

Stottesdon C of E Primary School

MINUTES

FULL GOVERNING BODY

TUESDAY 3rd JULY 2018 @ 4.15pm

SUMMER TERM

Present: Katie Jones (KJ) Head Mark Daborn (MD) Chair
 Matt Home Rachel Datlen
 Jane Jones Chris Edge (CE)

In Attendance: Lynne Southall Clerk to Governors (LS)
 Richard Lewis - Prospective Governor (RL)

MD welcomed Richard Lewis who attends the meeting as an observer – subject to ratification by Directors at their meeting on 04.07.18.

1. Apologies for Absence

Received From	Reason for Absence	Consent to Absence
Sarah Price	Personal	Yes
Deborah Walsh	Business	Yes

2. Elections of Office

- Mark Daborn was elected unanimously to serve as Chair. There were no abstentions.
Proposed: MH
Seconded: CE
- Rachel Datlen was elected unanimously to serve as Vice Chair. There were no abstentions.
Proposed: MD
Seconded: CE

3. Committees & Responsibilities

- Constitution of Governing Body was updated for publication on the school website. **(Appendix A)**
- Link Governors will be updated at the Autumn Term FGB in line updated SDP.

4. Register of Business Interests

- Governors updated Business Interest proformas to be retained on file, information to be published on school website.
- Outstanding SP and DW
- Richard Lewis to complete in Autumn Term subject to ratification.

5. Declaration of Items to Be Discussed Under Any Other Business

- MD had 3 items he wished to discuss under AOB.

6. Declaration of an Interest in Any Item on the Agenda or Under Any Other Business

- No Governors declared an interest in accordance with Regulation 16 of the School Governance (Roles, Procedures and Allowances) Regulations 2013, in any item listed on the agenda or identified for discussion as any urgent business.

7. Minutes

7.1 Minutes of previous FGB Meeting (Appendix B)

- The minutes of the meeting held on 13.03.18 were agreed to be a true copy and signed by the Chair.
- A Copy has been placed in the Governors File.

7.2 Matters Arising from the Minutes

Agenda Item Number	Task	Responsibility
9.1	Evaluation of Nursery Budget and Staffing	GB/KJ - Actioned
10	Email e version of Governor Handbook	KJ - Actioned
10	Circulate hard copy of Handbook for signature	SP - Ongoing
11.	Raise issues of School hall at Directors	MH - Actioned
13.1	Revisit skills audit	CE - Actioned
13.	Book MH Foundation Training Re evaluate SIAMS evaluation following inspection	KJ - Ongoing KJ – feed into new SDP
17.	Recirculate Dates	LS - Actioned

8. Committee Items

8.1 Minutes of Standards & Curriculum 07.06.18 (Appendix C)

- In SP absence KJ reported:
- Governors discussed Pupil Progress for Spring Term, impacts & actions.
- Learning Walk took place focussing on evidence of key provision as detailed in the SDP and looking at progression.
- Discussed the analysis of the pupil conference with new pupils in school, credit was given to staff for helping these children on their journey. All are in a very positive position.
- Governors agreed to extend the Sex Education & Relationship policy to Year 4, delivered in age appropriate context with parents having the option for their child to opt out.
- Transition & Expectation is a new internal policy for the progression of the 3 key development stages from Nursery to Year 1.
- Additional policies were revisited.
- Special leave requests were discussed.
- KJ informed Governors of the Trust decision to move from Sarah Bentley as a consultant to Jo Hall, Shropshire LA Literacy Advisor, this is based on financial needs of the Trust.

8.2 Minutes of Finance & Premises 19.06.18 + 01.05.18 (Appendices D & E)

- MH reported:
- At the meeting on 1.-5.18 Governors discussed the proposed budget set by KJ and the School Business Manager (SMB). Governors recognised the workload that had achieved a balanced budget, putting the school in an excellent foundation to move forward, whilst acknowledging finances would be tight.
- IT was acknowledged that taking the Nursery under the umbrella of the school was the correct decision. The finances of the Nursery are assisting the school budget and we are beginning to see the improvements in children's grades as Nursery takes on learning styles under the management of KJ.
- Numbers on roll is 103 + 30 Nursery.
- CIF bid for a new Hall was unsuccessful, school is going ahead with plan B. A draft plan is in place and has gone to tender, company successful at tender will submit for planning permission. It is hoped the ground works will be carried out in September with

the installation completed by November. KJ and Governors would not wish for staff to endure another winter of the unacceptable conditions they have worked in for 12 months.

- CIF bid of £38.5k for toilets was successful, quotes for the required work are around £48k, KJ has been unable to reduce this figure, the SBM is involved, Governors will be kept informed.
- School has secured £10k Big Lottery funding, £1k from Tesco and awaiting the outcome of a bid for £5k from Calor gas. KJ has a quote for a canopy to be installed at £11k, an order will be placed following outcome of Calor gas bid. The installation may be put on hold until the demountable hall has been installed.

