

WEST CLIFF PRIMARY SCHOOL
Minutes of the Local Governing Board Meeting held in School on
Tuesday 27th November 2018

PRESENT:	Chair	Mathew Brown (MB) Christina Zanelli (CZ) Leanne Evans (LE)	Co-opted Governor Head Teacher Staff Governor
	Vice Chair	Simon Williams (SW) Mark Burnett (MBu)	Parent Governor Parent Governor
IN ATTENDANCE:	Clerk	Helen Stapley (HS)	

The meeting commenced at 4.09 pm.

Item	Minute	Action
LGB19/16	<p>1. Welcome The Chair welcomed all to the meeting.</p> <p>2. Election of Vice Chair of Governors The Chair conducted the election for the Vice Chair of Governors. 1 nomination was received for SW. SW was elected as Vice Chair of Governors. Proposed: MB Seconded: CZ Resolved: Simon Williams was elected as Vice Chair of Governors.</p>	
LHB19/17	<p>Apologies for Absence and to determine whether any absences should be consented to Apologies were received from Annabel Storr and the reason given. The Local Governing Board (LGB) consented to this absence.</p> <p>No apologies were received from Chris Thomas. Therefore, the Local Governing Board were unable to consent to this absence.</p>	
LGB19/18	<p>Confidentiality: to determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. Agenda item LGB19/23.3: Staffing Updates was recorded as a confidential minute.</p> <p>The Chair reminded the Local Governing Board (LGB) about the confidentiality of discussions that take place at meetings.</p>	
LGB19/19	<p>Declaration of interests and reminder of Governor Protocol 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>CZ declared an interest in Staffing Issues – Head Teacher Performance Management.</p>	
LGB19/20	<p>Confirmation of the Minutes The minutes of the meeting held on 16th October 2018 were confirmed as a correct record. The Chair signed a copy of the minutes, which were filed.</p> <p>The confidential minutes of the meeting held on 16th October 2018 were confirmed as a correct record. The Chair signed a copy of the minutes, which were filed. Proposed: CZ Seconded: LE</p>	

<p>LGB19/21 From 18/35 From 18/54.1 From 18/55.1 From LGB19/08 From LGB19/09 From LGB19/11.3</p>	<p>Matters Arising from the Minutes Standards Working Party to meet with Head: date to be arranged in January when new data will be available. LA to be contacted regarding potential governors: Clerk to speak to Governor Support although they usually recruit for LA Governors. Sharon Markham, Company Secretary and lead on Governance for the Trust is available to assist with governor recruitment. Chair to contact, Governor to speak with pupils regarding Bewerley Park experience: The Chair to come into school on Tuesday 4th December at 1.30pm to complete. The Head Teacher reported that the cost for Bewerley Park is now approximately £400 per pupil, therefore, the school are looking at alternative providers for future residential trips. The school needs to ensure any trips offered are inclusive and costs to parents are reasonable. The Chair to contact North Yorkshire Scouts to investigate if they offer any similar services. The school recognises that an activity residential is a valuable experience for pupils. Head to ensure all Business Interests are on the school website: all forms now completed and filed in school. Head to action. Standing Orders and Code of Conduct to be updated and emailed to governors: all governors present signed to say they have read both documents. All documents uploaded onto SharePoint in Governor Documents Folder. Link Governor and Committee Membership list to be updated: completed from the last meeting. MB finalised the last vacancy places with MBu. Clerk to update and upload onto SharePoint.</p>	<p>Head/MB/AS/CT MB/Clerk MB MB Head Resolved Clerk</p>
<p>LGB19/22</p>	<p>To review the Ethos and Vision of the School The Local Governing Board discussed the ethos and vision of the school and how this is communicated throughout the school to pupils, parents and visitors. The Head Teacher and Chair reported on the following:</p> <ul style="list-style-type: none"> • The school has a well valued and recognised ethos – that our learners matter and pupils feel known and cared for. • The Chair had visited the school to complete a governor visit regarding ‘Knowing your school’. There was evidence throughout the school via wall displays which include the School Pledges, awards and what it’s like to be a learner at West Cliff. • The school prides itself on being a ‘Beach School’, this is evident to all visitors with the display of buckets, spades and sand in the Reception area. Pupils make regular beach visits as part of the curriculum. • Mission Statement – Caring, Happy, Inspiring and Achieving and the 10 School Pledges (which link into the ethos) are displayed on the school website, throughout the corridors and in the school playground. The Mission Statement is reviewed every few years. • All children record completing School Pledges in their Pledge Book which is completed as they progress through the school. Pledge Books are available for parents to view at Parents Evening. 	
<p>LGB19/23</p>	<p>School Improvement 1. In Year Targets The Autumn term 1 data overview report was included in the agenda pack. The Head Teacher reported that the data is based on teacher assessment as West Cliff test pupils termly (not half-termly). Test data will be available in January. The Standards Work Party will meet in January to review and feedback to the LGB at the February meeting. Governor Questions/Comments:</p>	

	<p>How does a teacher know if there is an issue if half-termly tests are not undertaken? QR: we have the end of year data which would have identified any issues. Teachers undertake pre-assessments for Maths, and then at the end of the unit a post assessment will be undertaken. This method was trialled last year and has been rolled out throughout the school from September.</p> <p>How long between the pre and post assessments? QR: it depends on what units are being completed and involves a dialogue with pupils but usually several weeks.</p> <p>If some pupils post assessment are still struggling to complete the unit what do teachers do to ensure pupils get additional help? QR: pupils will sometimes ask for additional work to complete at home and for Year 6 we would hold lunchtime sessions to catch up. Response time can also be used to address gaps in learning.</p> <p>2. CEO Record of Visits (ROV) from School Improvement Visit The CEO Record of Visit undertaken on the 23rd October 2018 was included in the agenda pack and also reviewed at the YEAT School Improvement Leadership Group on 13th November. Text in red indicates progress made from the previous visit. The report is for information purposes. Governors had no questions regarding this report.</p> <p>3. Staffing Updates Staffing Updates: The Head Teacher updated the LGB on a potential staffing issue that has arisen. This is recorded as a confidential minute.</p> <p>Head Teacher's Performance Appraisal: The Head Teacher and Staff Governor left the room for this agenda item. This agenda item was recorded as a confidential minute.</p> <p>4. Policies for information – On-line Safety The On-line Safety Policy was included in the agenda pack for information purposes only.</p> <p>5. Reports from Governor Monitoring Visits The Chair had undertaken a governor visit 'Getting to know your school' on 7th November 2018. Chair to email the report to all governors.</p>	Chair
LGB19/24	<p>Finance</p> <p>1. Local Finance Committee Meeting – 6th November 2018 The Local Finance Committee Minutes from the meeting held on Tuesday 6th November were included in the agenda pack.</p> <p>The minutes were confirmed as a correct record. The Chair signed a copy of the minutes, which were filed. Proposed: SW Seconded; CZ</p> <p>There were no questions regarding these minutes.</p>	
LGB19/25	<p>Health and Safety and Safeguarding</p> <p>1. Health and Safety/Safeguarding Updates None.</p> <p>2. Safeguarding Issues The Head Teacher requested that all governors complete the following on-line training. The Clerk to email the links out.</p> <ul style="list-style-type: none"> • Basic Child Protection 	Clerk

	<ul style="list-style-type: none"> • Prevent. <p>Certificates to be brought into school as evidence of completion. This training needs to be completed every 3 years. Governors need to read and sign to confirm they have read the following documents (school office):</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education • What to do if you are worried a child is being abused. <p>A MAT wide spreadsheet has been compiled for all staff, Trustees and Governors. Training will be recorded on this and it will highlight when training is due.</p> <p>The Chair requested that all governors attend any Safeguarding training arranged by YEAT.</p>	<p>All Govs All Govs</p>
LGB19/26	<p>1. Yorkshire Endeavour Academy Trust (YEAT) Updates</p> <p>None.</p>	
LGB19/27	<p>Governor Training and Development</p> <p>1. Governor Action Plan (YEAT)</p> <p>The Chair is currently working on a Governor Action Plan (GAP) and will liaise with the Head Teacher over the next couple of weeks to ensure it links with the Ofsted Report, ROV and Leadership Review.</p> <p>2. Governor Vacancies</p> <p>The Chair reported on the progress made in advertising the 3 co-opted governor vacancies via posters, social media. Businesses and organisations to be targeted to try to recruit governors with specific skills. The LGB is also registered with Governors for Schools.</p>	
LGB19/28	<p>Date of Next Meeting</p> <p>Tuesday 5th February 2019, 4pm</p>	
The meeting finished at 5.56pm		

Signed.....
Chair of Governors

Date.....

**WEST CLIFF PRIMARY SCHOOL
LOCAL GOVERNING BOARD**

**Actions from the Full Governing Board Meeting
TUESDAY 27TH NOVEMBER 2018**

Agenda Item	Action	To be Completed By:	Date to be Completed:
18/35	Standards Working party to meet with Head – to look at SEF, SDP and data	Head/MB/AS/CT	31/01/19
18/54.1	LA to be contacted re potential governors & SM (YEAT) to assist with recruitment – Chair to contact.	Chair	Spring ter,
18/55.1	Governor to speak with pupils re Bewerley Park experience – date agreed for 4 th December.	Chair	04/12/18
	Chair to contact NY Scouts regarding possible residential		31/12/18
LGB19/08	Head to ensure business interests are on the school website	Head	ASAP
LGB19/11.3	Link Governor and Committee Members list to be – updated now all vacancies have been filled	Clerk	31/12/18
LGB19/23.5	Governor visit report to be emailed out	Chair	31/12/18
LGB19/25.2	Governors to complete on-line Safeguarding training and bring in certificates to confirm completion	All Govs	31/01/19
LGB19/25.2	Governors to read on-line safeguarding documents and sign in school to confirm	All Govs	31/01/19
LHG19/27.1	GAP – Chair to discuss with HT	Chair/Head	31/12/18