



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
TUESDAY 27TH SEPTEMBER 2016 AT 6.00PM**

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

**Apologies:** J. Grubliene

**Absent:** N/A

**In attendance:**

Lucia Hawes (Clerk)

Becky Stewart, School Business Manager

| Item     | Issue  | Action         |
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| <b>1</b> | <b>Welcome and Apologies</b>   |                |
| 1.1      | An apology was received from Judita Grubliene. Governors accepted this apology.  |                |
| <b>2</b> | <b>Election of Chair</b>   |                |
| 2.1      | S. Hartropp was unanimously re-elected as Chair (there were no other nominations).   |                |
| <b>3</b> | <b>Election of Vice Chair</b>  |                |
| 3.1      | A. Kingsley was unanimously re-elected as Vice Chair (there were no other nominations).  |                |
| <b>4</b> | <b>Appointment of parent governors</b>   |                |
| 4.1      | K. Smithies and D. Chappell were appointed as parent governors. Governors had considered character references and the Chair had conducted interviews for both prior to the meeting.<br><b>Action: Clerk to notify Governor Services of the appointments.</b> | Clerk          |
| <b>5</b> | <b>Declarations of interest</b>  |                |
| 5.1      | All governors present completed the annual pecuniary interest form.<br><b>Action: C. Wilson, Y. White, J. Grubliene and E. Holliday to complete their pecuniary interest forms and email to the Clerk.</b>   | CW, YW, JG, EH |
| 5.2      | The Headteacher declared that her husband runs the school website voluntarily.   |                |
| <b>6</b> | <b>Standing Orders of the Governing Body</b>   |                |
| 6.1      | Some changes were made to the Standing Orders. <b>Action: Clerk to circulate the updated standing orders.</b>  | Clerk          |
| <b>7</b> | <b>Code of practice</b>  |                |
| 7.1      | All governors present signed the governors' code of practice. The Chair reiterated some key areas of the code of practice.   |                |
| <b>8</b> | <b>Delegation planner</b>  |                |
| 8.1      | A few changes were made to the delegation planner. <b>Action: Clerk to circulate the updated delegation planner.</b>   | Clerk          |
| <b>9</b> | <b>Review of Committees, Governor responsibilities &amp; governor visits</b>   |                |

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| 9.1 | <p>Review of committees and membership<br/> <u>Finance &amp; Resources</u><br/> Members of the finance and resources committee: A. Kingsley, E. Holliday, Y. White, S. Hartropp, Headteacher and Becky Stewart.</p> <p><u>Strategic Development</u><br/> Members of the strategic development committee: C. Wilson, E. Holliday, G. Mansell, S. Hibbert, S. Hartropp, K. Smithies, D. Chappell and Headteacher.</p> <p><b>Action: Chair to ask which committee J. Grubliene would like to join.</b></p>  | Chair      |
| 9.2 | <p><u>Committee meeting dates</u><br/> The finance and resources committee will meet during mornings. The first meeting will be on 13<sup>th</sup> October at 10.45am.</p> <p>The strategic development committee will move to a 5pm start. The first meeting will be on 12<sup>th</sup> December at 5pm.</p> <p><b>Action: Committees to set further meeting dates at the first committee meeting.</b></p>  | Committees |
| 9.3 | <p><u>Review of individual governor responsibilities matching strands of School Development Plan.</u><br/> Governors decided that monitoring of the SDP strand referring to subject leaders/quality of teaching and pupil progress should be monitored by the Full Governing Body meeting and the Strategic Development committee. Subject leaders would be invited to make presentations about the progress of this strand of the SDP to FGB meetings. The Strategic Development committee will also arrange to monitor a book scrutiny.</p> <p>Governors agreed to the following link governor roles:</p> <ul style="list-style-type: none"> <li>• SMSC/School Council – G. Mansell.</li> <li>• Enrichment opportunities (to include sports premium) – A. Kingsley.</li> <li>• Raising standards in reading – S. Hartropp and D. Chappell.</li> <li>• Transition from pre-school to early years – D. Chappell and S. Hibbert.</li> <li>• Most able / maths – C. Wilson.</li> <li>• Embedding assessment without levels – S. Hartropp.</li> <li>• Increasing the % of outstanding teaching – Strategic Development committee and FGB (through the Headteacher’s report)</li> <li>• Outdoor learning provision – A. Kingsley.</li> <li>• Positive lunchtime experience – G. Mansell and K. Smithies.</li> <li>• Attendance – S. Hartropp and Y. White and FGB.</li> <li>• Safeguarding – G. Mansell.</li> <li>• Health &amp; Safety – Finance and resources committee.</li> <li>• SEND – C. Wilson.</li> <li>• Children in Care – G. Mansell.</li> <li>• Pupil premium – Finance and resources committee and S. Hartropp.</li> <li>• Sports premium – Finance and resources committee and A. Kingsley.</li> <li>• EAL – A. Kingsley and J. Grubliene.</li> </ul> | Chair      |

