

FOREST MOOR SCHOOL

Meeting of the Full Governing Body held on Monday 3 October 2016

MINUTES

Present: Philip Turnpenny – Chair (PT); Jon Hosegood (JH); John O’Garra (JO’G); Greg Richardson (GR); Sue Welch (SW); Jacqui Oversby (JO); Andrew Coates (AC); Marc Peart – Headteacher (MP).

In Attendance: Paul Bradley – NYCC Clerk to Governors

		Action
PART ‘A’ - PROCEDURAL		
1	<p>Election of Chair and Vice-Chair Governors noted that, at a meeting of the Full Governing Body on 21 September 2015, Philip Turnpenny had been elected as Chair and Sue Welch had been elected as Vice-Chair for two years. It was noted that no elections were therefore required.</p>	
2	<p>Apologies for absence Governors consented to the apologies submitted by John Fort and Louise Souter. No apologies had been received from Jim Brosnan.</p>	
3	<p>Confidentiality No items on the agenda were deemed to be confidential.</p>	
4	<p>Declarations of interest There were no declarations of any conflict of interest in respect of matters on the agenda.</p> <p>Register of Governors’ Interests All governors present signed the Register of Interests.</p> <p>Hospitality Register The Chair reminded governors of the requirement to declare any offers of gifts or hospitality made in connection with their position as a governor. The Clerk undertook to confirm with the School Business Manager where the register is kept. Governors agreed that the offer of meals at Menwith Hill should be recorded in the register.</p>	Clerk
5	<p>Standing Orders and Code of Practice The Clerk confirmed that no changes were proposed this year. Resolved: that the Standing Orders and Code of Practice be approved and re-adopted for 2016-17.</p>	
6	<p>Appointment of Committees Governors reviewed the number, composition and terms of reference of Committees as set out in the Committee booklet which had been circulated by the Clerk. Resolved: 1. That the following governors be confirmed as members of</p>	

	<p>Committees for a period of 12 months:</p> <p>Resources Committee – Philip Turnpenny, John Fort, Jacqui Oversby, Sue Welch, Jim Brosnan, Marc Peart.</p> <p>School Improvement Committee – Jon Hosegood, Jim Brosnan, John O’Garra, Sue Welch, Greg Richardson, Louise Souter, Andy Coates, Marc Peart.</p> <p>Staff Discipline Committee: Any three governors as available (excluding the Headteacher and staff governor).</p> <p>Staff Discipline Appeals Committee: Any three governors as available (excluding the Headteacher, staff governor and governors involved in the issue through the Staff Discipline Committee).</p> <p>Pupil Discipline Committee: Any three governors as available (excluding the Headteacher and staff governor).</p> <p>Complaints Appeals Committee: Any three governors as available (excluding the Headteacher, the staff governor and the Chair of Governors)</p> <ol style="list-style-type: none"> 2. That the terms of reference of each Committee be as set out in the Committee booklet. 3. That the election/appointment of chairs and clerks for each Committee be delegated to the Committees (It was noted that at present Jon Hosegood is the Chair of the School Improvement Committee, with John O’Garra as Vice-Chair; and that Philip Turnpenny is the Chair of the Resources Committee, with Sue Welch as Vice-Chair. It was also noted that Jo Sedgewick is the clerk of the School Improvement Committee; and Sue Welch clerks the Resources Committee). 4. That each Committee be given delegated authority to act within its terms of reference. 	
7	<p>Appointment of Designated/Link Governors</p> <p>Governors considered the roles which individual governors should undertake.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the following governors be appointed to deal with the Headteacher’s Performance Management: Philip Turnpenny, John O’Garra and Jacqui Oversby. 2. That the following governors be appointed as link governors (adjusted to tie in with decisions made by the School Improvement Committee): Special Educational Needs – John O’Garra Child Protection – Jim Brosnan Teaching & Learning (including Curriculum) - Jon Hosegood School Business – Sue Welch Health & Safety – John Fort and Jim Brosnan Student Voice – Jacqui Oversby Outcome for Pupils – John O’Garra Leadership & Management – Sue Welch Personal Development – Greg Richardson 	
8	<p>Governing Body Delegation</p> <p>Resolved: that the document approved during 2015/16 be re-adopted for</p>	

	2016/17 (the Clerk will ask the School Business Manager for a copy of the final version so that this can be circulated for future annual meetings).	Clerk
9	<p>Minutes of the meeting held on 18 July 2016</p> <p>The minutes of the meeting held on 18 July 2016 were approved and signed by the Chair as an accurate record.</p>	
10	<p>Matters arising</p> <p><u>Page 1 – Student Voice</u> – JO confirmed that she met students on 19 July and that she was very impressed with their social skills. It was clear that the school has progressed significantly. The Headteacher undertook to pass on this feedback to the pupils concerned. The next Student Voice meeting has not yet been fixed but the aim is to hold one each term.</p> <p><u>Page 2 – Heating in KS2 Area</u> – the work will now take place during the October half term.</p> <p><u>Page 2 – Music</u> – music sessions have been very well received and every child has been involved. It is hoped that the school band will play at the Christmas lunch.</p> <p><u>Page 2 – Army Foundation College</u> – no date has yet been fixed for a visit.</p> <p><u>Page 2 – Playground</u> – the playground has been installed. It was agreed that, after discussion with the students, attempts should be made by the Headteacher to invite, for example, a young local sportsman/woman (e.g. someone who has recently competed in the Olympics) who would be willing to open the playground. It was noted that a separate KS2 play area has been developed and is looking good.</p> <p><u>Page 2 – Fire Risk Assessment</u> – the report has now been received and the School Business manager has confirmed that all actions will be completed by the next meeting of the Resources Committee.</p> <p><u>Page 2 – Pupil Allocation Process</u> – Governors are still concerned. The Headteacher confirmed that he has discussed capacity issues with the local authority but the process for identifying whether a child should be allocated to this school (rather than be placed out of county) is unlikely to change because of funding constraints. Children with social, emotional and mental health issues will be allocated to this school. It is not yet clear whether Sarah Keeley (Assessment & Reviewing Officer) will be based at the school although the Headteacher will continue to press for this to happen.</p> <p><u>Page 2 – Safeguarding</u> – the Headteacher confirmed that the pupil who was referred to at the last meeting is still at the school, although he is being educated partly off-site). However, it is likely that he will be transferred to Brompton School shortly.</p> <p><u>Page 2/3 – KS4 Leavers</u> – the Headteacher confirmed that 3 ex-pupils are now attending Ripon Evolve (on programmes designed to examine barriers to learning and to top up their skills in English and Maths). 1 ex-pupil is attending Selby College. The other ex-pupil is still keeping in contact with the school but has not yet made any firm future plans. The Headteacher indicated that these are viewed as reasonably good outcomes in the circumstances.</p> <p><u>Question:</u> What about the academic achievements of the KS4 leavers? <u>Answer:</u> The GCSE results were disappointing – Grade Ds and Es in English and Fs in Maths. Will send a copy of the Expected Outcomes report to</p>	<p>Head</p> <p>SW</p> <p>Head</p> <p>Head</p> <p>Head</p>

	<p>those governors not on the SIC for information.</p> <p><u>Question:</u> Do you expect the results now to improve year on year?</p> <p><u>Answer:</u> Yes. There is increasing support for the students and specialist staff have been appointed. Academic results should begin to improve.</p> <p><u>Page 3 – Meeting for local residents</u> – SW and the Headteacher will organise a meeting this year.</p>	SW/Head
PART 'B' – SCHOOL IMPROVEMENT		
11	<p>Support & Development Group</p> <p>A meeting had been scheduled for earlier today but had not taken place. The Headteacher confirmed that it is being rearranged.</p>	
12	<p>Headteacher's Report</p> <p>Governors considered the Headteacher's report which had been circulated in advance.</p> <p>The Chair led governors through each section. Governors discussed, in particular, the following:</p> <p>Staffing – Governors would find it helpful to have an up to date staffing structure with the names of staff (including surnames). The Headteacher undertook to prepare this in time for the next SIC meeting. Governors are pleased that the school is now able to recruit good staff.</p> <p><u>Question:</u> Are the new staff delivering?</p> <p><u>Answer:</u> Yes. They are all highly skilled. One third of the total staff started in September so induction has been challenging. The new staff have formed good relationships with the pupils and there is a momentum in the school which is encouraging. The Staff Governor confirmed that the new staff fit in well.</p> <p><u>Question:</u> How can governors get to know the new staff?</p> <p><u>Answer:</u> Accept that it is important for governors to know the staff. There is a role for the link governors in this regard. Opportunities for informal contact will be the Open Day, the Christmas lunch and the official opening of the playground.</p> <p><u>Question:</u> Are there any current vacancies?</p> <p><u>Answer:</u> Yes. There is a vacancy for a KS2 teacher and a TA. Interviews will be during week commencing 17 October and it would be helpful to have a governor on the recruitment panel for the appointment of the teacher. There is also a vacancy for an Assistant Site Manager.</p> <p>Resolved: that the Headteacher's report be received.</p>	Head
13	<p>Committee Reports</p> <p>1. School Improvement Committee – 23 September 2016 - The minutes were circulated. The Committee Chair explained that the focus had been on the School Development Plan. Governors had confirmed that they expected to see progress towards a 'Good' Ofsted rating by the end of this academic year. The Headteacher expected all areas of the plan to be 'green' by the end of 2017. The Headteacher will be starting preparatory work on the SDP for 2017-19. It is expected that the SEF will be considered at the next SIC meeting on 28 November. The LA also plans to assess whether</p>	

	<p>the SEF is sufficiently robust.</p> <p>2. Resources Committee – 3 October 2016 – No minutes were yet available. The Chair reported that the budget deficit would be lower than forecast. The Headteacher is aware that any proposal to award a member of staff more than one increment or withhold one increment must be considered by the Resources Committee. A 1% pay award for teachers has been implemented. The Headteacher is analysing the recent staff questionnaire and will carry out another survey before February. The Chair reported that the Committee approved the Pay Policy for 2016/17 including an option to make a discretionary advance payment of salary of up to £900 to an NQT. The Headteacher had confirmed that no major capital for building work is required and that only minor works to the KS2 area are needed. The Committee also considered the recent Fire Assessment report – see minute at item 10 above.</p>	
14	<p>Health & Safety Report</p> <p>There were no further issues to report.</p>	
15	<p>Safeguarding Issues</p> <p>There were no issues to report.</p>	
16	<p>Governing Body Business</p> <p>1. Governor vacancies</p> <p>Bearing in mind that no other suitable co-opted governor has been identified and that it may be easier to elect a new parent governor from the increased pool of parents, it was agreed that JO should become a co-opted governor. JO resigned forthwith as a parent governor.</p> <p>Resolved: (1) that Jacqui Oversby be appointed as a co-opted governor for four years from 3 October 2016 to 2 October 2020; (2) that elections be held in due course for a new parent governor .</p> <p>2. Governor SIN meetings</p> <p>SW reported that she had attended a meeting in Harrogate on 29 September 2016. The seminar had dealt with the recruitment and retention of governors and had suggested overlapping terms of office for Chair and Vice-Chair, stressed the importance of succession planning, and encouraged the use of a skills audit and the use of a FGB self-evaluation process at least every three years. It was noted that governors had recently completed a skills audit and that there had been an LA review of governance earlier in the year.</p> <p>SW also reported that the importance of keeping the school website up to date had been stressed at the meeting e.g. it must have a pupil premium strategy tailored for that particular school. The Clerk reported that he had recently sent LA guidance on websites to the school. The Headteacher confirmed that the school website did now meet statutory requirements and that the appointment of a new contractor would enable the website to be updated more easily in future. Governors agreed that the minutes of FGB meetings (excluding any confidential minutes) should be</p>	Head

	<p>placed on the website. SW also reported that changes to funding arrangements could adversely affect schools in North Yorkshire. The Clerk confirmed that future GSIN meetings would be held on 1 February 2017 (Harrogate), 16 February 2017 (Skipton), 8 May 2017 (Harrogate) and 11 May 2016 (Skipton).</p> <p>3. Governor training The Clerk reported that a full governor training programme could now be accessed on the following websites: cyps.northyorks.gov.uk smartsolutions.northyorks.gov.uk Governors wishing to attend one of the courses should ask the School Business Manager to book through Smart Solutions.</p> <p>4. Governance Annual Statement It was understood that a draft has been completed by the School Business Manager but that there has not yet been any contact from JB. The School Business Manager will seek input from JB before the statement is finalised.</p>	
PART 'C' - OTHER		
17	Correspondence There was no correspondence to consider.	
18	Next meeting It was noted that next meeting of the Full Governing Body will be held on Monday 5 December 2016 at 4.30 p.m.	
19	Any other business There was no other business.	

The meeting ended at 6.15 p.m.

Chair:

Date: