



# Minutes

<b>Meeting title:</b>	<b>Full Governing Body Meeting</b>	
<b>Date:</b>	10 <sup>th</sup> February 2016	<b>Time:</b> 18.00-20.06
<b>Location:</b>	St Faith's Church of England Primary School	
<b>Present:</b>	Beverley Attewell Chris Brannigan (arrived at 7pm) Charlotte Buchanan Liz Crump (left at 7.20pm) Ed Francis ( <i>Chair</i> )	Sarah Hampson Dawn James ( <i>Headteacher</i> ) Chloe Wheywell Father Paul (left at 7pm) Elizabeth Mackintosh (left at 6.30pm)
<b>In Attendance:</b>	Rachael Corrie ( <i>LA Clerk</i> )	
<b>Apologies:</b>	Ian Tait	
<b>Absent:</b>	None	

## Welcome and Prayers

The Chair welcomed governors and Father Paul gave the opening prayer.

## Apologies

Apologies were received and accepted.

## Pecuniary Interest

No changes to pecuniary interests were declared.

## 1.0 - Approve Minutes from the Last Meeting

The minutes from the last meeting held on 9<sup>th</sup> December 2015 were reviewed and approved to be an accurate record of the meeting. The Chair signed the minutes.

The clerk asked governors to note that the Diocese had asked for clarification on point 3.7 about whether there were still class size limits for Key Stage 2.

## 2.0 - Matters Arising

- 3.3 Early Years Foundation report was circulated.
- 5.5 Year 6 safeguarding focus – HT/CB are working on this.
- 6.1 Governors and equalities – EF is working on this.
- 6.2 Pecuniary interests and attendance onto website – LC/Clerk are working on this.
- 6.7 Governor visit updated report was circulated.
- 8.1 Diocesan updates to the admission policy have been concluded.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 3.0 – Committee Matters

### 3.1 Minutes from School Improvement and Curriculum committee.

It was reported that the meeting had focused on the following items:

- the attendance policy, which was circulated;
- the need for a review of home school learning policy and conveying information to parents;
- the LLP report. Governors noted that the report contains great feedback about staff and governors and the aspiration learning culture of the school.
- SIAC governors agreed that a good way to gather evidence and celebrate good practice whilst conducting visits is to come with focused questions on an aspect of SIP, to act as an aide memoire. The drafted questions have been given to the Chair of Governors for reflection.

It was noted that SIAC are undertaking an audit on SMSC/British Values 25<sup>th</sup> February.

It was considered at the SIAC meeting that governor visits can put pressure on the teachers, and governors were asked to bear this in mind on future visits.

It was noted that future INSET will focus on RE, PSHE, critical thinking and philosophy and how to embed that in the curriculum and mastery.

SIAC also considered the question “How to we measure achievement against the SIP?”. Members agreed that it would take some time coming up with measures, against each of the 12 areas.

### 3.2 Minutes from Finance and Estate Management Committee

It was reported that the meeting’s main focus had been to look at the 10 month results to the end of the year. The figures show a deficit, however there are some categories where the school will not be spending any more this year (eg. IT, staff related costs, pay costs). In conclusion, the Chair of FEMCO reported that the school should be at budget (at an in-year deficit of £6K), if not slightly better. She will look again at the end of February. It was reported that the school had a surplus of £25K from last year, although this needs to be treated with care due to the revenue forecast for next year.

FEMCO had also considered the **capital budget**. The school has spent £14k on canopy and £7k on refurbishment of Year R classroom. With these deductions, there is a remaining £9,500 which does not need to be spent until March 2019. It was reported that the three PCs which the admin team use need to be replaced, as they are running very slowly. This would cost £2K. Governors **agreed** these should be purchased.

The HT reported that ideally the school would like to purchase five more interactive whiteboards. A quote of £14k approximately has been provided, which does not allow for any reduction for “bulk” purchase. The school has two which will need to be replaced soon.

Governors **agreed that in principle** these were important items for the school, which would improve learning and teaching for everyone in the school community. However, due to the uncertainty around future capital budgets and thus the need to spreading the cost of purchase, governors **recommended** the following:

- the school should get other quotes from Harrap and Dudley, to try to get a better price;
- they should ask if the SA would be able to raise money for whiteboards next year (or the remainder of this year);
- if the budget is too tight, the school could purchase one at a time (unless a quote offering a bulk discount is offered);
- the final decision should wait until 29<sup>th</sup> February and see what the capital funding budget is going to be. Governors **delegated the decision** to the HT and Chair of FEMCO after this is known.

**ACTION: HT/BA**

*Elizabeth McIntosh left the meeting (18.30)*

### 3.3 Minutes from Pay and Personnel Committee

It was reported that at the current time, the school is not planning/aware of need to make any changes to staff through to next year, merely just adjustments to responsibilities/time. There has been a lot of staff training due to new national curriculum, subject leaders' responsibilities and SEN. The PPC also talked briefly about inset days.

### 3.4 Minutes from Health and Safety Committee

Governors thanked Phil Crump for his hard work on completing the many jobs required around the school.

It was reported that the overhanging trees will be pruned on 22<sup>nd</sup> February and staff have been warned that part of the playground may be out of action for that day.

Prevent training has been attended by CB, EF & DJ. One important message from the training is that if children have been bullied and are unhappy at primary school, they are then more likely to be vulnerable to this kind of coercion at secondary school. There is a link in the minutes which is useful training (it only takes 20 minutes) and all governors are encouraged to undertake. **It was NOTED that CB has done the CHANNEL training** and has the certificate. Three words from the course were shared with governors: notice, check and share.

## 4.0 – Head Teacher's Report (including School Improvement Plan Progress)

4.1 The School Vision has already had an impact on staff and children. For example, in assemblies; Father Paul has been using themes and tying them into biblical passages and the children are beginning to articulate those. The younger children have toy animals in their classrooms.

4.2 Schools Direct and teacher training – there is a PGCE student coming for the summer term.

4.3 Lexia – The LLP was very impressed with this and had never seen it before. He arrived at 8.30am and there were 25 children working on it. The school had spent its Pupil Premium for 3 years on this system and will be continuing. With the sports funding, children are all doing TriGolf at the moment.

4.4 Subject leadership training

**Q: What is "Awe and Wonder"?**

A: This is RE/PHSE for the younger children; making the most of life around them and is linked to mindfulness as well.

4.5 Assessment – The school has just finished the end of year report format. The continued use of Target tracker is being considered but it would cost £1k. Hampshire County Council are putting out free trackers onto their site and the school will probably be able to adapt it.

4.6 Safeguarding – The Talking House morning has been held by the School Council; achievement assemblies and ideas boxes, are being used as positive ways to emphasise anti-bullying. The E-safety power point has been put up on the website. House Captains want to do an assembly about the importance of learning.

4.7 Assessment update – The HT updated governors on the current situation regarding expected standards of achievement by Year 2 and Year 6 (end of KS1 and LS2). HT outlined that in the absence of levels, the standards of learning will be judged against a checklist, against which every child has to achieve in order to get to the expected level (HT circulated the exemplification lists). The assessment will be very different; more book based with less teacher intervention. The school needs to ensure that every single element on the list is taught, covered and the evidence is visible. The teachers are going to a standardisation meeting next week to see if what are they doing is enough.

One governor noted that from a parents perspective, there is a change in the level of work that the children are having to do outside of the school.

*Chris Branningan arrived and Father Paul left at 7pm.*

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**Q: Is there anything as a board of governors that we should be doing?**

A: Just be aware of the situation and the immense pressure it is putting on teaching staff.

**Q: Is there anything we need to do to manage parents' expectations? Will parents know how their children are doing?**

A: If a child is showing to be below Age Related Expectations, the parents will have been given bullet points in how to support and will probably have been asked to come in to speak to the teacher. This will also be covered in parents evening. Everyone in Y1 and Y2 has been given a maths pack with resources, as the school has recognised that more needs to be done at home.

## 5.0 - Vision/Strategy/Strategic Direction of School

5.1 The Chair thanked all governors for their contributions on 4<sup>th</sup> January, which has resulted in a goal/mission statement.

5.2 Governors discussed the mission statement, including its length, the precise meanings of the wording and whether it reflected the school's ethos and values. It was clarified that the purpose of the mission statement was for the staff and governing body primarily, to keep focused on what the school is there to achieve in the widest sense.

*Mrs Crump left at 7.20pm during the discussion.*

It was agreed that the statement should be used and tested until the end of the year. Governors agreed to revisit it in the first meeting of next academic year.

