



**Minutes of the meeting of the FGB
held on the 3rd October 2022
at Fishergate School at 18:00**

Present: Ms Jackie Hudson (Chair); Ms Tina Clarke (Headteacher); Mrs Andrea Walton; Dr Alisun Pawley; Mrs Tamsin Tinkler; Mrs Francesca Moxon; Mr David Allen (*until 19:17*); Mr Graham Whitmore (Vice-Chair); Mr Bill Twist.

In Attendance: Ms Danielle Rees (Deputy Headteacher)
Mrs Georgina Holman (Clerk, City of York Council)
Ms Janet Edgar (Governance Advisor, supporting Georgina Holman)

		Action
1.	<p>WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</p> <p>The Chair welcomed everyone to the meeting. Apologies were received with consent from Charlotte Johnson.</p> <p>The Chair welcomed the new staff governor Andrea Walton. Parent governor, Alisun Pawley, had been re-elected as parent governor.</p> <p>The Chair informed the committee of the resignation of Local Authority governor, Helen Thomas.</p> <p>Action – Clerk to notify Governance Team to begin recruitment process for a replacement Local Authority governor.</p> <p>There were no declarations of interest.</p> <p>Business Interest forms were distributed and completed by all present.</p> <p>1.1 Appointment of Governors</p> <p>Re-election of Co-Opted governor Bill Twist</p>	<p align="center">GH</p>

	<p>It was noted that Bill Twist’s term of office had ended on 31st August this year. Bill Twist confirmed he wished to continue in the role of Co-Opted governor and was unanimously elected for another four-year term.</p> <p>Re-election of Co-Opted governor David Allen It was noted that David Allen’s term of office was due to end in November 2022. The Chair proposed David Allen for re-election as Co-Opted governor, and this was unanimously agreed.</p>																																														
2.	<p>CODE OF CONDUCT <i>(previously distributed)</i></p> <p>Governors confirmed that they had read and agreed to the code of conduct.</p>																																														
3.	<p>MINUTES OF THE MEETING HELD ON 11th JULY 2022 <i>(previously distributed)</i></p> <p>The Minutes of the meeting held on 11th July 2022 were agreed to be a true and accurate record.</p>																																														
4.	<p>ACTION PLAN AND MATTERS ARISING NOT INCLUDED ON THE AGENDA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Action Points from the meeting of the Full Governing Body held on 11th July 2022</th> </tr> <tr> <th style="width: 10%;"></th> <th style="width: 35%;">Action</th> <th style="width: 10%;">Item</th> <th style="width: 15%;">Who</th> <th style="width: 30%;">When</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><i>The Headteacher agreed to ask the Finance Manager to circulate the finance training assessment to new governors as required.</i></td> <td style="text-align: center;">CF</td> <td>Headteacher Finance Manager</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">2</td> <td><i>To rearrange Subject Leader Report (Music) for FGB meeting.</i></td> <td style="text-align: center;">2</td> <td>Harriet Champness</td> <td style="text-align: center;">21st November 2022</td> </tr> <tr> <td style="text-align: center;">3</td> <td><i>To facilitate Ofsted training.</i></td> <td style="text-align: center;">5</td> <td>Headteacher</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">4</td> <td><i>To clarify parent/carer involvement and incorporate it in the September newsletter.</i></td> <td style="text-align: center;">6</td> <td>Headteacher</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">5</td> <td><i>To update and circulate the appendix for approval.</i></td> <td style="text-align: center;">6</td> <td>Headteacher</td> <td style="text-align: center;">Action no longer required. The appendix had been removed from the Assessment and Marking policy</td> </tr> <tr> <td style="text-align: center;">6</td> <td><i>To incorporate the role of link governors within the School Development Plan.</i></td> <td style="text-align: center;">8.1</td> <td>Headteacher</td> <td style="text-align: center;">Ongoing</td> </tr> <tr> <td style="text-align: center;">7</td> <td><i>To clarify whether a new staff or teacher governor should be appointed.</i></td> <td style="text-align: center;">10</td> <td>Joint Head of Governors</td> <td style="text-align: center;">It had been clarified that this could be any member of school staff</td> </tr> </tbody> </table>	Action Points from the meeting of the Full Governing Body held on 11th July 2022						Action	Item	Who	When	1	<i>The Headteacher agreed to ask the Finance Manager to circulate the finance training assessment to new governors as required.</i>	CF	Headteacher Finance Manager	Completed	2	<i>To rearrange Subject Leader Report (Music) for FGB meeting.</i>	2	Harriet Champness	21 st November 2022	3	<i>To facilitate Ofsted training.</i>	5	Headteacher	Completed	4	<i>To clarify parent/carer involvement and incorporate it in the September newsletter.</i>	6	Headteacher	Completed	5	<i>To update and circulate the appendix for approval.</i>	6	Headteacher	Action no longer required. The appendix had been removed from the Assessment and Marking policy	6	<i>To incorporate the role of link governors within the School Development Plan.</i>	8.1	Headteacher	Ongoing	7	<i>To clarify whether a new staff or teacher governor should be appointed.</i>	10	Joint Head of Governors	It had been clarified that this could be any member of school staff	
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<p>5.</p>	<p>OFSTED UPDATE</p> <p>The Headteacher gave a presentation to governors on the revised Ofsted inspection format; what would be involved, what staff and governors could expect and how the school were preparing for this. The Headteacher explained that Ofsted inspections had been impacted by the pandemic and were now resuming more regularly. Consequently, the school anticipated an inspection during that academic year, most likely in December or January.</p> <p>The Headteacher advised that the school had previously been rated “Good” with many areas rated “Outstanding”.</p> <p>The Headteacher summarised the new inspection framework and outlined how schools previously graded “Good” or “Outstanding” would be subject to a Section 8 ungraded inspection to review whether this judgement was still accurate. The Headteacher explained that they would receive a call the day before an inspection to establish the lines of enquiry and “deep dives”.</p> <p>A governor asked if this meant that the Section 8 outcome was not published. The Headteacher informed governors that Section 8 outcomes are published. The report from the school’s previous Section 5 inspection was shared alongside an example of a published outcome from a Section 8 inspection at another school, to illustrate how the published reports differed.</p> <p>A governor asked whether safeguarding would impact the Section 8 inspection. The Headteacher said that any safeguarding issue would immediately trigger a Section 5 inspection to further investigate the concern.</p> <p>Moving on to the evidence that inspectors would access, the Headteacher ran through the documents that would be considered including the Self Evaluation Form (SEF), the School on a Page (SOAP) and the Snapshot. The Headteacher advised that Ofsted would not be looking at the school’s own data.</p> <p>The Headteacher informed governors that the SEF would be summarised to a one-page document as a reference for staff and governors.</p> <p>A governor asked how often these are updated. The headteacher responded with timescales. Governors were encouraged to familiarise themselves with these documents in preparation for an inspection.</p> <p>The Headteacher summarised the three areas of improvement from the 2017 inspection:</p> <ul style="list-style-type: none"> • To have consistently high expectations for all pupils – this had been an area that had stopped the school achieving outstanding at the previous inspection. It was noted that internal school data would no longer be examined. • To further develop role of TAs – the Headteacher provided some context to explain how the presence of the many adult volunteers who had been supporting the school at the time of the last Ofsted inspection had led this to being identified as an area for improvement. 	
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- **For subject leaders to continue to lead, develop and embed best practice** – the Headteacher explained that other subjects hadn't been as developed as Maths and English, and the school needed to get the balance right.

