

**Wolds and Vale Federation
Minutes of the Full Governing Body Meeting
Tuesday 9th April 2019 at 5.00 pm
At Luttons CP School**

Present:

V Bottomley	VB	Chair
I Taylor	HT	Head Teacher
K Childs	KC	Co-opted Governor
C Fenwick	CF	Co-opted Governor
T Webborn	TW	Co-opted Governor (arrived during meeting)
L Waller / C Moorwood	LW/ CM	Staff Governor
S Watson	SW	Parent Governor
J Kinsella	JK	Foundation Governor (arrived during meeting)
A Bowden	AB	Foundation Governor

In attendance:

L Waller	Clerk
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Apologies:

N Skelton	NS	Parent Governor
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No	Item	Action
1.	Welcome: The chair welcomed everyone to the meeting, including guest Andrew Holt. CM was welcomed as the new staff governor after LW resignation.	
2.	Apologies for absence: NS gave apologies for their absence before the meeting and the Governors consented. TW and JK to arrive later.	
3.	Declaration of Governors' interests and reminder of Governor protocol: VB Governor at West Heslerton, AB Governor at Weaverthorpe, JK Governor at West Heslerton and Rillington schools. The chair reminded Governors that the meeting is confidential until the minutes are published.	
4.	To determine whether any part of the proceedings should be treated as confidential: Staffing under the HT report will be treated as confidential.	
5.	Andrew Holt of Mandex partners: Mr Holt presented his property maintenance scheme to governors. The scheme has been running for 6 years and serves other schools in the area. Schools were becoming unhappy with the NYCC service and were looking to deal with local people and contractors. Mr Holt is working with other federated schools. The scheme looks after the maintenance of school buildings, through a clear action plan. Single point of contact for the HT. Condition survey and report provided at the start of the 3 year plan. NYCC have a duty of care to support the school in the event of an emergency. Mr Holt gave a breakdown of the costs. Q What's included in the management fee? A Time spent checking the site, monthly walk around, does not include works, which are charged separately.	

	<p>Q Costs of MASS? A Around £6585k</p> <p>Q Is servicing of equipment included in the Mandex plan? A It can be arranged but isn't included.</p> <p>Q Is fire equipment servicing included? A It can be arranged with a local company. Regular maintenance is not included in the county MASS scheme</p> <p>Q What is the timeframe for leaving current scheme? A 1 year to leave MASS structural.</p> <p>Q What are the costs at Sherburn through DBE? A DBE services is just used for servicing equipment and costs £2500 Governors talked about hoping to see improvements to the building and discussed the benefits of each scheme.</p> <p>Q What are the benefits others schools have seen? A Preventing buildings becoming unmanageable by seeing problems before they arise. They hope customers will feel more in control of their buildings. HT suggested governors researched other schools in the scheme to help them make a decision. Governors clarified the tie in time to this scheme.</p>	
6.	Notification of any other urgent business: None declared	
7.	<p>To approve as a correct record the minutes of the meeting of the Full Governing Body held on 29th January 2019: The minutes received were the un-doctored minutes from the NYCC clerk. Governors felt that the minutes could not be revised in a timely manner, a formal complaint has been made. The minutes would be signed but governors felt that they weren't an accurate record. LW to file</p>	LW
8.	To consider matters arising from the minutes: Nothing arising	
9.	<p>Date of the next FGB meeting: Tuesday 21st May 2019 at Sherburn CE Primary School, 5.30pm Working party dates as follows: Standards: Thursday 2nd May – 2pm Luttons CM to join party Vision: Summer term 2 date tbc with TW SEND, PP and SP: Mon 13th May 1.30pm Sherburn On a page meeting: Tue 7th May 4pm Sherburn Finance, resources and premises: TBC</p>	
10.	Latest monthly budget monitoring report: No comments	
11.	<p>Finance, Start budget, Contracts review: Governors to review start budgets in time for the next meeting where Joanne will attend and seek approval.</p>	All Governors to review start budget
12.	<p>Report from Finance, Resources & Premises Working Group: The chair reported that the group looked at what should be renewed and what should be retained, staff absence insurance to be maintained through county. Governors should be mindful that in 3 years both schools will be in a deficit budget and should be looking at all service agreements and staffing. Q What has changed in the budget this year. A Numbers on roll at Luttons, extra staff at Sherburn. 80% schools in North Yorkshire are in a negative budget. Numbers fluctuate at these schools. Governors to keep an eye on the increasing spend. TW arrived at 5.50pm</p>	
13.	<p>The Headteacher presented a verbal report: Mid-term performance management review panel have completed the review, Governors are pleased with the results and congratulate HT on work already</p>	

