

**Rossett Acre Academy RKL
Meeting of the Governing Body
on Monday 11 June 2018: 6.30pm at the School**

Present: Dave Betts, Jonathan Davies, Ian Foy (Chair) John Riggs, Liz Matykiewicz, (Vice Chair), Corrine Penhale (Head), Michelle Williams, Tom Williams.

In Attendance: Eleanor Brown (RE) **First two items** only; Louise Sagar (Trust Accountant) **First three items only** 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>Welcome, introductions and apologies The Chair opened the meeting and welcomed everyone. Apologies were received from Sharon Day, School Business Manager.</p>	
2.	<p>Subject Presentations RE: Eleanor Brown talked to the governors about RE in the school and the following main points were noted.</p> <ul style="list-style-type: none"> • RE is not mentioned in the current National Curriculum. Instead, the Standing Advisory Council for Religious Education (SACRE) sets units of work at a local level. • RE objectives are to develop critical thinking skills for children through thinking about their beliefs and the world around them. • Some interesting conversations with children had taken place through asking questions around beliefs and the world. • Three units of work were studied over the year plus Christmas and Easter topics. • All major religions were studied with the higher years studying from a more humanistic perspective. • Teachers usually handed these lessons over to their PPA covers. • In developing the knowledge and skills in this subject, the main problem is no data from which to track progress. A recent course attended has helped some way with this. <p>Q: Does RE link into British Values? A: A little but it's about world religions.</p> <ul style="list-style-type: none"> • Following the courses attended, a rethink had taken place regarding visitors into the school as a 'one off' and the value they have. It would be more valuable to have an RE day across the school to focus on a different faith. Help with this will be sought from the leader of the York Mosque who was reputedly very good when visiting schools. • With the majority of children white British, it was difficult to get diversity. A Muslim parent had been in to talk to children and other religious festivals such as Eid were talked about in assemblies. • Links could be made with Spiritual, Moral, Social and Cultural (SMSC) development in school. • Discussion took place around the philosophical aspect of RE and an idea was 	

	<p>raised regarding having a philosophy week which would encompass RE and link to SMSC.</p> <p>Q: How often does the vicar visit the school? A: around a couple of times a half term.</p> <p>Q: How do we make sure that our pupils are prepared for Secondary RE? A: There is a checklist but more monitoring would be beneficial. This may be something we can address through a governor visit.</p> <p>Eleanor was thanked for her presentation and she left the meeting.</p>	
3.	<p>Finance Update</p> <p>Louise Sagar tabled three documents: A Summary of Management Accounts to May 2018; Detailed Budget Outturn for 2017-18 and the proposed Three-Year Budget. She reported on the school's financial situation and the following main points were noted.</p> <ul style="list-style-type: none"> The figures show a surplus of £96k over the original budget, mainly to do with the £10,000 Sports funding, SEN funding and Fun Club monies. Some savings had also been made on staffing. <p>Q: Is there a lag which hits next year? Yes...</p> <ul style="list-style-type: none"> The smaller Reception number this year has hit the funding for next year which will result in a lag in funding which will filter through the years unless we can make up numbers by marketing the school. <p>Q: How many children are due to join the school in September? 58 though it is hoped this figure will rise.</p> <ul style="list-style-type: none"> An in-year deficit of £46k is forecast next year. This is due to the staff pay increase which will hit next year and then the pension increase which will hit the year after. <p>Q: Is this problem specific to our MAT? A: No, it is a nationwide problem.</p> <ul style="list-style-type: none"> The school needs to increase its revenue or cut costs through staffing. A lot of schools are reducing their TAs. Rossett Acre may be letting the bungalow to the Trust Central Team for their use - this has been put in the budget as £12k pa. The Financial link governor advised that the only area where there could be some play in reducing costs is learning resources – ie staff. The school's biggest cost was its teachers and teaching assistants. It was noted that some of the teaching assistants were Higher Level for cover purposes – several are teachers themselves. <p>Q: Does the CEO have an idea of what the national funding policy will be for schools in the future? A: He has various high level meetings over the next few weeks so should get a better idea soon.</p> <p>Q: What is the message from the Trust regarding the in-year deficit forecast? A: The Trust should not be accepting deficit budgets but it understands the issues and will be looking at the measures which will be taken.</p> <ul style="list-style-type: none"> The Head reported that she had looked at the budget for next year with the Trust accountant and had stripped a lot of costs out. One ATA was retiring and would not be replaced. Everything that could be done had been done without incurring redundancies. Governors were happy to agree the draft budget for 18-19. Following a detailed discussion, it was agreed that Jonathan Davies, Liz Matykiewicz and Tom Williams would meet to look at data provided by the Trust on staff costs/pupil ratios and the other schools' staffing structures with a view to reviewing the school's structure and assessing any opportunities for economies of scale across the Trust. 	<p>Action JD/LM/ TW & LS</p>

	<ul style="list-style-type: none"> The Trust accountant reported that she would have a problem finding the time to do the necessary data analysis. It was suggested that an economics student might be able to carry out this work. <p>Louise was thanked and she left the meeting.</p>	
4.	<p>Urgent business None raised.</p>	
5.	<p>Declarations of interest None raised.</p>	
6.	<p>Confidentiality No items were considered necessary to be confidentially minuted.</p>	
7.	<p>Minutes of the meeting on 23 April 2018 Approved and signed</p>	
8.	<p>Matters arising from the previous minutes</p> <p>Swimming lessons at Ashville The Head reported that Ashville did not have the slots available for Rossett Acre to have all its swimming lessons there. However, Ashville could possibly continue to be used for Year 5 and 6 top-up swimming lessons. Q: Do we have to provide swimming lessons? A: Yes, we have to make sure every child can swim at least 25m before they leave – it's in the National Curriculum. It was suggested that instead of weekly half-hour swimming lessons, an intensive swim week be arranged to get pupils swimming confidently. It was agreed that this was a good idea and that it would be investigated further.</p> <p>Drainage quote The Head reported that she was awaiting a third quote from John Mungovin. This and other issues would be brought up at a forthcoming meeting with Dave Noble.</p> <p>Flashing incident The Head reported that there had been no further reported incidents and that the police had informed her that they had not caught the culprit. A PCSO had been in to talk to the school (Y5 & 6) and extra patrols were taking place.</p> <p>Social media policy The Head reported that there had been some resistance to producing a social media policy but it had been agreed that she would work with the Associate Head Teacher of HGS on something for the e-safety policy which will have a back page which can be personalised to Rossett Acre.</p> <p>Updated link governor list The updated list had been received. The Head reported that EYFS had requested a link governor for their area. Following discussion, it was agreed that all link governors would ensure that they made contact with the Early Years team when they visited. The Clerk would update the list with this.</p>	<p>Action Head</p> <p>Action Head</p> <p>Action Head</p> <p>Action Clerk</p>

	<p>Parent Survey</p> <p>The Head reported on the results of the Parent Survey which had been discussed at the recent Senior Leadership Team meeting. All the graphs had been very positive with a few negative comments. There had been lots of comments on homework. Dave Betts reported that the online version had received twice as many responses as the previous hard copy. 146 responses had been received. 88% strongly agreed that they would recommend the school. Every area had a 75% or above Agree or Strongly Agree. The worst area was regarding homework, but this was only 13% Disagree. The comments were mainly around the inconsistency of homework setting. The Head reported that homework setting requirements would become part of the School Development Plan as a non-negotiable. Detailed discussion around homework took place with suggestions for how to make things easier for parents and staff such as using the website and a KS2 Homework Club.</p> <p>It was agreed that Dave Betts email the results to all governors and would summarise the findings for distribution to parents and that the Head would write a statement regarding homework/home learning including actions taken as a result of the survey.</p>	Action DB/ Head
9	<p>Head Teacher's Report</p> <p>The Head Teacher's Report, together with the Health and Safety report had been circulated prior to the meeting. The following was also reported.</p> <p>SEN Children</p> <p>The progress data is included in the circulated report. It was noted that there were now 41 SEN children with 7 having Educational Healthcare Plans (EHCP). At least a further two children were expected in September and it was hoped that EHCPs could be obtained for them. The Head asked governors to send any questions they had regarding SEN data to the Deputy Head/SENCO.</p> <p>Pupil Premium</p> <p>Of the 37 PP children, eight would be leaving in July and the school would therefore lose their funding. Three more PP children were expected but this meant a funding loss. In EYFS, one PP pupil was expected not to reach the standard. A bigger focus on Years 1, 3, 4 and 5 to ensure appropriate progress in relation to children's starting points would be taken next year, linked to performance management.</p> <p>Q: The numbers don't look right in the Progress tables? A: Children are double counted – if they achieve better than expected then they've also achieved expected.</p> <p>Staffing</p> <ul style="list-style-type: none"> • Teachers will get to know what changes will take place for next term later in the week. • There have been a few changes to office staff recently which has put pressure on the admin staff. <p>Q: Are all the staff in the office necessary? A: Yes, they are under a lot of pressure due to illness at the moment. The Head and Senior Admin Assistant are dealing with some HR issues and the Head has received some training on the new finance system for the time being and was working with the Trust.</p> <ul style="list-style-type: none"> • The student teachers will be leaving soon but there will be three more next term. 	

	<p>Issue The Head reported on an issue with the new Paxton locks on most of the doors of the school. They are different to previous locks and pupils are not able to exit the building as easily as before without an adult being present. A detailed discussion of this issue took place with concerns regarding health and safety explored. The Head assured governors that safeguarding and safety was being discussed with the Trust and measures to change the system would be sought. It was agreed that this would be discussed with Dave Noble at the forthcoming meeting.</p> <p>It was further agreed that a Fire Risk Assessment was needed to be absolutely sure there were no unforeseen risks. We are awaiting this from John Mungovin.</p> <p>School Development Plan The Governors' Newsletter was outstanding. It was agreed that this would be the report of the Parent Survey being written by the Head and DB.</p> <p>The Head reported that details have been released regarding 2020 Reception which would be baselined in place of KS1 SATs – nationwide.</p> <p>Good News</p> <ul style="list-style-type: none"> • £2k had been raised for the sensory garden • Rossett Acre had been in the Harrogate Advertiser for two weeks running. • Red Kite SCITT had been visited by Ofsted and they had chosen to look at the teacher training at Rossett Acre. This had gone very well and had resulted in a very positive, complimentary letter being received. The second part of the inspection would focus on NQTs and the school may get chosen again for this in due course. 	<p>Action Head</p> <p>Action Head</p> <p>Action Head/DB</p>
10.	<p>Three-year strategy The Head reported that the strategy had been updated and the following main points were noted.</p> <ul style="list-style-type: none"> • The windows and doors had now been replaced. • The Year 6 building was underway. • The drainage quote was outstanding as previously reported. • A meeting had taken place on 4 June to discuss the school's IT problems. Discussion took place about how this could possibly be streamlined with the other schools in the MAT. • A meeting would take place with Dave Booth (Taylor Shaw) regarding a new cook and assistant. 	
11.	<p>MAT Update The Chair gave an update on MAT matters.</p> <p>John Riggs left the meeting.</p>	
12.	<p>Risk Register The Head reported that there was no further change – however she may add the Paxton Locks issue if it wasn't dealt with as quickly as hoped.</p>	

13	<p>Policies The Managing Medicines Policy and Accident and Injuries procedures were discussed. The Accident and Injuries procedures were produced following a breakdown in the procedure for a recent accident. Suggestions were made and would be incorporated and the finished versions would be sent for sign-off by the Chair.</p> <p>Q: Do we have accident reports? A: Yes to governors via the Head's report every half-term.</p> <p>A previous NYCC inspection had reported that Rossett Acre does more than expected. Governors commented that trend data for accidents across the MAT would be useful.</p>	Action Head/Chair
15	<p>Governor Vacancy A co-opted governor was required. The recent event at which it was hoped to find a suitable external person for this role had been cancelled by the Trust. This would be on the next agenda.</p>	Action Clerk
16.	<p>Governor Training None reported. Tom Williams had still not had any new governor training from the Trust. The Clerk would send dates of forthcoming NYCC training.</p> <p>Outstanding governor training required: Three governors were asked to complete their outstanding training.</p>	Action Clerk
17.	<p>To note any governor correspondence received Letter re MAT SCITT Ofsted as reported in item 9.</p>	
18.	<p>Any other business None raised.</p>	
19.	<p>Date for next meeting To be arranged once the meeting dates of the Trust were received. The Clerk would email Catie Bradbury for these.</p>	Action Clerk
	The meeting finished at 8.45pm.	
	Signed:	
	Dated:	