

OTLEY THE WHARTONS PRIMARY SCHOOL GOVERNING BODY

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 NOVEMBER 2016 AT 6.30PM

PRESENT	Julie Cameron-Young (Chair)	Julia Dickson (Headteacher)
	Kirsty Bryant	Josie Hughes
	Rick Dickerson	Sarah Morgan
	Fiona Dix	Rachel Morrison
	Carolyn Gomes	Tony Rushworth
	Kelly Hendley	Rick Wilson

IN ATTENDANCE: Joan Matthews, Clerk

19.00	APOLOGIES	ACTION
19.01	Apologies were received and accepted from Andy Bray and Alan Bowman, one of the newly elected parent governors.	
20.00	MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT	
20.01	The Chair welcomed new governors, Kelly Hendley and Tony Rushworth. It was noted that Chris Chambers had resigned and that as only two applications had been received for two parent governor vacancies, both had been appointed without a ballot.	
20.02	It was agreed that Tony Rushworth would join the Resources Committee, Kelly Hendley would join the Pupil Support Committee and Alan Bowman would join the Teaching and Learning Committee. Sarah Morgan agreed to move onto the Pupil Support Committee.	
20.03	The Chair reported that there had been expressions of interest via Leeds Council from two former headteachers. After discussion, it was agreed that the Chair and Headteacher should arrange to meet with them with the possibility of co-opting them onto committees where their skills could be best used. It was agreed that succession planning should also be kept in mind.	
20.04	Sarah Morgan reported that she was trying to organise both induction training and performance management training and had been in touch with the National Governors Association. The training would be hosted at The Whartons but details would be circulated to other schools in the Family of Schools. It was agreed that Sarah Morgan should proceed with organising the training and it was suggested that she also explore the possibility of safer recruitment training.	S Morgan
20.05	Rachel Morrison agreed to review the skills matrix using the NGA model.	R Morrison

21.00 MINUTES OF THE LAST MEETING

- 21.01 **Resolved:** that the minutes of the meeting held on 19 September 2016 were agreed as a correct record and the Chair was authorised to sign them.

22.00 MATTERS ARISING

22.01 Governing body vacancies (minute 2.01)

It was noted that an advert had been placed for parent governors and two applications had been received. Both had therefore been appointed.

22.02 Vision (minute 5.01)

The Headteacher reported that the vision banner was now on display in the foyer and was also on the website. It had also been shared via the newsletter.

22.03 Academy status (minute 5.02)

It was noted that although no subsequent meetings had taken place to discuss academy status, Prince Henry's Grammar School had circulated a document requesting feedback from each school in the Family of Schools on their position. The Headteacher reported on a recent Headteachers' Forum which she had attended and the Regional Schools Commissioner had indicated that whilst academy status for all schools was not part of short term government policy, it remained the longer term aim. Members agreed that they would prefer to be part of a structure from the offset than join something which was already established.

- 22.04 Whilst the governing body had expressed wish to join a MAT along with other Otley schools, and the concerns around church schools had been alleviated, it was agreed that the school would not wish to be in a MAT with church representatives making up the majority of the Board of Directors.

- 22.05 It was recognised that whilst there were existing relationships between the schools which did provide challenge, there would be more school to school support and accountability in a more formal academy trust structure. The opportunities in relation to sharing of staff was also an attractive element.

- 22.06 Some concerns were expressed around the possible financial position of Prince Henry's Grammar School and any possible impact that might have on other schools in a MAT. It was agreed that it would be helpful to have some idea of the terms of conditions in other MATs in Leeds so that some comparative information was available. Members agreed that a response should be submitted to Prince Henry's indicating that the governing body was interested in

Headteacher

Headteacher

	the next steps.	
22.07	<u>Complaint (minute 5.07)</u> It was reported that the recent complaint had been resolved without proceeding to formal procedures. Rick Wilson reported that he would meet with the Headteacher to discuss it further, following which he would send a note out to all governors.	R Wilson
22.08	<u>Governor responsibilities (minute 11.03)</u> It was agreed that Kelly Hendley would assume the role of governor responsible for Child Protection and Children Looked After and Fiona Dix would be the governor responsible for SEN.	K Hendley F Dix
22.09	<u>School development plan (minute 11.06)</u> It was agreed that Tony Rushworth would join Rick Wilson and Gerard Francis in looking at Behaviour and Safety and Kelly Hendley would join Julie Cameron-Young and Fiona Dix on EYFS.	
22.10	<u>Staff targets (minute 16.04)</u> The Headteacher confirmed that following discussion with the school improvement adviser, it had been decided not to make any changes to staff targets. All other actions had been completed.	
23.00	REPORTS FROM COMMITTEES	
23.01	<i>Resources Committee</i> The Resources Committee had met on 19 October and Rick Wilson highlighted the main points: <ul style="list-style-type: none"> • Rick Wilson and Andy Bray would complete safer recruitment training before Christmas 2016. • An online link would be sent to staff for the health and safety handbook • An external premises review was due to be carried out by the local authority during summer 2016 but there had been no contact from the authority. • The policy on allegations of abuse against staff would be discussed again at the next meeting • An in-year deficit of £55k had been predicted for 2016/17 and a contingency of £104k forecast. The supply budget was overspent due to work with improvement partners and activities. • The school was subsidising peripatetic music teaching and this would be reviewed. It was agreed that should the cost be increased, the school should be transparent with parents. • The Headteacher and Site Superintendent were attending a course on writing risk assessments in January. 	Headteacher

23.02 ***Pupil Support committee***
There had been no meeting of the Pupil Support Committee due to the resignation of Chris Chambers and a meeting would be arranged as soon as possible.

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

- Subject leader training had been discussed
- The homework and marking policy had been discussed.
- Attainment and mastery levels had been discussed and Rachel Morrison was to carry out a learning walk to look at mastery
- The SEF had been circulated to all governors.
- Interventions and the pupil premium strategy had been discussed.
- A Teaching and Learning monitoring visit would be carried out in the new year by the same team who had carried out the previous review.
- The Pay Committee had reviewed the performance management of staff. Pay and appraisal policies had been reviewed and ratified. Kirsty Bryant and the Chair had been present at the Headteacher's performance management.
- The SEN policy had been circulated and was approved.
- The child protection policy would be circulated for approval.
- The SEND information report would be put on the school website on a separate SEN page.

23.04 ***JRG***
The minutes of the JRG meeting held on 20 October had been circulated and the key points were highlighted:

- Closing the gap had been discussed in relation to pupil premium children and it was noted that gaps remained relating to performance.
- The action plan relating to EYFS had been completed. EYFS performance had been good in summer 2016
- The local authority would conduct a second teaching and learning review in February 2017.
- There had been discussion about additions to the SDP where there had been any dips in performance.

24.00 HEADTEACHER'S REPORT

24.01 Governors had received the Headteacher's report and the key points were highlighted.

- In completing lesson observations, the emphasis was

now on triangulation of data and information. Areas requiring improvement were then identified and follow up observations would take place specifically focussing on those areas.

- All teaching observed had strengths identified and by the end of the autumn term, the Headteacher reported that she would be able to provide governors with an overall judgement on the amount of good teaching in school.
- Although the gaps between pupil premium and non-pupil premium had narrowed, they had not closed sufficiently across the school. Within KS1 Maths, 100% of pupil premium children had reached Age Related Expectation (ARE) but in KS2 Maths, none had reached ARE. Across the school, pupil premium numbers were small. Comparing the whole pupil premium cohort in the school to all other children in the school, the gaps in reading and writing had both been narrowed by 11%. The gap in Maths had, however, remained static and changes had been made to the way Maths was being taught and assessed to include pre-learning. This helped to focus the input in Maths teaching.
- Different strategies were being employed and the SLT were running a homework club to support pupil premium children. In response to a question regarding parents' views of the homework club, it was reported that the club took place during the school day and whilst taking a soft approach, it was aimed at pupil premium children. Some work relating to pupil premium would take place at the training day later that week. Particular work was taking place on engaging parents as partners in a pro-active way.
- A weakness had been identified in some children in relation to resilience and work was taking place to look at what had been effective in addressing this in other schools.
- It was suggested that there were some inconsistencies in relation to the information on the website on class spellings and homeworks. The Headteacher agreed to look into this.

Headteacher

25.00
25.01

ANY OTHER BUSINESS (including correspondence)
Governor visits

Rick Dickerson reported that he had met with the Headteacher to discuss pupil premium and that the priority was now looking at individual children to ensure that they were not falling behind. The pupil premium strategy would be added to the website and consideration was being given to revising the pupil premium policy. A question was asked as to whether there were any performance targets relating to pupil premium students and the Headteacher confirmed that there were targets for each group within the SDP based on good progress.

25.02 Rachel Morrison reported that she had met with Paul Hampson and Dominic Fisk and also with Carolyn Gomes to discuss SEN children. She was due to meet again with Carolyn Gomes again on 3 December to discuss pupil outcomes. Rachel Morrison agreed to submit a report on her discussions with Paul Hampson and Dominic Fisk.

Governor attendance

25.03 The Chair highlighted that Gerard Francis had not attended a governing body meeting since June 2016 and Rick Wilson agreed to contact him.

26.00 SCHEDULE OF MEETINGS FOR THE YEAR

26.01 **Resolved:** that the next governing body meeting would be held on **Wednesday 18 January 2017 at 6.30pm.**