

**Rossett Acre Academy RKL  
Meeting of the Governing Body  
on Monday 18 September 2017: 6.30pm at the School**

**Present:** Ian Foy (Chair), John Riggs, Liz Matykiewicz, Corrine Penhale (Head), Michelle Williams

**In Attendance:** Rachel Johnson (Design Technology); Carla Reddish (Science); **First item only**, Louise Sagar, Financial Accountant, Red Kite **First 2 items**, Cat Salisbury (Deputy Head) **First 3 items** and Susan King (Clerk)

- a. Ensuring clarity of vision, ethos and strategic direction;
  - b. Holding the headteacher to account for the educational performance of the school and its pupils;
  - c. Overseeing the financial performance of the school and making sure its money is well spent.
- Agreed by Governors**

Item No	Minutes	Action
1.	<p><b>Subject Presentations</b></p> <p><b>Design Technology:</b> Rachel Johnson presented on Design Technology (DT). A handout was received and the following main points were noted.</p> <ul style="list-style-type: none"> <li>• Teachers were being encouraged to be more adventurous in DT teaching through moving back more to how it used to be taught, eg woodworking. Children find working with woodworking tools exciting. As long as risk assessments were in place, these lessons were do-able and added value across the curriculum.</li> <li>• DT provided open-ended learning with the outcome individual to each child.</li> <li>• One successful theme was that of building a Stone Age to Iron Age home which provided a wide remit with varied productions.</li> <li>• Each DT lesson aimed to teach a new skill and the objective was to get all these skills in early so that they could build on them throughout their time in school.</li> <li>• Teaching DT was rewarding even though using tools could be nerve-wracking.</li> <li>• <b>Qu: Why the change? A: Mainly through questioning the pupils in interviews held last year on what they would like to do and how to make things better.</b></li> <li>• Simple and clear planning was found to work best.</li> <li>• <b>Qu: How is resourcing? A: Challenging – there is a DT cupboard with general resources which has changed from specific project resourcing. Teachers can order what they need themselves for particular lessons.</b></li> <li>• <b>Qu: Is there anything you need? A: Somewhere to store food technology resources – this is a consideration at the moment.</b></li> </ul> <p><b>Science:</b> Carla Reddish presented on Science with the following main points noted.</p> <ul style="list-style-type: none"> <li>• A co-ordinator for many years and never gets bored with science! Teaching of science is always evolving with lots of new ideas and information at the termly network meeting.</li> <li>• The new curriculum has meant changes and so teachers are encouraged to create a Working Wall (examples shown). These will be scrutinised regularly to ensure the curriculum is covered.</li> <li>• The charity ‘Groundwork’, funded by Betty’s came into school and worked with us to create a tree trail in the grounds – this comprises 12 trees with brass rubbing plaques and a leaflet to accompany it – at no cost to the school. They also provided a booklet on how to use the outdoors more.</li> <li>• There’s a bank of consumables for resources, eg compost, seeds, bicarb, etc.</li> <li>• We partner with Rossett Nature Reserve and use the nature reserve to do things</li> </ul>	

