



Governor Meeting

Reason for Meeting: Full Governing Body meeting	Start: 07/11/2019 17:00:00	End: 07/11/2019 19:00:00
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Governing Body: Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Paul Lewendon, Sarah Daggett, Paul Addison, Shelagh Morris

Core Functions of the Governing Body:

Ensuring clarity of vision, ethos and strategic direction

Holding the Headteacher to account for the educational performance of the school and its pupils

Overseeing the financial performance of the school and making sure its money is well spent

Agenda

Item	Description	Led by
	PROCEDURAL	
	Welcome	Chair
FGB.40.19	To receive apologies and record the acceptance of apologies	Clerk
FGB.41.19	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.42.19	To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection	Clerk
FGB.43.19	To declare the notification of any other business to be discussed later in the meeting	
FGB.44.19	To approve and sign the minutes/notes of the following meetings: - <ul style="list-style-type: none"> • FGB meeting held on Thursday 3rd October 2019 • Governors Strategic Planning meeting held on 12th October 2019 	Chair
FGB.45.19	To discuss any matters arising from the minutes <ul style="list-style-type: none"> • Chair to agree a date for the Headteacher Performance review meeting with Nick Horn, the external adviser 	Chair

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	<ul style="list-style-type: none"> • Leavers questionnaire – to be deferred to the next meeting • The Clerk to amend and resend the list of meeting dates for 2019-20 – sent 5th October • Clerk to send the new Co-opted Governor a copy of the Keeping Children Safe in Education document – sent 4th October • Deputy Headteacher/Clerk to upload the Safeguarding report to the governors area in Springpoint • All governors to e-mail the Clerk with personal contact details 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">DHT/ Clerk</p> <p style="text-align: center;">All</p>
FGB.46.19	<p>The Governing Body</p> <ul style="list-style-type: none"> • Update on staff governor appointment 	Chair
	BUSINESS	
FGB.47.19	To receive a presentation by a Subject Lead	tbc
FGB.48.19	To receive an update on the Literacy programme	Headteacher
FGB.49.19	To receive an update on recent and future meetings: Strategic planning, Finance with LA and Andrew Jones MP, Federation.	Chair
FGB.50.19	To discuss the School Improvement Plan (SIP)	Headteacher
FGB.51.19	To receive the Health & Safety Report	Headteacher
FGB.52.19	To review Pay Committee report	Chair
FGB.53.19	Policies for approval/adoption	
FGB.54.19	<p>Governor Training update</p> <ul style="list-style-type: none"> • Feedback from training undertaken since the last meeting 	All
FGB.55.19	<p>Governor visits update</p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting • Future visits 	All
FGB.56.19	AOB	
FGB.57.19	To discuss to what extent has this meeting contributed to improving pupil outcomes	
	Date of next meeting – Thursday 12 th December 2019 at 5pm	



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Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Shelagh Morris, Paul Addison, Caitlin Hughes

In attendance: Eryn Davies (English Lead Co-ordinator), Andy Welsh (LA Clerk)

Item

	The Chair welcomed everyone to the meeting and introduced Caitlin Hughes as the new staff governor and Andy Welsh as the Clerk for the meeting	
	PROCEDURAL	
FGB.40.19	<u>To receive apologies and record the acceptance of apologies</u> Apologies were received and consented to for Andrew Sudron, Paul Lewendon and Sarah Daggett.	
FGB.41.19	<u>To remind Governors to declare any pecuniary or non-pecuniary interests</u> It was noted that the staff governor would need to leave the meeting for item FGB.52.19 regarding Pay. There were no declarations of interest to be made at the meeting in relation to other items on the agenda.	
FGB.42.19	<u>To remind Governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection</u> The Clerk reminded the meeting of the need for confidentiality, there were no items requiring confidential minutes.	
FGB.43.19	<u>To declare the notification of any other business to be discussed later in the meeting</u> None was declared.	
FGB.47.19 & FGB.48.19	<u>Subject Lead presentation – Literacy</u> An update on the Literacy programme was presented by the Subject Lead, Eryn Davies (ED). The English/Literacy Action Plan formed the basis of the presentation and hard copies were distributed to the meeting. ED explained the context of the action plan, indicating that in 2018/2019 there had been a focus on upskilling all staff (Teachers and TAs) in Phonics with training delivered by ED.	

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	<p>There was targeted support to all pupils who had not reached their expected level of progress in 2017/2018.</p> <p>As a result of the actions taken all pupils achieved their expected level of progress in 2018/2019 and some exceeded their expected level.</p> <p>Longer term development (next 2 to 3 years) would see a clear, consistent and appropriate curriculum put in place across all departments of the school. Priorities in the next 12 months included reviewing the English curriculum, initially in Primary.</p> <p>Governor Question: What is meant by a 'high-quality reading environment'?</p> <p>Response: This would see reading happening across all curriculum areas and not just in English. It would support reading to develop life skills as well as for pleasure. Every class teacher would take responsibility for the acquisition of literacy skills.</p> <p>Governor Question: How would the high-quality reading environment be measured?</p> <p>Response: This will be through an audit process. There would be a view taken on the resources provided, planning and the outcomes for pupils throughout the year.</p> <p>Governor Question: How do parents support the teachers with regards to reading/literacy skills?</p> <p>Response: The school supports good communications with parents. All Primary pupils have reading books with the vast majority being taken home. 'How to use' guidelines are being developed in school for Teachers and TAs and will be used with parents. Pupils having reading books should be the norm.</p> <p>ED covered the detailed actions within the action plan. There had been a Reading audit and learning walk which had been quality assured. Improvements had been seen eg the reading corner in Badgers. Teachers are more confident, but some TAs require CPD.</p> <p>Governor Question: Is targeted support delivered where required?</p> <p>Response: Yes, different levels of support are provided as required. Tasks are allocated to individual Teachers and TAs and are followed up through Observations. What has been devised in Primary will be useful in Secondary and 6th Form.</p> <p>Governor Question: How are parents being engaged?</p> <p>Response: Teachers let Parents know what is being taught. There will be an audit/survey to all Parents on the curriculum as</p>	
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a whole. There will be a Parent Workshop for different pathways and this will promote the benefits of reading including creativity. The curriculum will be very pupil centred and so will look different with different progression.

Governor Question: Are you connected with English Leads in other special schools?

Response: ED is connected to the Primary English network but will happily collaborate with English Leads in other special schools. This might be via Skype/online video links.

Governor Question: It is positive that pupils have achieved expected progress but what can be done to support pupils to achieve even higher levels of progress where this is possible?

Response: There is a push to do more through Teachers and TAs differentiating and where appropriate exposing pupils to higher level texts and language. This is part of the training delivered to staff. This will also be communicated to Parents in order that they might be able to help push pupils further.

Governor Question: What will be the impact of the Curriculum Map in Primary?

Response: The current term has been used to develop the English curriculum, next term it will be Maths. This term has been about preparation with next term being used for follow-up and support. Good feedback has been received from Teachers after the plans have been put in place and they are confident.

Governor Question: What will be the impact outside of Primary and at what pace?

Response: Once established in Primary the developments will move to Secondary. Discussions are already underway with the Head of 6th Form to make sure appropriate reading is in place to support life skills and preparation for adulthood. There is a clear pathway for each class. It is important to manage new arrivals into the 6th Form in a way that supports them into the curriculum and what is expected of them. There is a focus on functional literacy but some new starters require some initial basic input.

Governor Comment: Transition is important.

Response: Yes, and interventions are required on an individual basis.

There had been investment in new Reading books in Primary. Discussion was taking place regarding the relevance of the Secondary Reading Scheme to make sure it was engaging and met individual needs. Pupils are supported to decode (ie able to read words/phrases), become fluent and finally to comprehend.

