

**Minutes of the meeting of the Governors of Grewelthorpe  
and Fountains CEP Schools Federation  
Held on Wednesday 27<sup>th</sup> September 2017 at Fountains School**

<b>Present:</b>	Karen Butler Georgina Wray Anne Collins Sue Thomas Dawn Conrardy Kay Hickingbotham Joanne Martin Rachel Bain	Headteacher Co-opted LA Foundation Foundation Co-opted Parent Parent
<b>Attended by:</b>	Margaret Driffield	Clerk
<b>Apologies authorised</b>	Katie Barker- Staff	Maternity leave
<b>Absent</b>		

**OVERVIEW OF MEETING STRUCTURE**

Question	Answer
How long should each item take?	
How effective were the decisions made?	
What impact have we had on the pupils?	
<b>DID WE:</b>	
<b>Ensure clarity of vision, ethos and strategic direction?</b>	Yes
<b>Hold the headteacher to account for the educational performance of the school and its pupils?</b>	Yes
<b>Oversee the financial performance of the federation and make sure its money is spent well?</b>	Yes

Item No		ACTIONS
	Welcome new gov's and intro and explained format	
1	Mrs Butler welcomed all the new governors onto the governing body saying how much she was looking forward to working with them. Anne Collins – LA Governor – governors resolved to accept this post. Rachel Bain – Parent Governor Jo Matthews – Parent Governor	
2	<b>Confidential Minutes and Declaration of interest</b> None.	
3	<b>Election of Chair and Vice Chair for a period of one year.</b> Election of Chair: Rachel Bain Proposed: Karen Butler	

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	<p>Seconded: Georgina Wray  Election of Vice Chair: Anne Collins  Proposed: Georgina Wray  Seconded: Karen Butler</p> <p>Both Chair and Vice chair agreed to a term of office of one year.</p> <p>Kay Hickingbotham was elected as a co-opted.</p> <p>All governors resolved to accept the above proposal.</p>	
<p><b>4</b></p>	<p><b>Appointment of members to sub-committees/panels</b>  Committees - min 4 people per committee (3 quorate)</p> <p>Resources Committee:</p> <ul style="list-style-type: none"> <li>• Karen Butler</li> <li>• Kay Hickingbotham</li> <li>• Rachel Bain</li> <li>• Jo Martin</li> <li>• Clerk to committee – Kay Hickingbotham</li> </ul> <p>School Improvement Committee:</p> <ul style="list-style-type: none"> <li>• Karen Butler</li> <li>• Rachel Bain</li> <li>• Anne Collins</li> <li>• Sue Thomas</li> <li>• Clerk to committee – Rachel Bain</li> </ul> <p>Complaints Panel</p> <ul style="list-style-type: none"> <li>• Anne Collins</li> <li>• Jo Martin</li> </ul> <p>Staff Discipline Panel</p> <ul style="list-style-type: none"> <li>• Dawn Conrardy</li> <li>• Sue Thomas</li> </ul> <p>Staff Discipline Appeals Panel</p> <ul style="list-style-type: none"> <li>• Jo Martin</li> <li>• Rachel Bain</li> </ul>	
<p><b>5</b></p>	<p><b>Appointment of Governors with specific responsibilities</b></p> <ul style="list-style-type: none"> <li>• SEN Rachel Bain</li> <li>• Child Protection – Anne Collins</li> <li>• Safeguarding / Health &amp; Safety - <ul style="list-style-type: none"> <li>○ Grewelthorpe - Anne Collins</li> <li>○ Fountains – Dawn Conrardy</li> </ul> </li> <li>• Pupil Premium Champion –Jo Martin</li> <li>• Performance Management of Headteacher – Sue Thomas, Rachel</li> </ul>	

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	<p>Bain</p> <ul style="list-style-type: none"> <li>Academies working Parties – Karen Butler, Georgina Wray, Kay Hickingbotham</li> </ul>	
<b>6</b>	<p><b>Register of business interest</b> All governors completed the register.</p>	
<b>7</b>	<p><b>Register of hospitality</b> All governors registered no receipt.</p>	
<b>8</b>	<p><b>Governor skills audit (new governors)</b> One governor completed, two to complete and return to MD.</p>	<p>Governors to complete skills audit and return to MD prior to next meeting.</p>
<b>9</b>	<p><b>Dates of meetings for the forthcoming year</b> Main GB meetings 5.00 pm Wed 27<sup>th</sup> September 2017 (Fountains) Wed 29<sup>th</sup> November 2017 (Fountains) Wed 31<sup>st</sup> January 2018 (Grewelthorpe) Wed 25<sup>th</sup> April 2018 (Grewelthorpe) <b>Tues</b> 19<sup>th</sup> June 2018 (Grewelthorpe) Fri 6<sup>th</sup> July Governor/Staff social gathering Wed 26<sup>th</sup> September 2018 (Fountains)</p> <p>Resources Committee Meetings 3.45 – 4.45 pm before main governing body meeting at same school as meeting.</p> <p>School Improvement Committee Meetings 8.00 am at Fountains School Thursday 9<sup>th</sup> November 2017 Wednesday 7<sup>th</sup> February 2018 Monday 16<sup>th</sup> April 2018 Tuesday 12<sup>th</sup> June 2018</p> <p>Monitoring timetable attached</p>	
<b>10</b>	<p><b>Minutes of the last meeting held Wednesday 13<sup>th</sup> June 2017</b> The governing body resolved to accept the minutes as read.</p>	
<b>11</b>	<p><b>Matters arising from the minutes</b> None.</p>	
<b>12</b>	<p><b>Policies Ratified</b></p> <ul style="list-style-type: none"> <li>Budget Management Policy</li> <li>Performance management policy</li> <li>Staff developing performance policy</li> <li>Pay Policy</li> </ul> <p>The governing body resolved to accept all the above policies.</p>	

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13	<p><b>ANY OTHER NOTIFIED BUSINESS</b> Filed under confidential minutes.</p>	
14	<p><b>Headteachers report inc school improvement plan and SEF</b> The head teacher provided a report on the data for each school at each phase compared to interim and National. The report explained floor standards and how to calculate the progress scores from KS1-KS2.</p> <p>Data at both schools is above National and the LA in all areas at KS2, above National in all areas at Grewelthorpe in KS1 and above in reading and writing at Fountains in KS1. The phonics assessment was above National at both schools and the percentage of children attaining a 'Good Level of Development' in the Early Years was also above National at both schools.</p> <p>KB thanked staff across the federation for all their hard work and dedication especially with all the changes that have been implemented</p> <p>Discussions took place around KS1 at Fountains and the progress scores of each school.</p> <p><u>Progress measures KS1 to KS2</u> <u>Fountains</u> Reading progress score (confidence interval in brackets) = -1.3 Writing progress score (confidence interval in brackets) = -0.5 Maths progress score (confidence interval in brackets) = -2.2 <u>Grewelthorpe</u> Reading progress score (confidence interval in brackets) = + 3.6 Writing progress score (confidence interval in brackets) = +3.6 Maths progress score (confidence interval in brackets) = +4.4</p> <p>Information was provided on SEND pupils and pupils in receipt of PP and their progress.</p> <p>After analysing the data the priorities for the school Improvement Plan were discussed as these tie into issues highlighted as well as other factors including new middle leaders and governor leadership. The school improvement plan was agreed in draft and the school improvement committee will monitor this throughout the year.</p> <p><b><u>School Improvement Plan.</u></b> The main goals we will be working on this year are:</p> <ul style="list-style-type: none"> <li>• <i>To ensure all leaders including governors are highly ambitious for all the pupils, act on accurate understanding of performance data and drive improvements across our federation.</i></li> <li>• <i>To share the good practice in English -writing enabling pupils to</i></li> </ul>	

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	<p><i>gain a deeper understanding of the subject and apply their skills at a high level.</i></p> <ul style="list-style-type: none"> <li>• <i>To further develop and embed new approaches to the teaching and learning of mathematics.</i></li> <li>• <i>To further develop the distinctive Christian character of the schools.</i></li> <li>• <i>To continue to improve outcomes for all pupils particularly vulnerable pupils ensuring teaching and learning is engaging and responsive to children's needs.</i></li> </ul> <p>Updates were provided on ofsted and inspections as well as assessment. The DFE have produced new assessment criteria for writing at KS1 and KS2. The head provided the governors with updates on the curriculum and training for the autumn term.</p> <p>Discussions were held around policies it was agreed that policies would be scrutinised by the school improvement committee then come before the full board for ratification.</p> <p>The School Self Evaluation was discussed and it was agreed that judgements should be graded good based on the changes that have occurred.</p> <p>SIAMS outcomes were discussed these are integrated into the school improvement plan.</p>	
15	<p><b>Federation Vision</b> The previous year's vision was discussed and it was agreed that as it was only reviewed with all stakeholders a short time ago it will remain in place for the time being.</p>	
16	<p><b>SEF (addressed in HT report)</b></p>	
17	<p><b>SIAMS (addressed in HT report)</b></p>	
18	<p><b>Safeguarding</b> There are no safeguarding issues at the current time.</p>	
19	<p><b>Governor issues</b> Mentoring:</p> <ul style="list-style-type: none"> <li>• The previous Chair of governors Sarah Stanley will mentor the new Chair Rachel Bain.</li> <li>• Anne Collins &amp; Sue Thomas will mentor Jo Martin</li> <li>• Georgina Wray will mentor Kay Hickingbotham</li> </ul> <p>The school has been without heating or hot water since the start of term due to the failure of the boiler and oil tank leakage. NYCC have agreed to fund the replacement of the boilers, oil tank and controls. Work is</p>	

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	<p>expected to commence at the start of October.</p> <p>Foundation governor Dawn Conrardy has expressed a wish to resign from the governing body when a replacement has been found due to extra commitment she now has.</p>	<p>MD to contact Diocese</p>
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The meeting closed at 18.45

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