

**Minutes of the Full Governing Body meeting
held on Monday 16th January 2017 7pm at the school.**

Present:

Mrs Crawford Usher
Mr Clark (Chair)
Mrs Rowlinson
Mrs Millar
Mr Dunn
Rev. Williams
Mr Warren
Mrs Isted
Mr Sewell (*until 8pm*)
Miss Woodhouse

Headteacher
Foundation Governor
Foundation Governor
Foundation Governor
Foundation Governor
Vicar
LA Governor
Parent Governor
Parent Governor
Staff Governor

In attendance:

Mrs Snow (*until 8.05pm*)
Miss Roche (*until 8.05pm*)

Clerk:

Mrs S Wallis.

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| <p>1. Opening Prayer. The meeting commenced after prayer.</p> | |
| <p>2. Apologies for Absence. None. Mrs Evans has formally stepped down as an Associate member. The Governors wished to thank her for all her efforts.</p> | |
| <p>3. Declaration of business interests. None.</p> | |
| <p>4. Minutes of the previous meeting. The Minutes of the meeting of 8th November 2016 were agreed as an accurate record of the meeting and signed by the Chair.</p> <p>Matters arising: All terms of reference have now been updated and approved by</p> | |

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| <p>the Governing Body. Copies are held at School and on klz. Miss Woodhouse gave feedback on the use of the maths assessment grid. It has been tweaked slightly so it now shows term by term skill changes which has made it more manageable. The previous system showed only year changes. Steps made can be seen more clearly now.</p> | |
| <p>5. e-safety and Computing report Mrs Fraser's reports were distributed to the Governors prior to the meeting. This is her first year as Computing Leader.</p> <p>Q: Is there sufficient money in the budget for 'Purple Mash' if required? A: It needs to be discussed.</p> <p>Q: What are Visualisers? A: They are like mini-cameras which are used to bring pupils' work up on the screen. Some staff use them a lot. It helps the Teacher to focus on finding evidence of good work.</p> <p>Q: Do we have the money for better quality iPads? A: It would have to be put into the budget.</p> <p>A Governor pointed out that the School have previously used the Friends of Wateringbury Primary School (FOWPS) for electronic purchases where there wasn't enough money in the budget.</p> <p>Mrs Fraser is in the process of writing the Computing Policy.</p> <p>e-safety The e-safety Policy was last updated in June 2016.</p> <p>Q: The report states that the "majority of Staff" have signed the Acceptable Use Policy. Is there any reason why the others haven't signed? A: Some have just not got around to it.</p> <p>A letter was received from 360safe today with the news that the School has reached the e-safety mark standard and can now apply for the Award, but at a cost. The 360safe review was a comprehensive report.</p> <p>There will be e-safety training delivered by KCC at the School on the 8th February, 3.30-5.30pm. Governors were asked to attend if possible.</p> <p>It was recommended that a Governor joins together with a child, a member of staff and a parent to create a group to communicate and share e-safety ideas. Mr Clark offered to take on this role as the e-safety Governor.</p> <p>A Governor visited a class recently in a computer lesson and asked a number of children what they would do if they saw something wrong and all knew what to do. Governors were</p> | |

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| <p>prompted to ask during future monitoring visits if they see any child on a computer.</p> <p>Q: Have you provided parent information sessions?</p> <p>A: Yes, but there is always very poor attendance. We will be doing some again but we are trying other ways to engage parents.</p> | |
| <p>6. Headteacher's report</p> <p>The report was distributed to the Governors prior to the meeting.</p> <p>Q: Was there any feedback from the SIA visit on the 5th January?</p> <p>A: He met with Mrs Rees-Porter as English leader. They spent three hours going over data and went through questions that might be asked in an Ofsted visit.</p> <p>Q: Is the non-TA target setting finished?</p> <p>A: Almost, it will be by the end of the month.</p> <p>Q: The late attendance figures for term 2 were a lot higher than term 1.</p> <p>A: It's the run up to Christmas, there doesn't seem to be any particular reason why this happens. Staff have seen an improvement since Christmas. It is addressed in class with teachers making sure pupils know the importance of being ready to learn.</p> <p>ACTION ONE: Headteacher is to check when a late arrival becomes an absence.</p> <p>Q: Does the School still issue certificates at the end of the year for 100% attendance?</p> <p>Yes. The School generally has good attendance. There is not enough of a problem to make it another structure to monitor and have class of the month attendance awards like some Schools do.</p> <p>Q: How is Y1 progressing following the resignation of Mrs Worrall?</p> <p>A: Miss Woodhouse has done an outstanding job on preparing the classroom and planning for the new teacher. Miss Hodge is now on a fixed contract until the end of August. She is three years into her teaching and keen to learn. The behaviour in class is excellent. Miss Woodhouse has helped to make it a smooth transition for the teacher and the children. There has been positive feedback from parents.</p> | <p>Headteacher</p> |

