



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
TUESDAY 29TH NOVEMBER 2016 AT 6.00PM**

Present: S. Hartropp (Chair), R.Waters (Headteacher), G. Mansell, S. Hibbert, K. Smithies, D. Chappell, E. Holliday, C. Wilson.

Apologies: J. Grubliene, Y. White, A. Kingsley

Absent: N/A

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	Apologies were received from Judita Grubliene, Al Kingsley and Yi White. Governors accepted these apologies.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website voluntarily.	
3	Minutes of last meeting held on 27th September 2016	
3.1	The minutes were agreed as a true and accurate record of the meeting.	
4	Matters arising from the minutes	
4.1	The Chair reminded link governors to arrange their monitoring visits if they haven't already done so.	
4.2	Item 4.1 – Complete. Item 5.1 – Complete. Item 6.1 – Complete. Item 8.1 – Complete. Item 9.1 – The Chair confirmed that J. Grubliene will join the Strategic Development committee. Item 9.3 – The Chair has updated the governor monitoring plan. Item 10.2 – New governors have signed to say they have read the Acceptable Use Policy. Item 11.3 – The Resources Committee came to a decision – see committee minutes. Item 13.1 – Will be covered at this meeting. Item 14.1 – Training session for governors to take place in February. Item 18.1 – New governors have attended the induction training. Item 20.1 – Absence for Eid is detailed on the latest attendance report. Item 21.2 – The Chair and A. Kingsley looked at pay policy further and it has now been circulated to governors. Item 22.2 – C. Wilson and G. Mansell attended the open evenings.	

	5.3.4 – Governors decided to invite representatives from various Multi Academy Trusts to meet with governors on 12 th January at 4pm. Action: Chair to send the Key's 'questions to ask before joining a MAT' to governors.	
6	Headteacher's report	
6.1	<p>The report was sent to governors prior to the meeting. The Headteacher drew governors' attention to the increasing workload of the Parent Partnership Co-ordinator due to the rise in Early Help Assessments. Governors thanked S. Hibbert for her hard work. The Headteacher explained to Governors about a new school 'sharing information' form which is proving useful to log some lower level concerns, parent issues etc. A governor asked if this system will be reviewed to ensure the correct forms are being completed to try and reduce unnecessary work for Sara. The Headteacher said that they will review with staff which cases they didn't need to fill out forms for. A governor asked what percentage of children have a safeguarding concern. The Headteacher said that on average there are 3 per class.</p> <p>The Safeguarding Team had met to discuss a concern following referral to Children's Social Care. Safeguarding Governors were consulted; concerns were escalated and governors are currently awaiting feedback. Action: Headteacher to follow up the safeguarding concern following advice from the Safeguarding Governor.</p> <p>A governor asked for clarification on the EYFS baseline data and wanted to check if progress of each individual child is tracked. The Headteacher gave clarification and confirmed that each individual's progress is tracked.</p> <p>The Headteacher reported that Teach East are having an Ofsted inspection which meant that Ofsted visited the school yesterday to see their Teach East trained teacher teach and to speak to mentors etc.</p>	Head
7	Chair of Governor's report	
7.1	<ul style="list-style-type: none"> - Attended the academies conference at Kingsgate. - Visited TDA with the Headteacher. - With D. Chappell, met with parents about late arrivals. - Met with A. Kingsley to further review the pay policy. - Attended a policy review meeting with Clerk, Tina, Headteacher and A. Kingsley. - Attended the Safeguarding Children's Board in her role as Lay Member. - Attended Governor's forum. - Attended Governor day. - Attended the Raise and performance data training with the senior leadership team. - Met with Headteacher and the Business Manager to complete EPM personnel committee audit checklist - Visited Highlees school with the Headteacher. 	
8	End of year targets	
8.1	The targets were circulated at the meeting. The Headteacher	