The Headteacher referred to the table of page 6/7 of the SEF, outlining the Ofsted findings, the school's response to address these, and the impact.

The Headteacher went on to outline the strengths that the Senior Leadership Team (SLT) would be highlighting:

- A coherent, well sequenced curriculum that meets the needs of pupils.
- Teachers and TAs all have high expectations of learning.
- Outstanding behaviour for learning amongst pupils who show respect and consideration for one another and are keenly interested in the world around them.
- Pupils and parents who all speak highly of the care, guidance and support at Fishergate, where the "Open Door" policy has created valuable relationships.

A governor asked how the school would evidence that "parents speak highly of the school". The Headteacher advised that questionnaire results and letters of thanks could be used. It was suggested that another questionnaire be sent out or that the school run a survey similar to Ofsted's "Parent View" in order to identify and respond to more recent views.

Action – Headteacher to draft a questionnaire or survey for parents

The Headteacher went on to summarise the priorities for the SLT:

- Disadvantaged learners –25% of pupils were currently Pupil Premium children.
- The lowest 20% of readers
- The proportion of pupils at Greater Depth in Maths

The Headteacher advised that there would be improved medium-term planning to highlight the key knowledge and how children could catch up if they missed it. Additionally, these priorities would be addressed through clarity of contribution of foundation subjects, refining the use of foundation subject assessment, and embedding the curriculum and the Little Wandle phonics scheme.

In reference to the proportion of disadvantaged pupils, the Headteacher described the implications on teaching and learning, particularly where there was limited capacity for parents to support their child/ren. The Headteacher explained that the school intended to enrich the curriculum with vocabulary development, cultural experiences and essential skills for this group, and asserted that prioritising these would have wider benefits for the whole school population.

