

**Minutes of a meeting of the Governors of  
Hawes Primary School  
held at the school on Tuesday March 20th 2018 at 6.00pm**

**Present:**

Hanna Vasey	Headteacher	HV*
Jan Linsley	Co-opted governor	JL*
Lynn Peacock	Co-opted governor	LP*
Philippa Adams	Co-opted governor	PA*
Mike Hirst	Co-opted governor	MH*
Mike McGarry	Co-opted governor	MM*
Steph Bland	Parent governor	SB*
<b>In attendance:</b>		
Jane O’Gara	YCAT	JOG*
Dominique Adams	Clerk	DA*

**Actions:**

- **HV** – to provide attendance percentages not including those with persistent absence
- **SB/ERR** – to bring SMSC report to next LGB meeting
- **HV** – to check DBS categories
- **HV** – to email dates for working group and SMSC group
- **JL** – to feedback to YCAT re. anti-bullying policy
- **LP/MM** – GDPR overview to next LGB

\*denotes initials used in the body of the minutes

Item No	Minute	Action
17/18:48	<p><b>Welcome and introductions</b></p> <p>The governors were welcomed to the meeting and introductions were made around the table. Some governors and JOG had attended the staff meeting prior to the LGB meeting, which had gone well and discussions took place around what should happen next. It would be helpful to build relationships, to be more visible and to provide support.</p> <p>It was suggested linking in to key school activities, for example having a governor presence at parents’ evenings etc, to explain who the governors are and what their role is. Social events could also be arranged with a more relaxed atmosphere.</p> <p>Individual governors could also be linked with specific classes, although it was agreed that this has to be within what governors can realistically do.</p> <p>JOG explained the finance role – there is a small central team at Bilton Grange School, and this team includes Dawn Alderson which helps to counteract any physical isolation due to the school’s location. The control of the budget is still at school level, and YCAT have an overall view, and make savings centrally where possible.</p> <p>GQ: Do YCAT own the building?            Answer: No, but a 125-year lease has been taken on and YCAT are responsible for the maintenance. YCAT have applied for a capital grant which is available annually, to renew fire alarms and emergency lighting etc and whether this has been successful or not will be known in April.</p> <p>Structural surveys on all five schools took place and now that there are condition surveys for all schools which is useful. A plan is being put together and governors noted that around £5k per year capital funding is received.</p> <p><u>Parent governors</u>            Both SB and ERR have been re-elected as parent governors unopposed. There is still one parent governor vacancy which is hoped to be filled in the summer term with the new intake of parents.</p>	
17/18:49	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Andrea Caygill and Emily Rowe-Rawlence.</p> <p><b>Apologies accepted and consented to.</b></p>	

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17/18:50	<p><b><u>Declarations of interest</u></b></p> <p>There were no declarations of interest in respect of items on the agenda. Governors were advised that any declarations of interest need to be updated on a regular basis and to notify the clerk of any changes, including whether or not they are a governor at another school.</p>	
17/18:51	<p><b><u>Notification of any other urgent business</u></b></p> <p>There are no items.</p>	
17/18:52	<p><b><u>Financial</u></b></p> <p><b><u>Budget monitoring</u></b></p> <p>Budget monitoring reports for January had been circulated to governors, but the February report was only just available and was circulated at the meeting. JOG explained the monitoring report to governors, which is mainly an income and expenditure account. Income is fixed and the challenge is to manage costs to breakeven and to use income to the best effect. The budget is showing an overall surplus, and the expected carry forward was £34K, however this is now looking more positive on the January report at £43K, and the budget monitoring for February shows a balance of £42.5K. Governors were advised that the financial year for academies runs from 1<sup>st</sup> September to August 31<sup>st</sup>, which is the same as the school year. Across YCAT schools the budgets vary from a positive £80K to positive £2K (one school currently has issue with SEN funding which is not covering costs), therefore Hawes is in the middle, and this is a positive position, especially with many North Yorkshire schools in a deficit position. Variances show the difference between what was forecast and what the actual spending/income was. Sports funding has doubled from £8K per school plus £5 per child to £16K plus £10 per child, for this year and potentially future years, although this has not yet been confirmed, but this funding is ring-fenced. The following variances were highlighted:</p> <ul style="list-style-type: none"> <li>• Slightly lower teaching cost as it was budgeted for a member of a staff at a higher level</li> <li>• Learning resources – an additional £14K was received - trips are not budgeted for as the full cost is not always known. This includes various incomes e.g. panto etc.</li> </ul> <p>GQ: Are all income sources ring-fenced?  Answer: No, the only ring-fenced income source is sports funding.  Pupil Premium needs to have a strategy in place, which goes on to the website to explain how it is used and what is its impact. Budgets are completed monthly and these are reviewed at Trust level.  GQ: When does the budget start being modelled for the next financial year?  Answer: At the end of March the funding formula will be available, and the budget will be drafted and agreed at the LGB meetings in June, and YCAT will agree 3-year financial forecast in April.  The National Funding Formula is expected to bring in an additional £140K across all 5 schools. However, there is a pay rise expected from April 2018 for support staff, GTA's and catering staff etc which will amount to a 7-8% pay increase for some staff which will have an impact on the budget and this needs to be taken into account. It is hoped that the net result will be positive. Catering services are currently bought in from NYCC.  GQ: School meals are currently costing £2.50, what are other schools charging?  Answer: This varies and YCAT increased the cost of school meals last September and we are not sure if we can justify another increase so soon. If costs increase too much this may lead to a lower take-up of hot lunches which will increase costs even more.</p>	

<p>17/18:52 contd.</p>	<p>Currently it is costing 12p per meal out of the school budget to cover the costs of providing school lunches.  GQ: Are all schools subsidising meals in this way?  Answer: It depends on each school, on how many staff are employed etc. In the past, the income has been sufficient to cover costs, but this is no longer the case due to higher food costs and the introduction of the national living wage.  GQ: Are parents aware of this?  Answer: It is thought that they are probably not aware. Universal FSM which are provided for all of KS1 children are funded at £2.30, although it costs more that this to provide these, but these have to be provided.  GQ: What is happening with UFSM and will this impact on our children?  Answer: We are not sure what is planned for the future. The school only has 2 children eligible for FSM at present, although funding for these children will be available for the next 6 years.  Thanks to JOG for the report.  JOG advised that YCAT are looking at online training courses in finance and risk management for governors to access at home through Share Point and the information will be circulated once available.  In relation to GDPR (General Data Protection Regulations), YCAT are moving towards using YCAT emails rather than personal ones, and creating Share Point online storage area where documents can be safely stored for access by governors rather than these being sent by email and it is hoped to have this up and running after Easter.</p>	
<p>17/18:53</p>	<p><b><u>Minutes of the last meeting</u></b>  The minutes of the last meeting were circulated prior to the meeting.  Parent governors have been appointed on a 4-year cycle.  Reconstitution was completed with 1 parent governor vacancy to look at next term.  Data training was provided by Jo Robinson.  Colour coding in the minutes was explained to governors, which highlights how governors are taking the strategic view.  Data will be looked at again at the next meeting in April and review the impact of interventions.  SB proposed that these were a true record, this was seconded by LP and this was agreed unanimously and signed by the chair.</p>	
<p>17/18:54</p>	<p><b><u>Head teacher report</u></b>  A full data report is not available as there is no new data until the end of this term, but this should be ready for the next meeting.  <u>Attendance</u>  Attendance data was circulated looking at different groups and making comparisons between each year and different groups (boys/girls, EAL/not EAL, SEN/not SEN).  Governors noted that if highlighted in red then this figure is below the national average. The target is 96%.  <i>GC: A governor commented that they understood the need for a target, however when the stories behind the figures are taken into account the attendance rates are quite high and that this should sufficiently explain the percentages.</i>  The attendance for years 3 and 4 are well above other years, and it had previously been questioned as to why this is the case and if this could be repeated across the school.  HV has reviewed attendance data for this cohort and it appears that this particular group of children have had consistently high attendance since joining the school.  GQ: If the results are the same next year, how would OFSTED react?</p>	

17/18:54 contd.	<p>Answer: We would need to be able to justify the figures and show what we are doing and that we are working with the families to improve attendance.</p> <p>It was agreed to provide data when the group of children with lower attendance are not included in the percentage - HV to do.</p> <p>HV advised that a penalty notice has had to be issued for the first time due to the amount of holiday being taken and that holidays are no longer being agreed. Awareness of this issue is being raised through assemblies and newsletters and it is felt that the message is getting through.</p> <p>HV has worked with parents of EAL children to explain about attendance which seems to be working and it may be helpful to have this conversation with all parents. HV monitors attendance on a monthly basis and letters are sent out to invite parents in to have a conversation.</p> <p>GQ: Is the award for best attendance included in the newsletter?  Answer: Not currently but this could be included which would help to reach all parents and not just those who are not able to attend.</p> <p>GQ: Could attendance be recognised individually?  Answer: Possibly, but we would not like children who are ill to attend just to get the award.</p> <p>GC: A governor commented that it seems unfair to include children who have had to attend hospital to be included, and that it is not always fault of the children. Attendance awards at the end of the year for those whose attendance is 100% were also suggested.</p>	HV
17/18:55	<p><b><u>Focus/Working Group report on SMSC/British Values</u></b></p> <p>SB and ERR reported back at the last meeting verbally, and the written report will be submitted to HV, and also another meeting will be arranged.</p> <p>SB advised that the working group has been working through the SMSC document, going into class and talking with the children about British Values. Two visits have taken place so far. SB and ERR meet with HV in the first instance and with a selection of children from KS1 and KS2 simple age specific questions are given to the children.</p> <p>A lunchtime visit has also taken place related to the change to the lunchtime routine.</p> <p>GQ: What is SMSC?  Answer: Social, Moral, Spiritual and Cultural.</p> <p>GQ: What are British Values?  Answer: These include democracy, the rule of law and tolerance.</p> <p>GQ: How and when do you teach this?  Answer: In a variety of ways: through PHSE assemblies, the School Council and a full week of British Values was held recently. It can be hard for the younger children to understand the concepts.</p> <p>GQ: Is there a list of what these values are?  Answer: These are included in the document which is being worked through.</p> <p>GQ: Is this picked up by OFSTED?  Answer: Yes, OFSTED will check what the children know. So far, we have covered democracy and we will work on the others next. It was noted that this relates to core values and the staff need to be quite specific therefore we are making sure that they are fully aware of what is needed.</p> <p>SB and ERR to present full report at the meeting in June.</p>	SB/ ERR
17/18:56	<p><b><u>Safeguarding</u></b></p> <p>JL met with HV to look at the safeguarding audit on March 9<sup>th</sup> which has sections to complete around safeguarding, safer recruitment, child protection, curriculum, PHSE H&amp;S, safety of children on site etc. It was not possible to complete it all however the following have been reviewed:</p>	

17/18:56 contd.	<ul style="list-style-type: none"> <li>• Single central record, safer recruitment and DBS checks etc.</li> </ul> <p>Governors noted that if any governor is involved in future interviewing they would need safer recruitment training to give more flexibility this can be accessed online. Governors also need to sign the 'Keeping Children Safe' document to confirm their understanding.</p> <p>It was also agreed to refresh their knowledge of the designated safeguarding lead and this will be included on the April agenda.</p> <p>A H&amp;S walkaround took place through the whole building to check everything, including safeguarding issues at lunchtime- once this is complete this will be brought to the June meeting for governors to review.</p> <p><b>GQ: Do we need to complete online safeguarding training?</b>  <b>Answer: This needs to be completed again, as well as Prevent training, especially for the new governors and HV will email a link to governors.</b></p> <p><b>GC: A governor queried which categories had been completed on their DBS check and HV will check this.</b></p> <p><b>GQ: Is their Lockdown training to complete?</b>  <b>Answer: This is YCAT training and this is due to completed.</b></p> <p>Terry Bland (TB) (H&amp;S Officer, LA) came into school last week and there were no issues raised, and TB was complimentary re housekeeping at the school which is positive.</p>	HV
17/18:57	<p><b><u>Building concerns</u></b></p> <p><u>Asbestos</u></p> <p>Governors noted that there is asbestos in some locations in the school and there is an asbestos management plan in place. The asbestos areas are checked monthly by the caretaker. A YCAT survey was completed last year, and when contractors come into school the management plan is followed and any work to be done is checked first.</p>	
17/18:58	<p><b><u>Preparation for the summer meeting</u></b></p> <p><b><u>The following groups were put together:</u></b></p> <ul style="list-style-type: none"> <li>• PA, MH, and MM – work scrutiny group, governors to come in and talk to the children and get a feel for the school. The children can talk about their work and governors can look through the books which can link into the next set of data results. HV to offer guidance for this.</li> <li>• ERR, SB and LP – SMSC group</li> </ul> <p>HV to email governors with possible dates.</p>	HV
17/18:59	<p><b><u>Policies</u></b></p> <p>Policies are YCAT policies and these have to be adopted, however governors need to be aware of what is in the policies in order to support the school. The policies were circulated to governors prior to the meeting.</p> <p><u>Acceptable use policy</u></p> <p>This is not ready yet, but it will be looked at once it is ready.</p> <p><u>Anti-bullying policy</u></p> <p>This has been adopted by YCAT.</p> <p>The following issues were highlighted:</p> <p>The policy does not identify symptoms of bullying and how these would be identified by governors.</p> <p>Links to the curriculum and behaviour policy should be included.</p>	

17/18:59 contd.	<p>When would governors get involved?          What happens if parents are not happy with how issues are dealt with?          Governors also felt that children need to be reassured that it is ok to talk about these things.          Social media should be included.          HV feels that the policy does tie in with the behaviour policy, but this needs to be made clearer.</p> <p>GQ: Is this policy just for the children and is there one for staff?          Answer: Instances of staff bullying would be covered by the LA Whistleblowing policy.</p> <p>GQ: Do the staff know who to contact?          Answer: Yes, they are aware of the procedure.</p> <p>GQ: How much influence do governors have over this?          Answer: All comments will be fed back to YCAT and this should be taken into account.</p> <p>GQ: Are the children taught about bullying?          Answer: Yes, as part of PHSE.</p> <p>It is useful to gain governors perspective on this and JL will ensure that this is fed back to Fiona Carr, Governance Lead at YCAT.</p> <p><u>Internet and E-Safety Policy</u>          Governors agreed that this policy is very thorough and this includes a link to the home-school agreement. It is assumed that parents have agreed to this if they have signed the home-school agreement.</p> <p>GQ: Do parents have to read this entire document, as felt that it may a bit too much?          Answer: This policy is accessible on the website for parents to view if they wish, the home-school agreement is sent to parents when the children start school. Governors agreed that this should be completed on an annual basis and it was confirmed that the home-school agreement is to be reviewed during the summer term.</p> <p>It was noted that not all parents will be familiar with the Internet and E-Safety policy and that different parents have different views on this.</p> <p>GQ: What is Fronter?          Answer: This is an online way of sending homework but this is not currently used at Hawes, and it was therefore agreed that this should be excluded from this policy.</p> <p>The E-Safety co-ordinator is HV.</p>	JL
17/18:60	<p><b><u>Governor Training</u></b>  <u>Induction training</u>          YCAT are hoping to put together some induction training for new governors.          DA circulated information regarding Swaledale Alliance New Governor Induction Training and will check if there any NYCC courses coming up.</p> <p><u>GDPR</u>          LP and MM to give a brief overview of GDPR for the governing body at the next meeting.</p> <p>GQ: What is the plan with regard to sub committees?          Answer: We have the option to remain as just an LGB or we could form different committees, however as a small governing body, we are not sure that this is necessary or possible at the moment. However, we are looking at link roles and this will be discussed at the next meeting.</p>	LP/ MM
17/18:61	<p><b><u>Staff points</u></b>          None noted</p>	
17/18:62	<p>Governors looked at the plan of action for the year which was drawn up at the first meeting of the academic year, to review how governors are on track to complete the actions. It was agreed that governors are working well through this.</p>	

17/18:62 contd.	<p><u>Actions completed:</u>  New LGB structure  New governors elected  Standards and progress covered  Looking at link governor roles and committee structure  Set up SMSC and work scrutiny group</p> <p><u>Still working towards:</u>  Induction training  To fill parent governor vacancy  Draft budget (April meeting)  Standards and progress (April)  Policies to adopt – SRE &amp; Complaints (June meeting)  Agree budget (June)  Home-school agreement to review (June)  Training course for V/Chair and Chair, and for these governors to take greater role and to lead parts of the meeting  Achievement and progress for term 3, SATS &amp; Phonics etc  Handover and training</p>	
17/18:63	The meeting closed at 7.40pm.	
	<p><b>Please note: The colour coding links to the three key roles of governance questioning; RED for ‘setting strategic direction’, BLUE for ‘holding Headteacher to account for educational performance’ and GREEN for ‘ensuring financial health, probity and value for money’.</b></p>	

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Signed.....

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