



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON  
WEDNESDAY 9<sup>th</sup> MAY 2018 AT 6.00PM**

**Present:** S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, S. Hibbert, A. Kingsley, J. Tate, F. Shah, S. Kaye

**Apologies:** Y. White, E. Marks, C. Wilson and D. Chappell.

**Absent:** N/A

**In attendance:**

Lucia Hawes (Clerk)

Greg Hines – observer (Chair of Governors at Hampton Vale Primary)

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	There were apologies from Y. White, E. Marks, C. Wilson and D. Chappell. The governors accepted these apologies.	
<b>2</b>	<b>Declarations of interest</b>	
2.1	The Headteacher declared that her husband runs the school website. A. Kingsley declared an interest in Really School.	
<b>3</b>	<b>Minutes of the last meeting (7th Mar 2018)</b>	
3.1	The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.	
<b>4</b>	<b>Matters arising from the minutes/Action tracker</b>	
4.1	A governor queried whether the external moderation for writing had taken place during spring term 2. The Headteacher said that writing had been moderated with two other infant schools (Queen's Drive Infants and Brewster Avenue Infants) and it had confirmed that writing is coming on nicely.	
4.2	A governor asked if an improvement in marking science work has been evident. The Headteacher said that improvements have started to be seen as teachers are using pink to think and comments. Improvements will be ongoing.	
4.3	Item 4.4 - Governors confirmed that they will build in time for feedback to teachers after their visits. Governors discussed how they are not qualified to judge quality of teaching and learning so any feedback needs to be around positive things and/or anything that governors would like clarified.	
4.4	Item 4.6 - S. Hibbert and F. Shah have drafted some text for the Governor Development Plan around strengthening community and parental engagement. <b>Action: S. Hibbert and F. Shah to send their text around strengthening community and parental engagement to S Hartropp, so that it can be included in the Governor Development Plan.</b>	SHib/FS
4.5	Item 5.10 – The Headteacher had compared this year's pupil behaviour survey results with last year's and gave governors the comparison data. In conclusion, there was not a lot of difference. A governor asked if there are patterns in the behaviour survey results that highlight a specific class or cohort and, if so, are staff already aware of the issue and dealing with it? The Headteacher confirmed that teachers are aware of specific child behaviour problems and interventions are in place to manage these behaviours as best as possible. Incident logs are in place so any patterns can be easily identified	

	and if there is a specific child with behaviour problems, regular patterns of incidents will be checked to see if anything can be changed.	
4.6	Item 5.11 - Governors investigated why some parents don't read the Weekly Comet and this was reported in the Governor Day report.	
4.7	Item 6.5 – <b>Action: Forest School presentation to take place at either the FGB meeting in July or the summer term Governor Day.</b>	Chair/Head
4.8	Item 6.7 - The Deputy Headteacher sent out a staff survey around marking and feedback and is awaiting responses. <b>Action: E. Marks to report on responses to the marking and feedback survey at the next meeting.</b>	EH
4.9	Item 7.1 – The Finance and Resources Committee had discussed progress with GDPR – see Finance and Resources Committee minutes.	
4.10	Item 8.1 – <b>Action: Clerk to add SEF – Leadership and Management Section to the next agenda.</b>	Clerk
4.11	Item 10.1 - Simon Kaye has booked onto the Governor Induction training (May 18 <sup>th</sup> ).	
4.12	Item 10.1 – Dave Chappell was elected as parent governor as of 26 <sup>th</sup> March.	
4.13	Item 10.3 - Governors decided not to take further the issue with the Educational Psychology Team and the Headteacher reported that the service has improved.	
4.14	Item 12.1 - G. Mansell has booked onto refresher training for Children in Care (6 <sup>th</sup> June).	
4.15	Item 12.2 - The Clerk had updated the governor code of conduct.	
4.16	Item 13.1 - S. Hartropp had received references for new governors and all were satisfactory.	
4.17	Item 13.2 - Governor Services agreed to add some basic child protection training as part of the training for new governors.	
4.18	Item 13.2 – S. Kaye has completed level 3 safeguarding training. <b>Action: Clerk to check where F. Shah can access online safeguarding training.</b>	Clerk
<b>5</b>	<b>Headteacher's report</b>	
5.1	<p>The Headteacher's report was circulated to governors prior to the meeting.</p> <p>Governor questions to the Headteacher:</p> <ul style="list-style-type: none"> <li>- <b>Should governors be concerned about pupil attendance?</b> The Headteacher said that the attendance data is disappointing and is due to circulating illnesses, such as chicken pox. The Headteacher added that some children who had previously been causing a concern with attendance have been showing a great improvement. Late arrivals numbers have also decreased.</li> <li>- <b>There are quite a lot of time out logs, what are you doing to manage this and is it due to the same persistent offenders?</b> The Headteacher said that some children in Reception are finding their feet and there are also some significant safeguarding issues that staff are having to deal with. <b>A governor asked if there is data analysis that identifies whether time outs are high in one class.</b> The Headteacher said that data has shown that there are a high number of time outs in one particular class where there are a group of boys who have safeguarding issues. There is a child [REDACTED] in Reception, who [REDACTED] and the school can access support when this child turns five years old.</li> <li>- <b>Child protection – Referring to the amount of yellow forms generated, a governor asked if the Headteacher monitors who is generating them and are there any issues with too many being generated from one class and can this be compared to last year?</b> The Headteacher said that they have only fully embedded the forms this year so, whilst a comparison is possible, it may not be very informative.</li> <li>- <b>Are the [REDACTED] teachers who were judged as 'requires improvement' moving in the right direction and how often are further observations carried out to monitor improvement?</b> The Headteacher said that observations are followed up with methods based on the teacher's</li> </ul>	

