

FOREST MOOR SCHOOL

Meeting of the Full Governing Body held on Monday 9 May 2016 at 4.30 p.m.

MINUTES

Present: Philip Turnpenny – Chair; Sue Welch (SW); Jim Brosnan (JB); John Fort (JF); Jacqui Oversby (JO); Greg Richardson (GR); Jon Hosegood (JH); John O’Garra (JO’G); Louise Souter (LS); Marc Peart – Headteacher (MP); Andrew Coates (AC).

In Attendance: Paul Bradley – NYCC Clerk to Governors

		Action
PART ‘A’ - PROCEDURAL		
1	Welcome The Chair welcomed everyone to the meeting.	
2	Apologies for absence There were no apologies for absence.	
3	Confidentiality No items on the agenda were deemed to be confidential.	
4	Declarations There were no declarations of any conflict of interest in respect of matters on the agenda.	
5	Minutes of the meeting held on 14 March 2016 The minutes of the meeting held on 14 March 2016 were approved and signed by the Chair as an accurate record.	
6	<p>Matters arising</p> <p><u>Page 2 – Thrive</u> - This is still in its early days and a full data pack will be presented to the next SIC meeting. The Headteacher reported that there has been a second round of screening for class groups and some pupil progress can now be monitored. There is a need to make some adjustments especially concerning the accuracy of some of the information on which decisions are based.</p> <p><u>Page 2 -Governor profiles</u> – LS cannot take a photo herself and will have to ask the School Business Manager to take one using the school camera.</p> <p><u>Page 2 – Governor Health Check</u> – the Chair reported that all actions have been completed.</p> <p><u>Page 3 – Governor Disqualification forms</u> – the Clerk confirmed that he had checked the files and the three remaining governors signed the forms immediately before the meeting.</p> <p><u>Page 3 – Student Voice</u> – Jo confirmed that a meeting will be held on 26 May 2016.</p> <p><u>Page 3 – Ofsted Monitoring</u> – JH confirmed that the SIC is content with the pace of change although it is still early days. The Headteacher noted that</p>	LS

	<p>Ofsted will return to school in the Autumn term and that new progress data will be sent to Ofsted ahead of that meeting after being shared initially with SIC. The Headteacher confirmed that he has met the Headteacher of a school in Grassington and the intention is that, as part of the support and mentoring process, good practice will be shared.</p> <p><u>Page 4 – School Development Plan</u> – The Headteacher reported that the revised SDP has been considered by the SIC. Grammatical changes have been made at the request of NYCC and there is now one point of contact for each action.</p> <p><u>Page 5 –Governor training opportunities</u> – As requested, the School Business Manager has notified governors about how to access training opportunities.</p>	
PART 'B' – SCHOOL IMPROVEMENT		
7	<p>Headteacher’s Report</p> <p>Governors considered the Headteacher’s report which had been circulated in advance. Governors also considered a supplementary report on pupil premium which was handed out at the meeting. The Chair went through the report section by section and invited governors to ask questions and comment.</p> <p>Pupil attendance</p> <p><u>Question:</u> The 40% attendance rate for KS4 is of concern. What are the reasons?</p> <p><u>Answer:</u> There is a group of disenfranchised pupils and work is being done to ensure that they are more engaged. Because of the small size of the cohort, they have a disproportionate effect on the percentages. Some pupils are on alternative off-site packages. One pupil has been referred to the Careers Service and another pupil has a very unsettled home life which affects his ability to get into school.</p> <p><u>Question:</u> Is attendance expected to improve when there is more on-site provision?</p> <p><u>Answer:</u> Yes. When the current cohort leaves, the attendance figures are expected to improve significantly. Pupils lower in the school are used to attending school and having access to core subjects.</p> <p>Staffing</p> <p><u>Question:</u> What is the current staffing position?</p> <p><u>Answer:</u> Recruitment is in progress for teachers for English and DT and for a TA. Recent staff appointments are very promising and it is hoped that the current round of recruitment will also produce good candidates.</p> <p>Pupil admissions</p> <p><u>Question:</u> Are the figures in the report realistic i.e. 24 to be on roll in September and 38 during 2016/17?</p> <p><u>Answer:</u> Yes. This is achievable provided we get the new staff appointments. As long as appropriate pupils are admitted to the school, then increased pupil numbers will have a positive effect on the way the school can operate.</p> <p><u>Question:</u> Are you now content with the admissions process?</p> <p><u>Answer:</u> Cannot say that we are completely happy as we are constantly being pushed to take some pupils for whom we do not consider this school</p>	

