



**ATHELSTAN COMMUNITY PRIMARY SCHOOL**

**Minutes of the Governing Board meeting held at the School  
on Thursday 13 July 2017 at 7.00pm**

**Present:**

Andrew Parmenter (Chair), Karen O'Donnell (Headteacher), Stephanie Stewart (SS), Will Martin (WM), Caroline Hutton (CH), Adrian Wainwright (AW), Steve Morris (SM), and Peter Woods (PW).

**In attendance:**

Mark Stephenson (Clerk) and Carole Moran (Observer), NYCC Clerking Service.

Ref no.	Minutes	Action by:
1748	<p><b><u>PROCEDURAL MATTERS</u></b></p> <p><b>Apologies for absence</b></p> <p>Apologies for absence had been received from Stacey Doherty (SD) and Adam Palmer (AP).</p> <p>Governors considered the reasons for and consented to the absences.</p> <p>With reference to discussions at the May 2017 meeting about the Parent Governor vacancy, it was confirmed that a recent election process had not attracted any nominees. Subsequently, through contact with the Chair, Peter Woods expressed an interest in becoming a Governor. It was confirmed that Peter, who has a legal background, is a parent of a child at the School. After some discussion, Governors unanimously agreed the appointment of Peter Woods (PW), as an (Appointed) Parent Governor for a term of 3 Years.</p> <p>PW joined the meeting at 7.06pm, and brief introductions took place.</p> <p>Induction / initial training arrangements are to be arranged.</p>	Chair / CH
1749	<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>There were no other new declarations of interest.</p>	
1750	<p><b>Confidential items</b></p> <p>One item is to be considered on a confidential basis.</p>	
1751	<p><b>Notification of urgent other business</b></p> <p>None.</p>	

Ref no.	Minutes	Action by:
1752	<p><b>Minutes of the previous meetings – 11 May and 26 June 2017</b></p> <p>The minutes were agreed as a correct record, and signed by the Chair.</p>	
1753	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• <b>Item 1734: Peer Review</b> – it was confirmed that, following a request for feedback on specific areas for School development, there has been no response; it was suggested that for future peer reviews, a protocol is agreed - the Headteacher is to raise this as at the Headteachers meeting;</li> <li>• <b>Item 1734: Safeguarding / Prevent training</b> – it was agreed that the appointment of all officers associated with this responsibility will take place at the first Governing Body meeting of the new academic year; this includes the Designated Safeguarding Officer and Deputy;</li> </ul>	<p>Head</p> <p>Clerk</p>
1754	<p><b>Date of Next Meeting:</b></p> <p>With reference to a draft meeting schedule 2017/18, it was agreed, after discussion about timescales, that the next Governing Board meeting will take place on Thursday 5 October 2017 at 7.00pm. It was also agreed to put back the first meeting of the Standards Committee to Thursday 21 September 2017 and start a little earlier at 6.30pm.</p> <p>A revised schedule will be distributed to all Governors.</p>	<p>Clerk</p>
1755	<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> – With regard to the review of the School Aims, it was reported that, following completion of an electronic survey process, the School has received one response, with a suggestion that the word 'caring' is added to one of the aims i.e. a safe and <i>caring</i> environment; Governors fully supported the adjustment; consequently, it was noted that the process is complete and all School documentation will be updated accordingly from September 2017;</li> <li>• <b>School expansion</b> – this is picked up within the Headteacher's Report – item 1756 below;</li> <li>• <b>STAR Alliance</b> – Governors received a verbal update on recent activities / future events: <ul style="list-style-type: none"> <li>○ The Headteachers continue to meet;</li> <li>○ The Chair attends the Steering Group and the Chairs of Governors network meetings;</li> <li>○ The Headteacher, Deputy Headteacher, School Business Manager and the Clerk attended a multi-academy trust governance session at Monk Fryston School on Wednesday 17 May 2017;</li> </ul> <p>Some discussion took place about a confidential matter, the outcomes of which are recorded separately.</p> </li> </ul>	

Ref no.	Minutes	Action by:
1756	<p><b>Headteacher's Report</b></p> <p>Governors received and noted a report that provided an update on a number of School developments since the last meeting.</p> <p>Through Members' questions and discussion, a number of key points were made:</p> <ul style="list-style-type: none"> <li>• <b>School expansion</b> – with reference to a meeting on 3 July 2017 with NYCC representatives and the contractors, Governors were updated on the impact of additional works / timescales on the School's facilities / operations for the remainder of this term, over the summer break, and most worryingly at the start of the Autumn term; Governors expressed great concern about the position and raised many queries, including storage arrangements and associated costs (including external / playground equipment), contingency plans of the contractor (weekend working, but planning conditions place limitations on what can be done), potential difficulties in accessing the required labour / skills at this time of year, and security of the site (it was reported that a digger had been stolen); the School Leadership Team is doing everything it can to address the issues, but there remains great concern (and some anger) that significant parts of the School's operations (i.e. the library, ICT suite, staff room) will not be available for access / use in September 2017; there will also be implications for the 'time out' provision (the small hall has been allocated); it was agreed that the Headteacher will keep Governors informed of developments by email; a number of Governors also offered to meet with NYCC / the contractors to express their grave disappointment / major concerns;</li> <li>• Green Flag – clarification was provided on the Green Flag criteria that make up the Eco-Schools initiative;</li> <li>• Staff absence – queries were raised about the instances of longer periods of absence;</li> <li>• Looked After Children (LAC) – the position relating to the availability of financial support to cover the costs of providing for specific needs was summarised; it is understood that items of specialist equipment under £1000 are to be purchased by the School; much specialist equipment has been bought;</li> <li>• Pupil admissions / catchment areas – the key points discussed at the meeting with NYCC's Head of Admissions were summarised; it was noted that local residents are not aware of which catchment they live within; reference was made to the different new housing development projects and how these align to the catchments; NYCC are to consider the issues (such as class sizes, availability of places, arrangements for families moving into catchments, etc) and report back;</li> <li>• Pupil attendance – holidays taken during term are having a detrimental impact on attendance rates (accounting for 2% points of overall non-attendance; traveller families have been away from School for 12 weeks over the year);</li> <li>• Child protection – a PLO (Public Law Outline) refers to pre-proceeding meetings that social services may convene with parents to reach agreement about what needs to be done;</li> </ul>	Head

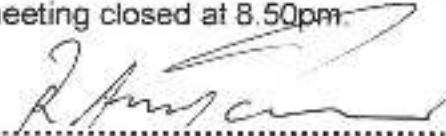
Ref no.	Minutes	Action by:
1756 cont.	<ul style="list-style-type: none"> <li>• Staffing for September – the rationale for teacher / class allocations was explained.</li> </ul> <p>Additionally, it was reported that the School has been particularly successful in the Art Award; the Headteacher read a very positive letter that indicated 'exemplary' performance in the Explore Award. Governors congratulated all those involved.</p>	
1757	<p><b>Pupil Progress Data, including KS2 SATs results</b></p> <p>With reference to discussions at the May Governing Board meeting (particularly about Year 3 and Maths) and data reports subsequently circulated to Members of the Standards Committee, the Chair of the Committee and Headteacher provided a verbal summary of the outcomes for 2016/17, including the KS2 SAT's results, as set out below:</p> <ul style="list-style-type: none"> <li>• Reading: 72% (71% national) and 19% at greater depth;</li> <li>• Writing: 75% (76% national) and 16% at greater depth;</li> <li>• Grammar, Punctuation, and Spelling: 63% (77% national) and 28% at greater depth;</li> <li>• Maths: 84% (75% national) and 13% at greater depth;</li> <li>• Combined (Reading, Writing, and Maths): 63% (61% national) and 6% at greater depth.</li> </ul> <p>Overall, Governors commented positively on the KS2 SATs results, which are better than expected; the Maths and Combined results are particularly pleasing (above the national average). It was noted that the disappointing results for Grammar, Punctuation, and Spelling is largely as a consequence of performance in Spelling, which will be a strong focus for the School in 2017/18.</p> <p>The arrangements for Year 4 pupils in 2017/18 (split over two classes) were summarised; the provision of appropriate additional support for targeted pupils is a priority.</p> <p>It was noted that there will be a new improved format of data reports from September 2017.</p>	
1758	<p><b>Committee Reports</b></p> <p><b>a) Finance and Staffing – 22 June 2017</b></p> <p>The key points discussed at the meeting were summarised.</p> <p>It was reported that the updated Start Budget 2017/18 indicates an increased in-year deficit of £40.9k, with the two subsequent years showing in-year surpluses. It was noted that there has been no feedback from NYCC representatives about the deficit budget and an application for financial support. The deficit is directly linked to the continuing increase in pupil numbers and the implications of the funding formula / timescales.</p> <p>It was noted that as far as budget morning is concerned, it is too early to draw any meaningful conclusions.</p>	



