



**Glasshouses Community Primary School
Minutes of Full Governing Body Meeting
Wednesday 28th September 2016 in school**

Present: Lynn Tee (Head); Alex Harker; Shirley Snape; Neil Thompson; Neil Wilson; Steve Ellis; Nicola Gibson

In attendance: Kath Harper (LA Clerking Service)

The meeting opened at 6.20pm

Members of the newly elected School Council were welcomed by Mrs Tee and the Governors. The Governors introduced themselves. They told the children a little about their role on the governing body such as looking after the money for school, keeping the school buildings and children safe and making sure the staff and children enjoy working and coming to school. The School Council then introduced themselves. Evie (Year 6) is the Chair. She enjoys helping school raise money and will be helping to organise the Macmillan Coffee Morning this week. Jack (Year 6) is the Secretary and likes taking notes to help the School Council with their meetings. Harry (Year 3) also likes to take notes and will help Jack. Mrs Tee agreed that it helps the staff too if good notes are taken at the meetings. Olly (Year 2) likes helping to look after the school buildings and playground, making sure everyone is kept safe. Neil Wilson was very pleased to hear this and suggested Olly helps him on his next visit to school when he checks the buildings. The School Councillors asked some questions: 'How hard is it to organise events in school?' The governors replied that Mrs Tee and the staff together with the PTA help with this and they are pleased to hear the School Council will be organising a social evening to help raise funds for our 'sponsor child' in Guinea Bissau. 'Is it fun being a governor?' The governors all agreed it is fun and they especially enjoy coming in to school to see the children in their classes and hear how well they are working. Mrs Tee and the Governors thanked the School Council members for coming to meet them. The children all chose a treat from Mrs Tee's 'Treasure Box' before leaving the meeting.

No.	Item	Action
1	<p>Election of Chair and Vice Chair:</p> <p>a) Determine the term of office for Chair and Vice Chair: The Clerk advised that the term of office can be from 1 year to 4 years.</p> <p style="text-align: center;"><i>Decision: The Governors agreed to continue with a 1 year term for both roles</i></p> <p>b) Election of Chair: The Clerk invited nominations for the role and Steve Ellis was the only nomination. A vote took place.</p> <p style="text-align: center;"><i>Decision: Steve Ellis was unanimously elected as Chair of Governors for a term of 1 year</i></p> <p>c) Election of Vice Chair: The Chair invited nominations for the role and Neil Wilson was the only nomination. A vote took place.</p> <p style="text-align: center;"><i>Decision: Neil Wilson was unanimously elected as Vice Chair for a term of 1 year</i></p>	
2	Apologies for absence and to determine whether consented to: None	
3	Declaration of interests, pecuniary or non-pecuniary: Neil Wilson informed governors he is now a Parent Governor at Nidderdale High School and he is aware that if a conflict of interest arises this will be declared at meetings. He has amended his Register of Business Interests. No further interests were declared	
4	To consider any confidential items: An element of Item 12 will be confidential – see confidential minutes	

5	<p>Governing Body Membership/Vacancies – share GCPS Governor Handbook and update GB detail on school website:</p> <p>Vacancies: We currently have 2 Co-opted Governor vacancies. The Head confirmed she is in the process of contacting 2 local residents with a view to discussing the vacancies. Due to other commitments a possible applicant discussed at the June meeting is now not available. Action: Head to report on progress to the Chair</p> <p>GCPS Governor Handbook: The 2015-16 copy was made available to governors to see. It was agreed the clerk will update the information and upload to the governor section of the website. Action</p> <p>Update GB Detail on website: Following the meeting the clerk will update the governing body details on the school website Action</p>	<p><i>Head</i></p> <p><i>Clerk</i></p> <p><i>Clerk</i></p>
6	<p>Appointment of Committees:</p> <p>a) The Committees to be established: Following the decision made at the June full governing body meeting the Chair reminded Governors that we are now meeting as a full governing body 6 times a year, once each school half term. The Governors reviewed the committees to be established.</p> <p>b) Membership of the Committees: It was agreed that appropriate available governors would be appointed to the following committees should they need to be convened:</p> <p>Staff Discipline: <i>Any three governors (or more) as available excluding the Head, Staff Governors and Chair of Governors</i></p> <p>Staff Discipline Appeals: <i>The same number (but not the same governors) as the Staff Discipline Committee excluding the Head, Staff Governors and Chair of Governors</i></p> <p>Pupil Discipline: <i>Any three governors excluding the Head and Staff Governors. It is also good practice not to include Parent Governors if possible.</i></p> <p>School Complaints Panel: <i>Any three Governors as available excluding staff governors, the Head teacher and the Chair of Governors (appointed as first point of contact within Complaints Policy)</i></p> <p>c) Terms of Reference of the Committees (on file): These has been made available to governors prior to the meeting.</p> <p>Decision: <i>The ToR were adopted and Governors agreed to committees having full delegated authority in respect of their ToR</i></p> <p>d) HT Performance Management Panel to appoint external adviser and set review date:</p> <p>Decision: <i>Neil Thompson and Nicola Gibson were appointed and an external adviser will be bought in from the LA</i></p> <p>NT and NG have attended HT PM training this month and will liaise with the Head to agree a meeting date and appoint an external adviser. Action</p>	<p><i>Head</i></p> <p><i>NT</i></p> <p><i>NG</i></p>
7	<p>Confirm the Scheme of Delegation to the Headteacher (on file): The Chair explained this is the maximum amount the Head may spend from a single budget heading without prior consent from the Governing Body</p> <p>Decision: <i>The Governors agreed to a limit of £7,500</i></p>	
8	<p>Review Standing Orders and Code of Practice (on file): The Governors reviewed the document. The Clerk advised governors that the governing body must adhere to the standing orders set out in the document and reminded them of the importance of keeping items discussed in the meeting as confidential, as referred to in the code of conduct.</p> <p>Decision: <i>Reviewed and agreed by governors.</i></p>	

