

Boroughbridge Primary School and Nursery Governing Board
MINUTE NO. 05/17

Boroughbridge Primary School and Nursery
Full Governing Board

Meeting held at Boroughbridge Primary School.

10th May 2017

CORE FUNCTIONS OF A GOVERNING BOARD:

- Ensuring Clarity of vision , ethos and strategic direction
- Holding the Headteacher to account for educational performance of the school and its pupils
- Overseeing the financial performance of the school and making sure its money is well spent

QUESTIONS FROM GOVERNORS ARE DETAILED IN BOLD

(1) **Present :-**

M. Kelly (Joint Chairman), C. Brocklesby, J. Charlesworth, C. Fenny (Joint Chairman), S. Godley, G. Lee (Head), R. Simpson (Associate Governor), J. Wade.

In Attendance :-

S. Loach - Clerk
A. Scott – Deputy Head

(2) **Apologies**

Apologies for absence were submitted, and accepted, from S. Hodgson and R. Young.

(3) **Confidentiality**

Confidential minutes of the 22nd March 2017 – These were circulated separately.

(4) **Declarations of Interest**

Chair of Governors, M. Kelly, declared an interest in respect of her being Chair of Governors at Moorside Infants School and Associate Governor at Moorside Junior School in relation to any discussions that took place in relation to that school.

(5) **Urgent Business**

None was identified.

(6) **Minutes**

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(6) **Minutes**

RESOLVED that the minutes of the FGB Meeting held on 22nd March 2017, the confidential minutes from the FGB Meeting held on 22nd March 2017 and the minutes of the FGB Meeting held on 28th March 2017 were taken as read, and signed by the Chairman as a correct record.

(7) **Actions from Last Meeting**

Governors submit their thoughts on what they would like the school to achieve through joining a MAT – All Governors to report to MK – Review in May 2017

It was noted that a few responses had been received to date, and Governors were encouraged to provide observations to M. Kelly, based on the two presentations made at previous meetings. It was suggested that an additional meeting be arranged for Governors to consider this issue.

RESOLVED that an additional meeting for Governors to discuss the school's position re MATs take place on Wednesday 24th May 2017 at 4.30pm.

Car parking Problems outside the school: review with Police and Local Authority – Allocated to GL and RY – Review in May 2017

The Head stated that she had contacted local Police Officers in relation to this issue, and they had started to have a presence outside school during the busiest times resulting in a number of tickets having been issued for parking offences, relating to parking on the zig-zag lines.

It was emphasised that parking remained a problem for the school, and the surrounding local community, and the Head noted that photographic evidence of highly inappropriate parking at school picking up time had been provided by a neighbouring resident.

It was suggested that the school continue to monitor the situation and to remind parents of their responsibilities in respect of their children's safety in respect of the parking around school, with the message delivered via the children being the most effective method. It was also considered that the further issuing of tickets would help to deter the inappropriate and unlawful parking.

RESOLVED that the issue would continue to be monitored and effective and appropriate measures to address the situation be implemented.

(8) **OFSTED/External Governor Review – Review and Actions**

External Review of Governance

The Joint Chairman outlined the action points that emerged from the previously reported External Review of Governance for the Governing Board, highlighting the action points that resulted, and how these had been addressed:-

Ensuring clarity of vision, ethos and strategic direction

The governing board to set aspirational targets for all year groups (from Y1 to Y6) based on FFT (Aspire) or other resources available to the school, to support and challenge the school towards meeting its identified school improvement priorities both for the current year groups, but also subsequent year groups as pupils progress throughout both of these key stages.

The governing board to more tightly align its monitoring and meeting schedules to key milestones; the board is guided to ensure that these are identified in the School Development Plan (SDP)

To include progress towards fulfilling the Ofsted's Area for Improvement (AfI) as a standing feature in the Headteacher's reports to support governors' monitoring. This is likely to be a starting point at inspection, therefore it should remain a focus.

