



	<p>The Chair invited governors to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda.</p> <p>There were none.</p> <p><b>Revisit the Nolan Principles</b> The Severn Principles of Public Life from the Report of Committee for Standards in Public Life were tabled at the meeting, as a reminder to governors of the conduct expected.</p> <p>The Nolan Principles are also incorporated in the Code of Conduct.</p>	
<b>LGB19/06</b>	<p><b>Confirmation of the Minutes</b> The minutes of the meeting held on 3<sup>rd</sup> July 2018 were confirmed as a correct record. The Chair signed a copy of the minutes, which were filed. Proposed: AS Seconded: CT</p>	
<p><b>LGB19/07</b> <i>From 18/36</i></p> <p><i>From 18/35</i> <i>From 18/45</i> <i>From 18/45</i></p> <p><i>From 18/54.1</i></p> <p><i>From 18/54.1</i></p> <p><i>From 18/55.1</i></p>	<p><b>Matters Arising from the Minutes</b> <b>Governor Induction Pack to be updated:</b> on-going. The YEAT Governance Officer is working on this document. LGB's will be notified when it is available. <b>School Improvement Working Party to meet with Head:</b> to action. <b>Articles of Association to be emailed to governors:</b> completed. <b>Training to be arranged on the use of SharePoint:</b> to organise for the autumn term. <b>LA to be contacted regarding potential governors:</b> Clerk to contact Governor Support. <b>Governor Job Description and defined roles for link governors to be sourced:</b> to be developed by YEAT across the MAT. <b>Governor to speak with pupils regarding Bewerley Park experience:</b> to action.</p>	<p><b>Resolved</b> Head/MB/AS/CT <b>Resolved</b>  Head/Chair  Clerk  Resolved  MB</p>
<b>LGB19/08</b>	<p><b>Complete Register of Business Interests Forms and Gifts and Hospitality Protocol</b> The Clerk tabled the new YEAT Business Interest Forms to all governors' present. This is an annual requirement. Governors to update throughout the year if their circumstances change. The Clerk to email the form to the absence governors. All governor business interests will be reported on the school website. The Head Teacher to action.</p> <p>The Clerk reminded all governors to complete the Gifts and Hospitality form if they receive any gifts during their term of office. Any queries please contact the Clerk for advice and guidance.</p>	<p><b>Clerk</b>  <b>Head</b></p>
<b>LGB19/09</b>	<p><b>To Review the Standing Orders and Code of Conduct</b> The Clerk reported that the revised Standing Orders had been reviewed and amended by the YEAT Governance Officer for all schools within the MAT. The model NGA Code of Conduct for Governors needed to be reviewed by governors. Both documents were included in the agenda pack.</p> <p>No amendments were deemed necessary. The Clerk to populate both documents with the YEAT and school name and email to all governors. Governors to sign to confirm that they accept and have read both documents at the next LGB meeting.</p> <p>The Chair tabled a copy of the Scheme of Delegation to all governors and advised that all read. It is vital that LGB members understand their role and responsibilities. The Head Teacher advised that YEAT will be holding joint training for governors in specific areas e.g. monitoring in school. A group of governors will be formed to monitor schools across the MAT. All visits will</p>	<p><b>Clerk</b>  <b>LGB</b></p>

	have a clear focus agreed in advance with the Head Teacher and Teacher. Governors were positive regarding this proposal.	
LGB19/10	<p><b>Headteacher's Report (SDP – Success Criteria)</b></p> <p>The document 'School Development Plan 2017-18 – Success Criteria' was included in the agenda pack and would form the basis of the Head Teacher's report. The headline information included:</p> <ul style="list-style-type: none"> <li>• Data supplied on SharePoint included an analysis for all year groups for progress in Maths, Reading, Writing and Grammar, Punctuation and Spelling.</li> <li>• Year 5 spelling (current Year 6) progress in writing was disappointing and is a focus for this academic year.</li> <li>• All data to be validated in November. It was agreed that a small Standards Working Party to meet to review data with the Head Teacher before the next LGB meeting. Governors need to be clear on the school's weaknesses and what the school are doing to raise standards.</li> <li>• It was acknowledged that West Cliff has a large proportion of pupils who move into the area and may have language issues. This is due to the school's inclusive ethos – the School's Pledge attracts many new pupils and praise from other professionals. This is a strength for the school.</li> <li>• The provisional Statutory Assessment Summary from July 2018 was tabled at the meeting. It was noted that for Key Stage 2 the progress mark -1.2 which was disappointing. Writing was positive with a progress mark of +2.02 and attainment at national was above the national.</li> <li>• Grammar, Punctuation and Spelling and Reading are strong across the school.</li> <li>• Action taken by the school to improve Year 6 progress and attainment include: the autumn parents evening brought forward to ensure all parents can support their child at home; all pupils encouraged to read to develop their vocabulary. <b>GQ. Is it more difficult to engage boys in reading than girls?</b> GA: not really. We are supplying good quality texts. The school received a £5,000 grant recently and books for each year group were purchased in the summer.</li> <li>• Targets were set based on levels attained in Key Stage 1 (which were the old levels) and are not comparable to the standards that are now expected.</li> </ul>	MB/Head/CT/AS
LGB19/11	<p><b>School Improvement</b></p> <p><b>1. In Year Data and SATs to be Reviewed</b> See Head Teacher's Report (agenda item LGB19/10).</p> <p><b>2. SEND Updates</b> The YEAT SEND definition document was included in the policies for governor information.</p> <p><b>3. Link Governor Roles and Diary of Dates for Visits</b> The Chair proposed the following Link Governors to be considered by the LGB: Safeguarding; SEND; Health and Safety; Finance; Standards; Induction. These were agreed, and governors were appointed on the basis of their skills. The Clerk to produce a list for circulation. <b>GQ: can governors attend book scrutinises?</b> R: Yes, there is a monitoring timetable in place for staff. The Head Teacher to email to the Chair.</p> <p>The Head Teacher reported that 6 governors from across the MAT need to be identified to sit on all Panels. 3 Governors would sit on the initial panel eg. complaints, disciplinary etc. and 3 governors to sit on the Appeal Panel. It was agreed that MB would sit on the Initial Panel and AS on the Appeals Panel.</p>	Clerk Head