	<p>explained that the targets are higher than last year. A governor asked if the Year 2 targets take into account the identified weaknesses in performance data. The Headteacher said the targets are based on Autumn 1 data which is the current teachers' assessment of the children. The cohort are stronger than last year so this in itself will address some of the weaknesses identified.</p> <p>A governor went on to ask if teacher assessments in Year 1 were sound. The Headteacher and Deputy confirmed that whilst a thorough moderation of the end of year data took place, there was some caution used due to the new assessment systems not being fully embedded. Year 2 teachers have addressed this hence the challenging targets set.</p> <p>A governor asked if there had been LA input into the Year 2 moderation. The Headteacher said that this would happen in December but before that there will be triad and in school moderations.</p> <p>Governors queried why the Year 1 reading target was higher than the phonics. The Headteacher explained that this was based on the end of Reception phonics data and will be reviewed with the end of Autumn term target.</p> <p>A governor said that last year's reception cohort made good progress and asked if the Headteacher had checked the baseline assessments. The Headteacher said that the team had two thorough moderation sessions and baseline was deemed accurate. It is in line with previous years.</p> <p>A governor recognised that some of the Early Learning Goals are consistently below target and asked the Headteacher what is being done to push these. The Headteacher said that she is aware of this and it is a focus in the school development plan. Training is planned for these areas. It was added that a lot of these goals are achieved through talking and this can be a problem for those that are new to the country and cannot speak English well.</p> <p>With reference to the 'Managing Feelings and Behaviour' Early Learning Goal, a governor wondered if the school could have someone that could talk to children in their own language to help achieve the target. The Headteacher said that they don't have that facility in school, unfortunately.</p> <p>Governors agreed the targets.</p>	
9	Governing Body Monitoring	
9.1	<p>School Development Plan</p> <p>The four areas of the school development plan for the Autumn Term were circulated to governors prior to the meeting.</p> <p>A governor asked the Headteacher if she feels she is on track with all that is in the plan. The Headteacher said that some things will be ongoing (e.g. Reading), there are some things in RE that she needs to make sure have been covered. She added that staff</p>	

	haven't yet visited a lot of other schools to observe practice and this is now a priority for the Spring term.	
9.2	<p><u>Governor Day</u> The Chair thanked those governors who attended. Notes from the day were circulated to governors prior to the meeting. Governors have been asked to look at code of conduct for staff so that governors can abide by it too when in school. i.e. dress code and not using mobile phones around school.</p> <p>A parent had spoken to a governor and raised concern that there wasn't often an opportunity to talk to their child's teacher. The Headteacher said that she would put a reminder out via Parentmail as to when the best time is to talk to teachers.</p>	
9.3	<p><u>Governor visits</u> None reported other than Governor Day.</p>	
9.4	<p><u>Bad weather arrangements</u> The Chair and D. Chappell had met with a parent who was complaining that their child's absence was due to illness caused by lack of provision during bad weather. [REDACTED] [REDACTED] Governors discussed options but felt that there are no obvious practical solutions to this and that children should come dressed appropriately for the weather.</p>	
9.5	Link governor allocations – Action: Chair to ask Y. White if she would like to help monitor EAL. A governor queried whether it is expected that governors conduct visits for all areas and/or links. The Chair said that monitoring can be done in various ways, such as questioning at meetings, emails to the relevant teacher or at governor day. She would expect one visit per year. Action: Chair to update the governor monitoring calendar.	Chair
10	Committee reports & ratification of committee terms of reference	
10.1	The minutes and terms of reference were circulated to governors prior to the meeting.	
11	RAISE data report	
11.1	The Raise report was sent to governors prior to the meeting. The Ofsted inspection dashboard was shared and discussed at the meeting. Governors said that there were no surprises in this report. Action: Strategic Development Committee to look at Raise data in more detail.	Strategic Dev committee
12	Pupil premium report	
12.1	<p>The 2015-16 report and 2016-17 report was sent to governors prior to the meeting.</p> <p>With reference to the 2015-16 report, a governor noted that 100% of children made good progress in reading recovery and queried what is good progress? The Headteacher said that 6 steps progress is good progress when children are in an intervention as this is deemed accelerated.</p> <p>A governor challenged why attainment data isn't better as the impact of pupil premium on progress is so good. The Headteacher said that the starting point of these children was so low that they can make good progress but still have low attainment.</p>	

