



**Full Governing Body Meeting
5 December 2019 – 7.15 pm
Minutes**

Present: Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair), Mrs Z Durrani, Mrs L Gawen, Mr G Huntley, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster (Head)

Apologies:

Absent:

In Attendance: Mrs S Tiramani (Clerk)

No.	Item	Action
1.	Welcome and sign in and Apologies for Absence. There were no apologies for absence.	
2.	Conflict of Interest No conflicts arose during the course of the meeting.	
3.	Notification of Any Other Business HT's Performance Management Review	
4.	Approval of the Minutes of the previous meeting on 12 September 2019. The Minutes of 12 September 2019 were agreed as a true and accurate record.	Minutes approved
5.	Matters Arising not on tonight's agenda	
5.1	<i>Minute 5 - Pecuniary Interest Sheets to be completed by CB, ZD, LG & GH</i> Actioned.	Actioned
5.2	<i>Minute 6.4 - Gov Visit Date to be uploaded to GovernorHub and lunch with teachers to be arranged</i> Actioned. Lunch will be arranged for later in the academic year.	Actioned
5.3	<i>Minute 8.5 Letter to parents to go on website.</i> Actioned.	Actioned
5.4	<i>Minute 8.6 Gov Resumes to be checked and uploaded to website.</i> Actioned.	Actioned
5.5	<i>Minute 9.1 – CB to be asked which committee she wants to attend</i> Actioned. CB to sit on School Improvement Committee due to her teaching experience	Actioned
5.6	<i>Minute 9.3 – CB to be asked to take on Education Visits Linked Governor role.</i> Actioned. CB happy to take on this role and will liaise with DB in due course.	Actioned
	<i>Minute 9.6 – Number of years for review to be added to Review</i>	

5.7	<i>Cycle.</i> Actioned.	Actioned
5.8	<i>Minute 9.7 – Review of policy impact/action to be carried out as appropriate</i> Governors agreed they needed to be pragmatic but noted some would be really worthwhile to review.	Actioned
5.9	<i>Minute 10.1 & 10.2 – CB, ZD, LG & GH to sign KCSIE and Governor Code of Conduct.</i> Actioned.	Actioned
5.10	<i>Minute 11.1 – Staff to be thanked on behalf of Governors for their work in achieving End of Key stage results.</i> Actioned.	Actioned
5.11	<i>Minute 11.6 – Targets to be included alongside results data going forward.</i> Ongoing.	Ongoing
5.12	<i>Minute 12 – Individual documents to be added to Governor Induction folder on GovernorHub.</i> Ongoing.	Ongoing
5.13	<i>Minute 13 - New Ofsted Framework training to be investigated. Training gaps to be determined</i> Covered below. Chair circulated HfL Ofsted courses.	
6.	Headteacher’s Report to Governors (including safeguarding and GDPR update) The HT’s Report had been circulated prior to the meeting.	
6.1	TW informed Governors that in addition, the finance audit had taken place the previous week. TW stated that it was an interesting day but not real value in it. No issues were raised however the report, due to be received by the end of term, may include some recommendations.	
6.2	Staff Changes TW advised that a long serving TA has resigned due to personal reasons. This was not unexpected, and she has kindly agreed to stay on until February half term. Governors stated that they would be happy to contribute to any collection.	
6.3	<i>Q In the HT report it is noted: We have had one internal exclusion due to violent behaviour. Can the HT inform the GB if this action had positive outcomes?</i> TW advised that there have been no other episodes since and the school is working with the child and their family.	
6.4	The GB noted that it was a very positive Autumn visit report from the HIP (RAG status Green) with the schools’ assessment of ‘good’ being supported by the HIP via the evidence seen at the visit via learning	

walks, book scrutinies and discussions with leaders would support this view.

6.5 The HIP stated that leaders must ensure that pupils can talk about their learning: which skills they have been taught and what they need to do to get better in order to fully secure this. It is noted that the HT has talked about the work the school are doing in this area at the last SIC.