	<p><b>4. Ofsted Ready – preparation for Governors (see 14.1)</b> See agenda item Governor Action Plan (Agenda item LGB19/14.1).</p> <p><b>5. CEO Record of Visits (ROV) from School Improvement Visit OR Annual Review – action points to update</b> The Leadership Review Report for West Cliff was included in the agenda pack for reference.</p> <p><b>6. Staffing Updates</b> The Head Teacher tabled a staffing list. Several amendments were verbally reported. All Teaching Assistants are allocated to ensure flexibility to meet the needs of the school.</p> <p><b>7. SEF</b> The Head Teacher reported that the SEF links into the School Development Plan. The following was noted:</p> <ul style="list-style-type: none"> <li>• Currently the school is judged as ‘Good’.</li> <li>• The Ofsted Judgements make-up the key areas of the SEF.</li> <li>• The Head Teacher to email the SEF to governors. Governors to review and feedback any comments to the Head Teacher.</li> <li>• The Standards Working Party to look at both the SEF and School Development Plan,</li> </ul> <p><b>8. School Development Plan</b> The new West Cliff School Development Plan 2018-19 was included in the agenda pack. The headline areas included:</p> <p><b>1 – To Improve Standards in Literacy</b>  <b>2 - To Improve Standards in Maths</b>  <b>3 – To Improve Standards of reading and writing in EYFS</b>  <b>4 – To Improve Outcomes for Vulnerable Learners</b>  <b>5 – To Improve Use of I-pads as Teaching Tools and Assessment Tools</b>  <b>6 – To Improve Monitoring if LGB</b></p> <ul style="list-style-type: none"> <li>• Writing in a focus across the school.</li> <li>• Maths to continue with current strategies with a focus on Mastery. The school continues to buck the North Yorkshire trend with progress good across the school. The maths curriculum has changed with the focus on problem solving and reasoning. It is now harder to achieve working at Greater Depth.</li> <li>• The school will continue with Crafting Learning and this is now rolled out throughout the school.</li> <li>• The school will continue to work with the University of York regarding the Academic Resilience Project. All staff have attended training. It is important that children are rewarded for effort rather than progress/achievement. The Head Teacher talked about the strategies used to achieve this and implement the school Looking Like a Learner motto.</li> <li>• EYFS – boys, especially summer born, have been identified as struggling, with reading and writing. The school to utilise the Storying and Language Links Projects.</li> <li>• Language Links Project is funded through the Coastal Funding and various local schools are taking part. A Speech and Language Therapist for the area is to be funded via this project. The Head Teacher explained how the project works and level of support offered to identified children e.g. interventions or referral to Speech and Language Therapist. It is utilised throughout the school. All children new to the school will be tested. <b>GQ:</b></li> </ul>	<p><b>Head/LGB</b></p> <p>MB/AS/CT/Head</p>
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	<p><b>what type of intervention is offered?</b> <i>A: interventions are specifically developed through Language Links. A TA will deliver and record outcomes for this project. This is a Performance Target for TAs.</i></p> <ul style="list-style-type: none"> <li>• Attendance throughout school is a priority. The Head Teacher reported that this used to be a limited judgement. This has now been removed and the focus will be on why children are not in school. School's can now achieve Outstanding with below national average attendance.</li> </ul> <p>The Chair reported that he had compiled a sheet outlining the Key Priorities for the academic year and tabled to governors for reference. Governors need to ensure progress on the priorities are monitored throughout the year.</p> <p><b>9. Policies – see Summary</b> All policies are reviewed, approved and adopted at Trustee level. A summary list of policies was included in the agenda pack, alongside copies of each policy: <b>Pay; Business Continuity and Disaster Recovery Plan; Data Protection; Fire Safety; Health and Safety; Staff Induction; Lone Working; Smoking; Substance Use and Misuse; Working at Heights and Ladder; Marking and Feedback; Exclusion Policy and Statutory Guidance; Attendance Management; Pupil Attendance; Leave Policy; Holiday in Term Time; Admissions Policy; Appraisal; Finance Manual; Finance Policy; SEND; Risk Register; Business Plan.</b></p> <p>The Head Teacher requested that the Chair sign a Statement of Intent in relation to the Health and Safety Policy. The Chair to complete.</p> <p>The Head Teacher reported that advice has been given by NYCC HR and the Health and Safety Advisor on which policies need to be specific for each school. All policies are accessible via SharePoint.</p> <p><b>10. Reports from Governor Monitoring Visits</b> None.</p> <p><b>11. Impact of 1:1 Support for Pupil Premium Pupils</b> This item to be reviewed by the Local Finance Committee in November.</p>	<b>Chair</b>
LGB19/12	<p><b>Health and Safety and Safeguarding</b></p> <p><b>1. Health and Safety/Safeguarding Updates</b> None.</p> <p><b>2. Safeguarding Issues</b> Safeguarding Policies will be reviewed eg. Child Protection; Safer Recruitment; Prevent. <b>GQ. Is a Lockdown Procedure in place?</b> <i>R: Yes, although the Head Teacher explained that the biggest threat to children is the internet. The MAT is audited regarding Safeguarding. It is debatable whether a practice of the lockdown procedure would cause anxiety to children although it can be done in a way children are unaware of the dangers.</i></p>	
LGB19/13	<p><b>1. Yorkshire Endeavour Academy Trust (YEAT) Updates</b> This is recorded as a confidential minute.</p> <p><b>2. Esk Valley Alliance (EVA) Updates</b> The Head Teacher shared with governors the EVA Links. These to be emailed to governors so they can explore in more detail.</p> <p>CT left the meeting at 6.20pm.</p>	<b>Clerk</b>

<b>LGB19/14</b>	<p><b>Governor Training and Development</b></p> <p><b>1. Governor Action Plan (YEAT)</b>  A draft of the Executive Head Teacher's Governance plan was included in the agenda pack. A YEAT Governor Action Plan will be produced for all schools. The Chair reported that he would be compiling a West Cliff Governor Action Plan, pulling together recommendations and actions from the school SEF, SDP and Leadership Review.</p> <p>The Chair tabled several documents: Improvement Priority 6: To Improve Monitoring Role of Governing Body, Improving Pupil Outcomes, How to make a difference at West Cliff this year for reference.</p> <p><b>2. Governor Vacancies</b>  The Local Governing Board now have 3 Co-opted vacancies. The Chair reported that the LGB need to be proactive in recruiting governors. A recruitment poster has been produced, approved by the Head Teacher, and will be displayed at various locations throughout the area eg. Sainsburys, Leisure Centre and is being shared on social media (Facebook).</p>	<b>MB</b>
<b>LGB19/15</b>	<p><b>Date of Next Meeting</b>  <b>Tuesday 27<sup>th</sup> November 2018, 4pm</b></p>	
The meeting finished at 6.29pm		

Signed.....  
Chair of Governors

Date.....

**WEST CLIFF PRIMARY SCHOOL  
LOCAL GOVERNING BOARD**

**Actions from the Full Governing Board Meeting  
TUESDAY 16<sup>TH</sup> OCTOBER 2018**

<b>Agenda Item</b>	<b>Action</b>	<b>To be Completed By:</b>	<b>Date to be Completed:</b>
18/35	Standards Working party to meet with Head – to look at SEF, SDP and data	Head/MB/AS/CT	Autumn term – before next meeting 27/11/18
18/45	SharePoint training to be arranged	Chair/Head	Autumn term
18/54.1	LA to be contacted re potential governors	Clerk	27/11/18
18/55.1	Governor to speak with pupils re Bewerley Park experience	MB	27/11/18
LGB19.01/2	Chair to write a letter of thanks for TC and ADB	MB	ASAP
LGB19/02.2	Election of Vice Chair – deferred until November meeting	Clerk/LGB	27/11/18
LGB19/08	Business Interests forms emailed to absence governors	Clerk	05/11/18
LGB19/08	Head to ensure business interests are on the school website	Head	ASAP
LGB19/09	Standing Orders and Code of Conduct to be updated and emailed to governors.	Clerk	05/11/18
LGB19/11.3	Link Governor and Committee Members list to be emailed to governors	Clerk	27/11/18
LGB19/11.3	Monitoring timetable to be emailed to Chair	Head	27/11/18
LGB19/11.7	SEF to be emailed to governors and governors to feedback to Head	Head/LGB	27/11/18
LGB18/11.9	Chair to sign Statement of Intent re H&S Policy	Chair	ASAP
LGB19/13.2	Links to EVA sent to governors	Clerk	27/11/18
LGB19/14.1	West Cliff GAP to be compiled	Chair	Autumn term