To formally audit school's coverage of how it prepares pupils for life in modern Britain to inform an annual discussion regarding compliance with this requirement. The outcome of this should be included in the next iteration of the board's annual statement.

Holding the headteacher to account for the educational performance of the school and its pupils

The governing board to consider the timing of the headteacher's review and objective setting meeting – would this be best scheduled alongside the school's analysis of its performance at the end of summer term rather than to wait for autumn term?

The board to consider and adopt a timeline for the board's development that aligns to its strategic review of teachers' pay and appraisal arrangements. The suggestion is that training is completed during summer term 2016, an alignment of governors' monitoring is identified from September 2016, with a strategic review, consultation process to be carried out in spring term 2017 with a refresh of the school's policies and processes agreed during summer term 2017 for implementation from September 2017.

The Chair / Vice Chairs to ensure that questioning is deepened to provide increased challenge and accountabilities appropriately.

The Chair to consider how outcomes from governors meetings can be monitored and threaded into the sequence of meetings to monitor and check for impacts.

The governing board / SLT to consider how their monitoring of school improvement priorities across the academic cycle can align with their pay and appraisal processes to avoid duplication of information and effort, and to ensure fidelity, i.e. that they complement each other.

The governing board to initiate a strategic level discussion: 'What level of performance do we wish to reward?' – for all professionals employed at their school.

Overseeing the financial performance of the school and making sure its money is well spent

Immediately following the review, the board engaged with the Financial Efficiencies workshop materials provided by the National College for Teaching and Leadership (NCTL). school's efficiency metric and Benchmarking Report Card were highlighted.

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Governors have ownership of / engage with school's financial value standards, fully understand school's finances and benchmark against the data provided by their local authority (North Yorkshire).

To consider whether holistic agendas that include finance and resources foci alongside teaching and standards foci would better allow governors to align school improvement priorities with the prioritisation of funding and evaluation of its impact?

Effective Governance Practice

To collate action points from each meeting to facilitate the board's tracking of progress towards addressing these, and to RAG rate to evaluate impacts.

To consider how small qualitative samples of parental feedback can inform school's evaluation of its priorities, and further engage parents with governors and school's leadership team

Governors considered that the above issues had been addressed or were in the process of being addressed and continued to be monitored and developed effectively.

The following issues were highlighted during the discussion of the above:-

A number of speakers had been in school and visits had been organised in relation to the development of 'British Values'.

The LA only published its pay policies in September each year, therefore, an evaluation of the pay policy for the school, in relation to a review of the teachers' pay and appraisal arrangements, could not be developed until this was in place.

A number of the issues highlighted had been considered during the recent OFSTED inspection, and were found to be operating effectively which was testament to the work carried out by the Governing Board in response to the review.

OFSTED

The OFSTED inspector had identified the publication of details on the school's website, by Governors, as a good indicator that the Governing Board was attempting to communicate with parents and the wider community. The response was welcomed by Governors, however, it was noted that the details from the various questionnaires circulated previously were yet to be fully published and it was suggested that this issue should be addressed.

In respect of Governor's communications with parents it was considered appropriate for continued Governor presence at Parents' Evenings, and that the Reception/Early Years Coffee Mornings had been well received and attended.

Issues around the data provided to the OFSTED inspector not being to her liking, in respect of identifying the performance of particular groups of children, eg Pupil Premium, SEND, etc, were discussed. The Head noted that the inspector had particular concerns in relation to the details not being available on a single sheet. She noted that these issues had now been addressed through the development of the 'O' Track system. Governors welcomed this and it was emphasised that Governors with specific links to those specific groups would ensure that the data provided and the process was monitored effectively

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Further work was required in ensuring that school improvements were fully reflected in the data provided and documents published. The Governors with specific links would be able to focus on their particular specialisms to ensure that this was being addressed.

The Head would support the training for new middle leaders.

Issues raised regarding attendance amongst specified groups of children would continue to be monitored by the Deputy Head and Governors, although this had been addressed prior to the inspection.

