



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
TUESDAY 12TH JULY 2016 AT 6.00PM**

**Present:** S. Hartropp (Chair), R.Waters (Headteacher), G. Mansell, S. Hibbert, J. Grubliene, A. Kingsley.

**Apologies:** C. Wilson, Y. White

**Absent:** E Holliday

**In attendance:**

Lucia Hawes (Clerk)

Karla Smithies (potential parent governor)

Dave Chappell (potential parent governor)

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	Apologies were received from C. Wilson and Yi White. 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>Minutes of last meeting held on 17th May 2016</b>	
3.1	The minutes were agreed as a true and accurate record of the meeting.	
<b>4</b>	<b>Matters and actions arising from the minutes</b>	
4.1	<p>Actions from last meeting</p> <p>Actions from items 5.2*, 5.4, 5.5, 5.6, 5.7, 7.1, 7.2, 8.2, 8.3, 11.1, 12.1, 14.1 and 14.3 have all been completed.</p> <p>* Item 5.2 – governors have read the Keeping Children Safe in Education document but it was decided to wait to sign to say so as there will be a new version of the document in the Autumn Term. <b>Action: Clerk to add Keeping Children Safe in Education document and governors signing to say they have read it on the Autumn Term agenda.</b></p>	Clerk
4.2	Item 5.3 – S. Hibbert reported that all DBS checks are complete apart from [REDACTED] <b>Action: [REDACTED] to submit the relevant documents to S. Hibbert for DBS check before September.</b>	JG
4.3	Item 8.1 – <b>Action: Headteacher to check if C. Wilson submitted her visit note.</b>	Head
4.4	Item 8.6 – <b>Action: C. Wilson to have a mini governor day, if possible, with S. Hartropp in the Autumn Term.</b>	SH / CW
4.5	Item 10.1 – S. Hartropp mentioned the issue of private doctor/medical certificates being obtained by some parents to a representative of the CPFT who sits on the Safeguarding Board and this was dealt with immediately.	

4.6	Item 15.1 – The Headteacher investigated the insurance premium and found out that the school is responsible for selecting insurance policies. The company offering the best rate had been selected.	
4.7	<u>Matters arising</u> None.	
<b>5</b>	<b>Chair of Governor's report</b>	
5.1	<p>S. Hartropp attended a meeting about academies arranged by the Local Authority (LA) where the Regional Schools Commissioner discussed the process of becoming an academy.</p> <p>She attended a Chairs of Governors triad meeting with two chairs from other local schools.</p> <p>S. Hartropp met with G. Mansell and a member of the Safeguarding Board to discuss tightening up safeguarding checks for governors generally in Peterborough. They spoke about strongly suggesting that all Governing Bodies follow a suggested procedure to tighten up the safeguarding aspect of governor recruitment and selection.</p> <p>S. Hartropp met with two prospective parent governors and also attended governors' forum. She sat on a complaints panel for another school and attended the new intake evening at DIS.</p>	
<b>6</b>	<b>Headteacher's report</b>	
6.1	<p><u>Head's report</u></p> <p>The Headteacher reported that there is some uncertainty around support for new Special Educational Needs (SEN) children in September. A governor queried this by asking if the school has the staff to support these children. The Headteacher said that we have sufficient staff but these children will need a lot of support. The Headteacher explained that the school has been approached by the SEN Team to accept a pupil with significant needs (will take us over PAN). We have sent a response to say we are unable to meet the child's needs but if ■■■ does join the school ■■■ has ■■■■ needs and may also require support at lunchtime. A governor asked if the school has experience of the needs that these particular SEN children have. Additional medical training may be needed but staff have experience of the other needs, such as Autism and speech and language therapy. A governor asked if the child with ■■■■ needs has an EHC plan. The Headteacher said that the child does and so there will be extra funding to support the child if the child starts at the school. A governor asked if the school will again be making extra space within school for SEN teaching. The Headteacher said that the library has been put back to usual use as it is intended that most children will stay in the classroom.</p> <p>A governor asked if it is difficult to determine whether to go to the MASG group or the behaviour panel? The Headteacher said that sometimes it is difficult to know.</p> <p>A governor challenged the Headteacher noting that Ofsted had identified a priority for challenging higher ability children, particularly in maths and asked if this had been focussed on. The Headteacher said that it has been a priority and she has since</p>	

