, each term. Moderation will continue with local schools.</p> <p>Q: Governors enquired as to when the SATs results would be announced.</p> <p>A: The Headteacher informed governors that the release date would be the 5th July and that he would produce an initial summary report once the SATs results have been published.</p> <p>Q: A member of the board requested that class teachers pull the information together and provide governors with a summary.</p> <p>A: The Headteacher confirmed that staff will provide a report presenting a subject on a page and the impact of learning interventions.</p> <p>The Acting Chair thanked the Headteacher for his report.</p>	<p>Head</p> <p>Head</p>
8)	<p>Finance & Staffing Committee Report</p> <p>The minutes from the Finance and Staffing meetings were circulated via email prior to the meeting. The following generated further discussion:</p> <ul style="list-style-type: none"> • Emma Akroyd has been appointed as Birch Class teacher for September 2016. She will be in 	

	<p>school all day on 6th June to meet the children. The Headteacher invited governors into school to meet her on the day.</p> <ul style="list-style-type: none"> • The Head provided the board with a proposed support staff structure for September 2016. • The board discussed options for class cover in Blossom Class on a Friday morning. The Head advised governors that he was looking at different options, including the possibility of sports provision. He added that he would be meeting with local Headteacher's on the 19th May and will provide governors with further information at the July meeting. <p>Q: Governors enquired as to when the minutes would be unloaded onto the website. A: The Clerk confirmed that the approved minutes from the last meeting would be uploaded.</p> <p>Q: Governors requested an abbreviation sheet also be uploaded to support the minutes. A: The Clerk advised that she would provide an abbreviation sheet to accompany the minutes.</p>	<p>Head</p> <p>Clerk</p> <p>Clerk</p>															
<p>9)</p>	<p>Proposed Committee Structure The Acting Chair presented the board with a brief account of the proposed committee structure. Governors made the following observations:</p> <ul style="list-style-type: none"> • Two new committee's – A Resources Committee and a School Improvement Committee. • The Terms of Reference would have to be clear. • The Chair may would need to sit on both committee's • LA recommendations say one meeting per term per committee. • To review the Terms of Reference <p>Following discussion, the Acting Chair suggested collating all the information and present a summarized report to governors at the next FGB meeting.</p> <p>Resolved: The Clerk to add to July FGB meeting agenda.</p>	<p>Vice-Chair</p> <p>Clerk</p>															
<p>10)</p>	<p>Policies These were circulated to Governors via email, prior to meeting.</p> <ul style="list-style-type: none"> • Behaviour Policy – The Head presented the new Behaviour Policy to the board. He suggested trialing this through next half term, for review at the end of the term. <p>Q: Governors requested that parents receive a copy of the new policy. A: The Head confirmed that he will provide parents with a reduced version over one page and display around school.</p> <p>Resolved: This policy was reviewed by the Board of Governors and all agreed to adopt</p> <p>These policies were reviewed by the Finance and Staffing Committee:</p> <ul style="list-style-type: none"> • Lettings & Charging's Policy – agreed to adopt • Confidentiality Policy - agreed to adopt <p>Resolved: These policies were reviewed by the Finance and Staffing Committee on the 18th April and were ratified by the FGB</p>																
<p>11)</p>	<p>Governor Visits & Training Governors highlighted monitoring, link visits and training that they had undertaken during the 2nd Spring Term.</p> <table border="1" data-bbox="224 1675 1398 1871"> <thead> <tr> <th>Training</th> <th>Governor</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>School Improvement Network Meeting (SIN) - Academisation</td> <td>LH, MG, BH</td> <td>23.2.16</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <th>Monitoring/Link Visits</th> <th>Governor</th> <th>Date</th> </tr> <tr> <td>Meeting with Sutton CP Chair, CP Headteacher & Councilor Barrett – to discuss Sir John Horsfall Trust, peruse applications</td> <td>MG</td> <td>11.3.16</td> </tr> </tbody> </table>	Training	Governor	Date	School Improvement Network Meeting (SIN) - Academisation	LH, MG, BH	23.2.16				Monitoring/Link Visits	Governor	Date	Meeting with Sutton CP Chair, CP Headteacher & Councilor Barrett – to discuss Sir John Horsfall Trust, peruse applications	MG	11.3.16	
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	Meeting with Headteacher, Matt Blyton (LA) – Analyse progress and impact of support	MG	15.3.16	
	Meeting with Headteacher, LA Landlord Officer and local resident – to discuss remedial work to the ramp into the playground	MG	13.4.16	
	Meeting with Headteacher to discuss RE since SIAMS health check	LH,HC	21.4.16	
	To meet pupils and staff. To review progress with Headteacher	TC	26.4.16	
	Meeting with Headteacher to discuss behaviour and attendance and review the new Behaviour Policy.	LH	29.4.16	
	Meeting with Headteacher	MG	6.5.16	
	It was noted that Governors Visit Report forms were placed in the ‘Governors Meeting Minutes’ file. These provide the evidence of monitoring visits.			
12)	<p>Any Other Business The Headteacher discussed a recent Diocese meeting relating to Academisation. He informed governors that the guidance at the moment was that all church schools should join a C of E Multi Academy Trust: a collective group of Church of England Schools together forming an Multi Academy Trust. He added that in light of the new government announcement and ongoing changes this will most probably change again. Governors discussed this at some length and agreed that ‘Academisation’ be a standing agenda item.</p> <p>Resolved: The Clerk to add as a standing agenda item</p>			Clerk
13)	<p>Dates of Forthcoming Meetings for 2015/16 Tuesday 19th July at 6.30pm</p> <p>Meeting closed at Meeting closed at 9.25pm</p>			