



# Governor Meeting

Reason for Meeting: FGB meeting 09 04 19	Start: 09/04/2019 18:30:00	End: 10/04/2019 20:30:00
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**Governing Body:** Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Peter Manning, Paul Lewendon, Glenis Redhead, Salli Midgley, Sarah Daggett

**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
	<b>PROCEDURAL</b>	
	Welcome	Chair
FGB.126.18	To receive apologies and record the acceptance of apologies	Clerk
FGB.127.18	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.128.18	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.129.18	To declare the notification of any other business to be discussed later in the meeting	
FGB.130.18	To approve and sign the minutes of the meeting held on Monday 11 <sup>th</sup> March 2019	Clerk
FGB.131.18	To discuss any matters arising from the minutes: - <ul style="list-style-type: none"> <li>• The Bursar to check the terms of the contracts held with NYCC</li> <li>• The Bursar to check the DfE comparison website to ensure the school is receiving value for money on contracts</li> <li>• SH to draw up a list with application deadlines for the next school year. The Bursar to then put this on One</li> </ul>	Bursar  Bursar  SH/ Bursar

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	<p>Note so it can be shared with all staff and a bank of documents compiled to support and evidence bids</p> <ul style="list-style-type: none"> <li>• A check on governor certificates in the office file is needed to ensure they are all there</li> <li>• The Safeguarding Lead Governor to be informed of the dates and venues of the Safeguarding training for governors</li> <li>• A third column for anonymised comments to be added to the Safeguarding Audit report to show actions taken</li> <li>• A list of statutory policies to be sent out to all the governors and posted in the governor’s area on Springpoint</li> <li>• A statement on the role of the governors to be added to all policies</li> <li>• Issues on any of the policies listed in the Headteachers e-mail of the 6<sup>th</sup> March to be reported to the Headteacher by Friday 15<sup>th</sup> March.</li> </ul>	<p style="text-align: center;">Clerk Deputy Headteacher Deputy Headteacher Clerk Headteacher All</p>
	<b>BUSINESS</b>	
FGB.132.18	To discuss Pupil & Sports Premium funding and expenditure	Assistant Headteacher
FGB.133.18	To agree the Building Maintenance programme for 2019-20	Headteacher
FGB.134.18	To discuss the Start Budget for 2019-20	Headteacher
FGB.135.18	To approve the Schools Financial Value Statement (SFVS)	Headteacher
FGB.136.18	<p>Governor Training update</p> <ul style="list-style-type: none"> <li>• To discuss future training needs &amp; confirm training undertaken</li> <li>• Feedback from training undertaken since the last meeting</li> </ul>	GR All
FGB.137.18	To discuss the Safeguarding Audit Report	Deputy Headteacher
FGB.138.18	To review SIP progress	Headteacher
FGB.139.18	<p>To ratify the following policies</p> <ul style="list-style-type: none"> <li>• EYFS</li> <li>• Collective Worship (S)</li> <li>• Intimate Care</li> <li>• Staff Induction</li> <li>• Touch</li> <li>• Curriculum and Curriculum Overview (s)</li> <li>• Equalities (S)</li> <li>• Developmental Movement Play</li> </ul>	



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FGB.140.18	Governor visits update <ul style="list-style-type: none"> <li>• Feedback from visits undertaken since the last meeting</li> <li>• Future visits</li> </ul>	All
FGB.141.18	AOB	
	<b>Date of next meeting – Tuesday 14<sup>th</sup> May 2019 at 6.30pm</b>	

### Minutes

**Present:** Sean Pond (Chair), Sarah Edwards (Headteacher), Andrew Sudron, Peter Manning (via Skype), Paul Lewendon, Glenis Redhead, Salli Midgley, Sarah Daggett