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| <p>Q: How much is Miss Woodhouse in the Y1 class?</p> <p>A: Two mornings in various roles. Miss Goodwin has taken on an extra day to spend with Miss Woodhouse's Y3 class.</p> <p>Q: What has been the impact on the Deputy Head duties and support for the Headteacher? The Governors expressed a concern over the potential impact of Miss Woodhouse having to spend so much time in Y1.</p> <p>A: Right now Miss Woodhouse is doing the job that she needs to; the most important one. She is still fitting in the jobs that need doing, e.g. observations.</p> <p>ACTION TWO: Pay and Personnel Committee will monitor the Year 1 /Deputy Headteacher situation.</p> <p>ACTION THREE: Governors requested to look at the Y1 books at the next data meeting.</p> <p>The Governors passed on their congratulations to Miss Roche on being accepted for SCITT (School centred initial teacher training)</p> <p>Q: Now that a mid-day supervisor has moved duties is the School now short staffed in the playground?</p> <p>A: The full-time TAs have taken on the playground supervising role. Incidents are now down.</p> <p>Q: When will the School know about the LCVAP funding?</p> <p>A: An email has been sent to John Constanti. They are to meet with KCC on the 23rd Jan. We will wait to hear after this date.</p> <p>Review School Plan. Highlights were distributed to the Governors prior to the meeting.</p> <p>Spotlight 2: Behaviour and safety</p> <p>Q: How are extreme behaviour issues dealt with for specific children?</p> <p>A: It is dealt with on a one-2-one basis, generally with their key worker. The child is settled in class or out of class. The class books are observed to show progress is made despite the disruptions.</p> <p>Outside agency helplines have been helpful – psychologists have offered advice on how to deal with attachment issues.</p> <p>See confidential minutes</p> <p><i>8.05pm Mr Sewell left the meeting</i></p> | <p>P&P Committee</p> <p>Headteacher</p> |
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| <p><i>8.10pm Mrs Snow and Mrs Roche left the meeting</i></p> | |
| <p>7. Policies Mrs Isted has sent an email out to Committees to notify them of the Policies which need to be updated this term. Pay and Personnel Committee: Appraisal of Staff Monitoring and Learning Committee: Attendance EYFS Equality information and objectives statement Governor School visits Finance and Premises: Governors' expenses</p> | |
| <p>8. Committee reports</p> <p>Finance: Mr Evans produces a monthly report. The 9-month monitoring was submitted on the 13th January. At the moment there is a surplus to end the year with. There is a Finance compliance visit on the 22nd February.</p> <p>Pay and Personnel: The Headteacher appraisal was completed on the 28th November. At the meeting individual teacher performances were looked at and class structures for 2017-18.</p> <p>Monitoring and Learning: A timetable has been created so that visits are spread throughout the year.</p> <p>Communications: The interim staff survey results were fed back to the Governors and staff before Christmas. An audit of the School website has been undertaken.</p> | |
| <p>9. Training All the Governors are invited to attend the training 'Be prepared and knowledgeable for Ofsted' on Monday 6th February 7-9pm.</p> | |
| <p>10. Correspondence. None.</p> | |

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| <p>11. Any Other Business.</p> <p>Ofsted The updated Pupil Premium report needs to be uploaded to the School website. The British Values document is at the draft stage at the moment. The Governors Grab file needs to be updated. ACTION FOUR: Headteacher and Deputy-HT to update the grab file.</p> <p>There is an LA Audit visit on 15th March. They would like to talk to Governors at 2.30pm.</p> | <p>HT and DHT</p> |
| <p>12. Confidential matters. None.</p> | |

The meeting closed at 8.30pm

Dates of next meetings:

- Tuesday 21st February 2017 4pm (Data)
- Monday 20th March 2017 7pm
- Monday 15th May 2017 7pm
- Tuesday 11th July 2017 4pm (Data)

Signed _____ (Chair) Date _____