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	<p>There has been an investment in providing Reading books linked to the Phonics stage each pupil is at. Pupils also read other books as well to develop fluency and comprehension skills. Sometimes these skills are at a higher level than the Phonics level.</p> <p>The three year programme sees a focus on Primary in Year 1, Secondary Year 2 and 6th Form in Year 3 although developments in each phase will happen in every year. This is a substantial piece of work and needs to be phased in this way.</p> <p>It was agreed that PA could focus on Reading as part of his coming visit to the school.</p> <p>ED was thanked by Governors for her presentation and the hard and successful work undertaken.</p> <p>ED left the meeting 17.37hrs.</p>	
FGB.44.19	<p><u>To approve and sign the minutes of the meeting held on 3rd October 2019 and 12th October 2019 (strategy meeting).</u></p> <p>A brief demonstration of how to access the minutes via Springpoint was given.</p> <p>The minutes of the meetings held 3rd October 2019 and 12th October 2019 (strategy meeting) were approved. The minutes were signed off by the Chair at the end of the meeting.</p>	
FGB.45.19	<p><u>To discuss any matters arising from the minutes</u></p> <p>The following matters were arising:</p> <ul style="list-style-type: none"> • The Headteacher Performance review meeting would take place on 8th November although this would be without Nick Horn, the external adviser. The meeting can't be delayed as the targets set for the Headteacher have an impact on the targets set for other staff. • Leavers questionnaire – following a poor response via Parent Pay it had been decided to issue the questionnaire in hard copy. The responses would be discussed at the next meeting. Other surveys included an Ofsted style Parent View being collected at Parents Evenings and a new starters questionnaire. It was agreed that the Staff Survey should be issued and put on the agenda for the next meeting. • The Clerk had amended and resent the list of meeting dates for 2019-20. 	<p>Action: Agenda</p> <p>Action: Agenda</p>

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	<ul style="list-style-type: none"> The Clerk had sent the new Co-opted Governor a copy of the Keeping Children Safe in Education document. The Deputy Headteacher/Clerk had uploaded the Safeguarding report to the governors' area in Springpoint. <p>Governors had e-mailed the Clerk with personal contact details. CH to also do so.</p>	Action: CH
FGB.46.19	<p><u>The Governing Body - Update on staff governor appointment</u> Caitlin Hughes had been appointed as Staff Governor.</p>	
	<u>BUSINESS</u>	
FGB.49.19	<p><u>To receive an update on recent and future meetings: Strategic planning, Finance with LA and Andrew Jones MP, Federation.</u></p> <p>The Chair reported that the Strategic Planning meeting on 12th October had been very successful with four new objectives having been identified based around: excellent education experience and outcomes; careers development; engagement with the Local Authority; and maintaining financial stability. This will require the Governing Body to focus its work accordingly and the Chair and Head will update the annual agenda workplan.</p> <p style="color: green;">There had been a positive meeting with the Local Authority Finance representative and Bursar. They were to conduct a review by the end of January 2020 (Bursar doing one day a week on this during that period) with an interim review by 3rd December 2019.</p> <p>The meeting with Andrew Jones MP was postponed pending the outcome of the General Election.</p> <p style="color: red;">There was a planned meeting of the heads and chairs of a number of North Yorkshire special schools to discuss greater collaboration. This will allow for any appetite for federation to be identified and for the schools to potentially approach the Local Authority with a meaningful set of questions.</p>	Action: Chair and Head
FGB.50.19	<p><u>To discuss the School Improvement Plan (SIP)</u></p> <p>The Headteacher presented the latest SIP document on screen highlighting the changes made since the last review. The document is available in the Governors area of Springpoint.</p> <p>Areas of Judgement had been aligned with the Ofsted Inspection Framework. The inclusion of diversity in the strategic objectives was raised looking at diversifying by need and by outcome.</p>	