**ACTION: Clerk to add to agenda**

Governors discussed that their role was to set the strategic direction of the school and also that they required means to monitor progress against this. There are four areas of Strategic Direction, taken from the Strategic Plan. These are monitored by the HT's progress report and governor visits and there is need to validate the effectiveness of the strategic plan by questioning every time whether the school is addressing these areas.

## 6.0 - Governor Matters

### 6.1 Ofsted criteria of an outstanding school:

The Chair invited governors to consider how the school is doing against the Ofsted criteria and to consider how it can be evidence.

#### Effectiveness of leadership and management

It was agreed that there is a culture that enables pupils to excel. The inset day showed that there is a culture of discussion and keeping governors visible in the context of this school environment. However, it was also mentioned that this is difficult to judge from the inside and can only really be assessed from external validation. The school has some results to provide as evidence; the LLP report, financial priorities to look for benefit, staff satisfaction through the performance management system, parents' questionnaire, relationships between staff & pupils which comes out under performance management and teachers standards.

#### Quality of Teaching, Learning and Assessment

It was agreed that the school was on track with a good, new assessment process. The subject content quality is considered at governor visits, books, talking to pupils and teachers. The children are being driven and the bar is always being raised. A good system for tracking progress of all children as well as PPG/SEN children is in place.

It was noted that one of the limitations that the school has is its size and capacity. However because of the elements of scale, the school is able to achieve things which other schools may not be able to (eg. small class sizes, non-linear learning, getting to know the children better).

Pupils work hard to prevent all forms of bullying.

It was agreed that the school has been working very hard on this. There is no evidence of bullying. Prevent strategies are now in place.

The Chair concluded the discussion and governors agreed that on those three criteria, the school is achieving an outstanding level. Another two or three of these criteria will be considered at each meeting.

A copy of all slides used by Chair is attached.

#### **6.2 Governing Body Membership:**

It was reported that Sarah Hampson's term of office as parent governor has finished. Members thanked her for her hard work. It was also reported that, subject to approval by PCC, she will change to become a Foundation Governor. Members will be informed once this approval has been granted.

The school needs to recruit a new parent governor and governors were asked to consider anyone who would make a good parent governor to please ask them to consider applying, through the formal procedure which will be instigated by LC. Governors were asked to tell prospective candidates of the time commitment, especially the committee responsibilities.

**ACTION: LC/All governors**

#### **6.3 Governor Services:**

Governors agreed to continue to subscribe to governor services at a charge of £1,425 pa. It was noted that there is an external e-learning package which costs £250, which pulls in courses from other providers. There is a free trial period which the Chair will use to investigate the value of this additional package. Governors delegated the decision of whether to subscribe to this additional package to the Chair.

**ACTION: EF**

#### **6.4 LA Clerking Service:**

Governors agreed to continue to subscribe to the clerking service, on the same level as last year.

#### **6.5 Training Directory for 2016/17:**

Governors were encouraged to have a look at this and book themselves onto any courses which they wish. The Chair reminded governors that courses ensure that the governing body is kept up to date and part of the value of training courses can just be time to reflect and talk to other governors.

#### **6.6 What maintained schools must publish online (guidance from DfE):**

It was reported that the school's website changes are nearing completion. The "Governors" section is to be overhauled to ensure compliance with DfE and HGS requirements.

**ACTION: EF**

#### **6.7 Governor equality:**

The Chair of Governors to complete this by the end of March.

**ACTION: EF**

#### **6.8 Other reports for governors to note:**

- Efficiency in Schools (financial) - from the DfE
- Primary School accountability in 2016 - assessment and reporting arrangements; scaled scores. The Chair had prepared two summary documents - copies attached.

### **7.0 Church Matters**

There were none reported.

### **8.0 Parent Matters**

There were none reported.

### **8.0 - Policy Reviews and Updates**

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8.1 Accessibility plan was signed off in HSC. The school is aware of its limitations.

8.2 Attendance policy has been signed off and has been circulated to parents.

**9.0 - Plenary - Meeting Review - how has this meeting benefited our children and other stakeholders?**

The meeting has included a good look at what we are about.

It has confirmed a number of things - vision/goal/ethos of school; performance against criteria against outstanding school; quality of strategic plan match against strategic direction of school.

Governors updated on "Prevent".

Agreed replacement of admin IT hardware; Agreed to progress with classroom screen replacement programme.

**10.0 - Possible agenda items for forthcoming meetings**

Ofsted: list of features of an outstanding school

**Name of Chair:** ..... **Signature:** .....

**Date:** .....