

ROCKCLIFFE CE SCHOOL

Minutes for Full Governing Body Meeting held Monday 11th July 2016 at 7.00pm

Present: Andy Hanson (Chair), David Hodgkiss (HT), Carole McFee, Melanie Beaven, Jan van den Berg, Ed Roberts, Mike Deans, Rebecca Burrows and Wendy Barclay (Clerk).

1.	<u>Apologies</u> Apologies were received and accepted from Val Tarbitt.	
2.	<u>Declarations of Interest</u> There were no declarations of Interest.	
3.	<u>Minutes from the Previous Meeting held Monday 21st March 2016</u> David Hodgkiss proposed that the minutes from the previous meeting held Monday 25 th April 2016 were accepted as a true and accurate record. Mike Deans seconded the proposal. <i>The minutes from the previous meeting were unanimously accepted as a true record.</i>	
4.	<u>Matters Arising</u> Andy Hanson asked if snagging issues following the building work had been resolved. HT said no, nothing had moved forward. HT said that he had tried all avenues to resolve the issues which would not take long to complete. He said that perhaps intervention from Local Authority Governor, Val Tarbitt, would be useful in order to encourage the contactors to complete. Andy Hanson suggested that the Clerk contact Val explaining the situation and ask if she could contact the relevant person in Corporate Buildings to move the situation forward. All present agreed that this should be done. Andy Hanson raised the issue of Attendance as Governors had agreed to draft a letter to parents at the previous meeting. HT said that he had decided not to send out a letter but instead speak to those below the statutory minimum and keep a record on file. He said that the whole absence system was in	

	<p>question following the Isle of Wight test case where a parent had successfully challenged a fine imposed for holidays in term time. HT said it was still a grey area for Local Authorities and Ofsted and therefore he had stopped telling people it was not allowed but continued to mark absence as unauthorised.</p> <p>Andy Hanson said that relating to the issue of academisation, a meeting with Ian Story regarding the proposed school at Crindledyke had taken place. Andy Hanson said that no firm decision about when a school would be built had been made.</p> <p>HT said that he suggested to Storys that children could be sent here to school and they could make a contribution to transport costs. Mike Deans said that perhaps a more structured approach to showing prospective pupils/parents the school was needed, he said that by implementing a sales process more pupils could be attracted to the school. Governors discussed techniques to market the school effectively including use of social media, open days and producing a new prospectus. HT said that there was a prospectus on the Website which also included extensive information about the School. Andy Hanson suggested bringing this issue back at the meeting in September and asked the Clerk to include it on the agenda for the next meeting.</p>	
5.	<p><u>Policies for Review/Re-adoption</u></p> <p>HT presented the policies for review which had been sent out to Governors to consider. HT said that the majority were County Council Policies that were mandatory guidance. HT said that all had been updated and checked. HT asked the Governors if there were any issues relating to the policies that needed to be raised. Jan van den Berg commented that Supporting Pupils with Medical Conditions was new. HT said that it had previously been part of the Special Needs Policy but was now separate.</p> <p>Andy Hanson proposed that the following Policies were adopted by the Governing Body and Mike Deans seconded the proposal.</p> <ul style="list-style-type: none"> *SEND Policy *Homework Policy *Data Protection *Keeping Children Safe in Education *Code of Conduct for Staff and Other Adults *Statement of Behaviour *Child Protection Policy *Supporting Pupils with Medical Conditions Policy *Sex and Relationships Policy 	

	<ul style="list-style-type: none"> *Health and Safety Policy *Home School Communication Policy *E-Safety Policy *Whole School Policy *Charging and Remissions *Overarching Safeguarding Policy <p><i>The above policies were unanimously accepted and adopted by the Governing Body of Rockcliffe school.</i></p>	
6.	<p><u>Head Teacher's Report</u></p> <p>HT read through his report highlighting several points for discussion. HT said that referral to the HSE had been made following a child breaking an arm at school. HT said that correct procedure had taken place and it had happened as a result of the child attempting a back flip. HT also said that a safeguarding issue had been forwarded to the HUB.</p> <p>HT informed the meeting that 119 pupils were projected for next year and that the budget should be above break-even point if staff and pupil numbers remained the same. HT also informed the Governors about the forthcoming Musical Tea and Leavers Service and invited them to attend if possible.</p>	
7.	<p><u>All School Results</u></p> <p>HT presented the Schools recent EYFS and SATS results to Governors. HT said that it was much more difficult to breakdown the figures with the new assessment system of Working Towards/Expected/Exceeded as they covered a broad spectrum.</p> <p>Mike Deans asked how the results compared nationally? HT said that EYFS was at the upper end of the scale but the full picture would not be clear until the RAISSE Online figures came out in the autumn. HT said that the schools results compared favourably to other schools in the area.</p> <p>Carole McFee said that the results were what was expected and were as good as could have been expected. She said that early analysis and action to address weaknesses had been successful in pupils achieving the very best results possible.</p>	
8.	<p><u>Reports from Committees</u></p> <p><u>Staffing and Finance</u></p> <p>Mike Deans reported back the major points from the Staffing and Finance meeting held Tuesday 19th April. Mike Deans said that an increase in the cost of school meals had been implemented. The cost had increased to £2.20 from £2.00 per meal. HT said there had been no negative impact to the increase and parents seemed to understand that it was</p>	

	<p>necessary and still less expensive than many other schools. Mike Deans also said that the electronic payment system ParentPay would be implemented as soon as was possible. He said that it would be far more convenient to have less cash in school and would give parents an easier transition to secondary school where the system is used.</p> <p>Mike Deans said that the after school club would also begin in September following extensive research into viability. Rebecca Burrows asked if childcare vouchers could be used by parents to pay for the service. HT said that he had ran out of time to find out about this but he would make more enquiries. Mike Deans said that he would follow this up and HT advised that he spoke to Amanda Chew in School Finance who would be able to give advice.</p> <p>Buildings</p> <p>Ed Roberts said that most of the issues regarding snagging etc had been covered already and that the Health and Safety points had already been sorted following a meeting with HT. Ed Roberts said that the MUGA was functioning well and had been well used by school, sports clubs and the community.</p>	
9.	<p><u>Complaints Procedure- Lessons Learnt</u></p> <p>Following a recent complaint made by a parent against a member of staff and the subsequent complaint procedure to the Governing Body, Governors felt it was important to review how the complaint had been handled and what lessons could be learned for similar cases in the future. A discussion regarding the case took place and all present expressed the hope that the matter was resolved and that both parties could move forward with a clean slate. Andy Hanson said that the process of dealing with complaints was convoluted and should be more streamlined as this case had taken far too long and had required the input of every Governor at some point in the process. Andy Hanson suggested that one Governor should be assigned to a complaint in future and follow the whole procedure through to resolution. Jan van den Berg added that a firm but caring approach was needed when dealing with complaints. Andy Hanson asked if the school could write its own Complaints Policy which would streamline the process and make it easier for both complainants and Governors. HT said that Governor Services would know if this was possible. Andy Hanson asked the Clerk to contact Governor Services to clarify the correct procedure.</p>	
10.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>	

11.	<p><u>Governor Monitoring Visits</u></p> <p>Mike Deans said that he and Val Tarbitt had met with Science coordinator, Mhairi Roberts and Andy Hanson said that he and Melanie Beaven had discussed Maths with Laura Whalley. Both commented that it had been very useful and informative. Ed Roberts had also conducted a Health and Safety visit with outstanding issues raised in the Buildings Committee Meeting. HT suggested that more Governor meetings with subject coordinators be arranged for the new school year.</p> <p>Jan van den Berg agreed to meet with RE coordinator Emma Batey on Wednesday 21st September at 1.15pm.</p> <p>Melanie Beaven and Andy Hanson to meet Maths Coordinator Rachel Jones on Wednesday 14th September at 1.15pm</p> <p>Mike Deans to meet Science Coordinator on Wednesday 21st September.</p> <p>Rebecca Burrows and Mike Deans to meet Literacy coordinator on Thursday 29th September at 1.15pm.</p> <p>All dates would be confirmed in September.</p>	
12.	<p><u>Date of Next Meeting</u></p> <p>HT said that there was a slight snag in meeting order as technically the next all governor meeting should be Curriculum and Standards but a general Governing Body Meeting was needed as the yearly business of electing a Chair and Vice-Chair was required. HT therefore suggested that the Full Governing Body Meeting take place on Monday 19th September 2016 at 7.00pm.</p> <p>A date of 17th October at 5.00pm was suggested for the Staffing and Finance Committee Meeting.</p> <p>Andy Hanson ended the meeting by thanking Assistant Head teacher, Carole McFee for her service to the Governing Body and wished her well in her future career as a Head Teacher. All present concurred.</p>	