



**Minutes of a meeting of the Full Governing Body
Monday 2 March 2015, 7.00pm at the school
MINUTES**

Present: Linda Crawley (LC), Chair, Jo Garcia (JoG), Janet Goddard (JG), Janice Graham (JGr), Fiona Higgins (FH), Hilary Isham (HI), Lara Jubb (LJ), Paul Karim (PK), Richard Rickwood (RR), Liz Tomlinson (LT).

In attendance: Pat Simmons (PS), Clerk

Prior to the meeting, governors were given a presentation on SEND by SENCO Claire Lord who began her role at ACS in September 2014.

Claire's presentation covered:

- Recognising Special Educational Needs and Disability. Governors took part in an exercise in identifying which children would be placed on the SEND register or would need extra assistance because of a Disability.
- Claire outlined governors' obligations under the new SEND Code of Practice effective from September 14. The new Code arose out of the DfE's recognition that there should be more focus on listening to the views of the child and parents and that professionals should work in a more co-ordinated way to support the child.
- ACS had complied with DfE requirements to place its' local school offer on the school website.
- Educational Health Care Plans (EHCP) had replaced Statements. The Code was still in the early stages and ACS had not yet had to make an application for funding.
- Claire demonstrated paperwork drawn up to support ACS pupils. The SEND Support Plan is a document to which all those involved contribute their comments and views – professionals, school staff, parent and child. 'All about me' is a document completed by the child, working with teachers, in an effort to understand the child's needs and views.
- Claire talked through her role of SENCO, which involved: making an initial assessment; managing the provision map; supporting teachers and Teaching Assistants; working with parents - a significant part of her role; liaising with other professionals; providing training; building up and maintaining resources; representing the school at professional meetings.

Governors found the presentation very informative and thanked Claire for attending. Claire left and governors moved to the formal FGB meeting.

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** Cathy Burke, Jennie Burton and Sandra Ison. JB was unable to attend but had sent a number of questions via email.

3 **Items for AOB**

- Railings in front of the school - LT
- External School sign - LT
- PTA Event - JG

4 **Minutes of the last meeting** of 13 October 2104 were reviewed
All Action points had been completed and there were no Matters Arising. The minutes were approved and signed.

5 **Headteacher's Report**

From her report previously circulated, JG drew governors' attention to the following and invited Governor questions and comments:

1. Numbers for September: There were 283 preferences, 50 of which were first choices and 72' second. It was pleasing to note these figures were up on the previous year.
2. Recruitment of teaching staff for September had begun. Deputy Headteacher interviews were taking place the next day.
3. PTA coffee morning dates had been circulated, to which governors were invited to meet parents.
4. On visitors to the school: the animal handling session, to support work on the rainforest, had been much enjoyed by the children.
5. **JB requested an update on water leaks**
JG reported that, in February half- term HCC had paid for the paving stones to be taken up, a membrane put down and the paving resealed. It was hoped this would solve the problem.
6. **JB asked if pupil achievement and progress of the two classes was compared, to ensure consistency**
JG responded that, each term, pupil progress is reviewed across the year group and for each class, supported by data. Teachers in both classes have the same PPA time and work on lesson preparation together.
7. **How is the school coping with 2 NQTs and no Deputy Head?**
JG responded that each NQT is allocated a teacher mentor and given time away from the classroom. In addition, the middle management structure initiated in this academic year will provides extra support for the NQT's.
8. **JB asked how children were identified for counselling and how this was funded**
JG responded that ACS belongs to the West Herts Partnership which provides a wide range of support, including counselling, for an annual fee of around £300. This was money well spent as 2 ACS children had so far benefited from counselling.
9. **RR asked about E-safety training**
JG reported this had been considered in September and will be revisited when the safety policy is finalised.

There were no other questions or comments and Janet was thanked for her report.

6 **Reception Class Survey Results**

Parental responses had been overwhelmingly positive and areas to be addressed had been identified.

- A number of parents were not happy with the quality of uniform and the level of service of service offered by the local and online providers. JG had

notified both of pupil numbers six months in advance and they should not have run out of uniforms. **Action agreed: JG will take parental comments back to the providers.**

- The individual pupil photographs had not proved popular with parents. JG had booked a different photographer for next year.
- Governors had noted parental comments about choice of desserts, with too much cake on offer. JG reported that children had fruit at every break-time and a fruit platter was the only choice available every 'Fruity Friday'. On other days, there was a choice of six puddings, including cheese and biscuits, yoghurts and fruit. **Action agreed: In the interests of promoting healthier eating, JG will discuss choice of desserts with Herts Catering.**
- **Governors asked if JG reports findings of the survey to parents.**
Yes, JG provides summary feedback in the Parents' Newsletter.

7 **Report on Pupil Achievement meetings of 17.11.14 & 2.02.15**

Minutes had been circulated. FH reported in place of SI, on items covered at PAC meetings:

- Much work had been done to review the Behaviour Policy. Governors discussed the SOS card system in place in every classroom. The children were aware of how to use the card to alert an adult in case of any emergency.
- Anti-bullying policy had been reviewed and approved. The school logs all incidents of bullying. Safeguarding Governor JGr will look at the log termly. It was noted there were no issues with bullying at ACS, which actively promoted and reinforced an ethos of very good behaviour.
- The excellent phonics result of 83% pass rate was above the national average.
- Governors had looked at year two SATs and sample papers.
- Governor roles: Liz Tomlinson had been named H&S governor. LC will continue to cover the SEND Governor role and JoG will shadow, with a view to taking over.
- **PK noted that maths was outperforming other areas**
JG explained that Maths performance had been identified as a post-Ofsted action. Maths had been addressed through additional training and increased focus, which had proved very effective. The next area of focus was not yet decided, but it may be Writing.
- **LT asked about PSE (Personal, Social & Emotional) showing less progress than other areas at EYFS and how the school addresses this.**

JG responded that this is a young cohort with only 11 autumn-born children. The school had identified a need to increase the focus on activities of speaking and learning, sharing, turn taking, learning independence, and children dressing themselves. Measures were proving effective and children were expected to make progress.

8 **Report on Resources Committee Meeting**

From the minutes circulated, RR highlighted:

- A major capital expenditure project may be brought forward to next year. ACS was still planning to refurbish the playground.
- There had been detailed discussion on the E-Safety Policy.
Action agreed: policy will be emailed to all governors for comments before being finalised.

- Actions identified in the R.O. report were being taken forward:
 - to initiate a Strategy Review every few years
 - to receive feedback from the Chair of Governors on visits to school. LC had circulated a summary and log of her visits and will report on this regularly in future. LC will attend HfL training on Being an Effective Chair.
 - to progress the Governor Skills Audit. The GB will consider using Associate Members, attached to committees if any skills gaps are identified.

Action agreed: R.O. reports to be circulated to all governors.

Governors welcomed the very thorough RO reports and noted they provided very good challenge to the GB.

9 Safeguarding Report

Safeguarding Governor JGr reported on her recent visit.

- The Child Protection policy based on the Herts Model Policy had been reviewed and updated and circulated to all governors.
Action agreed: The Child Protection policy was approved unanimously, subject to the inclusion of a reference that professionals should not ask a child 'leading' questions or 'put questions into the child's mouth', which could jeopardise future processes. JG reported that this was stressed in all staff training.
- The Governor's Safeguarding Statement on the website had been updated and was approved unanimously.
- Supporting Children with a Medical Condition policy had been approved and was available on the website.
- JG reported there had been 5 contacts with Social Services this year, slightly up on the previous year as the school was growing.
- **Governors asked how visitors to the school are alerted to safeguarding procedures.**
JG reported that all visitors to the school are given a leaflet outlining safeguarding and safety procedures.

Governor Items

10 Governor Visit Reports

- Safeguarding had been covered earlier.
- LC had circulated her log of Chair's visits.
- Art: FH had visited Art with Scarlet and Crimson classes on 23.11 and circulated her report. FH had found the children to be "excited, passionate and attentive", with very good behaviour in both classes. As well as producing the artwork, they evidently enjoyed talking and thinking about their activity. There was clear evidence that activities and learning met the new National Curriculum criteria.
- LJ's visit of 22.01 had focused on looking at fine motor developments which had been identified, in the data review, as an area for development. LJ's visit was led by Miss Navell who demonstrated evidence of actions in place and resources being used.
- JB will be invited to report on her Behaviour and Reading visit at next FGB.

11 Governor Training

JG maintains a log of training and reminded all governors to keep her updated.

- HI, JB, LJ and PK will be attending Exclusions training.
- In-house training on Pupil Health and Well-being will take place in school on Tuesday 10 March 7-9pm.

- LT will attend induction training later this month.
- LC will attend Being an Effective Chair and Chairs Briefings.

CONSIDERATIONS/DECISIONS

12. Updated SEF

The SEF had been updated to include the latest pupil data, following the meeting with the school SIP.

JG stressed this was a working document and confidential to staff and governors.

Action agreed: all confidential governor documents to be marked up as Confidential and restricted to governors.

JG reported the grades had been agreed with the SIP and the overall assessment of Good, and not Outstanding, was a cautious grade at this point.

KL asked how confident the school was in moving towards a majority of Outstanding teaching

JG reported there was evidence that all teaching was at least Good and the percentage of Outstanding teaching was increasing. The SIP will visit in the summer term to provide external validation.

13. AOB

13.1 Railings outside school: LT asked about progress. JG reported that Val Mayle from Safer Routes to School, a representative of Herts Highways and Councillor Chris White had visited the school to look at installing railings. They had concluded this was not possible as it would leave insufficient room on the pavement for pedestrians but they provided no alternative solution.

Action agreed: LT to follow up installation of railings and report back to the FGB

In addition, Governors agreed to consider and discuss other options, including remodelling the front garden and making a rear access.

13.2 A School road sign: JG had asked Herts Highways several times about putting up a school sign to alert traffic, without success.

Action agreed: LT to follow this up and report back to FG.

13.3 JG asked for volunteers to marshal a PTA Guinness Book of Records hopping event for adults and children on Saturday 21 March at 12 noon.

14. Date of the next FGB will be Monday 29 June 2015

The Chair closed the meeting at 9.25pm

ACTION POINTS FOR COMPLETION		
Agenda Item	Action	By Whom
6	Feedback parent comments to uniform providers	JG
6	Discuss pudding options with Herts Catering	JG
8	Email E-Safety policy to all governors	JG/RR
8	RO Report emailed to all governors	RR
9	Amend CP Policy, as agreed	JG/JGr
12	All Confidential Gov documents to be clearly marked	All
13.1 & 13.2	Follow up on railings and road sign	LT