



# Minutes - Full Governing Body (FGB) meeting

Thursday 14 December 2017 at 6pm

**Start time: 6.05pm**

Papers issued before the meeting:

1. Strategic Direction - draft new document (7 Dec 2017)
2. Heads report (including Report on the Curriculum)
3. Subject coordinators reports
4. Exclusions policy - Summary of new guidance (Aug 2017) and the full guidance and NEW draft policy as at 7 December 2017
5. Pay Policy for maintained schools
6. Mutual Respect policy as at 7 Dec 2017
7. Behaviour and discipline policy - 7 Dec 2017
8. Autumn Data Booklet, progress and attainment of groups for reception data and Head's notes on data
9. Governor Action plan as at 7 December 2017
10. Statutory policies - changes to 'approver' body
11. Code of conduct Dec 2017 version
12. Safeguarding audit report
13. Aiming for outstanding - self evaluation documents, worksheet 1 and worksheet 2

## **Attendees:**

Governors: Tess Browning (TB), Rachel Clements (RC), Diana Franks (DF) (part), Jon Freaney (JF), Sarah Gillard (SG) (part), Michael Groves (MG), Richard Langley (RL), Lee Poultney (LP), Joan Reading (JR), Jude Simms (JS), Philippa Wakelin (PW)  
Clerk: Janet Ellis (JE)

## **1. Apologies:**

None

## **2. Declaration of interests**

None declared

## **3. Approval of minutes**

The normal and confidential minutes from the 21<sup>st</sup> September 2017 FGB were agreed and signed by Dr Clements as Chair and the confidential minutes from the Extraordinary FGB on 9 November 2017 were agreed and signed by Dr Clements as Chair.

## **4. Matters arising/progress update on action points**

- i) Parent communication – Communication/information from Governors went out alongside the request for a new parent Governor.
- ii) Science grant – Dr Clements informed the FGB that she had contacted the Parish council for a response and was now in possession of a copy of the original letter which was sent.

- iii) Governors paragraph – a new deadline was agreed.
- iv) Strategic direction – no further amends were received by Governors.
- v) e-safety policy was amended and is live on the website.
- vi) Dr Clements and Mr Freaney have met to discuss the vision and strategic direction.

### 6.12 Mrs Franks joined the meeting

See confidential matters arising also

### 6.25 Mrs Gillard joined the meeting

#### Action

Govs Paragraph of personal info to be completed

12 Jan '18

## 5. Code of conduct

Ms Ellis briefly explained that this new code had been drafted to take into account legal changes regarding the removal of elected governors and also to reflect changes in the use of social media. Ms Ellis noted a couple of grammatical amends and then asked for Governors to agree the new code. All governors agreed by a show of hands.

#### Action

JE Place new code on school website

20 Dec 17

## 6. Heads Report/subject coordinators report

Heads report - Dr Browning noted Mrs Gillard's comments which had been submitted prior to the FGB and asked for any further queries.

*Dr Clements asked how governors could assess the 'quality' of teaching? Mr Freaney added to this saying Governors required a high level summary only. And Mrs Wakelin observed that without such a measure it was in part difficult to 'Hold the Head to account'.*

Dr Browning acknowledged this was difficult to state in a single statistic and also noted that it wasn't a metric which Ofsted should ask for. She went on to say that quality will be reflected via the full data available on pupils and can be assessed over the longer term.

Subject coordinators report – **Governors acknowledged what an excellent, informative report this was, and thanked those involved for all their hard work.**

Mr Groves asked how frequent the report would be published and Dr Browning confirmed she hoped it would be produced once a term; Mrs Gillard noted this report would be helpful when conducting Governor monitoring.

## 7. Curriculum Committee Update

Mrs Wakelin gave a summary of the last meeting, noting that an annual equality statement would be required in January 2018 from Dr Browning. Mr Poultney then confirmed he had spoken to staff about ideas for applying to the Tesco token scheme and that the variance in style with regards to the marking of the 'I can' statements was not a problem. Mr Poultney also updated that as of today the school has gone live with a facebook page, noting that new permissions will be sought by parents/carers with regards to using pupils information etc early in the New Year.

Dr Clements noted there had so far been a poor response to the parents survey, probably due to the time of year and that it would remain live into January to give parents/carers an opportunity to complete.

#### Actions

PW/TB	Produce annual equality statement	Jan 2018
LP	Issue a new consent form so that it covers use of social media	Feb 2018

### **8. Finance and Premises Committee Update**

Mr Freaney gave an update from meetings this term, noting there were issues with the new 'Mercury' finance system and that the PE grant had been spent. He further explained that the predicted surplus for this year's budget was now approximately £1.5k.

The Governors then discussed the idea of crowd funding, as this has been allocated to Ms Esrich, the Finance office as a project for next term; Governors agreed it was worth investigating and both Dr Langley and Mr Groves agreed to be consulted with in due course, as they both have knowledge in this area.

It was also agreed that Mr Groves would now sit on this committee due to his knowledge.

### **9. Data Committee Update**

Dr Clements provided the update, referring Governors to the data booklet which had been issued. She reiterated that the results so far showed pupils were 'broadly average' and that the 'Good Level of development' measure was better than last year at this stage.

