

**Minutes of the Full Governing Body meeting
held on Thursday 22nd January 2015 7pm at the school.**

Present: Mr Clark (Chair), Mrs Crawford Usher (Headteacher), Mrs Evans, Mr Dunn, Mrs Rowlinson, Mr Smith, Mrs Stockham, Mr Wright.

In attendance: Mrs Isted.

Clerk: Mrs S Wallis.

1. Opening Prayer.

The meeting commenced after prayer.

2. Apologies for Absence.

Apologies were received and accepted from Rev. Brown.

3. Declaration of business interests.

None.

4. Governing Body Issues.

Staff Governor Katherine Phillips has resigned. Governors expressed their thanks to Katherine for her time as a Governor.

Governors discussed and reiterated the importance of mentoring new Governors. The Headteacher will organise another staff election.

Associate Governor standing orders were agreed and are attached to the minutes.

Foundation Governor vacancies are to be followed up on.

ACTION 1: CC to contact JB.

5. Minutes of the previous meeting.

The Minutes of the meeting of 1st October 2014 and 18th November 2014 were agreed as an accurate record of the meetings and signed by the Chair.

Matters Arising.

1st October 2014

Curriculum plans are now on the website. The computing section shows the curriculum for Key Stage 1(KS1) and KS2 this needs to be detailed for each year group.

ACTION 2: Computing plans by year group to be added: CW/GE

ACTION 3: Continue with research into Gift Aid for School to see if we are eligible: SR/BE.

ACTION 4: Governor profile on the School website to be updated: GE

Matters Arising.

18st November 2014

10th Feb, e-safety presentation to parents at the school which Governors are invited to attend.

25th March e-safety training at MGGS – Governors to confirm if they can attend.

Attainment for Y3 was shown to be not as high as other year groups. Data for the previous year was distributed by the Headteacher after the meeting as requested by the Governors and showed that the previous year data reflected the same trend. This indicates a historical dip in attainment across the key stage boundary. Attainment in year 3 is expected to pick up as the year progresses.

6. Headteacher's Report.

The Headteacher's report was distributed prior to the meeting, a copy of which is held with these minutes. Comments from Governors at previous meetings were taken into account to try and make a clearer report.

Spotlight 1: Quality of teaching.

The last School Improvement Partner (SIP) report noticed improvements.

Governors noted that there was progress being made and plans were in place for specific teachers.

Q How is feedback made to teachers?

A Checks are done weekly so feedbacks are regular and where relevant rather than having a long meeting less often.

Q When is the next SIP visit?

A There have been 3 Early Years (EY) advisor visits. Mrs Bath (the new Associate Governor) is looking forward to working with Mrs Catmull in the EY. There will be another SIP visit in the near future.

Q When is the next external assessment of the quality of teaching?

A It will be Ofsted. We could ask a SIP to do this.

See confidential minutes

Spotlight 2: Achievement

Governors are aware through visits of the good book marking around the school.

Q: is there any accelerated writing (a blank column)?

A: It is not quantifiable – N/A to be added in the column in future to avoid confusion.

Q one pupil in Red is not making progress, is this a SEN pupil?

A: Yes, but this pupil is making greater than expected progress.

In response to Governor concerns at a previous FGB the data for the Y4 higher achievers in writing were examined. This was 33% above expected rate in KS1 against 9% above expected in October and the data now shows 24% at or above a 3a level so the gap is closing and monitoring needs to be continued

The Phonics test has been added to the report in response to the SIP Advisors report: Of those that pass the School wants to see more with a score of 30+ in line with the national levels.

Two girls have been added to the SEN register but it is still boy heavy.

Q Were the girls free school meal (FSM) pupils?

A No.

Q Are there any statistics to show how many dyslexics there are in each year group – could this affect the data results?

A Yes but dyslexia covers a wide range of problems and these are each managed individually.

Spotlight 3: Leadership and Management:

Q Are the SLT getting more involved managing the school?

A Having the subject responsibility roles has helped. The Governor visits helps the leaders to focus. There is still room for more delegation although at present the focus must be on improving the quality of teaching, management delegation will follow

The Chair reported that a detailed discussion on this subject had occurred at last week's Pay and Personnel Committee meeting

The School Plan and the SEF are up-to-date. The Chair thanked the Governors for their feedback.

Snapshot of school:

Attendance is 96.5%. There are no pupils with over 10 unauthorised absences. Three children have attendance figures below 90%. The School are working with the parents.

Q Does absence impact on progress?

A Teachers are proactive and monitor progress and flag up any concerns with the Headteacher and at parent's evenings.

ACTION 5: Governors agreed that the 'language' in communications regarding unauthorised absences should be strengthened to ensure parents understood the implications on their child's progress and the impact on school attendance figures. CCU

The Governors would like to send their Best Wishes to Mr Reynolds the caretaker.

7. Post staff survey feedback.

To be discussed at the next meeting.

8. Sports funding update.

To be discussed at the next meeting.

9. Policies.

The Special Educational Needs and Disability (SEND) policy has had 2 weeks of consultation. Governors approved the final version to be reviewed in a year. The Chair signed. The HT has held a meeting with one parent to discuss their specific comments. Practical comments have been received back from another parent.

ACTION 6: SEND Policy is to be uploaded to the website. - GE

The Volunteer policy has been updated and was signed.

ACTION 7: To be uploaded onto the website - GE

10. Finance.

Mrs Evans gave an update to the Governors. The monthly review is shared amongst the Finance Committee each month and the comments are then fed back to the Headteacher.

This year's rollover is £29,000 which has been adjusted to reflect the £7,163 funding received which is capital. This is a good position considering where we started the year and forecast outturn at that time and needed to provide a sound carry forward considering this year's low intake numbers, which will impact on the funding received next year. Based on expressions of interest the class size will hopefully rise to the pan number of 30 which will help the position.

There are no concerns over the current financial position although the finance committee do raise a number of challenges at each monthly report to ensure we have a sound understanding of the current and forecast position and any potential risks.

A Governor visit questioned current spending on resources. DT is only at 36% spend. Governors commented that it was important that the underspend wasn't to the detriment of the children. However the Headteacher advised as this was the first year of subject leaders and subject level budgets the budget was not based on planned spend but an estimate. This is being reviewed as part of the budget setting.

Q If the money is not spent will the School lose it?

A No, but it will affect the rollover for the subsequent year. There is a maximum level of underspend that can be rolled over (£69500) which the School is nowhere near at the moment.

Q Does the underspend need to be addressed?

A Teachers are becoming better at planning and now have responsibility for their curriculum budgets. Proposals for spend will be upfront in future to link in with the budget.

A Governor commented that it was unacceptable that teachers were bringing in resources from home. The HT responded that a resource audit is being done.

The Charging and Remissions policy was reviewed, the review date needs to be added.

ACTION 8: Policy to be uploaded to the website – GE

Grants4schools will be looked into at a future date.

11. Pay and Personnel.

The minutes of the meeting held on 3rd November 2014 were distributed to the Governors prior to the meeting. The Terms of Reference (TOR) were updated. There will be a joint Finance and P&P meeting next term to discuss staffing and costs for next year.

12. Premises.

The minutes of the meeting held on 7th November 2014 were distributed to the Governors prior to the meeting. The TOR were updated.

13. Communication.

The minutes of the meeting held on 5th December 2014 were distributed to the Governors prior to the meeting. The TOR need to be updated to reflect Mrs Phillips resignation.

ACTION 9: TOR to be updated

School website. The FGB agreed that Communication Committee will take responsibility for checking the website is up-to-date and will identify responsibility for any updates required.

The FGB agreed that it would be a good idea for a Governor to attend School Council meetings to feedback pupils' views to the FGB. GI agreed to attend once a month.

ACTION 10: GI to attend school council meetings and report to FGB

14. Monitoring and Curriculum.

ACTION 11: TOR to be updated to reflect TOR agreed at the beginning of the year.

ACTION 12: A new Governor visit form is to be emailed around and SW to send out a list of final nominated subject areas.

Governors agreed that new Governors are to have a buddy for their first visit.

A Governor had visited Pink class and questioned the TA resources in the class. The HT responded that there are no concerns in the class at the moment, the situation has greatly improved since Christmas, this visit was done in November.

15. Training.

The Clerk is to undertake the National College Clerks' certificate program.

Safeguarding training at Slade: 29th January

Understanding Data training – 25th February

GI undertook Governor induction training: comments have been circulated.

RD took the Good governance training: comments have been distributed.

Sample Ofsted questions had been circulated with the Chair's draft responses. Comments had been received from a number of governors. Other Governors were requested to add comments to the questions.

ACTION 13: CC to recirculate Ofsted questions with updated responses.

16. Chairs actions/correspondence.

None

17. Any Other business.

The governors discussed the school vision and agreed that it should be reviewed and updated. The vision had been part of our change of status document.

The Teaching and Learning Policy contains a statement written by HT which gives an idea of the vision.

The tagline needs to appear on the FGB minutes and any Governor documentation.

ACTION 14: CC to circulate statement from change of status document.

Q How do we Promote British Values?

A On the website under the Teaching and Learning section; click on the Union Jack to see spiritual, moral, social and cultural learning.

Q Is there any evidence on benchmarking on other schools?

A BE replied that this was done last year.

14. Confidential matters.

See confidential minutes.

Date of next meeting: Tuesday 11th March 2015 4pm

The meeting closed at 9.30pm.

Signed _____ (Chair) Date _____