



**Minutes of a meeting of the Full Governing Body  
Monday 12<sup>th</sup> October 2015, 7.45pm at the school**

**MINUTES**

**Present:**

Cathy Burke (CB) DHT	Fiona Higgins (FH)
Jennie Burton (JB),	Linda Crawley (LC), CoG,
Jo Garcia (JoG),	Janet Goddard (JG), HT
Lara Jubb (LJ), Observer	Ben Wicks (BW).
Paul Karim (PK),	Richard Rickwood (RR),
Sandra Ison (SI)	Kate Leahy (KL)
Hilary Isham (HI)	

**Absence**

Janice Graham (JG), Liz Tomlinson (LT),

**In attendance:** Carole Connelly (CC) Clerk

**Procedural**

- 1 Conflict of Interest**  
Governors signed the register of pecuniary interests and there were no verbal declarations of interest.
- 2 Apologies were received from and approved for** LT and JG apologies were accepted.
- 3 AOB.**  
Parents newsletter and governor email.  
Succession planning  
Admissions  
Road Safety
- 4 Minutes of the last meeting** 29<sup>th</sup> June 2015  
The minutes were approved and signed.  
Sandra Ison was present at the meeting but not recorded in the minutes.  
Check governor emails and actions – AOB
- 5 Election of Chair and Vice Chair of Governors**  
No nominations were received before the meeting and BW would like to stand down as VCoG, Fiona Higgins elected unopposed as VCoG, Linda Crawley elected unopposed as CoG.

Clerk to update governor database.

**6 Headteacher's Report**

Minutes of ACS FGB Meeting 12<sup>th</sup> October 2015

HT report included a data review. The data report had been discussed in depth at the PA meeting.

School is full and first year with no building work during Summer holidays.

Q. The inclusion register, what is this?

A. This is the SEN register and it has been broken down differently, categorisation was explained.

Quality of teaching – not a great detail of information as so early in the term.

Behaviour and safety- no new referrals and attendance high.

CP training on INSET day and all renewed for a further 3 years.

Focus on marking, organisation and phase leadership. The biggest changes have been addressed this year.

The FGB meeting is early in the school year has met so early that the HT report is thinner than normal. Perhaps hold this FGB meeting after half term next academic year.

Data review visit with Carole Evans (HIP), Cathy and Linda attended.

Progress indicative as outstanding, Ofsted inspection cycle is presently 3 years, HT explained the one-day inspection regime.

Q. What would you like to improve?

A. PP children in year 2 have a wider gap than national. Only a small number (8) however need to close this gap.

Q. Is the gap-narrowing year on year?

A. This will have to be tracked.

Discussion on the new assessment strategy.

Q. In the new cohort what number are eligible for PPG?

A. So far only 2 identified, however others are encouraged to register and those in receipt of the PPG will receive a free school sweatshirt.

Q. With the achievement results, is the o/s reflected in the teaching.

A. There are not separate judgements but the school thinks this is where the teaching is at present.

Q. Have new staff settled in well?

A. Yes the year 2 and 3 teachers and 4 TAs have settled in well.

The HIP was very complimentary about the leadership of the school.

## **7 Report on Pupil Achievement meeting of 2<sup>nd</sup> October 2-15**

Restrictive Physical Intervention Policy – best practice to have this policy. Explanation of the policy and its parameters. Within the policy there is a positive handling plan, drawn up in partnership with the parents. Herts CC model policy with DoFE guidelines, it includes recording of any incidents.

PREVENT strategy – CB has attended course, HT is attending this week. Similar to safeguarding training and added piece of safeguarding. This also dovetails with the online internet information. Governors should be encouraged to attend.

Self Evaluation and Data

Discussed the narrowing the gap and SENCo time has been increased.

Governors have this as a visit focus.

Traffic

There is to be improved signage with roundals. Discussion on an e-petition to press for better signage.

Q. What is holding up the installation?

A. Highways have to commission it and install, Councillor Chris White is to fund this.

Discussion on the use of a barrier, anticipating that there will be future battles regarding signage and safety.

SDP circulated in hard copy.

SI elected unopposed as Chair.

CoG and HT, SI, JG, CB, FH, JG, BW and LT members of this committee.

## 8 **Report on Resources Committee Meeting**

CoG and HT, PK, RW, HI, JB, KL (LJ to observe) members of this committee.

No meeting as yet.

## **Governor Items**

### 9. **Governor Visit Reports**

CoG has attend data review meeting and impressed with the precision and depth CoG checked on new children and the soft start, there were less tears this year and there was a general improvement in the start.

Assembly was enjoyable on the safe use of playground equipment.

Sandra – Differentiation in T&L, how teaching was tailored to support different learners. Objective to understand how teachers differentiated to support children, 4 classes visited. Children very engaged, clear as to the large amount of preparation involved, the teachers were committed to teaching all of the children.

Q. When do the children realise that some children are doing something different?

A. This happens in years 2 and 3 however if children find one thing difficult they may move to another group for another task.

Q. How much time do teachers take to prepare?

A. A lot of time is spent differentiating.

Discussion on group size and subject areas.

BW has attended sports day and fully involved himself in the event. The amount of time preparing for the event was impressive, children were encouraged to express their feelings and reduce anxiety.

Discussion on the soft start and parents who are separated. Is there a strategy in place to inform both parents? Perhaps this should also apply to nannies and child carers.

All large issues are communicated with both parents/carers. At pupil consultations it is expected that parents will be civil for 10mins, communications are sent to both parents if necessary.

Children attending breakfast club don't always hand in slips that need to be returned to the class teacher. Staff at breakfast club to remind children.

Discussion regarding children walking to school on their own – this is up to parents to decide whether the children are able to do this.

- 10 **Governor Training**  
Safeguarding training 10<sup>th</sup> February 2016 7-9pm  
Promotion of latest Ofsted training on the latest common inspection framework.

**CONSIDERATIONS/DECISIONS**

- 11 **2015/16 SDP: Key Priorities**  
Plan approved. Note to governors to mark in the plan when they have seen evidence of impact and action.  
Omission – no mention of approving finances, **Action** CoG to amend plan to reflect the GB involvement in approving the finances.  
Admissions policy needs to be moved to March.  
Governor protocols – was circulated at last meeting, **Action** CoG to recirculate and gather agreement via email.  
ToRs to be agreed in each committee.
- 12 **AOB.**  
1. Newsletters – note to governors regarding the receipt of newsletters, please contact the school to ensure newsletters are sent as emails. They are also available on the school website usually the day after they have been sent home.  
2. New email accounts – discussion regarding password issues and governor access to the account. Note to governors to check this account regularly. There is a group facility. Governors encouraged setting up school email account on their phones.  
3. Succession planning – Notes on the present make up of the GB circulated in hard copy. Had previously agreed to extend the number of parent governors however perhaps this decision needs to be left for another year. Jennie suggested that this may be her last year as a governor, need to find a governor with financial expertise.  
4. Road safety – dealt with earlier.  
5. Admission 2017 -18 admission number needs to be consulted on at a FGB, previous admission policy amended to allow initial founders children to be admitted, this will not be changed. The last consultation was two years ago, the recommendation is every 7 years.

13. **Dates of the meetings agreed for 2015/16**

**Autumn Term**

Resources                      Wednesday 18 November 7.45pm

**Spring Term 2016**

PA                                      Tuesday 23 February 7.30pm

Resources                      Monday 7 March 7.45pm

FGB                                      Monday 14 March 7.45pm

**Summer Term**

PA                                      Tuesday 7 June 7.30pm

FGB                                      Monday 27 June 7 45

The Chair closed the meeting at 21.32pm

<b>ACTION POINTS FOR COMPLETION</b>		
<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>

11	Amended SDP to reflect governor approval of finances	HT
11	Protocols circulated to all governors	CoG