



MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON MONDAY 11th DECEMBER 2017 AT 6.00PM

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

Apologies: K. Smithies

Absent: N/A

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	An apology was received from K. Smithies. Governors accepted this apology.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website.	
3	Appointment of parent governor – Fozia Shah	
3.1	Governors appointed Fozia Shah as parent governor. Her term of office will be 11/12/17 – 10/12/21.	
4	Minutes of the last meeting (3rd Oct 2017)	
4.1	The minutes were agreed as a true and accurate record of the meeting.	
5	Matters arising from the minutes/Action tracker	
5.1	Item 4.1 – All governors have now completed their pecuniary interest forms.	
5.2	Item 6.1 – All governors have signed the Code of Practice.	
5.3	Item 8.1 - Pupil performance targets were discussed at the Strategic Development Committee meeting and are also on this agenda.	
5.4	Item 8.2 – Both Sara Hibbert and Julie Tate had attended a Finance and Resources Committee meeting. Item 8.2 – Julie Tate will join the Headteacher Performance Management panel from next year. Action: J. Tate to book on Headteacher Performance Management training.	JT
5.5	Item 8.3 - Clerk had circulated the meeting dates.	
5.6	Item 10.2 – Action: Catherine Wilson’s visit note to be circulated to governors.	CW/BW
5.7	Item 10.4 – Action: Deputy Headteacher to slim down the school brochure for ease of translation.	EH
5.8	Item 10.8 - Clerk has ensured that all statutory governor information is on the school website.	
5.9	Item 12.2 - Selection and Recruitment Policy is on this agenda.	
5.10	Item 14.1.3 – The Headteacher has re-focused the SEND strand in the	

	School Development Plan.	
5.11	Item 14.1.4 - Gaynor Mansell has passed on governors' suggestions/comments about EAL to the Safeguarding Board but their last meeting was cancelled. Gaynor will remind them to bring it up at the next meeting in January.	
5.12	Item 16.2 – Governor training is on this agenda.	
5.13	Item 16.4 – Chair has drafted a Governor Development Plan (see item 9.3).	
6	Headteacher's report	
6.1	<p>Governor questions</p> <p>The Headteacher's report was circulated prior to the meeting.</p> <p>The Headteacher drew governors' attention to the bulge class which has an increasing amount of children with English as an Additional Language (EAL). She also reminded governors that the school has a significant amount of children with SEND that they are managing with their own funding.</p> <p>A governor queried the reason for the decreased number of children with SEND in Year 1 since Autumn Term 1. The Headteacher said that this is either due to movement of children or the SEND review which identified which children are just low ability not SEND.</p> <p>A governor asked how many spaces are left in the Year 1 bulge class. The Headteacher said that there are 6 spare places and she is waiting for the parents to contact the school in order to get the places filled.</p> <p>A governor questioned if the bulge year is having any other impact, either positive or negative. Governors were informed that lunchtime has had to be managed in a different way due to having four classes in Year 1 but it is manageable. Another governor asked if the majority of children in the bulge class have EAL. The Headteacher said it is a mix but mostly children with EAL.</p> <p>The Headteacher reported that attendance is looking good and the new approach to managing late arrivals is a better process and early indications shows that late arrivals have been reduced. In response to a governor question, the Headteacher said that they are working with four consistent late arrivals [REDACTED] the fact that they are in school, even if late, is an improvement.</p> <p>The attendance summary for Autumn term 1 was circulated prior to the meeting. A governor noted that the attendance of SEND and any other white British/white other was lower than other groups and asked if there is anything else the school is doing to improve the attendance of these children. The Headteacher said that there was a one off leave of absence which affected the figure for AOWB/white other. The school is working with persistent offender families and is enforcing the penalty fine system.</p> <p>A governor asked if a fine was issued to the family that was taken to court over absence. The Headteacher said [REDACTED]</p>	

[REDACTED]

A governor asked if reporting attendance figures in the weekly school newsletter is having an impact. The Headteacher said that it is hard to know as some parents are aware of the attendance figure but some parents don't even open the newsletter email. Individual attendance is communicated to families regularly. A governor asked if home visits are conducted. Sara Hibbert said that she conducts the home visits but some families are not at home when she arrives.

A governor queried the increased amount of time outs in EYFS since last year. The Headteacher said that she has ensured that the EYFS team follow the behaviour policy to its full extent in order to nip unwanted behaviour in the bud at an early stage. The increased amount of time outs shows that teachers are following the procedures. There are some key children that are having a lot of time outs so support is being given.

A governor noted that the result of the staff survey highlighted that 3% disagreed that the behaviour of pupils is consistently well managed. The Headteacher said that a lot of work has been done on making sure that all staff know and follow the behaviour policy but she just needs to monitor the consistency of its use.

With reference to the accident where a [REDACTED] child fell in Gymnastics club and fractured her elbow, a governor queried if the correct first aid procedures were followed and if the staff who run the club have the relevant qualifications. The Headteacher said that the child was checked by first aiders and parents were advised to take her to the walk in centre. The staff have the relevant qualifications and the incident was an unfortunate accident.

Child protection – a governor queried if the 'yellow form' system is effective. The Headteacher said we have received lots of forms from staff but this helps build a very clear picture of the child/family. Our own chronologies have been invaluable when making referrals to any external agencies. A governor asked if the referral to Children Social Care(CSC) was responded to appropriately. The Headteacher said that the response to one referral was not appropriate as the school was told that CSC had conducted a home visit which involved just looking through the window. Therefore the referral bounced back to the school to do an EHA. If no improvement has been made by the end of year, the school will refer the case again. Sue Hartropp said that she would discuss this with the Business Manager of the Safeguarding Children Board. A governor questioned whether the Headteacher is happy with way staff are completing the yellow forms. The Headteacher said that the Safeguarding Team has had to guide a few members of staff about how they complete the forms and this is ongoing.

Quality of Teaching – The Headteacher reported that she is pleased with the quality of teaching. Improvements have been seen for those who were judged 'requires improvement'. The impact of the CPD for writing can already be seen in Year 2's books. With reference to

Teaching Assistants (TA) being observed with pleasing outcomes, a governor asked what 'pleasing outcomes' are. The Headteacher said that TAs are not judged in the same way as teachers and pleasing means that they have witnessed more strengths than areas for improvement. All TAs have been given personalised feedback.

Books and journals – In response to a governor question, the Headteacher said that evaluation of this as a result of monitoring is more positive than before. A governor asked what key things are required to gain outstanding by Ofsted. The Deputy Headteacher said clear marking and differentiation, challenge opportunities, opportunities for children to show drafting and editing work.

School Development update – The Headteacher said that the priority with the biggest number of targets still in progress is to improve children's speech, language and communication skills. She realises that she has set too many targets for one term and

[REDACTED]

The Headteacher said that the SEND priority will be underway in the Spring term once a new SENDCO is in place.

Raising standards in writing – J. Tate had attended some training where she was advised that when children repeat stories and learn off by heart this will help with writing. The Deputy Headteacher said that the school does already use 'Talk for Writing' which is the approach J. Tate described. The Deputy Headteacher said that Andy Hawes from Peterborough Learning and Teaching Associates had said how well the Pie Corbett strategy is embedded in school and that evidence from recent classroom visits shows that Y2 teachers have responded very well to key messages from recent CPD to improve the teaching of writing.

School Development plan priority 4 – to enable children with SEND to make good progress in Reading, Writing and Maths – the Headteacher said that the SENDCO has supported teachers to ensure targets are now more focussed, skill based and linked to each child specifically. In response to a governor question, the Headteacher said that Pathway Targets are reviewed half termly. A governor queried whether half termly is too regular in terms of managing workloads. The Headteacher said that the targets are smarter to enable small achievable steps and so this helps with monitoring.

Staffing update – The Headteacher reported that there is lots of CPD going on, mostly in-house. A governor asked if staff feed back from their training. The Headteacher said that they do but that there will be a new template where staff record what course they've been on, what was the key learning and how they will disseminate the CPD to other staff. It is a good way of sharing good practice.

Concerns and barriers – The Headteacher said that the complex needs and challenging behaviours of some children has been taking its toll on staff. There is a focus to make children responsible for their

	<p>own behaviour. A governor asked what the impact is on other children's learning. The Headteacher said that a child is either withdrawn from class for a short time or another adult is put in the class to deal with the child. The staff work hard to limit the impact on other children but if there is one child who is particularly impacting on others this child is withdrawn for a short time so they and the other children can learn.</p> <p>Appraisals – The Headteacher said that this has been a positive approach and feedback from teachers was also positive. Teachers came with their own targets and they were made to fit into the School Development Plan. Staff are excited about their targets as they are about their development as well. TAs, MDS' and admin have stayed with the previous appraisal process.</p> <p>Staff absence – The Headteacher reported that staff absence is looking better and support staff absence has decreased.</p> <p>Home learning – Governors discussed why some parents felt that the level of homework is not appropriate and concluded that we will never please everyone. Parent governors thought that the amount of homework was appropriate and the type of homework was fine.</p> <p>Staff survey – A governor queried why some staff were not strongly agreeing with communication systems. The Headteacher said that it comes down to whether staff choose to come to briefings and whether they check their emails / read the staff notice board. With reference to staff feedback on governors, 65% strongly agreed and 35% agreed that governors work effectively in partnership with staff. The Headteacher said she would ask staff what they expect from governors. Action: Headteacher to ask staff what they expect from governors. A governor queried whether staff receive feedback from the Governor Day. The Headteacher said that they get verbal feedback at the staff meeting and it was suggested that staff get a written summary report from Governor Day.</p> <p>School successes – Community project with Olive Garden and Christchurch starting in Spring. Reception children will be developing a little plot along with the older residents of Christchurch. This will bring communities together and should be good way of developing links. £600 from Dobbies garden centre has been secured for this project.</p> <p>School national issues – Academy conversion is on the Governor Development Plan to look at from March onwards. The Chair will ask for volunteers for a working party.</p> <p>SEND funding – A governor asked if the lack of SEND funding will have a knock on effect on safeguarding. The Headteacher said that it doesn't currently but there is the potential for this to be the case. Governors need to be aware of this.</p>	Head
6.2	<p><u>Verbal reports from all governors with regards to monitoring of the strands they are responsible</u></p> <ul style="list-style-type: none"> - The Chair and Y. White have arranged a pupil premium monitoring visit in January. 	