	<p>A governor noted that there was not much impact on enrichment last year and asked if this has been taken into account in the 2016-17 pupil premium plan. The Headteacher said that this year, funding will be used in a different way for enrichment, i.e. less money spent on clubs as not all children were attending clubs.</p> <p>A governor asked how the quality of Teaching Assistant (TA) intervention is being judged. The Deputy Headteacher said that regular observations are conducted and TAs are given feedback. It is also judged through half-termly data.</p> <p>A governor queried if all the 2015-16 funding was spent. The Headteacher explained that it wasn't all spent and £16k was carried forward to this year. Action: Resources Committee to explore why there was a carry forward to ensure it doesn't happen again.</p> <p>A governor wanted to check that individual teachers know who each of the pupil premium children are in their class. The Deputy Headteacher confirmed that teachers do know and each year group has a raising attainment plan which includes targets for PP children.</p> <p>Governors recognised that, in some areas, disadvantaged children are not attaining as well as they should be. The Headteacher assured governors that this is detailed in the pupil premium plan.</p> <p>Another pupil premium report will be given to governors at the March full Governing Body meeting. Action: Vicky Bowman will be invited to the meeting to give a presentation on mid-year point of attainment and progress plus spend</p>	Resources Committee
13	School Self Evaluation	Head
13.1	<p>The School Self Evaluation was circulated to governors prior to the meeting. The Headteacher suggested that the home learning survey is conducted again to get more responses. The Chair had already given the HT her suggested amendments to the document.</p> <p>Governors agreed that the School Self Evaluation (Quality of Teaching) reflects the strength of the teaching and how it is being monitored.</p>	
14	Attendance report	
14.1	<p>The report was sent to governors prior to the meeting. Governors were really pleased with attendance figures. The Headteacher informed governors of the national and local change in issuing penalty notices which will mean adjusting the attendance policy.</p> <p>The Headteacher reported that the amount of children arriving late to school is still an issue. Tina Gardner is monitoring late arrivals and is putting the data on the school website. *K. Smithies left the meeting at 8pm.</p>	

15	Governing Body Development	
15.1	<u>Vacancies</u> 1 co-opted vacancy. The Chair is still trying to source possible potential governors. She has been given some names of local people with business and/or finance experience who might be interested	
15.2	<u>Training</u> Governors received finance training on governor day. The Headteacher and Deputy Headteacher had attended equality awareness training. K. Smithies and D. Chappell have completed the training for new governors.	
15.3	<u>Skills' audit</u> The Chair had collated the results of the audit and reported that the Governing Body is lower on finance and business experience.	
16	Policies	
16.1	<u>Safeguarding</u> The policy was sent to governors prior to the meeting. The policy was agreed subject to amendments that G. Mansell, S. Hartropp and the Headteacher may make. ACTION: Chair to email suggested amendments to HT	Chair
16.2	<u>Freedom of information</u> The policy was sent to governors prior to the meeting. The policy was agreed subject to amendments that G. Mansell, S. Hartropp and the Headteacher may make. ACTION: Chair to email suggested amendments to HT	Chair
16.3	<u>Whistle blowing policy and procedure</u> The policy was sent to governors prior to the meeting. The policy was agreed subject to amendments that G. Mansell, S. Hartropp and the Headteacher may make. ACTION: Chair to email suggested amendments to HT	Chair
17	Any other business	
17.1	D. Chappell reported that parents are expressing an interest in starting a committee for school fund raising and other ways to help the school. Governors discussed how useful it could be but would want to ensure that meetings, although informal, are properly structured with an agenda. Governors thought that having a parent committee would increase parental engagement and would be happy for parents to initiate a committee.	
17.2	The Headteacher informed governors that a child [REDACTED]	
18	Items for next meeting	
18.1	None stated.	

The meeting finished at 8.11pm.

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
5.3.4	Chair to send the Key's 'questions to ask before joining a MAT' to governors.	Chair	
6.1	Headteacher to ensure a review takes place with staff regarding new 'sharing information' forms.	Head	
9.5	Chair to ask Y. White if she would like to help monitor EAL Chair to update the governor monitoring calendar.	Chair Chair	
11.1	Strategic Development Committee to look at Raise data in more detail.	Strategic Dev committee	
12.1	Resources Committee to explore why there was a carry forward in the PP budget to ensure all funds are used in the relevant year	Resources Committee	
12.1	Vicky Bowman will be invited to the meeting to give a presentation on mid-year point of attainment and progress plus spend	Head	
16.1	Chair to email suggested amendments to HT	Chair	
16.2	Chair to email suggested amendments to HT	Chair	
16.3	Chair to email suggested amendments to HT	Chair	