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	<p>Progress on the latter was slower than desired with only one internship being taken up against a target of three.</p> <p>The new strategic objectives for the period 2019 to 2024 had been agreed at the Strategic Planning meeting – these would be ratified at the next meeting although would be incorporated into the SIP and other work in the meantime.</p> <p>The meeting reviewed in detail the four Next Steps presented in the SIP. There would be three review points in the year, this review being the first.</p> <p>Governor Question: Should there be further Next Steps? Response: The Chair and Head had agreed an action earlier in the meeting to identify items for inclusion in the agenda workplan for the year. This would also include setting out some additional Next Steps for inclusion in the SIP.</p> <p>Detailed actions were included in the SIP for each Area of Judgement and these were reviewed in turn by the meeting.</p> <p>Governor Question: On Behaviour and Attitudes, please explain why the Emotional Coaching Training and Thrive are rated as Red? Response: Emotional Coaching Training is a national programme sponsored by Timpsons. The action is Red as the programme cannot yet be evaluated as it is a national programme and the evaluation is not within the control of the school. It does however seem to offer a very powerful and effective tool for supporting mental health and understanding emotions through a child-based psychology initiative that takes into account attachment issues and early trauma. The Thrive project has been put on hold pending the review of the Emotional Coaching Training. If the latter is successful then the Thrive project may not be required. This would free up some Pupil Premium Funding which would be redirected if this was the case.</p> <p>EYSF would be subject to a separate judgment under Ofsted. The EYSF Lead and the Primary Lead need to ensure that the curriculum is relevant. Tracking is in place but benchmarking is not yet in place.</p> <p>Governor Question: On the 6th Form Careers Education programme, why has the review not been completed? Response: This is pending some management changes due to take place when a maternity leave comes to an end. There is little point conducting the review prior to this. The review should be completed this academic year and implementation started in September 2020.</p>	<p>Action: Agenda</p> <p>Action: Chair & Head</p>
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	<p>Governor Comment: The placement/internship targets had not been met.</p> <p>Response: The internship target was 3 and 1 was placed. The internship programme is a significant commitment for pupils as it will be the programme for that pupil for the year. It is designed to lead to employment into the role that has been placed into. It is therefore much more intensive than a work placement/experience. It is important to identify which 6th Formers have the potential to succeed on the internship programme starting in September and to work with them, their parents, the local authority and prospective employers (including the Chamber of Commerce) to make sure the internships can take place starting September 2020. The SIP would be updated to reflect this discussion.</p>	<p>Action: Head</p>
<p>FGB.51.19</p>	<p><u>To receive the Health & Safety Report</u></p> <p>There was no formal Health & Safety Report for Governors as the focus for this meeting had been on the SIP.</p> <p>Governor Question: Given the Premises Manager has now left, how are these issues being addressed?</p> <p>Response: The Headteacher had met with the NYCC Health & Safety Adviser and would bring the report to the next meeting. No significant concerns had been raised and the school was in a good position. CH agreed to conduct a Health & Safety walk through and report to the next meeting.</p> <p>The Chair briefed the meeting on a previous review of accident reports. Very good records had been kept of accidents and incidents. There was a balanced approach to risk being taken in order to allow the pupils to have opportunities to develop their skills whilst still operating in a safe environment.</p> <p>It was agreed that it was important for staff to complete the forms and for the school to learn lessons where necessary. Having a neutral fellow staff member to review the report with the colleague making it was felt to be helpful in raising awareness of issues and mutual support. This was felt to be more meaningful than simply filling in the form and helped to learn what could be done differently and what worked well.</p>	<p>Actions: Head & CH</p>
<p>FGB.53.19</p>	<p><u>Policies for approval/adoption</u></p> <p>There were no policies requiring approval.</p>	
<p>FGB.54.19</p>	<p><u>Governor Training update</u></p> <p>The Chair had undertaken training on the Schools Financial Value Standard. The schools financial value standard (SFVS) is a mandatory requirement for local authority (LA) maintained schools. The SFVS has been designed with schools to</p>	

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	<p>help them in managing their finances and to give assurance that they have secure financial management in place. Following the interim financial review mentioned above the Bursar would complete the form and this would be discussed at the 12th December 2019 meeting.</p> <p>SM was booked onto Introduction to Governance training in March 2020.</p> <p>Good attendance was expected at the forthcoming Governance School Improvement Network meeting at Pavilions on 21st November 2019. The school would assist with bookings.</p>	<p>Action: Agenda</p>
FGB.55.19	<p><u>Governor visits update</u></p> <ul style="list-style-type: none"> • Feedback from visits undertaken since the last meeting – there were none to report. The Chair had visited Mowbray School and was impressed with what he had seen • Future visits – PA as noted above and CH Health & Safety walkthrough. <p>It was noted that the SIP formed a very useful basis for planning visits with any of the areas able to be the subject. The visits would be tailored accordingly.</p>	
FGB.56.19	<p><u>AOB</u> There were no other items of business.</p>	
	<p><u>Items for discussion at the next meeting</u> School Finance to be the main focus. Other items noted above ie ratification of new strategic plan objectives for 2019 to 2024, Leavers and Staff Surveys and Health & Safety Report.</p>	
	<p><u>Date of next meeting –</u> Thursday 12th December 2019 at 5pm CH left the meeting 18.48hrs</p>	
FGB.52.19	<p><u>To review Pay Committee report</u> The Chair and PA presented the findings of the Pay Committee. A number of proposals had been put forward with some being supported. The Governing Body agreed to implement the recommendations of the Pay Committee</p>	

There being no further business the meeting finished at:- 18.54hrs



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Signed:

X

Name
Governor