

Wateringbury Primary School

Minutes of the Governing Body meeting held on Thursday 16th May 2013 3.45pm at the school.

Present: Mrs Hanley (Chair) until 5.10pm, Mr Clark, Rev. J. Brown (from 5pm), Mrs V. Collett, Mrs B. Evans, Mrs E. Humphrey, Mr Smith, Mrs Crawford-Usher, Mrs Vinall (Headteacher)

Clerk: Mrs S Wallis

1. Opening Prayer.

The meeting commenced after prayer.

2. Apologies for Absence.

Apologies were received and accepted from Dr. Bowie.

3. Declaration of business interests.

Mrs Collett completed a nil return, other forms are all up-to-date.

4. Governing Body issues.

Local Authority (LA) Governor:

The chair welcomed Valerie Collett as an associate Governor. The Governors approved the standing order for the appointment. Mrs Collett will become the LA Governor once the Governor Appointment Panel meets in June. Mr Clark and Mrs Hanley agreed to be mentors for Mrs Collett.

Committee Structure:

It was pointed out that as Mrs Evans husband works at the school she should be removed from the Pay and Personnel Committee. Dr Bowie is to replace her. Mrs Crawford-Usher can't be part of the quorate so extra Governors were allocated to these Committees. The final structure is as follows:

Finance: <i>Mrs Evans</i> Mrs Crawford-Usher Mrs Humphrey *	Foundation: Rev. Brown Mr Clark Mr Bowie
Premises/ Health and Safety: <i>Mr Clark</i> Mr Smith Mrs Collett	Monitoring and Training: <i>Mr Bowie</i> Mrs Crawford-Usher Mrs Hanley Mr Smith Mrs Evans
Communications: <i>Mr Smith</i> Mrs Collett	Personnel: <i>Mr Clark</i> Mrs Crawford-Usher

Mrs Hanley Mrs Humphrey	Mr Bowie *
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Italics indicates chair of Committee

* Indicates vacancy – to be filled once GB expands

The Chair is to arrange the first meeting and the Terms of Reference need to be agreed by the Committee and approved at the next FGB.

Recruitment of new Governors:

Mr Clark, Mr Bowie and Rev. Brown are to meet with the Watlington Parochial Church Council (PCC) next week to clarify the position on the Foundation Governors. There are to be 3 Diocese Governors (Rev. Brown can nominate to the Diocese who then approve) and 4 PCC Governors (not including Rev. Brown). This is an opportunity to assess what skills the GB need and recruit to fill the gaps. It is estimated the new Governors will be appointed within the next month.

Next FGB meeting:

The next meeting 11th July has been cancelled. Two additional meetings have been arranged: 11th June and 2nd July.

5. Minutes of the previous meeting.

The Minutes of the meeting of 2nd May 2013 were agreed as an accurate record of the meeting and signed by the Chair.

Matters Arising.

The data distributed at the meeting (2nd May) suggests that the current year 5 group needs support meeting the targets in maths. The suggestion from Mrs Crawford-Usher was to assess the data at the next meeting (11th June) as there has been a new teacher in place since Easter, and assessments have just taken place this week which will be available in June.

ACTION 1: Carry forward data analysis year 5 maths and worry groups

The Governors were shown a Pupil Premium (PP) letter sent out by another local school. Mrs Humphrey felt there were no families in the school not claiming who could as she tends to ask. A Governor pointed out that it would however be good to be perceived to be communicating with parents. The Headteacher pointed out that details of PP will be on the new website as it is statutory.

ACTION 2: Communication Committee to follow up and make a decision.

6. Headteachers report.

The Headteachers report was distributed prior to the meeting, a copy of which is held with these minutes. There is a new format, staying within the spotlights which is where the focus is at the moment.

Additional data was tabled analysing pupil progress of pupils in receipt of PP throughout the school. Discussions have taken place with the SENCO teachers

about other ways of using funding for PP such as extra training. The Governors were pleased to see the good levels of progress achieved for all 14 pupils. It was pointed out that the nature of PP pupils in Watlingtonbury is such that their progress is not a cause for concern.

Spotlight 2:

Governors were surprised to hear the level of homework not completed/ not corrected and asked if the Governors needed to support teachers in pushing the importance to parents? Mrs Crawford-Usher suggested parent evenings were the best opportunity. A Governor had seen evidence of the positive impact of the new marking in homework books on a class visit. A Governor asked if the data on homework returned could be consolidated so a trend could be seen across the school. It was questioned whether the time required to be spent on this would be beneficial and it was decided that the SLT will check with all teachers before the next FGB to get general feedback. It was pointed out that next year the homework club with the Tonbridge boys will start earlier.

ACTION 3: Mrs Crawford-Usher to give a brief overview of homework at next FGB based on responses from all staff.

Pupil and attendance:

The PAN for 2014 has been reduced to 30. Governors wished to endorse the proposals given in the meeting held on 23rd April 2012.

Since the Report was completed Barbara Scott (Tel German's replacement) has visited the school in preparation for the HMI visit. Barming Primary school have had their return visit and offered advice. The Headteacher has found a useful document which the Governors should read.

ACTION 4: The Clerk will circulate the Monitoring Visit document to Governors.

The Headteacher has been informed of a type of cyberbullying happening between Y6 pupils on their mobile phones using the Whatsapp application. A letter is to be sent to all parents warning of the dangers of the app. and recommending close monitoring of phone use. A new policy is to be introduced regarding mobile phone usage in school, this is to be added to the IT policy.

ACTION 5: IT policy to be updated regarding mobile phone usage.

7. Review Policies.

The Child Protection policy was distributed to the Governors prior to the meeting. The current designated Child Protection Co-ordinator is Mrs Vinall, this will need to be amended in September. Mrs Crawford-Usher is also qualified. It is good practise to have 2 qualified members of staff. Plans are in place to have another teacher trained for September.

A Governor asked if there were consent forms for photographs. The answer was yes and they are all held in the office, any non-returned forms are chased up. A Governor asked are parents allowed to take photographs of their own children. The answer was yes. A letter has been sent to parents regarding school disco

pictures and reminding parents to think before uploading to social media if other children are in them.

A Governor asked how often there is a safeguarding audit. The response was annually.

ACTION 6 to investigate child protection training for another member of staff.

ACTION 7: Child protection training for Governors to be arranged.

ACTION 8: Review the policy again in September with the change of Child Protection Co-ordinator.

Governors were happy that the policy was thorough and Mr Clark signed as Vice Chair.

8. Data and Monitoring.

The analysis of data is to be forwarded to the June FGB meeting where the assessment data from this week will be available.

ACTION 9: Analysis of latest data.

Class visits:

The Governors were very positive about the new class visit form which prompted good focus points for the visit.

Mrs Evans gave feedback on her class visit.

The teacher felt the CPD visit to observe outstanding teaching was of limited benefit without an accompanying outstanding teacher to point out the good teaching. The response was there are time restraints on the availability of supporting teachers and teachers are to take from the visit what they can, there are to be more in-house observations.

Confidence of teachers is an issue. Some people rise to the challenge of an observer, and others don't. There are to be videoing of lessons to increase confidence and focus on the negative and positive points. Relationships between staff are being built all the time which will help.

The teacher reported difficulty in achieving targets of a good paced lesson when some children are slow to respond to questions in class. The response was that children are told to not put their hands up unless they know an answer and it shouldn't affect the pace of the lesson.

Mr Smith gave feedback on the change of marking policy, observing a positive impact on books.

Reports are to be reviewed by Dr. Bowie and linked with data analysis and triangulated judgements. Results are to be reported back at the next FGB meeting, as identified in the Governors' Action Plan.

9. Finance.

The Finance Committee minutes were distributed to the Governors prior to the meeting. Mr Clark signed the minutes as Vice Chair of the FGB and Mrs Evans as Chair of the Finance Committee.

The 3 year budget plan 2013-2016 data was tabled along with accompanying notes.

A Governor questioned why ICT expenditure had gone up. This was due to the issues with the data projectors needing repositioning.

Two budgets were presented, the only difference being teaching staff.

There is a question regarding how much should be funded for the statemented child, currently having support for 25 hours a week. Funding currently doesn't cover the cost of staffing.

ACTION 9: Pay and personnel to look at funding for statemented child.

Governors were required to make a decision on the number of job share staff in the school. There are currently 2 classes in a job share.

The conclusion was that the Governors would ideally want only one job share in the school, any more is subject to Governors approval. Lengthy discussions took place at a previous FGB meeting in 2011 regarding the advantages and disadvantages of a job share.

A Governor questioned if maternity pay was included in the budget. The response was yes, it is covered.

ACTION 10: Issues relating to catering are to be looked into as could potentially impact the budget.

The budget was approved by the Governors subject to the following issues which are to be looked into next week at the Finance Committee.

- a) Mentoring support being within the £3,500 budget maximum.
- b) Confirmation that the Silver level Diocese support package at £1545 pa was included
- c) Confirmation that the difference between the 2 budgets submitted reflects the reduced staff rate in years 2 and 3.

There are a number of actions from the KCC audit feedback to complete.

ACTION 11: Mrs Humphrey and Clerk to liaise on progress.

10. Personnel.

Pay and Personnel Minutes were distributed prior to the meeting. All actions were covered under Finance. The minutes were agreed as an accurate record and signed by Mr Clark.

11. Governor Development Plan.

ACTION 11: Governors to feedback to Clerk on progress.

12. Chairs actions/correspondence.

There has been communication from a parent who wishes to remove their child from certain aspects of RE or Acts of worship. There is a form to be completed which enables them to do this.

13. Any Other business.

None.

14. Confidential matters.

Nothing to report.

Date of next meeting: Thursday 11th June 2013 4pm

The meeting closed at 6.00pm.

Signed _____ (Chair) Date _____