

West Cliff Primary School

Governing Body Meeting

18th November 2015 @ 3.30pm

PRESENT: Chair Diana Jeuda Head Christina Zanelli-Tyler
 Dot Russell Ruth Cockerill
 Susan Clough Mark Burnett

Clerk Peter Geer
 Guest Scott Grason

15/29	Apologies for Absence Apologies were received and accepted from Jo Shipton	
15/30	Declarations of Interest and Confidentiality There were no declarations of interest.	
15/31	Completion of Business Interest Forms and Register of Hospitality Governors were reminded to complete the Business Interest Form and that this was a public document which would be displayed on the website. Governors were also reminded of the Register of Hospitality.	
15/32	Minutes of the Full Governing Body Meeting held on the 1st June 2015 The Governors discussed the minutes of the Full Governing Body of the 1 st June. DECISION: The minutes were accepted by the Governors as a true and accurate record of the meeting, proposed by CZT and DR, and were signed by the Chair.	
15/33	Minutes of the Finance and Premises Committee Meeting held on the 1st June 2015 The Governors discussed the minutes of the Finance and Premises Committee meeting of the 1 st June. DECISION: The minutes were accepted by the Governors as a true and accurate record of the meeting, proposed by CZT and DR, and were signed by the Chair.	
15/34	Matters arising from the minutes: <u>MAT</u> 15/25 Multi-Academy Trust – <i>The Governors asked</i> about the status of the Multi-Academy Trust. The Headteacher confirmed that the schools in the Whitby Town School Partnership had contacted the Department for	<i>Strategic Direction</i>

Education to register their interest in becoming an MAT. However the Department of Education had responded that they would not consider them for an MAT as there were too many schools in the group which are Requires Improvement. As a result the MAT has been put on hold until the situation changes.

Garden

F15/19 – Rifle Club – The Chair reported to they have finally obtained the land from the rifle club. The plan is to create a number of different areas, one a quiet space, one for growing vegetables and also an area for pupils to practice outdoor skills such as firelighting. The first step to bringing the land to use is to turn the soil over so that they can start to work it, as a result the school had arranged the Big Dig. The Governors noted that the Big Dig had been a enormous success despite the rain.

The Governors wished to formally thank the many people and organisations who contributed; including the following:

- Scott Grason for helping to organise the day,
- Yorkshire Coast Homes,
- RAF Fylingdales for getting stuck in with the digging,
- Paddy from Yorkshire Coast Radio,
- Mrs Breckon for lunch,
- Mrs Davidson,
- Sky Scaffolding,
- YorWaste,
- Jo Shipton for work with local businesses.

The Governors understood that lots of the businesses have offered support and equipment going forwards with the project. The Governors would like to capitalise on this momentum and would like Jo Shipton to lead on behalf of the Governors. The first step would be to have a meeting with the volunteers to set out a plan – Scott Grason will secretary the group.

JS
SG

The Head and Deputy explained that - given the length of time the agreement had taken - the children who had started with the project have now left the school. One thought was that these children could be invited back to decorate the back wall. The Governors agreed that this was an excellent idea.

15/35

Governing Body Membership

The Clerk confirmed that there are currently two Co-opted Governor vacancies It was also noted that one of the remaining Co-opted Governors has moved out of the town and as such was unlikely to continue as a Governor.

SC and DJ have devised an advertisement to ask for new Co-opted Governors. This advert will be put up around the community and the

DJ & SC

	<p>target is to get potential Governors in place by January.</p> <p>The school is currently running an election to fill the vacant Parent Governor position.</p>	
15/36	<p>Standing Orders and Code of Practice.</p> <p>The Governors discussed the Standing Orders and Code of Practice which had been distributed in advance of the meeting.</p> <p>The Chair reminded Governors of the importance of adhering to the seven Nolan Principles in relation to public office. The Chair also reminded Governors of their responsibilities towards safeguarding and their role as a critical friend to the leadership of the school, in setting a strategic direction for the school and in upholding the ethos and values of West Cliff.</p> <p>DECISION: The Governors approved and adopted the Standing Orders and Code of Practice.</p>	
15/37	<p>Consider 'Outstanding Governance'</p> <p>This would be deferred until the next meeting.</p>	
15/38	<p>Consider and agree Committee Structure, Membership and Chairs.</p> <p>The Governors noted that this was a small Governing Body and that there are likely to be a number of new Governors joining in the near future.</p> <p>DECISION: The Governors agreed the following:</p> <ol style="list-style-type: none"> 1. They would retain the existing Committee structure of a Finance and Premises Committee, a Human Resources Committee and a Standards Committee. 2. All Governors would be members of all of the Committees. 3. The Chairs of the Committees to be determined by the Committees. 4. This arrangement would be reviewed once more Governors had been appointed. 5. A date for the Headteacher Performance Management will be arranged. 	DJ
15/39	<p>Headteachers Update and School Development Plan</p> <p>The Headteacher explained that the results from 2014/15 were now available and that these would be discussed in much more detail at the upcoming Standards Committee meeting.</p>	
15/39.1	<p><u>EYFS</u></p> <p>The Headteacher explained that the results for this group were very good and were above the National Average. The Headteacher confirmed that this was a strong cohort.</p>	
15/39.2	<p><u>Key Stage 1</u></p>	