6.6 *Q. Can the HT provide a brief update on the action Plan?*

Action	By whom	By when
Encourage subject leaders to monitor using a 'why this, why now?' approach, so that they become critical friends for teachers and can use this to support and develop teaching further.	HT/DHT	Ongoing
Ensure that the school website provides a clear outline for parents and visitors as to how the schemas link together and how each subject is respected in its own right.	SLT and subject leaders	ASAP
Ensure that pupils understand what they are learning, how it links to prior learning and other subjects, why they are learning it, and that they can talk about this.	Subject leaders	With immediate effect and ongoing

6.7 *Q. Similarly, it is noted the positive report from the HCC Brokerage Visit Report. Can the HT provide a brief summary of the progress on the agreed actions?*

Actions agreed / recommendations: (identify by whom and timescale):
<ul style="list-style-type: none"> • Ensure that the information on the school's website reflects: the different key skills that pupils will be acquiring, how these skills tie together to support pupils in committing their learning to their long-term memory as they progress through the school, and what pupils' end points will be in relation to the national curriculum. • Consider how children are given opportunities to progress where skills descriptors are for the end of phase (to be achieved over two years). Currently, it is unclear how the teaching of skills in year 3 for example, differs to that of year 4. • Ensure that children are clear about which subject they are learning, especially as children are taught via topics and themes. • Consider strategies for supporting children in talking about the learning that has taken place, what they need to do to get better, and how this links to previous learning. • Consider strategies for supporting all staff in articulating the rationale and intent of the curriculum.

We have planned our next steps from the visits for the summer term. All staff are aware of the key points of the report and we have started preparing by purchasing subject leader guides which will help teachers think through their subject leadership role.

The GB stated they know the time and effort that goes into these visits and additional work following the visits and would like to thank the HT and her team and ask the that the HT does inform her staff that this work is appreciated.

6.8 TW informed Governors that the School Fund is now on the RM budgeting software and can be presented to FGB if they would like to see it.

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Sports Premium and Pupil Premium Funding</p> <p>Sport Premium TW reported that there was an error in the reports circulated prior to the meeting and that the amount received should read £900.</p> <p><i>Q. Can the HT let us know more about the results of the audit club participation which aimed to identify any children not engaging in sport and identify plans to change this (if possible)?</i> Previous audits showed that very few children did not participate in extra-curricular sport whether organised by us or by local providers. We are fortunate to have access to a range of different sports. From the previous audit, we introduced dance and multi skills to target the small number of children not participating in any sports. We are due to do another audit this year to see what gaps there are as there could be potential to introduce other clubs in the morning with the introduction of the new build where the morning club could go.</p> <p>Pupil Premium <i>Q. Could a statement contained in the report which will be on our website identify a child?</i> Yes; I have amended the statement to say. The two other children, despite continued intervention did not achieve the standard but strong progress was made.</p> <p><i>Q Ofsted is likely to ask how you measure the cost effectiveness of spend?</i> We look at progress of children of individual children.</p> <p>TW finished by informing Governors that the DfE have published a new document suggesting how to set out Pupil/Sports Premium reports and TW will look at this for next year to see if it is in a better format.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>Updated Governors' Report/Issues</p> <p>PC advised that he will complete a report for the next meeting.</p> <p>PC reminded Governors of their responsibility to ensure the school website is up to date and that it is readable. TW stated that a member of the office staff has gone through the general guidance on what should be included on the website to ensure compliance and that everything is easy to find.</p> <p>Governors agreed to look at the website and feedback any comments to TW. TW added that she will be looking at the curriculum pages on the website next term and suggested Governors review these in the summer term.</p> <p><i>Q. How often is the curriculum updated?</i> Not often as the curriculum remains the same. The deep dives have raised some things that are now required.</p> <p>Action: Clerk to circulate statutory requirements for school websites</p>	<p>Governors to look at website and feedback any comments to TW.</p> <p>Action: All</p> <p>Clerk to circulate statutory website info required.</p>