	<p>like pond dipping etc.</p> <ul style="list-style-type: none"> <li>We subscribe to the monthly magazine, Whizz, Pop, Bang! which is an amazing resource with great activities for practical science – teachers are being encouraged to look at this for ideas.</li> <li>Next actions are to monitor the working walls, update the target trackers and keep promoting ideas.</li> <li><b>Qu: Do you liaise with Grammar school and use their resources? A: Not really, it would be good to make links with them.</b> It was suggested that a MAT wide Science Fair could be organised. LS would take this and other ideas back to RKLTL management.</li> </ul> <p>Subject Leaders were thanked for their presentations and left the meeting.</p>	<p><b>Action LS</b></p>
<p>2.</p>	<p><b>Finance Update</b> Sharon Day had sent apologies. Louise Sagar reported the following main points.</p> <ul style="list-style-type: none"> <li>The finance figures were not up to date yet so they will be reported on in detail at the next full board.</li> <li>The new finance system was not fully operational yet. Training would be undertaken in the next week so that when it was fully up and running schools would be able to see what status their budgets were in. <b>Qu: Will there be a post-implementation review? A: There should be and, hopefully, will be. The key focus is to get the system working.</b></li> <li>All monies have now been received from NYCC following the change to a MAT. Funding will now come straight from the EFA.</li> <li>New laptops had been bought and the toilets re-furbished. Toilet maintenance had been included in the budget.</li> <li>Confidential minute</li> </ul> <p>LS left the meeting</p>	
<p>3.</p>	<p><b>Assessment Update</b> The Deputy Head reported on the whole school data snapshot. A handout was received. The following main points were noted.</p> <ul style="list-style-type: none"> <li>There has been an increase of 2% of children who are secure in Reading, Writing and Mathematics.</li> <li>There has been a big increase in progress.</li> <li>Pupil Premium (PP) children have made more progress than none PP children.</li> <li>SEN is an area for improvement</li> <li>There's a gender gap in favour of the girls in achievement; progress is comparable. We therefore need higher progress in boys for them to match the girl's attainment.</li> <li>Comment: Some very good increases in the data!</li> <li><b>Qu: If it's a common pattern for boys to lag behind girls, is it an appropriate action to close the gap? A: Yes because there is more we can do to close the gap.</b></li> <li><b>Qu: Why is there not a gap with Reading and Maths? A: Boys seems to find the mechanics of Writing difficult – the ideas are there.</b></li> <li><b>Qu: Do you do such things as writing in sand? A: Yes and writing outside, eg with clipboards. We need to do more of this.</b></li> <li><b>Qu: Will this be addressed in the School Development Plan (SDP)? A: Yes with aspirational targets.</b></li> <li><b>Qu: Have we got any benchmarking data? A: Not for this year but it will come out. We could also ask the MAT schools for their data on this. It was</b></li> </ul>	<p><b>Action Deputy</b></p>

	<p><b>agreed that the Deputy Head would do this.</b> The Deputy Head left the meeting</p>	<b>Head</b>
4.	<p><b>Election of Chair and Vice Chair</b></p> <ul style="list-style-type: none"> <li>• <b>The election procedure was agreed to be by show of hands.</b></li> <li>• <b>The terms of office were agreed to be for one year.</b></li> <li>• The Clerk called for nominations for Chair. Ian Foy agreed to be nominated. <b>He was unanimously elected as Chair.</b></li> <li>• The Chair called for nominations for Vice Chair. Liz Matykiewicz agreed to be nominated. <b>She was unanimously elected as Vice Chair.</b></li> </ul>	
5.	<p><b>Welcome and apologies</b> Apologies were accepted from: Dave Betts and Jonathan Davis.</p>	
6.	<p><b>Declarations of interest</b> None raised</p>	
7.	<p><b>Confidentiality</b> One item was identified and would be minuted separately and would be kept from the public record.</p>	
8.	<p><b>Urgent business:</b> None raised</p>	
9.	<p><b>Resignation of Parent Governor</b> Louise Street had submitted her resignation due to personal reasons. A parent election would be arranged. The Clerk would provide the documentation required.</p>	<b>Action Clerk</b>
10.	<p><b>Minutes of the meeting on 19 June 2017 including the confidential minutes</b> <b>Approved and signed</b></p>	
11.	<p><b>Matters arising from the previous minutes</b></p> <ul style="list-style-type: none"> <li>• Parent Survey: This was ongoing; the Clerk would contact Dave Betts for an update.</li> <li>• Skills required for co-opted governor (Chair) – to be considered alongside the Parent Governor election.</li> </ul>	<b>Action Clerk Action Chair</b>
12.	<p><b>Scheme of Governance and Delegation</b> The Clerk was awaiting the updated Scheme of Governance and Delegation from the MAT. She would circulate this once she had received it.</p>	<b>Action Clerk</b>
13.	<p><b>Business Interests and Hospitality</b> The Business Interests forms were received and completed. Governors were informed that any gifts or hospitality received should be recorded and a form was available from the clerk if they required this. The clerk would ensure that all forms were collected and filed.</p>	<b>Action Clerk</b>
14.	<p><b>Headteacher's Report</b> The Headteacher's Report had been circulated prior to the meeting for governors to read. The Headteacher reported on the following major issues. <b>Windows and doors</b> The windows due to be replaced would now be done during the autumn term. The doors, when done would have one master key.</p>	

