

BIRSTWITH C E SCHOOL

Governing Body Meeting held on Tuesday, 7th June, 2016, at 8.30a m

Present	Mrs Bedford	Headteacher
	Mrs Britton	Chair
	Miss Holmes	
	Mrs Johnson	
	Mrs Lacey	
	Mr Van Parys	
	Mr Walker	

1 **Welcome** made by the Chair with a **prayer** offered.

2 **Apologies** – had been given by Mr Baugh for work reasons. Consider consent for absence: Governor made comment on the disappointment regarding the absence given that it was now for a third meeting in a row with the Chair qualifying that the Governing Body had received prior notification for the missed meetings as the dates had coincided with previously arranged business meetings. She affirmed that such absences could be avoided in the future with advance notice of next year's dates of the Governing Body meetings. Another Governor made comment that he had been placed in a similar position with little advance notice arising from a priority work requirement. He added that Tuesdays, particularly, were not good days and that he would appreciate consideration of a different day. Work commitments were unanimously recognised by the Governors with endorsement made that each Governor's input was valued especially since the reconstitution and reduction of members. It was further added that, of course, much valuable information was missed by absenteeism – especially in the light of an impending Ofsted. Retention of "good Governors" was recognised and valued. In conclusion, Governors gave their consent for Mr Baugh's absence.

Declaration of Business Interest – there were none.

3 **Minutes of meeting held on 3rd May, 2016:**

Actions to undertake:

- Disaster Recovery Plan – item, below
- ICT co-ordinator's presentation of the new VLE School-purchased facility to Governors – item, below
- Ofsted Self-evaluation "effectiveness of leadership and management" – clerk to type up notes and complete for circulation to Governors – Chair gave recognition to the fact that this should be a "living" document and should be included on a termly agenda with the Headteacher to make additions as she felt were required.
- 3 observations in one class, was that ok, nil adverse

4 **Any matters arising on above Minutes** – the Minutes of the above meeting were accepted as a true record therefore it was RESOLVED to approve them. **Governor queried the acceptability of undertaking three subject observations in one class during the term**, with Headteacher confirming that it had not proved a problem to the teacher member. **Governor asked for further information regarding an informal meeting to take place in "brainstorming" ideas for School's revised logo:** Headteacher apologised that the Governor had not been contacted for a spontaneous gathering which had taken place and confirmed that the logos were in draft form and it was hoped to put them to a parent for their professional guidance and input.

At this point the Headteacher wished to inform Governors that, since the last meeting Mrs Broad had tendered her resignation which would take effect from 31st August, 2016: this had given School an opportunity for reflection on the September class structure with, it being concluded, that Mrs Lacey would again change class and become the Year 4 children's teacher from 1st September. Governors of course recalled Mrs Lacey's appreciated flexibility when she had taken over Class 1 responsibilities following a period of less good teaching in that area. This would mean that Mr Roy would continue to teach Years 5 and 6 in Class 4, Mrs Lacey (together with Mrs Graham) the Year 4 children in Class 3 and with Miss Horn in Class 2 with Years 2 and 3. Headteacher qualified that, coincidentally, an Early Years teacher who was covering a maternity leave in KS2 in Bishop Thornton had become available since, for personal reasons, she was now unable to continue the maternity

cover during the first few weeks of the Autumn term as she needed to secure a full-time position from the beginning of term. She affirmed that she was a mature lady who had been out of university for approximately a year but had extensive educational experience with a specialism in the Early Years. **In response to query, Headteacher qualified that H R had confirmed an offer could be made if the position was internally advertised in School.** The lady in question – Mrs Kathryn Askew – already had interviews offered to her so it was necessary to be prompt in putting the Birstwith situation to her, about which she was very positive and enthusiastic. Headteacher confirmed that she has a 1st Class Degree and has demonstrated outstanding teaching at her previous school. Headteacher sought Governors’ approval to formally offer her the Class 1 position by the end of the week. **Question was posed as to whether she was a potentially outstanding teacher** with response given that she was working positively towards being outstanding with her capabilities observed and endorsed by School’s EDA. **Governor queried as to whether Bishop Thornton’s teacher may return** with the Headteacher adding that her maternity leave is expected to conclude at the end of October: Mrs Askew’s current NQT status meant that her flexibility enabled her to start in mid-January (an awkward start point normally). **After discussion and seeking clarification, Governors recognised and endorsed this ethical appointment which had been given approval by H R and they hoped that Bishop Thornton Governors would not feel that she had been poached from them.** Headteacher confirmed that the timing of the receipt of information would be strongly enforced thereby endorsing that no poaching situation had arisen. **Chair added that she had received a letter from Mrs Broad regarding her resignation and had, as a courtesy, replied.**