	to Governors.	Action: Clerk
9.	To receive reports from Committees	
9.1	<i>Resources Committee</i> The Chair of the Resources Committee stated that the main item for discussion at the previous Resources Committee meeting was the new after school club building which is covered below.	
9.2	<i>School Improvement Committee</i> The Chair of the SIC advised that their previous meeting was routine with no specific actions to speak of.	
10.	To receive updates from link governors including visits and training	
10.1	<i>Update from Governors' conference</i> It was noted that the event is becoming less useful and was not attended by Governors this year.	
10.2	<i>Health & Safety Update</i> ZD ran through her Health & Safety report and it was noted there were no major issues. The report has been uploaded to GovernorHub.	
10.3	<i>SEND</i> DB advised that she has been trying to sort out a mutually convenient date with Mrs Prior. If no visit is possible this term, she will visit at the beginning and end of next term.	
10.4	<i>Update from Governors' Visit Day</i> TW thanked Governors for their reports, however quite a few have children's names in and need to be amended. Governors commented that the children were very animated and a pleasure to be with. Governors did, however, find it difficult to get round all the classes in the time available. TW stated that she would try to arrange visits for a different day or have a week where Governors could attend when they were able. The Chair thanked all Governors that attended and asked for thanks to be given to all the teachers and staff.	
11.	Policies	
11.1	<i>Pay and Appraisal Policy (agree and ratify)</i> It was noted that due to time constraints the teacher pay increase had been brought to the Resources Committee on 7 November 2019 for approval. All Governors not at the Committee meeting had been asked for their approval by email following the meeting. A pay increase of 2.75% was agreed by all. Governors agreed to formally ratify the Pay and Appraisal Policy.	Policy ratified

<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p>	<p>Premises</p> <p>Update on After School Club build TW reported that a screw pile test had been carried out. Nothing official has been received back yet but they did say that there had been no problems, which is positive news. PC reported that he has contacted the Council regarding planning and what we need to do regarding revising for the new design. TW added that once we have paid the deposit, a level survey will be carried out to determine the best location for the building.</p> <p><i>Q. Should we wait for planning before carrying the level test out?</i> PC confirmed we should. Yes</p> <p><i>Q. Is there likely to be a change of position?</i> TW advised that it may be slightly further back which will mean we can use the other space for bike storage. TW is hoping that it will be tilted slightly so that the bifold doors can open out onto the field. This will depend on the levels. We need to make sure the ramp up to the field for mowers/emergency access is not compromised.</p> <p>New Gates British Standard TW advised that the British Standard for automatic gates has changed. We need to make sure that our gates have anti drop devices on them so that they cannot fall off if there is a problem. TW has obtained what she feels is a reasonable quote of £360 and asked Governors to approve this expenditure.</p> <p>Governors confirmed they were happy to approve this expenditure.</p>	<p>Expenditure approved</p>
<p>13.</p> <p>13.1</p> <p>13.2</p>	<p>Governor Training The Clerk had prepared a spreadsheet detailing Governor training attended/gaps/expired and circulated this prior to the meeting.</p> <p>It was noted that HCC recommends that Governors complete Safeguarding training every 4 years and Governors were asked to refresh this training online as soon as possible if their last training was over 4 years ago.</p> <p>Ofsted Training Governors discussed which Ofsted training offered by HfL would be most appropriate and it was agreed that Meeting with the Ofsted Inspector would be the best option. PC to arrange training for a Thursday in January or February.</p>	<p>Governors to complete Safeguarding training online if applicable.</p> <p>Meeting with the Ofsted Inspector training to be arranged. Action: PC</p>
<p>14.</p>	<p>Dates of future meetings for 2020</p> <p>School Improvement Committee - 9/1/20 Resources Committee - 6/2/20 Full Governing Body - 12/3/20</p>	

	<p><i>Q Is there a budget planning meeting?</i></p> <p>TW will meet with the Finance lady that comes in each month to check what TW has prepared and then this will be presented to Governors for consideration and approval.</p>	
<p>15.</p> <p>15.1</p>	<p>Any Other Business</p> <p>Headteacher’s Performance Management Review</p> <p>TW and DC left the meeting and a Part II discussion took place.</p> <p>It was noted that the FGB accepted and endorsed the assessment made by the HT’s PM review panel and agreed to approve the statutory element pay award.</p> <p>The Chair thanked the Panel for carrying out the HT’s PM review.</p>	
<p>16.</p>	<p>Any Other Business</p> <p>The meeting ended at 8.24 pm.</p>	