**Also present:** Sandra Searle (NYCC Clerk), Kim Ayton (Assistant Headteacher)

### Item

	<b>PROCEDURAL</b>	
	The Chair welcomed everyone to the meeting especially the new Parent Governor attending for the first time.	
FGB.126.18	<p><b><u>To receive apologies and record the acceptance of apologies</u></b></p> <p>Apologies had been received from Sophie Hartley, Paul Lewendon and Salli Midgley and these were consented to.</p> <p>Peter Manning would be joining the meeting virtually via Skype</p>	
FGB.127.18	<p><b><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></b></p> <p>None were declared</p>	
FGB.128.18	<p><b><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></b></p> <p>The Clerk reminded the meeting of the need for confidentiality, items requiring confidential minutes to be agreed during the meeting</p>	
FGB.129.18	<p><b><u>To declare the notification of any other business to be discussed later in the meeting</u></b></p> <ul style="list-style-type: none"> <li>• Extended leave &amp; flexible working requests</li> </ul>	

## Governor Meeting

FGB.130.18	<p><b><u>To approve and sign the minutes of the meeting held on Monday 11<sup>th</sup> March 2019</u></b></p> <p>The minutes were approved without amendment and signed by the Chair at the end of the meeting</p>	
FGB.131.18	<p><b><u>To discuss any matters arising from the minutes: -</u></b></p> <ul style="list-style-type: none"> <li>• <u>The Bursar to check the terms of the contracts held with NYCC</u> These had been checked but the details were not available for this meeting</li>   <li>• <u>The Bursar to check the DfE comparison website to ensure the school is receiving value for money on contracts</u> This was being done</li>   <li>• <u>SH to draw up a list with application deadlines for the next school year. The Bursar to then put this on One Note so it can be shared with all staff and a bank of documents compiled to support and evidence bids</u> The Clerk confirmed a meeting had been arranged between SH and the Bursar to discuss this</li>   <li>• <u>A check on governor certificates in the office file is needed to ensure they are all there</u> The Clerk confirmed a check had taken place and missing certificates were being chased up</li>   <li>• <u>The Safeguarding Lead Governor to be informed of the dates and venues of the Safeguarding training for governors</u> The Deputy Headteacher reported no dates had been confirmed yet for this training</li>   <li>• <u>A third column for anonymised comments to be added to the Safeguarding Audit report to show actions taken</u> The Deputy Headteacher confirmed this was in place for the next Audit report</li>   <li>• <u>A list of statutory policies to be sent out to all the governors and posted in the governors area on Springpoint</u> The Clerk confirmed a list was in the process of being agreed and would be sent out shortly. It was agreed statutory policies would be shown with an 'S' in the policy area of Springpoint</li>   <li>• <u>A statement on the role of the governors to be added to all policies</u></li> </ul>	

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	<p>Peter Manning joined the meeting at this point through Skype</p> <ul style="list-style-type: none"> <li>• <u>Issues on any of the policies listed in the Headteachers e-mail of the 6<sup>th</sup> March to be reported to the Headteacher by Friday 15<sup>th</sup> March.</u> The Headteacher confirmed she hadn't received any comments on the policies</li> </ul>	
	<p><b>BUSINESS</b></p>	
<p>FGB.132.18</p>	<p><b><u>To discuss Pupil &amp; Sports Premium funding and expenditure</u></b></p> <p>The Assistant Headteacher had sent out a Pupil Premium (PP) document prior to the meeting, this document outlines the school's policy in regard to PP, the forthcoming strategy and a review of last year's spend and outcomes for pupils. She went through the document with the governors</p> <ul style="list-style-type: none"> <li>• It combines the PP policy, the Forthcoming Strategy &amp; the Annual Report into one document</li> </ul> <p><b>Action: The PP policy to be approved at the next meeting</b></p> <ul style="list-style-type: none"> <li>• £400 is held back from the full £2,300 per pupil allocation for LAC pupils by the Virtual Headteacher</li> </ul> <p>Question: Do pupils receive support from the Virtual School? Answer: Yes, they are on their data list but support is from a distance. Additional funding is available if requested, we do signpost pupils to them</p> <p>Question: What does the Virtual Headteacher actually provide in terms of support for pupils? Answer: Designated training &amp; support has been provided by the Virtual school to school staff to understand their role in relation to PP, activities are provided in the holidays, representatives come to attend PEP meetings</p> <p>Question: Does the lost £400 go into a pot at the LA, is it value for money for the school? Answer: We can request funding for specific activities for our PP pupils, such as horse riding which would be paid for from this funding</p> <ul style="list-style-type: none"> <li>• Differing amounts received for LAC PP is due to pupils not being in school for the full year.</li> <li>• Overall funding received in 2018/19 was £16,467</li> <li>• Full details of expenditure and outcomes are given in the report</li> <li>• A PP review with Mark Rowland, the LA Adviser had taken place and identified development of knowledge was a key area, the recommended training had been booked but this had subsequently been cancelled by the LA.</li> </ul>	<p style="text-align: center;">Clerk</p>

