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| | <p>TW to follow through as no one has attended to resolve.</p> <ol style="list-style-type: none"> 5. Governors were updated on the Safeguarding audit and the action plan produced from this – a copy of which had been circulated to Governors prior to this meeting. Governors noted the concerns highlighted around e-safety and TW updated the meeting on polices being updated and a future workshop for parents on this subject. 6. Governors asked if all parents have given permission for their children to appear on the school facebook page and were briefed that no, two pupils have not get permission and TW outlined the measures taken to ensure that the request is adhered to. 7. TW was questioned as to how pictures are taken at school – using a school camera of personal cameras/phones? Privacy issues arise if a personal phone is used – as they are – and TW briefed Governors that if a personal phone is used then the picture has to be deleted immediately and not stored. This will be stated in the Acceptable Use Policy which will be available on the website for all to view. 8. A Governor asked what instructions have been given to adults on lunchtime supervision approaching “strangers” entering the playground. TW assured Governors that all those concerned had been briefed to approach anyone not recognised and that with the numbers in the playground at any one time there is an expectation that at least one adult would do this. | TW |
| 8 | <p><u>Staff Performance Management.</u></p> <ol style="list-style-type: none"> 1. TW briefed Governors that he has met with all staff for their interim PM meeting and that updated documentation was in place. Objectives will be reviewed termly and staff are encouraged to provide evidence of meeting these. 2. A Governor asked how p/t or temporary staff were appraised. TW briefed that the process was not applicable to temporary supply staff but that longer term supply staff were observed and appraised with this being documented for Ofsted inspection. 3. Alongside the PM meetings TW updated Governors on discussions held with staff on pupil progress as this links closely to one of the PM objectives. Every pupil’s progress is being monitored and staff are being kept informed of class and school progress so that they are aware of whole school objectives. In reply to a question as to how the monitoring works Governors were briefed that data will be produced using target tracker software and will be updated once a term with fresh information being available at Governing Body meetings and hard copies filed in the proposed Governor Folder. 4. TW briefed Governors on a folder being set up that will centralise where information/data is available should Ofsted inspect and question Governors – more detail to be discussed at the next FGB meeting on 6th March. | |
| 9 | <p><u>Staff Training</u></p> <ol style="list-style-type: none"> 1. Governors were updated on staff training that has been undertaken including a visit by Philip Webb, an independent consultant who led a session on Guided Reading (hosted by the school with staff from Sutton CP and Glusburn also in attendance), a session on Collective Worship led by Fiona Beavers (with RF and AS in attendance) and a visit from Jan Hessewood from Riddleston St Mary’s on Church School Ethos. TW noted the success of the collaborative session and hoped to plan more with Glusburn, Cowling and Conolley. 2. AF is to attend the second session arranged by NYCC for New Governors. 3. NB and MR have met with the Chair of Governors from Burnsall School to develop the file for Governors that will contain important documentation to assist with answering questions that may be asked by Ofsted. 4. Governors discussed at length the introduction of the Marvellous Me App that has been funded initially by the PTA and asked if a point might come when too much communication takes place. TW gave detail on how use by individual members of staff is monitored and that the app is in | |

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| | <p>response from the parental questionnaire about being better informed about pupil progress and events in school. It is early days but feedback has been positive. Governors agreed that whilst more communication can be seen as an improvement the school needs to monitor usage and if necessary must have the confidence to say that "less is good"!</p> <p>5. TW was asked if all parents had access to the app and briefed Governors that no, the parents of two children did not. Governors asked if the technology was not available then what steps were being taken to include these families. TW briefed that notes would be sent home and that he would follow up that this does happen</p> | TW |
| 10 | <p><u>Subject Monitoring</u></p> <ol style="list-style-type: none"> 1. Prior to this meeting Governors had been circulated the Maths subject report completed by Ruth Sharples and TW. The report details: School development plan actions – how the school has planned to improve standards in Mathematics over the academic year. Monitoring of teaching and learning – lesson observations, book scrutiny and pupil conferencing Measuring attainment and progress without levels – Target Tracker KS1 and KS2 Changes to tests. 2. Governors noted the actions taken in autumn on Subject Leader training and underway this Spring on organising an assessment calendar across the school. 3. Governors commented on the detailed information contained within the report and asked if time was given in school to complete this. TW gave assurance that yes, time is given out of class to do this, time is given to undertake observations and there is not an expectation that all of this would be done "at home". 4. TW noted that an English Report would be compiled this term. 5. A Governor asked what action is being taken to address the 39% of Y3 pupils who are making less than broadly average progress from starting point. TW asked Governors to look at this type of figure in conjunction with the cohort size, (in this instance 18), the scores achieved last year and to note that a new curriculum is in place and this has different standards and expectations. There are interventions in place to assist in enabling the group to make the expected progress by the end of the year. 6. Governors discussed the expectations for EGPS with the new papers being significantly harder and for Y5 and Y6 this brings a big challenge. | |
| 11 | <p><u>Pupil Progress – including vulnerable groups</u></p> <ol style="list-style-type: none"> 1. Governors noted that there are 6 PP and 2 service children in school currently. 2. Governors had been circulated the Pupil Premium Strategy Plan for 2016-17 prior to the meeting. 3. Governors had been circulated the Draft SEND Action plan prior to the meeting. 4. Governors had been circulated the Draft EYFS Action plan prior to the meeting. 5. TW briefed Governors on data compiled to show performance of vulnerable groups. Split down to reflect PP, SEN, Boys, Girls and Summer Births the data highlights as Red, Amber Green in relation to performance of the whole group to identify gaps that need to be addressed. 6. A governor noted that only 33% of Girls are at "expected" in Writing and maths in Y2 and asked if interventions are in place to enable improvements – TW assured Governors that yes, this is the case. Governors commented on that there is no clear boy/girl differences across the school and that data shows a good split of achievement. 7. Governors requested that data for Most Able Gifted and Talented pupils is also defined on the tracker report. 8. TW briefed Governors that a condensed RAISE online will be presented at the FGB meeting in March. | |

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| 12 | <u>Sport Premium</u> 1. Information on this will be compiled by April and published on the website and made available to Governors | TW |
| 13 | <u>Educational Visits</u> 1. TW briefed Governors on Educational Visits undertaken and on Visitors invited into school and gave a flavour of the range of activities undertaken. TW highlighted visits by Graham Taylor and Richard Hodgson who had held session with Class 6 on WW1 and wished to develop a project on this subject further. 2. TW detailed to Governors the clubs currently "on offer" and Governors expressed delight that there is a good range and that not all were sports focussed noting also that it is good to see that some are run by non teaching staff. Governors also noted that the situation should not arise where there is an expectation that all the clubs are offered and that the wellbeing of staff involved in pre-post school clubs must be monitored. 3. TW noted that the clubs were regularly reviewed. 4. Following on from consultation with staff about the style of monitoring visits by Governors, TW presented a proposal on how these might be managed and formalised. (this to be discussed in more detail at FGB). A maximum of three Governors to visit at one time and this to commence with a tour of the school with the curriculum lead, a visit into class with an agreed focus and linked questions relating to the SDP, a debrief and a report written that is also presented at the next FGB. 5. TW noted that a record of these visits would also contribute to "evidence" and information available to Ofsted and would go into the proposed Governor Information File. 6. A governor asked as to what other measures could be implemented to help prepare for any formal inspection and TW briefed Governors on the "Peer Review" scheme whereby another HT would visit school and review a particular area – TW attended the initial meeting and would look to participate next year as it appears to be worthwhile. | TW |
| 14 | <u>Policies to Update</u> 1. Subject to the named governor for SEN being noted at the end of the policy (to enable easier updating) Governors unanimously approved the SEN Policy – this to go to FGB for ratification on 6 th March. 2. TW briefed Governors on the progress with a timetable for Policy review and how these would be presented in the future separating new policies, policies reviewed with no changes, policies reviewed with changes and NYCC Policies being adopted as written. | |
| C | Other Business | |
| 15 | <u>To deal with any matters agreed for consideration under item 3 above.</u> 1. No matters for consideration | |
| 16 | <u>Correspondence</u> 1. TW gave detail on a grant of £9995.00 from the Big Lottery Fund and on the proposal to develop a Geology Project as part of curriculum enhancement linking to Rock and Soils within science. The project will be led by external consultants. 2. Governors expressed their thanks to TW and all staff for all their hard work and efforts. | |
| 17 | <u>Date of next meetings.</u> 1. Governors noted the dates of forthcoming meetings: FGB on 06/03/17 at 1800 T&L on 22/05/17 at 1800 (with 1915 finish) | |

The meeting closed at 2040