

BOROUGHBRIDGE PRIMARY SCHOOL AND NURSERY
FULL GOVERNING BOARD

Meeting held at Boroughbridge Primary School & Nursery

Tuesday 28nd March 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

- (1) **Present :-**
M. Kelly (Chairman), C. Brocklesby, C. Fenny (Chairman), G. Lee (Head), S. Godley and R. Young.
- (2) **Apologies**
J. Charlesworth, S. Hodgson, R. Simpson (Associate Governor), J. Wade
- (3) **Confidentiality**
There was no business considered to be confidential.
- (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 any discussions that took place in relation to that school.
- (5) **Safeguarding Audit**
The Draft Safeguarding Audit had been circulated prior to the meeting. This was discussed at length.
Resolved:
Agreed that this be accepted and signed off. GL to forward to LA

NB:

The Clerk was not present at this meeting, MK took recorded the minutes.

M Kelly
10-5-2017

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BOROUGHBRIDGE PRIMARY SCHOOL AND NURSERY
FULL GOVERNING BOARD

Meeting held at Boroughbridge Primary School.

22nd March 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, S. Hodgson, G. Lee (Head), R. Simpson (Associate Governor), J. Wade and R. Young.

In Attendance :-

S. Loach - Clerk
K. Lea – Senior Leadership Team
Nigel Ashley – Elevate MAT

(2) **Apologies**

There were no absences.

(3) **Confidentiality**


The agenda item relating to the Staffing/Class Structure was considered to be confidential and would be minuted accordingly.

(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 any discussions that took place in relation to that school.

(5) **Urgent Business**

It was noted that Governors were yet to approve the residential trip to Holy Island taking place 21st to 23rd June (inclusive), which would involve 27 children and 3 adults. The Head stated that a change to


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the usual itinerary meant that there were a small number of risk assessments to take place in respect of this.

RESOLVED that, subject to the completion of the outstanding risk assessments, and the subsequent confirmation of these to the Governing Board, the residential visit to Holy Island, taking place on 21st to 23rd June (inclusive), be approved.

(6) **Minutes**

RESOLVED that the minutes of the FGB Meeting held on 1st February 2017 were taken as read, and signed by the Chairman as a correct record, subject to the addition of S. Godley to the list of those present.

(7) **Elevate MAT – Presentation**

Nigel Ashley – Headteacher at Meadowside Primary and CEO of Elevate MAT gave a presentation outlining the development of the Elevate Multi Academy Trust, highlighting the following:-

Why was Elevate established?

- To meet the changing educational landscape in the country – North Yorkshire was falling behind its peers.
- To develop a fully inclusive, local MAT.
- Ownership of the educational offer (secondary large trusts) – promoting primary education.
- Growth of collaboration – North Star TSA
- The increasing demand for MATs.
- Finance – reducing budgets and the provision of supporting services
- The changing role of the LA
- The free school agenda – new schools being built in the area will automatically be given this status
- To raise expectations of what pupils can achieve.

Vision

- Developing outstanding local primary practice while maintaining each schools' distinctive ethos.
- Children achieving the highest outcomes compared to their peers, nationally.

Shared Teaching and Learning Policy – ‘Keep Up’ Strategy

Agreed principles:-

- Effective assessment
- Teachers teach
- Leaders lead learning
- Quality joined up CPD
- Highest expectations
- ‘No excuse’ culture

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Technique

Led by Dame Reena Keeble – National leader on primary education and responsible for National review. Includes:-

- Pre-teaching
- Post-teaching
- Pupil led teaching
- Boosting confidence and morale
- A pedagogical approach
- A shared system with age related achievement the bottom line – ‘keep up’.
- Protecting identity of individual schools

What happens if a school is not ‘keeping up’?

The central management team of the MAT would intervene to determine what is happening and develop a process to rectify that position. Data would be used more effectively to measure that position. Using this allows schools to rectify concerns outside of the inspection process. Discussions would be held with the school and Governing Board, where it was considered that they were falling behind.

Would there be a set of standardised principles and policies that schools within the MAT were required to adhere to?

Standardised testing and assessment would be introduced across the MAT to address the current position for schools, which is fragmented and in disarray. The system would allow local schools to have the same moderation enabling best practice to be introduced, which in turn would assist with benchmarking and moving the schools forward.

