

**Minutes of the Full Governing Body meeting
held on Monday 21st May 2018 7pm at the school.**

Governors Present:

Mrs Crawford Usher	Headteacher
Mr Clark (Chair)	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mrs Millar	Foundation Governor
Mrs Cooper (<i>until 8.30pm</i>)	Foundation Governor
Mr Dunn	Foundation Governor
Mr Warren	LA Governor
Mrs Isted	Parent Governor
Mr Sewell	Parent Governor
Miss Woodhouse	Staff Governor

In attendance:

Mrs Wallis (Clerk)

	ACTION
<p>1. Opening Prayer. The meeting commenced after prayer.</p>	
<p>2. Apologies for Absence. Apologies were received and accepted from Rev. Williams and Mr Wright.</p>	
<p>3. Declaration of business interests. None.</p>	
<p>5. Minutes of previous FGB meeting (19th March 2018). Governors agreed to remove the approval of the following policies from the minutes (agenda item 8) and add to today's FGB.</p> <ul style="list-style-type: none"> • Behaviour and Anti-Bulling • Whistleblowing Policy and Procedure • Complaints • Lockdown and evacuation Procedures <p>The minutes were accepted as an accurate record of the meeting subject to the above change and signed by the Chair.</p>	

6. Subject reports.

IT

Mrs Fraser prepared a report which the Headteacher distributed to the Governors.

Q: Can you give a brief overview of Purple mash?

A: It is an online computer program which can be accessed at home. It covers a range of subjects from touch-typing and programming to maths and english. Activities can be set for individual children. It is very popular with the children. The children get a chance to use email in a safe environment which can be monitored by the School. The teacher gets a notification when the children have completed an activity.

A Governor commented that they have seen Purple Mash in use during a monitoring visit and have seen how excited the children are about it.

Q: Is it used by all teachers?

A: Yes, some more than others.

Q: Mrs Fraser commented in the report that she has had no release time.

A: She has had release time, but the difficulty is marrying the time to when lessons are being taught. It is going to be difficult to achieve being a part-time teacher.

Q: What are the links to secondary schools?

A: This could include plans to invite an outreach teacher in to teach the older children.

ACTION ONE: The ICT link Governor is to follow up links to secondary Schools in term 6 or during the subject action plan follow up session at the end of the year.

Geography

There is no geography leader at the moment following the resignation of Mrs Briery at Christmas.

The Headteacher put the report together following a book scrutiny and delivered an overview to the Governors. Books from each year group were brought to the FGB to demonstrate to Governors how geography is being taught. The books showed how geography is linked across the curriculum.

Geography is one of the subjects which is time limited. It is timetabled for one hour for 4 weeks every other term.

Going forward the School will be looking at weaving the curriculum in with other subjects. This will require a good subject leader.

Q: Geography is taught for 12 hours per year, is this pure Geography and is it typical for a primary school?

A: It would depend on the teacher, and yes, it would probably be typical for a primary school.

Mrs Millar

<p>Q: Who will be taking on the Geography subject next year? A: No one has been allocated yet. The new teacher (Emma Derby) has a background in fashion design. The school wouldn't give a new teacher a subject to lead straight away.</p>	
<p>School Plan.</p> <p><u>Spotlight one: disadvantaged children</u> Q: Why has the number of disadvantaged children on track to achieve 6 points progress in reading gone down from 76% to 70%? A: As a result of new pupils joining the school. Q: Which children are included in the data for disadvantaged children? A: Those on free school meals (FSM). Once a child has had FSM they are classed as 'ever 6' for their time at the school and included in this data. Looked after children (LAC) and service children. There are 2-4 children in each class (12% of the school). The exception is Y2 with 9 children. Q: Are the targets too ambitious? A: Yes. A Governor commented that it is normal for schools to set ambitious targets. Q: How are the targets set each year? A: We look carefully at the children in each class. There has been a big focus on pupil premium (PP) children this year. We have had more interventions and have had PP monitoring in SLT sessions. The Governors praised Mrs Bryant for her hard work with the SEND children. PP progress is one of the school's strengths. It was noted that it is more difficult to make progress in Y6 as the steps are bigger.</p> <p><u>Spotlight 2: maths</u> Q: Why is there a figure in brackets for Y5? A: This identifies those children who are on the cusp of being on track. Governors noted that it is clear to see how well the Inspire program is working in Y1 and Y2 from the higher figures who are on track to achieve ARE in maths.</p> <p><u>Spotlight 3: english</u> Q: What is the background to Y3? A: They have had 3 teachers this year. There are only 21 in the class. They started the year from a low point. The focus for the remainder of the year is on teaching them the key skills to take</p>	

