

# OTLEY THE WHARTONS PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF THE MEETING HELD ON MONDAY 19 SEPTEMBER 2016 AT 6.30PM

<b>PRESENT</b>	Julie Cameron-Young (Chair)	Julia Dickson (Headteacher)
	Andy Bray	Josie Hughes
	Kirsty Bryant	Sarah Morgan
	Chris Chambers	Rachel Morrison
	Rick Dickerson	Rick Wilson
	Carolyn Gomes	

**IN ATTENDANCE:** Joan Matthews, Clerk

1.00	<b>APOLOGIES</b>	<b>ACTION</b>
1.01	Apologies were received and accepted from Fiona Dix and Gerard Francis.	
2.00	<b>MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT</b>	
2.01	It was noted that there were currently two vacancies on the governing body and that there had been no interest in the parent governor vacancy. It was agreed that the vacancy should be advertised again after the October half term with a particular request for any candidates with learning and teaching experience.	<b>Headteacher</b>
2.02	In relation to the vacancy for a co-opted governor, after discussion, it was <b>resolved</b> to appoint Tony Rushworth with immediate effect.	
3.00	<b>ELECTION OF CHAIR/ VICE CHAIR AND AGREEMENT OF TERMS OF OFFICE</b>	
3.1	Julie Cameron-Young was nominated for the position of Chair  <b>Resolved:</b> <ul style="list-style-type: none"><li>• that the term of office of the Chair be one year</li><li>• that Julie Cameron-Young be elected Chair of the governing body.</li></ul>	
3.2	Sarah Morgan was nominated for the position of Vice-Chair  <b>Resolved:</b> <ul style="list-style-type: none"><li>• that the term of office of the Vice-Chair be one year</li><li>• that Sarah Morgan be elected Vice-Chair of the governing body.</li></ul>	
4.00	<b>MINUTES OF THE LAST MEETING</b>	
4.01	<b>Resolved:</b> that the minutes of the meeting held on 15 June 2016 were agreed as a correct record and the Chair was authorised to sign them.	

<b>5.00</b>	<b>MATTERS ARISING</b>	
5.01	<u>Vision (minute 48.04)</u> The Headteacher reported that the vision had been promoted in the newsletter and had been covered in assemblies. The banner was still awaited from the company taking the school photographs and the Headteacher would follow this up.	<b>Headteacher</b>
5.02	<u>Academy status (minute 48.11)</u> It was noted that information on possible multi-academy status was still being shared within the family of schools. a second meeting had taken place and all schools were agreed that should there be a multi-academy trust, all schools in the family would wish to be together. There were two faith schools within the family and the Director of Education for the Diocese had attended the most recent meeting. They had indicated that the matter could be further discussed and that they would be willing for the faith schools to be in a trust with other schools in the family provided 2 or 3 of the Members were nominated by the Diocese.	
5.03	In response to a question, the Headteacher confirmed that there was one secondary school and six primaries in the family. A question was asked about the benefits of the trust and the Headteacher reported that these included rigorous peer review, economies of scale, strategic planning for all the children in Otley and improved recruitment and retention for staff in the schools.	
5.04	Members recognised that the local authority would struggle to continue to provide the necessary support for schools. concern was, however, expressed about the Diocese having too much control. Sarah Morgan agreed to circulate a paper on multi-academy trusts and it was agreed that the school should continue to engage with discussions.	<b>SM</b>
5.05	<u>SDP (minute 48.09)</u> All visits relating to the school development plan had been completed.	
5.06	<u>Committee reports (minute 49.00)</u> It was noted that a meeting of the JRG had taken place on 12 July and a meeting of the Resources Committee had taken place on 28 June. Kirsty Bryant and Sarah Morgan agreed to circulate the minutes after the meeting.	<b>KB/SM</b>
5.07	The Chair reported that she had received a letter of complaint and in view of her own potential conflict, it was agreed Rick Wilson would handle the complaint.	
<b>6.00</b>	<b>ALTERNATIVE METHODS FOR PARTICIPATION IN GOVERNING BODY MEETINGS</b>	
6.01	It was agreed that telephone and video conferencing may	

be used for members to participate and vote in meetings of the governing body but only in exceptional circumstances.

## **7.00 CONFIRMATION OF COMMITTEES AND COMMITTEE MEMBERSHIP**

7.1 Governors reviewed the committee structure and committee membership and agreed that the current structure continued to serve their needs.

### **7.2 Resolved:**

- that the following committee structure and memberships be confirmed
- that arrangements for clerking the meetings would be agreed at the first meeting of each committee

### **Pupil Support Committee**

7.3 Chris Chambers (Chair), Julie Cameron-Young, Josie Hughes, Fiona Dix, Rick Dickerson and the Headteacher or Deputy Headteacher.

### **7.4 Learning and Teaching Committee**

Kirsty Bryant (Chair), Julie Cameron-Young, Rachel Morrison, Sarah Morgan, and the Headteacher or Deputy Headteacher.

### **7.4 Resources Committee**

Rick Wilson (Chair), Andy Bray, Tony Rushworth, Gerard Francis, Julie Cameron-Young and the Headteacher or Deputy Headteacher.

7.5 Governors reviewed the terms of reference for each committee and delegated powers. The Pay Committee would consist of Kirsty Bryant, Andy Bray and the Chair.

7.6 Approval of the budget was delegated to the Resources Committee.

### **7.7 Resolved:**

- that terms of reference be reviewed by each committee and that amended terms of reference would be brought back to the full governing body for ratification.

## **8.0 DELEGATION TO THE HEADTEACHER**

8.1 It was **resolved** that the appointment of staff other than the Headteacher and Deputy Headteacher be delegated to the Headteacher.

## **9.0 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS**

### **9.1 Resolved:**

- that authority be delegated to the Head teacher to vire sums of up to £5,000 and to enter into contracts up to

the value of £5,000.

- that signatories for authorisation of orders and invoices be approved as follows:

Orders: Julia Dickson, Carolyn Gomes and Paul Hampson  
Invoices: Kathryn Gibson and Diane Dolphin.

- that the local authority's financial regulations and standing orders and contract procurement regulations be adopted.

- that the Chair, on behalf of the governing body, be authorised to sign the relevant form to register any unofficial funds, e.g. school fund.

## **10.00**

### **JOINT COLLABORATIVE COMMITTEE**

10.01

The governing body confirmed the terms of reference and delegated powers of the joint collaborative committee and agreed that Andy Bray and Rick Wilson would serve as their representative. The Headteacher agreed to send the dates for the year to them.

**Headteacher**

## **11.00**

### **CONFIRMATION OF GOVERNORS WITH SPECIFIC RESPONSIBILITIES**

#### **Resolved:**

11.01

- that governors take specific responsibility for the following areas:

11.02

Performance management – J Cameron-Young, K Bryant and A Bray. Rick Dickerson undertook to complete the training in the current academic year and Sarah Morgan agreed to identify a suitable course.

**SM**

11.03

Child Protection and Looked After children – C Chambers with support as required from J Cameron-Young.  
SEN – F Dix  
Complaints – the Chair and R Morrison  
Training – S Morgan

11.04

Tony Rushworth would be asked to work alongside Gerard Francis on Health and Safety.

11.05

It was agreed that governors would be linked with areas of the school development plan and the following groupings were agreed:

11.06

Leadership and Management: S Morgan and A Bray  
Early Years: J Cameron-Young and F Dix  
Pupil Outcomes: C Chambers and R Morrison  
Behaviour and Safety: R Wilson and G Francis  
Effectiveness of Teaching and Learning: K Bryant and R Dickerson

11.07 Each grouping would complete one visit per term, one of which would be a pupil voice session.

**12.00 HEADTEACHER'S PERFORMANCE MANAGEMENT**

12.01 Governors agreed to appoint Trish Lowson, School Improvement Adviser, as the external adviser for the Headteacher's performance management.

12.02 It was agreed the objectives should not be shared with the whole governing body although the performance management governors would ensure that they reported back to the full governing body. The performance management meeting would take place in November with termly reviews then taking place.

**13.00 REGISTER OF GOVERNORS' INTERESTS**

13.01 Governors noted the need to review the register and each governor was asked to complete a governors' interests form.

**14.00 CONFIRMATION OF CODE OF CONDUCT FOR GOVERNING BODIES**

14.01 The Code of Conduct had been circulated to all governors before the meeting.

**Resolved:**

- that the code of conduct be re-adopted.

**15.00 REPORTS FROM COMMITTEES**

**15.01 Joint Review Group**

It was noted that a meeting of the JRG had taken place on 12 July and a verbal report was provided. The minutes would be circulated after the meeting. Key points noted included:

- Rick Dickerson had taken over the role of Pupil Premium governor
- The Early Years action plan had been discussed
- School to school support from Bramhope Primary was ceasing and a "Listening Head" arrangement had been introduced. An initial meeting had already taken place and another was due to take place the following week
- Preliminary results had been discussed and whilst KS2 had made expected progress, results were significantly below national average. Evidence was being collected as to the reasons. Progress levels were above floor standards and broadly in line with national average. This group had been low performing at KS1 and represented a one-year dip in outcomes rather than a trend.
- KS1 results were good and pupils had made better than expected progress. 90% of Year 1 pupils and all Y2 pupils had passed the phonics test. Good

progress had also been made in Early Years.

- The Teaching and Learning review had been completed and shared with all governors and parents.
- Progress against the post-Ofsted action plan had been discussed
- The parent survey had been sent out and the Headteacher reported that results had now been received and were broadly positive. It was agreed that the Chair, K Bryant, R Wilson and the Headteacher would meet to discuss the results.

15.02

### **Resources Committee**

The Resources Committee had met on 28 June and Sarah Morgan highlighted the following points:

- There was a balance brought forward from 15/16 of £160k but there was an in-year deficit of £55k due to the falling roll.
- The supply staff budget was overspent due to training for Early Years staff and middle leaders. It was recognised that the overspend related to areas for improvement.
- The Headteacher reported that five pupils had left the school at the end of the summer term which impacted on the budget. A question was asked about final numbers in Reception and it was reported that there were 18 pupils with 175 in school altogether.

16.00

### **HEADTEACHER'S REPORT**

16.01

Governors had received the Headteacher's report and noted the key points.

16.02

A fourth priority area had been added to the school development plan to cover closing the gap in progress in relation to pupil premium children. The school continued to try different approaches and a new section on interventions had been added. A new approach was being used following visits to Bramhope Primary and staff training had been delivered on the system. All interventions now took place at the same time involving all teaching staff and support staff. The Headteacher agreed to circulate the updated school development plan that week.

**Headteacher**

16.03

Following comments from the Teaching and Learning review on expectations of pupil books, KS1 and KS2 leaders had undertaken a best practice visit to Ashfield Primary. Books were to be reviewed in relation to book contracts after the October half term. It was agreed that it would be helpful to carry out a pupil voice in relation to book contracts in November.

**Governors**

16.04

73% of Early Years pupils had achieved a good level of development and the APS increased from 34.3 to 36.2. The

**Headteacher**

	Headteacher agreed to check the number of pupils exceeding a good level of development. 90% of Year 1 pupils had passed the Phonics test compared to 83% the previous year. The large majority of pupils in the school had reached age-related expectations. Progress data was low and it was likely that was due to inaccurate baselines. It was recognised that this might have implications for staff performance management as one target related to progress. Other schools tended to base targets on outcomes and it was agreed this matter should be discussed with the Pay Committee.	Headteacher
16.04	Outcomes for disadvantaged groups remained a challenge and the cluster had done some work on improving resilience in disadvantaged children. It was hoped there would be some recommendations from that work which might be helpful although the school was already implementing many of the ideas.	
16.05	Formal lesson observations had not taken place in the summer term although short observations had taken place including book scrutinies. A question was asked about when normal observations would resume and the Headteacher reported that learning walks were planned fortnightly throughout the year.	
16.06	The Headteacher agreed to send out attendance data and it was noted that it was important to improve attendance. Otley-opoly had been introduced and when a class achieved 97% they were allowed the opportunity to win a treat. Whilst it was noted that the game was intended to promote good attendance and prompt arrival at school, governors stressed the need to ensure there was no stigma, particularly for children where there was genuine illness.	
16.07	The Headteacher reported that buddy benches were now in place. A question was asked about whether there was any stigma attached to the use of the benches and it was confirmed that there was not.	
17.00	<b>ANY OTHER BUSINESS (including correspondence)</b>	
17.01	The Chair reported that the Leeds Governor network meeting would be taking place on 15 October and a Safeguarding for Schools event on 28 September. The Chair agreed to contact Fiona Dix about her availability.	Chair
18.00	<b>SCHEDULE OF MEETINGS FOR THE YEAR</b>	
18.01	<b>Resolved:</b> that the next governing body meeting would be held on <b>Wednesday 16 November 2016 at 6.30pm.</b>	