



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
TUESDAY 17TH MAY 2016 AT 6.00PM**

**Present:** S. Hartropp (Chair), R.Waters (Headteacher), G. Mansell, C. Wilson, S. Hibbert, Y. White, J. Grubliene.

**Apologies:** A. Kingsley and E. Holliday

**In attendance:**  
Lucia Hawes (Clerk)

Item	Issue	Action
	<p><b>Pupil Premium Training for Governors</b></p> <p>Vicky Bowman's presentation included:</p> <ul style="list-style-type: none"> <li>- What pupil premium funding is;</li> <li>- Which children can trigger the funding;</li> <li>- The current numbers of pupil premium grant children in school;</li> <li>- How support is targeted at eligible children;</li> <li>- How children are currently supported and how the support is monitored to ensure good value for money.</li> </ul> <p>Closing the gap data for all year groups was shared with governors. 2015-16 data for years 1 and 2 showing the difference in progress and attainment between pupil premium children and non-pupil premium children was also given to governors. Pupil Premium progress Autumn 2015 – Spring 2016 data for all year groups were shared. Governors were pleased that the school is analysing closing the gap both within school and nationally. A governor remarked that it is important to measure progress for pupil premium children in school versus non-pupil premium children nationally.</p> <p><b>Governor questions:</b></p> <p><b>Q. Why is the progress and attainment data lower in Spring term than it was in Autumn? Could this be due to staff getting used to and embedding the new assessment systems?</b></p> <p>A. Yes, in all likelihood. Staff are now more confident about assessment levels, so the Summer term data should be more accurate.</p> <p><b>Q. Do you observe interventions?</b></p> <p>A. Yes, we observe to monitor the quality of interventions. The next step is to identify a child and follow their journey through the</p>	

	<p>day with regards to the quality of intervention they are receiving.</p> <p><b>Q. Do all staff know who the pupil premium children are?</b></p> <p>A. Teachers definitely do and Teaching Assistants also know. Teachers also have performance management targets linked to Pupil Premium children.</p> <p>Governors recognised that the analysis of the use of pupil premium funding and the impact is very thorough.</p>	
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Apologies were received from A. Kingsley and E. Holliday. Governors accepted these apologies.	
<b>2</b>	<b>Declarations of interest</b>	
2.1	The Headteacher declared that her husband runs the school website voluntarily.	
<b>3.</b>	<b>Appointment of Co-opted Governor, Judita Grubliene</b>	
3.1	Governors appointed J. Grubliene as co-opted governor as of 17 <sup>th</sup> May. Judita has already booked onto the training for new governors.	
<b>4</b>	<b>Minutes of last meeting held on 10th March 2016</b>	
4.1	The minutes were agreed as a true and accurate record of the meeting.	
<b>5</b>	<b>Matters and actions arising from the minutes</b>	
5.1	<p>Item 4.1 – S. Hartropp gave the Parent View results at 1<sup>st</sup> April. Out of 54 responses:</p> <ul style="list-style-type: none"> <li>- 6 people weren't happy with the feedback they receive on their child's progress;</li> <li>- 3 people said they would not recommend the school.</li> </ul> <p>Generally parents are very happy.</p>	
5.2	<p>Item 5.1 – <b>Action: Keeping Children Safe in School document to be sent to governors.</b></p> <p><b>Action: Governors to sign to say they have read the document at the Governor Day.</b></p>	GM / Clerk All
5.3	Item 5.2 – DBS application checklist has been circulated. <b>Action: Governors to bring the relevant documents for DBS check to Governor Day.</b>	All
5.4	Item 7.2 – <b>Action: A. Kingsley to feedback on the Equality training at the next meeting.</b>	AK / Clerk
5.5	Item 7.5 – <b>Action: Clerk to ask E. Holliday for her completed new governor forms.</b>	Clerk
5.6	Item 8.3 – <b>Action: Play equipment audit results to be shared at the next meeting.</b>	EH / Clerk
5.7	Item 9.1 – <b>Action: Responsible Finance Officer to be decided at the next finance committee meeting.</b>	Finance Committee
<b>6</b>	<b>Chair of Governor's report</b>	
6.1	<p>The Chair had attended the following meetings:</p> <ul style="list-style-type: none"> <li>- Vision for Peterborough meeting /recruitment and retention workshop;</li> <li>- Safeguarding Board meeting;</li> <li>- School Improvement Board meeting;</li> <li>- Met with Chairs of Governors at Hampton College and St Thomas More Primary;</li> <li>- Governor Leadership Group – conducted an audit of governance of schools in Peterborough;</li> </ul>	



	<p><b>Action: Committee terms of reference to be sent to Headteacher to go on the school website.</b></p> <p><b>Action: Chair to add governors' comments and suggestions to the draft Statement and bring it to the next FGB meeting in July for agreement.</b></p>	<p>Clerk</p> <p>Chair</p>
8.3	<p><u>Strategic plan</u></p> <p>As part of the strategic plan, the Chair asked that on Governor Day, governors ask parents and staff what they would like children to experience/achieve during their time here. <b>Action: Clerk to add Strategic Plan to the next agenda for governors to agree. Chair to add feedback comments to the Strategic Plan.</b></p>	<p>Clerk</p> <p>Chair</p>
8.4	<p><u>Website audit</u></p> <p>The Chair had recently undertaken an audit of school governance in Peterborough, in conjunction with fellow members of the Governor Leadership Group, and Local Authority officers. Part of this had looked at school websites. She had used the audit tool for this to audit the school's website. The few outstanding items had been added by the school and the website now meets statutory requirements.</p>	
8.5	<p><u>Governor challenge</u></p> <p>Governor Challenge had been looked at as part of the governance audit referred to in 8.4. The Chair had scrutinised the minutes of governing body meetings for this school and she feels that governors here are challenging the Headteacher and following it up and there is evidence in the minutes.</p>	
8.6	<p><u>Governor day (30.06.16)</u></p> <p>The agenda for governor day will include:</p> <ul style="list-style-type: none"> <li>- Health and safety environment walk;</li> <li>- Talk to parents and staff about what they want children to experience/achieve at school;</li> <li>- See some class lessons and observe a chosen child's learning throughout the day;</li> <li>- Look at staff work life balance;</li> <li>- Check the policy review calendar and cross-check with Staff induction checklist;</li> <li>- School Development plan planning;</li> <li>- Sign keeping children safe document;</li> <li>- Agree meeting dates for next year;</li> <li>- Bring required documents for DBS check to be undertaken.</li> </ul> <p><b>Action: Headteacher will put together the agenda for the day. C. Wilson to have a mini governor day with S. Hartropp on an alternative date to be arranged.</b></p>	<p>Head Chair/CW</p>
<b>9</b>	<b>Committee reports</b>	
9.1	<p><u>Finance and general purposes committee</u></p> <p>Minutes from March and May were circulated to governors prior to the meeting.</p> <p><b>Decision: Governors ratified the 2016-17 budget.</b></p>	
9.2	<p><u>Personnel committee</u></p> <p>Minutes were circulated to governors prior to the meeting.</p>	
9.3	<p><u>School Council meeting</u></p> <p>Minutes were circulated to governors prior to the meeting. A governor asked what the school is doing to celebrate the Queen's birthday celebration. The school will be having a 'we are proud to be live in Britain' week.</p>	

