



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
TUESDAY 11TH JULY 2017 AT 6.00PM**

Present: S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, S. Hibbert, E. Holliday, A. Kingsley.

Apologies: D. Chappell, K. Smithies, C. Wilson, Yi White, Julie Tate.

Absent: N/A

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	Apologies were received from Yi White, Dave Chappell, Catherine Wilson, Julie Tate and Karla Smithies. Governors accepted these apologies.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website.	
3	Appointment of new Co-opted Governor	
3.1	Julie Tate was unanimously appointed as a co-opted governor.	
4	Minutes of last meeting held on 11th May 2017	
4.1	The minutes were agreed as a true and accurate record of the meeting.	
5	Matters arising from the minutes	
5.1	Item 5.1 – Action: Headteacher to look into attainment on entry – pupil premium versus whole school.	Head
5.2	Item 8.2 – On this agenda.	
5.3	Item 9.1 – Governors had looked at reading on Governor Day and also the Chair had met with the Deputy Headteacher to look at progress with reading. Action: C. Wilson to meet with history and geography leaders.	CW
5.4	Item 12.2 – Governor skills audit postponed until the next meeting. Action: Clerk to add skills audit to the next agenda.	Clerk
5.5	Item 13.1 – On this agenda.	
5.6	Item 9.1.3 – A governor questioned whether homework for children absent for 3 days or more has now been embedded. The Headteacher confirmed that reading books are sent home and for prolonged absence other homework is given if appropriate.	
6	Headteacher's report (including staffing update and attendance report)	
6.1	The Headteacher's report was sent to governors prior to the meeting.	

	<p>A governor noted the that new Reception cohort has high level needs including 6 children with ASD (one has an EHCP pending) and asked the Headteacher what plans are in place to support these children. The Headteacher explained what plans are in place, including recruiting good Special Educational Needs TAs (via agency) and spreading the children concerned across the three classes. The Headteacher said she was concerned that the majority of these children's parents did not attend the meet and greet session. A governor asked if it was a particular group of parents that tend to not attend these sessions and was informed that it seems to be the families with English as an Additional Language (EAL) don't attend. The Headteacher said she would review the meet and greet for next year. A governor asked if the main information points are translated for EAL parents. The Headteacher said that they aren't and the school does not have a good translation system as yet. Governors decided there should be translation of some key school documents to assist parents with EAL. Action: Headteacher to look into getting key documents translated on a commercial basis.</p>	Head
6.2	<p>A governor asked if there is good information sharing with pre-schools, i.e. do they pass on any safeguarding concerns. The Headteacher explained a new transition form that has been set up which includes a question about safeguarding. If pre-schools raise a concern then a member of the Safeguarding Team contacts them to discuss further. However, the Headteacher was concerned that most pre-schools didn't know what EHAs were (Early Help Assessments). S. Hibbert added that she has noticed that pre-schools don't pass on any child protection files. However, the Headteacher informed governors that the sessions for feeder settings are improving year on year.</p>	
6.3	<p>Governors discussed whether altering the 'late' time to 9:01 rather than 9am will reduce the number of late marks. Governors decided that the cut off point for late arrivals should remain 9.00am. The Headteacher stated that the late slips aren't having any impact so they are going to be stopped. Action: Week beginning 25th September, governors to be on hand to give support with late arrivals and reinforce the message to parents.</p>	All
6.4	<p>A governor queried why there had been so many time-outs in one Year 1 class. The Deputy Headteacher said that the teacher in the class concerned [REDACTED] had been too quick to issue time-outs for minor incidents and so the Learning & Teaching Manager is supporting the teacher to ensure the policy is followed and time-outs are not issued too soon. Governors reported seeing good behaviour across the school on Governor Day.</p>	
6.5	<p>The Headteacher gave details of two further accidents that had happened since she had written her report. Governors were satisfied that the accidents could not have been prevented and were not serious.</p>	
6.6	<p>The Headteacher was pleased with reading observations and the new strategies being embedded. She also said that she will be increasing the amount of book scrutinies from next year. A governor asked how the Headteacher is going to ensure consistency of good work in topic books across classes. The Headteacher is going to ensure that all teachers are shown</p>	

	examples of good books and what they should look like and will make sure they know the expectation for presentation.	
6.7	<p>The end of summer term data summary, 2016-17 was sent to governors prior to the meeting. The Headteacher gave governors the Year 1 data:</p> <ul style="list-style-type: none"> - Reading - 64% of children are working at the expected level and 51% are above the expected level; - Writing - 51% of children are working at the expected level and 29% are above the expected level; - Maths - 76% of children are working at the expected level and 49% are above the expected level. <p>The Deputy Headteacher has already met with the incoming Intervention Manager to look at this data and intervention strategies for next year.</p> <p>With reference to the Year 1 data, a governor asked how the teaching of grammar will be improved. The Deputy Headteacher said that the school has purchased a new Spelling Punctuation and Grammar (SPAG) scheme and there will be SPAG Mondays to focus on improvement. The Deputy also gave details of a new spelling scheme of work. A governor asked if the teachers and teaching assistants feel confident about delivering the SPAG. Governors were told that there will be training focussed on SPAG to increase their knowledge and to show fun ways for delivering it.</p> <p>A governor asked why there had been a dip in the Year 1 phonics data. The Headteacher said that the cohort was weaker than last year's and they had lost a Year 1 teacher midway through the year. Also the EAL cohort in that year has grown.</p>	
6.8	<p>It was noted that the 'management of sickness absence' policy for staff absence needs to be reviewed in the Autumn Term. Governors would like the policy to state that governors will be involved in back to work interviews. Action: Clerk to add sickness absence policy to the next finance and resources committee meeting.</p>	Clerk
7	School Development Plan priorities and planning 2017-18	
7.1	<p>Governors were asked to suggest and discuss some priorities for the School Development Plan (SDP) next year and for future years. The suggestions were as follows:</p> <p><u>Raising standards</u> Parental engagement / co-learning opportunities Extra support for teaching SPAG Peer coaching session, self-analytical teaching SEN progress Marking</p> <p><u>Curriculum</u> Writing and enhancing phonics resources Foundation subjects ICT and effective use of resources</p> <p><u>Resources/Premises</u> Outdoor area improvements Revisit learning spaces</p>	

	<p>Learning opportunities in the middle playground Making best use of the field More car parking Parental engagement – ground force days (gardening)</p> <p><u>Staff structure and development</u> Fully induct and support new staff (Autumn term) Emotional Literacy Support Assistant to complete training and embed good practice Look at good practice from further afield Look at key stage 2 settings</p> <p><u>Governors</u> Governor attendance Parent governor recruitment Succession planning Moving to outstanding Broadening engagement with local businesses Academisation.</p>	
8	Safeguarding update	
8.1	<p>G. Mansell gave a safeguarding update to governors and shared some questions for governors to ask. Gaynor flagged up some serious case reviews and how schools should have three parental/guardian contacts for each child. A governor asked if there is anything else the school should be doing with regards to safeguarding. Gaynor assured governors that the school has good procedures in place and governors are well informed about safeguarding in school. Another governor asked if there are any local issues to be aware of and was advised that gangs and child exploitation are the biggest issues.</p> <p>Action: Clerk to email the safeguarding presentation and questions for governors to ask to all governors.</p>	Clerk
9	Chair of Governor's report and updates	
9.1	<p><u>Updated Governance Handbook</u> Action: Governors to answer questions 21 to 39 and email responses back to A. Kingsley by end of August.</p>	All/Clerk
9.2	The Chair stated that she has been appointed to the Police and Crime Commissioner panel.	
10	Governing Body Monitoring	
10.1	<p><u>Governor Day report</u> A report from Governor Day was sent to governors prior to the meeting. The behaviour policy was updated on the day.</p>	
10.2	<p><u>Monitoring calendar update</u> The governor monitoring calendar was sent to governors prior to the meeting. Governors are monitoring everything they should be and this is recorded in the monitoring calendar.</p>	
10.3	<p><u>Review governor visits</u> Action: Y. White to share her reports on finance and EAL. Chair to remind Yi.</p>	YW/Chair
10.4	<p><u>Governors' annual statement</u> The annual statement was sent to governors prior to the meeting. Action: Chair to add the SDP priorities and A. Kingsley to add budget figures to the governors' annual statement. Chair to ensure it goes on the school website.</p>	Chair/AK