Would each school be provided with an opportunity to have input into the development of the standardised testing and assessment techniques to be used?

Yes, the schools within the MAT would work together to develop collective ownership and responsibility for the processes in place and shared training would be used to assist in developing these. Expert advice is available to the MAT from the appointed Members and trustees, and their skills would be utilised to assist the schools with the development of shared processes. It was emphasised that, despite the shared processes, individual schools would retain the majority of their autonomy.

Locality and Growth

The MAT covers the areas of Thirsk, Knaresborough, Easingwold and Ripon.

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19 schools have approached the MAT with a view to joining, however, this did not mean to say that all would be involved, as due diligence had to be carried out.

2 sponsored schools would form part of the MAT.

Approaches had been made from 2 schools in North Leeds to join the MAT, and further discussions would be required with the Trustees in respect of this potential expansion.

The MAT was favoured by local Diocese, following extensive negotiations, allowing the opportunity for local Diocese led schools to become part of the MAT.

Structure

- Members (5) – Trustees (9) – Church School Scrutiny Committee – Partnership Board (CEO and Principals) – Chair of Governors Board – Local Governing Boards – Hubs
- Local schools of over 100 pupils and hubs of smaller schools with less than 100 pupils.
- Funding for school improvement would be obtained through top slicing the budgets of all the schools involved in the MAT.
- The Members were at the highest level of educational experience and the Trustees were appointed in terms of their appropriate skills.
- Some functions currently delegated to Governing Boards would now come under the Trust's control, although the autonomy for the majority of key decisions would remain with schools and Governors.
- Budgets would be top sliced (4-5%) to meet the costs of operating the MAT. The remainder of the budget would remain delegated to each school.
- Details of how smaller schools, with smaller budgets, would be grouped together to form hubs, were explained.
- Details of the structure would be provided for Governor's information.

CEO Role and accountabilities

- Strategic leadership and performance management
- Financial accountability
- Operations
- Board Management and stakeholder relations
- Communication
- Confidentiality
- Safeguarding
- Equality and equity

A Director of Teaching and Learning is to be appointed – fixed term, two-year contract initially.

Local Governing Boards would remain unchanged.

Finance

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- Top slice each school's budget (4-5%) – comparative to LA
- School retain autonomy of budget
- Some financial planning would be undertaken by the Trust
- Savings would be generated through shared procurement and services
- Financial advice would be available through the Trust
- It would be ensured that as much funding as possible was directed towards the provision of education, and that some of the services cut by the LA, or made financially difficult to obtain, would be restored.
- Some of the role of current SBMs would be undertaken by the Trust, which would require careful negotiation.

In-house services

- The new Trust would, initially, hire in services, but these would develop in time, allowing the Trust to be self-sufficient.
- Payroll, marketing, admin support and HR would be provided by the Trust.
- As the Trust develops IT and specialist educational services would begin to be provided.

Teaching and Learning – The 'keep up' approach – Principles

- High expectations
- Connective teaching
- Work Watch
- Pupil ownership of learning
- Shared assessment procedures and moderation
- Parental engagement
- Quality and exciting curriculum provision
- Experts to support creation of Teaching and Learning Policy
- National outlook
- Collaboration
- Leadership
- CPD at the highest level – to encourage development and retention of a highly effective workforce.

Would teachers' pay be affected by moving to the MAT?

Pay increases would continue in line with national agreements, however, conditions were likely to be developed to enhance opportunities for additional remuneration for teachers. The pay scales teachers were currently on would be met by the MAT, with incremental progression remaining the same. It was emphasised that there would be no advantage to the MAT of reducing pay or conditions of service as that would lead to teaching staff leaving for posts elsewhere.

It was noted that there were good opportunities, for good teachers, currently and the MAT would hope to take advantage of that. Teaching staff present emphasised the importance of having good opportunities available locally.

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The Mat would be creating a professional approach to education, celebrating what is already good practice and raising the ceiling of expectations.

Mr Ashley was thanked for his attendance and presentation.

RESOLVED that:-

- (i) M. Kelly leads on the school's consideration of MATs
- (ii) Governors submit their thoughts on what they would like the school to achieve through joining a MAT, to her;
- (iii) That further opportunities to discuss MATs be provided at subsequent meetings, taking account of the issues raised by Governors.

(Katie Lea left the meeting)

(8) **SFVS**

Governors had been provided with details of the completed SFVS prior to the meeting.

RESOLVED that the completed SFVS be signed off by the Chairman of Governors and submitted to the Local Authority.

(9) **School Improvement – Report of the Head**

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


Statutory information

- Number of racist incidents - Sept 16 to Mar 17 - 0
- Number of incidents of RPI recorded by school - Sept 16 to Mar 17 - 2
- Number of fixed term exclusions - Sept 16 to Mar 17 - 3.
- Number of pupils allocated a fixed term exclusion - Sept 16 to Mar 17 - 2
- Number of permanent exclusions - Sept 16 to Mar 17 – 0
- Number of referrals to Children's Social Care - 7

Attendance

- School's current absence rate for this academic year to Feb 17 – 3.7.
- 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)
- 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 current class structure and numbers on roll were provided.


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The following issues arose from discussion of the report:-

The Safeguarding Audit required completing and approving by Governors within the next two weeks. The Head and Safeguarding Governor made arrangements to undertake that, with arrangements also made for Governors to attend and sign that off.

What was the issue raised by the OFSTED inspector, in relation to attendance, during the recent Inspection? The Head explained how an error by the Local Authority had led to an anomaly in the attendance figures, which had been highlighted by the OFSTED Inspector, relating to the absence of a child that was currently being taught at another setting. The anomaly had now been corrected.

RESOLVED:-

- (i) That the report and issues raised be noted;
- (ii) That the Safeguarding Audit be completed and signed off in accordance with the details set out above.

(10) **Staffing/Class Structure**

This matter was considered to be confidential and is, therefore, the subject of a separate, confidential minute.

(11) **OFSTED – Review and Actions**

The Head outlined the following as a summary of the main highlights fed back to her by the Inspector:-

- Staff knew the school well
- Staff knew the pupils well
- Writing was a strength
- Writing standards were high
- Early years' provision was strong
- Work on speech and language over last 3 years was evident – seen in KS1 reading and writing
- Relationships were strong
- Behaviour was good
- Expectations were high
- Pupil output was strong
- There was an expectation that children would achieve set aims
- Challenging lessons were observed
- CPD was good

Feedback to Governors included the following:-

- Behaviour was good
- Pupil Premium – issues around statistics
- Attendance of vulnerable children – data inappropriate (explained above)
- Questions around cost effectiveness of Pupil Premium
- Not been favourable with the current format for Pupil Premium strategies and spending

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- Issues around details for Governors attendance for current year not being on the website – but the Inspector did acknowledge that this was ‘Best Practice’ and not a compliance issue

A Governor stated that Governors’ information on the website has to be instantly obtainable with ‘one click’ but it was noted that the Inspector had not raised this.

It was emphasised that it was important that Governors responded to circulated documents in a timely manner, as up to date documents were required on the website to ensure that this complied with requirements.

Other issues of concern raised by the Inspector, during the feedback session, included:-

- She considered that the SDP Action Plans required strengthening and more clarity.
- She suggested that data in the Head’s report to Governors should be presented on one sheet only.
- Some minor issue required addressing in classes, but on the whole what she had seen was very good.

All considered that the feedback provided directly by the Inspector had implied a slightly better outcome than the written report gave, however, overall the result was satisfactory. It was noted that copies of the written report would be publicly available shortly.

It was suggested that consideration should be given to promoting the school more extensively than currently and that an Open Day should be planned to help kick-start this. It was emphasised that the inspection report gave a good impression of the school and this should be shared more extensively.

In line with the responsibilities outlined at the previous meeting, Governors were encouraged to further develop their own link areas to continue to pro-actively meet the governance requirements. It was noted that co-opted Governor, Jonathan Spence, would be invited to assist further with budgetary issues, as this linked in well with his professional skills.

RESOLVED that the issues raised in relation to the feedback following the OFSTED Inspection be noted, with an action being developed to respond to the issues raised and considered at future meetings of the Governing Board.

(12) **Governor Monitoring/Link**


Review of this term’s SDP priorities

It was stated that these were developing appropriately and it was noted that the new ‘O’ track system would assist with monitoring. In line with issues reported above, some of the wording for the SDP targets would be altered to ensure they reflect the issues raised by the Inspector.

Governing Board Action Plan

This was currently under review.

Safeguarding

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The Safeguarding Audit was expected to be completed in the next week.

SVFS

This had been completed and was signed off by the Chairman of Governors.

Health and Safety

There were no specific Health and safety issues to report.

RESOLVED that the reports be noted.

(13) **Other Governor Issues**

Non-Link Governor Visits

There were issues to report other than Governors involvement with the recent OFSTED inspection.

CPD

The current Joint Chairs of Governors (M. Kelly and C. Fenny) had attended the regional meeting of the National Governors Association at Wakefield and provided details of the issues discussed.

New Staff Governor, J. Wade, had completed the Modern Governor training which she considered to be worthwhile and appropriate to add to the Governors' training plan.

M. Kelly had attended the Bite Size Finance training course provided by NYCC on 14th March 2017. A report was circulated.

M. Kelly had attended the Spring School Governor Improvement Network meeting held on 9th February 2017. A report was circulated.

A Monitoring Workshop was to take place at Moorside Infants on 29th March 2017 with a number of Governors attending.

Arrangements were also being made for a Pupil Premium Workshop, again at Moorside Infants. Governors suggested that their best availability for this would be 4.30pm on 25th April 2017. Confirmation would be circulated in relation to this event.

LA Governor Nomination

It was noted that M. Kelly had been re-nominated as a Local Authority Governor. The Clerk outlined the process for the appointment of a LA Governor to the Board, noting that Governing Bodies were now free to choose an LA Governor, rather than accept a nomination from the Local Authority.

Governors' Handbook

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Governors were provided with an updated version of the school's Governors' Handbook.

RESOLVED:-

- (i) that the details be noted;
- (ii) that the arrangements outlined for forthcoming training sessions and workshops be undertaken;
- (iii) that M. Kelly be re-appointed as LA Governor to the Governing Board for a four year term of office.

(14) **Parking Outside School**

Issues relating to the problems being caused by indiscriminate and illegal parking outside school were outlined. It was noted that, despite these issues having been reported to the Police, no action had been taken, and those parking in this manner chose to ignore requests not to do so.

It was noted that the area was to get a new Community Police Officer shortly, and Governors would approach this Officer with a view to the issues being addressed. It was also suggested that further approaches be made to the Local Authority in respect of Civil Parking Enforcement.

RESOLVED that further approaches be made to the Police and the Local Authority in respect of the problems being caused by parking outside the school.

(19) **Meeting Dates**

It was noted that the Clerk had a number of meetings that clashed with those scheduled for later in the year, therefore, consideration was given to altering the dates of those meetings.

RESOLVED that:-

- (i) the next meeting of the Governing Board would be held on Wednesday 22nd March 2017 at 5.30pm, as scheduled;
- (ii) the meeting scheduled for 3rd May would now take place on Wednesday 10th May 2017 at 5.30pm;
- (iii) the meeting scheduled for 14th June would now take place on Wednesday 21st June 2017 at 5.30pm.

IMPACT OF THE MEETING ON PUPIL ACHEIVEMENT

The Meeting included detailed discussion on:-

- a suitable MAT for this school to join which will further drive school improvement
- OFSTED – actions for improvement
- the review of the staffing and class structure.

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ACTIONS ARISING FROM THIS MEETING

- 7 (i) M. Kelly leads on the school's consideration of MATs – Allocated to MK – On-going review date
- 7 (ii) 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
- 9 Safeguarding Report to be completed & signed off at an Extra GB Meeting – Allocated to SG, GL & MK – Implemented by 31st March 2017
- 11 Review SDP Action Plans recording – Allocated to GL – Review in June 2017
- 11 Review data presentation in Head's report to Governors – Allocated to GL, JC and RS – Review in June 2017
- 14 Car parking Problems outside the school: review with Police and Local Authority – Allocated to GL and RY – Review in May 2017

MKS
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