	<p>seen strong challenge in maths and progression across the year group. Now, the focus needs to be on providing sufficient challenge for the lower ability children.</p> <p>With regards to pupil data, the Headteacher reported that the Year 2 cohort has a large group of lower ability children. The targets have been very aspirational and teachers have pushed to the maximum. A governor asked if small group interventions with a similar programme will carry on next year. The Headteacher said that they will carry on and this has been accounted for in the budget. The Headteacher will look at strengthening maths intervention and phonics/SPAG interventions too. A governor queried as to whether the Local Authority (LA) still has money directed to schools for maths for boys. <b>Action: Headteacher to query whether the maths for boys' initiative is still in place via the LA.</b></p>	Head
6.2	<p><u>School Development planning</u></p> <p>The School Development plan was circulated to governors. Question from governors were as follows:</p> <p>Q. Leadership and management – Has the performance management for leaders training taken place this year?</p> <p>A. The training will happen next year as it wasn't appropriate for this year.</p> <p>Q. Talk for writing – There has been inadequate progress in the Autumn term. Are you looking at different strategies?</p> <p>A. Yes, we have different strategies in place and have monitored in a different way. Books are monitored in more detail and they show good progress.</p> <p>Q. Have you embedded some of the things that were brought up on Governor day?</p> <p>A. We will be holding refresher training for staff on marking in the Autumn and ensuring staff are aiming marking at the children.</p> <p>Q. The 2016-17 School Development plan is more focussed. Have you checked for continuity with the 2015-16 and have staff seen the new plan?</p> <p>A. Yes and it will be updated every term. Only the Senior Leadership Team has seen the new plan so far. It will be shared with all staff on the first training day in September.</p> <p>Q. When parents are fined for unauthorised absence, where does money go?</p> <p>A. The money goes to the LA to fund the Attendance Team.</p> <p>Q. Will there be plans for different clubs?</p> <p>A. School Council have been consulted and they would like more active clubs so some sports premium funding will be used for clubs. Current clubs are full so the number of clubs needs to be increased. The difficulty is in staffing the clubs without it having a significant impact on budget.</p> <p>Q. Are we fully staffed for September?</p> <p>A. Yes, every class has a teacher. All staff are happy with their class allocations.</p> <p>The governors thanked the Headteacher for a comprehensive plan which firmly addresses the school's priorities for development.</p>	

6.3	<u>SEF update</u> The Headteacher will review the SEF to include the new data over the summer holiday. <b>Action: Headteacher to present the new SEF at September meeting.</b>	Head/Clerk
<b>7</b>	<b>Play equipment audit results</b>	
7.1	The Headteacher reported that children would like another big piece of equipment so this may be a future project. The school has secured £1000 from the Co-operative for small bikes, games etc. A governor asked if the children will receive feedback on what new equipment they can have. <b>Action: Headteacher to ask E. Holliday to feedback to children on play equipment.</b>	Head/EH
<b>8</b>	<b>Governing Body development</b>	
8.1	<u>Vacancies</u> The two parent governor vacancies are hopefully now filled. There is one co-opted vacancy and governors hope to recruit someone with financial or business expertise. S. Hartropp is in the process of trying to source a co-opted governor.	
8.2	<u>Training</u> Equality training – A. Kingsley reported on the governor training on equality that he attended (delivered by EPM).  In house training update – Governors agreed to have training on school finance. It was agreed that the training will be part of the Governor Day on 23 <sup>rd</sup> November (training to start at 3pm). <b>Action: S. Hartropp to organise the governor finance training for 23<sup>rd</sup> November.</b>  New governor training – J. Grubliene and S. Hibbert reported that the training was really useful.  New governor induction pack – <b>Action: S. Hartropp to put together a governor induction pack for September.</b>	SH  SH
8.3	<u>Review governor performance and procedures, including governor attendance</u> Governor attendance records are good and governors are happy with procedures.	
8.4	<u>Committee structure and membership</u> Governors agreed to combine the Finance and Personnel Committees. The two committees from September will be: Resources Committee (finance, property and personnel) Strategic Development Committee (Curriculum and data)	
8.5	<u>Appointment of salary review committee, salary appeals committee and Headteacher Performance Review Committee</u> Headteacher performance review committee will be A. Kingsley, G. Mansell and Y. White to observe. <b>Action: Chair to ask Y. White if she is willing to be on the committee as training is required.</b>  Salary review committee will be the Finance committee  Appeals committee – this will be decided on an ad hoc basis based on governor availability.	SH
8.6	<u>2016-17 meeting dates</u> Meeting dates were agreed as :	

