Snainton CofE Primary School

A Full Governing Body Meeting was held on

27th January 2020 at the school

Minutes

Present	Carol Olivier (CO) Matt Davies (MD) Denise Crosier (DC) Louise Jones (LJ) Mark Ballam (MB) Richard Bond (RB)	Chair – LA Governor Head Foundation Governor Parent Governor Co-opted Governor Parent Governor
In attendance	Laura Waites (LW) Ann Brining (AB)	NYCC Clerk Bursar
Apologies		
Vacancies	3	Staff, Foundation; Co-opted Governor

No	Item/Details	Action
1.0120	**Welcome and introductions** CO opened the meeting and gave a reminder of the core functions of the governing body.	
2.0120	**Apologies** There were no apologies.	
3.0120	**Declaration of interests** CO gave a reminder of the need to declare interests in any items on the agenda; none raised.	
4.0120	**Confidentiality** CO gave a reminder of the need for confidentiality and to highlight any items on the agenda to be minuted confidentially. It was agreed that any items would be identified as required.	
5.0120	**Urgent Other Business** CO asked governors if there was any other urgent business for this meeting; AB is to provide a budget update.	
6.0120	**Minutes** The minutes of the FGB meeting held November 2019 were agreed with the following amendments: 14.1119 read Inspiring Governance area on the NGA website 12.1119 read Q Is reading a school focus in preparation for Ofsted 19.1119 Take LJ off the action CO signed a copy for the file.	LW
7.0120	**Matters Arising** None.	
8.0120	**Budget** AB referred to an updated copy of the revenue budget which was circulated. The budget is the same as last reported apart from a slight change to funding. A number of changes have been announced and AB is waiting for confirmation and more details to come. The position will be more certain in the next two months once the full amount of school funding grant can be quantified. Funding for early years and special needs funding will also change. There are changes to other income from milk funding, PTA etc. AB referred to notes on the report giving more detail of the variances to expenditure since the last report; including support staff, admin overtime, premises and learning resources. MD is looking at ways to balance the	

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	overspend and gave an example of how work he is doing in Scarborough will help to offset the budget. The SFVS and Start budget are to be agreed at the next FGB meeting on 9th March. CO and AB are to review the SFVS on 7 February in preparation for the meeting. AB left the meeting.	
9.0120	**HT Report** MD circulated the HT report and covered the main points. Pupil numbers were given as follows: Oak = 10 (3 +1 starting April 2yr olds and 7 + 1 starting February 3yr olds Maple = 12 Silver Birch = 9 Total = 31 (+2) There has been a collected effort with parents / staff in promoting the school and ideas to increase the pupil numbers. The school is considering the logo as part of wider school promotion work and opportunities are being sought to bring in other additional funding. Work on a new school brochure to promote the school was noted. A parent voice meeting attended by CO/MD looked at this and a review of the website, vision and revised behaviour policy. There is a new senior education advisor for the school – Matt Blyton. A familiarisation visit has been held and he is next in school in April to do an Ofsted style deep dive visit. This will support staff in preparation for an Ofsted visit in the 2020/21 academic year. Q Will the Ofsted inspection be a full or short visit? A Don't do short ones now. It will be a full 2 day visit. No fixed term exclusions since the last meeting. 2 pupils subject to regular review meeting as part of the new behaviour policy. SEN – a EHC request was put in and the relevant agency has since been disbanded by NYCC so MD is seeking clarification on who will complete the assessment. Racial incidents/ bullying reports – none since last meeting MD shared the design options for the new logo with governors and covered the rationale for the designs. Governors discussed the 3 designs and gave MD their feedback. MD will work with the design to finalise the design. Governors thanked MD for his report	
10.0120	**Pupil data** MD referred to the circulated report on pupil data which gave a comparison between September 2019 and December 2019 for reading, writing and maths on the number of pupils not meeting ARE, working towards ARE, meeting ARE or achieving greater depth. Headline information is passed to staff so there are aware of who is making expected progress and who to focus on to help them move their progress on. Where children are not making expected progress they are classed as targeted children for extra support. Parents are being engaged to support behaviour and academic progress where more intervention is needed.	

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	Q How is this communicated to parents? A Had the first parents evening of the year and will do a follow up. Noted the need to ensure parent understand the jargon. Q How can summer birthdays impact on working towards progress? A Can be an impact early on in the year; staff are made aware if any children need additional support.	
11.0120	**SDP** No updates since the last meeting	
12.0120	**Safeguarding update** Staff have had up to date training in line with the Keeping Children Safe in Education guidance. Responsibilities around county lines / cross border work has been raised as an external issue to be aware of. As part of the role of safeguarding governor discuss safeguarding matters with MD in regular meetings.	
13.0120	**Policies** The following policies were pre-circulated before the meeting for consideration. MD referred to the pre circulated polices: Behaviour Policy - CO noted this was discussed at a meeting with parents and MD has aimed to make the expectations as clear as possible. Consultation has also been done with the school council to arrive at the revised policy. The aims are consistent with the school vision and values. MD described how the expectations are presented as the 3 R's – ready, respectful, responsible and images are linked with the words. MD also covered how the reward element of the policy worked which builds on developing an intrinsic aspiration within all children and gave examples of the reward pyramid. The policy is also clear about the consequences of not meeting expectations and MD has developed scripts with staff to support a consistent approach. MD also described how any follow up worked and what triggers were in place for this. Governors noted examples of the posters developed to promote the policy and expectations. Q Would a child benefit from knowing if they were close to the triggers? A The process is being trailed at the moment and will be reviewed in needed. Early trials of the draft arrangements have shown a difference. Governors approved the policy for adoption. Social Media Guidance Policy - MD covered the rationale for developing the guidance. Parents have asked for the ability to access more information via Facebook and the school is reviewing how it makes more use of this and twitter accounts. The social media guidance policy gives staff a clear understanding of what they need to do if they administer the school social media accounts as well as aiming to protect staff. MD also noted that work on the website has been done including a range of photos taken by RO to promote the school; this was done on a voluntary basis. Q Was consent given for publication of the photos? A Yes it was done under the guidelines of the school Q If a child had left the school was the photo on the website still? A MD to review Governors approved the policy for adoption.	
14.0120	**GB Update** No further updates	

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15.0120	**Governor Monitoring** DC/CO/CB have met to complete the first part of the annual HT appraisal and will meet again in March 2020 to finalise the targets. CO met with IG about reading to do a deep dive and has written up the notes form the meeting. She was pleased with what was seen. IG is developing a document on reading throughout the school. CO attended a parent meeting to review the school vision CO/RB/LJ attended the nativity play and noted a lot of people from the village attended who had not visited the school for a while and feedback was really good. RB to do an article for the file.	CO/DC/CB RB
16.0120	**Premises Health and Safety** MD reported that some ICT maintenance work has been done. The H&S inspection visit was carried out by the H&S officer. All previous actions have been addressed. No major issues found. Some minor issues to address externally. Q Crossing outside – any discussion regarding the traffic incident? A The incident involved a pupil at another school. All classes have been spoken to about road safety. MD has also booked the LA Road Safety officer to do a session in the school.	
17.0120	**Correspondence** This item was minuted as a confidential item. Minute 17.0120c refers.	
18.0120	**Urgent Other Business** Covered above.	
19.0120	**How GB decisions have impacted on pupil progress** Behaviour Policy Positive approach to social media Data progress of the children Safeguarding and road safety Policies reflect the church school ethos Branding and promotion of the school Successful and well attended nativity	
20.0120	**Date of next meeting** 9 March 2020, 5pm – Finance and SFVS Clerking meeting with LW/MD/CO at 4.30pm	

Signed

Dated