



ATHELSTAN COMMUNITY PRIMARY SCHOOL

**Minutes of the Governing Board meeting held at the School on
Thursday 9 February 2017 at 7.00pm**

Present:

Andrew Parmenter (Chair), Karen O'Donnell (Headteacher), Stephanie Stewart (SS), Will Martin (WM), Stacey Doherty (SD), Caroline Hutton (CH), Adrian Wainwright (AW), Steve Morris (SM), and Adam Palmer (AP)

In attendance:

Kirsty Whelerton (Items 701 to 703 only) and Mark Stephenson (Clerk), NYCC Clerking Service.

Ref no.	Minutes	Action by:
	<u>PROCEDURAL MATTERS</u>	
1701	<p>Apologies for absence</p> <p>Apologies were received from Paul Spink (PS). Governors considered the reasons for the absences and gave consent.</p> <p>It was reported that Adam Palmer (AP) has been formally nominated by NYCC for consideration by the Governing Board as the Authority Governor. It was noted that Adam currently works with the School as a Sports Coach (through Premier Sports) and that consideration should be given to this if a conflict of interests were to arise in Governing Board meetings.</p> <p>Governors unanimously agreed to the appointment of Adam Palmer, as the Authority Governor for a term of 4 years (and, subsequently, membership of the Standards Committee). Adam joined the meeting at 7.05pm, and brief introductions took place. A tour of the School / induction is to be arranged.</p>	Chair/ CH
1702	<p>Declaration of interests</p> <p>Governors were reminded of the requirement to declare interests in accordance with DfE statutory requirements and guidance. There were no new declarations of interest.</p>	
1703	<p>Presentation – Computational Thinking (10 minutes)</p> <p>Kirsty Whelerton, Year 5/6 Teacher, joined the meeting to present on a Computational Thinking project that she has been working on in School. The presentation included a summary of the concepts and approaches used across School – Early Years, KS1 and KS2 and a range of evidence (including photographs) of computational thinking in action.</p> <p>Governors thanked Kirsty for a most informative and interesting presentation.</p> <p>Kirsty left the meeting at 7.20pm.</p>	

Ref no.	Minutes	Action by:
1704	<p>Confidential items</p> <p>None, though there may be some confidential issues for consideration as part of the STAR Alliance update.</p>	
1705	<p>Notification of urgent other business</p> <p>None.</p>	
1706	<p>Minutes of the previous meeting – 8 December 2016</p> <p>The minutes were agreed as a correct record, and signed by the Chair.</p>	
1707	<p>Matters arising</p> <ul style="list-style-type: none"> • Item 1681: Governors' newsletter – it was confirmed that the content of the Spring Term Edition has been coordinated by the Chair / SS and is to be passed to the Headteacher by 15 February 2017; reference was also made to a successful Money Skills session delivered to Year 2 yesterday by the Chair, SS, and AW; • Item 1681: Headteacher's Report – new approach; the Clerk has forwarded sample reports / information to the Chair for review with the Vice Chair, the Headteacher requested a summary of the agreed structure / content by 17 March 2017 in order to inform the arrangements for the next Headteacher's Report; • Item 1686: Request for unpaid leave – all agreed actions have been implemented. 	Chair / SS
1708	<p>Date of Next Meeting:</p> <p>Confirmed as Thursday 30 March 2017 at 7.00pm; it was noted that the Chair is unable to attend and that Steph Stewart, as Vice Chair, has agreed to chair the meeting.</p>	
1709	<p><u>SCHOOL IMPROVEMENT</u></p> <p>Strategic Matters</p> <p>Governors received an update on a number of strategic matters, and, in discussions, a number of key points were made;</p> <ul style="list-style-type: none"> • School Evaluation and Vision 2016/17 – following a period of consultation with School staff, it was reported that the original 10 draft new aims have been modified and, where appropriate, combined to form 6 draft aims; the next step is to consult with Members of the School Council when it next meets on 16 March 2017 (2.00pm) – Chair, AP, and SS to attend. <p>Copies of the School Evaluation and Vision 2016/17 (V.2), which has been updated and includes an autumn term progress report, were tabled and introduced. The key changes were summarised. There will be further consideration of developments / improvements made at the next meeting. Of particular note is the NYCC decision that the county (and its relevant schools) becomes an early adopter of the new '30 hour' nursery provision.</p>	Chair, AP / SS

Ref no.	Minutes	Action by:
1709 cont.	<p>It was reported that there are major implications for the School of bringing the provision (for 3 and 4 year olds of working families) forward from September 2017 to after Easter 2017 – a very short notice period in which to complete all the necessary arrangements / plans.</p> <p>With the aid of two tabled papers (a letter to parents and the Before and After School for Early Years Policy / Procedures), a summary of the preparatory work (relating to entitlement, criteria, communications with existing parents, etc.) undertaken so far was provided along with an indication of what is still to be done; it was noted that the on-line window for parents bookings opens on 6 March 2017.</p> <p>Concerns were also expressed about the level of funding the School receives for the provision - £3.90 per hour; and consequently, the importance of optimising capacity (2 rooms – 26 children in each).</p> <p>Additionally, Governors received a verbal update on discussions with Time Out regarding the provision of Wraparound care; this position is being monitored by the Finance and Staffing Committee.</p> <p>Overall, Governors indicated that, whilst the early adoption provides an opportunity for schools to learn in advance of the scheduled September 2017 start, the very short notice is of deep concern given the School's leadership's commitment to other key strategic matters – not least the School Expansion project.</p> <p>Governors are asked to read through the Evaluation and Vision document and raise any queries with the Headteacher; a further progress report will be brought for Governors' consideration in the Summer Term.</p> <ul style="list-style-type: none"> • School expansion – With the aid of tabled aerial view photographs of the School site, Governors received a verbal update on progress and in discussions, several key points were made: <ul style="list-style-type: none"> ○ Phase 1 – much outstanding work yet to be completed by the contractors; the Chair continues to chase through NYCC; currently, works are expected to be undertaken over the February half term; a claim for loss of income has been submitted; ○ Phase 2 - with regard to the phase of development that includes the construction of a new 2-storey building and modifications to the existing building, it was noted that the project remains on track; reference was made to two incidents involving individual contract workers – the School's concerns have been taken up with the Site Manager by the Head Teacher; queries were raised about the potential impact on children's learning (eg through noise) – it was confirmed that, whilst there had been some distractions, these would diminish after the February half term; it was confirmed that, as previously reported, there is much work to be done through the Summer break on the existing School buildings. • STAR Alliance Update – Governors received a verbal update on recent activities; this item is covered separately. 	ALL

Ref no.	Minutes	Action by:
1710	<p>Headteacher's Update</p> <p>Key matters are covered elsewhere on the agenda.</p> <p>After some discussion, Governors approved the policies (which have been reviewed) relating to Arts, Display, Literacy, Reading, Writing, Speaking and Listening, and Grammar. There was a suggestion that, whilst the documents are produced by different writers, a standard format is used.</p>	
1712	<p>Committee Reports</p> <p>a) Finance and Staffing – 12 January 2017 The key points discussed at the meeting were summarised.</p> <p>Governors considered the recommendation of the Finance and Resources Committee and approved the Revised Budget 2016/17 and Financial Forecast.</p> <p>Governors received and noted the Budget Monitoring Summary Report and the minutes of the Finance and Staffing Committee meeting.</p> <p>b) Standards Committee – 26 January 2017 The key points discussed at the meeting were summarised; this included a summary of the progress being by each year group made. All children are making progress in reading, writing, and maths, except a very small number of pupils for whom the reasons are known and being monitored (case studies available).</p> <p>The Committee also considered a detailed report that set out the impact of pupil premium funds on SEND, LAC (Looked After Children), and those who qualify for FSM (Free School Meals).</p> <p>Performance in maths across the School continues to be closely monitored.</p> <p>Due to the continuously changing / increasing pupil numbers in Early Years (Sunshine, Puddles, and Raindrops), the data trends are difficult monitor; communication and language have been identified as focus areas.</p> <p>The current Year 6 is a challenging cohort that has been very closely monitored over the last few years; whilst there continues to be a range of social, emotional, and behavioural issues, all children are now making progress in reading, writing and maths. A wide range of interventions have been introduced, including a boy-friendly writing environment. The Committee continues to monitor the group closely.</p> <p>It was confirmed that the Committee's draft minutes have been emailed to Governors earlier today.</p>	

Ref no.	Minutes	Action by:
1713	<p>Governance Matters</p> <p>Governors received a verbal update on several key developments:</p> <ul style="list-style-type: none"> • GB Self-assessment Process 2016/17 and a Governor Activity Log were tabled and introduced at the last meeting (to be emailed to Governors); additionally, it was confirmed that SD had emailed a Skills Audit document for completion by all Governors earlier today; • Staff perceptions questionnaire – it was agreed that the form be emailed to the Headteacher, who agreed to print off / distribute to staff for completion; • Chair's 360 degree appraisal and 1 to 1's with the Chair – it was suggested that these take place in the last 4 weeks of the Summer term; • Ofsted Inspection readiness – it was confirmed that a peer review of the School has been scheduled for 9 March 2017; it was suggested that the activity includes an interview/s with Governors; • Governors' links with Subject Co-ordinators – SS is to redistribute the rationale / benefits of such visits; AP agreed to be the link for ICT and PE and AW for numeracy; • Parents evenings – initial plans for Governors' attendance on 7 March (WM, SD, AP, Chair, and SM) and 8 March (Chair, SS, and SD) – to be confirmed; • Governor impact – recognition that that the Board has made a number of key strategic decisions affecting the future of the School. 	<p>SD</p> <p>ALL</p> <p>SD</p> <p>SS</p>
1714	<p>Health, Safety, and Buildings</p> <p>Governors received and noted a copy of the NYCC Health and Safety (HANDS) auditor's report following her visit to the School on 19 October 2016. It was noted that the findings in the report have been considered previously. Following a query about the only recommended action in the report (relating to the hoist - item 11.1), it was confirmed that the equipment is not used, but that arrangements will be made for its statutory inspection.</p> <p>AW agreed to take a closer look at the report.</p>	<p>Head</p> <p>AW</p>
1715	<p>Governor Training</p> <p>Governor School Improvement Network (GSIN) meetings at the Parsonage, Escrick:</p> <ul style="list-style-type: none"> • Dates of meetings in 2016/17: <ul style="list-style-type: none"> ○ Wednesday 1 February 2017 (Harrogate, attended by AW) – the key points raised at the event were summarised – the LA Governor appointment process and the new Governor Handbook and Competency Framework); and ○ Tuesday 16 May 2017 – SD offered to attend. • Other training: Pupil Premium (3 May 2017) – WM to attend; Finance training – 14 March 2017; and New Governors - possibly in the autumn. 	

The meeting closed at 9.12pm.

Signed: *J Stewart* (Chair) Date: *30/3/17*