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1758 cont.	<p>In relation to staffing, specifically a formal request for unpaid leave (considered by Governors in December 2016) from a member of staff, it was reported that the individual's circumstances have changed and the unpaid leave (for September 2017) is no longer required.</p> <p>Governors received and noted the Budget Monitoring Summary Report to May 2017 and the draft minutes of the Finance and Staffing Committee meeting.</p>	
1759	<p><b>Governance Matters</b></p> <p>Governors received a verbal update on several key developments:</p> <ul style="list-style-type: none"> <li>• <b>Governing Board Self-assessment:</b> <ul style="list-style-type: none"> <li>○ Staff perceptions questionnaire – some completed forms have been received; AP is to collate / summarise the responses;</li> <li>○ Chair's 360 degree appraisal – to take place as the final item of this meeting;</li> <li>○ 1 to 1's – deferred;</li> <li>○ 20 Questions – please complete the form and send to SD / Clerk;</li> <li>○ Skills Audit – please complete and forward to SD / Clerk;</li> </ul> </li> <li>• <b>Governors' links with Subject Co-ordinators</b> – Members reflected on the many positives arising from the first year of the initiative; the Clerk summarised practice at another school, where there had been difficulties in ensuring that all the separate link meetings took place and were effective, the school leadership and governors determined that Link meetings take place at the same time (4.00-5.00pm), twice per year (October and June), with all the appropriate staff and Governors present initially and then split into separate subject meetings; after some discussion, it was agreed to adopt to a similar arrangement for 2017/18, with the first session taking place directly prior to the Standards Committee meeting on 23 November 2017;</li> <li>• <b>Governors Newsletter</b> – the final edition for 2016/17 was published at the end of May 2017; the next edition is scheduled for October 2017;</li> <li>• <b>Governor impact</b> – specific reference was made to the Chair's and Vice Chair's roles in the interviewing process for the two new Milestone Leader posts (KS1 and KS2) earlier today; a total of six applicant were interviewed – all were very professional and gave high quality presentations.</li> </ul>	AP
1760	<p><b>Health, Safety, and Buildings</b></p> <p>Nothing to report at this time.</p> <p>It was suggested and agreed that the next Governor health and safety visit takes place after the October half term break, following completion of the expansion project / handover.</p>	
1761	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>• <b>Governor School Improvement Network (GSIN) meetings at the Parsonage, Escrick:</b> <ul style="list-style-type: none"> <li>○ Tuesday 16 May 2017 – no Governors were able to attend;</li> </ul> </li> </ul>	

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1761 cont.	<ul style="list-style-type: none"> <li>• Introduction to Governance for new Governors (NYCC) – SM reported that the two sessions were outstanding – much learnt about the role of governors / governing boards; PW is to attend a future programme as part of his induction;</li> <li>• STAR – the Chair has attended a session on performance-related pay; Headteacher and moderation meetings continue to be useful for attendees.</li> </ul> <p>The Chair left the meeting at 8.36pm for the next item.</p>	PW
1762	<p><b>Chair Appraisal</b></p> <p>All Governors completed the Chair 360 degree appraisal form; the six completed forms were passed to the Clerk for collation.</p> <p>The Chair rejoined the meeting.</p>	

The meeting closed at 8.50pm.

Signed:  (Chair) Date: 9.10.17