

<p><u>Governance biographies - website</u> Gail Isted has circulated the current governor biographies. Once governors have returned any updates these will be uploaded to the website. ACTION THREE: Governors to return any updated biographies to Gail Isted and Clerk to upload to the website.</p> <p><u>Training and development</u> There are a number of training courses booked for term 3: Pupil Premium (Eleanor Sutton) District governor briefing (Gail Isted) New governor inductions (Vanessa Saunders and Sarah Day) SIAMS governor (Suzanne Rowlinson) School finance (Suzanne Rowlinson) Four governors are booked onto monitoring visits training in term 4.</p> <p><u>Borough Green Primary School visit</u> We have formed a collaboration with the governing body at Borough Green Primary and, as a result, some of the Borough Green School governors will be visiting our FGB meeting in March. A return date will be agreed at this meeting. ACTION FOUR: A date for our governors to visit a Borough Green FGB meeting to be decided at the next FGB.</p>	<p>All governors / Clerk</p> <p>Clerk</p>
<p>4. Minutes of the previous meeting. The minutes of the meeting held on 18th November 2019 were agreed as an accurate record of the meeting and signed by the co-chair.</p> <p><u>Matters arising not covered by this agenda</u></p> <p>An updated skills audit overview was distributed to governors prior to the meeting. The plan is to revisit the audit once the upcoming training has been completed, ACTION FIVE: Review the skills audit and identify gaps in skills/knowledge</p> <p>Some curriculum areas on the website still need to be finalised. ACTION SIX: Headteacher to remind subject leads that the curriculum details on the website need to be reviewed and finalised.</p> <p>Eleanor Sutton will be meeting with Anita Hanley next week to check the SCR. ACTION SEVEN: Feedback to FGB on status of SCR.</p> <p>Anita Hanley will be meeting with the School's DPO to ensure that our external contractors comply with GDPR ACTION EIGHT: Feedback from meeting with DPO regarding external contractors' compliance with GDPR.</p> <p>An exit interview with Gary Evans has not been possible.</p>	<p>All governors</p> <p>Headteacher</p> <p>Eleanor Sutton</p> <p>Anita Hanley</p>
<p>School improvement</p>	
<p>5. Headteacher's report</p> <p><u>Pupil roll</u> Q: What are the reasons for the four leavers? A: They have all moved to schools local to where they live.</p> <p>Q: What is the status of the Y6 appeal?</p>	

A: The appeal was cancelled as an EHCP was received meaning the child automatically gets a place at the named school. The Headteacher has replied to the SEND consultation questioning the suitability of the school to meet the child's needs.

Q: Would the pupil require a full-time TA?

A: Yes, and there is someone in mind if required.

Behaviour

Q: How long is a fixed-term exclusion?

A: The shortest it can be is half a day. One case was for five days in which the school worked alongside the parents while plans were put in place for the child.

Staffing update

Florence Sealy (Y1) will be leaving a term early, at half-term, for maternity leave.

There is currently a good SCITT trainee with a strong HLTA in the class and there is a possibility that they could cover the class to the end of the year. It would mean less disruption.

Q: Who would be the TA if the HLTA steps up to teach the class?

A: There would be two strong adults in the class which would be enough.

Q: Who would cover the one-to-one in the class?

A: The school has hired a TA who, as an ex-footballer, is also being used for PE and sports training.

Governors commented that they were concerned that the Y6 appeal, if successful, would require an additional TA.

See confidential minutes.

6. School Development Plan (SDP)

The Headteacher highlighted the updates to the SDP. A self-evaluation section has been added to each section.

Priority 3 – improve behaviour, attitude to learning and personal development

Behaviour is generally positive around the school. Lunchtime is the hardest to manage but the Headteacher reported that the system is working well.

PSHE is supported by the 'Jigsaw' resource and Woodlands primary school are visiting to see the resource in action.

An outside group will be visiting for 6 weeks to start a kitchen garden with some of the children. This could be used as an alternative provision for afternoon sessions.

Priority 6 – develop Christian school vision

Q: What has the children's involvement been so far?

A: They are learning the parable of the Sower at the moment. They will become more involved as it moves forward.

7. Committee reports

Curriculum and Standards

The committee met on the 7th January. The Chair of the committee gave a brief overview of the meeting.

The Y6 school council representatives attended the meeting. There were subject reports from History, RE and PSHE. The committee looked at the data and learned that behaviour is affecting some SEND progress. Alternative afternoon provisions were discussed, and the committee were informed that there are some attendance issues with some of the PP.

Resources

Mark Warren reported that he had met the new SFS contact who will be working in the school for one day each month. A summary of the financial position at month nine was distributed to the governors.