	<p>to be appropriate. If that happens, then full reasons are given for saying No. The LA is quite properly seeking to reduce the number of pupils referred out of county but we are satisfied that those in strategic leadership roles at NYCC are very clear about what the school is able to deliver.</p> <p>Pupil premium</p> <p><u>Question:</u> Can you demonstrate the specific impact per pupil?</p> <p><u>Answer:</u> Detailed information will be provided to the next meeting of the SIC.</p> <p><u>Question:</u> Can you provide information on how much funding is allocated to each initiative?</p> <p><u>Answer:</u> This can be provided. Funding is allocated per pupil.</p> <p><u>Question:</u> Is there additional funding for those eligible for free school meals?</p> <p><u>Answer:</u> Yes.</p> <p><u>Question:</u> Why does one 'Looked After' pupil receive more funding than the others?</p> <p><u>Answer:</u> The level of funding allocated by the LA per pupil depends on a number of factors.</p> <p><u>Question:</u> What is the evidence which demonstrates pupil progress?</p> <p><u>Answer:</u> Improved reading performance, increased attendance rates and the specific action plans under 'Thrive' are all positive.</p> <p><u>Question:</u> Does the school have data to prove the above statements?</p> <p><u>Answer:</u> Yes – will be provided to SIC.</p> <p><u>Question:</u> Is it common in this type of school for 50% of the pupils to attract pupil premium?</p> <p><u>Answer:</u> Yes, it would not be uncommon.</p> <p><u>Question:</u> As pupil numbers increase, will the infrastructure (e.g. catering) need to be increased also?</p> <p><u>Answer:</u> If pupil numbers rise to as high as 50, then we will need additional support staff. We expect to be able to manage for the projected pupil numbers this year.</p> <p>The Chair thanked the Headteacher for providing the pupil premium information as requested. Governors confirmed that they wish to see a similar report at one meeting each term.</p>	
8	<p>Committee Reports</p> <p>1. School Improvement Committee</p> <p>The minutes of the SIC meeting held on 18 April 2016 had been circulated with the agenda. The Committee Chair explained that a number of new initiatives are in their early stages so it is difficult for the Committee to assess their impact yet. It is expected that more meaningful analysis of data will take place at the next meeting. Governors discussed a number of matters raised in the Committee minutes:</p> <p><u>Temperature of KS2 area</u> – governors expressed concern that the teaching area is very cold and not conducive to learning. The Headteacher noted that the area is supplemented by plug-in radiators and insulation has been installed. Governors felt that it would be appropriate to seek advice from an engineer to get the</p>	

	<p>problem with the BMS system sorted. The School Business Manager will be taking this forward.</p> <p><u>Music in school</u> – Governors noted that the Northern School of Contemporary Music has set up the school’s music room. The school has also received a grant of £1,000 for music equipment. There will be two sessions of music per week and it is hoped that these will enthuse students and that it will be possible for a performance to be given later in the year.</p> <p><u>Army Foundation College</u> – It was reported that the college commander is keen to get involved at the school. The Headteacher will be arranging a suitable date to meet.</p> <p>2. Resources Committee The Committee Chair gave an oral report of the meeting which had been held earlier on 9 May 2016:</p> <ul style="list-style-type: none"> - the school is forecast to have an in-year deficit of £643k this financial year and the LA’s approval has been obtained; - a process for covering absence by the Site Manager is being pursued; - a heat metering system is now being used and some lagging and insulation is to be installed; - quotes have been obtained for the playground, consultation is taking place with staff and pupils and it is expected that the work will be completed during the Summer; - the gate, CCTV and gatehouse issues have been resolved; - all actions arising from SW’s monitoring report have been completed; - there are no major concerns arising from the recent Safety visit by NYCC and all actions have been prioritised; - the report arising from a recent Fire Risk Assessment visit has not yet been received. <p>3. Headteacher’s Performance Review This took place on 17 March 2016.</p>	<p>MP</p> <p>MP</p>
9	<p>Health & Safety Report There were no additional issues to discuss.</p>	
10	<p>Safeguarding issues Some matters had been included in the Headteacher’s report. There were no additional issues to discuss.</p>	
11	<p>Governing Body business</p> <p>1. Governor vacancies There has been no further progress. Governors were content to leave the one vacancy unfilled for the time being.</p> <p>2. Governor training The Chair reported that since the last meeting he had completed the E-Learning course Safeguarding Basic Awareness. The Chair</p>	

	<p>encouraged all governors to have a look at the on-line E-learning module which was discussed at the last meeting and to complete on-line Prevent training.</p> <p>3. GSIN meetings GR is booked onto the GSIN meeting on 19 May 2016.</p> <p>4. Arrangements for governor skills audit The need for a skills audit arose from the Governance Review. The last governor skills audit was conducted in 2014 using the NGA form and matrix. Governors agreed that the same process should be repeated and that completed forms should be submitted to either the Clerk or the School Business Manager by 31 May to allow time for the results to be collated by the Clerk in time for the date of the next meeting.</p>	All Clerk
PART 'C' - OTHER		
12	Correspondence There was no correspondence to consider.	
13	Any other business It was noted that the end of year Celebration Assembly (including awards and presentations) and a barbecue would be held on 26 July 2016. Parents, carers, governors and some community representatives will be invited.	
14	Date of the next meeting It was noted that the next meeting of the Full Governing Body will be held on <u>Monday 18 July 2016 at 4.30 p.m.</u>	

Chair:

Date: