



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
TUESDAY 28TH FEBRUARY 2017 AT 6.00PM**

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

Apologies: D. Chappell, Yi White, Becky Stewart

Absent: N/A

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	Apologies were received from Dave Chappell, Yi White & Becky Stewart. Governors accepted these apologies.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website.	
3	Minutes of last meeting held on 29th November 2016	
3.1	An addition was made to item 10: The committee terms of reference were agreed by governors. The minutes were agreed as a true and accurate record of the meeting.	
4	Matters arising from the minutes	
4.1	Item 5.3.4 – Questions were sent to governors.	
4.2	Item 6.1 – Review of the 'sharing information' forms had been conducted by the safeguarding committee and S. Hibbert has completed a detailed analysis to identify any patterns (no patterns were identified).	
4.3	Item 9.5 – Yi White is happy to take on governor responsibility for English as an Additional Language (EAL).	
4.4	Item 11.1 – Strategic Development committee looked at the Raise data in more detail.	
4.5	Item 12.1 – [REDACTED] A. Kingsley confirmed that most of the pupil premium budget had been allocated for 2016-17. The Headteacher explained that as Vicky Bowman has left the school, the presentation on pupil presentation will be postponed and given to governors at the next meeting. Action: Clerk to add pupil premium presentation to the next agenda. S. Hartropp to conduct a visit to look at interventions.	Clerk Chair

4.6	Item 16.1, 16.2 and 16.3 – The Chair had emailed suggested amendments to the Headteacher.	
5	School Development Update	
5.1	<p><u>Nursery</u> The Chair explained that the nursery plans would be put on hold for a while whilst the school takes on a bulge year (see 5.2).</p>	
5.2	<p><u>Possible expansion</u> 5.2.1 The Headteacher explained that the Local Authority (LA) had approached the school to take on an additional class (bulge year) in Reception. The proposal is to take 30 children on the school's waiting list to start in Reception after Easter. In response to a governor question, the Headteacher said that most of the children on the waiting list are already in a school so parents might decide not to move them. The Headteacher confirmed that the LA will fund some of the set up costs to enable the school to purchase additional equipment. The Headteacher and Deputy Headteacher said that they are willing to take on the extra class and asked governors to consider it.</p> <p>5.2.2 Governor questions: <ul style="list-style-type: none"> - How are you going to make sure that class becomes well integrated within the existing cohort that have been in school for two terms already? The Headteacher said that she will be reviewing staffing in Reception [REDACTED] - Will it have a negative impact on the rest of the cohort? The Headteacher said that there is a really strong reception team including an experienced Higher Level Teaching Assistant so the new class should settle in quickly. She added that there aren't enough toilets at present but the LA will fund the development of both Year 1 cloakrooms. - What might staff concerns be about taking on the extra class? [REDACTED] The school will need to recruit an extra teacher. One current teacher is about to leave so there will be recruitment for two class teachers. </p> <p>5.2.3 Governors recognised that Headteacher and Deputy had given this a lot of thought and seemed enthusiastic about it. Governors were convinced that it wouldn't have a negative impact upon the rest of the school. Decision: A vote was cast and there was a unanimous decision to go ahead with the bulge year for Reception from the beginning of the summer term 2017.</p> <p>Action: Headteacher to contact Brian Howard at the LA so he can start allocating places.</p>	Head

	A governor asked when staff will be informed of the decision. The Headteacher said that both the Reception and administration teams will be told first and then straight afterwards the rest of staff will be told. Parents will be informed afterwards.	
5.3	<p>Academy status</p> <p>[REDACTED]</p> <p>Decision: Governors voted and there was a unanimous decision to decline joining [REDACTED]. Action: Chair to write to [REDACTED] to inform [REDACTED] of the governors' decision.</p>	Chair
6	Headteacher's report	
6.1	<p>6.1.1 The report was circulated to governors prior to the meeting. The Headteacher added that one accident had been reported in December. Governors were given details of the accident and they agreed that there were no issues to follow up.</p> <p>6.1.2 Attendance - A governor noted that attendance in the Autumn term for Year 2 had improved and asked what attendance strategies had worked better in this year group compared to other cohorts? The Headteacher said that often parents have gone back to work by the time their children get to Year 2 and added that this cohort have been quite positive all the way through and nothing in particular was working better for this cohort.</p> <p>6.1.3 Behaviour - A governor asked why there were lots of time outs reported in EYFS and Year 1. The Headteacher said that [REDACTED]. The Deputy Headteacher [REDACTED] will also model some lessons to look at behaviour strategies.</p> <p>6.1.4 Behaviour - A governor asked for more information about a bullying incident. The Headteacher said that one incident had been reported which been monitored and various strategies have been put into place and situation has been resolved. A nurture group has been established to combat negative behaviours.</p> <p>6.1.5 Attendance - A governor asked if the change in penalty fines has had any impact on attendance so far. The Headteacher said that parents are cottoning on to the change and she is anticipating more holidays being taken in term time.</p> <p>6.1.6 Child protection - A governor asked about family support and if there is a period of no impact will the case be escalated?</p>	

S. Hibbert said that an Early Help Assessment is completed if necessary. A governor asked if the number of contacts that S. Hibbert has had are cumulative. S. Hibbert confirmed that the figures are not cumulative and just show contacts in spring term one. S. Hibbert confirmed that she is logging all advice given to parents. Governors noted the large increase in the number of contacts.

6.1.7 Child protection - A governor asked if the new threshold document has had any impact on having more child in need meetings. S. Hibbert said that she thinks that the threshold document is not clear enough and this makes it frustrating for her as the school struggles to get the support needed in this area.

6.1.8 Books and journals - A governor said that the use of pink to think to extend learning is listed as a priority but are you seeing an improvement? The Deputy Headteacher said that there has been a massive improvement from last year and it is just about the quality of next steps that need to be developed to think about how we build upon that learning.

6.1.9 Teaching assessments – a governor asked what support is being put in place for those teachers judged as requires improvement. The Headteacher said that those teachers are either being supported by the Deputy Headteacher or within their teams and there are plans in place to help them move forward. One of the teachers just had that one lesson that didn't go to plan so the Headteacher is not too concerned about that. The other teacher needs a bit of support through modelling and team teaching. A governor asked if there is evidence of progression with this teacher. The Deputy Headteacher said that the teacher was seen implementing improvements the next day.

6.1.10 Pupil data – The end of spring term1 data summary was circulated at the meeting. Governors were concerned about the big gap between actual attainment and the target (30% gap to target) in Year 2's writing and asked what is being done to address this particularly in the light of last summer's data for writing. The Deputy Headteacher will be looking into this to find out reasons behind this. The last book scrutiny showed that there is a need to look at the lower ability set and have skill based sessions which is being addressed. A new SPAG scheme has been purchased and teachers have had training on Talk for Writing. The Headteacher and Deputy will monitor if the implementation of these is having an impact.

6.1.11 Pupil data – a governor asked why Year 1 reading is so far behind their target (11% below). The Deputy Headteacher said that they need to raise the quality of evidence for comprehension.

6.1.12 Pupil data - Governors were concerned as to why in Early Years there is a 58% gap between actual attainment and target in the 'The World' area of learning. The Headteacher said that

