



**Minutes of a meeting of the Full Governing Body
Monday 14th March 2016, 7.45pm at the school**

MINUTES

Present:

Cathy Burke (CB) DHT
Jennie Burton (JB),
Jo Garcia (JoG),
Lara Jubb (LJ), Observer
Richard Rickwood (RR)
Sandra Ison (SI)

Fiona Higgins (FH) VCoG
Linda Crawley (LC), CoG
Janet Goddard (JG), HT
Liz Tomlinson (LT),
Janice Graham (JG)
Kate Leahy (KL)

Absence

Hilary Isham (HI)
Paul Karim (PK)

Ben Wicks (BW)

In attendance: Carole Connelly (CC) Clerk

Procedural

Action

- 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 HI, PK and BW**
apologies were accepted. Welcome to LJ who is present as an observer.
- 3 **AOB.** There was none
Agreement that the school email addresses will be used as the default address in all future communication.
- 4 **Minutes of the last meeting 12th October 2016** and any matters arising from these minutes not covered on the agenda.

The minutes were approved and signed, with these amendments 1. Only the data report was discussed at the pupil achievement committee, 2. Should be a sub heading Traffic, prior to the item on roundels, 3. The minutes state, children attending the breakfast club do not enjoy the benefits of soft start – they do, however they just don't hand in their notes.
- 5 **Headteacher's Report** (previously circulated)
Questions were invited from Governors,
The Governors attention was drawn to the RaiseOnline data, this is the first significant data received by the school.

Q. Teaching vacancy, September start, what is the position?

A. There have been applications and shortlisting, there are going to be interviews soon.

Q. What is the quality like?

A. There will be a number of selection tools used; teaching is most important and the panel will test the fluency of the candidate (compared to the application).

The school is recruiting early and this year will be particularly difficult as there is a dip in the number of teachers available nationally. The school is highly attractive and in the city centre, it is advertising as soon as possible.

Q. Regarding the data, (RaiseOnline). The data is presented as school verses national and in most areas this is good however in the area of FSM there is a gap, why is this?

A. Some of the cohort numbers are very small (1 or 2) in the disadvantaged group. This will be a focus.

AfL is assessment for learning.

Governors are invited to the parents Coffee morning.

Q. Attendance rating for good/outstanding, is it 95%?

Confirmation that this is the desirable level.

Note that the school has enjoyed a considerable number of outside visitors.

6 **Report from SEN Governor (JoG)** (Notes attached)

14 children on the SEN register and 15 children who receive PPG. The SENCo is currently teaching 24 children per week in small groups. General description of some of the interventions in order to overcome some of the smaller behavioural issues such as fidgeting and lack of attention.

Descriptions of some of the interventions to support work with children with dyslexia, literacy and maths problems.

BEAM – a programme for children who need support with numeracy.

Lego club targeted at children with social issues, this encourages working together and socialisation. The interventions are tailored to individual children and their preferences. The storybooks are selected to encourage awareness of differences and to support diversity.

There was a obvious focus on individual children and a very personal approach. Open door policy.

Q. Family Groups – how does this work?

A. These are the groups that are used for Philosophy for Children and are used to raise awareness and create opportunities to discuss differences.

Q. Are there any professionals who support with eyesight problems?

A. The first port of call , if the school considers the child has

additional needs, is for the family to explore eyesight and hearing concerns.

The SENCo hours have been increased, perhaps with a view to a further increase in future.

7 Report on Pupil Achievement Committee Meeting (previously circulated)

Questions were invited from governors.

BW has joined the group, the largest item discussed is the complaints policy, this item reassured governors that the focus is on early resolution.

Statutory assessment at year two – the teacher assessment is key however there is additional paperwork. The DHT is training to be a moderator for year 2. There was an explanation of the 12 criteria and the early papers sent by the DfE, the whole cohort are going to do early maths and literacy assessments. The evidence must be kept and photocopied and stored in the school. The children will be doing the papers one week early.

The use of the library – there is a focus on encouraging the use of the library.

The SEF – EAL is 28% however a considerable number in this group are fluent English speakers.

SDP – no major changes a visit from the road safety education officer took place. The whole of year 2 will be involved in road safety, discussion on working with the PTA to promote walking bus and road angels work. Explanation of the walking bus concept.

H&S concerns regarding the busy road, Chris White is supporting traffic measures, long-term solution perhaps another entrance to the site. The school signs and speed signs should be in by 31st March 2016.

Discussion on the loss of land in order to create a wider path that could have a barrier erection next to the road.

Action FGB to discuss this in a year's time

Clerk

Risk register, succession planning for governors. SI told governors of her intention to step down as Chair of PA committee.

Exclusion and complaints panel training – who is trained? Is there a breadth of different governors (i.e. non parents) to support these panels?

Complaints policy (previously circulated) formally approved.

8 Report on Resources Committee

An email from LJ was circulated updating governors regarding the Pemberton building. Governors will work on the lease issues.

Action JB will work with the SBM on the changes to the lease. This will be informed by the condition survey.

JB/SBM

Extraordinary GB 27th April 2016 – there will be key decision points

that governors will need to agree.

Finances are looking healthy, final budget allocation amount has been received.

Benchmarking data has also been received to allow committee to look at the school spend compared to other similar schools. Some of the benchmarking figures e.g. those related to energy costs are not necessarily relevant at this point because the school is not yet full.