10	<b>Headteacher's report</b>	
10.1	<p>The Headteacher's report was circulated to governors prior to the agenda.</p> <p>Governor questions:</p> <p>Q. What additional strategies can we employ to address attendance issues further?</p> <p>A. Attendance seems to fluctuate. We are running out of ideas of how to tackle issues further. We are already meeting with parents, setting action plans and revisiting actions plans. The Parent Partnership Co-ordinator calls round to homes. We ask for medical evidence if a child is absent for more than 3 days. There are some concerns with summer-born children in Reception as we are unable to fine them for persistent absences/holidays meaning our impact is more limited. One day absences have calmed down and an unauthorised holiday wasn't taken so strategies are having an impact.</p> <p>Q. Persistent offenders – are they taking the odd day here and there or a week at a time?</p> <p>A. Both. Some parents are going to a private doctor and appear to be paying for medical certificates. This is being investigated by the Local Authority. <b>Action: S. Hartropp to bring up this issue at the Safeguarding Board.</b></p> <p>Q. Have employees of the new cleaning firm had safeguarding training?</p> <p>A. Yes, this has happened.</p> <p>Q. We will use a different online journal next year (Tapestry), will this mean another change in systems?</p> <p>A. No, Tapestry will be used for the journals. Target tracker has not worked for journals but will be used for other data.</p> <p>Q. Marking – what steps are being to embed pink to think challenge as this was discussed back in November and it doesn't seem to be fully embedded as yet?</p> <p>A. It has been changed 2 or 3 times since November to make it better so that is why it is not fully embedded. The Deputy Headteacher has trained teachers to ensure Pink to think comments are being better differentiated and different marking scaffolds are now being used. We do not anticipate any further changes at the present time.</p> <p>Q. Are you confident that 'pink to think' will stretch the higher ability group?</p> <p>A. We are confident that we are stretching the higher ability and core groups. We are finding it more difficult in lower ability groups but we are working to address that.</p> <p>Q. Phonics data – why are there fewer children than expected at phase 2?</p> <p>A. It was a shock and wasn't expected because teaching is graded as at least good in EYFS. To address this we have changed the whole approach to phonics in Reception. The Phonics Lead is supporting the planning on this.</p> <p>Q. There are some high level need children in the September 2016 intake. How does this compare to the current intake and what resources will they need?</p>	SH

	<p>A. We are aware of [redacted] children with significant needs. [redacted] Nursery visits will be done earlier than last year so that SEN provision can be planned earlier. This could have an impact on the budget.</p> <p>Governors noted the cases of continued staff absence which is causing extra work for some people.</p> <p><b>A governor asked about the outcome of the KS1 assessments.</b> The Headteacher said that there has been some uncertainty of expectations because we don't yet know what the pass rate is (will know on 3rd June). There was no differentiation in the papers so the lower ability group have struggled.</p>	
10.2	<p><u>School Development Plan (SDP)</u> The Headteacher explained to governors that she would be using a new format for the School Development Plan, which she had discussed with the Chair. The Personal Development, Behaviour and Welfare section of the SDP was circulated to governors prior to the meeting. The Headteacher will talk to the Headteacher at St Thomas More Primary about how to improve personal development, behaviour and welfare as they have been graded as outstanding in this area.</p>	
<b>11</b>	<b>School Self Evaluation</b>	
11.1	<p>Governors looked at Section 3 of the SEF which has been amended since the Ofsted inspection. <b>Action: Add G. Mansell's role to the evidence section in safeguarding and also governor minutes. Also add in up to date Parent View data.</b></p>	Head
<b>12</b>	<b>Attendance report</b>	
12.1	<p>The Attendance report was circulated to governors prior to the meeting. Governors had received the Reception only attendance report in advance of the meeting, as requested.</p> <p><b>A governor asked if the importance of attendance would be stressed to incoming Reception parents more forcefully than in the past?</b> The Headteacher said that is will be discussed during home visits and parents will be given the home school agreement. <b>Another governor asked if it is worth reminding the current Reception parents of the importance of attendance now that their children are 5 and they can be fined.</b> Governors agreed that it would be a good idea to send a letter to the current Reception parents. <b>Action: Headteacher to send a letter to Reception parents.</b></p>	Head
<b>13</b>	<b>Academy conversion</b>	
13.1	<p>There is no longer any pressure to discuss this at present due to the government's change in thinking about this. The Headteacher and the Chair are attending an information session next week to find out more about the process of academy conversion.</p>	
<b>14</b>	<b>Policies</b>	
14.1	<p><u>Social media policy</u> The draft Acceptable Use (ICT and social networking policy) policy was sent to governors prior to the meeting. It is now for staff and governors and incorporates the use of social media. In</p>	