Q MD Could we raise awareness of the capital projects at the village fete?

A RD From September 2018 FOSPS are going to launch termly requests for financial contributions to specific Capital projects via the newsletter. This could go out to the wider community via the Parish magazine.

9. Headteachers Report (Appendix F)

- Governors had received the report prior to the meeting for consideration, the following were highlights.

Outcomes

- KJ shared Pupil Progress Report (**Appendix G**) for the Summer Term, informing it is a work in progress, current information indicates results will be on target.
- Whilst data is the headline news, the quality of provision underneath and the level of detail staff have on each individual child is meticulous and clear for member of staff teaching the following year to pick up.
- Year 1 higher achievers was an aspirational target, KJ is confident provision is correct but checking.
- Year 2 staff are aware of the reasons some have not achieved, aware of what is required and can follow up.
- Year 3 Maths is not as robust due to 3 children with some learning barriers.
- Year 4 has a slight Maths problem where some children do not track through robustly as the curriculum widens, they find it difficult to retain and build on. It is necessary to go back and consolidate with some children, the Mastery programme has given strengthened provision.
- Year 5 reading was a target and is progressing.
- Year 6 SATS results are not yet available, some SEN children will be borderline as the tests do not suit their barriers to learning, processing information within the time limit is difficult for them. Results are expected to be good, particularly with higher achievers.
- Point progress throughout school should be strong, any concerns are with individuals, there are no patterns.
- Reception is only .5% under national, this is outstanding progress when considered only 13% were on track at the beginning of the year.
- Monitoring for **Reading** took place in the Spring and Summer terms, outcome was good and had a positive impact on KJ and staff. Weekly reading resources are used and progress throughout school is good. There are two Year 5 disadvantaged children, with external issues, that are making progress.
- The transition document and monitoring in May had a positive impact on **Writing**. Reception are still slightly behind, children have phonic awareness, provision is excellent and children are getting there. LA moderation of all of Year 6 were in line

with staff assessments with one child being raised, the moderators complimented the editing journey. A strong positive message for the Literacy leader.

- A weakness of the school is lower ability and SEN spelling.
- Book Looks are a strength of the school together with staff liaison, particularly between Years 3 and 4.
- There is clear detail on how the Nursery operates bringing cohesion for **Early Years** provision. The staff visit to a Chester school was very inspirational showing what else can be brought into Stottesdon alongside showing what is already done very well or could be tweaked. Staff within the Nursery setting have been very proactive and onboard with all new initiatives.

Personal Development Behaviour & Welfare

- Staff are to be complimented on the support they give all children but in particular the new pupils to the school, there has been a lot of work in order to fill their gaps, the children have enjoyed their journey, as detailed in the pupil conference.

Leadership and Management

- Nursery is **financially** funding itself, staff contracts have been reviewed and are now equitable.
- A balanced budget has been achieved, however it is very tight and going forward KJ and Governors do have concerns school is running on a skeleton staff and if the capacity is there to support the range of needs. SLT will have to problem solve the situation. KJ explained the difficulties in obtaining SEN funding and the amount of time involved.

Q MH Could we put a proposal to the Trust of the needs of the school, should funding become less of an issue across the Trust?

A KJ Nigel Gibbon is aware of the concerns, as finances are tracked funding will be released for needy projects.

- **ICT** is an ongoing area of concern. The Trust has finance and personnel issues in the leadership of ICT, it is moving forwards but not in a speedy manner. It is an agenda item for the Directors meeting on 4th July 2018.
- There are currently 30 in Nursery and 103 **numbers on roll** in school. Projection for September 2018 is 20 Nursery and 104 in school.
- **MH** concluded the report gave consistently good news, Governors are aware more is constantly being asked of KJ and her staff in the way of curriculum and enrichment.
- **MH** to ask Directors to write letter of thanks.
- **JJ** to convey Governors thanks to staff.

9.1 Pupil Exclusions

- None

9.2 Hate Crime

- None

9.3 Attendance

- On track at 96.39%, slightly below last year.

9.4 To Report Action Taken Under Emergency Powers by the Chair or Vice Chair

- It was reported that it had not been necessary for the Chair or Vice Chair to take action under their emergency powers.

9.5 Health & Safety Incident

- There had been an incident where a child in nursery had ingested poisonous seeds from the rear garden. In KJ's absence JJ took the lead, the child went to A and E. The child is now well, KJ has liaised with the LA and met with parents who understand it was an accident and the school followed procedures in an exemplary manner. Parents were pleased with the feedback and responded well.

- Follow up in school has taken two courses. One being to educate the children to not put things in their mouth, they can “Look, But Do Not Pick and Do Not Eat”. There are too many potential poisonous flowers and foliage in the environment to be removed and would give no guarantees.
- The second course is to be mindful of supervision. Correct ratios were in place at the time of the incident, KJ is to review methods of supervision.
- KJ has taken the decision to close the garden for remainder of the term as it does require some maintenance which will be carried out following the completion of the building work.

10. 2018/19 Budget

- A balanced budget has been achieved that is sustainable moving forward.
- All 4 schools in the SGET Trust have achieved balanced budgets which is a strength of the SBM who has considered all cost centres in fine detail. There has been a transition period of working in a different manner with the new SBM that has proved positive.
- Governors **AGREED** to the 2018/19 budget proposed by the F&P committee, there were no abstentions.

11. Worklife Balance & Wellbeing of Headteacher

- KJ asked for Governors to be aware of the well being and worklife balance of all the staff in school, not just herself. They all work incredibly hard for the benefit of the children and school.

Q MH How do staff manage concerns?

A JJ Staff have regular meetings with KJ, including TA's. At a recent PD day staff were encouraged to think about actions for the SDP, encouraged to work in efficient and effective styles. Staff questionnaires are currently being confidentially completed, staff are encouraged to be honest, responses will be fed to Governors. There is a culture of openness and support between staff, however, the job is intense and does involve a lot of time, the 13 week holidays are an offset.

Q MH Does the Trust offer pastoral support to the primaries?

A KJ Yes counselling etc is available via the HR package. The RPA audit identified the need for stress risk assessment to be carried out in a formal manner. Safeguarding training does cover some elements of this area.

12. GDPR Update

- Assistant SBM is the Trust GDPR officer.
- Privacy notices have been forwarded to staff and parents.
- Governors privacy notices to be forwarded by LS.

13. Admission Arrangements

- PAN is 15, September 2018 will have full capacity in reception.
- Any applications that would take numbers on roll over capacity are taken to F&P Governors.
- Consideration will be given to having Governors Admission Committee at Heads Board

14. Governor Development

- SP had recently been part of the Nursery TA interviews and attended the Pembrokeshire residential.

14.1 Monitoring & Training

- RD MH SP MD JJ & KJ had recently attended ASP training with the LA. This will be useful for the IDSR national report in the Autumn Term.
- MD had recently attended Governor SEN training with the LA. A Link visit is to be arranged for September 2018,

14.2 Link Visits:

SP/RD Staff Book Look

- RD reported the book look had identified:
- A range of abilities across all year groups.
- Spelling bee, marking and specific key skills were evidenced in all subjects
- There was a real emphasis on practical learning across subjects and learning objectives were clear.
- Staff were in agreement on the use of Tapestry in Year 1.
- The teaching of English and Maths could be seen in all subjects.
- Progression was evidenced, it was clear standards are being raised.
- KJ reported Quality Framework: History Geography Science RE DT was a useful document that had resulted from the book looks.
- RD stated she was enlightened by the range of work covered, the level of detail and linking by the children and the high levels of expectation of the staff.
- Governors wished their congratulations to be passed on to staff for they work they are doing with the children.
- JJ stated that staff appreciated the involvement of Governors in the process
- KJ concluded all Governors are welcome to attend future book looks.

15. LA Information

- Governors had received the information prior to the meeting for consideration, there were no questions.

16. Any other Business

- MD, on behalf of the Committee, wished it to be recorded Governors appreciation of KJ and all staff for their work over the last year with the children together with taking on the running of the Nursery and a large intake of new pupils all whilst juggling the challenges of the accommodation issues. The evidence is clear by the outcome of the pupil conference scoring an average of 9.7/10, it is a tribute to the staff how well these children have integrated into the school.
- Thanks to Chris Edge for his commitment of 5 years as a Governor of the school. A more formal farewell will be given at the last Ofsted debrief on 7th July 2018.
- Thanks were given to Lynne Southall for her services as Clerk to Governors for the past 3 years. The role will be taken inhouse by the Trust from September 2018.

17. Dates 2018/19

- LS to spend proposal of dates to KJ.
- One Governor Day is to be planned for the Autumn or Spring Day, where time will be spent with the pupils.
- Meeting closed: 6.20pm

Summary of actions/activities following Spring Term meeting

Agenda Item Number	Task	Responsibility
3.	Publish Updated constitution on school website	KJ/SP
3.	Update Link Governors at Autumn Term FGB	KJ/Clerk
4.	Business Interest forms to be completed	SP DW RL
9.	Letter of thanks to staff from Directors	MH
9.	Convey Governors thanks to all staff	JJ
12.	Forward GDPR Privacy notice to Governors	LS - Actioned
14.	Arrange SEN Link visit	KJ/MD
17.	Forward proposed dates for 18/19 to KJ	LS - Actioned

APPENDICES

- A Constitution
- B Minutes FGB 13.03.18
- C Minutes SC&P 07.06.18
- D Minutes Extraordinary F&P 01.05.18
- E Minutes F&P 19.06.18
- F Head teacher Report – Summer
- G Pupil Progress - Summer

Signed Date