



FULL GOVERNING BOARD MEETING
Monday 13th March, 7.30/45pm
Minutes

Present:

Linda Crawley (LC), CoG	Janet Goddard (JG), HT
Chris Ashcroft (CA)	Gordon Baisley (GB)
Kate Leahy (KL)	Jennie Burton (JB)
Hilary Isham (HI)	Sandra Ison (SI)
Richard Rickwood (RR)	Aimee Novell (AN)
Janice Graham (JG)	Paul Karim (PK)
Ben Wicks (BW)	Cathy Burke (DHT)

In attendance:

Carole Connelly HfLClerk;

Absent

Lara Jubb (LJ), Observer

FGB MEETING	
1.	To declare any conflict of interest that may arise during the meeting <i>Governors are reminded they must declare a particular interest, financial or other, in any item on the agenda and withdraw from the meeting for that item.</i> None were declared
2.	Welcome, apologies and consent for absence CA and GB, new parent governors were welcomed to the meeting. Governors encouraged to sign the training book.
3.	Notification of any other urgent business (item 13) Item on succession planning
Procedural:	
4.	Membership update At the last meeting a briefing paper regarding membership was circulated, since then the CoG has been to several briefings regarding the complexion of the GB. The school is a stand-alone trust. There are several documents circulating regarding the R&Rs of the members. CoG, VCoG and Chair of Finance all have to be members at the present time. Ideally in future there should be more members sitting outside of the board in order to have oversight. JB will remain as a member (sitting outside of the board). There is also another potential additional outside member. <i>Q. As chair of the finance committee do I have to be a member?</i> <i>A. If not a member then CoG will forward the appropriate paperwork to ensure that RR can become a member.</i>
5.	Approval of Minutes from last FGB meeting of 2nd November 2016

	<p>(Previously circulated) & any matters arising (not otherwise on the agenda) The finance items, H&S and footpath congestion will be carried forward to the next resources committee meeting. To confirm that the CLA governor is JG There was an appeal for a SEND governor – CoG to oversee this strand in the meantime. Visits focus – CoG visited assemblies. There were some actions that were not taken forward into the summary at the end.</p> <p>Election of VCoG Kate Leahy was elected unopposed and unanimously as VCoG</p> <p>Minutes were approved and signed as a true record of the meeting.</p>	
To receive the following reports:		
6	<p>Questions on the Headteacher’s Report (previously circulated)</p> <p>On roll 288, a slight increase, 26% EAL at present, a small increase. FSM and PPG, 10 last year and 16 this year. Reception places, 303 preferences for the school, an increase in 1st and 2nd places. 66 first places.</p> <p><i>Q. Will this mean that there are enough children for 2 classes of 30 children who are all first preference?</i> <i>A. Not quite correct as there are siblings and children who live nearer to the school to consider.</i></p> <p>There is a slow turn around time for admissions and the school would benefit from a faster allocation and confirmation process. The school has to keep checking with the admissions team.</p> <p>Characteristics of school – the gates have now been added to the playground. <i>Q. Is the school signed off completely with the contractor now?</i> <i>A. Not quite yet as the work has to be signed off and the school is holding a completion contingency.</i></p> <p>Data analysis RaiseOnline data was reported and discussed in curriculum committee. 20 children receiving inclusion support and 90 children have or are having some additional support. This support was explained to governors. <i>Q. The work scrutiny, how is this undertaken?</i> <i>A. Maths was a particular area of priority and there is a focus on diminishing the difference.</i></p> <p>Child Protection Continuing to work with multi agencies with 3 families. There is work put in place already and there was a general statement regarding the support the families received.</p> <p>The headings in the HT report are now the same as the Ofsted headings. <i>Q. Does Ofsted still have a trigger % regarding attendance?</i> <i>A. Yes approx. 96%</i></p> <p><i>Q. Do you mean step one or step on?</i> <i>A. It is step on and it is a behaviour support method, whole staff is trained</i></p>	

	<p><i>and it is a de-escalation technique.</i></p> <p><i>Q. Regarding staffing, and the national challenge, do you anticipate a problem recruiting in the future?</i></p> <p><i>A. There is more of a challenge, however the school knows that it needs more teachers as the school grows, so can advertise for teachers now. The last resignation date is in June and doesn't leave much time. Herts recruitment fair was last weekend and was well attended. The school is attractive because it is different; St Albans attracts people from London because it is still close.</i></p> <p><i>Q. Is there a noticeable change in behaviour as we now have older children in the school?</i></p> <p><i>A. The behaviour is age appropriate and it is dealt with differently.</i></p> <p><i>Q. Are there any incidents of bullying?</i></p> <p><i>A. There has been incidents of bullying and parents are satisfied with the way in which the school has handled the incidents. With soft start, parents are able to talk and issues are dealt with promptly.</i></p> <p>Pupils have been consulted on Golden time, they are happy with the reward system.</p> <p><i>Q. Are exit interviews undertaken with pupils leaving?</i></p> <p><i>A. There is not a formal process but there are informal talks, most move because of moving out of the area and some have now been given their first choice school, however there is some anecdotal evidence that they reject moving to their first choice school.</i></p> <p>St Albans has a large continuing interest list and they are presented with an urgent offer of a place.</p> <p><i>Q. Are the school down on finances regarding 12 children not filling the places?</i></p> <p><i>A. The number triggering finances is taken from the number on roll on a census day and then there is an in year correction so that the finances eventually catches up?</i></p> <p>Discussion on the way in which places are allocated and paid for. The process is very slow, the place is allocated and the parent must accept, however some parents do not do this promptly.</p> <p>Children missing from education are a focus for Ofsted and the authority has to be diligent when offering places.</p> <p>There are 28 children in reception and the vacant places are now being reallocated.</p> <p><i>Q. Who are the school feeding back to, regarding this unacceptable delay in admitting children?</i></p> <p><i>A. The head of admissions.</i></p>	
7	<p>Report on Pupil Achievement meeting (circulated)</p> <p>Discussed the accessibility plan – this sets out how the environment, curriculum and written communication is planned and made accessible. The environment is a very physically accessible environment. However if there were a hearing or visibility issue the school would have to make additional arrangements.</p> <p>Handwriting – the whole school has been trained to deliver a consistent approach. Training new staff and maintaining standards.</p> <p>The policy in year 4 also covers slopping writing – the governors discussed whether this approach too formulaic? The staff are confident that this is a</p>	

	<p>good approach.</p> <p>Eco school initiative – the school is presently a bronze eco-school and is now working towards gold and then green. A parent at Fleetville is supporting the school. There will be an eco council.</p> <p>The SEF – It was emphasised that this is a key document to support governors with Ofsted.</p> <p>The headings in the SEF have been changed to reflect the current Ofsted framework.</p> <p>Absence rates – this is linked to a few specific pupils and some persistent latecomers. These persistent latecomers are from vulnerable families there are 4 children. These children have other agencies working with them and the school wants to encourage attendance rather than discourage them to attend at all.</p> <p>Gender difference – some of the initiatives to encourage boys to try different approaches were discussed.</p> <p>Appreciation of the way in which RaiseOnline</p> <p>Discussion on the new traffic signals.</p> <p><i>Q. How did the school gain the Eco bronze award?</i></p> <p><i>A. This is self-assessed but an external body moderates the other awards.</i></p>	
8	<p>Report on Resources Committee (circulated today prior to the meeting).</p> <p>EFA – annual return is now an online system and there are a few teething problems.</p> <p>The school is financially on track. There were questions regarding the way in which the office report to the committee, there are slight differences in the reporting periods.</p> <p>There is a desire to build up in year funds and to be able to afford larger capital projects. Next project is to refurbish the toilets around the school; some toilets were not changed at hand over.</p> <p>The committee looked at some benchmarking data.</p> <p>Energy cost – higher than average.</p> <p>Supply staff – higher than average, qualified staff used to cover PPA time.</p> <p><u>The committee would like to appoint Focus Bathrooms to carry out the toilet refurbishment work – all governors agreed unanimously.</u></p> <p>The school is not in receipt of the lease and this will be chased with the authority.</p> <p>Afterschool club – XYZ canvassed the parents and LJ has continued with this work and has looked for external sites. There is some flexibility with what areas of the school can be offered that don't clash with the school extra curricular activities.</p> <p>The library has been looked at, the local cricket club is licensed so can't be used for childcare.</p> <p>Lettings rates – this has to be reviewed annually.</p> <p>Gifts and hospitality policy has been reviewed by the committee and offered for ratification.</p> <p>An auditor will be commissioned to check accounts.</p>	
Governor Items		
9	<p>Policy updates.</p> <p>Gifts and hospitality</p> <p>Reimbursement of expenses</p> <p>Accessibility plans</p> <p>All policies were accepted and ratified.</p>	

