



## ATHELSTAN COMMUNITY PRIMARY SCHOOL

**Minutes of the Governing Board meeting held at the School on  
Thursday 11 May 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:**

Mark Stephenson (Clerk), NYCC Clerking Service.

Ref no.	Minutes	Action by:
	<b><u>PROCEDURAL MATTERS</u></b>	
1729	<p><b>Apologies for absence</b></p> <p>None.</p>	
1730	<p><b>Declaration of interests</b></p> <p>Governors were reminded of the requirement to declare interests in accordance with DfE statutory requirements and guidance.</p> <p>SD reported that she has recently changed her employment and now works for Premier Education Group, which includes a brand that contracts with the School; the register of interests has been updated accordingly.</p> <p>There were no other new declarations of interest.</p>	
1731	<p><b>Confidential items</b></p> <p>None.</p>	
1732	<p><b>Notification of urgent other business</b></p> <p>None.</p>	
1733	<p><b>Minutes of the previous meeting – 30 March 2017</b></p> <p>The minutes were agreed as a correct record, and signed by the Chair.</p>	
1734	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• <b>Item 1716: Parent Governor election</b> – it was reported that an election process has been initiated with the closure date for receipt of nominations set as 19 May 2017; no applications have been received to date;</li> <li>• <b>Item 1721: Health, Safety and Buildings</b> – it was confirmed that the inspection of the hoist was completed in autumn 2016;</li> </ul>	

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1734 cont.	<p>Additionally, it was confirmed that Health and Safety Policy has been reviewed and signed;</p> <ul style="list-style-type: none"> <li>• <b>Item 1724: Safeguarding / Prevent training</b> – after some discussion, it was confirming that all Governors have now successfully completed the Safeguarding and Prevent training programmes; copies of any outstanding certificates are to be passed to the School;</li> <li>• <b>Item 1724: Peer Review</b> – it was suggested and agreed that, following further consideration of the Peer Review Report, the reviewers are asked to feedback on specific areas for development, particularly in relation to what the School needs to do to move from good to outstanding.</li> </ul>	Head
1735	<p><b>Date of Next Meeting:</b></p> <p>Confirmed as Thursday 13 July 2017 at 7.00pm; it was noted that the SATs results are expected to be available from 4 July 2017.</p>	
1736	<p><b><u>SCHOOL IMPROVEMENT</u></b></p> <p><b>Strategic Matters</b></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"> <li>• <b>School Evaluation and Vision 2016/17</b> – Governors received a copy of the School Evaluation and Vision 2016/17 v.3, which includes a progress update on each of the areas for development; as agreed at the last meeting, Governors raised several questions about the document and in discussions, a number of key points were made: <ul style="list-style-type: none"> <li>○ The Evaluation and Vision document is considered at staff meeting at the beginning of each term; subject leaders provide an input of their expectations of other staff for the forthcoming term; an end-of-term review is undertaken, the outcomes of which inform a progress report to Governors; at the end of the year, the School leadership team completes a full review, which informs plans for the next year;</li> <li>○ Item 3.2 (Assembly work) – queries were raised about the use of the words ‘on track’; it was confirmed that a code of conduct has been developed and is now being implemented;</li> <li>○ Item 8.5 (Dyslexia Mark) – the reasons for the School’s decision not to apply / proceed with the Dyslexia Mark were summarised; the criteria have changed and do not fully fit with the School’s associated systems and processes (e.g. in relation to classroom displays); Governors are assured that the School remains committed to being dyslexia friendly and has all the required elements in place to support pupils with dyslexic tendencies;</li> <li>○ Item 9.2 (Pupils’ awareness of local, national, and world news) – whilst classroom displays indicate coverage of key new items / events, it was noted that the optimum way to evidence progress is by talking to pupils / undertaking learning walks;</li> <li>○ School Drivers – Targets for year 6 pupils at / above expectations in reading, writing, maths, and SPAG (spelling, punctuation, grammar);</li> </ul> </li> </ul>	