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|           | <ul style="list-style-type: none"> <li>• Early years – D. Chappell, S. Hibbert and G. Mansell.</li> <li>• Year 1 – C. Wilson, S. Hartropp and K. Smithies.</li> <li>• Year 2 – Y. White and AK.</li> <li>• Governor training plan – S. Hartropp.</li> </ul> <p><b>Action: S. Hartropp to update the governor monitoring plan.</b></p>   |                 |
| 9.4       | <p><u>Decide on a programme of governor visits and governor days</u><br/>Governor day - 23<sup>rd</sup> November. Finance training will take place on this day at 9am.</p> <p>Link governors were reminded that they should contact the Headteacher in advance to arrange monitoring visits.</p>  |                 |
| <b>10</b> | <b>Minutes of last meeting held on 12th July 2016</b>   |                 |
| 10.1      | The minutes were agreed as a true and accurate record of the meeting.   |                 |
| 10.2      | <b>Action: New governors to sign to say they have read the Acceptable Use policy.</b>   | Clerk / KS / DC |
| 10.3      | Following a meeting with representatives of the Safeguarding Children Board and Governor Services about governor recruitment in general, it will be recommended to all Chairs of Governors that they should interview prospective governors, and take up references, to satisfy themselves that they are appointing suitable people. The Chair has introduced a new induction programme and will interview and request references for all new governors.  |                 |
| <b>11</b> | <b>Matters arising from the minutes</b>   |                 |
| 11.1      | <p><u>Actions from last meeting:</u><br/>Item 4.1 – Item is on this agenda;<br/>Item 4.2 – Completed;<br/>Item 4.3 – Visit note has been submitted;<br/>Item 4.4 – C. Wilson's governor day will now be incorporated in this term's governor day;<br/>Item 6.1 – The Headteacher confirmed that the maths for boys initiative no longer exists;<br/>Item 7.1 – Feedback to children on play equipment will be given at assembly;<br/>Item 8.2 – Complete;<br/>Item 8.5 – Complete;<br/>Item 9.2 – Complete;<br/>Item 9.3 – S. Hartropp will update the governor monitoring calendar;<br/>Item 9.5 – Governors' annual statement is now on the website;<br/>Item 11.1 – On the agenda;<br/>Item 14.2 – On agenda;<br/>Item 15.2 – Organisers of the drama festival have been informed.</p> |                 |
| 11.2      | <p><u>Feedback from staff work-life balance survey</u><br/>A summary of the results were circulated to governors prior to the meeting. Governors thought the results were very positive. Two members of staff out of 39 disagreed that communication systems keep everyone informed. <b>Governors questioned what methods of communications are used. Governors were interested to see which categories of staff responded to the survey. A governor asked if there are morning briefings.</b> The Headteacher confirmed that there are as and when required and there is also a</p>  |                 |

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|           | <p>communications board. Line managers are also responsible for communicating to staff. A governor asked if it is worth asking those who weren't happy with communication how we can improve. The Headteacher said she could ask if they were willing to reveal their identities. In response to another governor question, the Headteacher confirmed that all staff have access to emails in school. Governors asked if the Headteacher received any negative comments in the survey. There had been no negative comments. A governor suggested that Headteacher repeats the same survey at end of school year to see if there has been any improvement.</p>  |       |
| 11.3      | <p>Day off in lieu for those staff who run a club<br/> <b>Action: Finance and Resources committee to discuss.</b></p>  | Clerk |
| <b>12</b> | <b>Headteacher's report</b>  |       |
| 12.1      | <p>The report was circulated to governors prior to the meeting.<br/> Governor questions:</p> <ul style="list-style-type: none"> <li>- Are you doing everything you can to identify everyone eligible for pupil premium? Yes, all new parents are given the form.</li> <li>- Will the Partnership Coordinator have enough capacity to manage the increasing number of Early Help Assessments?<br/> Headteacher will meet regularly with her to monitor the workload.</li> <li>- Have all staff had safeguarding training? Yes.</li> <li>- Are you using different ways of monitoring and conducting book scrutinies to be less intrusive or because they are better procedures? The Headteacher said that there will still be formal observations but we are taking a different approach and teachers are more involved.</li> <li>- Who will be going on assessment training ? Year 2 teachers will be going on assessment training and we will be doing moderations with triad schools and possibly other infant schools.</li> <li>- Were exit interviews conducted? Yes, Chair of Governors conducted these.</li> <li>- Is there any local data for KS1 yet? The local and national data is still in draft form so we have not had it yet.</li> </ul> <p><u>KS1 data – feedback</u><br/> The data was circulated to governors prior to the meeting. The Headteacher explained that she is still waiting for national data to see how well we have closed the gap. APS prediction has been exceeded.</p> <p>A governor asked why the health and self-care target for EYFS was not met. We had an anomaly in data in 2014-15 and the target set was not aligned to the other learning areas it is linked to (e.g. Speaking). The LA EYFS advisor has confirmed that our data looks correct in regards results in areas that link to other areas. The Headteacher went on to say that KS1 target setting under the new data system wasn't as robust as it could have been. The Senior Leadership team are aware and plans are in place to rectify this.</p> <p>A governor was concerned about the big gaps between</p> |       |

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|                  | <p>attainment in writing and the targets and asked what interventions are in place. The Headteacher and Deputy Headteacher said that there is streaming in Year 2 and targeted teaching within ability groups to help to raise standards. Last year's books don't correlate with end of year data. The books are stronger than the data suggests. In response to a governor asking how this can be improved in future, the Headteacher said that they are using more rigorous grids to help teachers identify gaps in learning. By Oct half term, we should see that data shift and this Autumn 1 data will give us an indication of our targets.</p> <p>A governor asked if there will also be triad moderation for Year 1. The Headteacher confirmed that there would be and the Deputy Headteacher said she is also going to speak to the LA about arranging some broader moderation.</p> <p>Governors ask how they can be sure that the next 'Greater Depth' targets will be accurate. The Headteacher explained that old level 3 will be a used as a guide as well as National data.</p>   |                          |
| <p><b>13</b></p> | <p><b>School Self Evaluation</b></p>  |                          |
| <p>13.1</p>      | <p>The SEF was circulated to governors prior to the meeting. Governors agreed that they will look at different sections of the SEF either at Governing Body or at the Strategic Development committee.</p> <p>A governor asked why reading is not better in light of phonics being so good. The Headteacher said that parental engagement is a big issue that they are striving to address. A governor asked if assessing reading is more to do with comprehension. The Headteacher said that assessment is based on accuracy and words per minute. Reading papers were very comprehension driven. A governor asked if there is still a morning reading club. The Headteacher said that next term there will be stay and read sessions and a reading club. She also said that teachers are also encouraging parental engagement.</p> <p>Governors queried why pupil premium children are doing better than non-pupil premium children. The Headteacher explained that there have been some high ability pupil premium children in the cohort. Governors stressed that they don't want non-pupil premium children to be disadvantaged in any way.</p> <p>A governor asked if the improved progress is based on all levels.<br/><b>Action: Headteacher to check with Vicky.</b></p> <p>Governors noted that the Year 2 papers are more comprehension focused and asked if the lessons will be too. The Headteacher said that she has invested in more comprehension activities. The new schemes are comprehension based.</p> <p><b>A governor asked how the new curriculum was going, given that the school has invested recently in new resources (books).</b> The Headteacher and Deputy Headteacher reported that children and staff are very positive and excited about the new curriculum. SLT have had a mini book look which has been fed back to staff.</p> | <p>Head</p> <p>Clerk</p> |

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|           | There will be CPD for staff too.<br><br><b>Action: Governors to look at the quality of teaching and learning and assessment section of the SEF at the next meeting.</b>   |  |
| <b>14</b> | <b>School Development</b>   |  |
| 14.1      | <u>School Development Plan</u><br>The plan was circulated to governors prior to the meeting. Governors wanted to strengthen their understanding of attainment and progress. It was decided that training would be given at the governor day in February. <b>Governors also want to look at progress in each strand related to their link areas.</b><br><b>Action: Headteacher and Chair to organise a training session for governors, either before a FGB meeting, or as part of the Spring Term Governor Day</b>   |  |
| 14.2      | <u>Nursery</u><br>The Chair, Headteacher, Deputy Headteacher and Business Manager had met with Karen Hingston (LA Officer) to discuss plans for conversion to accommodate a nursery ready for September 2017. The conversion should not incur a cost to the school as a bid can be submitted for funding the project. Governors were shown plans for the conversion. The Chair re-stated how an on-site nursery, run by an external provider but with school involvement on its management committee, would help to improve attainment on entry for children into Reception and make sure they were 'school-ready', and thus raise standards.<br><br><b>Governors wanted to be sure that there is a need for the nursery as there is already a nursery in the church next door and others in the area.</b> The Headteacher ensured the governors that there is a high birth rate in the area so the demand is there. Karen Hingston had confirmed the need for the area.<br><br><b>A governor asked if there will be a tie-in agreement, i.e. only accepting children in the catchment area.</b> The Headteacher confirmed that there would be.<br><br><b>Governors wanted assurance that if the nursery providers are inadequate, the school can terminate the contract.</b> The Headteacher said that it will state in the contract that the nursery needs to achieve at least a 'requires improvement' judgement otherwise the provider's contract will be terminated.<br><br><b>Governors unanimously agreed to go ahead with conversion plans for nursery provision.</b> |  |
| 14.3      | <u>Academy conversion</u><br>The Chair and Headteacher will be meeting the Headteacher of [REDACTED] to explore possibilities of being part of a multi academy trust. The [REDACTED] will also be explored. The academy trusts will be invited to a future governing body meeting.  |  |
| <b>15</b> | <b>Chair of Governor's report</b>   |  |
| 15.1      | The Chair gave a verbal report stating that she is no longer Chair of the Governor Leadership Group and has stepped down as Chair at Old Fletton Primary. She has also relinquished her role as a   |  |

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|           | National leader of Governance.   |       |
| 15.2      | <p>The Chair had conducted three exit interviews at the end of last term. The outcomes were positive (reasons for leaving were very understandable) and resulted in some good suggestions which have been acted upon.</p> <p>Governors were encouraged to attend the governor forum on 17<sup>th</sup> November at the POSH football stadium.</p>  |       |
| <b>16</b> | <b>Committee reports</b>   |       |
| 16.1      | <p><u>Strategic Development committee</u><br/>Minutes were sent to governors prior to the meeting. The Chair of the Committee drew governors' attention to the main items covered in the meeting.</p>  |       |
| 16.2      | <p><u>Head and Chairs' of Committees' Meeting (16.9.16)</u><br/>The Chair reported that they had looked at the leadership team structure and also the criteria for movement onto and up the upper pay range. They had also discussed the proposal for hosting a nursery, and questions to ask at a meeting with the [REDACTED] to discuss joining their MAT. They looked at priorities for the work of the governing body for this year and this would be followed up on Governor Day in November.</p>   |       |
| <b>17</b> | <b>Governor monitoring</b>   |       |
| 17.1      | See item 9.3.  |       |
| <b>18</b> | <b>Governing Body development</b>  |       |
| 18.1      | <p><u>Training</u></p> <ul style="list-style-type: none"> <li>- Whole Governing Body finance training has been arranged for 9a.m. on Governor Day.</li> <li>- C. Wilson has done some finance training via GEL.</li> <li>- Y. White has attended the Headteacher's performance management training.</li> </ul> <p><b>Action: Clerk to book K. Smithies onto governor induction training in March and send D. Chappell the Cambridgeshire training brochure to see if any of their induction training dates suit.</b></p>   | Clerk |
| <b>19</b> | <b>Annual safeguarding audit</b>   |       |
| 19.1      | Completed and signed by the Chair.   |       |
| <b>20</b> | <b>Attendance report</b>   |       |
| 20.1      | <p>An attendance summary for academic year 2015/2016 was sent to governors. With regards to the absence data for Pakistani heritage pupils, governors wanted to know what the data would look like if absence for Eid was taken out. <b>Action: Head to investigate absence for Eid and report on next time.</b></p> <p>A governor asked if there had been any feedback from the child who won the attendance prize. The Headteacher said that there has been no feedback because the child has moved up into junior school but the prize was well received.</p> <p>Governors said that attendance in Reception needs to have a bigger focus. The Headteacher said that now the School Business Manager is in post, the Social Responsibility Co-ordinator can now focus more on attendance.</p> |       |

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|           | <p>A governor asked if attendance targets should be more specific. The Headteacher said that more specific targets are detailed in the autumn action plan.</p> <p>A governor asked if attendance should be more competitive between classes. The Headteacher said that class attendance rates are published at the end of the week and classes are in competition with each other. Attendance stars are also motivating for children.</p> |            |
| <b>21</b> | <b>Policies</b>   |            |
| 21.1      | <u>Appraisal and capability policy</u><br>Governors agreed to EPM model policy.   |            |
| 21.2      | <u>Pay policy</u><br>Governors made some changes. The 1% increase was agreed by governors.<br><b>Action: Chair and A. Kingsley to look at the pay policy further before the Finance and Resources meeting on 13<sup>th</sup> October (governors agreed to this) and then policy to be updated and circulated to governors.</b>  | Chair / AK |
| 21.3      | <u>Attendance policy</u><br>Governors agreed this policy.   |            |
| 21.4      | <u>Equality information and objectives</u><br>Agreed by governors.  |            |
| 21.5      | <u>Safeguarding and child protection policy</u><br>A few minor alterations needed (Chair to liaise with Headteacher). A governor asked if this policy links in with acceptable use policy. The Headteacher confirmed that it does link to it.<br>Governors agreed to policy subject to the minor alterations mentioned above.   |            |
| 21.6      | <u>Keeping Children Safe in Education</u><br>All governors present had read part 1 of the document and signed a declaration to say so.  |            |
| <b>22</b> | <b>Any other business</b>   |            |
| 22.1      | <u>Acceptable use policy</u><br>Governors had signed this policy at a previous meeting and the governors' version will form an appendix to the policy.<br>Governors agreed the policy.  |            |
| 22.2      | The Chair encouraged governors to attend the open evenings on 2 <sup>nd</sup> and 3 <sup>rd</sup> November from 3.30 – 6pm.<br><b>Action: Chair to contact governors to check that there will be governors in attendance at both evenings.</b>  | Chair      |
| <b>23</b> | <b>Items for next meeting</b>   |            |
| 23.1      | RAISE data report   |            |

The meeting finished at 8.20pm.

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 |
|-------------|--|----------------------------|----------|
| 4.1         | Clerk to notify Governor Services of the appointments.   | Clerk                      |          |
| 5.1         | C. Wilson, Y. White, J. Grubliene and E. Holliday to complete their pecuniary interest forms and email to the Clerk.   | CW/YW/JG/<br>EH            |          |
| 6.1         | Clerk to circulate the updated standing orders.  | Clerk                      | ✓        |
| 8.1         | Clerk to circulate the updated delegation planner.   | Clerk                      | ✓        |
| 9.1         | Chair to ask which committee J. Grubliene would like to join.  | Chair                      |          |
| 9.2         | Committees to set further meeting dates at the first committee meeting.  | Committees                 |          |
| 9.3         | S. Hartropp to update the governor monitoring plan.  | Chair                      |          |
| 10.2        | New governors to sign to say they have read the Acceptable Use policy.   | KS/ DC /<br>Clerk          |          |
| 11.3        | Day off in lieu for those staff who run a club - Finance and Resources committee to discuss.   | F&R<br>committee           |          |
| 13.1        | Headteacher to check if the improved progress is based on all levels.<br><br>Governors to look at the quality of teaching and learning and assessment section at the next meeting. | Head<br><br>Clerk          |          |
| 18.1        | Clerk to book K. Smithies onto governor induction training in March and send D. Chappell that Cambs training brochure to see if any of their induction training dates suit.        | Clerk                      |          |
| 20.1        | Head to investigate absence for Eid and report on next time.   | Head                       |          |
| 21.2        | Chair and A. Kingsley to look at the pay policy further and then policy to be updated and circulated to governors.   | Chair/ AK                  |          |
| 22.2        | Chair to contact governors to check that there will be governors in attendance at both evenings.   | Chair                      |          |