In reference to the "Deep Dive" term used in Ofsted inspections, the Headteacher informed governors that this involved looking a subject in detail and examining how the evidence links together. The inspection would include up to four deep dives with one being in reading and

Head

	<p>another would probably be in Maths due to the school data. The others would be chosen during the initial phone consultation and could be linked to an inspector’s specialism. The Headteacher explained that inspectors will look at the work produced and the learning taking place and question subject leaders on their planning.</p> <p>The Headteacher reassured governors that the feedback from schools who had been inspected under the new framework was that the process was fair and reflective of the school.</p> <p>Governors asked what they could do to support this and whether they would be required on the day of an inspection. The Chair outlined how governors had responded to the previous inspection and confirmed that inspectors would need to speak to one or more governors to ensure that they are fully informed about the school’s leadership and management. The Chair advised that, whilst governors were not expected to be experts, they would need to know the school’s priorities and have an understanding of the teaching and learning practices.</p> <p>A governor remarked that it would be useful to have the Headteacher’s presentation to support preparation for an inspection. The Headteacher agreed to circulate this along with a list of subject leaders.</p> <p>Action – Headteacher to send presentation and list of subject leaders to Clerk to circulate.</p> <p>A staff governor suggested that it would be helpful to discuss Ofsted inspections during cluster meetings with other schools.</p>	Head
6.	<p>HEADTEACHER’S REPORT</p> <p>Proposed School Development Plan (SDP) priorities The Headteacher proposed a two-year SDP in order to properly embed plans. Governors agreed with this.</p> <p>The Headteacher took governors through the priorities, highlighting the main points. Following discussion of the objectives, governors agreed that these could be summarised under the four following Ofsted areas:</p> <ol style="list-style-type: none"> 1. Raising attainment. <ul style="list-style-type: none"> ▪ To ensure that children who arrived in early years with limited speech and language made progress to close the attainment gap. This would be supported using Early Talk for York. ▪ To raise the attainment of the lowest 20% of readers using Little Wandle phonics scheme. ▪ To raise the attainment of prior higher achievers in Maths <p>A governor asked why this was necessary. The Headteacher responded that children with higher prior attainment in Maths were not sustaining this level. This would be addressed through a Maths hub led by two members of staff.</p> 2. Improving teaching and learning. 	

To ensure that interventions were targeted and specific and made an impact. The Headteacher said that a proportion of the funding required would be available from the National Tutoring Programme. There would be a focus on developing effective teaching strategies for “sticky learning”, to increase knowledge retention.

3. Increasing Attendance and reduce persistent absenteeism

There would be a significant City of York (CYC) focus on attendance across school and an improvement in attendance would help to narrow the attainment gap.

4. Subject leaders using assessment data for foundation subjects to ensure curriculum securely embedded across all subjects.

A governor asked how this could be measured. The Headteacher responded that there would be a clear plan with numerical targets to measure against.

A governor asked if there was anything more thematic that could be incorporated, such as improved reading across the whole school as a priority area. The Headteacher responded that raising the attainment of disadvantaged pupils would be the thread linking the priorities.

A governor pointed out that focussing on those who needed most support could affect the progress of higher achievers. The Headteacher asserted unapologetically that the school prioritised disadvantaged children because anything that advanced this group had significant positive consequences for the wider school. She gave an example of how changes to the way vocabulary was taught had resulted in a positive impact on the whole school.

Summary Self Evaluation Form

The Headteacher had shared the SEF for governors to read and informed governors that she would be meeting with the School Improvement worker, Rachel Lanzillotti, to go through the SEF. The Chair clarified that Ofsted would also look at this document.

A governor suggested that social and emotional resilience be included in the list of Fishergate pupil qualities on page 3 of the SEF. Another governor suggested “inclusive and kind, of all backgrounds and abilities”. The Headteacher agreed to add these suggestions.

Action – Headteacher to add suggested additions to the list of Fishergate pupil qualities.

Head

A governor asked whether the Chair had been present in the termly progress meetings with staff. The Chair confirmed that she had attended these meetings pre-pandemic.

Governors agreed that it would be helpful to discuss and re-establish the link governor profiles and further agreed that non-parent link governors would attend progress meetings on their link subjects.