In respect of the Governing Board the inspector had noted the influence provided in developing the Headteacher's report, that the Governors clearly invested in the school, that they continued to address any gaps in skills through regular reviews and audits, that they provided a regular challenge to the operation of the school as was evidenced in the minutes, that the Governors attended regular training events, that the minutes indicated that the Head was held to account appropriately, and every effort was being made to liaise with parents and the wider community.

RESOLVED that the issues raised be noted, the progress made be welcomed and the issues highlighted continue to be monitored and developed accordingly.

(9) **MAT**

RESOLVED that, as highlighted earlier in the meeting, this issue be the subject of a separate, sole item Governing Board meeting.

(10) **Finance**

(a) **Start Budget 2017/18**

The Joint Chairman of Governors stated that Associate Governor, Jonathan Spence, was available to assist with financial issues on behalf of the Governing Board, as a specialist in these matters. It was stated that meetings were being scheduled for him to liaise with the Head, the joint Chairmen and the bursar.

The Head stated that the start budget was in a healthier position than originally anticipated due to higher than expected returns from the nursery and a larger number of children coming into Reception than originally thought. The current projections, therefore, indicated a total income of £757k, total expenditure of £777k, offset by a carry forward of £20k, resulting in a projected carry forward for 2018/19 of £0.

Governors noted the housing developments, both projected and currently taking place, around Boroughbridge, and suggested that information in relation to the school should be provided to the on-site offices for these developments, to promote the school and attempt to increase the numbers on roll.

The Head noted that an additional 0.5 teaching post had been built into the budget. She explained that this would allow Years 3 and 4 to be taught separately during the mornings, which she considered would be beneficial, however, she would require Governor support for the appointment to be made.

The Head noted that the forthcoming election had seen a halt placed on a number of funding streams until that was completed and she stated that a further meeting on financial matters would be appropriate when all

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the details were in place, however, she considered that the start budget, as detailed, could be approved when those details were in place. It was stated that the Head, the bursar and the lead Governors on financial matters would meet to consider the final details and Governors would be contacted to obtain the necessary agreement.

RESOLVED:-

- (i) that the position, in respect of the draft budget, as outlined above be supported and the subsequent action, as detailed, be agreed: and
- (ii) that the additional 0.5 teacher post, as detailed, be approved.

(b) Regional and National Benchmarking

A report highlighting the North Yorkshire Schools' Benchmarking Data for 2016/17 had been circulated prior to the meeting. The report provided a number of comparator details with other similar schools in North Yorkshire, although it was noted that the number of comparator schools had reduced from 14 to 10 from the previous year.

In the main, the results did not differ significantly from the previous year and did not raise any significant concerns. The following issues and points were raised in respect of the details provided:-

- The number of teaching staff receiving an allowance was high in comparison to the majority of the other schools, however, the salary costs were towards the lower end of the comparison, indicating that the staff at the school offered value for money.
- There had been an increase in Admin Staff hours on the previous year – the Head explained that this resulted from the additional coverage required in the office to provide a consistent and effective service for all. It was noted that the cost of the provision was below the average costs for the comparator schools, again indicating the value for money offered by the service.
- Premises costs – these were high in relation to the majority of the comparator schools. It was acknowledged that this was the case and efforts were being made to reduce these costs, this year, however, as Governors were aware, the size of the building and grounds of the school were major factors in respect of this position.
- The school did particularly well in respect of obtaining contributions to visits in comparison to the other schools outlined.
- In respect of SEN children a Governor suggested that further consideration should be given to the children with Schools Action Plus, as the figures currently indicated there were none at the school, but that was unlikely to be the case.
- The details highlighted a fall in sickness levels amongst staff which was welcomed.

RESOLVED that the report and issues raised be noted.

Action Plan

It was noted that the FoBS group had offered the school a substantial sum for an outside development in the school, potentially in the playground, however, it was considered that a more strategic approach was required to developments at the front of the school, and in the initial entrance spaces, with a view to making this more attractive to potential new families.

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Governors considered that one of the major issues for attracting new families to the school was the provision of ‘wrap-around’ care by the school. It was stated a questionnaire would be sent out to parents, before the end of the school year, in relation to the provision of breakfast club and after school care provisions, by the school, from the start of the new school year. The Head outlined some of the difficulties of providing such care, particularly in relation to the availability of staff. It was noted that the provision did not necessarily have to involve the schools staff, as this could be owned by the Governors but operated by a third party provider, however, the details of that would need to be extensively considered before anything was put in place. Initially a questionnaire would be sent out to parents to determine how such a provision would be received.

RESOLVED that a questionnaire be sent out to parents in relation to the provision of ‘wrap-around’ care by the school.

Lottery Bid

The Deputy Head provided details of a successful Lottery bid, undertaken on behalf of the school, which would be utilised to create a Chill/Chat Space at the front of the school. Details of the space that would be utilised were outlined. The school Council and Year 6 pupils would be involved in the design for the space. Grounds Maintenance would shortly ensure that the space was cleared to enable the work to commence. It was noted that the project would be able to be accessed by the public, as it would involve the removal of the fence, therefore, appropriate security arrangements would be incorporated. Further details on how this was to be developed and the contractors involved would be provided to subsequent meetings. Any issues that Governors may have in respect of this should be raised with the SLT.

RESOLVED that the successful bid be welcomed and further details of the proposals be considered at subsequent meetings.

(11) **School Improvement**


The Head had provided Governors with a report, prior to the meeting, which highlighted the following:-

Statutory information

- Number of racist incidents – Mar 17 to May 17 - 0
- Number of incidents of RPI recorded by school – Mar 17 to May 17 - 0
- Number of fixed term exclusions – Mar 17 to May 17 - 2.
- Number of pupils allocated a fixed term exclusion – Mar 17 to May 17 - 1
- Number of permanent exclusions – Mar 17 to May 17 – 0
- Number of referrals to Children’s Social Care - 2

Attendance

- School’s current absence rate for this academic year to May 17 – 3.4.
- School’s absence rate for the 2015/16 academic year – 3.8
- National average for primary schools for this academic year to Feb 17 – 3.9
- School’s current % of persistent absentees (absent for 15% or more sessions) for this academic year to Feb 17 – 7.2 (includes a child on roll but placed at another school)


.....Chairman
21/6/17
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- School's % of persistent absentees for the 2015/16 academic year – 7.2
- National average for persistent absentees – primary schools 2015/16 academic year – 8.8

Details of the progress that had been made in respect of the School development Plan were highlighted.

The report provided details of the current data for children at the school, for reading, writing and maths, indicating the percentages of children on track to reach age related expectations by the end of the year. Updated data in respect of Year 5 children was circulated. The Head provided an explanation as to the meaning of the data and what it represented.

The following issues arose from discussion of the report:-

Is the 'O' track system totally reliable in terms of accurate assessment for individual pupils?

In response the Head stated that the system was considered accurate and appropriate, with teachers approaching the use of this in a consistent way. She noted that alongside the data was analysed by the SLT, alongside teachers, to ensure that evidence for pupil progress was reflected appropriately and effectively in the pupil's work.

Can comparison figures in relation to progress for Pupil Premium children be provided and can these provide comparisons to national figures? The Head stated that comparison figures in relation to the progress of Pupil Premium children could be obtained from 'O' track, however, there was limited data available in relation to the national position. Available information would be provided in subsequent reports. She stated that, to determine the progress made, consideration would need to be given to the progress matrix, and all factors should be taken into account, including whether the child had been with the school throughout their school life.

The Governors responsible for analysing data should be involved in the development of action plans in relation to the data. It was agreed that the relevant Governors should meet with the Head and Deputy Head to consider the development of plans for the data, particularly in relation to how various groupings of pupils could be identified with relevant data outputs.

RESOLVED that arrangements be made for meetings between the relevant Governors and the Head/Deputy Head to consider the development of plans for the best use of data created through the new tracking system.

