



**FULL GOVERNING BOARD MEETING**  
**Monday 25th June 2018, 7.45pm**  
**Minutes**

<b>FGB MEETING</b>	
1.	Declarations of any <b>conflict of interest</b> that may arise during the meeting <i>None declared</i>
2.	Present:- Linda Crawley (LC), Janet Goddard (JGod), Janice Graham (JGr), Chris Ashcroft (CA), Sandra Ison (SI), Lara Jubb (LJ), Dean Bushell (DB), Louise Hind (LH), Richard Rickwood (RR) Kate Leahy (arrived 7.50pm) (LH), Gordon Baisley (arrived 7.55pm) (GB)  Apologies and consent for absence – Gilly Stray, Paul Karim
3.	Notification of any other urgent business - none
4.	<p>Membership update</p> <ul style="list-style-type: none"> <li>• Jenny Burton has resigned as a member with effect from 31 August 2018. There are currently 2 members who are not on the Governing Body. Additionally Ben Wicks has resigned as a Governor. There are therefore 3 vacancies on the Governing Body and active recruitment is urgently needed. It is also possible that Paul Karim might resign in the near future as his term of office expires in October 2018. It would be helpful to target people who are not current parents at the school and those with a lot of enthusiasm. Specific skills might include educationalists and financial acumen. Possible methods of recruitment were identified as Community Central (<b>GB to provide details</b>), leafleting Killigrew, social media, local businesses, approach StABS. LC confirmed there is no central list maintained by HfL of potential governors and so other avenues will have to be pursued</li> <li>• KL has taken on the role of DPO (on a temporary basis).</li> <li>• SI again expressed a desire to handover Chair of Pupil Achievement Committee. LJ expressed a possible interest. SI also indicated she was willing to take over SEND role from LC and will shadow LC at her next meeting with SenCo.</li> </ul> <p><i>Action: Consider how to recruit any potential candidates for new Governors and propose to LC (All)</i></p> <p><i>Action: SI to shadow LC at next meeting with SenCo.</i></p>
5.	Approval of Minutes from last FGB meeting of 14 March 2018 - approved
6.	<p>Questions on the Headteacher's Report (previously circulated)</p> <ul style="list-style-type: none"> <li>• Numbers are more consistent</li> <li>• Staffing has been challenging with the various maternity leaves</li> <li>• A new regime has been established for Child Protection and Referral – concerns are phoned through to an advisory service and school is told if need to refer.</li> </ul> <p>Q: What funding is available for the looked after pupil. 1-2-1 needs required by care plan is provided by TA as no specific funding is provided.</p>

	<p>Q: What other funding is available? Once a plan has been drawn up it is possible to make a bid for Additional High Needs Funding, but this is hard to obtain.</p> <p>Q: How are internal exclusions managed? There are no real internal exclusions, but time out is used.</p> <p>Q How important is it to involve students, especially current Y5, in activities with their peers? It is essential preparation for the transition to the secondary school that the Y5 cohort, having always been the oldest in the school, need. Participation in District Athletics, Swimming and Football competitions provide this.</p> <p><i>Action: Details of organiser of competitions to be provided by SI</i></p>
7.	<p>Report on Pupil Achievement meeting</p> <p>Q: Have we closed the gap on pupil attainment? The expectation is that pupils will progress by 1 level per term (3 per year) and this is indicated by 100% in the data. Therefore to make up the gap it is necessary that pupils progress by more than 100% but progress of more than 1 level is not shown in the progress data. Additionally pupils who do not attain 100% are still making progress.</p> <p>Q: Is there more recent data available, as the data provided is for January to March 2018? The summer data will be available in the next 2 weeks.</p> <p>Q: Do you intend to keep the additional teacher in Y5 as it is very expensive? A third teacher has been working with Y5 every morning. It will be necessary to assess the impact of this additional support to evaluate if it is good value for money. If not, there are other strategies that can be employed to target help where it is needed, eg splitting the cohort so that smaller groups are receiving targeted help. Y5 is a difficult group in that they have the highest percentage of SEN in the school. Decision-making needs to be fluid, with the emphasis on what works for the children. Feedback from the children is that they feel they are doing challenging work and they are enjoying this.</p> <p>Q: Where does the judgment on impact sit? With the leadership team and it is hoped that the governing body would support whatever decision is made.</p> <p>Q: What sort of impact on applications will the first lot of SATs data have? It must be remembered that SATs only provide a snapshot of the level of those children on that day. The broader consideration is that the children be able to access secondary school.</p> <p>Q: There appears to be a difference in the level in Reception? It appears there is a slightly lower baseline in Reception this year because some material has not been covered in pre-school. Any variations between the 2 classes will be ironed out by moderation, both internal and external.</p>
8.	<p>Report on Resources Committee</p> <ul style="list-style-type: none"> <li>• Lighting – It appears that the additional cost for occupancy sensors will be in the region of £9,000 so that any gain will be lost by the cost. It is the labour rather than the device which is expensive. Additionally it was hoped that the work would be done during the summer holidays.</li> </ul> <p><i>Action: GB will summarise his correspondence with contractors and send to RC.</i></p> <ul style="list-style-type: none"> <li>• The Head teacher has applied for planning permission for extended use of the playground on 3 Saturdays per year.</li> <li>• Basement refurbishment – money has been provided to undertake survey, plans and costings by the PTA. It must be made H&amp;S compliant. 3 quotes have been sought but only 2 have come in, from Bickerdike Allen and McBains, which only differed by £25.</li> </ul> <p>Q: As there will be an additional 60 students in September, will it be possible to create an additional entrance? A new entrance in the corner of the carpark into the churchyard is being considered as the churchwardens are very forward thinking.</p> <ul style="list-style-type: none"> <li>• Lease – the comments from HCC would suggest there are 3 outstanding issues:- the Warranties, the University of Hertfordshire and the relationship with Little Robins.</li> </ul>
9.	<p>Safeguarding Update</p> <ul style="list-style-type: none"> <li>• This is a new form which requires more detail</li> <li>• There appears to be a date omitted in respect of the Staff Code of Conduct policy in section 5, which needs to be checked.</li> </ul>

