

MEETING OF THE GOVERNING BODY

DATE: Tuesday 5th December 2017

TIME: 6.30 p.m.

PRESENT:

Mr. Keith Wright	Mrs. Helen Halliday
Mr. Richard Adams	Ms Jane Pepper
Mr. Peter Southward	Ms Jane Malpas
Mr. Shaun Marshall	Mrs. Sarah Stuart
Mrs. Helen Kindness	Mr. Teddy Sulman
Mrs. Andrea Cowley	Mrs Emma Jane Birley
Mr. Julian Leader	Miss V Lewis (Clerk)
Mr Ray Williamson	

Additionally: -

Adrian Gray – Local Authority Consultant and former HMI
Tina Jenkinson – Assistant Headteacher KS2 / Behaviour

MINUTES

Welcome / Statement from the Chair

RA welcomed governors to the first Full GB meeting of the school year. RA also welcomed Adrian Gray and invited him to introduce himself.

Action: None Required.

Address by Adrian Gray – Local Authority Consultant and former HMI

AG introduced himself, told governors that he used to work for Ofsted as an Inspector and now works in a strategic leadership consultant role within NYCC.

Action: None Required.

1. Apologies for absence; consider acceptance of apologies

Apologies received from: -

Jonathan Jeeves – involved in a show.

All absences were approved and accepted.

Action: None Required.

2. Confidentiality

No items were identified as being confidential in nature.

Action: None Required.

3. Declaration of Interest in any Agenda item

There were no declarations of interest in any agenda items.

Action: None Required.

4. Pupil Premium Presentation by Tina Jenkinson – Assistant Headteacher KS2 / Behaviour

The external Review of Pupil Premium (PP) has been undertaken and the report received. There were no surprises in the report, school was aware of everything mentioned and recommendations/identified areas of work are either already happening or are in the planning stages.

The review identified that data doesn't always tie in with the governing body meeting schedule in that data can be 'out of date' by the time governors receive it. JP attended the review feedback session and asked TJ about the highlighted PP Strategy Statement on the school website. TJ said that she is working on updating the plan; barriers have been identified and school is much clearer on what funding is being spent on so there is greater clarity and strategic planning. JP also said that the role of the middle leader needs to be clearer, finding a way for them to be more strategic and involved in planning, though in a school this size it can be difficult as obviously central leadership and organisation is necessary. TJ advised that wherever possible year leaders have been involved in pupil progress meetings.

JL queried the third recommendation (refine Y6 target setting). HH explained the tracking systems re scaled scores and tracking. Eg. Pupils working at 2A predicted scaled score of 107 which indicates accelerated / expanded progress.

TJ went through data re predicted achievement based on end of KS1 results for PP, non PP and all pupils, including the most recent practice SATS paper test results data. Looking at ways to boost scores for all pupils in Maths. In reading outcome predictions are much healthier. TJ said that it has been identified from pupil progress meetings that a much higher number of pupils in Y5 and Y6 are not anticipated to meet their age related targets. RA clarified that in reading PP pupils are predicted to make more progress than non PP and enquired whether this was unusual and as to the reason. It was explained that if a pupil starts at a lower baseline then they can accelerate progress with the right support/interventions. KW reminded governors that being eligible for PP doesn't always mean a pupil is low ability – it can just mean lower levels of opportunity.

RW asked about test preparation. TJ said that school is very aware of the need to prepare the children; classteachers are already using methods to familiarise children with styles of test paper etc. There will be more readiness preparation throughout the year.

RA asked whether governors could be confident in the robustness of predictions this year. TJ said that staff are, and will continue to, rigorously monitor data and refining predictions throughout the year to ensure they are as accurate as possible. HH said that the actual tests are much more extensive and difficult than the interim framework suggests. Will be doing far more testing and tracking to ensure robustness.

JL asked whether our difference of 4% in Reading and 6% in Maths between PP and non PP was acceptable. AG said this is not a concerning gap.

RW asked whether the governing body could have a further report / presentation a little later in the year to update on the report's recommendations. TJ said that she will ensure she updates governors regularly.

RA, KW and RW suggest that a proposed list of Key Performance Indicators be drawn up and looked at during each meeting.

TS asked whether the input and interventions being used will boost the outcomes for PP pupils. TJ said they would, all being well. TS asked whether classes are taught as a whole, including PP and non PP pupils, so that all pupils benefit from the PP funding. TJ said that this is correct, is within the guidelines and is represented by the PP Strategy Statement as on the website. RA asked when the Strategy Statement will be

updated and available for governor checking. TJ said that she is working on it now and it will likely be just after Christmas. It will be circulated for governor comments before it is put on the website.

KW recommended that an additional governor be appointed (alongside HK) to have responsibility for PP due to the vastness of the area. JM is happy to be involved and JP said she can also be involved, linking her role as School Improvement Committee Chair in with PP and liaising with HK/JM.

TJ was thanked for her report and attendance before she left.

Action: None Required.

5. To approve Minutes of Governing Body Meeting 27.06.17

The Minutes from the meeting on 27.06.17 were presented. Proposed by SM and seconded by JM. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

10. RA had been waiting on the Headteachers Forum meeting with Robert Goodwill MP before writing his letter, however this only occurred this term. RA said that he knows Mr Goodwill is aware of the school's situation and feelings but will write the letter now.

12. JL science visit report to follow.

Action: Minutes from meeting 27.06.17 to be filed as per procedure **By: Clerk**

Action: Letter to Robert Goodwill re funding **By: RA**

Action: Science visit report circulated to governors **By: JL/Clerk**

6. To approve Minutes of Governing Body Meeting 12.09.17

The Minutes from the meeting on 12.09.17 were presented. All actions completed. Proposed by JP and seconded by JM. Minutes were signed by the Chair and returned to the Clerk for filing as per procedure.

2. RA has received significant support from the new Vice Chair RW and allowed him to better balance his governing body and work / home responsibilities.

Action: Minutes from meeting 12.09.17 to be filed as per procedure **By: Clerk**

Action: Update chart of responsibility etc and recirculate **By: Clerk**

7. To receive Minutes of the Resources Committee Meeting 03.10.17

The Minutes from the meeting on 03.10.17 were presented. Key points summarised by the Chairperson.

7. Discussion re playground – decision made to schedule works at Easter due to finance and weather restrictions.

Action: None Required.

8. To receive Minutes of the School Improvement Committee Meeting 11.07.17

The Minutes from the meeting on 11.07.17 were presented. Key points summarised by the Chairperson.

Action: None Required.

9. To receive Minutes of the School Improvement Committee Meeting 14.11.17

The Minutes from the meeting on 14.11.17 were presented. Key points summarised by the Chairperson.

Accurate record of discussions.

- Discussed underperformance appendix, felt to be very useful and pro active tool.
- Lockdown procedure referred to next Resources Committee meeting.
- RA and RW have met with KW re SDP amendments which were outlined and circulated to governors at the meeting. These aims are to support governors in helping the school to develop and meet its objectives:
 - Set of Key Performance Indicators (KPIs) – working group of Chair, Vice Chair and Committee Chairs to meet and prepare draft proposals for consideration at the next full meeting on 20.3.18.
 - Communications Strategy – RW will work on this with RA and roll out later in the year.
 - Governor Links / Input – governors are encouraged to attend more school events and report back informally. For example AC reported that having recently attended the Y1 Headteacher's Award assembly for her child she had been so pleased by the experience and enjoyed herself enormously. Governor input has definitely improved and SS commented that governors definitely seem more visible than previously.

An updated version of the SIDP will be circulated to governors via email for comments.

Action: None Required.

10. Correspondence

No correspondence received to comment upon.

Action: None Required.

11. Headteacher's Report

KW said that in his report he tries to include things not included in other reports or agenda items, as well as statutory content. He will be working with AG and other advisers moving forward to expand on the amount of information being presented, though Ofsted made no comment on the matter.

KW acknowledged the hard work of staff and their diligence since September. Morale had been low but there is a noticeable improvement with more collaboration and willingness to work together. There have been challenging conversations and situations but everyone is working very hard. JP said that during her middle leader visit she explored the challenges and rewards of those in the roles. She was keen to know how governors could support them in personal growth. Staff were positive about their roles, there was some defensiveness from those not as familiar with JP. Staff felt monitoring was a positive experience and appreciated the increased structure. They seemed to think Maths was going well, but that it felt very formal – is there scope for more creativity by teachers for the benefit of children. Overall felt that staff felt supported but that they were willing and able to support one another. JP said she felt the visit had been useful, perhaps to revisit later in the year to also develop the relationship. Questions raised included improving parental engagement – staff suggested governors supporting and promoting events. SS said the meeting was well received, was very focussed and gave a good opportunity for staff to express themselves. RA asked how JP avoided staff feeling defensive and like an 'inspection'. JP said she planned careful and open questions, informal introductions, outlined that she was there to support staff. She tried to make the meeting positive, informal, and more like 'chatting'.

RA asked staff governors their opinions on morale. JM said that everyone has good days and bad days but has not noticed anything extreme one way or the other. HH added that it does depend on who you ask, some express thoughts to her, some to staff between themselves. HH said that the increase in monitoring and visits by external advisers has put extra pressure on staff over a condensed period of time.

SM asked what behaviour leads to Fixed Term Exclusion. KW said that it can be verbal or physical assaults on other pupils/staff, defiance such as refusing instructions, persistent disobedience, putting others at risk. An exclusion is usually the end result of a series of events where other interventions / sanction etc have not been successful. Exclusions are issued based on the school behaviour policy, following a clear set of criteria. Reintegration process also in place.

Action: Governors to email availability for January re Governance Review By: Govs

12. Governor Training / Notes of Visits to receive

Governors were invited to read the reports received from SM and PS following recent visits.

Jane P – see Item 11 where JP discussed her recent visit.

Action: None Required.

13. Finance / Premises / Health & Safety Update

Mrs Sarney the SBM is currently on sick leave following a hip replacement. Day to day finance is being completed as usual by the Finance Administrator and the LA FMS service has provided a bursar to visit school and draw up the revised budget. Deficit of £94k by 2019/20 is not outside the acceptable range according to the LA and no further actions are required at this time but obviously close monitoring will continue.

New leased minibuses are due to arrive in January which will be beneficial in terms of expenditure and reliability.

There are Opportunity Area grants / funding pots becoming available which may be relevant to GRPS. JP will continue to monitor and advise where possible.

Action: None Required.

14. Attendance Report

Brief summary figures prepared by Mrs Moreno. Whole school attendance at 96.2% is largely in line with national figures. The second half of the Autumn term has been particularly long at 8 weeks and is notoriously difficult for attendance re illness. The governing body commented on the attractive nature of the attendance displays and the weekly notices advertising attendance results are great. More in depth statistics / data will be available once Bromcom is further explored.

Action: None Required.

15. Policies to approve and adopt:

- Governing Body Decision Planner (Scheme of Delegation)
- HR011 Statutory Developing Performance Policy
- GEN019 Uniform Policy
- FMS007 Statutory Charging & Remissions Policy

Governing Body Decision Planner (Scheme of Delegation).

Model version. *All governors agreed to adopt.*

HR011 Statutory Developing Performance Policy

Model LA policy. *Proposed by EJB, seconded by JM and agreed by all governors.*

GEN019 Uniform Policy

School designed this policy in 2016/17 to promote wearing of black school shoes. There seems to be a positive increase in the number of pupils now adhering to the policy. HK commented that sweatshirts with the school badge are much more expensive than plain versions and wondered whether this may be an issue for some lower income families. JM advised that she does have a small pot of money for assisting those in extreme need. Sweatshirts with the badge are useful for identifiability when on the many visits that school undertakes. **All governors agreed to adopt.**

FMS007 Statutory Charging & Remissions Policy

Model LA policy, outlines charges and fees for hire of school site and resources such as the minibuses. *Proposed by JM, seconded by RA and agreed by all governors.*

Action: Policies signed and filed as per procedure

By: Clerk

Action: Update Charging Policy on school website

By: Clerk

16. A.O.B.

Adrian Gray was asked to give a round up following the observation of the meeting:

He asked governors whether they had been prepared to get Requires Improvement in the inspection. JP said that the governing body had been disappointed. AG asked what has changed since the grading to improve the awareness / knowledge of the governing body. Governors advised that there is a tighter development plan, with greater interrogation of objectives. AG said that the newly proposed KPIs and linking them with the SIDP and Headteacher Report is a good idea. Inspectors look at what governors know, what is the standard and how they know it is correct. Regular 'business processes' such as review / discussion of the SIDP, SEF etc are important. The aim is for governors to not be surprised by anything. RA commented that the governing body felt they worked hard to look at the robustness of attainment data; there were extensive meetings and presentations about it and governors felt they had interrogated the data presented to them. AG agreed that assessment is a difficult area. RA asked for advice as to how to ensure a meeting runs appropriately with relevant amounts of time available for all matters on the agenda. AG said that ideally the HT and Chair should meet, draw up the agenda and discuss as to the preferred order of business. EJB added that she feels it is important to not delve too deeply into items which don't necessarily need a discussion.

Governor / Staff Social Event 18.12.17

Governors were reminded of the date and time for the governor / staff 'Mince Pie Social'. Clerk has ordered plates, napkins etc and will purchase mince pies. She has made posters for the staffrooms and will send a text reminder to staff several days before.

Action: Buy refreshments, display posters, send text reminder

By: Clerk

Meeting Closed at: 8.45pm

Signed (Chair) _____ Date _____