<p>15/39.3</p>	<p>The results for Key Stage 1 are at or above the National Average.</p> <p><u>Key Stage 2</u></p> <p>The Headteacher explained that as had been discussed at previous Governing Body meetings it was anticipated that the results for Key Stage 2 would be down on the previous year.; in particular there were 5 children with significant special needs which meant that it would not have been correct for the school to enter them for the tests and these children account for around 17% of the cohort.</p> <p><u>The Governors asked</u> about the results for the rest of the children, the Headteacher confirmed that these were also slightly down on what had been expected and this was partly due to some children narrowly missing level boundaries and some underperforming in the tests. The Governors noted that the school had accepted a number of pupils during Year 6 which had had an impact on the results, however the Governors agreed it was a fundamental part of the ethos and values of the school that they do not turn any child away.</p>	<p><i>Holding to account</i></p>
<p>15/39.4</p>	<p><u>Going Forwards</u></p> <p><u>The Governors asked</u> what had been learnt from these results, the Headteacher explained that they had decided not to set in Year 5 & 6 this year so children would stay in the same class with the same teacher. This would make it even more important that the teaching is differentiated and at the right level for each pupil. The Headteacher also explained that there are three children in the current Year 6 with significant issues and she is working directly with the children in this group.</p>	<p><i>Holding to account</i></p>
<p>15/39.5</p>	<p><u>Life after levels</u></p> <p>The Headteacher explained that the Government has decided on interim standards for 2015/16.</p> <p>The school is introducing a new system for the monitoring of Maths as the old tests were giving insufficient information. <u>The Governors asked</u> about this new system and the Headteacher explained that they are calling it McMaths 'It's all about you', this means that teachers give children a test at start of year and look at the gaps in knowledge for individual children. The teacher can then tailor their teaching to the child. Every half-term there is a re-test to ensure that they have made progress. The Headteacher invited the Governors to come and see the system in action and talk to the children about it.</p> <p>The Headteacher explained that the 'Frog' tracker system was also being introduced in the school. This takes the National Curriculum and divides it to produce a grid of objectives. As each child reaches each objective this can be marked off and the date is recorded. The Headteacher explained that when it is fully embedded it will automatically email the parents when an objective is reached and also informs the child. It will allow parents to log in online to view the grid and gives games to children that</p>	<p><i>Holding to account</i></p> <p>Non-Staff Governors</p>

	<p>are designed to help them reach their next objectives. <i>The Governors asked</i> when this might be ready, the Headteacher explained that they will be starting to put the data on the system and aim to have it ready for parents by Easter. <i>The Governors asked</i> what this system will track, the Headteacher explained that initially it will track Reading, Writing and Maths but that it can be expanded to cover other subjects. The Headteacher explained that the system can generate hard data but that the difficulty is likely to be in finding comparables from other schools that they can measure the data against. It was agreed that it was important that Governors come in to school and see Frog in operation.</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p> <p>Non-Staff Governors</p>
<p>15/39.6</p>	<p><u>School Development Plan 2014/15</u></p> <p>The Governors discussed the SDP 2014/2015 which had been distributed in advance of the meeting. The Governors noted that all the targets had been met with the exception of the Key Stage 2 results.</p> <p><i>The Governors asked</i> the Headteacher how progress could be measured for these pupils who had significant issues, the Headteacher explained that the school is making a learning journey document for them which records achievements that they have made which might otherwise not be recorded – this is particularly useful as it can record social or emotional achievements. The Governors agreed that this was a valuable exercise and reiterated the ethos of the school was that not all progress can be measured in figures and data.</p>	<p><i>Holding to account</i></p>
<p>15/39.7</p>	<p><u>School Development Plan 2015/16</u></p> <p>The Headteacher outlined the School Development Plan which had been distributed in advance of the meeting.</p> <p><i>The Governors asked</i> about the comparatively large number of new staff and how they were settling in, the Headteacher confirmed that they were each being paired with an experienced member of staff as part of the induction process. The Headteacher has no significant concerns about any of the new staff.</p> <p><i>The Governors asked</i> about how pupils were being prepared for life in modern Britain, the Headteacher explained that as part of this work the Islamic Development Centre is due to visit and that there will be a trip to a Hindu temple. The school is currently looking at applying for Stonewall Champion status – this is about teaching pupils about all sorts of different families.</p> <p>The Headteacher explained that all pupils in Key Stage 2 now have their own ipad, this means that they can save their photographs etc. on the ipad. They also have individual dropbox accounts which enables them to record and save their work and which can be used to show progress.</p> <p>For outdoor learning the list of '50 things to do on West Cliff beach' has been increased to 70. This means that there are ten activities per year</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p>

<p>15/39.8</p>	<p>and these are all linked to the characteristics for learning. The garden will also open up more outdoor learning opportunities. The Headteacher explained that the intention is to apply for a 'Learning outside the classroom' quality badge and it is hoped that West Cliff will be the first school in North Yorkshire to achieve this badge.</p> <p>The Headteacher will report back to the Governing Body at future meetings as these SDP objectives are met.</p> <p><u>Sex Education Policy</u></p> <p>The Headteacher explained that there are a new series of videos that are being used to teach sex education. However the videos are aimed at different levels and the Governors will need to make a decision in respect of how far the school will teach. The Governors will need to watch the video in order to make a decision.</p>	<p>CZT</p> <p>All Governors</p>
<p>15/39</p>	<p>Safeguarding and PREVENT</p> <p><u>Safeguarding</u></p> <p>The Headteacher attended a Child Protection Course last year and it was a reminder of how serious a responsibility this is for the school. The Governors agreed that this is an area in which they can never be complacent. The Headteacher confirmed that every year all staff read Child Protection Policy must sign to say that they have done so.</p> <p>SG has been booked on Safeguarding Training.</p> <p>The Governors noted that it was their responsibility to monitor the Headteacher and ensure that the policies are in place and being adhered to. SC, as lead Safeguarding Governor, checks that the audit has been completed and that staff have signed the Child Protection Policy. SC will report to the Governors on safeguarding at the next meeting.</p> <p><u>Prevent Strategy</u></p> <p>The Governors agreed that it is important for the school to look out for radicalisation of all sorts. The Headteacher confirmed that staff have all done the Prevent training to spot the signs and know where to go for help. All Governors were reminded that they would need to complete the online training which takes around twenty minutes. This should be completed before Christmas and the certificates brought to school to be put on file.</p>	<p>SC</p> <p>All Governors</p>
<p>15/40</p>	<p>Policy Reviews</p> <p><u>Teacher Pay Policy</u></p> <p>The Governors discussed the Teacher Pay Policy and how this policy was part of the performance management of staff.</p> <p>DECISION: The Governors approved the Teacher Pay Policy and the Pay Structure.</p>	

	<p><u>Child Protection Policy</u> The Governors discussed the revised Child Protection Policy.</p> <p>DECISION: The Governors approved the Child Protection Policy.</p>	
15/41	<p>Proposed Change of Age Range The Headteacher explained that until recently it was not possible to have two nurseries near each other. This restriction has now been relaxed and additionally there are increased powers for a school to change the age-range without the need for Local Authority consent.</p> <p><i>The Governors asked</i> about and discussed the advantages of lowering the age-range to 2. The Governors noted that this would mean that the provision for 2 and 3 year olds would be overseen by a qualified early years teacher and that it would help to bring them in as part of the school with involvement in nativities etc.</p> <p>The Headteacher explained that the lease for the pre-school expires in April and that at that point the school could start the provision for 2 and 3 year olds.</p> <p>The Governors noted that this would have an impact on the existing pre-school provider.</p> <p>DECISION: The Governors agreed that they would like to take this proposal out to consultation to get the views of the various stakeholders. The Governors will meet again to discuss the outcome of the consultation and make a decision on the proposal.</p>	Strategic Direction
15/42	<p>Any other Urgent Business None</p>	
15/43	<p>Future Meeting Dates Standards Committee - 2nd December @ 3.30pm Full Governing Body (To consider proposed change to age range) 17th December @ 3.30pm</p>	

Actions:

- Continue the progress with the garden (JS and SG)
- Advertise for co-opted governors (DJ and SC)
- Arrange Headteacher Performance Management review (DJ)
- Governors to view McMaths (All non-staff Governors)
- Report on safeguarding (SC)
- Prevent training (All Governors)