	Q: Why has it not been shared with staff? This is not required every time the Code is reviewed.
10.	Policy updates. Policies were approved at Pupil Achievement Committee and Resource Committee.
11.	<p>Governor Visit Reports</p> <ul style="list-style-type: none"> <li>• LC and SI will be conducting a SenCo visit before the end of term.</li> <li>• LC and LJ will conduct and Student Voice visit.</li> <li>• It is intended to organise future visits so that items on SDP are completed. Governors will undertake one visit per year with an agreed focus. Governors can indicate their areas of interest and a schedule of visits will be circulated in consultation with JGod.</li> </ul> <p>Q: Would it be possible to improve the Governor Visit Forms to allow a comment on impact? A simplified Governor Visit Form which allowed comments on impact to be captured at the time of the visit would be a good idea.</p> <p><i>Action: LC will do a further visit and will then redraft the Governor Visit Form. (LC)</i>  <i>Action: Governors to let LC know what areas they are interested in and a list will be circulated in consultation with JGod (All)</i></p>
12.	<p>Governor Training Update</p> <ul style="list-style-type: none"> <li>• GB has begun the leadership programme for Governors. He made 3 observations on the course so far: <ul style="list-style-type: none"> <li>○ There is general scepticism about MATs, predominantly because of the top slicing that appears to take place</li> <li>○ A money-making idea is to charge for the use of the school's 23 carparking spaces at the weekend.</li> <li>○ A similar primary school with a two form entry, just 1 year behind, was experiencing a similar difficulty in academic performance. Ideas as to why were discussed.</li> </ul> </li> <li>• It is important that Governors increase their knowledge of MATs, especially if we are considering establishing our own. HfL provide training on the current landscape and understanding the options.</li> </ul> <p><i>Action: Session of 1.5 to 2 hours to be organised for a Monday or Wednesday evening in October, with a second session in November.</i></p>
13.	<p>Any Other Business (AOB)</p> <p>Little Robins has asked for one parking space in the staff carpark for which they would pay. There is enormous pressure on carparking, so that only teaching staff and office staff can have a space. As a consequence there is no space available for Little Robins</p> <p>Q: Is there any chance that the school could provide subsidised parking for staff?</p> <p><i>Action: JGod will write to SADC to request subsidised parking for staff.</i></p>
	<p>Future Meeting dates:  Next FGB meetings: Wednesday 14 November 2018 7.30pm / Monday 11 March 2019/  Tuesday 25 June 2019  PAC meetings: Monday 1 October 2018 7.30pm/ Monday 28 January 2019/ 29 April 2019  RC meetings : Tuesday 27 November 2018 7.30pm/ Tuesday 26 February 2019/ Tuesday 21 May 2019</p> <p>Governors and Staff Strawberry tea Monday 16<sup>th</sup> July 3.30pm-4.30pm</p>
	Meeting closed at 21.32pm

## Summary of Actions

Action	Resp
GB to provide details of Community Central	GB

Consider how to recruit potential candidates for new Governors and propose to LC.	All
SI to shadow LC at next meeting with SenCo	LC/SI
Details of organiser of sports competitions to be provided	SI
Summary of correspondence with contractors on lighting to be written and sent to RC.	GB
Redraft of Governor Visit Form to simplify and allow comment on impact.	LC
Governors to let LC know what are their areas of interest in relation to Governor visits	All
List of Governor visits to be circulated in consultation with JGod	LC/JGod
In House training on MATs - session of 1.5 to 2 hours to be organised for a Monday or Wednesday evening in October, with a second session in November.	All
Write to HCC to request subsidised parking for staff	JGod