

**Minutes of the Full Governing Body meeting  
held on Monday 20th March 2017 7pm at the school.**

**Present:**

Mrs Crawford Usher	Headteacher
Mr Clark (Chair)	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mrs Millar	Foundation Governor
Mr Dunn	Foundation Governor
Mr Wright	Foundation Governor
Mr Warren	LA Governor
Mrs Isted	Parent Governor
Mr Sewell	Parent Governor
Miss Woodhouse	Staff Governor

**In attendance:**

Mrs Rees-Porter (*until 7.35pm*)

**Clerk:**

Mrs S Wallis.

	ACTION
<p><b>1. Opening Prayer.</b> The meeting commenced after prayer.</p>	
<p><b>2. Apologies for Absence.</b> Apologies were received and accepted from Rev. Williams.</p>	
<p><b>3. Declaration of business interests.</b> None.</p>	
<p><b>4. Minutes of the previous meeting.</b> The Minutes of the meeting of 16<sup>th</sup> January 2017 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>• The Headteacher confirmed that a late attendance becomes an absence once the register is closed.</li> <li>• The Pay and Personnel Committee will continue to monitor the Deputy Headteacher's duties.</li> </ul>	

## **5. Subject reports.**

### **History 2016-17.**

Mrs Rees-Porter presented the History Curriculum overview to the Governors. This showed the details for each year group. The method of assessment is left to the School. Mrs Rees-Porter has put together a skills grid. Progression can be seen clearly which helps to tighten up the lesson planning. The attainment target review assesses their ability and highlights the children struggling so the teacher knows where help is needed in the next topic.

The classes are encouraged to book trips and invite guests in to enrich the curriculum.

Several books were passed around for the Governors to have a look through.

**Q:** Do you have enough resources?

**A:** We would like more books and replica artefacts to bring lessons alive. We have put in a bid for some of the budget.

**Q:** Is this curriculum overview on the website?

**A:** Yes.

### **Geography Report 2016-17**

Mrs Rees-Porter presented the progression plan on behalf of Mrs Brazil, the subject leader.

The Governors were shown an assessment grid for each year group. This grid appears at the back of each child's book.

**Q:** As subject leader, do you look at the books?

**A:** Yes, as part of the leadership role teachers are expected to. Recently the subject policies have been written and are up-to-date.

**Q:** How are the SEN Children taught?

**A:** They are given differentiated written tasks and support is in place if needed – as part of every lesson.

**Q:** How many hours a week is spent on Geography?

**A:** One and a half hours a week for 3 terms of the year (alternating with Geography in the other 3 terms).

A Governor commented that not all the questions written by the teacher in the books are followed up on.

Mrs Rees-Porter said she would raise the issue at the next staff meeting. Pupils are meant to be given time to respond to the question at the start of the next subject lesson. Teachers need to think about what are the important questions to ask and when to challenge.

**Q:** Are books taken home to answer the questions? Parents could provide help.

**A:** No, there is the risk of losing books. The children talk about the questions with partners in class.

<p><b>Q:</b> Is the poor response rate a reflection on all subjects?  <b>A:</b> No. English and maths questions get answered every day as the subjects are taught every day.  <b>Q:</b> What is the importance of presentation?  <b>A:</b> We expect the best presentation that each child can achieve. It can depend on the activity taking place in the class.</p> <p><b>Science report 2016-17.</b></p> <p>The report was prepared by Miss Shaw as Science leader. The assessment format gives a clearer view of where the Children are. The tables are stuck at the beginning of the children's books and shows different types of investigation. The class grids are divided into science skills and science knowledge. The teacher groups the Children into ability for lesson planning. The end of year targets were shown to the Governors. A Governor commented on the success of the Science Fair. It showed a variety of interesting lessons going on and the Children's enthusiasm was great.</p> <p><b>Q:</b> How does the School choose which topics to teach?  <b>A:</b> We use the Kent scheme.  <b>Q:</b> Is there any external moderation?  <b>A:</b> The leaders meet within the collaboration at least once a year. Governors were shown a selection of Science books from lower, middle and higher ability.  <b>Q:</b> Will there be a Science Award for Y6 this year?  <b>A:</b> Yes.  The Science Link Governor explained that the School has applied for some funding from the Royal Society.</p>	
<p><b>6. School Plan.</b>  This was circulated to the Governors (21/02/17) with updated benchmarks for February.</p> <p><b>Leadership and Management.</b>  The Governance section has been updated by the Chair  <b>ACTION ONE: Circulate the Governance section and Governors to feedback any comments.</b></p> <p><b>Behaviour and Safety.</b>  The Chair has been in School at the start of day on several occasions and has found that the majority of classes are starting promptly at 9am, some before with the interventions.</p> <p><b>Quality of teaching.</b></p>	<p>Chair</p>

<p>Miss Woodhouse distributed a chart to give the Governors an idea of how the SLT arrive at their judgement. It's a combination of observation, books, environment and data.</p> <p><b>Q:</b> Why are there no results for Y1 spellings?  <b>A:</b> They are working from a phonics course and not the Read, Write Inc Scheme that the rest of the School works with.</p> <p><b>EYFS.</b>  The GLD target of 20% was not reached in February. Miss Farrington tracks the children very closely and knows that there are a lot of children who are nearly at the GLD. The School is confident the class will reach the GLD target of 85% by the end of the year.</p>	
<p><b>7. Policies</b>  The following policies have been reviewed and approved at the relevant Committees and were signed by the Chair.</p> <ul style="list-style-type: none"> <li>• Behaviour and Anti-bullying</li> <li>• Volunteers</li> <li>• Capability of staff</li> <li>• Collective worship</li> <li>• Complaints</li> <li>• SFVS</li> </ul>	
<p><b>8. Committee reports</b></p> <p><b>Finance:</b>  The recent Compliance visit went well. We achieved 94% on all criteria. The only problem was with Procurement which has now been resolved.</p> <p><b>Pay and Personnel:</b>  Teacher performance was reviewed.  Planning for 2017/18 was discussed and linked into the Budget.  Governor training was discussed.</p> <p><b>Communications:</b>  The PE survey results were discussed and the next step is to communicate results to parents.  Data protection requirements are changing in 2018.  A School Website audit has been completed and all statutory elements are in place.  The parent questionnaire results were discussed. There were 46 responses.</p>	

<p>There are about 50 responses on Parentview.</p> <p><b>ACTION TWO:</b> The Headteacher is to send a link to the Parentview survey website to the Governors.</p> <p><b>ACTION THREE:</b> The next meeting will report on the progress of actions from the interim staff survey.</p> <p>The Clerk reminded Governors to attach any relevant documents to the Minutes of meetings before filing.</p>	<p>Headteacher</p>
<p><b>9. Skills audit</b></p> <p><b>ACTION FOUR:</b> Governors to update with any amendments required.</p>	<p>All</p>
<p><b>10. Correspondence.</b></p> <p>A letter has been received from a neighbour complaining about the damage to a hedge from the footballs on the KS1 playground. The first step is to move the goalpost. FOWPS will be approached to ask to fund netting for the goal. The Chair will reply to the letter to state that action is being taken.</p>	
<p><b>11. Any Other Business.</b></p> <p><b>Safeguarding</b> The Chair has been in to check the Single Central Record and looked at the child protection record.</p> <p><b>Ofsted</b> Documents were handed out to help Governors prepare for an inspection.</p>	
<p><b>12. Confidential matters.</b> None.</p>	

The meeting closed at 8.45pm

Dates of next meetings:

Monday 15<sup>th</sup> May 2017 7pm

Tuesday 11<sup>th</sup> July 2017 4pm (Data)

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