



We are a welcoming, caring and stimulating school. We inspire a love of learning by nurturing potential, fun and happiness. We celebrate our success as we achieve high standards in all aspects of life; allowing children to grow spiritually, morally and socially within a strong Christian ethos.

"I have come in order that you may have life – life in all its fullness"
John 10:10

ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held on
Tuesday 14th March 2023 at 6pm

Present	Andrew Buttery (Headteacher)	Jodie Sharma (Chair)
	Katy McCaffrey	Judi Watson <i>from 6.08pm</i>
	Chris Bojke	Dave Brett
	Charlotte Palmer <i>from 6.08pm</i>	Samantha Ware <i>until 8.06pm</i>

In Attendance Charlotte Law – Governance Support Officer / Clerk

		ACTION																																
1.	Welcome and Opening Prayer The meeting opened in prayer led by the Headteacher.																																	
2.	Apologies for absence and declarations of interest The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Dr Bill Pigg and Rosanne Jackson was noted as absent. There were no declarations of interest.																																	
3.	Minutes of the meeting held on 24th January 2023 - previously distributed The minutes were agreed to be a true and accurate record of the meeting and approved.																																	
4.	Action Plan and Matters Arising not covered by the agenda Action plan: <table><tr><th></th><th>ACTION</th><th>WHO</th><th>UPDATE</th></tr><tr><td>1.</td><td>Clerk to add Gaps Analysis under Governor Business on next FGB Agenda.</td><td>Clerk</td><td>On agenda.</td></tr><tr><td>2.</td><td>Chair and Headteacher to highlight the priority areas as areas of impact in an accessible format for governors.</td><td>Chair/ Headteacher</td><td>In progress, SDP to be updated.</td></tr><tr><td>3.</td><td>Headteacher to show governors the FFT data in real time at the next A&C committee meeting.</td><td>Headteacher</td><td>Completed.</td></tr><tr><td>4.</td><td>Headteacher to send the glossary of terms and abbreviations to governors.</td><td>Headteacher</td><td>Completed.</td></tr><tr><td>5.</td><td>The Chair and Headteacher to look at adding a 'Priority Target Area' into the SDP before the next FGB, alongside the governor crib sheet.</td><td>Chair/ Headteacher</td><td>Ongoing.</td></tr><tr><td>6.</td><td>The SBM to circulate the up-to-date policy tracker to all governors.</td><td>SBM</td><td>Completed.</td></tr><tr><td>7.</td><td>The certificate of delegation would be signed by the Chair.</td><td>Chair</td><td>Completed.</td></tr></table>		ACTION	WHO	UPDATE	1.	Clerk to add Gaps Analysis under Governor Business on next FGB Agenda.	Clerk	On agenda.	2.	Chair and Headteacher to highlight the priority areas as areas of impact in an accessible format for governors.	Chair/ Headteacher	In progress, SDP to be updated.	3.	Headteacher to show governors the FFT data in real time at the next A&C committee meeting.	Headteacher	Completed.	4.	Headteacher to send the glossary of terms and abbreviations to governors.	Headteacher	Completed.	5.	The Chair and Headteacher to look at adding a 'Priority Target Area' into the SDP before the next FGB, alongside the governor crib sheet.	Chair/ Headteacher	Ongoing.	6.	The SBM to circulate the up-to-date policy tracker to all governors.	SBM	Completed.	7.	The certificate of delegation would be signed by the Chair.	Chair	Completed.	
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	8.	The SBM to share the DfE benchmarking comparison with all governors.	SBM	To be checked with the SBM.
	9.	Clerk to check on governor's comments for Health and Safety NYCC Policy by Friday 27th January 2023 and send to Headteacher.	Clerk	Completed.
	10.	Clerk to share latest training modules with Chair and FGB.	Clerk	Completed.
	11.	Rosanne to send her training dates to the Clerk.	RJS	Completed.
Matters arising: There were no further matters arising.				
5.	Headteacher's Report - previously distributed <i>Including Olivia Seymour's report, the Assistant Director of Education, and the Attendance Tracker</i> <p>The Headteacher invited the Chair to discuss the recent learning walk with Derek Sutherland, the Head of Primary Effectiveness and Achievement. The Chair observed how helpful it was to be present with two professionals discussing what was seen in school and what they had read in the SDP. From a governor perspective the triangulation of what was heard, read, and talked about in these sessions, was seen in school. Examples from the learning walk were shared with governors.</p> <p><i>Charlotte Palmer and Judi Watson joined the meeting at 6.08pm.</i></p> <p>The Chair continued to discuss how the Head of Primary Effectiveness and Achievement talked about the stages of teaching which was vital to a governor's understanding of how the school operated. Clarity of the school's priorities, evidenced in sessions like this was essential and governors were urged to partake in these sessions.</p> <p>The Headteacher added that the mixed age aspect, curriculum coverage, approach to teaching and learning and principles, that may appear complex, were part of a constant progression which the Head of Primary Effectiveness and Achievement commented on as a strength of the school. This progression overtime demonstrated the value added since the last visit in September 2022; the exposure of teaching and learning had resulted in big improvements.</p> <p>The Chair shared their views on the mixed classes and the benefits that were witnessed. Governors were informed about the over learning and spiral progress approach which took a lot of planning but had shown great success. The Headteacher recommended the governors utilised the documents on the website which articulated how and why the school ran the curriculum and mixed classes the way they did.</p> <p>The Headteacher invited governors to ask questions on the previously distributed papers surrounding the Headteacher's report and sections from the report.</p> <p>Question: A governor asked about the absence levels at school. Response: The Headteacher stated that the levels had increased slightly and noted the change in attitude after the circulation of the LA marketing on attendance in schools. The table for threshold attendance was shown on screen and the impact of the learning hours lost from absence was discussed with governors. The combination of the attendance tracker and the marketing communication showed a proactive approach to attendance management.</p> <p>Further clarification over absence was sought and the Headteacher explained that <i>any</i> absence was classed as an absence. There was a team in the local authority to work with certain families on attendance management; the attendance lead at CYC offered additional support to a family at</p>			

Elvington school and the action plan for this child was shared with governors. The Headteacher added that a thorough review with full considerations and awareness was applied in each case. The Headteacher notified governors on the safeguarding software used at Elvington. CPOMS was an electronic system used to provide comprehensive information on a child. Examples were given on how the data captured movement over time and how it reduced the likelihood of children going missing. Behaviour could also be analysed, and the designated safeguarding lead (DSL) could alert the Headteacher to new information. The Headteacher spoke about the free flow of information between all schools in a child's learning journey and the holistic overview it offered.

Question: A governor asked about the miss calculation on the end of year predicted outcomes.

Response: The Headteacher discussed the combination of figures from the autumn term and spring term awaiting the final weeks which would then update to a 100%.

Challenge: The Chair acknowledged the key finding and asked the Headteacher to clarify how those are evidenced.

Response: The Headteacher informed governors of a discussion they had with the Head of Primary Effectiveness and Achievement about Year 1 and the phonics and predictions for this year. From this discussion the Headteacher had submitted an application to the English Hub for a support package. The school could receive an additional support of circa £6,000 to be used for a new phonics programme and reading resources. The Headteacher clarified that the predicted outcomes were above the national figures but locally there was a dip and the various reasons for this were discussed.

Question: The Chair discussed the new phonics programme and asked if the Year 1 cohort would benefit from this.

Response: A staff governor stated that the potential English Hub support package would bypass the Year 1's but they could use the resources directly as they moved into Year 2. There were several things in place for the current Year 1 cohort which had been shown in the progress overtime.

Challenge: The Chair stated that they had struggled to find reference to what had been discussed in the SDP and wanted this to be recognised in the objectives.

The Headteacher directed the Chair and governors to look at the key findings in the SDP -

- *Reading was a significant strength across Key Stage 2, however, it was a focus area in Key Stage 1.*
- *Writing was a designated focus area for whole school improvement, although improved attainment/progress was evident.*
- *Attainment in maths was continuing to strengthen - this would demonstrate a significant improvement in progress overtime.*

Challenge: The Chair asked to see evidence where progress was made.