	Governors agreed the annual statement subject to amendments.	
11	Committee reports & ratification of committee terms of reference	
11.1	<u>Finance and resources committee</u> The minutes of the finance and resources committee meeting were sent to governors prior to the meeting. A. Kingsley gave a brief overview of what was discussed at the last two meetings.	
11.2	<u>Policy committee (minutes and terms of reference)</u> The minutes and the terms of reference of the policy committee were sent to governors prior to the meeting. Governors agreed the terms of reference.	
12	Governing Body Development	
12.1	<u>Vacancies</u> 1 co-opted vacancy.	
12.2	<u>Appointment of salary review committee, salary appeals committee & Headteacher Performance Review Committee</u> The Headteacher Performance Review committee will consist of A. Kingsley, G. Mansell and Y. White. It was noted that another governor should be trained for Headteacher performance management for the future. Governors decided to have an external adviser on the panel, e.g. an independent school improvement partner. Action: Headteacher to contact 2 or 3 other schools for recommendations on independent school improvement partners. In future the Headteacher performance review panel will be appointed in March to coincide with the training. The Salary review committee will be the Finance and Resources committee. The salary appeals committee will be decided on an ad hoc basis based on governor availability.	Head
12.3	<u>2017-18 meeting dates</u> Dates were agreed. Action: Clerk to send amended meetings date list to governors.	Clerk
12.4	<u>Governor Services clerking SLA</u> The Governing Body agreed to sign up to the clerking service level agreement for another year. It was agreed that the Clerk will now clerk the Strategic Development Committee. Governors expressed their thanks to the Clerk. Governors thanked the Chair for going above and beyond in her role.	
13	Any other business	
13.1	<u>Brew Crew</u> Nothing to report. Action: Clerk to add Brew Crew/alternative method of parental engagement to the next agenda.	Clerk
13.2	<u>Attendance policy</u> The updated policy was sent to governors prior to the meeting. Action: Headteacher to add the attendance target to the policy. Governors agreed the policy subject to the suggested amendments.	Head
14	Items for next meeting	

14.1	<ul style="list-style-type: none"> • Writing strategies - Talk for Writing and Alan Peat • Governors' Skills Audit • Governors' Committee Structure and Membership • Governor Training 	
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The meeting finished at 8.15pm.

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
5.1	Headteacher to look into attainment on entry – pupil premium versus whole school.	Head	
5.3	C. Wilson to meet with history and geography leaders.	CW	
5.4	Clerk to add skills audit to the next agenda.	Clerk	
6.1	Headteacher to look into getting key documents translated on a commercial basis.	Head	
6.3	Week beginning 25th September, governors to be on hand to give support with late arrivals and reinforce the message to parents.	All	
6.8	Clerk to add sickness absence policy to the next finance and resources committee meeting.	Clerk	
8.1	Clerk to email the safeguarding presentation and questions for governors to ask to all governors.	Clerk	✓
9.1	Governors to answer questions 21 to 39 and email responses back to A. Kingsley by end of August.	All	
10.3	Y. White to share her reports on finance and EAL. Chair to remind Yi.	YW/Chair	
10.4	Chair to add the SDP priorities and A. Kingsley to add budget figures to the governors' annual statement. Chair to ensure it goes on the school website.	Chair/AK	
12.2	Headteacher to contact 2 or 3 other schools for recommendations on independent school improvement partners.	Head	
12.3	Clerk to send amended meetings date list to governors.	Clerk	✓
13.1	Clerk to add Brew Crew to the next agenda.	Clerk	
13.2	Headteacher to add the attendance target to the policy.	Head	