	<p>they haven't got enough evidence to say the children have achieved this area of learning and this is partly to due to children with English as an Additional Language. A governor asked if there is any home learning that could support this area of learning. The Headteacher said that the current home learning in this area is sending the 'Funshine bear' in the bag home so that children can write about the bear's adventures. The home learning focus is to ensure children are reading at home.</p> <p>6.1.13 The LA conducted a moderation in school in December and they were concerned about greater depth children, but did acknowledge it is early in the year to see evidence of this. The advisors will return for another moderation at end of March.</p> <p>6.1.14 Forest schools – The Forest schools training has been cancelled. A governor asked if this means that the school cannot engage in this. The Deputy Headteacher said that some schools dropped out and that was why the training was cancelled, however, in the meantime, we can start a club and utilise the equipment but we can't do some of the activities until insured. The Peterborough Learning Partnership will look at providing the training again in September. Governors discussed the possibility of buying in expertise from Dogsthorpe Junior Academy to support these activities in the meantime.</p> <p>6.1.15 Staff absence – A governor asked if the attendance data for teachers and teaching assistants could be separated into the two groups. Action: Headteacher to provide a staff absence breakdown comparing with the same period last year.</p> <p>6.1.16 Parent survey – A governor questioned why 32% of parents said their child only sometimes likes doing CLOOS. The Deputy Headteacher said that the reasons given were about not having enough time to help their child and would rather spend quality time with children. Also some parents struggle with the language barrier, i.e. not having sufficient English language skills to help with homework. Some parents thought that the expectation was too high. The Deputy Headteacher said that the quality of homework is amazing and governors queried what happens when it's obvious that the parent has done the homework for their child. Discussion followed about this.</p>	
7	Budget and staffing 2017-18	
7.1	<p>A. Kingsley reported that the budget is on track. Some money has been allocated to the new roles that are being created (a Learning and Teaching Manager and an Intervention Manager).</p> <p>The school is looking to recruit two teachers from September, an Intervention Manager (part time or full time) and a Learning and Teaching Manager. Action: Headteacher to let governors know the interview dates (end of March) so they can be involved.SH and AK volunteered to help with the interviews.</p>	Head
8	Chair of Governor's report and updates	
8.1	<p>The Chair reported that she had conducted an exit interview [REDACTED] [REDACTED] had nothing but praise for the school and</p>	

	<p>the Headteacher and was sad to be leaving.</p> <p>The Chair had also received a parental complaint. The matter has been dealt with.</p> <p>Governors expressed their thanks to the Chair for all the time she has spent on looking into Multi Academy Trusts and organising the meeting with the [REDACTED] Trust.</p>	
8.2	<p>Updated Governance Handbook and Competency Framework This will be discussed at the next meeting. Action: Clerk to add updated Governance Handbook and Competency Framework to the next agenda.</p>	Clerk
9	Governing Body Monitoring	
9.1	<p><u>School Development Plan</u></p> <p>9.1.1 The Autumn term and Spring Term plans were circulated to governor prior to the meeting.</p> <p>9.1.2 Leadership and management section – A governor queried why the team teach/model lessons offered to teachers for Religious Education were not taken up. The Headteacher said that teaching staff had not felt that this was needed. A governor queried whether this should be their decision.</p> <p>9.1.3 Computing – A governor asked why the last CPD session on digital literacy and the audit of resources did not take place. The Headteacher said that they felt the last CPD session wasn't needed. The audit of equipment didn't happen but the school has lots of new resources and the audit will be ongoing.</p> <p>9.1.4 A governor asked the Headteacher if leadership and management is now stronger that it has been previously. The Headteacher said that staff are taking more responsibility in their subject leader roles. Roles are developing and they all have subject leadership as an appraisal target.</p> <p>9.1.5 A governor observed that the focus on reading has been more visible this year.</p> <p>9.1.6 A governor queried what happens at 'Brew Crew' that will engage the parents. The Headteacher explained that they have healthy eating sessions, speech and language support, fundraising sessions, maths and reading sessions. However, the school needs to get more people attending.</p> <p>9.1.7 Attendance – A governor identified the attendance data for the Pakistani heritage group as being lower than for the rest of the school and asked what the school is doing to target their non-attendance. The Headteacher said that the school is not doing anything in particular other than keeping to attendance policy. Another governor asked if the system for targeting late</p>	

	<p>children is effective enough and do we need to refine it further? The Headteacher said that it is not always the same children who are late so it is hard to target specifically. The Headteacher welcomed any ideas from governors.</p>	
9.2	<p><u>Governor Day</u> Governor Day will be on the 8th March and the agenda has been circulated to governors.</p>	
9.3	<p><u>Governor visits – monitoring calendar attached</u> The updated monitoring calendar was circulated to governors prior to the meeting.</p>	
9.4	<p><u>Formation of policy committee</u> The Chair proposed forming a policy committee for all policies other than those for safeguarding and Teachers' Pay and Conditions and any other major/statutory policies. It was agreed that K. Smithies, D. Chappell and S. Hartropp will form the policy committee. Governors agreed to delegate the powers of ratifying the policies to the committee. The Chair agreed to draw up a list of policies which will still go to FGB/committees.</p>	Chair
10	Committee reports	
10.1	<p><u>Finance and resources committee</u> The minutes were circulated prior to the meeting.</p>	
10.2	<p><u>Strategic development committee</u> The minutes were circulated prior to the meeting.</p>	
11	Attendance report	
11.1	Discussed under 9.1. Governors commented that attendance for the last half term (spring 1) was disappointing. Reasons for this were discussed and it was noted that there had been a lot of illness during January and February.	
12	Governing Body Development	
12.1	<p><u>Vacancies</u> Two co-opted vacancies. The Chair is trying to source some new governors and is meeting a member of the Lithuanian community who has expressed an interest in becoming a governor. Action: C. Wilson to follow up a potential new governor. Chair to meet with potential governor on Governor Day</p>	C. Wilson Chair
12.2	<p><u>Training</u> None reported.</p>	
12.3	<p><u>Governor safeguarding training</u> Action: G. Mansell to give a safeguarding update at the July meeting.</p>	G. Mansell / Clerk
12.4	<p><u>Governor Services SLA – (previously agreed by email)</u> All agreed to buy into the Governor Services service level agreement for another year (2017-18).</p>	
13	Policies	
13.1	<p><u>Children in care policy</u> The policy was circulated to governors prior to the meeting. Decision: Policy agreed subject to changes that the policy committee may make.</p>	
13.2	<p><u>Attendance policy</u> The policy was circulated to governors prior to the meeting. Decision: Policy agreed subject to changes that the policy committee may make.</p>	

13.3	<u>Health and safety policy</u> The policy was circulated to governors prior to the meeting. Decision: Policy agreed subject to changes that the policy committee may make.	
13.4	<u>Code of conduct for all adults working in the school</u> The policy was circulated to governors prior to the meeting. It was agreed to remove paragraph 4.6. Decision: Policy agreed subject to changes that the policy committee may make.	
13.5	<u>Supporting pupils with medical conditions</u> The policy was circulated to governors prior to the meeting. Decision: Policy agreed subject to changes that the policy committee may make.	
14	Individual School Range (ISR) and Headteacher's pay range	
14.1	The Chair explained that the school is currently in ISR group 2. ISR is based on the number of pupils on the school register which is currently 270. The school will be taking another 30 pupils which will raise the total to 300, whilst the bulge year class moves through the school. This still leaves this school in ISR group 2. Governors understood and agreed with the Chair that the school should remain a Group 2 school.	
14.2	All school staff including the Headteacher left the meeting at this point. This discussion was confidential – see confidential minute.	
15	Any other business	
15.1	Governors discussed the results of the pupil survey.	
16	Items for next meeting	
16.1	Updated Governance Handbook and Competency Framework	

The meeting finished at 8.05pm.

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
4.5	Clerk to add pupil premium presentation to the next agenda. S. Hartropp to conduct a visit to look at interventions.	Clerk Chair	
5.2	Headteacher to contact Brian Howard at the LA so he can start allocating places.	Head	
5.3	Chair to write to Julie Taylor to inform them of the governors' decision.	Chair	
7.1	Headteacher to let governors know the interview dates (end of March) so they can be involved.	Head	
8.2	Clerk to add updated Governance Handbook and Competency Framework to the next agenda.	Clerk	
9.4	Chair to organise Policy Committee to meet termly; terms of reference and list of policies which will still go to FGB/committees.	Chair	

12.1	C. Wilson and Chair to follow up potential new governors.	C. Wilson Chair	
12.3	G. Mansell to give a safeguarding update at the July meeting.	G. Mansell / Clerk	
14.2	Finance and Resources Committee to review the Deputy Headteacher's salary.	F&R committee / Clerk	