	<p>Tuesday 27th September          Tues 29th November          Tuesday 28th Feb          Tuesday 2nd May          Tuesday 11th July          All meetings will commence at 6pm.</p>	
8.7	<p><u>Governor Services clerking SLA</u>          The 2016-17 Governor Service clerking SLA was agreed.</p>	
<b>9</b>	<b>Governor monitoring</b>	
9.1	<p><u>Governor visits</u>          None to report.</p>	
9.2	<p><u>Governor day report</u>          Reports were circulated prior to the meeting.          Governors asked the Headteacher questions as a result of Governor Day:  <b>Q. Are regular and effective checks carried out re missing socket covers?</b>          A. Site Manager conducts regular walks – all sockets had covers at the beginning of year but some have gone missing and not been noticed. This will be sorted for next term  <b>Q. Should doors have edge protectors?</b>          A. We haven't had protectors previously, they are not statutory as far as we are aware. We can look into this should Governors feel we need to. Governors to monitor the situation.  <b>Q. Waste bin in playground? Should waste bins be kept closed?</b>          A. Bins for the playground have been ordered for September. Fruit bins in the corridor haven't got lids on but cleared out daily.  <b>Q. Is the fencing planned for the front of school to be completed in the holidays?</b>          A. Yes, this is planned.  <b>Q. Lockdown procedures and practice – what is the result of research on this?</b>          A. Procedures are in place but it has not been practised yet. Staff are fully aware of procedures. Governors suggested that staff could practise as part of safeguarding training on their training day. Governors suggested that this procedure is turned into a game for children to avoid them being scared. Headteacher is looking at another school's procedures to check we have everything in place.  <b>Q. Replace kitchen door mat?</b>          A. There is a mat in the dining hall and there is a lot of food being walked into corridor carpet. Can replace if needed.  <b>Q. What was the outcome of any wellbeing questionnaires/surveys? Staff feedback on worklife balance?</b>          A. Survey currently being conducted.  <b>Q. Does/do the Headteacher/Deputy Headteacher need more support?</b>          A. As discussed at the meeting, we are fine at the moment. We will look into DHT network for E. Holliday.  <b>Q. Further governor discussion and agreement needed for 1 day off in lieu for running/supervising a club.</b>          A. Governors to discuss at the next meeting. <b>Action: Clerk to add day off in lieu for those who run a club to the next agenda.</b>  <b>Q. Plans for noise reduction in dining hall?</b></p>	Clerk

	<p>A. We will be putting up display boards which will hopefully reduce the echo – MDS' continually trying different strategies to address noise levels.</p> <p><b>Q. Are we meeting requirements for daily fresh fruit and vegetables?</b></p> <p>A. Yes, all compliant with nutritional standards. However, our challenge is getting the children to eat it! Amey Catering team policy is that children do not have to have vegetables with their meal, only if they ask for it. We are going to ask them to do a 'no thank you' helping so they try a small amount.</p> <p><b>A governor observed that children who finish their maths work early are told to read a book.</b> The Headteacher assured governors that this is being addressed.</p> <p>Consistency in classrooms and activities – <b>A governor asked if there is consistency across all year groups.</b> The Headteacher said that there are guidelines for the whole school so there should be consistency across the school.</p> <p>SH has written up the notes from the Governor Day. <b>Action: Headteacher to check the Governor Day meeting note before it is circulated.</b></p>	Head
9.3	<p><u>Monitoring calendar update</u></p> <p><b>Action: S. Hartropp to update the governor monitoring calendar.</b> Governors are happy with the current format.</p>	SH
9.4	<p><u>Review governor visits</u></p> <p>Governors are happy with the current plan for visits via governor day and separately.</p>	
9.5	<p><u>Governors' annual statement</u></p> <p>Governors were happy with the annual statement.</p> <p><b>Action: S. Hartropp to remove 'draft' from the statement and put on the school website.</b></p>	SH
9.6	<p><u>Strategic plan</u></p> <p>Governors agreed the strategic plan and it will be reviewed annually.</p>	
<b>10</b>	<b>Committee reports</b>	
10.1	<p><u>Finance and general purposes committee</u></p> <p>The minutes were circulated to governors prior to the meeting. A. Kingsley reported on the current budget situation which is slightly more positive than last year's.</p>	
<b>11</b>	<b>Annual safeguarding report to governors 2016</b>	
11.1	<b>Action: Clerk to add to the next agenda.</b>	Clerk
<b>12</b>	<b>Attendance report</b>	
12.1	<p>The summer 1 overview attendance report was sent to governors prior to the meeting.</p> <p>The Headteacher reported that Reception attendance has been low all year. She has compared with Reception attendance with other local infant schools and we are on a par with them. <b>A governor noticed that one of those schools has slightly better attendance and asked if they are they doing anything that Dogsthorpe Infants aren't.</b> The Headteacher said that the rewards at that school are different, i.e. party bag type prizes, and that we are going to review our attendance prizes. There are</p>	