<p>forward to next year with quality teaching in Y4.</p> <p><u>Spotlight 4: leadership at all levels</u> Governors noted the rise of good/outstanding teachers from 40% at the beginning of the year to 56%, with no requires improvement teaching.</p>	
<p>8. Headteacher's report.</p> <p><u>Staffing</u> Q: Who carried out the staff exit interviews? A: In the past staff have chosen to fill out a questionnaire rather than take up the offer of a Governor interview. The Headteacher will send out the questionnaires to the leavers at the start of term 6. ACTION TWO: Governors to follow up the exit questionnaires/interviews in September.</p> <p><u>School visits</u> Q: Should we be concerned over the number of non-payers for the Kidenza school trip? A: We have discussed doing the trip on alternate years. There are benefits to being supporters of Kidenza as we have been offered the opportunity to be involved in a big upcoming project. Discussions are still ongoing about the future of the trip. A Governor commented that the Finance and Premises Committee have had discussions about the non-payments. The key is to build relationships with the families. Q: Is there PP money set aside to cover non-payment? A: Yes, there is some, but the school would be unwilling to take funds away from the TA support. Q: Are risk assessments carried out for the school trips? A: Yes, and the residential trips are assessed through KCC.</p> <p><u>Reception class 2018-19</u> There are 30 on the role for this September and 4 on the waiting list. The Headteacher has emailed KCC to apply to increase the intake to 31 for one year only. A Governor questioned whether the School should take appeals instead. Governors agreed that the School should avoid split classes and extra workload for staff. Governors requested to hear staff feedback on the proposed increase. It was agreed that any increase would be decided at an FGB discussion rather than over email. The Headteacher has spoken to the Early Years staff (one teacher plus 2 HLTA's) and they are happy to increase to 31,</p>	<p>Headteacher</p>

<p>they have the space. Y1 and Y2 would be more of problem for a larger class.</p> <p><u>Play therapy</u> The Headteacher updated the Governors on the 2 children who have completed play therapy session (funded by PP money). Their progress has been measured on a scale which relates to their happiness. One has made 1.9 points progress and the other 3.5 points.</p>	
<p>9. Policies.</p> <p>The following policies were agreed and signed by the Chair.</p> <ul style="list-style-type: none"> • Collective Worship • Complaints • Lockdown and evacuation procedures • Whistleblowing • Behaviour and Discipline (including Anti-Bullying) • Freedom of Information <p>Governors agreed to review policies every 2 years for those that don't need to be reviewed annually, unless new guidance necessitates an earlier review.</p> <p>The GDPR and Data protection policy is to be finalized this week, signed by the Chair and approved at the next FGB.</p> <p>A new Data Privacy notice (relating to the GDPR) is to be emailed to parents by end of this week.</p> <p>The Child protection policy will be reviewed in September following updated guidance.</p> <p>ACTION THREE: GDPR and Data Protection policy and SEND policy to be reviewed at the next FGB in July.</p>	<p>Clerk</p>
<p>10. Committee Reports</p> <p>Communications. Governors were reminded that the workshop with SLT is on the 26th June at 3.30pm. This is an opportunity to discuss the long-term vision of the school.</p> <p>Finance.</p>	

<p>The Finance Committee commended the school on the clarity of the financial forecast and budgeting. 2017-18 has been a good financial year, the budget is £6,000 better off. 31 families have contributed to the Voluntary school fund which now totals £1000. The 3-year budget sees a deficit in years 2 and 3. The balance carried forward each year is £61,200, £40,500 and £11,200 respectively. The budget assumes an intake of 30 children each year. Q: Have the staffing figures been adjusted for resignation of Mrs Rees-Porter? A: No as this was recent news. However, the budget has been set for an expensive staffing level and pessimistic pupil numbers. There is no full-time Deputy-Head. Governors commented that this should be looked at. Resourcing for subjects was raised at the recent staff survey feedback meeting. A central resource budget was considered the best option, and this is to be trialled in September once the staff have reviewed resources in term 6.</p> <p>The Governors approved the 3-year budget.</p> <p>A Governor questioned the outcomes of a recent premises audit regarding asbestos in the school. Office staff have confirmed that the asbestos docubox has been looked at by all contractors, but this had not been recorded in a way that could be easily noted by the audit. Governors were assured that a better system was now in place.</p> <p><i>8.30pm S Cooper left meeting</i></p> <p>Q: Is there a new science or english lead for September? A: not at moment</p> <p>The recent site survey also showed concerns over some roof skylights. The Headteacher has informed the Diocese.</p>	
<p>11. Training. Mrs Isted and Mr Warren have attended effective chairing training and a leadership development program for school Governors.</p>	
<p>12. Correspondence. None.</p>	

<p>13. Any Other Business.</p> <p>Governors gave feedback on the outcome of a recent complaints panel. They expressed concern over the workload of the SLT. Governors questioned whether SLT should be monitoring the car park.</p> <p>The Headteacher responded that she felt it was important to be on the playground first thing in the morning and in the evening. Financial constraints have led to reducing the hours of lunchtime and office staff and there is no other option but for the SLT but to take on some of these roles.</p> <p>The new deputy-headteacher (Mrs Down) will be employed for one day a a week to cover the key areas.</p> <p>Q: Who will cover the Headteacher when the Deputy-Head is not in school? A: Miss Farrington, who is new to SLT, will be in 5 days. Mrs Down (SENCO) will be in 3 days. Mrs Jones (Y6, maths lead) will be in 3 days. There is no KS2 lead. Q: Is having a TA in the SLT an option? A: We have talked about having one join the SLT for one meeting at the start of each term. A TA voice would be invaluable.</p>	
<p>14. Confidential matters. None.</p>	

The meeting closed at 8.45pm

Date of next meetings:
Tuesday 17th July 4.15pm - Data3

Signed _____ (Chair) Date _____