



Governor Meeting

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

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	Clerk
FGB.01.19	To receive apologies and record the acceptance of apologies	Clerk
FGB.02.19	To remind Governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.03.19	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.04.19	To declare the notification of any other business to be discussed later in the meeting	Clerk
FGB.05.19	The Governing Body <ul style="list-style-type: none"> To agree the terms of office of the Chair and Vice Chair To elect the Officers <ul style="list-style-type: none"> ➤ The Chair ➤ The Vice Chair To review the aims, values (ethos) of the school To discuss the vacant governor positions and agree action to be taken To confirm the dates, times and a draft work plan for the Autumn term 	Clerk Clerk Chair Chair Chair Chair
FGB.06.19	Link Governors <ul style="list-style-type: none"> To confirm the protocols for governors' visits to school and RoV forms 	Chair/HT

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	<ul style="list-style-type: none"> • To confirm Link Governors (provisional areas) <ul style="list-style-type: none"> ➢ SEN/Safeguarding/Child Protection and Personal Development, Behaviour & Welfare ➢ EYFS ➢ Leadership & Management ➢ Quality of Teaching & Learning ➢ Pupil Outcomes, Pupil Premium & Data ➢ 16-19 Provision ➢ Health & Safety ➢ Equalities ➢ School Council, Pupil & Parent View ➢ Governor Training & Induction 	Chair
FGB.07.19	To approve: - <ul style="list-style-type: none"> • Standing Orders • Code of Practice • Terms of Reference • The scheme of delegation to the Headteacher • The Annual Statement • The Budget Management Policy • The Delegation Planner 	Chair
FGB.08.19	To confirm the signing of documents: - <ul style="list-style-type: none"> • Gifts/hospitality • Business Interests • Confidentiality Agreement • Disclosure Declaration • Code of Practice 	Chair
FGB.09.19	Committees <ul style="list-style-type: none"> • To adopt the terms of reference of the committees 	Chair
FGB.10.19	To discuss and agree committee members for the following <ul style="list-style-type: none"> • Staff Discipline Committee • Staff Discipline Appeals Committee • Pupil Discipline Committee • School Complaints • Headteacher Performance Management • Pay Committee (& set the date for the meeting) 	Chair
FGB.11.19	To approve and sign the minutes of the meeting held 9 th July 2019	Chair
FGB.12.19	To discuss any matters arising from the minutes: - <ul style="list-style-type: none"> • With regard to the vacancies on the Governing board Governors were asked to look at contacts in education, mental health, or the health service, they may have and discuss with the Chair. • All governors were asked to e-mail the Chair with their 	All All

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	<p>preferences for day and time of future meetings, including days and times they were unavailable in the week</p> <ul style="list-style-type: none"> The Headteacher to share the new SIP format with the Chair and Leadership & Management Lead Governor The Headteacher to contact NYCC to confirm venue and numbers for the September meeting with Jane Le Sage and Chair of other GBs The Headteacher to arrange an awayday for Strategic Planning early in the autumn term 	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
	BUSINESS	
FGB.13.19	To receive an update on pupil progress	Headteacher
FGB.14.19	To receive the summer term Data dashboard	Headteacher
FGB.15.19	To receive a review of the KS/exam and assessment results	Deputy Headteacher
FGB.16.19	To receive an update on Pupil Premium Sports Premium Outcomes	
FGB.17.19	To receive information on planned residential education visits for the year including a short presentation on general educational visits information	Deputy Headteacher
FGB.18.19	To discuss the funding of the Teachers Pay award	Headteacher
FGB.19.19	<p>Governor Training update</p> <ul style="list-style-type: none"> Feedback from training undertaken since the last meeting To agree a governor training plan for the coming year 	All
FGB.20.19	<p>Governor visits update</p> <ul style="list-style-type: none"> Feedback from visits undertaken since the last meeting To agree visits for the autumn term 	All
FGB.21.19	<p>AOB</p> <ul style="list-style-type: none"> Flexible working request 	Headteacher
FGB.22.19	<u>To discuss to what extent has this meeting contributed to improving pupil outcomes</u>	
	Date of next meeting – TBC	

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Minutes

Present: Sean Pond (Chair), Sarah Edwards (Headteacher), Sophie Hartley, Andrew Sudron, Paul Lewendon, Glenis Redhead, Sarah Daggett, Paul Addison