5 S D C (Strategic Development Committee) Minutes from collaborative meeting dated 4th May, 2016 – Governors recognised the difficult position that could exist for Bishop Thornton School for six weeks in the Autumn term, as outlined above, and asked if there was any Birstwith support that could be given? Headteacher said that she had in mind a supply teacher who was respected and familiar to the School and she hoped that she might take up this portion of time. Business Manager commented on the agreed extension of the collaborative period up to 31st August, 2021, and the impact that this might have on the Headteacher’s extended contract. As the Schools’ collaboration had been comparatively novel and innovative when it originated in 2011 there was no particularly formal structure in place but, in subsequent years and with so many schools collaborating, a Memorandum of Understanding document had been drawn up to reflect this now common arrangement which reflected the details of agreement with a shared Headteacher. This would be presented to Governors for their consideration at the July meeting.

6 School’s new VLE facility – Mrs Lacey gave Governors an introduction to the background and historical provision of this type of facility with, initially, School utilising NYCC’s promoted and recommended Fronter software which was superseded by School’s choice of LearnAnywhere. A VLE (Virtual Learning Environment) is not a requirement although the national curriculum requires children’s familiarity with this facility. She qualified that the DBPrimary purchased VLE is fairly expensive but this is counterbalanced by it being a fantastic resource with some use already in place in the older groups of children with further use and familiarity to be cascaded down to reach the Early Years in the short term. Mrs Lacey qualified that there are two “sides” to its provision: one being a curricular aspect whereby the children would be able to access a variety of learning links not only in School but that this would be extended to home use in the near future. Additionally, a customised facility would enable the children to personalise their own online profiles and enable messaging between children in their class which all teachers could access and control. **The question was asked as to whether this could be seen by teachers,** with a positive qualification given and that its usage was closely linked with the Behaviour Policy regarding appropriateness. School recognised that although “mistakes” were likely, offering this facility within a safe and closely monitored environment would instil in the children what was permissible online conduct. **Governor queried as to whether any issues had arisen so far,** with reply given that although the product is already being enjoyed none had yet occurred. Headteacher made comment that she had had some experience of “out of School” situations boomeranging back into School which had created some temporary, but unpleasant, experiences for children. Endorsement was given that confronting social issues which may arise and cause difficulties for children was much better at this stage of their learning than shying away from them. **Governors very much recognised and appreciated this fact. Mrs Lacey was thanked for her work and presentation.**

7 Pupil Premium – given that Pupil Premium is very likely to prove an Ofsted priority, Headteacher felt that some circulated information for Governors could well prove helpful. School only has a small handful of children who attract this funding which originates, primarily, from the Free

School Meal entitlement (£1,320 per child per year for its whole primary School education, ie “Ever6” factor) which is linked to that child regardless of any changing need or eligibility. In addition, separate funding of £300 per child is provided for service families with adopted from care children attracting £1,900 per child per year. She further added that, predominantly, this funding is spent to provide a recognised need of TA support time for individual children with the majority of monies expended in this area. **In response to query**, she confirmed that 1:1 or small group work with a Teaching Assistant can make a significant impact on pupil progress as well as supporting behaviour difficulties, thereby allowing the rest of the class to work without disturbance. Effectiveness of funding used is measured in their end of year progress. Headteacher added that some monies will fund 1) the purchase of eight iPads to support individual children and 2) the subsidising of some costs for their child’s attendance and participation in Clubs thus ensuring an offering of equal opportunities. She hoped it would prove a useful document for Governor reference **with response given that Pupil Premium information is posted on the website – but not this personalised document – more an unidentifiable percentage.**

8 SEND Report – Headteacher confirmed that she had had a meeting with the Chair as SEND Governor when they had taken the opportunity to look at the nine Foundation Stage to Year 6 children’s needs. One secondary school is ensuring a Year 6 pupil’s additional transitional needs are met in supporting her transfer in September. A few of the children have had referrals made to external support agencies such as the educational psychologist, autism team and speech therapist. Some of the children are just being closely observed and may prove very transitory on School’s internal register. Pupils have a range of needs that include physical, emotional or learning. There are currently no children with a Statement / EHP although one child may move towards an ECHP due to a recent medical diagnosis. **Query was made as to whether School acquired additional funding as a consequence of a pupil having an ECHP**, with the Headteacher qualifying that this would be the case though a School would be required to fund some of the support. The “low need / high incidence” monies are funded within a school’s budget formula at the beginning of a new financial year.

9 Premises “walk round” – report, three ladders checked and found in good order. “Shrugs” in place of “shrubs” was a typing error. Priorities had been identified which would be taken forward when the budget permitted.

10 Disaster Recovery Plan / Business Continuity Plan – BM informed Governors, following a visit from the School HandS adviser, that the Plan was endorsed as being given due and thorough consideration with the majority of eventualities taken into account. She confirmed that the “grab bag” and its contents was yet to be finalised but that it would include, amongst other items, the NYCC E S R (Emergency Response Guide) and a log detailing children’s medication needs. Governors ratified the current plan with it to be included on an annual agenda.

(Action – Clerk to roll forward to summer 2017 agenda)

11 Policies for consideration / ratification – please ensure these are read before the meeting and any comments noted

- Fire Safety Policy – Clerk to append School’s evacuation procedure to the document
- Charging and Remissions Policy
- Educational Visits Policy – Headteacher qualified that it was necessary to log visits onto the website for inclusion in NYCC’s database. Miss Holmes was the previous E V Co-ordinator with Mr Roy now taking on this responsibility for which he will be suitably trained
- Information Policy
- First Aid and Medicines at Work Policy – there was some doubt as to the relevance of this policy for children with the Headteacher to seek advice and roll this policy forward to the next meeting’s agenda. It was also suggested that the giving of medicines procedure should be appended to the Policy
- Publication Scheme

Governors ratified the above policies with the exception of the rolled forward First Aid and Medicines at Work Policy.

(Action – First Aid and Medicines at Work Policy include in September agenda)

12 Governors’ consideration / approval for trips / visits – Year 5/6 children to attend Ashville College Brownlee Foundation Triathlon today, Athletics at St Aidan’s on Thursday 16th June, with the annual Year 6 Crucial Crew to be attended on 22nd June at Penny Pot Army Foundation College.

The Class 3 trip to Salford to BBC recording studios will take place in July where the children's often watched Newsround is produced: a family connection in School made this opportunity one too good to be missed. School subscribes to First News which is a weekly newspaper much enjoyed by them. In July three "Bikeability" sessions will be given to the Year 6 children with the Headteacher qualifying that this has replaced the historic cycling proficiency when schools were required to provide their own staff which, understandably, was a worry and huge responsibility. It is organised by NYCC with trainers provided. 17th July would see the whole School trip going to Fountains Abbey – a more local offering given that each class had undertaken their own individual outings with associated expenses. **Query was made as to whether there were any particular transport issues**, with the Headteacher commenting that the children would be bussed by School but that parents would need to collect from the venue at the end of the day with a contingent returned to School by staff for Club attendance. **Both Mrs Britton and Mrs Johnson offered their help for this trip which was gratefully received.** Governors gave their approval for the above sporting activities and outings.

13 Dates for Autumn Term 2016 (also Spring and Summer 2017) – hard copy to be circulated – in view of earlier discussion, the final decision on meeting days would be postponed to the last meeting in the term ie 5th July. A meeting start time of 8.30a m was agreed although it was felt that Tuesdays or Thursdays were less convenient than Wednesdays.

(Action – Clerk to include on 5th July agenda)

14 Update regarding the Friends – it was confirmed that the Summer Fair would be held on 25th June between 12-3p m. Some fabulous posters had been produced by the children which are now posted in the community by way of advertising the event. A Fun Run will be held at the July annual BHS (Birstwith Horticultural Show). £134.57 had been raised through the Mark's Magic Kingdom event with a small profit resulting. Mrs Johnson is now the Friends' treasurer with the bank forms completed as necessary. For the Sport Day on 1st July some awnings would be borrowed to provide shelter for the children in event of the day being hot.

15 Any Governor training – Headteacher and Chair provided feedback / dissemination from the recently held "academisation" road shows / meetings attended at both St Aidan's and Pateley Bridge where a mix of teachers, heads and governors were present. On behalf of the Diocese, Richard Noakes presented a good and informing session with his introduction of the Diocesan link with the DfE and the academisation of church schools. They are looking to develop further church based MATs. All schools will have to become academies but there is now a timescale. Headteacher made comment on the L A organised Pateley Bridge meeting which, ultimately, appeared to have a strong focus on various options given for the organisation of Nidderdale primaries for the preservation of Nidderdale High School. A strong political bias appeared to run through and present itself in this presentation which was responsible for causing some dismay amongst those attending given the radical suggestions made. Headteacher confirmed that School's greatest motivation in the immediate future was to keep an open mind and gather information which would facilitate the best way forward. **Some discussion ensued on this subject with recognition given to the difficulties in small primary schools making meaningful decisions given the lack of practical assistance and information available – especially with regard to future funding.** Governors commended the Headteacher's thoughtful prudence. Governor had attended the 19th May Diocesan training at St Aidan's on the subject of schools' associations with the church.

16 Governor Observation visits
Summer Term - P E (Mr Van Parys)
R E (Mr Baugh)

The Chair made a request that all Governors keep a formalised diary of visits into School which could well prove of value for an Ofsted inspection.

(Action – Governors, as above)

17 Date of next meeting: Tuesday, 5th July, 2016, at 8.30a m