<p>10.</p>	<p>Governor Visit Reports</p> <p>Development of playground (visit report received) The report was read to governors and was positive and outlined the project and the various associated issues. The finish on time and on budget was applauded. The number of playground incidents has declined. The project manager was a good decision as they saved time and money. <i>Q. Is there any on-going follow up with residents?</i> <i>A. Since the playground has been finished the residents have been quiet and seem happy with the provision.</i> Discussion on possibly inviting the locals to the site, some pros and cons. The school is proactive in asking locals to events and keeping them informed. There is some support to retain the local history of the Pemberton building.</p> <p>Involvement of parents in their children’s learning and the high standards of presentation. (Visit report read to the governors) The assembly was very well attended, some extended family, which showed how proud the families were of the occasion. The children were well behaved, focused and the presenters were confident and proud. The smiles and pride in their work was obvious. The parents were supportive and proud of the assembly. Every child had a part in the production. <i>Q. Some children didn’t have a parent to say goodbye to, is there ever upset?</i> <i>A. Staff are aware and other parents also support with being positive and supportive.</i> <i>Q. There was no religious aspect at this particular assembly is this the norm?</i> <i>A. There are assemblies throughout the year with different religious themes.</i></p> <p>Safeguarding report. (visit report received) There is a visit every term, report from November. SDP and governor priorities and what affect these would have on safeguarding. There is a behaviour and bullying log there have been 5 entries and some racist incidents. There is a new and updated CP policy. Staff have signed it to signify that they have read and understood it. Staff have also signed to state whether they know some children outside of school. Staff have signed that they have seen and signed the code of conduct and whistleblowing policy. Action - The two new governors need to book to attend a safeguarding course. 4 cases CP and 7 cases of child causing concerns. The school buys into a support worker who supports 2 children with counselling. Record keeping is thorough and comprehensive. Intend to undertake a lesson observation on next visit. <i>Q. Is there evidence that the school picks up problems promptly?</i> <i>A. The feeling is that the school deals promptly with concerns. Things are dealt with when concerns are raised.</i> Sometimes the school pick up different issues, that would not trigger a formal concern and these are recorded and if there is a trend or</p>	<p>GB/CA</p>
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	<p>accumulation of issues then the school keeps a record and then reports accordingly. A record of concern is taken and these are regularly monitored.</p> <p>There is a confidence that the school takes all concerns seriously.</p> <p><i>Q. Did the school trigger the concern in the multi agency cases?</i></p> <p><i>A. There are different cases and some children have come to the school with the support, the school is told of other agencies in most cases.</i></p> <p><i>Q. Have the racist comments reoccurred?</i></p> <p><i>A. These will be looked out during the next safeguarding visit.</i></p> <p>Subject Leadership (LJ) (report read to governors)</p> <p>The visit took place at a workshop for subject leadership.</p> <p>There was a reticence amongst staff to give feedback to peers however this was universally acknowledged to be a good way to support each other.</p> <p>Swimming Lessons. (Report read to governors)</p> <p>The lessons happen at St Albans Girls pool, which is, situated close by, the pool is 25 metres in length and very well heated. The company supporting the lessons were very prompt and the children enjoy a generous 30 - 40 minutes.</p> <p>The organisation of space was impressive with good teacher/student ratio. The various swimming activities were explained and all children were challenged regardless of prior experience.</p> <p>The beginners were making particularly fantastic progress.</p> <p><i>Q. What about the swimming kit?</i></p> <p><i>A. This is available to buy at a reasonable price.</i></p> <p><i>Q. What about Muslim girls requiring different swim wear?</i></p> <p><i>A. There aren't any Muslim girls in these classes but they can wear full body costumes</i></p> <p><i>Q. Could the beginners have an additional term of swimming, so that they could continue to make such good progress?</i></p> <p>Discussion on some of the individual cases of improvement. This should be revisited next year. If there is a statutory requirement to swim 25 metres then there should provision for some additional classes for the beginners.</p> <p><i>Q. What about the parents who can't afford to pay the voluntary contribution?</i></p> <p><i>A. The PPG money supports PPG children.</i></p> <p>Maple school also access the swimming pool and they only have a term of swimming.</p>	
11.	<p>Governor Training Update</p> <p>The governors were encouraged to sign the book to update their Exclusion trained governor</p> <p>Action Clerk to get training records.</p> <p>CoG attended MAT training update, HfL are recruiting schools to join their trust. Propose that the governors start to look at the different options. The school may look vulnerable if it doesn't explore various options.</p> <p>Discussion on the models of governance, and the finances and shared jobs.</p> <p>Various scenarios were discussed; some of the financial aspects were discussed.</p> <p><i>Q. Is there the opportunity to start up another new school?</i></p> <p><i>A. Yes there are plenty of queries regarding starting a new school.</i></p> <p>Action Clerk to circulate information.</p> <p>Action Add MAT item to next agenda</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

Considerations/Decisions		
12.	<p>2016/17 SDP: Key priorities (Please bring your copy of the SDP to update) There was a mistake in last years plan and prompt all governors to check the governors page. Update – Page 4 – diminishing the difference is a whole school priority. This provision is being monitored. Page 5 – Scaffolding, teaching is improving and supported by lesson observations and support from SLT. Page 10 – Developing role of subject leader, there is a course called Champions for excellence, the content was explained. Literacy provision – in particular spelling, were are there gaps, language and spelling – soft start, spelling. Page 13 – behaviour and Step On training. Eco Schools – Science, aim to get Bronze and achieved this early.</p>	
13	<p>Any Other Business (AOB) All Staff governors left the meeting at 21.46pm The AOB was taken as a Part Two minute. Meeting ended at 10.22pm</p>	
14.	Dates of future FGB meetings Monday 26.06.17	

Actions

Item	Action	By Whom
Previous item	Add item on H&S and footpath congestion to resources agenda	Chair Res.
10	New governors to prioritise attendance at a safeguarding course	CA/GB
11	Access GB training records	Clerk
11	Circulate any information on MATs	VCoG and Clerk
11	Add MAT to next agenda	Clerk