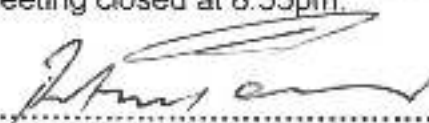
Ref no.	Minutes	Action by:
1737 cont.	<p>Additionally, the Headteacher facilitated an update session on the School's safeguarding arrangements:</p> <ul style="list-style-type: none"> <li>• A short 5-question quiz (Safeguarding in Schools, NYCC) was tabled for Governors' consideration and discussion; after some discussion, the correct responses to the questions were confirmed; it was agreed that Adam Palmer would take Governor responsibility for E-Safety;</li> <li>• Four further papers were tabled and introduced: <ul style="list-style-type: none"> <li>○ Role of the Designated Safeguarding Lead (held by the Headteacher, with the Deputy Headteacher and Inclusion Manager also trained to the same standard);</li> <li>○ The Management of Safeguarding, which sets out the responsibilities of governing bodies; Will Martin is the Safeguarding Governor;</li> <li>○ Safeguarding comments (including recommendations) in recent Ofsted reports;</li> <li>○ Preparing for an Ofsted inspection.</li> </ul> </li> </ul> <p>Governors also received new Governor folders for maintaining their own governance records / key strategic information relating to the School; it was recognised that this is a working document that can also be used to record individuals preparatory work (questions / thoughts) for specific meetings and copies / records of training completed.</p>	
1738	<p><b>Committee Reports</b></p> <p><b>a) Standards – 27 April 2017</b>  The key points discussed at the meeting were summarised; in particular the points of action recorded at the bottom of the draft minutes were highlighted for Governors' attention.</p> <p>It was noted that, whilst the Committee's scrutiny of the data appears to indicate issues relating to performance in maths, the leadership team have provided assurance through its monitoring processes (observations, learning walks, book scrutinies, etc) that the issues will be resolved when teaching coverage of the maths curriculum has been completed; the Committee has requested a full update on the maths data before the end of the academic year to enable the earliest confirmation of the position.</p> <p>Additionally, in relation to year 3, where the cohort has experienced a number of staffing changes, the Committee has also requested the end of year pupil performance data in order to confirm that all pupils are on track.</p> <p>In conclusion, the Headteacher indicated that a full set of data will be circulated to Governors w/c 3 July 2017.</p> <p>Governors received and noted the minutes of the Standards Committee.</p> <p><b>b) Finance and Staffing – 4 May 2017</b>  The key points discussed at the meeting were summarised.</p>	Head



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1738 cont.	<p>It was reported that the Start Budget 2017/18 indicates an expected deficit of £34.8k, with the two subsequent years showing in-year surpluses. The reasons for the deficit, which is subject to final agreement with NYCC, were explained. The School has submitted an application for additional funds from NYCC to contribute to the additional premises costs of School expansion and continuing growth in pupil numbers (and the related impact of the funding formula); a response is awaited.</p> <p>Some discussion took place about the number of pupils required for the School to achieve a financial break-even; it was noted that reception class is expected to be full in September 2017 and that there are many variables (such as Pupil Premium funding and sufficiency of income to cover the actual costs for meeting the needs of pupils with Education Heath and Care Plans) that would have a direct impact on the School's financial position.</p> <p>Governors received and noted the Budget Monitoring Summary Report to March 2017, the Start Budget 2017/18 and 2-year Financial Forecast (agreed by the Committee), and the minutes of the Finance and Staffing Committee meeting.</p>	
1739	<p><b>Governance Matters</b></p> <p>Governors received a verbal update on several key developments:</p> <ul style="list-style-type: none"> <li>• Governing Board Self-assessment: <ul style="list-style-type: none"> <li>○ Staff perceptions questionnaire – it was agreed that the process / form will be completed by 19 May 2017;</li> <li>○ Chair's 360 degree appraisal – as previously suggested, this is to be undertaken at the July 2017 Board meeting (coordinated by SS / SD);</li> <li>○ 1 to 1's – flexible approach (meetings, telephone conversations, using standard questions) to be adopted this term;</li> <li>○ Skills Audit – SD to chase up responses;</li> </ul> </li> <li>• Governors' links with Subject Co-ordinators – end of year meetings / telephone conversations are to take place over the coming weeks (arranged by email); the primary purpose will be to review progress against the Subject Action Plans;</li> <li>• Governors Newsletter – the final edition for 2016/17 to be prepared for publication by the end of May 2017; suggested content includes School Aims, Governor visits, and an update / photographs on the School expansion;</li> <li>• Governor impact – reference was made to the value of the Governor / Subject Co-ordinator meetings / contact and their likely positive impact on the outcomes of the Staff perceptions questionnaire; the Standards Committee continues to challenge the School leadership team on the pupil performance data (requesting additional information, in order to gain assurances); the Chair has also written to NYCC about the School's / Governors' concerns relating pupil admissions / catchment areas – particularly in the context of the lack of availability of places in the Sherburn area.</li> </ul>	<p>SS / SD</p> <p>SD</p>

Ref no.	Minutes	Action by:
1740	<p><b>Health, Safety, and Buildings</b></p> <p>Governors received and noted a tabled report that set out the key outcomes of a visit of the NYCC Health and Safety Adviser (accompanied by AW, as the health and safety Governor, and the School Business Manager) on 27 April 2017; the relatively minor recommendations arising from the visit have been / are being addressed.</p> <p>Governors welcomed the assurance gained from the visit and the report.</p>	
1741	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>• Governor School Improvement Network (GSIN) meetings at the Parsonage, Escrick: <ul style="list-style-type: none"> <li>○ Tuesday 16 May 2017 – Governors are invited to attend (the Clerk will be attending)</li> </ul> </li> <li>• Other training: <ul style="list-style-type: none"> <li>○ Pupil Premium (3 May 2017) – WM attended;</li> <li>○ Introduction to Governance for new Governors (NYCC) – Part 1 attended by SM and AP (viewed the programme to be particularly helpful) and Part 2 on 25 May 2017 (several School documents to be accessed and perused in advance);</li> <li>○ HT Performance Management – attended by the Chair.</li> </ul> </li> </ul>	

The meeting closed at 8.55pm.

Signed:  (Chair)

Date: 13.7.17