



**Minutes of the meeting of the FGB held on 27th January 2020
at Fishergate School at 6pm**

Present: Ms J Hudson (Chair), Ms T Clarke (Headteacher), Mr M Snowden, Dr A Pawley, Ms A Last, Mr D Allen, Mr B Twist

In Attendance: Ms D Rees (Deputy Headteacher);
Ms B Kybett (Governance Advisor, CYC - Clerk)

1. WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

The Chair welcomed everyone to the meeting, with a particular welcome to the cover Clerk. Round the table introductions were made.

Apologies for absence were received, with consent, from Mr G Whitmore and Ms C Johnson.

The Chair reported that Mr Palmer-Dunk had tendered his resignation from the Governing Body.

Action: the Headteacher to begin the election process to fill the parent governor vacancy left by Mr Palmer-Dunk.

The Headteacher presented apologies for Ms Waters who was still on sick leave.

As Ms Chandler was not in attendance to support governors in using their new school based emails, the meeting moved straight to Item 2, and to Ms Rees' classroom.

2. SUBJECT LEADER REPORT - BEHAVIOUR (DANIELLE REES)

Ms Rees began her subject leader report on behaviour, noting that it would encompass an overview of the changes made in the last year and the current position.

Ms Rees reported that, in September 2018, she had initiated a review of the behaviour management system as staff had agreed that the "Good to be Green" system no longer reflected the school's ethos and values, specifically the element of public shame which was a consequence for pupils of being given a red card. A new approach, agreed by staff, was trialled which was underpinned by comprehensive training and evaluations throughout the year, following which new policy and practice were established.

Ms Rees provided further details of the training which was delivered to all staff, including TAs and MSAs, on the new behaviour management system which was based on principles of the “Pivotal” approach. Ms Rees attended a Pivotal conference for senior leaders as part of her training and pupil voice was also used for feedback on the new system. The underlying principles of the Pivotal approach tallied with research and with other successful approaches, such as Team Teach.

Ms Rees showed governors a YouTube clip which summarised the five pillars of practice:

- consistent, calm adult behaviour
- first attention for best conduct
- relentless routines
- scripting difficult interventions
- restorative follow up

Ms Rees explained the meaning behind of each of the pillars, and provided some examples of each. With reference to the “restorative follow up”, she added that the principles of this had been adopted by the school, but were reserved for incidents and pupils where it would offer the most benefit.

Ms Rees reported that the practice was embedded across the school and behaviour had improved as a result. Equally importantly, pupils who struggled with their behaviour were supported. Ms Rees showed governors the Behaviour Policy summary which had been produced and was useful for both parents and supply staff. Behaviour management systems had been shared via school to school support. In terms of wider support for behaviour, the school employed three ELSAs and was linked to a Wellbeing Worker.

Questions and comments were invited.

A governor challenged that the principles of the system had not permeated throughout the school and cited an example of a behaviour management tool in KS1 which did not reflect the new values. The Headteacher and Ms Rees agreed and undertook to follow this up with the relevant staff.

The Chair asked if it had taken much time to establish the “relentless routines”, particularly those relating to behaviour around the school. Ms Rees replied that staff had always worked hard to maintain a calm and safe environment, which was challenging given the nature of the building, so the routines had not taken long to establish.

A governor questioned whether there were any differences in the success of the system between boys and girls. Ms Rees and Mr Snowden both agreed that it worked equally well with both boys and girls as all children liked to receive praise, regardless of gender.

A governor asked what evidence would be collected to assess the impact of the new system. Ms Rees explained that the Headteacher kept a record of pupils who had been sent to her for serious, poor behaviour and these had definitely reduced in number. The Headteacher agreed and added that the new approach was also helpful for staff as confrontational situations were avoided and no individual felt that they had lost face.

Governors thanked Ms Rees for her presentation and the meeting returned to the staff room.

3. MINUTES OF THE MEETING HELD ON 25TH NOVEMBER 2019

Previously distributed.

Mr Allen noted that his name had been used in the first line of Item 2.3 which was not the convention in minutes. The Clerk undertook to remove his name and replace with “a governor”.

Resolved: With this amendment, governors considered and approved the minutes of the meeting held on 25th November 2019 as a true and accurate record of the meeting. The Chair was duly authorised to sign them.

4. ACTION PLAN AND MATTERS ARISING

With reference to the Action Plan from the meeting of 25th November 2019:

Action Plan:

AP1: Completed; the previous Clerk had sent Ms Chandler the governor details but governors were still awaiting passwords and instructions.

