

## **Wateringbury Primary School**

### **Minutes of the Governing Body meeting held on Tuesday 1st October 2014 4pm at the school.**

**Present:** Mr Clark (Chair), Mrs Crawford Usher (Headteacher), Rev. J. Brown, Mr Dunn, Mrs B. Evans (until 6.10pm), Mrs Phillips, Mrs Rowlinson, Mr Smith, Mrs Stockham, Mr Wright.

Associate Governor: Mrs Isted

Clerk: Mrs S Wallis

In attendance: Miss Jupp,

#### **1. Opening Prayer.**

The meeting commenced after prayer.

#### **2. Apologies for Absence.**

Apologise were received and accepted from Mrs Ward and Dr Bowie.

#### **3. Declaration of business interests.**

Forms were updated by Governors.

#### **4. Governing Body issues.**

The Chair welcomed Mrs Phillips as a new staff Governors to the Governing Body.

Governors unanimously agreed to re-elect Mr Clark as the Chair for a term of one year.

Governors unanimously agreed to re-elect Mrs Evans as the Vice-Chair for a term of one year.

Dr Bowie has decided to stand down as a Governor.

The Committee Structure had been previously agreed, a copy was distributed to the Governors. The FGB has 3 vacant Governor positions (LA and 2 Foundation) at the moment.

Rev. Brown informed the Governors that the criteria for Foundation Governors is being changed. The draft proposal shows that the Governor still needs to maintain the Christian ethos and beliefs but there is an additional requirement to fill any gaps that a skills audit shows. There is no longer a prerequisite for Church attendance.

Mr Clark pointed out that a recent skills audit shows the current gaps are in Health and safety, IT, building surveyors and general education.

#### **5. Minutes of the previous meeting.**

The Minutes of the meeting of 16th July 2014 were agreed as an accurate record of the meeting and signed by the Chair.

#### **Matters Arising.**

The Chair is to arrange a date to meet with all chairs to complete the SEF.

Terms of Reference (TOR) are to be agreed by all Committees which will then be referred to in order to create a FGB TOR.

**ACTION 1: Chairs of Committees to meet to update SEF and create TOR**

**ACTION 2: Mrs Evans to make sure curriculum action plans are uploaded to the website.**

Rev Brown has spoken to the Diocese and they know of some schools that do apply for gift aid. Wateringbury School is an exempt charity not a registered charity. Another Governor stated that All Voluntary Aided Schools have charitable status. The area seems very ambiguous but worth looking into.

**ACTION 3: Mrs Rowlinson to carry on with investigations into Gift Aid.**

## **6. Headteacher's Report and Data**

The Headteacher's report was distributed prior to the meeting, a copy of which is held with these minutes.

### SEND Changes

Miss Jupp gave an update on the SEND changes to the Code of Practise.

There are now fewer children on the SEN register as the criteria have changed. On a day-to-day basis there won't be a significant change in the classroom. The expectation is that quality-first teaching addresses SEN needs in the first instance.

Behaviour difficulties are no longer on the SEN register. Pupils are only placed on the register if they are making no progress or little progress with targeted interventions. SEN numbers have dropped at the School from 40 to 14 children. A Governor pointed out that this will cause problems when analysing the figures. Miss Jupp has created a secondary list to monitor the 26 who are no longer on the SEND register, they will still need support.

**Q** When looking at data will we be able to dig deeper into the data to understand the needs of these 26 children who are no longer on the register?

**A** Those not on the list should be making progress. Governors will be able to see what interventions are being made with any pupils when reviewing the year group data (format as used previously)

**Q** Will there be more monitoring of these 26?

**A** It doesn't really change from what good practise is. Progress of every child is carefully monitored and any child/groups of children not making good progress will be examined. Concerns will continue to be highlighted to governors. . The key point is that every child has a provision map which is reviewed on an individual basis.

Miss Jupp explained that there is now one broad SEN support label to cover all the previous areas. What was a statement is now known as an Education Healthcare Plan (EHC)

**Q** Are there any changes to funding?

**A** Potentially. This year's funding for our statemented child has already been provided.

A Governor commented on necessary communication to parents. There is a comment on the website about the changes. The policy needs to be reviewed before going on the website. It would be good to discuss the changes with parents individually at Parents' Evening in November.

**ACTION 4:** Draft SEN Policy to go to Communication Committee. Comms committee to determine and implement best comms strategy for the policy.

*Miss Jupp left the meeting 5.05pm*

#### Quality of Teaching

New Ofsted inspections will include lesson drop-ins and observations but do not include one-off lesson judgements; there is more book scrutiny. The most recent observations by the SLT fell below the benchmarks set. The teaching within the lessons was generally good but the book scrutiny, marking or planning did not necessarily reflect good.

**Q** Why are NQT's not observed?

**A** NQT's have their own criteria and are observed regularly by their mentors. We would expect NQTs to be RI at this time of year, as brand-new teachers.

**Q** What were the observations last year for the RI teachers?

**A** At the end of last year there were good aspects with areas of concern being addressed. Staff changes have occurred that have resolved certain concerns. A Governor questioned whether we need to know the nuts and bolts of observations. Another Governor pointed out that the Governors need to ask questions if a weak trend is observed.

The HT assured Governors that procedures are put in place to monitor areas of weakness and that we should see a shift.

The Pay and Personnel Committee will need to look into detail if required before approving staff performance related pay.

**Q** Do Good teachers have action plans to get to outstanding?

**A** Yes there are next steps.

#### Achievement

**Q** Why is the impact column is empty?

**A** This column applies to the next meeting when we will have evidence of the impact of actions.

**ACTION 5:** HT to amend table to remove 'impact' column and replace with 'impact to date'.

#### Behaviour Management

**Q** Is there was a need for additional TAs due to behavioural issues?

**A** Support is already in place. Hopefully this is just a short term transition stage.

#### Premises

**Q** What is the timescale for LCVAP funding?

**A** We should know by the end of this financial year.

**Q** What is the plan if the bid is not successful?

**A** We will hold off on the jobs, the works aren't essential. Bids can be resubmitted next year. A School building fund has been mentioned before, but because of the large sums/long term plan involved it is unlikely to attract current parent's attention. Governors asked whether going forward the Governors needed to pick a plan to fund or pick off small jobs in the short term. It was agreed to await the decision on LCVAP funding then decide what projects, if any, the school wish to proceed.

**ACTION 6:** Mrs Evans and Mr Dunn are going to attend the next FOWPS meeting to investigate maintenance support.

#### **7. Staff survey feedback.**

A summary of the results has been uploaded to the KLZ website. The survey is to be repeated next year and answers have been ranked so it will be easy to compare results.

Key areas tasked to SLT

- internal communication,
- management structure engagement
- Appraisals and personal development

Mrs Crawford Usher went through the SLT Action Plan with the Governors.

**ACTION 7:** Feedback from Actions at next FGB meeting in November

#### **8. Finance**

Mrs Evans gave an update on School finance. She has been through the monitoring today (month 5 – September) with Mrs Crawford Usher. The Finance Committee will go through this in more detail.

**Q** What is the annual spend on heating?

**A** £8,000-£12,000.

The monitoring includes provision for a possible PT maths teacher for the class of 36.

#### **9. Training**

The collaboration have asked if there is something that might be valuable for everyone to have joint training on.

**ACTION 8:** Ideas to be circulated.

*Mrs Evans left the meeting at 6.10pm*

#### **10. Website**

Mrs Phillips needs to add a profile to the website Governor page. Her appointment is to be communicated via the weekly newsletter.

**ACTION 9:** Communication Committee to check the Governor page is up-to-date.

**11. Chairs actions/correspondence.**

None

**12. Any Other business.**

The Governors expressed their thanks to Mr Reynolds the caretaker who has done an excellent job of repainting the fascia's and clearing the gutters.

A Governor asked if there had been any feedback on the end of year report from the FGB. No comments had been received back.

The allocation of curriculum areas to governors will remain as decided late last year.

**ACTION 10:** Monitoring and Training committee to confirm who is covering what curriculum area.

**13. Confidential matters.**

None.

Date of next meeting: 18<sup>th</sup> November 2014 4pm

The meeting closed at 6.20pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_