

P R E S E N T:-

Mrs Lister (in the Chair)

Mrs J Banks, Mrs R Lee, Mrs S Burdass, Mrs O Cunliffe-Lister, Mrs A Jackson, Mrs H Jameson, Dr C Shipley, Mrs J Warkup.

Also in Attendance: Revd J Anderson, Observer

Clerk to the Governing Body – Mrs A Caine

1813 **APOLOGIES**

Apologies for absence were received from Mrs S Ostler and Mrs J Thompson.

1814 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Ostler and Mrs Thompson for their absence from this meeting.

1815 **MEMBERSHIP**

A governor detail sheet was distributed to governors. This was circulated and governors made amendments as necessary to the details as appropriate.

Governors welcomed Mrs Lee to the governing board.

RESOLVED: a) that the resignation of Mrs Claxton as a staff governor be noted;
b) that the appointment of Mrs Lee as a staff governor be noted.

1816 **DECLARATION OF INTERESTS**

Governors were asked to declare any pecuniary or non-pecuniary interests they may have in any items on the agenda together with the nature of the interest.

RESOLVED: that no declarations were received regarding any item on the agenda.

1817 **PECUNIARY INTERESTS**

Governors completed their Declaration of Pecuniary Interest forms.

RESOLVED: a) that the Declaration of Pecuniary Interests be completed;
b) that the Register of Pecuniary Interests be reviewed and updated.

1818 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

The clerk explained that the term of office for the Chair and Vice Chair had ended, and therefore the governing board would need to hold an election for both Chair and Vice Chair of governors.

Governors expressed concern that the Chair and Vice-Chair Election were not circulated on the agenda prior to the meeting. Governors questioned if the election of Chair and Vice chair could be held if the item was not on the agenda.

The clerk agreed that the election of chair should have been on the agenda.

However, procedurally, the election of Chair and Vice Chair did not have to be on the agenda, and could be raised, when necessary, as an item under any other urgent business.

- RESOLVED: a) that the election of Chair be raised as an item under any other urgent business;
- b) that the election of Vice Chair be raised as an item under any other urgent business;

1819 **REVISION OF COMMITTEES AND DELEGATION OF FINANCIAL RESPONSIBILITIES**

- RESOLVED: a) that membership of the committees be as follows:

Appeals Committee

Any three governors not involved in the original decision.

Behaviour, Safety and Attendance Committee

Mrs Burdass, Mrs Jameson, Mrs Lister, Mrs Thompson and Mrs Warkup.

Finance Committee

Mrs Banks, Mrs Burdass, Mrs Cunliffe-Lister, Mrs Jameson and Mrs Lister.

Leadership and Management Committee

Mrs Banks, Mrs Cunliffe-Lister, Mrs Lister.

Teaching and Learning Committee

Mrs Lee, Mrs Jackson, Mrs Jameson, Mrs Lister, Mrs Ostler, Dr Shipley and Mrs Thompson.

- b) that the extent of delegation be as follows:

Appeals Committee

- Hears appeals against pay policy decisions;
- Hears appeals against dismissal or redundancy decisions;
- Hears appeals against decisions relating to disciplinary issues;
- Acts as the grievance appeals panel;
- Hears parental appeals against exemptions from the national curriculum.

Behaviour, Safety and Attendance Committee

- Acts as the complaints committee;
- Acts as the pupil discipline committee;
- Acts as the site and buildings working party;
- Acts as the health and safety committee and carries out the health and safety walk of the school;
- Acts as the safeguarding committee.

Finance Committee

- Responsible for approving service level agreements;
- The full governing body retains the power to approve the budget and the responsibility for compliance with financial regulations;
- The Headteacher is authorised to incur expenditure within an approved budget and to vire between budget headings up to a limit of £5,000 per transaction; transactions over this amount are to be referred to the finance committee;
- The finance committee has the authority to approve the school financial value standard (SFVS).

Leadership and Management Committee

- Forms the deputy selection panel;
- Determines the pay policy;
- Responsible for redundancy decisions;
- Appointment and discipline/dismissal of staff delegated to the Headteacher and the Chair;
- To agree and review the performance and pay of the Headteacher.

Teaching and Learning Committee

- To carry out a monitoring role.

c) that the delegation of staffing responsibilities be delegated to the Headteacher.

1820 **ELECTION OF GOVERNORS WITH SPECIAL RESPONSIBILITIES**

The responsibilities for the year groups in the school would be followed on this year, too ensure that governors followed the progress of pupils through the school.

- RESOLVED:
- a) that Mrs Cunliffe-Lister be elected governor with responsibility for numeracy, gifted and talented, attendance and Nursery;
 - b) that Dr Shipley be elected governor with responsibility for geography, history, science, year 6, GDPR and academies;
 - c) that Mrs Warkup be elected governor with responsibility for child protection, safeguarding, educational visits and year 2;
 - d) that Mrs Burdass be elected governor with responsibility for ICT and disadvantaged pupils;
 - e) that Mrs Ostler be elected governor with responsibility for P.E, sport and year 3;
 - f) that Mrs Jackson be elected governor with responsibility for numeracy, literacy and year 5;
 - g) that Mrs Lister be elected governor with responsibility for the arts and year 4;
 - h) that Mrs Thompson be elected governor with responsibility for history, geography, special educational needs, pupil premium, EYFS, R.E. and academies.

1821 **MINUTES**

RESOLVED: that the minutes of the meeting held Wednesday 13 June 2018 be authorised and signed by the chair.

1822 **MATTERS ARISING FROM THE MINUTES** (*Including Review of Actions*)

Minute 1807 – Bus Stop

The school now had a bus stop outside, which was larger than originally anticipated. Governors agreed that the bus stop would ensure the safety of all pupils at the school during drop off and collection times.

Minute 1805 – GDPR

Governors asked if the local authority officer for General Data Protection Regulations (GDPR) had visited the school. The local authority visit had yet to be completed. The Headteacher confirmed that there were no issues to cause the school any concern regarding GDPR compliance. A GDPR report was circulated to governors from Mrs Banks.

Minute 1808 – Special Educational Needs (SEN) Letter

The Headteacher confirmed that a supplementary bid had been submitted to the local authority, this had been successful and the school was in receipt of £3,500.

Minute 1809 – Kilham CE Primary School

Mrs Jameson confirmed that the shared headship role was challenging and enjoyable. Mrs Jameson added that the impact on pupils at both schools had been minimal. The schools had already benefitted from the sharing of expertise and best practice; as well as enabling staff at Burton Agnes CE Primary School to act up to cover tasks that Mrs Jameson would usually be responsible for.

It was confirmed that Kilham CE Primary School had appointed a new headteacher to start at the school in January.

Governors agreed that the agreement with Kilham was of benefit to the whole local community, and wanted their appreciation for all staff involved in the agreement recorded.

Governors asked if the relationship between the schools could be developed further. The diocese would like to build upon the links that have been created between the schools. On a more practical level, the schools could share transport to sporting events, provide training events for both schools and possibly share nursery allocations to provide 30 hours childcare to local families.

Governors asked if any parents had complained about the shared interim headship. No complaints or comments had been received.

Governors asked if Mrs Jameson would consider supporting another school in a similar way if they requested. Mrs Jameson would consider any proposals on a case by case basis.

Minute 1810 – Governor Awareness

Mrs Jameson confirmed that all governor meeting minutes were published on the schools website.

RESOLVED: that the GDPR report to governors be received.

1823 **SCHOOL FINANCIAL VALUE STANDARD**

RESOLVED: that the School Financial Value Standard be approved and signed for submission to the Local Authority.

1824 **REPORT OF THE HEADTEACHER**

The report of the Headteacher was considered and the following issues highlighted:

EYFS

Mrs Jameson was pleased to present the data for EYFS to the governors as progress from starting points was good for a majority of pupils with many children exceeding expected progress including those who did not achieve a good level of development. Mrs Jameson added that the two children who did not achieve a good level of development had not been pupils at the school nursery. This illustrates the value of the nursery provision at the school.

Governors asked why it was important to record key moments on the Learning Book system. It was important to ensure that all moments were captured

contemporaneously to track and plan the pupils next steps. Parents could also log in to the system so that they could easily track the progress of their child.

PSHE

The wellbeing of pupils was a top priority for the school, therefore the school would be investing in the Happy-Centred School programme, a scientifically-researched, evidence-based primary PSHE programme. The programme aimed to enhance the personal, social, emotional and economic wellbeing and happiness of the school community, and support children's mental health. The cost of this program would be £600 that would be paid from the school fund.

Governors asked if the school was still delivering yoga and meditation sessions.

This was confirmed. The school embraced its wellbeing philosophy with lunchtime yoga, mindset lessons and playing peaceful music when appropriate.

Governors asked if parents could be invited into the school for parenting workshops to encourage mindfulness and resilience techniques at home. Mrs Jameson agreed that a workshop would be useful, however the poor attendance at the parenting puzzle evening may be indicative of attendance at such events generally.

Governors asked if the teaching staff at the school felt capable of being assertive with parents about boundaries and appropriate behaviour at school. This was confirmed, teachers had to ensure that they were clear about what the school expected, without causing any discomfort for parents.

A governor asked if the school could receive any help from the school nurse regarding pupil wellbeing. The school would self refer families to the childrens centre as and when appropriate.

Phonics

Interventions were in place for all pupils that did not pass the phonics standard in year one. Pupils in year three who had passed at a year one level would benefit from phonics boosters with Miss Clubley.

SAT Results

The outcomes for this cohort were lower than expected. Two papers were sent back for remarking, although one paper did receive an additional mark, it was not enough to move the child into the range needed to be classed as reaching the expected standard.

Learning Walk

Jo Harrison, School Improvement Partner, carried out a learning walk in the summer term. Her findings were generally positive although she stated that "*Handwriting and presentation is variable across key stage two and this is something the school needs to address in order to ensure consistency of expectations across school.*" Following this, Mrs Lee would be focusing on pupils presentation in school work books.

Lunchtime

Governors asked what the pupils would do on Friday lunchtimes for their focused sporting activity. The teaching staff in conjunction with Mrs Jameson would explore the options available.

RESOLVED: that the report be received.

1825 **SCHOOL IMPROVEMENT PLAN 2018/2019**

The school improvement plan was shared with governors. Governors noted that pupils had enjoyed the religious education visits and had remained respectful throughout these visits.

RESOLVED: that the School Improvement Plan 2018/2019 be received.

1826 **SAFEGUARDING REPORT**

RESOLVED: that the termly update be received.

1827 **REVISED SCHOOL SAFEGUARDING STATUTORY GUIDELINES – KEEPING CHILDREN SAFE IN EDUCATION 2018 AND THE SCHOOL STRATEGIC CHILD PROTECTION AND SAFEGUARDING POLICY**

Mrs Jameson informed governors that “County Lines” was a term used to describe a form of organised crime where criminals based in urban areas pressurise vulnerable children to transport, store and sell drugs in smaller county towns.

Mrs Jameson informed the governors that the schools external provider for sports coaches provide all DBS clearance information. **A governor asked if the DBS information received from the provider could be checked.** This was confirmed.

RESOLVED: a) that the Revised School Safeguarding Statutory Guideline be received;

b) that the Strategic Child Protection and Safeguarding Policy be approved and adopted;

c) that the Headteacher notify staff of the adoption of this policy.

1828 **SCHOOLS PAY POLICY**

RESOLVED: a) that the Schools Pay Policy be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1829 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy and procedure.

1830 **ADOPTION PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED: a) that the Adoption Pay and Leave Policy and Procedure – School Based Support Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy and procedure.

1831 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – TEACHING STAFF**

- RESOLVED: a) that the Maternity Pay and Leave Policy and Procedure – Teaching Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

1832 **MATERNITY PAY AND LEAVE POLICY AND PROCEDURE – SCHOOL BASED SUPPORT STAFF**

- RESOLVED: a) that the Maternity Pay and Leave Policy and Procedure - School Based Support Staff be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

1833 **STAFF TRAVEL, ACCOMMODATION, SUBSISTENCE AND EXPENSES POLICY AND PROCEDURES**

- RESOLVED a) that the Staff Travel, Accommodation, Subsistence and Expenses Policy and Procedure be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy.

1834 **TIME OFF FOR PUBLIC DUTIES POLICY**

- RESOLVED: a) that the Time Off for Public Duties Policy be approved and adopted;
- b) that the Headteacher notify staff of the adoption of this policy

1835 **GOVERNOR TRAINING AND DEVELOPMENT**

- RESOLVED: a) that the availability of CPD opportunities on www.eridingcpd.net be noted;
- b) that the CPD prospectus be received.

1836 **GOVERNOR VISITS**

Dr Shipley had completed a science link visit with Mrs Lee. During the visit Dr Shipley had discovered that two pupils from the 2017/2018 cohort who had started at different secondary schools were both excelling at science and had been ranked as top performers in science.

RESOLVED: that the record of governor visits be received.

1837 **ELECTION OF CHAIR**

The clerk invited nominations for Chair. Dr Shipley and Mrs Lister volunteered themselves for the position.

Governors agreed that the term of office of Chair be for one year.

Governors voted using ballots and these were collected by the clerk.

The majority vote was cast in favour of Mrs Lister.

RESOLVED: a) that the term of office for the Chair be until the first meeting in the autumn term of 2019;

b) that Mrs Lister be elected Chair.

Mrs Lister (in the Chair)

1838 **ELECTION OF VICE-CHAIR**

Dr Shipley volunteered for the position of Vice-Chair.

RESOLVED: a) that the term of office for the Vice-Chair be until the first meeting in the autumn term of 2019;

b) that Dr Shipley be elected Vice-Chair.

1839 **REVIEW OF ACTIONS**

RESOLVED: that the actions be circulated by the clerk after the meeting.

1840 **FUTURE MEETINGS**

RESOLVED: that future meetings be held on the following dates;

Thursday 7 March at 4pm;

Thursday 16 May at 4pm.

Chair's Signature – Thursday 7 March 2019