Action: Clerk to contact Ms Chandler regarding passwords and instructions for accessing the email accounts, and relay these to governors.

AP2: Carried forward; hard copies of the skills audit forms were tabled and governors invited to email the Clerk for electronic copies if preferred.

Action: Mr Allen, Ms Hudson, Ms Johnson, Ms Last and Mr Twist to complete their skills audits.

AP3: Completed; the Clerk confirmed that the Exclusions Policy was now a statutory document.

AP4: Completed; the Headteacher had sent an email to the LA but had not had a response. She would raise the matter at a forthcoming meeting with the HR advisor.

AP5: Completed.

AP6: Completed.

Matters arising:

There were no matters arising.

5. HEADTEACHER'S REPORT

The Headteacher tabled the most recent SDP snapshot which she explained was the current position of the school on one sheet of paper, which was updated regularly.

The Headteacher began by highlighting some strengths of the school: resilient children who made good progress despite their lower attainment on entry, a rich curriculum, strong relationships with parents and confident subject leaders. The Headteacher also noted that the school had taken the lead in a peer review programme.

The Headteacher guided governors through each section of the snapshot, noting particularly that the December data capture showed that Maths was very strong and measures were in place to address all weaknesses in the data.

In terms of staffing, the Headteacher reported that one TA appointment had been made for Y5/6, with the Year 2 post being re-advertised. It had been agreed that one HLTA, Jess Swift, would work full-time across the school which would address the issue of other HLTAs being taken out of their classes to cover staff absence. A new

assistant site manager had been appointed and the site team were working well together. The Headteacher advised that she had reduced her teaching commitment to one morning a week.

A governor queried how these staffing changes would impact the budget. The Headteacher explained that the change to HLTA cover would be cost neutral but other changes would incur a cost. She added that there was a likelihood that increased per pupil funding would benefit the school, although the LA had not confirmed the figures.

With regard to the section on the School Partnership Program, the Headteacher advised that a peer review would take place in the school on the following day: the focus would be on the progress in Reading of higher attainers. With respect to the progress of Pupil Premium children, the Headteacher explained that this would be reported when the new tracking system, DCPro, had been fully implemented and staff had been trained in its use.

The Headteacher advised that the Wellbeing Worker had been supporting ELSAs and the SENDCo with training and resources. New software to monitor safeguarding and all pastoral issues, called CPOMS, was being used and was proving very useful.

The Headteacher drew attention to the areas for improvement listed at the bottom of the snapshot, noting in particular that whilst the school had always been involved in student mentoring, the associated workload for staff mentors had become too onerous. This would be fed back to the students' host university, York St John. There was also more work being planned by the EYFS staff around providing support for parents in the use of effective positive behaviour management strategies.

A governor asked if the school had had to purchase the software for CPOMS and DCPro. The Headteacher confirmed that there had been a cost, although DCPro had replaced the previous tracking system.

The Chair questioned whether the last peer review had been useful. The Headteacher agreed that it had been and the school was now in a stronger position regarding Maths. Mr Snowden added that there had been some very useful feedback from the process.

Governors thanked the Headteacher for her summary of the snapshot.

6. POLICY REVIEW

6.1 HEALTH AND SAFETY POLICY

Previously distributed.

It was noted the policy was adapted from the LA template.

A governor queried how the Governing Body would ensure that it fulfilled its responsibilities set out on page 2 of the Policy. The Chair responded that the Health and Safety Working Party, led by the Health and Safety link governor, would be the body which closely monitored that these actions were carried out. Governors had a responsibility to ensure that effective H&S systems and procedures were in place.

Referring to page 9 of the Policy, a governor asked if there was a room in which "suspicious objects" would be locked. The Headteacher responded that this would be her office.

Governors discussed how the risk of legionella was addressed, noting that the site manager flushed the water system through on a regular basis.

Resolved: Governors considered and approved the Health and Safety policy.

6.2 NEWLY QUALIFIED TEACHERS POLICY

Previously distributed.

A governor questioned the bullet point on page 5 which read: *“Ensuring that a teacher who does not satisfactorily complete an induction period is eligible to carry out short-term supply work”*, being one of the Headteacher’s responsibilities.

Action: The Headteacher agreed to check on the meaning of this sentence.

Referring to Section 2.5 of the Policy, a governor asked what mechanisms were in place to give assurance to governors that they were discharging their duties. The Chair suggested that this could be carried out by the Finance and Staffing Working Party which could review support for NQTs as and when they were employed by the school. The Headteacher added that governors would need to ask relevant questions and could also ask to see the NQT’s reports which were sent to the LA. It was noted, however, that the oversight of NQTs was the responsibility of the FGB as the working parties had no delegated authority.

Resolved: Governors considered and approved the Newly Qualified Teachers Policy, subject to clarification of the query raised above.

6.3 STAFF DISCIPLINARY POLICY, STAFF CODE OF CONDUCT AND STAFF GRIEVANCE PROCEDURES

Previously distributed.

Resolved: Governors considered and approved the Staff Disciplinary Policy, Staff Code of Conduct and Staff Grievance Procedures.

6.4 CHILDREN WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL POLICY

Previously distributed.

A governor asked if this policy would apply if it was the health needs of the parent impacting on the attendance of the child. The Headteacher advised that the policy did not cover this situation and that currently there was no policy for this,

Action: the Headteacher to investigate the existence of a policy to cover situations where it was the health needs of the parent impacting on the attendance of the child.

Resolved: Governors considered and approved the Children with Health Needs who cannot attend School Policy.

7. WORKING PARTY UPDATES

7.1 FINANCE AND STAFFING WORKING PARTY

7.2 HEALTH AND SAFETY WORKING PARTY

The Chair reported that both the Finance & Staffing, and Health & Safety Working Parties had been postponed due to the SBM’s sickness absence. The next meetings were scheduled for May 6th.

The Headteacher reported that she would be meeting with Jean Lewis to discuss buying in cover for the SBM.

7.3 PROGRESS AND STANDARDS WORKING PARTY

The Progress and Standards Working Party had met on December 18th.

Action: the Headteacher to send the notes from the Progress and Standards Working Party to the Clerk for circulation.

8. GOVERNOR MATTERS

8.1 VACANCIES

The Chair noted that there were now three vacancies on the Governing Body, including one elected parent vacancy.

Regarding the vacancies for a LA and a co-opted governor, the Chair asked governors to contact her with any expressions of interest.

8.2 SKILLS AUDIT

Action: governors were asked to complete the skills audit by the end of the week.

8.3 LINK GOVERNORS – ROLES AND RESPONSIBILITIES

The Chair reminded governors that this had been briefly discussed at the last meeting. A list of subject leaders and class teachers was tabled; the Chair noted that it would be helpful to have link governors for subjects or phases. She invited governors to express interest in phases and subjects and encouraged them to visit the school. Governors were asked to email the relevant teacher, using the school admin email address, to arrange visits.

8.4 VISITS AND ACTIVITIES UPDATE

Dr Pawley reported that she had visited Mrs Engleman's English lesson.

8.5 TRAINING TO REPORT

The Chair advised that the LA's Governors' Termly Workshop would take place on Wednesday 29th January at 6.30pm: she encouraged governors to attend.

8.6 SERVICES TO SCHOOLS

Resolved: governors agreed that they wished to contract with the Governor Support and Development Service for the 2020/21 financial year for advice and training and for the following clerked meetings: six FGB and one Pay Committee.

9. CORRESPONDENCE

There was nothing to report under this item.

10. ANY OTHER BUSINESS

The Chair commented that the one page Behaviour Policy which was available to parents on the website was particularly useful and questioned whether this format could be used with other policies. The Headteacher explained that this would create more work for staff and risked losing important information from policies which could not readily be summarised in this way.

11. DATE OF NEXT AND FUTURE LGB MEETINGS TO BE HELD AT 6.00PM

- 16th March 2020
- 11th May 2020
- 6th July 2020

The meeting closed at 8.00pm

Approved _____
Ms J Hudson
Chair

16/03/2020 _____
Date

Action Points from the meeting of the Full Governing Body held on 27th January 2020				
	Action	Item	Who	When
1	Begin the election process to fill parent governor vacancy	1	HT	ASAP
2	Contact Ms Chandler regarding passwords and instructions for accessing school email accounts, and relay these to governors	4	Clerk	ASAP
3	Complete skills audits	4 & 8.2	DA/JH/CJ/AL/BT	By Friday 31 st January
4	Check on the meaning of the sentence queries in the NQT Policy	6.2	HT	Next FGB
5	Investigate the existence of a policy to cover situations where the health needs of the parent impact on the attendance of the child	6.4	HT	Next FGB
6	Send notes from Progress and Standards Working Party to the Clerk for circulation	7.3	HT	ASAP

ITEMS FOR FUTURE AGENDAS: