

**Minutes of the Full Governing Body meeting
held on Monday 25th January 2016 7pm at the school.**

Present:

Mrs Crawford Usher	Headteacher
Mr Clark (Chair)	Foundation Governor
Mr Dunn (Vice-Chair)	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mr Wright	Foundation Governor
Mrs Isted	Parent Governor
Mr Sewell (<i>from 7.30pm</i>)	Parent Governor
Mrs Ward	Staff Governor
Mr Warren	LA Governor

In attendance:

Mr Smith	Associate member
Mrs Stockham	Associate member
Mrs Worrall	Science Leader

Clerk:

Mrs S Wallis.

	ACTION
1. Opening Prayer. The meeting commenced after prayer.	
2. Apologies for Absence. Apologies were received and accepted from Mrs Evans and Mrs Ward.	
3. Declaration of business interests. None.	
4. Minutes of the previous meeting. The Minutes of the meeting of 21 st September 2015 were agreed and signed by the Chair.	
5. Science presentation. Mrs Worrall led the presentation on Science in the school in her role as Science Leader.	

The number of Level 4s achieved in Year 6 last year were above national levels but the higher achievers fell behind.

At Key Stage 1 84% achieved a Level 2+ which was lower than the LA and National levels. 16% achieved a level 3+ compared to the LA level of 24.9%.

Looking at the current attainment in Y2, Y3 and Y4 there is not enough evidence in the books to suggest a higher level of thinking and understanding ('exceeding'). So an instant evidence sticker has been introduced to place in books to make it easier to see where children are exceeding.

Assessment grids have been put back in place. A Y6 grid was shown to the Governors on evolution to show how it is used. Mrs Worrall can then identify gaps in teaching and see where all the children are.

Inset training has been held for staff on Science investigations.

Q: How often do you look at the data?

A: The last time was the end of September. It will be more often in future now the staff are being encouraged to fill in data.

Q: Are the Levels judged as where they are or where they should be at the end of the year?

A: Science is very much assessed in each unit as the skills are different for each unit. At the end of the year all the results are put together to give an overview.

Q: Are all the units the same length?

A: No.

Q: Is there a chance to revisit a unit?

A: Each unit is looked at once in a year but it will be picked up later in the school.

We keep evidence from all years to show the children's attainment. There will be a chance to go over gaps in learning before heading onto a further topic.

A Governor suggested that in going over a unit there was a danger that the high achievers won't be stretched.

Mrs Worrall replied that with in a class room there would be the opportunity to set up an investigation which will challenge the higher achievers. Teachers will know who will need it from the data passed on.

The Headteacher reminded Governors that there is very little moderation of science.

To promote scientific thinking in school. An outside 'curiosity corner' has been created which is updated regularly.

7.30pm Mr Sewell entered

Q: Are you monitoring its use and effectiveness?

A: Yes.

<p>Q: Will you be able to quantify the achievement of children using the area? For example, if there are lower achievers or higher achievers using it?</p> <p>A: As long as I can identify that it is always in use with different children I think it will have done its job.</p> <p>Q: Thinking of gender differences that exist in the Science industry; can we be confident that the girls are being encouraged at our school? What can we do to make sure differences are not going to happen?</p> <p>A: Children are grouped separately as girls/boys in Science to allow the girls a voice.</p> <p>Governors commented that it would be interesting to ask the children why they think they are grouped for Science.</p> <p>ACTION ONE: Mrs Worrall to give feedback from staff on children's' thoughts.</p> <p>Governors are welcome to attend the Science day on 10th March.</p> <p>Q: Is there anything that parents can do to reinforce learning at home?</p> <p>A: Website links will be sent home.</p> <p>ACTION TWO: Data will next be collected before Easter. This is to be distributed to the Governors.</p>	<p>Mrs Worrall</p> <p>Mrs Worrall</p>
<p>6. Headteacher's Report.</p> <p>The report was distributed to Governors prior to the meeting and a copy is held with these minutes.</p> <p>Q: How do the attendance figures compare to previous figures?</p> <p>A: The currently overall figure of 96.8% is high but it does mask the spikes and dips which the Headteacher follows up on.</p> <p>A Governor asked for clarification on a recent letter sent out to parents on attendance with the wording "will have no choice". Does this mean the LA will be notified after 5-6 day's absence?</p> <p>A: Yes I will notify the LA. The letter sent out was a warning. These don't have to be consecutive days. It only applies to 1 or 2 families per class.</p> <p>Q: Have the new rules affected attendance figures?</p> <p>A: No as they were already high.</p> <p>The Headteacher pointed out that there are mechanisms in place to help other repeat absentees. If a child comes into school after the register is closed then it is classed as late and a letter is sent home to explain it is as serious as an absence. There is about 1 in each class who are persistently late.</p> <p>Governors discussed whether it would be useful to see the data but concluded that they were happy that attendance is good.</p> <p>The Area Education Officer visited earlier in the day. He expressed concern over the size of classrooms and is going to talk to the</p>	

Diocese.

Q: What are the refunds on school trips?

A: It happens sometimes when children don't attend trips.

School Plan / Benchmarks

The Headteacher and Deputy Head regularly review the School Plan.

The Headteacher led the Governors through the Plan which was distributed to Governors before the meeting.

Spotlight 1: Leadership and Management

Q: Is there a plan for the cycle of release for subject leaders?

A: Term 2 is short so there isn't but if teachers want it and can demonstrate a good plan then release time will be provided.

The Leaders are to meet Governors at the end of the year to demonstrate improvement on the action plans.

Spotlight 2: Behaviour and safety

Less children have been sent to the Headteacher for behaviour issues.

Q: This is good – is this communicated to the staff? Is there a feeling that it has improved? (picking up on result from the staff survey)

A: Yes we talk about this at meetings.

Q: What is Childwatch?

A: It's a confidential book in which teachers note any concerns they have about children.

Q: Has fidgeting in the classrooms decreased?

A: Yes, there is better attention paid to teachers and staff are more aware of issues.

A Governor observed the improvement in an English class during a monitoring visit. The teacher used the phrase "Show me you're ready for learning" and the children all knew how to respond.

ACTION TWO: Governors to add behaviour observation to monitoring reports.

Spotlight 3: Quality of teaching

The Headteacher is confident that by end of the year all teachers will be good. The current requires improvement (RI) gradings are for teachers in new roles.

Q: Are Good teachers given support to get to Outstanding?

A: To be a consistent Good teacher and have a good work/life balance is really important and a good result.

A Governor asked whether they could have more detail on the quality of teaching and it was pointed out that it is looked at in more detail at Pay and Personnel meetings.

MLC
Committee

<p>ACTION THREE: The Committee Chairs are to meet to review the Governance section of the School Plan.</p>	<p>Committee Chairs</p>
<p>7. SIAMs Virginia Corbin has given her comments on the latest report. The inspection is due in February (with 5 days notice). The key issues have been addressed. Q: Has the school vision been finalised? A: The statement is on the website. A Governor pointed out that this needs to be on the school plan ACTION FOUR: Chairs to approve the vision at their upcoming meeting. ACTION FIVE: Headteacher to add to the School Plan.</p>	<p>Committee Chairs HT</p>
<p>8. Safeguarding for Governors. The Chair and the Headteacher have been through the safeguarding assessment. A brief report will be sent to the Governors. The relevant sections of the safeguarding policy were distributed to Governors. Staff have undertaken training on safeguarding and extremism. The Headteacher talked to the Governors about how the Prevent Duty exists in our school. Governors were referred to the article in the latest Governor magazine and encouraged to follow the link to undertake the online training.</p>	
<p>9. Website. The website is about to go live with a new front page. The inner pages are to be reviewed at the next Communication Committee meeting.</p>	
<p>10. Policies Mrs Isted has organised the Policy folder. The following policies will be reviewed at the next Pay and Personnel Committee meeting: Capability Policy Disiplinary Policy Sex Education Policy is to be reviewed by the Monitoring and Learning Committee. The SEND Policy is being updated by Mrs Bryant. The Chair is updating the Safeguarding Policy.</p>	

<p>The following Policies have been reviewed and the Chair will sign and date the copies in the folder:</p> <p>Attendance Complaints Marking Accessibility Volunteers Behaviour and Discipline</p> <p>The Admissions Policy is to be reviewed at the next FGB.</p> <p>ACTION SIX: Update on Policy review at the next FGB</p>	<p>Committee Chairs / Clerk</p>
<p>11. Finance and Premises</p> <p>The rollover is in line with budget forecast at about £45,000. The Finance Committee are sent monthly reports Mr Evans. The Governors wished to thank Mr Evans for his reports. The Balance Control Mechanism needs to be avoided (£68,000). Mr Evans and the Headteacher are to go on training for the Financial tool in March.</p> <p>Q: Do the Committee look at different scenarios of intakes in the figures?</p> <p>A: A figure of 25 has been suggested by the Local Education Officer.</p> <p>The boiler is being converting to gas on the 29th January. This is going to be communicated to parents and that the Diocese have helped fund this.</p> <p>There is concern that the library roof has reached the end of its life at 25 years old. This will be discussed at the next meeting on 11th February.</p>	
<p>12. Pay and Personnel</p> <p>At the last meeting in November the proposed pay increases were approved. The 2016/17 class structure was discussed. The Staff Appraisal Policy and Pay and Reward Policy were reviewed.</p>	
<p>13. Communication</p> <p>The last meeting was held on 1st Dec last meeting. The TOR were reviewed. The next meeting is on 29th January.</p>	
<p>14. Monitoring and Curriculum</p> <p>The next meeting date is to be arranged.</p>	
<p>15. Training.</p> <p>Mr Clark attended safeguarding training</p>	

<p>Mrs Bath attended training Governor, Early Years and SEN training. Mr Warren attended Governor induction training.</p>	
<p>16. Correspondence. Mr Clark has liaised with Borough Green Governing Body over a joint Governor panel. A standing order has been created and signed. A parental complaint has been received. It has been investigated and responded to.</p>	
<p>17. Any Other Urgent Business. None.</p>	
<p>18. Confidential matters. None.</p>	

The meeting closed at 9pm

Date of next meetings:

Monday 7th March 2016 4.30pm (Data)

Monday 21st March 2016 7pm

Signed _____ (Chair) Date _____