	<ul style="list-style-type: none"> - Governors looked at the induction of new staff on Governor Day. - The Chair urged governors to organise their strand review meetings via the Headteacher. 	
7	Pupil performance review (including DfE School Performance Summary and targets)	
7.1	The targets that were considered by the Strategic Development Committee were circulated prior to the meeting. The Headteacher realises that the targets are highly aspirational but she and the team feel that they are achievable and there is support in place. Governors agreed the targets.	
8	Committee reports	
8.1	<p><u>Finance and Resources</u></p> <p>The minutes were circulated prior to the meeting.</p> <p>8.1.1 - Major capital / revenue projects for FGB approval – A. Kingsley reported that the significant capital project is the addition of the canopies. The committee proposed to transfer money from revenue to capital to ensure there is enough money for capital projects in the future. The Full Governing Body approved this.</p> <p>8.1.2 - Leadership structure review – A. Kingsley reported that the committee has come up with a plan for a revised leadership structure.</p> <p>8.1.3 - Staff absence costs –A. Kingsley reported that as it stands it is more cost effective to self-cover rather than invest in insurance for staff absence at present.</p>	
8.2	<p><u>Strategic Development</u></p> <p>The minutes and terms of reference were circulated prior to the meeting. The terms of reference were ratified.</p> <p>C Wilson reported that the committee mostly discussed targets and monitoring. The pupil premium and sports premium plans will be regular items on the committee agenda now as it was felt that the committee need to evaluate more closely the impact of the strategic element.</p>	
8.3	<p><u>Salary Review Committee</u></p> <p>A. Kingsley gave brief feedback on the salary review committee meeting.</p>	
8.4	<p><u>Headteacher performance review</u></p> <p>Al Kingsley reported that the review had been a positive process.</p>	
8.5	<p><u>Policy Committee</u></p> <p>The committee had met but the minutes have not yet been circulated to all governors.</p>	
9	Governor Development	
9.1	<p><u>Vacancies</u></p> <p>One co-opted vacancy.</p>	
9.2	<p><u>Governor training – identify suitable whole Governing Body training</u></p> <p>It was decided that governors would like training on SEND so they can understand what good SEND practice/provision looks like, understand the particular needs of SEND children, what would Ofsted ask governors about SEND provision. Action: Clerk to contact Governor</p>	Clerk

	Services about SEND training for governors.	
9.3	<p><u>Governor development plan</u> The Governor Development Plan was circulated prior to the meeting. Action: Parent governors and S. Hibbert to write their own bit about strengthening community and parental engagement to add to the Governor Development Plan and send to the Chair before the next Governing Body meeting.</p> <p>Governors were happy with Governor Development Plan.</p>	Shi. FS, CW, KS
10	Governing Body Monitoring	
10.1	<p><u>Governor monitoring calendar</u> The calendar was sent out to governors prior to the meeting. Action: Chair will update the monitoring calendar and reissue to governors.</p> <p>10.1.1 - Suggested dates from all governors re monitoring visits next term – governors will organise this.</p>	Chair
10.2	<p><u>Governor Day feedback</u> The Chair thanked everyone who attended Governor Day.</p> <p>J. Tate reported that she had attended the ‘understanding key performance data in primary schools – outstanding category for Ofsted’ and gave some feedback. In response to Julie’s query, the Headteacher confirmed that the school is accessing the Education Endowment Fund. The course had made Julie aware that the school is doing all the right things on the whole.</p>	
10.3	<p><u>Agree focus for Governor Day on 15th March</u> Governors agreed to look at the School Development Priorities: writing, SEND and parental engagement.</p>	
11	Policies	
11.1	<p><u>Selection and recruitment policy</u> The policy was circulated to governors prior to the meeting. The governors suggested a few amendments. The policy was agreed subject to the amendments.</p> <p>A governor noted that copies of DBS certificates should not be kept on file. S. Hibbert confirmed that they have sight of the certificates but do not keep them on file.</p>	
12	Any other business	
12.1	None.	
13	Confirm dates of next meetings	
13.1	<p>Weds 7th March 2018 Weds 9th May 2018 Mon 16th July 2018</p>	

The meeting finished at 7.30pm.

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
5.4	J. Tate to book on Headteacher Performance Management training.	JT	
5.6	Action: Catherine Wilson's visit note to be circulated to governors.	CW/BW	
5.7	Deputy Headteacher to slim down the school brochure for ease of translation.	EH	
6.1	Headteacher to ask staff what they expect from governors.	BW	
9.2	Clerk to contact Governor Services about SEND training for governors.	Clerk	
9.3	Parent governors and S. Hibbert to write their own bit about strengthening community and parental engagement to add to the Governor Development Plan and send to the Chair before the next Governing Body meeting.	KS, Shi, CW, FS	
10.1	Chair will update the monitoring calendar and reissue to governors.	Chair	