

**MINUTES OF THE MEETING OF THE GOVERNING BOARD  
OF GARSTON CE PRIMARY SCHOOL HELD ON TUESDAY 9th OCTOBER 2018  
AT 4.00PM AT THE SCHOOL**

**PRESENT**

Kate Bayes - Chair  
Sarah Knipe – Head Teacher  
Cn Geoff Almond  
Kathy Desmond  
Neil de Silva  
Rev Roland Harvey  
Helen Head  
Rev Graham Milford  
Mathew Power

**Also Present**

Sue Almond – Clerk

|              |  | <i>Action</i> |
|--------------|--|---------------|
| <b>18/42</b> | <b>Pupil Council</b>   |               |
|              | <p>The Headteacher introduced pupils from Year 3 who provided a presentation on their recent learning of ten times tables which included examples of how they had learned from mistakes and the importance of this.</p> <p>Governors praised the children for their efforts and thanked them for the presentation.</p> |               |
| <b>18/43</b> | <b>Opening Prayer</b>  |               |
|              | Rev Roland Harvey led the opening prayer   |               |
| <b>18/44</b> | <b>Introductions / Apologies for Absence</b>   |               |
|              | <p>Apologies were received and accepted from Dawn Abel.</p> <p>Introductions took place from all governors to welcome Neil De Silva as the newly elected parent governor.</p>  |               |
| <b>18/45</b> | <b>Notification of Any Other Business</b>  |               |
|              | None   |               |
| <b>18/46</b> | <b>Declarations of Interest</b>  |               |
|              | None   |               |
| <b>18/47</b> | <b>Minutes of 17<sup>th</sup> July, 2018</b>   |               |
|              | <p>The following amendments were agreed –</p> <ul style="list-style-type: none"> <li>i. Helen Heard should read Helen <b>Head</b></li> <li>ii. Item 18/30 Final sentence should read ‘ <b>Governors</b></li> </ul>   |               |

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|---------------------|--|------------|--------------|------|--------------|---------------------|---------------|---------|-----------|---------|------------|-----------------|------------|-------|-----------|---------------|--------------------------|----|---------------|--------------|------------|-----|---------------|----------------|--------------------------|---------------------|------------|--|
|                     | <p><b>acknowledged the very good progress of pupils during 2017/18'</b></p> <p>iii. Item 18/36 c) Staffing Update - Fran Roberts should read <b>Sam Roberts</b>.</p> <p>iv. Item 18/36 e) Results – correction Nicols to <b>Nichols</b></p> <p>The rest of the minutes were agreed as accurate and signed by the Chair.</p>  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| <b>18/48</b>        | <b>Election of Chair</b>   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
|                     | Kate Bayes was nominated and elected as Chair. There were no other nominations.  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| <b>18/49</b>        | <b>Election of Vice Chair</b>  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
|                     | Kathy Desmond was nominated and elected as Vice Chair. There were no other nominations.  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| <b>18/50</b>        | <b>Governance Structure</b>  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
|                     | <p>i. Neil De Silva had been the only nomination for election to parent governor. One vacancy remained.</p> <p>ii. It was agreed that Graham Milford would be appointed as the second parent governor.</p> <p>iii. Discussion took place on whether to appoint committees. It was agreed that business had worked effectively without these in the previous year, given the small size of the governing body.</p> <p>iv. Governor roles would continue and were appointed as follows –</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Admissions</td> <td>Geoff Almond</td> </tr> <tr> <td>Data</td> <td>Geoff Almond</td> </tr> <tr> <td>eLearning &amp; eSafety</td> <td>Neil De Silva</td> </tr> <tr> <td>English</td> <td>Dawn Abel</td> </tr> <tr> <td>Finance</td> <td>Helen Head</td> </tr> <tr> <td>Health &amp; Safety</td> <td>Kate Bayes</td> </tr> <tr> <td>Maths</td> <td>Dawn Abel</td> </tr> <tr> <td>Pupil Premium</td> <td>Kathy Desmond/Helen Head</td> </tr> <tr> <td>RE</td> <td>Roland Harvey</td> </tr> <tr> <td>Safeguarding</td> <td>Kate Bayes</td> </tr> <tr> <td>SEN</td> <td>Kathy Desmond</td> </tr> <tr> <td>Sports Premium</td> <td>Kathy Desmond/Helen Head</td> </tr> <tr> <td>Teaching &amp; Learning</td> <td>Matt Power</td> </tr> </table> | Admissions | Geoff Almond | Data | Geoff Almond | eLearning & eSafety | Neil De Silva | English | Dawn Abel | Finance | Helen Head | Health & Safety | Kate Bayes | Maths | Dawn Abel | Pupil Premium | Kathy Desmond/Helen Head | RE | Roland Harvey | Safeguarding | Kate Bayes | SEN | Kathy Desmond | Sports Premium | Kathy Desmond/Helen Head | Teaching & Learning | Matt Power |  |
| Admissions          | Geoff Almond   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Data                | Geoff Almond   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| eLearning & eSafety | Neil De Silva  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| English             | Dawn Abel  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Finance             | Helen Head   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Health & Safety     | Kate Bayes   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Maths               | Dawn Abel  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Pupil Premium       | Kathy Desmond/Helen Head   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| RE                  | Roland Harvey  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Safeguarding        | Kate Bayes   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| SEN                 | Kathy Desmond  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Sports Premium      | Kathy Desmond/Helen Head   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
| Teaching & Learning | Matt Power   |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |
|                     | v. Class link governors were discussed and agreed  |            |              |      |              |                     |               |         |           |         |            |                 |            |       |           |               |                          |    |               |              |            |     |               |                |                          |                     |            |  |

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|              | <p>vi. The Headteacher would circulate the list of roles and classes</p> <p>vii. Draft role descriptions would be discussed at the next meeting</p> <p>viii. It was agreed that all governors would be invited into their designated class.</p>   | <p>HT</p> <p>HT</p> <p>HT</p>  |
|              | <p><b>Governors asked if records of visits were being completed and maintained at the school.</b></p> <p>- <b>Yes, there were forms available in the office for recording of comments following a visit. The Headteacher advised that governors could also email any comments or observations following a visit and she would print for the records.</b></p>  |  |
|              | <p>ix. Governors were reminded to email details of any training they had attended, to the Headteacher, for recording</p> <p>x. Governors who had attended the LA session of 'Governorhub', reported on its use and the cost, which was £70 to end of March, then £150 for the year April to March, if the school also bought into the Clerking SLA. Discussion took place on the potential benefits of using the system and it was agreed to buy-in via the LA.</p> <p>xi. It was agreed that Neil De Silva would meet with the Headteacher as part of new governor induction.</p> <p>The Headteacher advised governors that Safeguarding training would take place for staff on 10<sup>th</sup> October at 3.30pm and all governors were invited</p> | <p><b>ALL GOVS</b></p> <p>HT</p> <p>HT/NS</p> <p><b>ALL GOVS</b></p> |
| <b>18/51</b> | <b>Headteacher's Report</b>   |  |
|              | <p>The report had been circulated with the meeting papers.</p> <p>i. The Headteacher reported that school level peer reviews would be undertaken in November, across the Trust. A group of 6 schools had been working together which included subject heads across the schools and this was proving beneficial.</p> <p><b>Governors asked if there were potential strains on staff given the rapid growth of the Trust.</b></p> <p>- <b>Schools had been identifying what was needed. The balance was a need to grow whilst making sure it was sustainable. Senior staff were undertaking a range of CPD and support was being provided from others whilst undertaking projects.</b></p>  |  |

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- **Senior staff were supporting each other across the schools and succession planning was in place with others shadowing senior and middle leaders.**

**Governors commented on the improvements that had been seen in school and that they were confident in being part of the Rainbow Trust and had confidence in the Headteacher's leadership.**

- **The Headteacher confirmed her appreciation of the support received from governors.**

- ii. The Headteacher advised that a new strategy was in place concerning pupil premium and a report would be provided to governors when validated data had been confirmed.
- iii. There had been a very good response from parents to requests for information for applications.

**Governors asked how the number for pupil premium compared.**

- **The school had 48% pupil premium eligibility and the national average was about 20%.**

**Governors asked for explanation of the Statutory Data 2017/18, for Reading, Writing and Maths, highlighted purple in the report.**

- **The data showed working averages at the end of summer, for each year group, compared to the baseline average. The progress in points, which should be between 3 and 4, then the percentage working at or above the age related expectation.**

**Governors noted that early Years and KS1 were doing very well given interventions a tracking that had been taking place, with Y2 at 95.2% at ARE.**

**Governors asked how confident the Headteacher was about next years' figures.**

- **There had been a lot of CPD, learning walks and further class room work was on-going. There was also focus on more able pupils who were being challenged and making progress.**

5:05pm Kathy Desmond left the meeting

- iv. The Headteacher advised that the building work had made a great improvement to the school including the addition of two good reading spaces and new toilets.
- v. The Headteacher had written to thank the Diocese.

**Governors asked if parents had been to see the changes.**

- **There had been a 'come and see' the previous Friday which had been well attended.**
- **There had also been a meet the teacher session; a coffee morning and parent workshops.**

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|                     | <p>- <b>It was reported that the had been increased use of the school blog and twitter, by parents, as a form of communication and increasingly by pupils who scored over 10k Maths questions answered in one evening.</b></p> <p>It was agreed that governors be invited to a coffee morning to meet parents</p> <p><b>Governors observed how they had seen pupils fully engaged in work early and quickly, when at school one morning.</b></p> <p>- <b>The Headteacher explained that pupils had a ‘do now’ activity first thing in the morning and after each break, doing basic skills, which they enjoyed.</b></p> <p><b>Governors asked whether the number of exclusions was high</b></p> <p>- <b>There were three which had been fixed term exclusions for one day and half days.</b></p> <p>The Headteacher advised that she had attended update training on Safeguarding and would circulate the updated policy to governors.</p> <p>The School Development Plan (SDP) was to be finalised and receive staff input.</p> | <p>HT</p> <p>HT</p> <p>HT</p> |
| <p><b>18/52</b></p> | <p><b>Review Schedule for Policies</b></p>   |                               |
|                     | <p>The schedule would be circulated to governors</p>   | <p>HT</p>                     |
| <p><b>18/53</b></p> | <p><b>Date for Pay Committee</b></p>   |                               |
|                     | <p>i. Pay Committee - Kate Bayes and Helen Head</p> <p>ii. Date of meeting – <b>Mon 15<sup>th</sup> October, 2018 at 3:30pm</b></p>  | <p>CHAIR/HH</p>               |
| <p><b>18/54</b></p> | <p><b>Focus for Curriculum and Marking</b></p>   |                               |
|                     | <p><b>The Chair asked if there was an issue incorporating creativity in the curriculum at the school.</b></p> <p>- <b>There were various creative activities being undertaken across the year groups including -</b></p> <ul style="list-style-type: none"> <li>○ <b>Involvement in the Diocesan Christingle service</b></li> <li>○ <b>Appearing with the Cathedral choir</b></li> <li>○ <b>Anchor Education visited each Tuesday for drama</b></li> <li>○ <b>National poetry day on Thursday</b></li> <li>○ <b>Viking village drama following visit to the Yorvik Centre</b></li> <li>○ <b>Use of Forest Schools</b></li> </ul> <p><b>Governors asked if marking was a burden for staff</b></p> <p>- <b>The new marking policy had reduced the workload for teachers. More ‘hot marking’ was taking place in class; use of high quality resources and traffic light marking, which made for more flexible grouping.</b></p>   |                               |

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| <b>18/55</b> | <b>Any Other Business</b>   |  |
|              | None  |  |
| <b>18/56</b> | <b>Dates of Meetings</b>  |  |
|              | <p style="text-align: center;"><b>Mon 10<sup>th</sup> December, 2018 – <u>3:30pm</u></b></p> <p style="text-align: center;"><b>Thu 14<sup>th</sup> March, 2019 – 4:00pm</b></p> <p style="text-align: center;"><b>Tue 7<sup>th</sup> May, 2019 – 4:00pm</b></p> <p style="text-align: center;"><b>Mon 15<sup>th</sup> July, 2019 – 4:00pm</b></p> |  |
| <b>18/57</b> | Governors discussed a confidential item which regulations require be minuted separately and would not form part of the public record  |  |
|              | The meeting finished at 5:35pm  |  |