Staffing numbers are will continue to grow.

Charging and remissions policy was ratified.

Lettings policy – reviewed, there has been no charge to the afterschool and breakfast club to date. The clubs will be informed, proposal is to charge £1000 per term, and the clubs are reporting that they are now full on some days.

Discussion on the limit on the amount of children in the breakfast and afterschool club. What limits the amount of children? The space varies depending on day. The charge will be reviewed and there is a concern about the clubs directly passing on the additional cost to the parents. Discussion about the ability of the clubs to offer holiday clubs and the 24 hour notice for ad hoc bookings.

CoG

Action CoG to discuss concerns with the ABC and XYZ clubs.

The quality of the clubs is important and the clubs will be seen as an extension of the school. Governors considered that the quality was good but the provision does need to be reviewed. How does this provision impact on the other spaces within the school?

Chair
Res.
Comm

Action Changes to lettings policy noted and policy to be circulated to all governors.

Governor Items

9 Membership of the GB and re-elections

List of all governors circulated (in hard copy) and a table illustrating the risk of governors leaving.

A number of governor's terms of office will expire in May 2016. The table of risk was explained to all present.

As the next Governors meeting is in June, those governors who did not need to stand for election were asked their intentions. JB wished to retire at the end of December 2016. All other governors agreed to remain in post for a further 4 year term.

Clerk
Clerk

Elections for 2 parent governor posts will take place in Autumn term.

CoG

Action Clerk to send CoG SGOSS link

Action Clerk to update the Database with the new designations and terms of office.

Discussion about the best possible time to recruit for parent governors. **Action** Revisit the skills matrix, circulate and bring to the next governing body in order to inform the advert for a parent governor (CoG).

Discussion on the importance of financial skills in order to ensure a sustainable future.

10 **Governor Visit Reports**

Reading – how it progresses through the school, the children's comprehension seemed good and is supported by a good choice of books. Questioned teachers as to how they know when to move a child up a reading level. Important to ensure that children are secure at a level.

Q. How does the school ensure that each child has been heard reading?

A. this is supported by meticulous record keeping – process of recording described.

Where children don't have such good support at home the school ensures that the children are heard more frequently at school.

Handwriting – the teaching of handwriting and how is it assessed in ACS. Description of the visit and the classes observed. School has bought into the pen pal scheme. Governor observed the way in which handwriting improvement was measured. There are exemplars available that show the different age group expectations. Positive visit that showed the amount of time dedicated to improving handwriting.

Q. Are the TAs trained to support the pen pal system?

A. The TAs have been trained to support this scheme.

Q. How do teachers identify dyslexia?

A. The SENCo has an understanding of dyslexia and the SpLD base also supports. The wider staff group are not specifically trained.

Q. Are all staff aware of the requirements to support left handed children?

A. The staff are trained in the use of pen pals.

PPG – Objective of visit, why is this gap wider in the school than nationally? Discussion regarding the amount received per pupil. This budget is combined with the SEN funding and used to support disadvantaged children. Explanation of SEND plans and the current interventions.

Circulation of the Maths interventions and the associated funding (hard copy)

Circulation of information of the additional support for PPG children and their progress.

Discussion that some PPG pupils don't need help regarding attainment, every child should achieve their maximum potential.

Q. How is the assessment made?

A. Some PPG are exceeded ARE, so do not need an intervention to encourage progress.

The money is not just to be used on achievement interventions.

Safeguarding – Focus on the staggered playtimes, there are now 5 MSAs, for each phase. Governor calendar pointed to the need to check governor training. Staff safeguarding training was checked and is complete. E-safety course for staff well attended. Policy reviews, CP review and safeguarding policy due for review.

Expressions of concern are collated monthly. Safeguarding training for parent helpers was checked – focus on infrequent helpers and

the most appropriate level of training, perhaps a short briefing. Training on spotting FGM, document passed onto the HT. Suggestion that there is a worry box for the children to express any concerns.

Note the staff have to sign the CP policy to ensure and document that they have read and checked.

Action Clerk to add Safeguarding to future agendas as a standing **Clerk** item

- 11 **Reception Class Survey Results**
(Previously circulated). Similar to previous years results, some dissatisfaction with the uniform and parents want children to all start on the first day of term. Overall the parents are very happy with the school.
- 12 **Governor Training**
Governors were encouraged to fill in the training record.

CONSIDERATIONS/DECISIONS

- 13 **2015/16 SDP: Key Priorities**
Discussed in committee.
- 14 **AOB.** There was none
13. **Dates of the meetings agreed for 2015/16 Summer Term**
PA Tuesday 7 June 7.30pm
RC Tuesday 14th June 7.45pm
FGB Monday 27 June 7 45

The Chair closed the meeting at 9.53pm

Actions.

Item	Action	By Whom
7	Add an item on road safety to Spring agenda 2017	Clerk
8	Work on lease in regard to work on Pemberton building	JB/SBM
8	Discussion of rental with breakfast and after school clubs	CoG
8	Lettings policy amended and circulated to governors	Chair of Res Comm
9	Send SGOSS link to CoG	Clerk
9	Update governor Database	Clerk
9	Revisit skills matrix and circulate to governors	CoG
10	Add Safeguarding as a standing item to future agendas	Clerk