	All governors signed the Standing Orders and Code of Conduct which will be filed in school	
9	<p>Appoint governors with specific responsibilities/Link Governors: The roles of the Link Governor were reviewed and it was agreed to redefine some of the links. The following roles were agreed to:</p> <p>Core subjects – Neil Thompson + future Co-opted governors Early Years – Nicola Gibson SEND – Nicola Gibson Data Interpretation – Alex Harker Child Protection – Shirley Snape H&S/Premises – Neil Wilson Finance – Steve Ellis Community Cohesion/Stakeholder Communications – Shirley Snape Personnel/Performance Management – Steve Ellis Governor Induction and Governor Training – Steve Ellis and Shirley Snape</p>	
10	<p>School monitoring visit schedule: There was a discussion regarding the focus of the monitoring visits and how the Link Governor role fits in. The Head reminded Governors that the visits must link to the School Development Plan key actions and the visit does not have to always correspond to their particular link. Governors must agree a focus prior to their visit. Following the visit governors need to complete an electronic version of the Governor Monitoring Form and email it to the Head and Clerk. These will be shared at the subsequent FGB meeting. AH commented that the staff would welcome more monitoring visits from governors as the experience and feedback is positive for everyone involved. The following visits were scheduled:</p> <p>Friday 30th September am - Shirley Snape, Focus: Stakeholder communication at the Macmillan Coffee Morning Wednesday 12th October 9am – Neil Wilson, Focus: H&S and Data all classes Thursday 13th October 1.15pm – Nicola Gibson, Focus: EYFS Friday 14th October 9am – Neil Thompson, Focus: Core subjects all classes Monday 7th November 9.30am – Steve Ellis, Focus: Class 2 data and teacher job share Tuesday 15th November 1.15pm – Neil Thompson, Focus: Book scrutiny/writing across school</p> <p>It was also agreed that SS would arrange a further visit related to the SDP and NG would meet with the SENDCo. Action</p>	SS NG
11	<p>Review Aims & Values (ethos) of the school (on file): It was agreed that the Aims & Values will be updated to include a reference to the British Values Statement that school has adopted.</p> <p>Action: Clerk to liaise with the Head to amend and circulate to governors</p>	Clerk Head
12	<p>a) Set objectives for Governing Body in 2016/2017: See confidential minutes</p> <ol style="list-style-type: none"> i. Develop Strategic Vision of school to ensure security and sustainability for the future ii. Improve communication with stakeholders iii. Ensure skills audits are completed to help inform training and fill GB skills gaps <p>To help with communication to stakeholders it was agreed that governors would fill in a template newsletter (to be sent each half term) following their visits in school giving a short comment. Action</p> <p>b) Share Governor Annual Planner (on file): This has been updated to reflect 6 full governing body meetings a year and is available on the governor section of the school website. Subject Reports are to be added to each term on a rolling programme. Action</p> <p>c) Share Policy Schedule (on file): This is available to view on the governor section of the school website and the 'Reviewed by' column will be updated. Action</p>	All govs Head Clerk
13	Skills Audit update and Governor Training requirements: The Chair requested	All