Figures show that by the end of the year the expected currently recognised income is 2% above budget at £921,000. The key negative variance is high needs funding, however there are some outstanding applications which are expected to be successful.

Expenditure is expected to be £27,000 (3%) over budget by the end of the year. Staff costs are expected to be £2,000 under budget. Building and grounds maintenance are £7,000 over as a result of some spend on security measures such as CCTV and external doors. The DSL has recommended that the water tank is replaced and safe access to the tank is created.

Overall the school will have a small surplus of £2,000 at the end of the year, along with last year's brought forward balance of £50,000. This provides some scope for resourcing options in the school.

Governors agreed that the money would be well spent on a TA in Y6 if required, taking into account the well-being of the staff.

Governors reported that they were pleased that a finance report would now be available for circulation each month.

The priority on the 3-year premises plan is to paint the classrooms over the school holidays.

8. Strategy Development

Income generation update

Before the classroom expansion project can progress, the specifications and project brief are required.

The income generation working party met early December. The brief is needed before the group decide on where to apply for money from. It is estimated that the whole project will cost around £25,000.

ACTION NINE: Approve the classroom project and launch the appeal.

Working party

9. Policies for review.

Governors approved the following policies:

Healthy eating policy (FGB)

This was reviewed via email after the last FGB and has been uploaded to the website.

SEND information report (C&S)

This will be added to the SEND policy at the next review.

Handwriting expectations (C&S)

Medical conditions Policy (FGB)

Q: What constitutes notification received for a condition? Will a parental notification suffice?

A: It depends on the condition. There would be a health care plan in place with details.

Q: Why has the policy been replaced with a more complicated one?

A: Our policy was due for review and, in view of a recent complaint, we felt it was good practice to adopt the model policy.

Anita Hanley checked through the new policy to ensure its accuracy in terms of the school's procedures.

Q: Who would administer medicine if Lizzie Humphrey or Anita Hanley were not in school?

<p>A: The Headteacher.</p> <p>The Behaviour policy will be finalised before the next C&S meeting, following a review at a staff meeting on 29th January.</p> <p>POST FGB MEETING ACTION TEN: It was agreed after FGB that the final version of the Behaviour Policy would be submitted to the next FGB meeting for final approval.</p>	<p>Kate Millar /Headteacher</p>
<p>Monitoring and Governor visits</p>	
<p>10. Term 3 and 4 monitoring visits.</p> <p>A schedule of monitoring visits has been circulated. Governors were informed that if they were struggling to complete their visits, they should inform the Chair of the C&S committee. Governors were reminded of the importance of the monitoring visits. A Governor commented that it can be difficult to fit in with the teaching timetable but it was hoped that teachers could be flexible.</p>	
<p>Other</p>	
<p>11. Chair's actions/correspondence.</p> <p>An email was received from parents in response to the letter sent regarding last year's SATs results. They wanted to know what plans were in place to improve the data. A meeting was held with the Headteacher, and the parents were satisfied with the outcome and commented that they had learnt a lot about the process.</p> <p>Matt Dickson (School Improvement Advisor) visited on the 7th January. The co-chairs asked to be notified of Matt's next visit so that they could attend.</p> <p>ACTION ELEVEN: SIA report from January visit to be circulated to governors and any governance actions to be addressed.</p>	<p>Gail Isted</p>
<p>12. Any other urgent business.</p> <p>None.</p>	
<p>13. Confidential matters.</p> <p>See attached.</p>	

The meeting closed at 8.50pm

Date of next meetings:

16 March 2020

18 May 2020

14 July 2020

Signed _____ (Chair) Date _____

ACTION SUMMARY

		Who	Date
1.	Victoria Saunders to share the details for the online induction course with Sarah Day.	Victoria Saunders	ASAP
2.	Check that the new DBS certificates are recorded in the school office.	Clerk	Feb 20

3.	Governors to return any updated biographies to Gail Isted and Clerk to upload to the website.	All governors / Clerk	ASAP
4.	A date for governors to visit a Borough Green FGB meeting to be decided at the next FGB.	Clerk	March 20
5.	Review the skills audit.	All governors	May 20
6.	Headteacher to remind subject leads that the curriculum details on the website need to be reviewed and finalised.	Headteacher	ASAP
7.	Feedback to FGB on status of SCR.	Eleanor Sutton	March 20
8.	Feedback from meeting with DPO regarding external contractors' compliance with GDPR.	Anita Hanley	ASAP
9.	Approve the classroom project and launch the appeal.	Working party	ASAP
10.	Behaviour Policy to be approved at next FGB meeting	Headteacher/Kate Millar	March 20
11.	SIA report to be circulated to governors and any governance actions to be addressed.	Gail Isted	ASAP