	addition to that, there is a code of conduct for governors to sign. <b>Action: Governors to sign the code of conduct at the next meeting. Clerk to organise this.</b>	Clerk
14.2	<u>Emergency plan</u> The plan was sent to governors prior to the meeting. It was noted that this may need to be reviewed to incorporate the lock down in future. <b>Decision: Governors ratified the policy.</b>	
14.3	<u>Anti-bullying policy</u> The policy was sent to governors prior to the meeting. A governor queried what the children are given about anti-bullying, i.e. is there a child friendly version? <b>Action: Headteacher to add the school recipe to the policy.</b> A governor asked if parents are aware of the policy. The Headteacher confirmed that the policy is on the website. <b>Decision: Governors ratified the policy subject to amendments.</b>	Head
<b>15</b>	<b>Any other business</b>	
15.1	A teacher had a burglary at home and a school laptop was stolen. The school's insurance excess is £2,500. Governors agreed that it is not worth the school making a claim on this.  <b>Action: Headteacher to investigate insurance premium and find out who is responsible for selecting the insurance policy.</b>  <b>Action: Headteacher to send dates of school events which governors could attend.</b>	Head  Head
<b>16</b>	<b>Items for next meeting</b>	
16.1	2016/17 meeting dates. Revisit committee structure and meetings.	

The meeting finished at 8.10pm.

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
5.2	Keeping Children Safe in School document to be sent to governors. Governors to sign to say they have read the document at the Governor Day.	GM / Clerk  All	✓
5.3	Governors to bring the relevant documents for DBS check to Governor Day.	All	
5.4	A. Kingsley to feedback on the Equality training at the next meeting.	AK / Clerk	

5.5	Clerk to ask E. Holliday for her completed new governor forms.	Clerk	✓
5.6	Play equipment audit results to be shared at the next meeting.	EH / Clerk	
5.7	Responsible Finance Officer to be decided at the next finance committee meeting.	Finance Committee	
7.1	Headteacher to ask class teachers to nominate one parent from their class who would be suitable to be a parent governor. Chair to follow this up.	Head / Chair	
7.2	S. Hartropp to makes some enquiries in to having some finance training for governors.	Chair	
8.1	Governor visit reports to be completed.	GM/ CW	
8.2	Committee terms of reference to be sent to Headteacher to go on the school website.  Chair to add governors' comments and suggestions to the draft Statement and bring it to the next FGB meeting in July for agreement.	Clerk  Chair	✓
8.3	Clerk to add Strategic Plan to the next agenda for governors to agree. Chair to add feedback comments to the Strategic Plan.	Clerk  Chair	
8.6	Headteacher will put together the agenda for the day. C. Wilson to have a mini governor day with S. Hartropp on an alternative date to be arranged.	Head Chair / CW	
10.1	S. Hartropp to bring up the private doctor/medical certificate issue at the Safeguarding Board.	Chair	
11.1	Add G. Mansell's role to the evidence section in safeguarding and also governor minutes.	Head	
12.1	Headteacher to send a letter to Reception parents.	Head	
14.1	Governors to sign the code of conduct at the next meeting. Clerk to organise this.	Clerk	
14.3	Headteacher to add the school recipe to the anti-bullying policy.	Head	
15.1	Headteacher to investigate insurance premium and find out who is responsible for selecting the insurance policy.  Headteacher to send dates of school events which governors could attend.	Head  Head	