	<p>outstanding Skills Audits be completed and sent to him as soon as possible Action</p> <p>The collated audits will be shared at the November FGB meeting. Clerk to add to the agenda Action</p> <p>Training required: 7 Nov - Closing the Gap - Allerton Court Hotel, Northallerton for Nicola Gibson 8 Nov - Chairing the Governing Board - Regen Centre, Riccall, York for Steve Ellis 22 Nov - Preparing for Ofsted Section 8 Inspection - Pavilions for Alex Harker 1 Feb 2017 - GSIN meeting - Pavilions for Steve Ellis (workshop and meeting)</p> <p>Action: Clerk to request School Admin book via Smart Solutions</p> <p>The 'In House' training for Ofsted Section 8 Inspections has been rescheduled to Wednesday 19th October at 6.15pm in school. The training material with a slideshow presentation is available on the governors section of the school website. The Chair requested that governors read the information prior to attending the training. Action</p>	<p>govs</p> <p>Clerk</p> <p>Clerk</p> <p>All gov's</p>
14	<p>Register of Business Interests update and Register of Hospitality reminder: All governors updated and signed the Register of Business Interests (on file). The Clerk reminded governors that the Register of Hospitality which is kept in school must be completed if governors accept larger value hospitality although it is advised this should be tactfully refused.</p>	
15	<p>Approve the minutes from the full governing body meeting held on 29th June 2016 (on file): The minutes were approved as a true record of the meeting, signed by the Chair and filed in school</p>	
16	<p>Matters arising for which there is no separate agenda item:</p> <ol style="list-style-type: none"> i. Item 7 – The new Tracking System is being used by staff and they are already finding it very beneficial ii. Item 7 – The Head will contact the paper regarding sporting success in school and include the recent swimming event. Action iii. Item 7 – The full Pupil Premium Report has been published on the school website iv. Item 8 – Kitchen Project: The Head reported that County Caterers and Jacobs had met with her and expected completion is in one year rather than October half term 2016 as originally estimated. 	<p>Head</p>
17	<p>Review School Development Plan (on file): The Head told governors that she has amalgamated the Self Evaluation Form (SEF) and the SDP in to one document. The SEF gives the context of school, details the changes since the last Ofsted Inspection and details the Self Evaluation judgements of the 4 headings that schools are inspected under by Ofsted.</p> <p>Achievement (Good): The Head went through the table.</p> <ul style="list-style-type: none"> • EYFS Good Level of Development (GLD) shows an increase from 62.5% in 2015 to 75% in 2016, sitting well above the National and LA figures. • Year 1 Phonics screening 2016 results are 100% pass against 2015 results of 77.8% • KS1 2016 SAT's results cannot be compared to 2015 as the Assessment system has changed. The Head has shown an overview of the age related results as a percentage against the 2015 results to give some meaning to the new Assessment measures but it does not exactly correlate. 2016 National and LA figures have not been published yet. • KS2 2016 SAT's results cannot be compared to 2015 but the Head told governors there has been a big dip across the board. There are lots of contributing factors including one child joining Year 6 just prior to SAT's. <p>Teaching Learning & Assessment (Good): The school is not complacent and there is a new member of teaching staff in KS2 with strategies in place for the redeployment of support staff for English and maths. The new Tracker is already identifying gaps and this will be a challenging year for Year 6 teachers nationally. The Education Adviser (EDA Heather Mensah) will be visiting the Head this half term to go through the Data.</p>	

	<p>Personal Development, Behaviour and Safety of Pupils at the school (Outstanding): The school continues to be a happy settled environment for all its pupils and all measures are in place to keep pupils safe.</p> <p>The quality of leadership in and management of the school (Outstanding): This section includes the Governing Body and all governors need to be proactive. The staff unity is a big strength in school. All staff are very committed to the children and the school and support the Head.</p> <p>The overall effectiveness of the school is judged as 'Good'</p> <p>The School Development Plan (SDP): The Head outlined emerging priorities for 2016-17</p> <ul style="list-style-type: none"> • Standards and progress – Key Stage 2. Below Floor standards KS2 SATs 2016. Main priority. • Induction of new staff members- Class 3 teacher, returning Class 2 teacher, new support staff • Continue to develop assessment and tracking systems throughout school, become familiar and effective with Stat on line • Governing Body. New Chair. Loss of 2 established and highly experienced Governors. Induction of New Governors • Ongoing projects to improve facilities/learning - kitchen development project, installation of wireless internet. • Long term future, financial and educational stability of school. Education in Nidderdale agenda. <p>The Head added that this is an ongoing working document. The governors thanked the Head for updating the report and they appreciate all the hard work.</p>	
18	<p>Consider NYCC Pay Policy 2016/17 (on file): The governors had seen the Model LA Pay Policy which has been annotated to school.</p> <p>Decision: Governors agreed to adopt the LA Pay Policy.</p> <p>Action: Clerk to upload to school website</p>	Clerk
19	<p>Set FGB meeting dates for 2016/17: All Wednesday's at 6.15pm in school</p> <ul style="list-style-type: none"> • 16th November 2016 (confirmed) • 8th February 2017 • 22nd March 2017 • 24th May 2017 • 5th July 2017 	
<p>Meeting closed at 9.20pm</p>		