Also present: Sandra Searle (LA Clerk)

Item

	PROCEDURAL	
	The Clerk welcomed everyone to the meeting	
FGB.01.19	<p><u>To receive apologies and record the acceptance of apologies</u></p> <p>Apologies had been received from Glenis Redhead and Sophie Hartley and they were consented to</p>	
FGB.02.19	<p><u>To remind Governors to declare any pecuniary or non-pecuniary interests</u></p> <p>None were declared</p>	
FGB.03.19	<p><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></p> <p>The Clerk reminded the meeting of the need for confidentiality, items requiring confidential minutes to be agreed during the meeting</p>	
FGB.04.19	<p><u>To declare the notification of any other business to be discussed later in the meeting</u></p> <ul style="list-style-type: none"> Ofsted paper 	
FGB.05.19	<p><u>The Governing Body</u></p> <ul style="list-style-type: none"> <u>To agree the terms of office of the Chair and Vice Chair</u> <p>Governors agreed a one-year term of office</p> <ul style="list-style-type: none"> <u>To elect the Officers</u> <ul style="list-style-type: none"> <u>The Chair</u> Sean Pond proposed by the Headteacher and seconded by Paul Lewendon was unanimously elected as Chair for the coming year <u>The Vice Chair</u> It was agreed to defer this election until the next meeting 	

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	<ul style="list-style-type: none"> • <u>To review the aims, values (ethos) of the school</u> These are shown at the top of every agenda and are to be discussed at the Governor Visioning Session on the 5th October (10am – 1pm). (N.B. This date has subsequently been changed to 12th October) The Headteacher handed out copies of the SIP Headlines for discussion on the same day. • <u>To discuss the vacant governor positions and agree action to be taken</u> Governors noted there are currently 2 vacant Co-opted and 1 staff governor vacancy. The Chair reported a prospective governor with a background in Health was visiting the school later that week. The Clerk reported a letter advertising the staff vacancy had been posted on the school notice board, the deadline for nominations was Wednesday 18th September • <u>To confirm the dates, times and a draft work plan for the Autumn term</u> Proposed dates and a draft work plan had been sent out prior to the meeting. Governors agreed future meetings should be on a Thursday 5-7pm to maximise attendance. <p>Action: Clerk to amend the list of meeting dates and re-issue</p> <p>It was also agreed to reduce the work done in meetings by papers being sent out and read at least a week prior to the meeting leaving only changes or questions to be raised & answered during the meeting</p>	Clerk
FGB.06.19	<p>To confirm Link Governors</p> <ul style="list-style-type: none"> • <u>To confirm the protocols for governors' visits to school and RoV forms</u> <ul style="list-style-type: none"> ○ It was agreed visits would be verbally agreed at the FGB meetings and the Headteacher would then inform staff ○ Governors should aim for one visit per term, although more frequent visits may be needed for some link areas ○ Copies of The Key model policy on visits were handed out to governors for guidance ○ Focus for the first visits should be curriculum as the new Ofsted Framework has an emphasis on curriculum ○ Governors noted the curriculum had been restructured in 2017 in consultation with parents, this was now ready to be reviewed. The review was starting in primary. 	

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	<p>Question: Is the Learning walk paper to be kept as well? Answer: Yes, it also provides some good guidance for visits</p> <p>The following Link Governors were agreed</p> <ul style="list-style-type: none"> ➤ SEN/Safeguarding/Child Protection and Personal Development, Behaviour & Welfare – Paul Lewendon ➤ EYFS – Sarah Daggett ➤ Leadership & Management – Glenis Redhead (tbc) ➤ Quality of Teaching & Learning – Sean Pond ➤ Pupil Outcomes, Pupil Premium & Data – Sarah Daggett ➤ 16-19 Provision – Sophie Hartley (tbc) ➤ Health & Safety – staff governor ➤ Equalities – staff governor ➤ School Council, Pupil & Parent View – Sophie Hartley (tbc) ➤ Governor Training & Induction – Glenis Redhead (tbc) ➤ Finance – Paul Addison / Sean Pond <p>Question: Are parents asked about their views on the school? Answer: A questionnaire was sent out to parents of pupils leaving last July, at parents evenings the feedback form on the website is always made available to all parents</p> <p>The Clerk confirmed there had only been 2 responses to the online questionnaire sent out to parents of leaving pupils through Parent Pay. It was agreed this should be followed up and would be reported back to a future meeting</p>	
FGB.07.19	<p><u>To approve: -</u></p> <p>Copies of all these documents had been sent out prior to the meeting</p> <ul style="list-style-type: none"> • <u>Standing Orders</u> The Chair went through the areas of change from last year (Virtual attendance and voting) The governors agreed to adopt the Standing Orders • <u>Code of Practice</u> The governors agreed to adopt the Code of Practice • <u>Terms of Reference (ToR)</u> Governors noted the ToR for the Finance & Resources committee had been changed to mirror the Budget Management Policy ToR as there would not be a separate committee this year The governors agreed to adopt the Terms of Reference • <u>The scheme of delegation to the Headteacher</u> 	

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	<p>The governors agreed to adopt the Scheme of Delegation to the Headteacher</p> <ul style="list-style-type: none"> • <u>The Annual Statement</u> Governors noted the change to allow Associate Governors to have voting rights in any future committees they become members of but do not have voting rights on the FGB. They also agreed the statement should be uploaded to the school website The governors approved the Annual Statement Action: Clerk to arrange for the Statement to be uploaded to the website It was also agreed FGB minutes should be left up on the website for a year • <u>The Budget Management Policy</u> The Chair went through the areas highlighted in yellow, which related to the FGB now picking up areas that were previously the responsibility of the Finance & Resources committee The governors approved the Budget Management Policy Question: Are there any extended activities funded by the school, these should be reported to the GB? Answer: No, the Youth Club is funded by the parents, the summer Sports Club was funded by a grant from the Sports Council • <u>The Delegation Planner</u> Question: Why are the boxes highlighted in blue on page 4 under school organisation? Answer: They only relate to Foundation Schools. The governors approved the Delegation Planner 	Clerk
FGB.08.19	<p><u>To confirm the signing of documents: -</u></p> <ul style="list-style-type: none"> • <u>Gifts/hospitality</u> • <u>Business Interests</u> • <u>Confidentiality Agreement</u> • <u>Disclosure Declaration</u> <p>Copies of all the forms had been sent out prior to the meeting, hard copies were handed out at the meeting for the governors to sign.</p> <ul style="list-style-type: none"> • <u>Code of Practice</u> • <u>Keeping Children Safe (updated September 2019)</u> <p>Copies of both these documents had been sent out prior to the meeting and a declaration sheet to say it had been received and read was handed round at the meeting</p>	
FGB.09.19	<p><u>Committees</u></p>	

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	<ul style="list-style-type: none"> <u>To adopt the terms of reference of the committees</u> This was covered under item FGB.07.19 	
FGB.10.19	<p><u>To discuss and agree committee members for the following</u></p> <ul style="list-style-type: none"> <u>Staff Discipline Committee</u> The committee was agreed as the Chair, Paul Addison and 1 other available governor <u>Staff Discipline Appeals Committee</u> The committee was agreed as the Vice-Chair and 2 other available governors <u>Pupil Discipline Committee</u> The committee was agreed as the Chair & Paul Addison <u>School Complaints</u> It was agreed the Chair would be the Complaint Lead, the panel was agreed as Paul Addison and 1 other governor. This will be discussed again at the next FGB <u>Headteacher Performance Management</u> The committee was agreed as the Chair, Glenis Redhead and an external advisor This will be discussed again at the next FGB <u>Pay Committee (& set the date for the meeting)</u> The committee was agreed as the Chair, Glenis Redhead & Paul Lewendon. A date was to be set via e-mail. 	
FGB.11.19	<p><u>To approve and sign the minutes of the meeting held on Tuesday 9th July 2019</u></p> <p>The minutes of the meeting on the 9th July were approved without amendment and signed by the Chair at the end of the meeting.</p>	
FGB.12.19	<p><u>To discuss any matters arising from the minutes</u></p> <ul style="list-style-type: none"> <u>With regard to the vacancies on the Governing board</u> <u>Governors were asked to look at contacts in education, mental health, or the health service, they may have and discuss with the Chair.</u> None had been submitted <u>All governors were asked to e-mail the Chair with their preferences for day and time of future meetings, including days and times they were unavailable in the week – completed</u> <u>The Headteacher to share the new SIP format with the Chair and Leadership & Management Lead Governor – completed</u> 	

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	<ul style="list-style-type: none"> • <u>The Headteacher to contact NYCC to confirm venue and numbers for the September meeting with Jane Le Sage and Chair of other GBs</u> Two meetings had been arranged, the meeting at this school had been arranged for Monday 16th September, these were to be collaborative events with most special schools attending one of the meetings • <u>The Headteacher to arrange an awayday for Strategic Planning early in the autumn term – completed</u> 	
	BUSINESS	
FGB.13.19	<p><u>To receive an update on pupil progress</u></p> <p>The Deputy Headteacher had sent out a copy of the Overview of Pupil Attainment and Progress 2018-19 document and he thanked the governors who had suggested changes</p> <ul style="list-style-type: none"> • In the new Ofsted Framework there is no longer an expectation for internal data to be compiled, & if it is, the school would be asked to explain why it is used. • The document sent out has been distributed to Heads of Dept (HoD) and the Headteacher so far but will be published more widely next week once the outstanding information has been received • The data is still being compiled as it links to key academic and key life skills information and gives the ability to look at pupil specific data and make more informed decisions. It can track progress in key areas like reading. • It can also compare attainment and progress for different groups and at the end of KSs, it is useful to HoDs for Pupil Premium funding and LAC. • Changes to the previous document <ul style="list-style-type: none"> ➢ Pupil numbers and percentages are now both shown ➢ Trends over the last 3 years are shown in the first section with bullet point highlighters ➢ English as an Additional language (EAL) has been added since the last issue ➢ Additional funding for LAC status has also been added, the bullet points shown are still drafts and may be amended. There are no LAC pupils achieving above expected, the data has highlighted this. <p>Question: In English is data collected about phonics? Answer: Yes, there is a phonics tracker which the English Lead has been asked to look at. It is on a separate system but will be reported on in the future</p> <ul style="list-style-type: none"> ➢ Areas of strength and for development to be added <p>Question: Performance is above average in science outstripping English and maths, why is that? Answer: This is probably linked to the descriptors that make the</p>	

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	<p>assessments. PScales and PIVATs are used to report on certain pupils, the English strands within these report on very specific skills as 'can do' or 'cannot'. With science & PSD it is more exploratory and there is a real focus on anticipation and observation, pupils do not have to be literate to be able to do them, they are more sensory</p> <p>Question: How robust is the moderation?</p> <p>Answer: Takes in English, maths, PSD & science and is moderated on a termly basis, across the school by pathway. Work from Tapestry and pupil work scrutiny is used and teachers work together to explain what the levels are.</p> <p>Question: Is there any external moderation?</p> <p>Answer: It is not done with PIVATs we use a subject specific system and links with the EHCP</p> <ul style="list-style-type: none"> ➤ The finished document will be sent to all staff, but specific areas will be discussed with the appropriate staff and action plans drawn up ➤ Pupil premium is very positive but the data needs to be checked to ensure there are no 6th formers included in the data so it may change ➤ Degree of learning difficulty – PMLD pupils have a higher percentage above expected progress than SLD pupils <p>Governor statement: Where there is a good story to tell it would be useful for us to understand what the teachers did in the classroom to achieve this and if it can be applied elsewhere.</p> <p>Governor request: It would be useful for us to have a few bullet points to explain the difference between science and English/maths results</p> <p>Question: Reading is a focus this year isn't it?</p> <p>Answer: It is in primary this year but will trickle through to the other sectors</p> <p>Question: In the maths stream, use and apply, will you keep the focus for next year with the new cohort?</p> <p>Answer: The Maths Lead has e-mailed round about the focus for maths, for it to fit with real life, giving content that is useful for when the pupil leaves school</p> <p>The Headteacher explained that the pupils aspirations are on the boards in the class and governor visits should check that the curriculum matches these aspirations.</p>	
FGB.14.19	<p><u>To receive the summer term Data dashboard</u></p> <p>This will be tabled and discussed at the next meeting</p>	
FGB.15.19	<p><u>To receive a review of the KS/exam and assessment results</u></p> <p>This also links to the information in the overview document in item</p>	

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	<p>13.19 above</p> <p>Question: Is the pupil making progress in the lower quartile the same pupil all the way through?</p> <p>Answer: Yes, this partly due to the introduction of new PIVATS from 2017/18 for which there are new descriptors for English and maths but science ones stayed the same. From P level 8 there is a jump in difficulty and so not so much progress achieved. The moderation was also reviewed part way through and adjustments to some of the levels were agreed. This flagged up moderation issues and we have changed the way we moderate, instead of small groups everyone comes together now to standardise and identify the conservative and generous assessors</p> <p>Question: Do any pupils take external exams?</p> <p>Answer: We are waiting for the Head of the 6th form to report on the Accreditation achieved at the end of both KS4 and KS5. Once the information is available it will be sent out for your information and any questions can be answered at the next meeting</p>	
FGB.16.19	<p><u>To receive an update on Pupil Premium (PP) Sports Premium</u></p> <p>There was no formal report given, the PP results are again evident in the data previously given.</p> <p>Work is still being done to finalise how the funding was used and this will be reported back to a future meeting</p>	
FGB.17.19	<p><u>To receive information on planned residential education visits for the year including a short presentation on general educational visits information</u></p> <p>Governors noted that they are not required to give permission for the visits but must be told that they are taking place.</p> <p>A short summary of the educational visits was handed out</p> <ul style="list-style-type: none"> Only 1 residential visit will take place this year, this will be for the end of secondary and year 14 pupils and will visit a NYCC accredited provider at East Barnby 	
FGB.18.19	<p><u>To discuss the funding of the Teachers Pay award</u></p> <p>The Headteacher reported no additional information had been received so far but the reports suggested that a 2.75% pay award had been awarded with only 0.75% being funded by the Government, this has not been accounted for in the school budget. Governors noted that NYCC will issue a pay policy as usual for GBs to adopt</p> <p>Question: Is the 0.75% funding guaranteed, when can we expect to receive it?</p> <p>Answer: The Government have said it is funded but we are waiting for advice</p>	

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	<p>Question: Will there be an increase in the pension costs as well? Answer: Yes, they are linked.</p>	
FGB.19.19	<p><u>Governor training update</u></p> <ul style="list-style-type: none"> • <u>Feedback from training undertaken since the last meeting</u> None • <u>To agree a training plan for the coming year</u> This will be put together with the Link Governor for training <p>Governors noted training courses should be booked through the school office. Action: Clerk to send out list of courses for the year when available</p> <p>Planned courses Safeguarding – Link Governor for Safeguarding Introduction to Governance – Paul Addison</p>	Clerk
FGB.20.19	<p><u>Governor visits update</u></p> <ul style="list-style-type: none"> • <u>Feedback from visits undertaken since the last meeting</u> Two governors had attended some of the end of term events at the school • <u>To agree visits for the autumn term</u> <p>Governors were asked to e-mail the Headteacher to arrange the visits as soon as possible</p> <p>The Safeguarding Governor and the Deputy Headteacher had arranged a meeting to look at SCR and safeguarding</p>	All
FGB.21.19	<p><u>AOB</u></p> <ul style="list-style-type: none"> • <u>Flexible working request</u> A member of staff returning from maternity leave had requested to reduce from 5 days to 4 for two terms while their child was so young. Governors agreed to the request • <u>Ofsted Paperwork</u> A paper entitled '2019 Ofsted Inspection Framework: What it means for your school' was handed round. The Headteacher requested that all governors read the paper and come back with questions to the next meeting. • <u>Shortlisting and interviews</u> Shortlisting for 2 TA posts is due to take place on 16th September at 11.30 with interviews on 20th September from 	

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	9.30am Governor involvement was requested - Paul Lewendon agreed to take part if available	
FGB.22.19	<u>To discuss to what extent has this meeting contributed to improving pupil outcomes</u> <ul style="list-style-type: none"> • There was a focus on pupil progress and what is needed for this academic year • The focussed School Improvement Headlines – being made available now to the Governors was timely – given it is the start of the academic year and will allow Governors to be focussed very sharply on pupil outcomes. 	
	Date of next meeting – Thursday 3rd October at 5pm	

There being no further business the meeting finished at: - 8.30pm

Signed:

X

Name
Governor

Attachments for meeting below: