



	<p>looked into before September. It was commented that breakfast and after school clubs may stagger the amount of traffic.</p> <p><b>Question:</b> Could a car park be found for staff cars?</p> <p><b>Answer:</b> This would help. A suggestion had been made by Mrs Howard Vyse of tarmacking the lane on the corner for car parking. Chris Sutton from NYCC had said that this would not be safe as on a corner. It was commented that it would cost the school to tarmac the lane. It was suggested that someone do some research into who owns the land around school with a view to approaching them regarding building a car park. Mrs Ray agreed to contact Mrs Howard Weiss and discuss car parking in the village. The Leafy Glade has also been suggested as a place for parking but this is used regularly and is a unique selling point of the school. Mr Priestley, Mr Simpson and Mrs Ray agreed to progress this.</p> <p>4. Mr Simpson reviewed the action points of the Governor Action Plan.</p> <p>Mrs L. Wilson had updated the Governor Module with Governor contact details. It had been suggested that the Governing Body seek new Governors in the community to ensure succession planning. Mrs Ray commented that she may have a contact who may be interested in becoming a Governor in the future who is a retired Headteacher. The website is to be updated with the required information. Mrs S. Conroy will be freed up more often to do this.</p> <p><b>Question:</b> Will this be done by Easter?</p> <p><b>Answer:</b> Yes, the website will be compliant by Easter but updates will be ongoing. Mrs Ray queried whether there was someone at NYCC who could check compliance. The school Complaints Policy is accessible. It was commented that the Full Governing Body minutes from September are not yet on the website. It was suggested that Mrs S. Conroy timetable in time after each Governing Body meeting to upload the last set of minutes. Parentview is accessible from website.</p> <p>It had been suggested that a 360-degree review of the Chair be carried out annually and Rachel Morris had offered a document in order to carry out this review.</p> <p><b>Question:</b> Could the review by NYCC count as part of the review?</p> <p><b>Answer:</b> Last year's review had been very thorough and was done in a very anonymous way, it seems quite onerous to do it every year. It was felt that the atmosphere of the Governing Body is open and honest and it was hoped that Governors would come forward with issues. It was agreed that a review of the Chair would be carried out next year.</p> <p>It was commented that there is a need to consider Chair succession and if no-one on the Governing Body is willing to take on this role there may be a need to encourage others to join the Governing Body. Succession planning for the Chair to be an agenda item for the next meeting.</p> <p>It was commented that although there is a Code of Practice in place this is not necessarily signed each year. It was agreed that the Code be signed each year in September.</p> <p>An understanding of the Data Dashboard is needed for all Governors. It was commented that Governors must be mindful that Data Dashboard shows historic data and the Governing Body is more interested in the current data.</p> <p><b>Question:</b> Can the new assessment system provide Governors with similar data to before?</p> <p>A debate had been held around whether percentages of pupils at expected levels are adequate. Langton are continuing with Average Point Score. It was commented that colour coded data is easy to read for Governors.</p> <p><b>Question:</b> Is there any additional work in providing this data for Governors?</p> <p><b>Answer:</b> No, this will carry on from last year. Assessment without levels will be introduced next year. Norton College will help with this. OFSTED were impressed with Governors' knowledge of progress and achievement of the pupils. It was commented that it is about Governors being able to use the assessment the school carry out.</p> <p><b>Question:</b> How does monitoring with other schools now work?</p> <p><b>Answer:</b> All schools are talking a different language.</p>	<p>RR</p> <p>AP/SS/ RR</p> <p>SC</p> <p>LW</p>
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	<p>It was commented that Governors would like the data provided to be clear and simple, similar to Data Dashboard.</p> <p>All Governors have now completed Safeguarding L1 online and Mrs Ray has completed the Safer Recruitment course. Disqualification by Association responses are kept on the Single Central Record. Mrs L. Wilson agreed to provide examples of Impact Statements.</p> <p><b>Headteacher’s Report</b></p> <p>Governors commented that they find the current format useful. NYCC had distributed an overview of what a Headteachers Report should contain. It was suggested the Mrs R. Ray and Mr S. Simpson meet prior to the next Full Governing Body meeting and discuss what needs to be covered.</p> <p><b>Question:</b> Should committee meetings be timetabled in a fortnight before Governing Body meetings?</p> <p><b>Answer:</b> Finance meetings are arranged around key dates and School Performance around when data is available so this would not be possible.