



Minutes – Full Governing Body (FGB) meeting

Thursday 12 December 2019 at 5pm

Start time: 5.10pm

Papers issued before the meeting: Heads Report, Learning Improvement Plan (LIP), Overview of policies, Newly Qualified Teacher and Looked After Children policy & Impact log

Attendees:

Governors: Lee Poultney (LP), Rachel Clements (RC) - Chair, Jackie Ferguson (JF), Marion Davies (MD), and Hanene McPhail (HMCP)

Clerk: Janet Ellis (JE)

1. Apologies:

Joan Reading (JR), Diana Franks (DF) and Louise Nightingale (LN) and accepted.

2. Declaration of interests

No interests were declared.

3. Approval of minutes

The minutes and confidential minutes from 19 September 2019 meetings were approved and signed by Dr Clements as Chair.

4. Matters Arising

Chairs training - Mrs Ferguson is now participating in this training via the NGA and successfully obtained a bursary for this course.

Co-opt Governor – Mrs Ferguson will pursue a contact she has.

Parent Governor vacancy – deadline for applications is Friday 13 December. Governors noted that parent lunches would be a potential route to secure more support from parents.

Governor reviews – Dr Clements has met with Dr Reading and will complete further reviews as appropriate; she would like to introduce a new form for Governors to utilise (see item on agenda regarding Impact log)

Website review – Mrs Ferguson agreed to do another review in January 2020. Governors discussed the staff profile page and whether the drawings portrayed a sufficiently professional image of the school and contained sufficient information, e.g. whether they worked full or part time, especially regarding Teacher Assistant (TA) and other school staff. Mrs Ferguson agreed to include this point in her review.

Heads recruitment – Dr Clements noted that Dr Reading, who is leading this, has been in contact with Kathy England regarding the process. Mrs Davies expressed her concern with recruitment, given the small size of the school and agreed to talk to Dr Reading regarding how she could support this matter.

Governor monitoring – Dr Clements apologised that there had been insufficient time this term to take training on this forward and agreed to liaise with Carole Gregory regarding potential group training for Governors.

E-Safety – Mr Poultney stated that a new session on E-safety had been planned and he would invite a Governor to attend.

Safeguarding training for Governors – Mrs Dudfield has now completed this training.

Actions

JF	Website review	31 Jan 20
MD	Contact JR regarding Heads recruitment process	10 Jan 20
RC	Liaise with C Gregory regarding training	10 Jan 20
LP	e-safety session – invite appropriate Governor	asap

5. Heads Report

Mr Poultney took Governors through the report in some detail, noting the many staff changes since the Summer and the new TA resource which would commence in the new year.

Regarding phonics, he stated that he had spoken to Kathy England regarding this issue and that the 'TED' day on 6 January will consider whether the school needed to purchase some resources to support staff on this area. *Mrs Davies challenged whether the school needed to purchase resources* and Mr Poultney said he would consider this carefully in the New year.

The FGB discussed the issue of persistent absence asking whether this was more prominent in one class, Mr Poultney stated that it was across the school and he was writing to the families involved to address the situation. Dr Clements asked whether the statistics for persistent absence could also be included in this report, which was agreed.

Mr Poultney highlighted the work which had taken place within Special Educational Needs and Disability (SEND) this term and said he would be looking at the impact of this next term.

FGB discussed the impact of new teaching staff on the subject coordination roles within school; including *Dr Clements challenging whether other schools could be approached to help in certain areas*. Mr Poultney noted that the school was now operating a two-year cycle of subjects to allow better focus and allow new staff time to develop.

FGB noted that the 'no glass ceiling' approach was still working well and Mrs Ferguson commented that she saw the impact of this at her Governor monitoring visit on maths.

Mr Poultney stated that internal moderations had taken place and further moderation would be completed next term.

Mr Poultney explained that the school were trialling a whole class approach to reading, noting that the choice of text was critical to make this approach successful to this key area for the school and Ofsted. Although the trial had only been in operation for two weeks he was confident it would be successful and rolled out across the school.

The FGB debated the difficulties some children had in adjusting to the new classroom 'environment' after Reception, noting that perhaps more structure in the Summer term would help with this transition.

FGB noted that there was further work to do on ensuring the curriculum was 'broad and balanced' and Dr Clements enquired regarding the topic map, Mr Poultney said this was still a work in progress but topic fact sheets were now on the website.

The positive effect of the new marking policy and the high quality of assemblies and work on display during these activities were also noted.

Mr Poultney informed FGB that county was conducting a safeguarding audit in March 2020.

On the subject of parent collaboration Mr Poultney explained that although there had been a low response to the Open Day, the school subsequently had six visits from prospective parents. There had also been no interest in the phonics workshop this term, however the school would look to offering this again next term and perhaps change the time to hopefully attract more parents. Dr Clements noted that the parent questionnaire would take place in February 2020 and she would lead on this item.

Action

LP	Include persistent absence info in next Heads report	27 Mar 20
RC	Lead parent questionnaire	Feb 20

6. Learning Improvement Plan (LIP)

6.1 Head Recruitment – Dr Clements re-stated this was being led by Dr Reading

6.2 Collaborative working – FGB went through the list (tabled at the meeting) of current Collaborative working activities which the school engaged in and agreed this could be a useful initiative to help the school gain specialist skills. After some discussion, it was agreed to meet separately on this item to take it forwards; a meeting date of **Thursday 30 January at 9.30** was agreed.

7. Finance and Premises Committee

Mrs Ferguson provided an update that the committee were considering the priorities and therefore the allocation of the capital budget with Mr Poultney agreeing to compile a list of items and quotes for the January 2020 finance meeting. The committee had also agreed to additional SEND budget and to consider additional TA resource and budget for phonics resources. Mrs Ferguson also explained that the Pupil Premium budget and strategy would be reviewed to ensure this was being maximised efficiently.

8. Quality Committee

Dr Clements provided an update from the first Quality committee noting that there was an issue with some pupils not hitting their termly targets, however this would be investigated partly by way of the moderation taking place in January 2020 and also the bringing forward of pupil progress meetings in the New year. The Education Endowment Foundation website had been discussed as a source of evidence based resources and the idea of a homework club had been raised and will be discussed further once 2020/21 budget figures were known.

9. Pay Committee

Ms Ellis pointed out that this committee required an additional Governor and stated she would ask those absent Governors whether they could fulfil this role, Dr Clements kindly volunteered to attend the meeting on 23 February if no other Governor was available.

Action

JE	Ask for a volunteer for Pay Committee	Completed
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10. Governor monitoring (GM)

Mrs Ferguson told FGB that through her Chairs training she had some documentation which may be helpful to the FGB and agreed to forward to Miss Ellis for review and potential placement on the 'Gov zone'. She also informed FGB that she had visited Class 3 during a maths lesson and reported that all children appeared to enjoy the lesson, regardless of ability and their behaviour and attitude was impeccable.

Dr Clements highlighted that monitoring was not to judge the quality of teaching and must be kept strategic, she also told FGB that she had conducted visits on both SENd and Pupil Premium / Disadvantaged children this term.

Mr Poultney informed FGB that Dr Reading had also conducted a safeguarding visit during which she had checked the Single Central Register.

Mrs McPhail said she had attended assemblies for years 4/5 and noted that the pupils showed great team work and confidence and Mrs Davies stated that she had attended Class 2's assembly.

Actions

JF	Forward GM documentation to JE	10 Jan
Govs	Complete any outstanding visit reports and send to JE	ASAP
JF	Forward completed Class 3 report to JE	21 Dec

11. Pre-school

It was noted that Mrs Ferguson was writing to Mrs Simms to clarify the schools position with regards to the Children's Centre.

12. Policies

FGB agreed the statutory list of polices and agreed the Looked After Children and Newly Qualified Teacher polices; Dr Clements signed these two policies. She then took the FGB through a number of points on the Pay Policy and gained agreement for them.

Action

JE	Make the agreed amends to Pay policy and provide to LP	Completed
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13. Governor impact log

Dr Clements talked Governors through this new document which was for Governors to use to conduct a personal review and FGB agreed to implement this.

14. AOB

Ms Ellis asked FGB for another date, as unfortunately Dr Browning had cancelled the arranged presentation for her National Professional Qualification for Executive Leadership qualification. A new date of Wednesday 22 January at 3.30pm 2020 was agreed.

Action

JE	Communicate date to Dr Browning	Completed
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End of meeting review form

Where 1 was strongly disagree and 4 was strongly agree, average results as follows:

1. Did the meeting achieve its overall objectives?	3.8
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.2
ii) Holding the head teacher to account	3.8
iii) Making sure money was well spent (if applicable)	3.4
iv) Ensuring statutory duties were met (if applicable)	3.6
v) Ensuring the school is focussed on its medium to long term vision	3.2
3. Did reports/papers issued add value to the Board's decision making?	3.8
4. Have you improved your knowledge from participating in the meeting?	3.8

Meeting closed 7.45pm