	<p>now 12 children on track for 100% attendance.</p> <p>A governor asked what the official cut off time for being late is and is it the same as the LA's cut off time. The Headteacher said that she would check that the school's cut off time is not earlier than the LA's cut off time*.</p> <p>*Since the meeting, the Headteacher found out that the time we close our registers and mark lates/unauthorised lates is earlier than other schools. Therefore, the Headteacher proposed the following change:  9-9:15 - Children marked as 'L' late (currently 9:10am)  After 9:15am - Children marked as 'U' late which is unauthorised.</p> <p>Whilst this is only a 5 minute difference, it would prevent a number of our children receiving a late mark. The LA's Attendance Officer suggested a trial to monitor the impact.</p> <p><b>Governors agreed to extend the cut off time by 5 minutes to 9.15am.</b></p>	
<b>13</b>	<b>Academy conversion</b>	
13.1	Governors were made aware of an academy conference provided by the Peterborough Learning Partnership on 5 <sup>th</sup> October. Governors were encouraged to attend.	
<b>14</b>	<b>Policies</b>	
14.1	<u>Acceptable Use (ICT) &amp; Social Media Policy</u> Governors in attendance signed to accept and adhere to this policy.	
14.2	<u>Appraisal and capability policy</u> EPM will be updating this policy in the Autumn Term to bring it in line with the pay policy. Therefore, governors will consider the policy once it has been updated. <b>Action: Clerk to add to an autumn term agenda.</b>	Clerk
14.3	<u>Gifts and hospitality policy</u> Governors agreed the policy.	
14.4	<u>Keeping Children Safe in Education (to sign)</u> See item 4.1.	
<b>15</b>	<b>Any other business</b>	
15.1	<u>Healthy schools letter</u> Governors will come back to this in due course, following an update from Gaynor Mansell.	
15.2	<u>Peterborough drama festival</u> The drama festival organisers have asked if they can use the school for this event as they did last year. They don't pay the school but give a donation to cover the Site Manager's costs. The Headteacher said that the school makes a small amount of money from the tuck shop at this event. At the event, people would enter and exit via the learning lab corridor. The Headteacher reported that there were a few concerns last year and asked governors whether they would approve hosting this event this year. As the event is scheduled to take place during school time, governors decided that the school should not host the event due to the increased focus on safeguarding in schools. <b>Action: Headteacher to inform the organisers that we are unable to host the event this year</b>	Head

<b>16</b>	<b>Items for next meeting</b>	
16.1	Annual safeguarding report to governors, SEF.	

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
4.1	Clerk to add Keeping Children Safe in Education document on an Autumn Term agenda.	Clerk	
4.2	██████████ to submit the relevant documents to S. Hibbert for DBS check before September.	JG	
4.3	Headteacher to check if C. Wilson submitted her visit note.	Head	
4.4	C. Wilson to have a mini governor day with S. Hartropp in the Autumn Term.	CW/SH	
6.1	Headteacher to query whether the maths for boys' initiative is still in place via the LA.	Head	
6.3	Headteacher to present the new SEF at September meeting.	Head/Clerk	
7.1	Headteacher to ask E. Holliday to feedback to children on play equipment.	Head/EH	
8.2	S. Hartropp to organise the governor finance training for 23rd November.	SH	
	S. Hartropp to put together a governor induction pack for September.	SH	
8.5	Chair to ask Y. White if she is willing to be on the committee as training is required.	SH	
9.2	Clerk to add 'day off in lieu for those who run a club' to the next agenda.	Clerk	
	Headteacher to check the Governor Day visit note before it is circulated.	Head	
9.3	S. Hartropp to update the governor monitoring calendar.	SH	
9.5	S. Hartropp to remove 'draft' from the statement and put on the school website.	SH	



11.1	Clerk to add annual safeguarding report to governors to the next agenda.	Clerk	
14.2	Clerk to add appraisal and capability policy to an autumn term agenda.	Clerk	
15.2	Headteacher to inform organisers of the Peterborough Drama Festival that we are unable to host the event this year	Head	