The Headteacher updated on the start to term which saw ten members of staff ill. The Headteacher hoped that they were at the front of a recent wave of Covid, having not seen the same level of illness occur in other schools in the cluster. As a result, there had been a great deal of re-organising of TA staff. The Headteacher reported that two new Early Career

	<p>Teachers were settling in well. Additionally, parents were now attending assemblies again and there were many parents volunteering to help in school.</p> <p>School On A Page (SOAP) <i>A governor asked for confirmation that all governors were satisfied with the development priorities on the SOAP.</i> All governors were in agreement on these.</p>	
7.	<p>SAFEGUARDING</p> <p>The Chair reminded all governors to read the safeguarding document, “Keeping Children Safe in Education”: Part 1 and Appendix A:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf</p> <p>Safeguarding training would be reviewed and updated annually either via NGA Learning Link or an alternative equivalent. Evidence of any alternative training should be provided to Georgina.Holman@york.gov.uk to update the school training record centrally. Governors were informed that safeguarding training was valid for three years, however, the school encouraged governors to renew this annually. All governors should read Keeping Children Safe in Education annually.</p> <p>It was noted that governor information in the Fishergate safeguarding document required updating. Action – Head to update safeguarding document with correct governor information.</p> <p><i>A governor asked how long DBS certificates were valid for and what the process was for renewal.</i> The Chair advised governors that the Single Central Record (SCR) was kept at school and that school staff would contact individual governors when renewal was required. The Chair reminded governors that the SCR would be viewed by Ofsted therefore it was essential that it was up to date with all evidence of safeguarding training recorded.</p> <p><i>David Allen left the meeting at 19:15</i></p>	Head
8.	<p>POLICY REVIEW</p> <p>8.1 Attendance and Absence Policy The Headteacher explained that a new, updated, CYC Attendance and Absence policy was pending. <i>A governor asked about the new attendance officer role.</i> The Headteacher confirmed that this would be a new role within CYC and not a position within Fishergate school.</p> <p>Governors agreed to adopt the current policy, until it was replaced by a new CYC policy.</p> <p>8.2 Charging and Remissions Policy Governors agreed to adopt the Charging and Remissions Policy.</p>	

<p>8.3 Complaints Policy <i>A governor asked who would make a decision regarding “serial, unreasonable complaints” referred to in the policy.</i> The Headteacher responded that this would depend on the nature of the complaint; the Headteacher would decide on issues relating to a member of staff and, if relating to a complaint about the Headteacher, the Chair of Governors would make a decision.</p> <p>The Complaints Policy was agreed and adopted.</p> <p>8.4 Early Years to Key Stage (KS) 1 Transition Policy <i>A governor suggested that more information be included about the gradual transition that takes place during Year 1, to note the provision for play and the gradual extension of lesson time for this year group.</i> It was also noted that the policy listed the Early Years curriculum but not the Year 1 curriculum. It was proposed that two columns of information be shown in order to compare the school activities in Early Years and Year 1. The Headteacher agreed to revisit this and bring a revised version to the next FGB.</p> <p>Action - Early Years to KS1 Transition policy to be reviewed at next FGB</p> <p>8.5 Modern Foreign Languages Policy <i>A governor asked how the teaching of French was overseen within the school.</i> The Deputy Headteacher responded that she monitored the number of sessions across the year groups to ensure an average of 40 minutes per week, and that the school hoped to develop a two-year plan for language teaching from which staff would work. This would enable staff to better maintain language teaching around other school commitments. <i>A governor asked whether teaching a foreign language was required.</i> The Deputy Headteacher responded that it was a statutory requirement to teach a modern foreign language at Key Stage 2. She noted that, at Key Stage 1, other educational priorities were considered more significant. The Headteacher added that the choice of language was made by the school based on existing skills within the teaching staff team but could equally have been Spanish or German. <i>A governor asked whether a French Club could be reinstated and suggested it could be led by a French-speaking parent(s).</i> The Deputy Headteacher agreed that could be considered.</p> <p>The Modern Foreign Languages policy was agreed and adopted.</p> <p>8.6 Uniform Policy A governor pointed out that the policy only specified the colour of tights and not the colour of socks. There was a discussion over the need for clarity across all hosiery, but it was felt that specifying the colour of socks would be too restrictive. It was agreed to remove the reference to socks altogether and thereby lift the requirement for white PE socks. Governors raised whether there was a need for PE plimsolls, and it was agreed that this requirement would also be removed. Governors went on to discuss the wording regarding clothing for PE and proposed that this should include “tracksuits, jogging bottoms and sweatshirts in school colours”. <i>A governor asked if they were “monitoring the views of parents” as per the policy.</i> It was argued that parent governors represented this aspect of feedback but that overall, it was unnecessary for this specific policy, so it was agreed to remove this point.</p>	<p>Head</p>
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	<p>The amendments were agreed, and the policy was adopted.</p>	
<p>9.</p>	<p>WORKING PARTY UPDATES</p> <p>9.1 Working Party Committees The Chair reported that there had not yet been any working party meetings since the last FGB meeting so there was nothing to report at this point. However, there would be a Finance, Resources and Staffing and a Health and Safety meeting within the next week.</p> <p>Pay Committee: It was agreed that the Pay Committee would continue to consist of the Chair, Jackie Hudson, along with Alisun Pawley and Francesca Moxon for the year 2022-23.</p> <p>Pay Appeals Committee: The Chair noted that the Pay Appeals Committee would have to consist of any other three non-staff governors not already on the Pay Committee</p> <p>Headteacher Performance Management Committee: The Chair explained that the Headteacher Performance Management Committee currently comprised herself and the Vice-Chair, Graham Whitmore, and was advised by an External Challenge Partner. However, since Graham would not be continuing in the role of Vice Chair beyond the 2022-23 academic year, governors would need to consider who would take his place on this committee, so that they had time to undergo the required training ahead of the 2023-24 academic year.</p> <p>Action – governors to nominate a new member for the Headteacher Performance Management Committee.</p> <p>Finance, Resources and Staffing Working Party: It was agreed that Tamsin Tinkler would join the Finance, Resources and Staffing Working Party alongside the Chair of Governors, the Headteacher, the SBM, the Bursar, Francesca Moxon and David Allen.</p> <p>Health and Safety Working Party: This party was comprised of the Chair of Governors, the Headteacher, Graham Whitmore, Bill Twist, the SBM, the Site Manager and the Health and Safety staff representative. The Chair advised that an additional member was required to replace a former governor and that if the timings of the meetings were problematic, governors could write questions in advance to which the working party would respond.</p> <p>Action – governors to nominate a new member for the Health and Safety Working Party.</p> <p>Progress and Standards Working Party: The Chair outlined that this party is composed of the chairs of each of the other working parties, the school SEN link and Alisun Pawley. Tamsin Tinkler agreed to join this working party.</p>	<p>Governors</p> <p>Governors</p>

	<p>Action - Head to ask the School Business Support Manager to send Progress and Standards Working Party documents to Tamsin Tinkler.</p> <p>9.2 Headteacher Appraisal Training The Chair informed governors that the next training opportunity would take place in September 2023 and another governor would be required to complete this in order to replace Graham Whitmore on the Headteacher Performance Management committee as per 9.1.</p>	Head and SBM
10.	<p>GOVERNOR MATTERS</p> <p>10.1 Review Governor Training Governors reviewed the spreadsheet of completed training. Governors confirmed that they had booked onto courses where relevant.</p>	
11.	<p>CORRESPONDENCE There were no updates to report.</p>	
12.	<p>ANY OTHER BUSINESS There was no other business</p>	
13.	<p>DATE AND TIME OF NEXT MEETINGS (<i>previously distributed</i>)</p> <p>Monday 21st November 2022 at 18:00 Tuesday 31st January 2023 at 18:00 Monday 27th March 2023 at 18:00 Tuesday 2nd May 2023 at 18:00 Monday 17th July 2023 at 18:00</p>	

The meeting closed at 19:49

These minutes were approved by the Fishergate FGB at their meeting on 3rd October 2022

Action Points from the meeting of the Full Governing Body held on 3rd October 2022				
	Action	Item	Who	When
1	Clerk to notify Governance Team to begin recruitment process for a replacement Local Authority governor.	1	Clerk	7/10/22
2	Headteacher to draft a questionnaire/ survey for parents	5	Headteacher	21/11/2022

3	Headteacher to send presentation and list of subject leaders to Clerk to circulate.	5	Headteacher and Clerk	10/10/2022
4	Headteacher to add suggested additions to the list of Fishergate pupil qualities.	6	Headteacher	21/11/2022
5	Headteacher to update safeguarding document with correct governor information.	7	Headteacher	31/10/2022
6	Early Years to KS1 Transition policy to be reviewed at next FGB	8	Headteacher and Governors	21/11/2022
7	Headteacher to ask the School Business Support Manager to send Progress and Standards Working Party documents to Tamsin Tinkler.	9	Head and School Business Manager	21/11/2022
8	Governors to nominate a new member for the Head Performance Management Committee.	9	Governors	21/11/2022
9	Governors to nominate a new member for the Health and Safety Working Party.	9	Governors	21/11/2022

ITEMS FOR FUTURE AGENDAS: