



## ATHELSTAN COMMUNITY PRIMARY SCHOOL

**Minutes of the Governing Board meeting held at the School on  
Thursday 30 March 2017 at 7.00pm**

**Present:**

Stephanie Stewart (Chair), Karen O'Donnell (Headteacher), 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>  |            |
| 1716    | <p><b>Apologies for absence</b></p> <p>Apologies were received from Andrew Parmenter (AP2).<br/>Governors considered the reasons for the absence and gave consent.</p> <p>It was reported that Paul Spink has resigned from the Governing Board with effect from 28 March 2017. Governors conveyed their thanks for his time and commitment to the School over the last few years.</p> <p>After some discussion, it was agreed that a new Parent Governor election process would be initiated after the Easter break.</p> | Head       |
| 1717    | <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.<br/>There were no new declarations of interest.</p>   |            |
| 1718    | <p><b>Confidential items</b></p> <p>None.</p>   |            |
| 1719    | <p><b>Notification of urgent other business</b></p> <p>None.</p>  |            |
| 1720    | <p><b>Minutes of the previous meeting – 9 February 2017</b></p> <p>The minutes (both sets) were agreed as a correct record, and signed by the Chair.</p>  |            |
| 1721    | <p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• <b>Item 1714: Health, Safety and Buildings</b> – Members received a verbal update on a number of matters arising from the HANDS Report.</li> </ul>   |            |

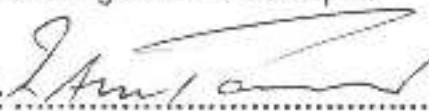
| Ref no.    | Minutes   | Action by:              |
|------------|---|-------------------------|
| 1721 cont. | <ul style="list-style-type: none"> <li>○ The position relating to the hoist is to be clarified; it is understood that the equipment was purchased for one pupil some time ago, but is never used;</li> <li>○ Sports safety check – completed;</li> <li>○ Health and Safety Policy – the review date is to be checked.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Item 1707: Headteacher's Report</b> – it was confirmed that the Report considered at Item 1724 below is in the new format, as recommended / advised by the Chair / AP2 (following a review of sample reports from other schools and checklists produced by the NYCC Governance Unit); some discussion took place about the format of the Report in the context of its potential alignment with the structure of the School's key strategic document - Evaluation and Vision 2016/17, which is prepared annually and reviewed with progress reports to the Governing Board on a termly basis.</li> </ul> <p>The Headteacher's Report, which now provides key School information, focusing on developments since the previous meeting and updates on attendance, pupil numbers, relevant staffing matters, etc. was welcomed. It was recognised that the format, structure, and contents of the Headteacher's reports should be regularly reviewed against the Governing Board's needs to perform its role effectively.</p>  | <p>Head</p> <p>Head</p> |
| 1722       | <p><b>Date of Next Meeting:</b></p> <p>Confirmed as Thursday 11 May 2017 at 7.00pm.</p>   |                         |
| 1723       | <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 reference to a recent meeting of the School Council (attended by a number of Governors), at which the 6 draft School aims were considered, Members received a verbal summary of the outcomes / feedback (positive); the next stage is to seek the views of parents.</li> </ul> <p>It was suggested and agreed that the School Evaluation and Vision 2016/17 (V.2), tabled and introduced at the last meeting, is shared electronically with Governors in advance of more detailed consideration / a progress update at the next meeting.</p> <ul style="list-style-type: none"> <li>• <b>School expansion</b> – Governors received a verbal update on progress and in discussions, several key points were made: <ul style="list-style-type: none"> <li>○ Phase 2 works are largely on track with the next site meeting scheduled for Monday 3 April 2017;</li> <li>○ Expectation (with some concern) that increasing amounts of work are being planned for completion during the summer break, largely due to adjustments to correct initial building design faults.</li> </ul> </li> <li>• <b>STAR Alliance</b> – no significant developments to report at this time.</li> </ul> | <p>Head</p>             |

| Ref no. | Minutes   | Action by: |
|---------|---|------------|
| 1724    | <p><b>Headteacher's Report (January to March 2017)</b></p> <p>Governors received and noted a report that provided an update on a number of School developments and information 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>• Peer review ('mock Ofsted' inspection) – undertaken by four headteachers from within STAR / the Swaledale Alliance; with the aid of tabled copies of the resultant report, the key outcomes in relation to effectiveness and areas for development were summarised; all areas are judged to be good, except EYFS which is outstanding; it was noted that these judgements reflect the opinions of the School leadership team; reference was also made to the Governors Folders and the importance of maintaining up to date, relevant information (further information was distributed in individual envelopes);</li> <li>• Single Central Record (which is required to be signed by the Headteacher) – it was noted that the School continues to ensure that this is comprehensive and meets all requirements; currently, checks are taking place to ensure that records for those services / individuals contracted in by the School are complete (recognising that other organisations are responsible for HR records and DBS checks); this also applies to all volunteers, including Governors;</li> <li>• Safeguarding / Prevent training – Governors are reminded to check / ensure that they are up to date with training requirements; as previously indicated, on-line programmes are available, on successful completion of which individuals are asked to print two copies of the certificates (one for School and one for individual Governor Files; it is understood that the records for WM and AP are complete and that other Governors have completed the training, but not copied the certificate to School; all Governors agreed to complete this activity by 24 April 2017; and, if a member of the Finance and Resources Committee to undertake the Safer Recruitment programme;</li> <li>• Pupil attendance – at 95.6%, this is currently in line with recent years' trends, though a bout of chicken pox is expected to have an adverse effect at the next report; in the context of a recent legal case, the current arrangements relating to requests for holidays during term time were summarised; the School has adopted a proactive approach in advising and writing to parents not to consider take their children out of School in term time;</li> <li>• Staff absence – the analysis of absences by teaching and non-teaching staff shows no significant or adverse trends;</li> <li>• Health and safety – it was noted that the School (as end user) has received a small sum as recompense for inconvenience created by the problems / issues associated with the Phase 1 building contractors.</li> </ul> | ALL        |
| 1725    | <p><b>Committee Reports</b></p> <p><b>a) Finance and Staffing – 16 March 2017</b><br/>The key points discussed at the meeting were summarised.</p>  |            |

| Ref no.       | Minutes   | Action by:                                    |
|---------------|---|---|
| 1725<br>cont. | <p>It was reported that the School has budgeted for a deficit for in 2017/18 and that a response to an application for additional funds from NYCC is awaited; it was noted that deficit budget is very largely due to the implications of the funding formula and the continuing growth in pupil numbers.</p> <p>The arrangements for the new Wraparound Care, which includes a partnership arrangement with a local private provider and dual use accommodation at the School, were summarised. It was noted that the Committee has approved the Charging and Remissions Policy (included in the Governing Board papers), largely to reflect changes to School provision.</p> <p>Governors gained assurance from the Committee in terms of its approval of the responses to the 25 questions in the School Financial Value Standard (SFVS).</p> <p>Governors received and noted the Budget Monitoring Summary Report to February 2017 and the minutes of the Finance and Staffing Committee meeting.</p>   |   |
| 1726          | <p><b>Governance Matters</b></p> <p>Governors received a verbal update on several key developments:</p> <ul style="list-style-type: none"> <li>• Staff perceptions questionnaire – it was reported that completion of the form, which (it was suggested and agreed) should be adjusted to include the Ofsted questions for staff, will be coordinated by Adam Palmer after the Easter break;</li> <li>• Chair's 360 degree appraisal – it was suggested that this takes place as an agenda item at the July 2017 Board meeting;</li> <li>• 1 to 1's to take place in the summer term;</li> <li>• 20- Questions – SD is to distribute the document for individual Governors' completion;</li> <li>• Governors' links with Subject Co-ordinators – AP and SD confirmed that they had undertaken positive meetings with their allocated subject leaders for PE and Music respectively; AW is to meet the numeracy coordinator; Governors were reminded of the agreed arrangements for link visits – initial visit in the autumn term to focus on the subject action plan with a follow-up, progress visit (or telephone call) in the summer term;</li> <li>• Governors Newsletter – next edition to be prepared / published in May 2017;</li> <li>• Parents evenings – several Governors attended / supported the March parents evenings; the events had been positive, with the book fair raising useful funds;</li> <li>• Governor impact – further thought is to be given to Governors' role / involvement in the parents evenings; perhaps undertaking some form of consultation with parents (completion of a questionnaire), establishing a kids' room with activities, provision of tea / coffee and a bun stall to raise funds. Additionally, following completion of the School expansion project, a Saturday Open Day with tours around the new School.</li> </ul> | <p>AP</p> <p>Chair / Clerk<br/>AP2<br/>SD</p> |

| Ref no. | Minutes  | Action by: |
|---------|--|------------|
| 1727    | <p><b>Health, Safety, and Buildings</b></p> <p>Other than those matters raised at items 1721 and 1724 above, there was nothing further to report at this time.</p>   |            |
| 1728    | <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 – AP / SD to attend.</li> </ul> </li> <li>• Other training: <ul style="list-style-type: none"> <li>○ Pupil Premium (3 May 2017) – WM booked to attend;</li> <li>○ Finance training – 14 March 2017 – attended by Members of the Finance and Staffing Committee; and</li> <li>○ Introduction to Governance for new Governors – possibly through NYCC or STAR.</li> </ul> </li> </ul> |            |

The meeting closed at 8.35pm.

Signed:  (Chair)

Date: 11.5.17.