Response: The Headteacher provided examples from that week showing the progress over time which included looking at the children's books, SPAG results and writing assessments.

Challenge: The Chair asked for this to be shown in the SDP.

Question: The Chair asked the Headteacher what the school needed to do for writing levels to improve.

Response: The Headteacher explained that there was a stamina issue, potentially caused by the lockdowns, where the children were not used to writing at length. The children's spelling was often out of context and whilst the weekly tests were improving spellings they often dropped back with a large piece. Teachers had looked at ways to correlate the two whilst still allowing for creativity. The Headteacher added that children required a lot of stimulus for writing; teachers needed to inspire and motivate finding links for each child to be sufficiently motivated.

	<p>Question: The Chair asked why the improvements in Maths were described as 'significant' - what evidence led to this conclusion?</p> <p>Response: The Headteacher explained the progress over time in Maths for those children in KS2, and teachers had ensured that the higher ability children were stretched. The Headteacher continued to talk about practical maths and sticky learning and discussed the use of the CPG assessment papers to prepare the children ahead of their SATs as discussed in the Achievement and Curriculum committee meeting in February.</p> <p><u>Olivia Seymour's report, the Assistant Director of Education</u></p> <p>The Chair discussed the recent visit from Olivia Seymour with governors and looked at the actions from this meeting. Governors had a chance to review the actions and the Headteacher summarised that the focus from the diocese had changed and there was now a clear focus on vision over values.</p> <p>There were lots of positives from the visit and the Headteacher confirmed that everything which was stipulated was addressed. The increased focus on vision linked into key documents and was evidenced on the school website; examples of the changes were shared with governors. Other recommendations and modifications from the report were discussed.</p> <p>The Chair discussed the governor profiles and chairs of governors' welcome which required updating, and asked governor, Samantha Ware, to co-ordinate the new governor profiles for the school website.</p> <p>Action: Samantha Ware to co-ordinate the new governor profiles for the school website.</p> <p>The Headteacher discussed the church school committee which would consist of the Headteacher, Reverend, and governors David Brett and Bill Pigg which would link in with the values and visions.</p> <p>Question: The Chair asked for examples of where this sort of committee was in place in other schools to see how Elvington could align to this programme of committees.</p> <p>Response: The Head shared an example from a previous setting and agreed to discuss this further with the Assistant Director of Education in the summer term.</p> <p>Challenge: A governor raised a concern over the number of committees in situ and the capacity of current governors on the board.</p> <p>Resolution and Action: The Head agreed and suggested a virtual meeting with the Assistant Director of Education, the Chair, and any external associates.</p> <p><u>Staffing</u></p> <p>The Headteacher informed governors on a staffing update in relation to a newly approved EHCP for a child in Year 3; a new appointment was agreed for a Teaching Assistant. The background of the position was discussed, and the Headteacher was awaiting final confirmation for the appointment which could start after the Easter holidays.</p> <p>There were ongoing communications regarding maternity leave for a teacher. A replacement was found from the agency 'Yorkshire Education' and governors were notified that the appointment fitted within the budget. The supply teacher would start in May and be paid on MPS3; the Headteacher ran through the details of this employment with governors. The Chair asked if we were likely to keep the supply teacher for the full period and the Headteacher confirmed he was confident this would be the case.</p>	SW
6.	<p>School Development Plan (SDP) - previously distributed</p> <p>The Headteacher noted the evidence of work seen in school which created a picture overtime and invited any further questions from governors on the SDP.</p> <p>Question: A governor asked about the format of the SDP and the actions and impact column.</p>	HT

	<p>Response: The Headteacher informed the board that they would look to alter the format from September with the Chair of governors. The Head discussed a changing approach to this previously internal document to incorporate a linear format that was accessible for the FGB. The Chair added that there might be a clean version for each committee meeting if required.</p> <p><i>Charlotte Palmer briefly left the meeting at 7.11pm.</i></p> <p>Question: The Chair asked if senior leaders could report directly onto the SDP.</p> <p>Response: The Headteacher informed the Chair that the SLT reported separately, and the SDP was where the Headteacher could collate all the school's information.</p> <p>A governor added how much had improved at Elvington School and that an easier and more accessible format would aid governors ahead of an Ofsted inspection.</p> <p>Action: Vice Chair to share project template examples to consider for revision of SDP format.</p> <p><i>Charlotte Palmer returned to the meeting at 7.13pm.</i></p>	KM
7.	<p>Self-Evaluation Form (SEF) - previously distributed</p> <p>The Headteacher discussed the SEF, a live document, and the additions made from the Head of Primary Effectiveness and Achievement's report, the internal staff training and external links. The FGB were advised to read the SEF and understand the triangulation of what was written and what was in seen in action.</p>	
8.	<p>Staff Survey 2023</p> <p>The Headteacher shared the anonymous staff survey report with governors, which had 11 responses. The questions around the governing body and staff workload were the only ones lower than 100%.</p> <p>The Headteacher discussed staff workload and noted that whilst a teacher's role was extremely accessible, staff were not expected to respond to things instantly and certainly not after 6pm. A governor agreed that this was fair, and that people had moved away from this way of working after the lockdowns to improve their work-life balance.</p> <p>The Chair asked the governors to reflect on the question regarding the governing body and how they could better enable school improvements and outcomes. A staff governor commented on the importance of governor visibility in school and the positive support of a link governor; governors agreed to support a subject lead and increase their visibility in school.</p>	
9.	<p>Budget monitoring CFR P10 and budget variances - previously distributed</p> <p>The Headteacher notified governors that the increased energy rates impacted heavily upon the amount of money the school had to function. They felt it was important for governors to know that the school was saving where they could and was not in a deficit budget situation. Examples were provided with staff governors commenting on their awareness on implications of funding and operating costs.</p> <p>A governor discussed the potential cost saving for school trips travel arrangement, and the Headteacher welcomed any help, guidance, or additional support from governors.</p> <p>Question: A governor asked if solar panels had been considered for cost saving purposes.</p> <p>Response: The Headteacher explained that the contribution the school were expected to make was too high for Elvington. No further internal funding was available, but the Headteacher invited any further knowledge from governors on this and noted that the school business manager was researching alternative schemes.</p>	

	The Headteacher added that the breakfast club charges would increase in September 2023, to aid some of the increased costs the school were faced with. This would be discussed at the staffing, finance and premises committee in May.	
10.	Committee Reports <u>Achievement & Curriculum – 28/02/23 minutes not yet available</u> The Chair invited a governor from the committee to talk about the FFT data with the FGB. They explained that it was a fundamental part of providing timely and pupil specific data for the school and allowed teachers to monitor the learning paths of individual children. The Headteacher informed governors that all staff had access to FFT which ensured a level spread of accountability and knowledge which spanned across the years. The programme showed prior attainment levels and how a child’s progress was matched and allowed teachers to assess and implement progress support plans. This level of shared accountability meant that all teachers had formed the outcomes for a child.	
11.	Safeguarding Update (standing item) The Headteacher informed governors on the recent asbestos and legionella training for three staff members which was completed every year. The Headteacher, school business manager and governor Rosanne Jackson had completed a health and safety walk; the suggestions were shared with governors and actions were completed. There was a planned Safeguarding review and audit in April with Carolyn Wood, the Safeguarding Lead for CYC; this would be shared with governors. ACTION: The Headteacher and Safeguarding link governor Katy McCaffrey would make an appointment to review the safeguarding at Elvington.	HT/ KM
12.	Policies for Review/Renewal (standing item) - previously distributed 12.1 Communications Policy 12.2 Marketing and Communications Policy 12.3 Safeguarding Statement The Chair noted the updated sections on each policy and thanked the Headteacher and school business manager for this clarity. Resolution: Governors approved the policies.	
13.	Governor Business - previously distributed 13.1 Gaps Analysis The Vice Chair shared the skills audit on screen with governors and the scores were discussed; any areas that were lower would be addressed in the new governor appointments and the strategic direction of the FGB. The FGB discussed the work on a governor crib sheet and how this could weave into the school and pupil outcomes so that the right questions could be asked. The current governor vacancies were noted, and a governor discussed her ability to advertise these on behalf of the FGB. The plan for the recruitment was considered and the advice from governors was to reference the time needed/ allocated for each meeting alongside the necessary and vital governor related visits. The Headteacher added that the key thing was to get an expression of interest from numerous people. ACTION: Samantha Ware to complete governor recruitment adverts.	SW

	<p>13.2 Link Visits Link Governor, Chris Bojke, discussed their recent visit into school and the teaching and practice learning walk with the Head of Primary Effectiveness and Achievement. They reported the strong engagement of pupil and visitor, and clear evidence of things talked about at FGB which was applied in practice. They discussed how Maths was linked with English, and how the teacher checked if everyone understood what they were asked to do. The children were very productive, and the behaviour was excellent.</p> <p>Challenge: The Maths Link Governor discussed the scope for all teachers to adjust a task to suit the individual child. They reported clear evidence of this in Class 4 but had not seen it applied in other classes. They also discussed the Early Years and Year 1 cohort who were completing the same task but in different environments. They challenged that the environment for half the class was not as amenable and had proved difficult for the children to complete the task. They argued that the allocation should be equal.</p> <p>Response: A staff governor who had been working with the classes explained the difficulties of the day and the allocation of space that had impacted the systematic results of what was witnessed. They confirmed that half the class had in fact worked outside which had not been seen by the link governor.</p> <p>Co-opted Governor confirmed this would also be addressed in the pending report from the SiP who had made similar observations.</p> <p><i>Samantha Ware left the meeting at 8.06pm.</i></p>	
14.	<p>Review of Upcoming Events in the School Calendar (standing item) The Headteacher discussed the upcoming events in the school Calendar with the FGB.</p> <ul style="list-style-type: none"> • The Easter Service at church in March was circulated to parents/carers. • The Mothering Sunday event was cancelled due to a lack of interest. A discussion with the Reverend and Headteacher was agreed to plan and prepare for the event in future years. • The Easter Egg decorating competition was planned for the end of the spring term. Polystyrene eggs would be used for allergy reasons and the children would plan their ideas and the staff team would judge the competition. • Key Stage 2 assessment week would start on the 9th May 2023. • There were three work experience students from Fulford School who would start in the summer term. • The Headteacher was inviting parents/ carers into school for a book and a biscuit in May to engage with early reading. • There was the annual summer fair which children would be asked to join in with as part of the school's young enterprise scheme. <p>Question: A governor asked if there were any forest school plans.</p> <p>Response: The Headteacher informed governors on the successful application to the Woodland Trust which had allocated several trees which would be planted in Spring 2 with Class 1 and 2.</p>	
15.	<p>Any Other Business</p> <p>15.1 Governor Training Opportunities – summer term 2023 The Clerk shared the summer training opportunities with the FGB.</p> <p>15.2 Governor Business Staff Governor, Judi Watson announced that she would not be renewing her position. Their term of office would end on 18th June 2023 and the Chair thanked Judi for her commitment.</p> <p>The Crib sheet meeting with governors was discussed and planned for Monday 20th March 2023.</p>	

16. Date and Time of Future Meetings Tuesday 11 th July 2023 – FGB 6.00pm	
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The meeting ended at 8.25pm.

Minutes to be approved by the Chair, at the meeting to be held on 11th July 2023.

Action Plan following the meeting held on 14th March 2023

	ACTION	AGENDA ITEM	WHO	WHEN
1.	Samantha Ware to co-ordinate the new governor profiles for the school website.	5	Samantha Ware	Spring 2/ Summer 1
2.	The Head suggested a virtual meeting with the Assistant Director of Education, the Chair, and any external associate for the church school committee.	5	Headteacher	Summer 1
3.	Vice Chair to share project template examples to consider for revision of SDP format.	6	Katy McCaffrey	Summer 1
4.	The Headteacher and Safeguarding link governor Katy McCaffrey would make an appointment to review the safeguarding at Elvington.	11	Headteacher/ Katy McCaffrey	Spring 2/ Summer 1
5.	Samantha Ware to complete governor recruitment adverts.	13.1	Samantha Ware	Spring 2/ Summer 1

Add to FGB:

Add to SF&P:

Breakfast Club Charges

Add to A&C: