



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
WEDNESDAY 7th MARCH 2018 AT 6.00PM**

Present: S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, S. Hibbert, E. Marks, A. Kingsley, J. Tate, C. Wilson, Y. White, F. Shah, S. Kaye

Apologies: None.

Absent: N/A

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	There were no apologies. Simon Kaye was introduced as a potential new governor (see item 10.1 for appointment).	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website.	
3	Minutes of the last meeting (11th Dec 2017)	
3.1	The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.	
4	Matters arising from the minutes/Action tracker	
4.1	Item 5.4 - J. Tate has booked onto the Headteacher Performance Management training (13 th June).	
4.2	Item 5.6 - Catherine Wilson's visit note was circulated to governors.	
4.3	Item 5.7 – The Deputy Headteacher does not now need to slim down the existing school brochure for ease of translation as the school is now having new parent handbooks and transition brochures produced.	
4.4	Item 6.1 – The Headteacher had asked staff what they expect from governors. The feedback was that governors are welcome to ask teachers questions directly when in school. Teachers also suggested a social event after Governor Day. Action: Governors to follow up the feedback from teachers at Governor Day.	All
4.5	Item 9.2 – SEND training for the Governing Body took place on 26 th February 2018.	
4.6	Item 9.3 – F. Shah and S. Hibbert are currently in discussion about ways to strengthen community and parental engagement for the Governor Development Plan. Action: S. Hibbert and F. Shah to add some text to the Governor Development Plan around strengthening community and parental engagement.	SHibb/FS
4.7	Item 10.1 – The Chair had updated the monitoring calendar and reissued to governors.	
5	Headteacher's report	
5.1	The Headteacher's report was sent to governors prior to the meeting.	

	The Headteacher gave an update on pupil numbers in EYFS and Year 1 which increases the total number in school to 293.	
5.2	The Headteacher talked about the progress with improving SEND provision. A governor asked how many pupil premium children are likely to be coming into the new Reception cohort for September. The Headteacher said that she doesn't know at this stage but will probably know in April.	
5.3	A governor asked why there is a lower number of pupil premium children in Year 1, especially with the bulge year. The Headteacher said that a lot of the families are working families so they don't qualify for pupil premium.	
5.4	The Headteacher reported that pupil attendance is variable in that the spring term 1 attendance was a challenge due to illness. However, attendance this half term has improved. Governors congratulated the school for staying open during the bad weather last week. A governor asked if there are still persistent late arrivals and absentees. The Headteacher confirmed that there is and the Chair of Governors had supported one attendance meeting last week. The school is still using penalty notices when required. The current whole school attendance is 95%. A governor asked if the Headteacher is engaging with other schools to see if they are using attendance strategies that are more effective. The Headteacher said that she has engaged with other schools and they seem to be using the same strategies. A governor asked whether some attendance meetings result in opening an Early Help Assessment (EHA). The Headteacher said that it does sometimes. A governor challenged the Headteacher by asking if families are having attendance meetings early enough. The Headteacher said that they convene a meeting as soon as a child is consistently absent. Penalty notice meetings take place when the attendance meetings do not result in an improvement. In response to another governor question, the Headteacher said that the school keeps a log of every single action they take with regards to each case. A governor asked if the school liaises with the Academy next door with regards to the attendance issues of specific families. The Headteacher confirmed that they do. After all the questioning, governors were satisfied that the school is doing everything they can to try and tackle attendance issues.	
5.5	Behaviour logs – A governor asked why the number of time outs in Year 1 has decreased dramatically from last term. The Headteacher said that it is probably due to new teachers in Year 1 who are not consistent yet in recording behaviour incidents. The Deputy Headteacher said that she has reminded the new teachers about time out logs and she confirmed that they are using the correct strategies.	
5.6	Governors discussed the issues around Early Help Assessments being left to schools with little external support.	
5.7	The Headteacher reported that the quality of teaching is good across the school. A governor asked what the subject of the lessons were when lesson observations took place in the autumn term. The Headteacher said that it varied and this term all literacy lessons are to be observed. A governor asked if the lessons that were graded as outstanding in the autumn term were literacy lessons. The Headteacher said that at least one Literacy lesson in the Autumn term was graded as outstanding. A governor asked if phonics has been	

	<p>monitored through lesson observations recently. The Headteacher said that they haven't done that this term as they are focussing on the writing element. However, the Deputy Headteacher conducts informal learning walks looking at phonics as well as doing some team teaching. A governor questioned whether the lesson observations will continue to be graded. The Headteacher said that they would be. She had discussed the possibility of changing this with the Senior Leadership Team but they wanted to keep the grading judgements.</p>	
5.8	<p>Looking at the end of spring term 1 data summary, the Headteacher drew governors' attention to the big gaps in some of the targets and reminded governors that it is only half way through the year and that children are making great progress. The Year 1 data is an improvement on the autumn data and progress is being made on improving writing. The current gap to targets in Year 2 is closing and feedback from the pupil progress meetings is that the targets are achievable. A governor asked how much of the writing has been moderated. Governors were told that during spring term 1, writing was internally moderated and in spring term 2 it will be moderated with two other infant schools.</p>	
5.9	<p>The Headteacher reported that staff absence had been challenging during spring term 1 due to illness. A governor asked how classes had been covered during absences. The Headteacher said that lessons were covered by Higher Level Teaching Assistants (HLTA) and supply cover teachers. The Headteacher said that there has not been too much staff absence this half term (spring term 2).</p>	
5.10	<p>Looking at the pupil survey results, a governor queried how the behaviour result compares with that of previous years. Action: Headteacher to check the behaviour results of last year's pupil survey.</p>	Head
5.11	<p>Looking at the results of the parent survey, a governor asked if the Headteacher knew the reason why some parents don't read the Weekly Comet. The Deputy Headteacher said that it could be those parents who have English as an Additional Language. Action: Governors to investigate at Governor Day why some parents don't read the Weekly Comet.</p>	All
6	School Development Plan – Spring term 2018	
6.1	<p>The Autumn Term School Development Plan and Spring Term Plan were circulated prior to the meeting.</p>	
6.2	<p>It was confirmed that A. Kingsley would conduct an ICT governor visit on Governor Day.</p>	
6.3	<p>Looking at the priority for improving children's speech, language and communication skills, a governor asked how the resignation of the Communication Mentor has affected the actions around improvement. The Headteacher said that they won't achieve as many actions as they had originally planned due to the resignation. For example, tasks such as working with the Senior Midday Supervisor to develop communication themed activities at lunchtimes won't happen at this point. However, the Deputy Headteacher will manage the Talk Write page on the website and the Shine Awards are happening as planned. A governor asked how the Headteacher will embed sustainability in this priority area. The Headteacher explained that there had been no opportunity for a Communication Mentor handover but the SENDCO is taking over the line management of this role moving forward which will ensure she is fully aware of the needs of</p>	

	these children.	
6.4	The Headteacher gave an update on progress in SEND. A governor asked if the school will be getting involved in the Local Authority audit. The Headteacher said the school has committed to join the audit programme. A governor asked if the SENDCO has booked onto the SENDCO course. It was confirmed that the SENDO will start the course in September.	
6.5	Forest schools – Action: Forest School presentation to take place at either the FGB meeting in July or the summer term Governor Day.	Clerk/ Chair
6.6	Outdoor learning – A. Kingsley monitored the outdoor learning areas and reported that the rear learning areas are looking great which makes the middle area look not as good so that area will need some finishing touches.	
6.7	Marking and feedback – Action: The Deputy Headteacher will conduct a staff survey around marking and feedback. Governors were told that the school is focusing on improving marking in science following a marking check by the Senior Leadership Team.	Deputy Head
7	General Data Protection Regulation – how the school is preparing for the new regulation coming into force in May 2018	
7.1	A. Kingsley gave a presentation to governors on the new regulation coming into force in May. The Headteacher and the School Business Manager have attended training on GDPR. It was confirmed that A. Kingsley would be the Data Protection Officer for the school initially whilst they get set up. Governors were reassured that the school is well prepared for this new regulation. Action: Finance and Resources Committee to discuss progress with GDPR at their next meeting.	Clerk / AK
8	SEF – Leadership and Management section	
8.1	Due to lack of time, this item is to be deferred until the next meeting. Action: Clerk to add SEF – Leadership and Management Section to the next agenda.	Clerk
9	Committee reports	
9.1	<u>Finance and Resources</u> The minutes from the last committee meeting were circulated prior to the meeting. A. Kingsley gave a brief verbal report.	
9.2	<u>Strategic Development</u> The minutes from the last committee meeting were circulated prior to the meeting. J. Tate gave a brief verbal report.	
9.3	<u>Policy Committee</u> S. Hartropp gave a brief verbal report which policies had been reviewed.	
10	Governor Development	
10.1	<u>Vacancies</u> Governors appointed Simon Kaye as a co-opted governor. Action: S. Kaye to book onto governor induction training. This leaves one parent vacancy. The Chair reported that ex-governor, Dave Chappell has expressed that he would like to return onto the Governing Body next term but the usual request for parent nominations for the role and therefore possible parent election will go ahead. Action: Chair to request parent nominations for the role of parent governor.	SK Chair
10.2	<u>Governor training reports</u> J. Tate has booked onto the Headteacher's Performance Review	

	training in June. C. Wilson completed the online safer recruitment training recently.	
10.3	<p><u>SEND training update –feedback from local conference and recent FGB training and implications for the school</u></p> <p>SEND conference – S. Hartropp, R Waters (and Jo Marshall-Sully) had attended the SEND conference and gave feedback to the governors. FGB training and implications for the school – Due to the trainer being ill, the LA sent two other team members to cover the training and the session was shorter due to the bad weather. Two governors from Brewster Avenue Infants also attended. The implications for the school are that governors need to monitor how things are going with SEND provision and monitor closely the performance data for children with SEND. Governors agreed that they were already doing this.</p> <p>The school had received a reply to their letter to the Educational Psychology Service expressing concerns about the lack of provision available to the school. Action: Governors to read the letter from the Educational Psychology Team and decide whether they want the Chair to reply to this.</p>	Head/All
10.4	<p><u>Governor Development Plan</u></p> <p>The updated Governor Development Plan was circulated prior to the meeting.</p>	
10.5	<p><u>Governor Services SLA</u></p> <p>Governors had agreed by email to continue to buy into the Governor Services SLA for another year.</p>	
10.6	<p><u>Governors' secure section on the school website</u></p> <p>Governors have been sent a password for the secure area of the school website.</p>	
11	Governing Body Monitoring	
11.1	<p><u>Governor monitoring calendar</u></p> <p>The updated governor monitoring calendar was circulated to governors prior to the meeting.</p>	
11.2	<p><u>Governor Visits</u></p> <p>G. Mansell had conducted her termly meeting with the Safeguarding Team on 15th January to discuss current Safeguarding practice and any issues arising. The visit report was circulated prior to the meeting.</p> <p>S. Hartropp and F. Shah had conducted a pupil premium visit and the visit report was circulated prior to the meeting.</p>	
11.3	<p><u>Governor Day Thursday 15th March</u></p> <p>Governors confirmed their attendance.</p>	
11.4	<p><u>Appoint Headteacher Performance Management panel for next year</u></p> <p>It was decided that G. Mansell, Y. White and J. Tate would be on the panel for the next academic year. Governors agreed to use the same external advisor as last time (Malcom Massey).</p>	
12	Policies	
12.1	<p><u>Children in Care</u></p> <p>The policy was circulated prior to the meeting. A governor asked how many children in care the school has at present and the Headteacher confirmed that they do not have any.</p> <p>Action: G. Mansell to do refresher training on Children in Care.</p>	GM

	<p>CIC governor is GM and will do a refresher.</p> <p>The policy was agreed.</p>	
12.2	<p><u>Guidance for Governors in dealing with complaints within their own Governing Body</u></p> <p>The policy was circulated prior to the meeting.</p> <p>Action: Clerk to update the governor code of conduct in the appendix.</p> <p>Governors agreed the policy subject to updating the code of conduct.</p>	Clerk
12.3	<p><u>Code of conduct for all adults working in the school</u></p> <p>The code of conduct was circulated prior to the meeting.</p> <p>A governor asked how the confidentiality section of the code of conduct will be affected by the GDPR. The Headteacher said that this is the current model policy from EPM and that EPM will update the policy once GDPR is finalised.</p> <p>A governor asked if the name of the designated safeguarding lead could be added to section 5.</p> <p>Governors discussed whether smoking outside the school gates should be added as an item on the code of conduct. Governors felt that this would be better dealt with by the Headteacher than adding to the code of conduct.</p> <p>Governors suggested a couple more amendments. The policy was agreed subject to amendments and will be reviewed again in September along with the other safeguarding policies.</p>	
12.4	<p><u>Statement of Procedures for dealing with allegations of abuse against teachers and other staff and volunteers</u></p> <p>The policy was circulated prior to the meeting. Governors agreed the policy but it will be reviewed again in September with the other safeguarding policies.</p>	
13	Any other business	
13.1	<p>S. Hibbert said that she needs the references for the new governors as she is keeping a record. Action: S. Hartropp to send governor references to S. Hibbert.</p>	Chair
13.2	<p>Governors were not sure why the training for new governors does not include any child protection training. Action: Clerk to speak to Governor Services to suggest adding some basic child protection training as part of the training for new governors.</p> <p>Action: New governors to do some child protection training (online).</p>	FS/SK
13.3	<p>A vision for reading in Peterborough – The Headteacher confirmed that the school will be signing the pledge. F. Shah offered to train as a reading buddy.</p>	
14	Confirm dates	
14.1	<p>Next FGB meetings: Weds 9th May 2018 Mon 16th July 2018</p>	
14.2	<p>Dates for the diary – Staff training day – Monday 16th April.</p>	

The meeting finished at 8.06pm.

Agreed as true and accurate record of the meeting.

Signed:

Chair of the Full Governing Body

Date:

Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
4.4	Governors to follow up the feedback from teachers at Governor Day.	All	
4.6	S. Hibbert and F. Shah to add some text to the Governor Development Plan around strengthening community and parental engagement.	SHibb/FS	
5.10	Headteacher to check the behaviour results of last year's pupil survey.	Head	
5.11	Governors to investigate at Governor Day why some parents don't read the Weekly Comet.	All	
6.5	Forest School presentation to take place at either the FGB meeting in July or the summer term Governor Day.	Clerk/Chair	
6.7	The Deputy Headteacher will conduct a staff survey around marking and feedback	DHT	
7.1	Finance and Resources Committee to discuss progress with GDPR at their next meeting.	Clerk / AK	✓
8.1	Clerk to add SEF – Leadership and Management Section to the next agenda.	Clerk	✓
10.1	Simon Kaye to book onto Governor Induction training	SK/Clerk	
10.1	S. Hartropp to request parent nominations for the role of parent governor	Chair	
10.3	Governors to read the letter from the Educational Psychology Team and decide whether they want the Chair to take it further.	Head/All	
12.1	G. Mansell to do refresher training on Children in Care.	GM	
12.2	Clerk to update the governor code of conduct in the appendix.	Clerk	✓
13.1	S. Hartropp to send governor references to S. Hibbert.	Chair	
13.2	Clerk to speak to Governor Services to suggest adding some basic child protection training as part of the training for new governors. New governors to do some child protection training (online).	Clerk FS/SK	✓