NB Confidential minutes recorded

15.	<b>Staff Performance Management</b> This would be carried out by the Chair and Vice Chair with Mike Smith of RKLTL on 13 November 2017	<b>Action Chair/Vice Chair</b>
16.	<b>Governor links and visits</b> <b>Qu: Are link governors essential given we have subject presentations A: It is viewed as good practice to have them.</b> <b>The following link governors were agreed.</b> Liz Matykiewicz – PE; Jonathan Davis – Maths; John Riggs – Safeguarding and possibly SEN; Dave Betts – English <b>It was agreed that the Head would suggest a visit rota for governors to consider.</b>	<b>Action Head</b>
17.	<b>Safeguarding</b> The Head reported that she was the designated safeguarding lead for the school since September due to the Deputy Headteacher going into class. <b>Qu: Is this a big issue in school? A: It is getting that way. A mixture of shifting culture, awareness and the fact that nurture in the school is very good so children feel safe to disclose issues.</b> The Head reported that due to the nature of such concerns, it was very time-consuming when a child did disclose because of the associated work that needed to be carried out. <b>Qu: Could you train other staff? A: Not really as they couldn't be taken away from teaching.</b> It was suggested that perhaps another teacher could be identified to help the Head when they weren't teaching and to ask other schools how they cope with safeguarding issues.	
18.	<b>Three Year Strategy and School Development Plan</b> These would be circulated to governors following the meeting.	<b>Action Head</b>
19.	<b>Staffing</b> The Head reported that the new staff had settled in well and that there was a great rapport in school.	
20.	<b>School Council and PTA fundraising</b> The Head reported the following from the PTA and School Council: <ul style="list-style-type: none"> <li>• A colour run event was held the last week of the summer term. Nearly all children and teachers ran around the field several times getting sprayed with a different coloured powder each time. It was a huge success despite the logistical challenges. Hopefully this will be held again next year.</li> <li>• School Council has been separated from Charities.</li> <li>• This academic year, Mrs Weaver will oversee the School Council and Houses.</li> <li>• The election process to the School Council has changed to mitigate against a popularity contest and the rate of drop-out. Children from Years 2-6 will submit, in no more than a 100 words, why they should become a School Council representative. Newly created positions of Chair and Secretary will be allocated to Year 6 students.</li> <li>• The School Council will focus on school specific fundraising.</li> <li>• The Charity Co-ordinator, Mrs Harris will focus on fundraising for established events such as Harvest Festival (Harrogate Homeless Project), Poppy Appeal, Children in Need and Red Nose Day.</li> </ul>	
21.	<b>Complaints Policy</b> This is Trust approved and had been circulated prior to the meeting for information.	

22.	<b>Risk Register</b> The updated Risk Register had been received prior to the meeting. This had been updated with the risks associated with contractors on site.	
23.	<b>Approval for Trips</b> Approval was given for the trips to East Barnby and Nell Bank. <b>Qu: Do all parents pay? A: Mostly; where there is genuine hardship, the school will identify other payment possibilities, otherwise the child cannot go. This works well but if the number of cases where money is not received rises, then we may have to rethink.</b>	
24.	<b>Governor training</b> The RKLK conference was due to be held on 7 November at 4.30-6.30 with a buffet after. Governors have been asked to stay and liaise afterwards. The Clerk would email governors to see who would be going.	<b>Action Clerk</b>
25.	<b>To note any governor correspondence received</b> None received.	
26.	<b>MAT Update</b> The MAT continues to grow with Coppice Valley now on board. The Trust CEO and CEO PA, Finance Director and HR Director were now in offices in town. Rossett Acre currently have four SCITT students and the Head would be attending a Quality Assurance meeting re: their training with this regard.	
27.	<b>Any other business</b> The Head confirmed that they were considering mixing some classes – this would be decided after half term. Lessons from the previous mixing process had been reflected on and the Mixing Policy would be updated.	<b>Action Head</b>
28.	<b>Date for next meeting</b> Monday 13 November 2017 at 6.30pm in the school	
	The meeting finished at 8.40pm.	
	Signed:	
	Dated:	