

MINUTES of the Meeting of the Governors of Burton Agnes Primary School held on Wednesday 13 June 2018 at 4pm.

P R E S E N T:-

Mrs A Lister (in the Chair)

Also in Attendance: Mrs J Banks, Mrs S Burdass, Mrs K Claxton, Mrs O Cunliffe-Lister, Mrs A Jackson, Mrs H Jameson, Dr C Shipley, Mrs J Thompson.

Clerk to the Governing Body – Mrs Anne Caine

1790 **APOLOGIES**

Apologies for absence were received from Mrs S Ostler and Mrs J Warkup.

1791 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Ostler and Mrs Warkup for their absence from this meeting.

1792 **DECLARATION OF INTERESTS**

RESOLVED: that no declarations of interest were received regarding any item on the agenda.

1793 **CONFIRMATION OF ITEMS TO BE RAISED UNDER ANY OTHER URGENT BUSINESS**

RESOLVED: that Kilham and School Fund Account be raised as items under any other business.

1794 **MEMBERSHIP**

Governors were informed that Mrs Claxton would be resigning from the governing board at the end of the academic year. Mrs Lee would be joining the board as a staff governor from September. Governors thanked Mrs Claxton for her dedication and commitment to the governing board.

RESOLVED: a) that the resignation of Mrs Claxton as a staff governor be noted.

1795 **MINUTES**

RESOLVED: that the minutes of the meeting held on Wednesday 11 April 2018 be confirmed and signed by the Chair.

1796 **MATTERS ARISING FROM THE MINUTES**

Committee Minutes (minute 1752)

The new fire evacuation policy would be added as an enclosure to the new pupil induction pack distributed to parents in September. **A governor enquired about the new foundation governor appointment that was discussed at the last meeting.**

Mrs Jameson explained that no formal appointment could be made until the potential foundation governor was officially designated to the parish.

1797 **COMMITTEE MINUTES**

RESOLVED: a) that the minutes of the meeting of the Behaviour, Health and Safety Committee held on 22 May be received;

b) that the minutes of the meeting of the Teaching and Achievement Committee held on 6 June be received;

1798 **REPORT OF THE HEADTEACHER**

The comprehensive report of the Headteacher was distributed to governors, it was considered and the following issues highlighted:

EYFS

The outcomes for the school were set by Mr Ken Monkman, School Improvement Advisor at the start of the Autumn term. The target for EYFS was for at least 85% to achieve a good level of development which the head was pleased to report had been met. Final assessments were still taking place to identify which pupils were exceeding a good level of development. Mrs Jameson added that the current EYFS cohort were exceptional writers. Governors were very impressed with the progress of pupils in EYFS.

Baseline assessments

Mrs Jameson explained that a new progress measure for schools would be introduced in 2020. The reception baseline assessment would be short interactive and practical tests, using age appropriate resources that children can handle and manipulate. The aim is to be able to show the progress that pupils make from reception until the end of keystage two.

Phonics

Mrs Claxton explained that the phonics screening had taken place and that all pupils had excelled. Mrs Claxton explained that the school would be expecting a 100% phonics screening pass rate based on the previous years threshold pass mark.

Key stage two

The SAT exams had taken place at the school. **A governor asked for an update about the SATs week and how pupils and staff coped with the pressure.** Mrs Kemp ensured that all pupils were kept calm and relaxed during the exam week. Pupils enjoyed their pancake breakfasts.

Mrs Jameson added that the school ethos was to ensure that pupils did not feel under pressure during SATs. **Governors asked if the pupils were rewarded after the exams.** Pupils had been taken bowling as a reward for all their hard work. Governors were pleased with the ethos of the school and the staff's ability to keep pressure off the pupils and to encourage them to remain focused and calm.

Key Stage One

Low emphasis in house quizzes and tests had been taking place in Year Two to support teacher assessments. Mrs Jameson referred to her report and expanded on the predictions. The cohort had changed due to one pupil leaving the school and one pupil arriving at the school therefore the October predictions were no longer accurate especially as each child represented 12.5% of the cohort.

Data

School data illustrated that;

- a) reading remained a strength of the school;
- b) pupil premium students were on track to meet their end of year targets but;
- c) closing the gap between pupil premium and non pupil premium students was still a priority of the school.

Governors asked if it was a realistic to expect all pupils to be achieving at the same rate. Mrs Jameson agreed that for some pupils barriers to learning exist, such as behavioural or self esteem issues or the ability of the pupil to focus. All of these barriers need unpicking by the school to create tailor made pupil specific interventions. Often all this hard work to overcome these barriers was not reflected in the data although immense improvements to the whole pupil could be seen.

Behaviour

Mrs Jameson was pleased to report that the behaviour of the pupils was exemplary whilst on school visits. **A governor asked if the school expected perfect behaviour from its pupils all the time.** Mrs Jameson emphasised that the school did not expect perfect behaviour all of the time, but the school did expect appropriate behaviour most of the time. Mrs Jameson emphasised that only consistent bad behaviour would be disciplined. Governors agreed that it was an impossible task to create perfectly behaved pupils and were pleased that the school had set an achievable and clear standard of behaviour for its pupils.

Admissions

Governors asked if the school would be able to accept any more pupils. Mrs Jameson explained that the school could increase class sizes in year three, four and six. **Governors asked what mechanism was used for pupil acceptance at the school.** Mrs Jameson informed governors that the school was subject to the local authorities' oversubscription criteria when accepting pupils.

Quality of teaching and learning

Pupils had enjoyed the visit to Carlton Lodge. **Governors asked if they should be concerned about the pupils who did not attend.** Mrs Jameson explained that the pupils who did not attend were unable to attend due to other commitments, had special needs or simply did not want to stay away from home. **Governors asked if the year six pupils were accepted into their first choice secondary schools.** This was confirmed.

RESOLVED: that the report be received.

1800 **SCHOOL IMPROVEMENT PLAN 2017/2018**

International Week

Mrs Jameson explained that pupils had not been able to visit the synagogue, and that a member of the Jewish community would visit the school to deliver a talk to the pupils.

RESOLVED: that the school improvement plan be received.

1801 **SAFEGUARDING REPORT**

The annual school child protection and safeguarding report to the governing body and East Riding Safeguarding Children Board September 2017 to July 2018 was distributed to governors.

RESOLVED: that the report be received.

1802 **SCHOOL FUND ACCOUNT**

The governors considered the annual audited statement of the school fund account. Governors were asked for their approval for the school to write off a lap top. Governors agreed.

RESOLVED: a) that the statement of account for the period 07 March 2018 to 20 March 2018 be approved;

b) that the governors approved that the school write off a lap top.

1803 **WORKPLACE DRUG AND ALCOHOL TESTING POLICY AND PROCEDURE**

RESOLVED: a) that the Workplace Drug and alcohol Testing Policy and Procedure be approved and adopted;

b) that the Headteacher notify staff of the adoption of this policy.

1804 **GOVERNOR TRAINING AND DEVELOPMENT**

RESOLVED: a) that the availability of CPD opportunities be noted;

b) that the CPD prospectus be received.

1805 **GDPR**

Mrs Banks explained that all staff had been fully trained and were aware of their responsibilities with regard to the new GDPR policy. Mrs Banks distributed the schools GDPR action plan to governors.

The following actions had already been taken;

a) The school had purchased a lockable cupboard in which to keep intervention folders;

b) School books would only have Christian names on;

c) New privacy notices were on display on the school website and these would also be distributed in new family welcome packs.

A governor asked if the Tiddlers folder needed to be locked away. This was confirmed. **Governors asked if the local authority would be visiting the school in order to assess GDPR compliance.** Mrs Banks confirmed that an officer from the local authority would be visiting the school and that Dr Shipley was welcome to attend the visit in his capacity as the schools GDPR governor.

RESOLVED: a) that the GDPR action plan be received;

b) that Dr Shipley attend the local authority GDPR visit;

c) that the Tiddlers Folder be securely locked away.

1807 **BUS STOP**

Mrs Jameson explained that the local authority could overturn parish council decision regarding the school bus markings on the road. **Governors asked what next steps needed to be taken regarding this matter.** Mrs Jameson informed the committee that the school would await a response from the highways department of the local authority.

RESOLVED: that the bus stop be added to the next agenda.

1808 **SEN LETTER**

Mrs Jameson distributed a copy of correspondence sent to Christine Atkinson, Schools Management Accountant regarding additional funding to support pupils at the school with EHCPs. Unfortunately Mrs Atkinson had responded negatively explaining that the fund to support schools with EHCPs could not be accessed in this instance. Mrs Jameson emphasised to governors that the school supports all pupils to achieve their full potential regardless of the financial implications for the school.

RESOLVED: that the correspondence be received.

1809 **KILHAM**

A governor enquired about how Mrs Jamesons' workload would be divided when Mrs Jameson was supporting Kilham School. Mrs Jameson confirmed that the arrangement would only be for one term, with a new head in position at Kilham by Christmas. It was further explained that Kilham School already had an executive senior leadership team who would be doing a large proportion of senior level leadership and strategy development at Kilham School. Mrs Jameson explained further that she would be working over a two weekly pattern so that her time would be shared equally between the schools.

Mrs Lee would be taking a leading role working on the School Development plan. **Governors asked if Mrs Lees' class would be negatively impacted.** It was explained that Mrs Lees' class would need minimal coverage as the additional work that Mrs Lee would be doing had been designed to have minimal impact on pupils.

1810 **GOVERNOR AWARENESS**

A governor suggested that the school do more to promote the work of the school governors with parents at the school. Mrs Jameson suggested that the school publish the governing board minutes on the school website. The clerk offered to send relevant information to the governing body about promoting the work of the governors.

RESOLVED: a) that the school publish the minute of governors meetings on the school website;

b) that the clerk forward relevant information to the school.

1811 **NEXT MEETING**

RESOLVED: that the next meeting be held on Thursday 11 October at 4pm

Chair's Signature – 11 October 2018