</p> <p><b>Question:</b> Is the spread of Full Governing Body meetings useful?</p> <p>It was commented that the School Development Plan only needs to be reported on once per term. Mrs L. Wilson agreed to send the template of what should be covered each term on Governing Body agendas.</p> <p>A discussion was held around the fact that a number of the items suggested on the Headteacher report are covered at committee meetings which all Governors attend.</p> <p><b>Question:</b> Is there a net loss of 13 pupils predicted next year?</p> <p><b>Answer:</b> 19 will leave Y6 in 2017 but will only lose 9 this July. With predicted numbers for the intake there should be a net gain this year. Next year a big cohort will leave and this is where the new projects (after school and breakfast clubs) come in, to raise numbers now.</p> <p><b>Question:</b> What will class sizes be over the three classes?</p> <p><b>Answer:</b> The projection is that Class 3 will have 31 pupils, with Classes 2 and 1 having around 20 each. One option considered was to split the current Y5 cohort but this would cause issues. The initial thoughts are to keep three classes but in the morning for foundation subjects to have Y6 on their own then group Y1-5 across 3 classes. Another alternative would be to have another teacher but there are not enough pupils to do this yet. The school should have accurate numbers after Easter. Governors thanked Mrs Ray for the work she has done on admissions whereby the school has gone from potentially two new starters to 10. Mrs Ray reported that there is also another in year pupil coming in.</p> <p>It was commented that attendance figures are very good and are above average.</p>	<p><b>LW</b></p> <p><b>RR/SS</b></p> <p><b>LW</b></p>
<p><b>FG 49 15/16</b></p>	<p><b>School Development Plan (SDP)</b></p> <p>It was decided to defer this to the next meeting.</p>	
<p><b>FG 50 15/16</b></p>	<p><b>Policies to adopt:</b></p> <p>The following policies were distributed prior to meeting: Charging &amp; Remissions; Homework; Marketing &amp; Feedback; Anti-Bullying; Medical Needs; Sex &amp; Relationship Education; EYFS.</p> <p><b>Question:</b> Does the homework policy get shared with parents?</p> <p><b>Answer:</b> Yes, in the back of homework books.</p> <p>It was suggested that the Marking and Feedback policy be shared with parents. The marking code is to be put on the walls of the classroom so visiting teachers can use this.</p> <p><b>Question:</b> Do children understand the marking code?</p> <p><b>Answer:</b> They are beginning to.</p> <p>It was commented that there is a need for a comprehensive and thorough policy for marking books as this is what the school will be judged on. Governors were impressed with the marking in the books especially as pupils are responding to the comments. It</p>	

	<p>was agreed that at the next School Development meeting that some books be looked at to see marking in action and also able to see progress from September.</p> <p><b>Question:</b> Do we have many children with long term medical needs?  <b>Answer:</b> No.</p> <p><b>Question:</b> How does the Sexual Relationships policy work in practice?  <b>Answer:</b> It is about friendships lower down the school. The school is looking to ask PSHE teacher from Norton College to come in and do Sex Education with Y6s as this is someone not known to the pupils.</p> <p><b>Governors agreed to adopt all the above policies.</b></p> <p>The Governor Induction Policy was discussed. Mr S. Simpson had suggested there be a probationary period for all new Governors but this is not part of the DfE guidelines. A suggestion of reducing term of office for all Governors to a year was made. The main concern of the Governing Body is getting a Governor who does not pull their weight which is not useful in a small Governing Body. It was suggested that the Associate Governor role could be used as a probationary period when Governors know when a Co-opted Governor vacancy is coming up.</p> <p><b>Question:</b> What would happen under a MAT?  <b>Answer:</b> Unsure at moment.</p> <p>It was commented that there is a need to make the role clear to potential Parent Governors before elections. It was suggested that a job description including the number of hours of commitment be put together. Mrs P. Abbott agreed to research role profiles using NGA etc for the next Full Governing Body meeting.</p> <p><b>Question:</b> Are Governors happy with a four-year term?  <b>Question:</b> Could this be reduced?</p> <p>It was agreed to discuss terms of office and role profiles at the next meeting.</p>	<p><b>Sch Dev</b></p> <p><b>PA</b></p> <p><b>LW</b></p>
<p><b>FG 51 15/16</b></p>	<p><b><u>Report from Mrs R. Laverack on NPQSL Project</u></b></p> <p>Mrs R. Laverack reported that as part of her NPQSL course she has completed six face to face days and after each one has carried out research and explored further. She has had to do an essay at the end of each module. The project was completed at Christmas and this has to be written up under nine competencies. This is to be submitted by 18<sup>th</sup> April but before this Mrs R. Ray is to mark Mrs Laverack on the competencies. This will then be sent off to be marked. Mrs Laverack agreed to send Mrs A. Conroy a copy of the report to assist with the Governors newsletter.</p> <p><b>Question:</b> Does this course enable Mrs Laverack to become a Headteacher?  <b>Answer:</b> Someone who has completed this course is in a position as Senior Leader to apply for Deputy Headships. There is a Headteacher’s version but if Mrs Laverack wanted to upgrade to this would need to be another two terms study and she would have to be monitored out of school for this. Mrs Laverack was congratulated on her achievement to date.</p>	<p><b>RL</b></p>
<p><b>FG 52 15/16</b></p>	<p><b><u>Implementation of Parent Pay Update</u></b></p> <p>Mrs S. Conroy had been unable to attend the Parent Pay conference last week but is arranging a meeting to discuss this further with them. Governors were invited to attend this meeting. Parent Pay courses are available with a small charge to attend. The school wanted to see Parent Pay in situ so are happy to cover these costs. It is hoped that the system will start after Easter. Mrs R. Ray to email the date of the meeting. It was commented that this should save Mrs S. Conroy time.</p>	<p><b>Govs</b></p> <p><b>RR</b></p>
<p><b>FG 53 15/16</b></p>	<p><b><u>ICT Update</u></b></p> <p>It was agreed that the advantages and disadvantages of both contracts is to be provided for the next Finance meeting. AX T Digital came into school and discussed providing IT support; Mrs R. Ray has visited a school where AX T supports the school and they opt out of NYCC services. This company can help with procurement and ICT training. This contract is to be compared with the NYCC service level agreement. Mrs Ray agreed to provide the two agreements to Mr A. Priestley to compare. It was commented that a third option could be to look at procuring ICT services from Norton</p>	<p><b>Finance</b></p> <p><b>AP</b></p>

	<p>College. The school will need to replace its laptops quite soon. Norton College favour Chrome books. The school needs to look at what is needed from infrastructure and at the speed of broadband. A replacement programme is needed and an external provider would look at putting such a plan together. It was commented that there is a need to find out what Norton College can offer. Steven Layton has looked at what the school already has. Mrs Ray agreed to discuss with Mr Phil Loftus regarding how much they would charge for offering this service.</p> <p>It was decided that someone needs to look at the procurement and maintenance of the current ICT; It was commented that going with Norton college would be advantageous to those pupils who go on to Norton College as school would use the same equipment. Mrs Ray was reminded that she needs to get three quotes for equipment and how much call outs would be. Broadband connection is the prime concern. Mrs Ray is to ask Norton College to get someone to fetch a Chrome book to see if school's Broadband can cope. A word of caution was given for using a commercial company as they may only be interested in selling their own products. Mr A. Priestley agreed to meet with AX T Digital and Norton College.</p>	<p><b>RR</b></p> <p><b>RR</b></p> <p><b>AP</b></p>
<p><b>FG54</b> <b>15/16</b></p>	<p><b><u>After School Provision / Transport Project Update</u></b></p> <p>It was commented that it was fantastic to have plans around After School provision affirmed by people looking round the school and some families have chosen this school due to this facility. The After School Club needs to be up and running after May half term. Shortlisting for the assistants' posts is on Tuesday. Interviewing will take place after February half term. There will then need to be time to train, prepare the room, purchase equipment and make sure the legal requirement is in place. The issue around needing two members of staff and only having had two applicants to date. Mrs Ray stated that the school can arrange for a member of staff to always be on site. The school will need to re-advertise if the applicants are not suitable. It was commented that there needs to be a relaxing environment for the after school club.</p>	
<p><b>FG 55</b> <b>15/16</b></p>	<p><b><u>Safeguarding Action Plan</u></b></p> <p>Mrs A. Conroy reported that she and Mrs R. Ray had spent time a lot of time updating the action plan but had then found it was the 2014 version. There is now an updated version (2015) to be completed. This needs to be sent to NYCC by Friday. Governors had been sent copies of the 2014 version and agreed to approve in advance the 2015 version. Mrs A. Conroy to send a copy to all Governors once completed.</p>	<p><b>AC</b></p>
<p><b>FG 56</b> <b>15/16</b></p>	<p><b><u>Academy Conversion</u></b></p> <p>Mr S. Simpson has been in contact with Chris Breen from the DfE to discuss the continuing issue. Numbers on roll at the school are no longer such a big issue. The application to convert should have gone to the Regional Schools Commissioners in January but didn't. Mr Simpson reported that the application should go to the Schools Commissions in the next few weeks. Norton College are committed to supporting the school into the next year whatever the outcome, thereafter the school will look at the costs of some services. The school may buy in dance and drama (instead of PE) alongside the Art support. The school can pick and choose as to what is most helpful to them. There are other options with regards MATs in the area if the collaboration with ESLT is not given the go ahead.</p>	
<p><b>FG 57</b> <b>15/16</b></p>	<p><b><u>To receive an update from Finance &amp; Premises Committee</u></b></p> <p>It was reported that three quotes have been requested for the canopy. The school has not heard back regarding the roof. A large water bill had been received and it had been realised that this was a result of a leak in the toilet. A £10,000 grant from the Lottery had been secured to extend the playground. Money received from Councillor Shields (£400) had been used to offset cost of school trips.</p> <p><b>Question:</b> Does school get voluntary contributions from parents?</p>	

<p><b>FG 58</b> <b>15/16</b></p>	<p><b>Answer:</b> Yes, but can't ask for all contributions to all trips. The school will pay for the bus to the netball tournament. Mrs Howard-Vyse has contributed £50 towards the handwriting competition and commented on the exceptionally high standard. Mr A. Priestley was thanked for completing and submitting the Schools Financial Value Standard.</p> <p><b><u>Governance Health Check Action Plan</u></b> This was covered above.</p>	
<p><b>FG 59</b> <b>15/16</b></p>	<p><b><u>Governor Visits</u></b> Mrs A. Conroy had distributed two reports for monitoring visits and Mr R. Sterry and Mr A. Priestley had both carried out visits and submitted reports for the monitoring file. Mrs P. Abbott had carried out a safeguarding visit and this to be circulated and placed on the monitoring file.</p>	<p><b>PA</b></p>
<p><b>FG 60</b> <b>15/16</b></p>	<p><b><u>Governor Training</u></b> Modern Governor – Mrs L. Wilson agreed to forward the information again. Mr S. Simpson has already signed up and has access to trial modules. Governors were encouraged to sign up to the trial. Three Governors are to attend the Governor SINS network meeting and workshop.</p>	<p><b>LW</b> <b>Govs</b></p>
<p><b>FG 61</b> <b>15/16</b></p>	<p><b><u>Any Other Business</u></b> Primary School Accountability – Mr S. Simpson had signposted Governors to this previously. It was commented that there is often some sensitive information contained in the School Performance Committee meeting minutes that was felt was not suitable for the website. It was suggested that a discussion be held with Mrs S. Conroy regarding what could go on the website. It was agreed that Chairs are to provide guidance within meetings regarding what is confidential. Equal Opportunities Policy – this is a large task and needs to be done by 6<sup>th</sup> April and placed on the website. This to be brought to the next Governing Body meeting. A suggestion was made that the school combine all action plans to avoid duplication of the same information. Different Governors would be responsible for different parts of the action plan. It was commented that there is a need to look where parts of the action plan are tracked for example Finance or School Performance. There is also a need to keep this document somewhere central where it can be edited by all. Mrs Ray to discuss with IT where this could be kept. A suggestion of using Dropbox was made but there may be issues around data protection. Mrs A. Conroy agreed to put this plan together and manage the update of this in the short term. Action plans for School Development, Safeguarding, Governor Development, Building, SFVS, and Equal Opportunities need to be combined. Building and Cleaning Services – Mrs Ray had discussed the caretaking and cleaning with the manager who is to do a review as soon as possible. The school currently have 5 hours of caretaking per week and 14.75 hrs of cleaning, it is difficult to assess how those hours are used as there are three different roles combined. A Quality Control visit is to be carried out by NYCC. The amount of healthy food available at 'Tuck time' and breakfast club was raised. Mrs Ray to look into this.</p>	<p><b>SS / SC</b></p> <p><b>RR /</b> <b>AC</b> <b>LW</b></p> <p><b>RR</b> <b>AC</b></p>
<p><b>FG 62</b> <b>15/16</b></p>	<p><b><u>Dates of Next Meetings</u></b> Finance &amp; Premises – 1<sup>st</sup> March - apologies were sent by Mrs P. Abbott School Performance – 9<sup>th</sup> March FGB – 23<sup>rd</sup> March at 6pm.</p> <p><b>The meeting concluded at 6pm.</b></p>	

**Appendix 1**

<b>Point</b>	<b>Date</b>	<b>Subject</b>	<b>Action</b>	<b>Action By</b>
1	Ongoing	Mrs A. Conroy to write a general update - to include developments in school	Ongoing	AC
2	03/02/16	Road Safety	Approach Councilor Shields re: assisting in this Approach NYCC regarding road signs Approach Mrs Howard Weiss regarding an area for staff car parking	AP AP RR
3	03/02/16	HT Report	To consider what should appear on HT Report	RR /SS
4	03/02/16	Governor recruitment / succession planning / induction policy	To research Governor Role Profile	PA
5	03/02/16	ICT Provision	To compare provision from NYCC, AX T Digital and Norton College	RR / AP
6	03/02/16	Safeguarding Audit	To update safeguarding audit by 5 <sup>th</sup> Feb	AC / RR
7	03/02/16	Action Plans	To combine all Action Plans / manage updates of To research ways of allowing all Govs to access / update online	AC RR