

	<p>will also set up a Sharepoint account for the Clerk.</p> <p><u>15/39.8 Sex Education Policy</u> The Headteacher noted that Governors will need to view the videos that are proposed for Years 5 & 6 as part of the SMCS Sex Education to determine which videos they would like the children to be shown. The Headteacher will send Governors a link to the videos.</p> <p><u>15/39.5 McMaths</u> <i>The Governors asked</i> about McMaths and how this was working; SG reported that the McMaths system is working well and that when you walk into a classroom it is clear that each group is getting teaching that is geared towards the areas in which they need to improve.</p>	<p>All Governors</p> <p><i>Holding to account</i></p>
16/06	<p>Governing Body Membership The Clerk confirmed that there are currently three Co-opted Governor vacancies. SC confirmed that DJ has taken a printed advert to be placed at various points around the town.</p>	
16/07	<p>Budget Monitoring The Governors discussed the Budget Monitoring Summary for the month ending 31st December 2015.</p>	
16/07.1	<p><u>Summary</u> The Headteacher explained that when the Start Budget for 2015/16 was submitted to Governors in April it was a deficit budget as there was a need to purchase new ICT equipment and new curriculum resources. Income for 2015/16 was also lower than hoped as a number of pupils had moved out of the area in the days leading up to the headcount date – which is used by NYCC to determine funding.</p> <p><i>The Governors asked</i> about the current outturn forecast for 2015/16, the Headteacher explained that this is now forecast to be a deficit of £15k which is an improvement from the £17k deficit in the Start Budget. The Headteacher confirmed that the school will have a carry-forward of around £27k.</p>	<p><i>Financial Probity</i></p>
16/07.2	<p><u>Nursery Costs</u> <i>The Governors asked</i> about the impact of the change of age range on the budget, the Headteacher explained that it was difficult to estimate but that the intention was that should be cost neutral after the first term. The Headteacher confirmed that they had only just received the information about the staff that would be transferred across as a result of the TUPE. The Headteacher and some of the other staff have visited Thornton-le-dale and understood that this was cost-neutral to the school.</p> <p><i>The Governors asked</i> about the funding of the nursery; the Headteacher explained that the nursery is funded termly and so is more prone to variation than the general school budget and also that there are different</p>	<p><i>Financial Probity</i></p> <p><i>Financial Probity</i></p>

	<p>funding levels for different ages.</p> <p>The nursery is going to make a list of their assets and the school will decide what they wish to purchase – but this is unlikely to be a very significant cost.</p> <p>DECISION: The Governors voted to accept and approve the Budget Monitoring Summary for the month ending 31st September 2015 proposed by SC and seconded by MB.</p>	
16/08	<p>Nursery Update <i>The Governors asked</i> about progress with the change to the age range, the Headteacher explained that there are three members of staff who will be transferring across to the school. The intention is that the provision will be similar to before but with a Teacher in the nursery and with some changes to the timetable to bring it more in line with the school hours. There will also be some redecoration to bring it up to date and to mark the change.</p> <p>The Headteacher and some of the key staff have been to ChildHaven in Scarborough and Thornton-le-dale to look at the running of a nursery.</p> <p>The Headteacher will write to parents shortly to explain the changes and the plan for the nursery.</p>	<i>Holding to account / strategic direction</i>
16/09	<p>Safeguarding and Prevent Training SC reported on the Prevent Training which is available to complete online. Currently SC and PG have completed this training.</p> <p>The Headteacher will put two documents on the Sharepoint system which Governors should read and be familiar with, these are: 'What to do if a child is being abused' and; 'Keeping children safe in Education'.</p> <p>The Safeguarding Audit was carried out last term and no major issues were reported. Staff have been reminded of their responsibilities and SC attended the staff training on safeguarding which stressed that it is critical that small incidents are noticed and recorded so that they can be connected and a bigger picture is put together. The Governors were reminded that they also had a duty to look out for anything that caused them concern and that these should be reported to the Headteacher.</p>	<p>All Governors</p> <p>All Governors</p>
16/10	<p>Report on Attendance RC reported to the Governors on her role in respect of monitoring attendance. She has a list of children who have previously had poor attendance and these pupils are closely monitored; where there is concern she will talk to parents – usually fact-to-face. There records are checked each terms and where attendance is below 95% she looks for the reasons behind this and sends the parents a letter.</p>	

	<p>RC reported that as well as attendance she also monitors behaviour in a similar way. However there are few repeat offenders and there are no pupils about which there is a significant concern.</p> <p>The Headteacher confirmed that attendance at West Cliff remains slightly below the National Average – however this is a picture that is replicated throughout Whitby and is a consequence of a coastal town with an economy reliant on tourism. The Headteacher noted that Ofsted appear to be less dogmatic about the figures than before and are willing to listen to the reasons and judge schools more on the actions they have taken to improve attendance than just the figure.</p> <p>The Governors noted that the movement of the INSET days to create time that the parents could use for holiday has been very popular with parents. The timing of the INSET days to be on the agenda for the next FGB meeting.</p> <p>The Headteacher explained that the school has become more stringent on insisting that pupils and staff stay away from the school for 48 hours after being sick. The short-term effect of this has been to increase absences but it should reduce the overall sickness rate.</p>	Clerk
16/11	<p>Policies – Health and Safety Policy</p> <p>The Governors discussed the Health and Safety Policy which had been distributed prior to the meeting.</p> <p>DECISION: The Governors approved and adopted the Health and Safety Policy.</p>	
16/12	<p>Governor Visits</p>	
16/12.1	<p>MB and DJ have been on a visit to look at the use of the Ipads and ICT as a teaching aid and produced a report for the Governors.</p>	
16/12.2	<p>JS and SC visited the school to look at Literacy and English, they were impressed by the efforts that the staff had made to adapt to the new curriculum. <u>The Governors asked</u> whether the use of ICT was negatively impacting on handwriting, the Headteacher explained that there are still handwriting lessons and that in the Puffins class almost all the writing on the whiteboard is by hand.</p>	<i>Holding to account</i>
16/13	<p>Outstanding Governance</p> <p>DJ will report to the Governors at the next meeting on the systems for monitoring by the Governing Body.</p>	DJ
16/14	<p>Any other Urgent Business</p> <p>None</p>	

16/15	Future Meeting Dates In the second half of February CZT will go through and set meeting dates until the end of the year that in accordance with work planners.	CZT
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Actions:

- Log in to the Sharepoint system (All Governors)
- Access to Sharepoint for Clerk (CZT)
- Watch SMCS Sex Education Videos (All Governors)
- Read safeguarding documents on Sharepoint (All Governors)
- Governors to report any incidents to the Headteacher (All Governors)
- Timetable for INSET days on agenda of next FGB (Clerk)