	<p>needs. [REDACTED]</p> <p>[REDACTED] The Headteacher added that she is pleased with where the school is with teaching and data. A governor asked what actions would be taken if a teacher had issues with a particular subject. The Headteacher said that the relevant subject leader would support them.</p> <ul style="list-style-type: none"> <li>- Governors wanted to know that books are improving. The Headteacher said that literacy books are looking strong, maths books are looking better now and they are seeing the benefits of support staff have received from the Maths Subject Leader;</li> <li>- Have staff absences improved? The Headteacher said that teaching staff absence has been worse this year due to illness. This has resulted in the Deputy Headteacher and intervention teachers having to cover lessons which has impacted slightly on intervention. There is consistent support for cover. The Headteacher stressed that most staff come in when they are ill so when they are absent, we know they must be really poorly. A governor asked if there are there any concerns about the nature of the absences? The Headteacher reported that there is one concern and if the absence continues, Occupational Health will be involved. A governor asked if it is a work-life balance issue that needs to be addressed. The Headteacher confirmed that it was illness not a work life balance issue.</li> <li>- Governors noted an improvement in support staff absence.</li> <li>- A governor queried whether the Headteacher negotiates rates with supply teacher agencies. The Headteacher said that she tries to only use the two agencies that she uses regularly. She negotiates the rate with one of these agencies and if the Headteacher reports back to the agency that a supply teacher's performance was not as it should be, they don't charge the school.</li> </ul>	
5.2	<p>The Headteacher highlighted the school's successes: new storyland mural; Olive Gardens project; Forest School clubs now up and running; pop in sessions for nurseries are improving transition. A governor asked if the introduction days will be conducted again for Reception children this summer and the Headteacher confirmed that there will be three days. <b>Action: New parent handbooks and transition handbooks to be presented to governors at the next meeting.</b></p>	Head
5.3	<p>Recruitment for September – Adverts for a Specialist Support Teacher (focus on Speech and language) and a class teacher have been published. No applications for the full time class teacher have been received as yet. A governor asked if it is worth advertising as possible job share. The Headteacher said she would accept a job share if need be as better to have a good job share rather than supply teachers. She added that if needed, [REDACTED], HLTAs or non-class based teachers will cover the role.</p>	
5.4	<p>Spring 2 data:</p> <ul style="list-style-type: none"> <li>• EYFS - still a gap to target but this is not unusual at this time of year; Progress is on track. We will be within 5% of targets;</li> <li>• Year 1 – the biggest gap to target is writing which is causing concern Year 1 has the bulge class with a high number of children with English as an Additional Language (EAL) and high needs due to limited schooling. A governor asked whether the high ability maths pupils will reach target. The Headteacher said that we need to see the impact of the Maths Subject Leader's support as she has done a lot of work with Year 1;</li> <li>• Year 2 – writing is up to 64% who are on track. Maths is on track to reach higher than target. Children working at greater depth are also on track.</li> </ul>	
6	<b>'Writing - Impact Report</b>	

6.1	<p>In the absence of the Deputy Headteacher, the Headteacher gave an update on writing. Since September, a lot of CPD has focused upon writing: consistency in strategies; using Talk for Writing, Pie Corbett and Alan Peat. In EYFS, there has been more intense focus on spelling and children being able to write a sentence. We have changed the way we are doing our units to improve and the Deputy Headteacher will be getting feedback on the impact of that. The Headteacher talked about teacher support, modelling and an increase in book scrutinies. A governor asked if there are strategies in place in EYFS for improving fine motor skills to help with writing. The Headteacher confirmed that there are and talked about what is in place. She also talked about strategies for improving gross motor skills. The Headteacher said that the EYFS team is thinking of introducing Developmental Movement Play to impact on writing and this will be presented to governors at Governor Day to seek their support and backing.</p>	
<b>7</b>	<b>School Development Plan – Summer term 2018</b>	
7.1	<p>The spring term plan and summer plan were circulated prior to the meeting.</p> <p>Spring term plan A governor asked whether the [REDACTED] workload is of concern. The Headteacher said that she is aware of the workload and works closely with [REDACTED] to ensure her workload is manageable. The Headteacher takes the lead on pupil premium so that [REDACTED] role focuses on overseeing the interventions and monitoring the impact rather than planning all the interventions.</p>	
7.2	<p>Summer term plan A governor asked if the foundation subject data is required to be reported to anyone. The Headteacher said that Ofsted had advised that we need to know the progress in foundation subjects so assessment data is required for that purpose. Assessment data will also give a judgement of the quality of teaching as well. Governors discussed the assessment of Foundation Subjects. A governor asked if IPC offers anything in terms of assessment for foundation subjects. The Headteacher said that it doesn't.</p> <p>A governor asked if the embedding of new ICT is now complete. The Headteacher reported that all ICT is up and running, it's just apps that now need to be put in place and staff training on those apps. A governor wanted assurance that teachers have the support they need to get the most out of the ICT. The Headteacher said that training will be ongoing and teachers will also learn from each other.</p> <p>A governor asked if the school is on track to achieve everything mentioned in the School Development Plan. The Headteacher said that 'Food for Life' will be a problem due to the relevant member of staff leading on this being absent but it is not a high priority. Other than that, the Headteacher reported that she is fairly happy that priorities are on track.</p>	
<b>8</b>	<b>General Data Protection Regulation update</b>	
8.1	Covered in item 4.9.	
<b>9</b>	<b>Identifying and agreeing our priorities for next year and beyond</b>	
9.1	<p>The Governors' Strategic Plan was circulated prior to the meeting. Governors considered the mission statement, vision and values. Governors agreed to adjust the mission statement.</p> <p>Governors considered the school's strengths, such as transition to reception, progress in writing and children's books, staff, enrichment activities. They also identified things that need to be developed further. These will be fed into the School Development Plan.</p>	
<b>10</b>	<b>Review ISR/HT's pay range</b>	
10.1	Governors agreed that the ISR group for the school should remain as a group 2 as the school has 270 children.	

10.2	<b>Action: Governors to consider the Headteacher's pay range at next meeting/when the meeting is quorate.</b>	Clerk
<b>11</b>	<b>Committee reports</b>	
11.1	<p><u>Finance and Resources</u> The minutes and budget information for 2018-19 were circulated prior to the meeting. A. Kingsley gave a brief report about what was discussed at the meeting. Governors unanimously approved the budget for 2018-19.</p> <p>The committee proposed to the Full Governing Body that a budget of £10,000 is allocated to the cost of refurbishing and developing a book bus. It was noted that the bus will be given to the school free of charge and it will also be used as additional space for intervention, parental engagement, etc. <b>A governor queried whether the school can afford to do this.</b> A. Kingsley confirmed that there is enough money in the revenue budget to cover this. Governors were all in favour of budgeting £10,000 for the library bus project.</p> <p>Governors also agreed to using Educo as a brokerage service for tendering and managing the catering contract. Governors also agreed to extend the provision of breakfast club.</p>	
<b>12</b>	<b>Governor Development</b>	
12.1	<p><u>Vacancies</u> None.</p>	
12.2	<p><u>Governor training reports</u> J. Tate is booked onto the Headteacher's Performance Management training to take place in June. F. Shah has completed the governor induction training and EAL training. J Tate also requested some training and information on EYFS curriculum.</p> <p>At the end of the year, governors will review the effectiveness of governor days.</p>	
12.3	<p><u>Governor development plan</u> The plan was circulated to governors prior to the meeting. Governors discussed progress that has been made.</p>	
<b>13</b>	<b>Governing Body Monitoring</b>	
13.1	<p><u>Governor monitoring calendar</u> The Chair reminded governors that they need to conduct their summer term visits.</p>	
13.2	<p><u>Governor Visits – formal reports and verbal feedback, including from feedback from meetings regarding academisation</u> G. Mansell met with the Deputy Headteacher and the SENCO to look at speech and language. G. Mansell reported that they are doing a very good job.</p> <p>J. Tate attended the Drama Festival Celebration and said how good it was.</p> <p>The Chair, Headteacher, C Wilson, E Holliday and A. Kingsley had met with three different multi-academy trusts: - Four C's were not offering what the school would want; - CMAT had a lot to offer but is spread out geographically and it was felt that it is not right for this school at the moment; - Soke Education Trust seemed more suitable to Dogsthorpe and has a similar ethos.</p> <p>The Chair reported that there is still another MAT to explore and then academisation will be discussed more formally at the next meeting. <b>Action: Clerk to add academisation to next agenda.</b></p>	Clerk
13.3	<p><u>Governor Day, 20th June</u> The report from the Governor Day in March was sent to governors prior to the meeting. The date of the next Governor Day will be 20<sup>th</sup> June.</p>	

<b>14</b>	<b>Policies</b>	
14.1	<u>Staff discipline and misconduct</u> The policy was circulated prior to the meeting. The policy was agreed subject to suggested amendments.	
14.2	<u>Staff grievance</u> The policy was circulated prior to the meeting. The policy was agreed subject to amendments.	
14.3	<u>Children in care</u> The policy was circulated prior to the meeting. The policy was agreed subject to amendments.	
<b>15</b>	<b>Any other business</b>	
15.1	None.	
<b>16</b>	<b>Confirm dates</b>	
16.1	Next FGB meetings: Monday 16th July 2018.	
16.2	Dates for the diary – Summer term Governor Day – 20 <sup>th</sup> June.	

The meeting finished at 8.11pm.

Agreed as true and accurate record of the meeting.

Signed: .....

**Chair of the Full Governing Body**

Date: .....

#### Action Tracker

<b>Agenda Item</b>	<b>Actions</b>	<b>Who Responsible for Action</b>	<b>Complete</b>
4.4	S. Hibbert and F. Shah to include their text around strengthening community and parental engagement in the Governor Development Plan.	SHibb / FS	
4.7	Forest School presentation to take place at either the FGB meeting in July or the summer term Governor Day.	SH/Head	
4.8	E. Holliday to report on responses to the marking and feedback survey at the next meeting.	EH	
4.10	Clerk to add SEF – Leadership and Management Section to the next agenda.	Clerk	
4.18	Clerk to check where F. Shah can access online safeguarding training.	Clerk	
5.2	New parent handbooks and transition handbooks to be presented to governors at the next meeting.	Head	
10.2	Governors to consider the Headteacher's pay range at next meeting when there are a quorate number of governors.	Clerk	
12.2	SH/Head to explore training in EYFS curriculum for all governors	SH/Head	
13.2	Clerk to add academisation to next agenda.	Clerk	