Dr Browning informed the Governors that a statistical difference for the school is the percentage that one child represents.

Dr Clements informed Governors that as a result of the data analysis the foci were: Key Stage 2 and Year 2, core subjects in reception and Year 5 maths for girls. Dr Browning commented that this would be achieved by working with: parents in terms of home work, teachers with regards to marking; use of 'class provision maps' where necessary and individual pupils will receive intervention if/where required.

### **10. Safeguarding audit**

Dr Browning referred Governors to the pre-issued documents and confirmed this had been responded to by county this year. Mrs Simms noted that the single central register was scrutinised each term.

### **11. Self Evaluation Form**

Dr Browning took Governors through the pre-issued document, explaining that the results put the school in the 'Good' category. She noted that the strategy from county was for schools to largely arrange inter-school support, rather than seek advice from the school improvement advisor. Dr Browning confirmed the school would continue with this approach via its interactions with the Honeybourne school cluster.

Dr Clements noted a couple of minor grammatical changes required and then also raised the possibility that the school may wish to consider some external resource in its journey from Good to Outstanding (e.g. Cadmus).

## 12. Policies

- i) New approver schedule – Ms Ellis explained the reasons for amending the current statutory policy arrangements, i.e. to balance out workload on committees and ‘free up’ the FGB for more strategic issues and after a brief discussion this was agreed to by the FGB.
- ii) Exclusions policy – Dr Browning noted the new guidance and highlighted the change in wording to accommodate Mr Poultney’s authority to exclude and this policy was approved by the FGB.
- iii) Teachers Pay 2017 – this was approved by the FGB.
- iv) Behaviour and Discipline policy - this was approved by the FGB.

## 13. Strategic direction / Governor Action Plan

Dr Clements stated that she and Mr Freaney had met to update both documents; after noting a few minor amends to the Strategic Direction document and this was then agreed the FGB.

Regarding the Governor action plan the Governors discussed ways to improve their skills and knowledge; agreeing to try and use alternatives sources of information (and not over-relying on the National Governance Association). They discussed seeking out other Governors from other counties and using inter-school training where practicable.

Dr Clements then suggested combining her Chairs review with Governor reviews and Governors agreed this strategy.

Governors then discussed trying to participate in more general school activities to interact with more pupils; suggestions included school council meetings, assemblies and meeting the ‘Ambassadors’ and Eco Warriors. Dr Langley volunteered to try and schedule a visit to one of these groups next term.

On the area of communication Dr Clements asked for a volunteer to take over writing the articles for the Broadway newsletter, Mrs Gillard kindly agreed.

In terms of links with local business, Dr Reading confirmed she was now on the Broadway Business Association and Mrs Franks spoke of her involvement with the Broadway Arts festival; which Governors agreed were both positive outcomes for the FGB.

Finally it was agreed that Dr Clements and Mr Freaney would meet the Head and deputy regarding leadership and management within the school.

### Actions

RC	Amend strategic direction document and send to JE for Gov zone	Jan 18
Govs	Actively participate in Governor reviews	By July 18
RL	Organise a meeting with the Eco Warriors	Mar 18
SG	Liaise with RC to produce the next newsletter article	TBC
RC/JF	Meet with TB/LP regarding Leadership and Management	By 16 Feb

## 14. Monitoring updates from Autumn 2017 visits

Science – Dr Reading explained that she and Dr Clements had seen progress in their visit this term (years 1 and 5) but had raised a query regarding marking inconsistencies, which had already been noted by Dr Browning. They also stated they had looked at Maths and English within this subject area.

Topic – Mrs Franks told the FGB that she and Mrs Wakelin had seen how the rotation for Topic would be put in place this year on their visit.

Pupil Premium (PP) – Mrs Wakelin explained she had only met Mrs Dudfield on this visit and would meet with a group of children (both PP and non PP) on the next visit.

Website – Mrs Gillard stated that all statutory information was up to date but had found some outdated information which she has reported back to the school.

English – Dr Langley and Dr Clements said they'd had an interesting and informative visit focussing on Spelling, Punctuation and Grammar.

Safeguarding / spiritual, moral, social and cultural development (SMSC) – Mrs Simms informed the FGB that these visits had taken place, **and praised Mrs Dudfield for all her hard work in this area.**

#### Action

SG/JF Arrange maths monitoring visit

Jan 2018

### 15. Review of actions

Ms Ellis took Governors through the agreed actions from this meeting.

### 16. Next Meetings

**FGB** - Monday 30<sup>th</sup> April 2018 at 6pm

**Showcase' morning** for Governors is on Wednesday 7 March 2018 from 9 until 11.45

### 17. 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?	4
2. Did you feel you carried out your duties as a Governor?	
i) Providing strategic direction	3.5
ii) Holding the head teacher to account	3.5
iii) Making sure money was well spent (if applicable)	3.7
iv) Ensuring statutory duties were met (if applicable)	3.8
v) Ensuring the school is focussed on its medium to long term vision	3.5
3. Did reports/papers issued add value to the Board's decision making?	3.7
4. Have you improved your knowledge from participating in the meeting?	3.4