	<p>completed.</p> <p>Over the last term there has been movement of children at both schools, currently on roll 31 Luttons and 70 Sherburn.</p> <p>Attendance stands at 91.84% Luttons 95.97% Sherburn, 1 child at Luttons with low attendance due to medical needs, family are working with SENCO.</p> <p>Attendance has been a focus for the federation, some impact but not measurable at present, attendance is displayed on newsletter each week. No racist incidents or exclusions, behaviour remains steady at both, 2 incidents at Luttons, a few incidents at Sherburn mostly relating to 1 child.</p> <p>Q HT asked governors if they had taken note of behaviour at schools during recent visits?</p> <p>A Governors fed back to say no negative behaviour has been witnessed.</p> <p>Staff to complete prevent training on training day.</p> <p>No new child protection issues.</p> <p>Maths specialist visited – who is working with KS2 staff, really positive changes to the maths mastery environment were reported. Elements of mastery not quite there at KS2 Sherburn, Next steps discussed.</p> <p>ROV from Heather Mensah, the SIA, looked at previous actions, Suggested an Early years specialist to work with Play school. Looking to develop outstanding practice. Condition of building remains poor, but advisor saw past this and saw good practice. Money has been spent on replacing the flooring and new resources. A capital funding bid has been submitted. Induction for new KS2 teacher is now a focus, ensuring assessment knowledge and planning is secure. Final action is evaluation of the new reading scheme. A 3 to 4 month increase in reading age was previously reported, awaiting new data.</p> <p>JK arrived at 6.30pm</p>	<p>LW to check governors safeguarding training requirements</p> <p>HT will report reading data to standards.</p>
<p>14.</p>	<p>The Headteacher presented the school development plan: SIA suggested that the SDP should be in a 1 year rolling plan. HT discussed the points on the plan and the actions that have been taken already.</p> <p>Q What is SALT?</p> <p>A Speech and language therapy.</p> <p>Some dates were updated.</p> <p>Q What is home learning and how is parent engagement?</p> <p>A Home learning happens but not consistent.</p> <p>Q Has online safety been covered in schools?</p> <p>A Yes done in class learning, and ICT units.</p> <p>Q Early adopter of new curriculum subjects program, will the school consider joining?</p> <p>A School will join from sept 2020 when it will be compulsory.</p>	
<p>15.</p>	<p>Reports from working parties were sent out for consideration:</p> <p>Q Did the SEN and PP working party consider sports premium?</p> <p>A Yes it was included.</p> <p>Q Did SEN children have better attainment scores?</p> <p>A The group looked at previous data during the meeting that included attainment scores for SEN children.</p> <p>TW from the vision party circulated a document on project based learning and community curriculum and talked it through with governors. Giving children the power to carry out changes by empowering them to be global citizens. The group thanked TW for his work. Governors were excited about the themes running through the document and felt it offered hope to children at the federation.</p> <p>Ofsted are looking at a broader curriculum and focused on locality.</p> <p>Q Where should the committee go now with the vision?</p> <p>A Teaching staff are looking to place statements into the curriculum and let it drive planning.</p> <p>The chair thanked the vision committee for their work.</p>	

	JK left at 7.13pm	
16.	<p>Review of the following policies –</p> <ul style="list-style-type: none"> • Complaints Policy, no objections • Staff code of conduct, no objections • CCTV Policy – Luttons, no objections • Safeguarding policy updates, no objections • Single equality policy scheme update, no objections <p>Polices were printed and offered to the chair for signing.</p>	
17.	<p>Governor vacancies and succession planning: There is still an LA governor vacancy. Q What skills are we looking for? A Someone to take the chair, or members from local businesses. It was suggested that we look to local businesses to find new governors.</p>	LW to approach local employers
18.	<p>Reports from governor visits: VB reported on her reading visit and how it was inspiring children, another governor has seen the excitement in her visit. Q Has parental engagement improved with the introduction of the scheme? A It is felt that lots of issues in the home might prevent parents and carers reading with children, the plan is to work with parents on this journey. VB reported verbally on her visit to play school, she looked at the assessment system and how it can be used to engage with parents. She was pleased with the idea of an external consultant coming in to the setting, and plans another visit with a specific focus to both schools. The chair urged governors to plan visits to school, some suggested areas were shared. Q What day of the week is best for visits? Suggested format? A Governors to liaise with the HT to arrange.</p>	VB to visit nursery provision across the federation.
19.	<p>Governor training: Governor Finance Training 08/05/2019 4.00-6.00pm Newby School STA Day 1 introduction to governance Thu 09 May 2019 09:30 - 12:30 Falsgrave Community Resource Centre SW Governor SIN meeting Tue 04 Jun 2019 17:00 - 20:00 The Downe Arms Hotel VB LW HT appraisal training Tue 25 Jun 2019 09:30 - 12:30 Falsgrave Community Resource Centre Day 2 introduction to governance Thu 27 Jun 2019 09:30 - 12:30 Falsgrave Community Resource Centre SW</p>	
	Date of next meeting: Tuesday 21 st May 2019 at Sherburn CE Primary School 5.30pm	

Meeting Closed at 7.50pm

Signed

Dated

'Three Core Functions of Governance'

To ensure clarity of vision, ethos and strategic direction

To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff

To oversee the financial performance of the school and make sure its money is well spent