

OTLEY THE WHARTONS PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 MARCH 2017 AT 6.30PM

PRESENT	Julie Cameron-Young (Chair)	Julia Dickson (Headteacher)
	Alan Bowman	Kelly Hendley
	Andy Bray	Sarah Morgan
	Kirsty Bryant	Rachel Morrison
	Rick Dickerson	Jean Preston
	Fiona Dix	Tony Rushworth
		Rick Wilson

IN ATTENDANCE: Joan Matthews, Clerk

		ACTION
35.00	APOLOGIES	
35.01	Apologies were received and accepted from Carolyn Gomes and Josie Hughes. Sarah Morgan was late joining the meeting.	
36.00	MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT	
36.01	Jean Preston left the meeting and governors resolved to appoint her as an associate governor. Jean Preston rejoined the meeting.	
36.02	The Chair reminded members to read papers in advance of meetings so that the focus within meetings was on questions and issues to raise rather than presenting papers.	
37.00	MINUTES OF THE LAST MEETING	
37.01	Resolved: that the minutes of the meeting held on 18 January 2017 were agreed as a correct record and the Chair was authorised to sign them.	
38.00	MATTERS ARISING	
38.01	<u>Governor responsibilities (minute 28.02)</u> Rick Dickerson had sent out a list of governor statutory responsibilities.	
38.02	<u>School website (minute 28.02)</u> Kirsty Bryant reported that the school website now had governor attendance from January 2015 along with the Register of Interests and governor roles and responsibilities	
38.03	<u>Skills audit (minute 30.02)</u> Rachel Morrison reported that the NGA had updated the skills audit form and she would provide governors with copies to complete.	R Morrison
38.04	<u>Confidential - Redacted (minute 30.03)</u>	

	<u>Training (minute 30.01)</u> Sarah Morgan reported that module 1 induction training was available on 3 May, 15 June or 28 June. The Headteacher agreed to circulate logins so that governors could complete Prevent training.	Chair
38.05	<u>Health and Safety handbook (minute 30.04)</u> The Headteacher reported that she had downloaded the Health and Safety handbook so that could be adopted. A site inspection had been completed on 16 February and a report submitted.	Headteacher
38.06	<u>Safeguarding (minute 32.00)</u> It was reported that a safeguarding review had been arranged for 22 March and posters showing what to do if there were concerns. Kirsty Bryant reported that it was necessary for all staff to also know what to do in the event of a complaint against the Headteacher. Rick Wilson agreed to come into school to complete his DBS.	
38.07	<u>Pupil voice (minute 33.01)</u> Kirsty Bryant agreed to circulate the guidance on pupil voice activities.	RWilson
38.08		K Bryant
39.00	REPORTS FROM COMMITTEES	
39.01	<i>Resources Committee</i> Andy Bray reported on the recent Resources Committee meeting and it was noted that a contingency of £104k was forecast for the year end with an in-year deficit of £55k. Ruth Biller had been appointed to cover Carolyn Gomes' maternity leave and would come into school for a few days before the Easter break for handover. It was agreed to circulate the minutes, Accessibility Plan and Health and Safety report from Tony Rushworth.	A Bray
39.02	A question was asked about pupil numbers for September 2017 and it was noted that these should be available in the second week of April. There were only 135 Reception age children in Otley for September 2017 and there were 5 primary schools, although numbers were higher the following year. The school's geographical location combined with the Ofsted Requires Improvement status were affecting numbers. The focus for the school was on achieving Good at the next Ofsted.	
39.03	<i>Pupil Support committee</i> The minutes of the Pupil Support Committee had been circulated and it was noted that all statutory policies were	

	now on the website. The Headteacher would also upload the Accessibility Plan. Fiona Dix had prepared a file for the SEND review taking place. Rick Dickerson had completed a visit on pupil premium using the self-assessment which had been completed in 2015. The questions from that self-assessment had been reviewed and the only areas for improvement were minor refinements.	Headteacher
39.04	<p>Teaching and Learning committee</p> <p>The minutes of the meeting of the Teaching and Learning Committee had been circulated and Kirsty Bryant highlighted the key points. Sarah Morgan and Rachel Morrison were to carry out a pupil voice on focussed interventions and Kirsty Bryant and Rick Dickerson would also carry one out.</p>	
40.00	SAFEGUARDING UPDATE	
40.01	The Headteacher reported that she was completing a cycle of DBS checks and refreshing them. There were no safeguarding issues to report. A question was asked about whether a safeguarding poster had been displayed outside on the noticeboard and it was confirmed it had. Information had also been put on the website under parent information.	
41.00	HEADTEACHERS REPORT	
41.01	The Headteacher confirmed that she would complete the staff absence data and recirculate the report. Staff absence had increased and the Resources Committee had discussed this at its last meeting. Staff were under some pressure and whilst absences were not due to stress, staff may be more vulnerable to other illness.	
41.02	Governors were pleased to note the outcome of the Local Authority Teaching and Learning Review. The school had been more confident and the review outcome had provided a morale boost for staff. Although the report had not yet been published on the website, the Headteacher confirmed that she would ensure that was done.	Headteacher
41.03	Sarah Morgan agreed to share a YouTube film to help prepare for interview at inspection, and it was agreed that it would be useful to have a small group of governors who were Ofsted ready. It was agreed that the Chair, Rachel Morrison, Sarah Morgan, Kirsty Bryant, Fiona Dix and Rick Wilson would form that group.	S Morgan
41.04	<p>Rick Dickerson reported on points from the recent induction session he attended:</p> <ul style="list-style-type: none"> • Where is good teaching? Should we monitor the quality of teaching in eg Arts or PE? • It was noted that the Teaching and Learning Committee discussed this and the tracker would cover it. Subject leaders were also going to attend 	

meetings to discuss their subject area. It was noted that subject leaders were all in a cycle of monitoring their own areas. It was noted that PE was currently in a separate area to other statutory parent information and that it would be appropriate for it to be alongside those. Kirsty Bryant agreed to arrange this with the office staff and to also carry out the role of link governor for PE.

K Bryant

- How were governors checking that data was accurate? It was noted that the Ofsted and FFT data was independent, and that governors had access to the Raise online data. There had also been book scrutinies carried out during the teaching and learning reviews.
- Ofsted would ask about the school's actions to address parent feedback and Rick Dickerson agreed to review the Parentview feedback in advance of the Pupil Support meetings so that any issues could be discussed. It was suggested that parental use of Parentview might be promoted through the newsletter and at parents' evenings. The comments received through the parent survey had been similar to those on Parentview and had all been addressed.

R Dickerson

42.00

ANY OTHER BUSINESS (including correspondence)

42.01

There was no other business.

43.00

SCHEDULE OF MEETINGS FOR THE YEAR

43.01

Resolved: that the next governing body meeting would be held on **Monday 19 June 2017 at 6.30pm.**