Class/Staffing Structure

The Head outlined the staffing/class structure for the coming school year, noting that Years 5 and 6 would now be taught as separate classes, and that, following agreement to the appointment of 0.5 teaching staff, Years 3 and 4 would be taught separately in the morning and come together in the afternoon. There may also be some additional joint teaching for years 3 and 4, where this was thought to be appropriate. The placement of staff members to year groups was still subject to confirmation and parents would be informed when this was in place.

RESOLVED that the class/staffing structure outlined be approved.

(12) **Governor Monitoring/Link**

Link Reports

M. Kelly provided details of her recent visit linked to 'British Values' with a 'christening' being undertaken at St James Church. She noted that similar visits were being arranged for other religious denominations and non-religious ceremonies. She stated that she would complete a written report and circulate to Governors.

An interim Performance Review meeting had been held for the Head, involving the performance monitoring Governors.

Review of SDP priorities

TA performance management had still to be implemented.

There had been a big take up on the free 30 hours nursery provision for 3-4 year olds, but there were some initial issues that required addressing.

Governors again emphasised the need for the school to provide wrap-around care, as discussed earlier in the meeting, and the options for this provision would be explored further, with a view to this being in place from September.

Governing Board Action Plan

This was currently under review.

Safeguarding / Health and Safety

There were no specific safeguarding or Health and Safety issues to raise at this meeting.

RESOLVED that the reports be noted.

(13) **Other Governor Issues**

Non-Link Governor Visits

There were no visits to report.

CPD

M. Kelly, C. Brocklesby, J. Wade, *C.Fenny and G.Lee* had attended a course on Governor Monitoring.

Safeguarding training, through e-learning had changed and it was suggested that when staff were undertaking the new training that Governors were involved.

A new Competencies Framework had been published and this would be circulated accordingly.

M. Kelly had attended the Spring School Governor Improvement Network meeting held on 8th May 2017 and would provide a report to Governors in due course, providing details of that.

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Pupil Premium training was being organised for Governors taking place on 19th, 22nd or 29th June in the early evening. Governors were asked to contact M. Kelly with their preferred date, however, initially, the 29th appeared to be the consensus.

RESOLVED:-

- (i) that the details be noted;
- (ii) that the arrangements for forthcoming training sessions be clarified and undertaken accordingly.

(14) **Other Business**

Sports Provision

The Head outlined the situation in respect of sports provision at the school. She noted that for the forthcoming school year she was no longer looking to use the services of Total Sports, and, apart from the possible provision of an after school club, was no longer looking to use Sporting Starts.

Following discussions with SLT it was considered appropriate for sports provision at the school to be delivered by the school's staff, supplemented by additional support offered by coaches from Queen Ethelburgas School.

RESOLVED that the sports provision at the school be delivered as detailed above, and the action outlined be undertaken accordingly.

(19) **Meeting Dates**

RESOLVED that the next meeting of the Governing Board would be held on Wednesday 21st June 2017 at 5.

IMPACT OF THE MEETING ON PUPIL ACHEIVEMENT

The Meeting included detailed discussion on:-

- OFSTED – actions for improvement
- the review of the staffing and class structure.
- Data – the processing of that and how it was used
- The development of an outdoor area
- Benchmarking to ensure the school was delivering value for money

ACTIONS ARISING FROM THIS MEETING

MAT - that an additional meeting for Governors to discuss the school's position re MATs take place on Wednesday 24th May 2017 at 4.30pm

Car Parking at front of school - that the issue would continue to be monitored and effective and appropriate measures to address the situation be implemented

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Breakfast Club/After School Care - that a questionnaire be sent out to parents in relation to the provision of 'wrap-around' care by the school.

Data - that arrangements be made for meetings between the relevant Governors and the Head/Deputy Head to consider the development of plans for the best use of data created through the new tracking system

Lottery Bid - that further details of the proposals be considered at subsequent meetings.

CKENNY



.....Chairman

21/6/17.....Date