## Governor Meeting

- Report data related to the autumn term, the spring term data had only just become available
- Interventions and support had been put in place where pupils were making below expected progress & it was felt further progress had been made this term.
- There was a large increase in the FSM numbers & therefore funding as a letter had been sent out to KS1 parents reminding them that although their child would receive a free meal they still needed to register for FSM for the school to receive additional funding
- Errors in the number of service pupils had been corrected this year

Question: When a child starts at the school do they receive information on PP?

Answer: Yes, information is included in the welcome pack and sent out every year to parents, changes in circumstances are also followed up

- Music therapy will continue next year but group work as well as 1:1 sessions will be held which is better value for money. This will have the added benefit of staff being able to replicate what they learn in the group sessions with all pupils
- Additional SaLT sessions have been available using Catch Up funding, with 3 part time therapists now being in school.
- Catch up funding will not be available next year but the Thrive approach is to be introduced

Question: Has there been any training on the Thrive approach?

Answer: It is being looked into, one of the strengths of this school is what it does for our pupils, this would allow us to measure this, it would be a worthwhile investment.

Question: How much does an outside provider charge for a staff training day?

Answer: It can be anything over £500, NYCC charge £400 for 4 hours

Question: Are you confident you will spend all the money by the end of the year?

Answer: Yes, we will spend it all

Question: Mark Rowland identified staff training as the main area for development, but this spending plan does not show training as the main use of expenditure

Answer: The Thrive Approach allocation is also training expenditure and there will be the cost of releasing & covering staff and their expenses.

Question: Is this report available on the website?

Answer: Yes, it is.

Question: Are you clear about how it will be monitored

Answer: It is not all in place yet, but there will be quality assurance

## Governor Meeting

	<p>The Chair said the work was transformational in terms of what had been done before The governors thanked the Assistant Headteacher for all her hard work and she left the room</p>	
<p>FGB.133.18</p>	<p><b><u>To agree the Building Maintenance programme for 2019-20</u></b></p> <p>The Headteacher handed round copies of the Asset Register She confirmed: -</p> <ul style="list-style-type: none"> <li>• The original replacement list submitted by the Facilities Manager at the last meeting had been revised to spread the costs over a longer period.</li> <li>• The expenditure originally shown under 2019-20 had been split over 2 years with the touch screens being moved to the following year</li> </ul> <p><b><i>Action: Expenditure of £20,500 to be revised over a 4-5-year period and check that 2019/20 and 2020/21 expenditure has been evened out</i></b></p> <p>The governors noted that the start budget would not be approved until the May meeting but the purchase of a new server was urgent, they approved this expenditure <b>Question: Is there anything else that is urgent?</b> <b>Answer: Nothing is as urgent as the server, the other items need to be considered in the context of the budget.</b></p> <p>The governors requested that the list should be in priority order and rag rated to help them to make informed decisions <b>Question: Are the gates a safeguarding priority?</b> <b>Answer: It would be very helpful if some items could be approved tonight. The footpath access as well as the gates have been highlighted as safeguarding priority to avoid pupils having to cross the car park during the day. The maintenance of hoists now come from a different provider and are a priority to ensure compliance.</b></p> <p>The governors approved the expenditure for the gates, the footpath access and the hoists</p>	<p style="text-align: center;"><b><u>Headteacher /Facilities Manager</u></b></p>
<p>FGB.134.18</p>	<p><b><u>To discuss the Start Budget for 2019-20</u></b></p> <p>The Bursar had updated the indicative income and expenditure figures and these had been sent out to the governors prior to the meeting The Headteacher confirmed she had met and been through the figures with the Bursar who was unable to be at this meeting.</p> <ul style="list-style-type: none"> <li>• The second page of the spreadsheet gave different models for future years</li> </ul>	

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- A rise in pupil numbers is shown although the commissioning number for 2020/21 does not rise.
- Option 1 takes the teaching numbers back to the 2016/17 level
- The radical model proposed would make the books balance but was not a realistic model
- Income levels are less than 2015/16 but there are more pupils on role, this highlights the fundamental problem

Question: Do you know if the new bandings will have a negative impact?

Answer: Potentially, the income is indicative and based on the banding NYCC have done using the Education Health Care Plan (EHCP) information, they have not worked with the school. There is no additional money available, the change is only how this money will be divided up.

Question: Did the Bursar take into account Band 10 is still not settled, this affects approx. 10 pupils?

Answer: An indicative £20,000 has been used as suggested but this may change.

Governors noted that all the options modelled do not address the deficit completely and longer term options would need to balance against what the school would be able to offer its pupils

The Headteacher reminded the governors that any radical restructure of staffing would not be in place for September and could take away a carefully built up structure in school. Limitations of the building would also impact on possible options

Question: How many pupils come from the Selby area and is the proposed Free School a threat to numbers.

Answer: Approx. one third of our pupils come from that area

Question: What about the satellite provision starting in Ripon?

Answer: Not so much, they are a satellite provision from Mowbray school, who's pupils generally have different needs, the impact may be 1-2 pupils

The Chair referred to the letter he had drafted to Jane Le Sage at NYCC which had been sent out to the governors prior to the meeting, this letter requesting a meeting of the LA, Headteacher and Governors to discuss budget issues.

The governors discussed the main areas savings could realistically be made to balance the budget, reducing leadership costs, federating etc. & the LA statutory obligation to provide places for pupils

The Headteacher reminded the governors that the school should be able to lean on the LA for support as stated in the SFVS statement but this support was not forthcoming

The governors agreed to send the letter proposed by the Chair







## Governor Meeting

	<p>The Deputy Headteacher thanked the governors for their comments on the original version which had been used to update the report which has now been submitted. He then went through the key points of the report</p> <ul style="list-style-type: none"> <li>• The areas are rated 1 – 5 where 1 does not apply to the school &amp; 5 says there are no safeguarding concerns.</li> <li>• There are 6 areas rated as 4 which means a concern has been identified and is being addressed but there are some outstanding actions to be completed             <ul style="list-style-type: none"> <li>➤ 2.13 online safety – small tweak needed, teachers are now being asked to complete a form and submit to the Headteacher and Deputy when a concern is raised.</li> <li>➤ 2.25 CP policies in place for outside groups - the facilities manager is chasing these up</li> </ul> </li> </ul> <p>Question: Who are these groups?            Answer: Mainly the toddler groups on Wednesday and Friday, who come in to use the pool. There are no pupils in school at this time</p> <p>Question: What will you do if they do not have an up to date policy?            Answer: They would be asked to review the policy, we know the toddler group have one and will ask for a copy. There would be more vigilance if the provider was working with our pupils but as our premises are being used there is a connection to the school and we must therefore be <i>cautious</i>.</p> <ul style="list-style-type: none"> <li>➤ 3.17 pupils leaving school premises – there have been incidents when groups are away from school. There is a procedure in place - parents or other services may be called, ensuring the other pupils are ok and freeing up staff to look for the pupil. A formal policy is needed, Welbourne Hall have a very good policy which could be used.</li> </ul> <p>Question: Will it change the way you do things?            Answer: Probably not, but it will make us think about how we do things</p> <p>Question: What incidents have there been?            Answer: There have been incidences of sitting in the car park, leaving a school visit to come back to school, the pupil was always in sight of a member of staff, the school were called and members of staff left the school to meet the pupil.</p> <ul style="list-style-type: none"> <li>➤ 6.4 educational visits – systems to be looked at and then training provided</li> <li>➤ 7.3 safety in the car park – already mentioned earlier in the meeting</li> <li>➤ 8.9 lone working – there are procedures in place especially for staff going to Meadowbank (must take a phone with them). There needs to be a proper process for the non-school staff at</li> </ul>	
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## Governor Meeting

	<p style="text-align: center;">Meadowbank knowing when school staff are in the building in case of emergencies.</p> <p>The Deputy Headteacher confirmed that of the 7 outstanding actions required, 1 has already been completed, 1 will be completed in the next week and the remaining 5 will all be done in the summer term</p> <p>Peter Manning left the meeting at this point</p>	
FGB.138.18	<p><b><u>To Review SIP Progress</u></b></p> <p>Copies of the full plan and lead objectives summary as requested by the governors at the previous meeting were handed around.</p> <p>The governors noted the colour coding of the lead objectives summary and the visual impact it gave was welcomed.</p> <p>Question: Cover for maternity leave features in some areas, is this a concern?          Answer: We have a seamless SLT team so the change in its staff will have an impact, succession planning has been done but the new Acting Head of Department will not instinctively anticipate concerns and begin work on them as the present Head of Department does</p> <ul style="list-style-type: none"> <li>• Supported Internships – the expected support from the LA has not been forthcoming. There will only be 1 in place in September which is less than hoped</li> </ul> <p>Question: Why only 1?          Answer: There was no one referred to the programme from the locality, the one participant is internal. It is only available to formal learners and the EHCP will cease at the end of the internship. This has caused concern with parents who want the plan to continue to the usual age of 25.</p> <p>Question: Once started can the young person withdraw from the internship?          Answer: Probably, unlikely but unclear at the moment, there doesn't appear to be a safety net for the system</p> <p>Question: Who is sponsoring the placement, the LA or the government          Answer: Application can be made to the Department for Work &amp; Pensions for a grant to fund the job coach for 1 year, NYCC will then pay for the training of this person so a combination</p> <p>The Headteacher confirmed she was working on the SIP for September, this would feed into her performance management objectives</p>	





# Governor Meeting

	<ul style="list-style-type: none"> <li>➤ Systems (learning walk) &amp; School Council – Salli Midgley</li> <li>➤ 6<sup>th</sup> form – Sophie Hartley</li> </ul> <ul style="list-style-type: none"> <li>• <u>Future visits</u></li> </ul> <p>11<sup>th</sup> April - Performance Management by Glenis Redhead  10<sup>th</sup> April – Resolving issues at work with a member of staff by Sean Pond (Chair)</p>	
FGB.141.18	<p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>• <u>Flexible working requests</u> <ul style="list-style-type: none"> <li>➤ One-year extended leave request to qualify as a teacher. Approved but agreement in writing needed to confirm date of return to school</li> <li>➤ To reduce from 5 to 4 days a week with effect from September. Approved but the school to agree which day of the week is taken off</li> </ul> </li> </ul>	
	<b>Date of next meeting</b> – Tuesday 14 <sup>th</sup> May 2019 at 6.30pm	

There being no further business the meeting finished at 8.40pm

Signed:

**X**

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Name  
Governor