

OTLEY THE WHARTONS PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 JANUARY 2017 AT 6.30PM

PRESENT	Sarah Morgan(Chair)	Carolyn Gomes
	Alan Bowman	Josie Hughes
	Kirsty Bryant	Rachel Morrison
	Rick Dickerson	Tony Rushworth

IN ATTENDANCE: Joan Matthews, Clerk

27.00	APOLOGIES	ACTION
27.01	Apologies were received and accepted from Julie Cameron-Young, Fiona Dix, Kelly Hendley, Julia Dickson, Rick Wilson and Andy Bray. It was noted that Sarah Morgan was in the chair as the Chair and Headteacher were attending a meeting to discuss further the multi academy trust	
28.00	MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT	
28.01	The Chair reported that meetings had taken place with three ex-headteachers who were potential governors. Although there were no vacancies it was possible that one or more might be appointed as associate governors.	
28.02	Josie Hughes, Alan Bowman, Tony Rushworth and Rick Dickerson had all completed induction training which had been very positive and clarified their responsibilities. Alan Bowman agreed to share the resources he received with Kelly Hendley. Rick Dickerson was to provide a list of what the school's statutory responsibilities were and Kirsty Bryant would update the school's website with governor attendance information. Sarah Morgan agreed to share the NGA login details and the Governing Matters magazine with other members.	A Bowman R Dickerson K Bryant S Morgan
28.03	It was noted that Sarah Morgan and Rick Dickerson had carried out a learning walk to look at teaching assistant use in school, and Sarah Morgan agreed to circulate her notes. The walk had been very positive with pupils engaged and it was agreed that a follow up pupil voice session should be held. It was noted that pupils were more inspired by the interventions in place than previously.	S Morgan S Morgan
28.04	Rachel Morrison had completed three governor visits, meeting Paul Hampson and Dominic Fisk about pupil outcomes, closing the gap and teaching assistants. She would follow this up by looking at pupils who were at working towards in KS1. A meeting had also taken place with Carolyn Gomes to discuss pupil outcomes and it was noted that increased numbers of pupils were working at mastery level. EYFS and KS1 progress data was good and staff had a better understanding of the pupils in their classes	

and their strengths, weakness and gaps which needed to be addressed. KS2 Maths progress had been discussed and areas for improvement had been identified. Book scrutinies were taking place regularly and a lot of work was taking place on pre-learning. A learning walk had been carried out and the curves cards had been particularly of note, with clear evidence of progress. Carolyn Gomes confirmed that she had fed back to staff.

28.05 Kirsty Bryan reported that she had carried out a KS2 pupil voice session on 25 November with the teaching and learning SDP as the focus, covering target time, pre-learning and pupil premium. A good range of work was evidenced, and pupils were receiving clear feedback through marking. They were clear what to do if they were stuck and where to seek support. There was clear evidence of progress. It was noted that not all classes had access to the same resources and it had been recommended that should be in place for English and Maths.

29.00 MINUTES OF THE LAST MEETING

29.01 **Resolved:** that the minutes of the meeting held on 16 November 2016 were agreed as a correct record subject to clarification of minute 25.01 that the focus moving forward was to look at the outputs of aggregated pupil premium children as a whole. The Chair was authorised to sign them.

30.00 MATTERS ARISING

30.01 Induction training (minute 20.04)

Sarah Morgan agreed to see if it was possible to undertake Module 1 of the induction training elsewhere.

S Morgan

Skills audit (minute 20.05)

30.02 Rachel Morrison reported that there were still 4 skills audits outstanding and that she would populate the matrix with the information she had available. As the outstanding audits were received the information would be added. Sarah Morgan would discuss contacting Gerard Francis with the Chair.

R Morrison

S Morgan

30.03 Academy status (minute 22.06)

A meeting of all the Headteachers and Chairs in the Otley Family of Schools was currently taking place to discuss next steps.

Complaint (minute 22.07)

30.04 Sarah Morgan agreed to contact Rick Wilson regarding the complaint.

S Morgan

Governor responsibilities (minute 22.08)

30.05 It was noted that Kelly Hendley and Fiona Dix would share the roles of responsibility for Child Protection and Children

Looked After and for SEN.

30.04

Risk assessment (minute 23.01)

It was noted that the Headteacher had completed a course on risk assessment and a link should be added to the website. Tony Rushworth had agreed to come into school to provide some advice once he had received information from the Headteacher. Sarah Morgan agreed to contact Leeds Council to find a link to the Health and Safety handbook. The Health and Safety statement was out of date and Tony Rushworth reported that it was hoped to carry out the site inspection as soon as possible. It was suggested that the inspection might be carried out alongside Dave Reynard rather than the Headteacher to alleviate workload.

S Morgan

30.05

Class information on website (minute 24.01)

It was reported that the homework policy had been reviewed and had been ratified for inclusion on the website. Dominic Fisk was reviewing the information on the website for each class to ensure it was standardised and Kirsty Bryant planned to carry out an audit at the end of the week. It was agreed that KPIs for each year group would be useful for parents.

31.00

REPORTS FROM COMMITTEES

31.01

Resources Committee

The Resources Committee had met on 7 December and Tony Rushworth highlighted the main points:

- There was an additional cost of £1500 for the toilet refurbishment which would be funded from the after school club.
- The subsidy on peripatetic music lessons had been reduced.
- Pupil numbers were low which would have financial implications in 2017/18.
- Diane Dolphin had moved to another job and the school had no office manager at present. An appointment had been made and the new Business Manager would take up post on 20 February.
- The asbestos policy had been discussed.

31.02

Pupil Support committee

A meeting of the Pupil Support Committee had taken place on 25 November and Sarah Morgan was working on establishing a checklist of work which the committee needed to do. Objectives and priorities for the committee were also being established. The SDP priorities were looked at and a number of actions were agreed, including learning walks. Attendance was reviewed and it was noted that it had improved significantly and was above target. In some cases, there had been big improvements although the

school continued to monitor closely some pupils.

31.03 The accessibility plan had been discussed and Carolyn Gomes was developing a plan to fit with the school's circumstances. It was suggested that the Leeds model policy might provide a starting point and it was agreed that Kirsty Bryant would send Tony Rushworth some examples to look at. It was agreed that the plan would need to link with the Asset Management Plan if any work was required. A question was asked about provision for any pupils with medical needs and it was noted that the Headteacher and Carolyn Gomes were working on this.

K Bryant

31.04 The complaints policy had been reviewed and Fiona Dix was checking all pupils support policies against the committee's terms of reference.

Teaching and Learning committee

31.05 The minutes of the meeting of the Teaching and Learning Committee had been circulated and Kirsty Bryant highlighted the key points:

- Learning walks had been discussed
- The long term overview of the national curriculum had been reviewed, along with the medium term plans for each class.
- Target tracker had been demonstrated and it was planned to make use of it for all subjects by the end of the year.
- The SEND policy and SEND statement had been discussed.
- There had been an update on PSHCE and the whole school themes shared in assemblies had been discussed. A parent forum on sex and relationships would be taking place on 9 February and governors were welcomed.
- The Teaching and Learning policy was ratified, as were the Collective Worship, Assessment and Homework policies.
- Monitoring of the quality of teaching and learning was discussed and the arrangements reviewed.

32.00 SAFEGUARDING UPDATE

32.01 The Headteacher was preparing a report on any issues from the previous year. Fiona Dix and Kelly Hendley were to review and report on child protection. Named governors with responsibility for this area were in place and all governors had a copy of the child protection policy.

32.02 It was mentioned that the induction training suggested that all visitors to the school should be made aware of the child protection contact in school and it was agreed that it should

	be made more visible around school. It was suggested that laminated notices could be visible in key areas and on the noticeboard outside school.	
32.03	The clerk reminded governors that DBS checks should have been completed and Rachel Morrison agreed to contact the office regarding her DBS check. Kirsty Bryant agreed to send out a link about Prevent training.	R Morrison K Bryant
33.00	ANY OTHER BUSINESS (including correspondence)	
33.01	Governor visits It was suggested that due to the pressures on the office any further visits should be deferred until after 6 March. Any governors who wished to visit school were welcome in the year 2 or year 6 classes. Pupil voice activities were useful as they were not time consuming for staff and Kirsty Bryant agreed to share information on the pupil voice. It was noted that there had been some training on pupil voice and follow up training would be taking place on 1 February at All Saints Primary School.	K Bryant
33.02	Governors discussed the website and agreed that it was not easy to navigate. It was recognised that there were financial considerations and governors queried the budget available for this. It was agreed that a working party should look at this in the summer term and it was suggested that there might be parents who could assist.	
33.03	The governors statement had been circulated and would be included in the next governors newsletter. It was agreed to add Carolyn Gomes' e-mail address in relation to SEN, and a contact for safeguarding. It was also agreed to add an external contact at Leeds in relation to safeguarding and a link to Parentview. It was also agreed to clarify that the teachers would be available at 8.50am if parents wanted to speak to them.	S Morgan to update
33.04	Sarah Morgan agreed to contact Kelly Hendley about a photograph.	S Morgan
34.00	SCHEDULE OF MEETINGS FOR THE YEAR	
34.01	Resolved: that the next governing body meeting would be held on Wednesday 15 March 2017 at 6.30pm. Sub-committees were to meet around 2 weeks before the next governing body meeting to ensure that they could provide reports.	