

Minutes of Governing Body Meeting, 30th April 2019

Present:	J Stewart (Chair) P Perry (Co-vice Chair) P Thompson (Co-vice Chair) R Campbell (Head teacher) B Calvert Kate Davies P Thompson T Chesworth C Gilbey Katrina Davies
In Attendance:	Y Scott Clerk
Apologies:	Chris Ditch

19/22	Receive Apologies for Absence	
<i>Summary of Discussion</i> (including questions and responses)	Lead – Chair Purpose - Decision Apologies received C Ditch Agreed by all governors	
Actions Arising / Resolutions		
Received and accepted		NA

19/23	New Declarations of Interest and Interests Relevant to this Meeting	
<i>Summary of Discussion</i> (including questions and responses)	Lead – Chair Purpose – Information No new declarations of interest. NW stated relevant interest in part of planned start budget/forward plans. Will exit meeting this item as appropriate.	
Actions Arising / Resolutions		
Update website and governor list if applicable		Clerk

19/24	Agree Minutes of Past Meeting and Consider Matters Arising
Summary of Discussion (including questions and responses)	<p>Lead – Chair Purpose – Information</p> <p>19/13 – Complete 19-14 – CofG actioned and Clerk updated, outstanding safeguarding training to be actioned when admin deliver new link to applicable governors. 19/16 – Complete 19/16b – Complete 19/16d – Compete 19/20 - Complete</p>
Actions Arising / Resolutions	
Resolution; Previous minutes a true reflection and accepted as such	

19/25	Continual Training Check Delivered by Clerk
Summary of Discussion (including questions and responses)	<p>Lead – Clerk Purpose -For discussion and training</p> <p>Two unknown questions delivered to governors for ongoing board development.</p> <p>No further checks between now and September due to meeting content and timescales agreed by all present.</p>
Actions Arising / Resolutions	
N/A	

19/26	Consider Meeting Focus – School Improvement and Resources Focus Budget Approval – Spring HT Report
Summary of Discussion (including questions and responses)	<p>Lead – Headteacher Purpose - Information</p> <p>Document tabled in advance of meeting to all governors. a) Receive Spring HT Report</p> <p>Questions EYFS figures attainment figures why lower scores in academic areas and how does this compare with national? <i>Projected to be slightly behind national from last year (74%). In terms of reading, writing, numbers, shapes, measures etc. Shapes and measure have improved already as the curriculum had not been fully taught yet. RWN will always be under at this point in year as focus has been on Prime areas. All have risen from low on entry points (23% started at the level secure in this area). The first 2 terms prioritise impact in these prime areas, as noted in our Ofsted, and this will be enhanced in the last term. Ofsted noted progress was better than good in EYFS. Therefore, the conversion is good and the progress stats from the previous report help to understand the raw figures presented here, alongside a developing understanding of the EYFS provision.</i></p>

Have you linked up to the free play writing opportunities;

They saw more of this within the second day of the visit. The connection with writing, particularly in the outdoor area, has improved already. Miss Baddon and Mrs Nuttall are leading with a new project for Phonics. There remains some difficulty with children choosing to write in free play.

K Davies requested that we note it is Katrina Davies that completed training.

Admin noted and will specify in detail which governor may have attended training.

Noted the governors are pleased to see writing attainment has seen an upward trend since the last HT report over all KS groups.

Noted by FGB that they are delighted to see how the PTA is progressing with fundraising under KM.

This has provided not just wonderful funding but also community driven events with a lovely atmosphere and fun events that the children could enjoy. The governing body would like to pass on thanks for all the time they have volunteered.

Query requesting what is delivered to service families posted in to unit that gives them detail regarding school and local areas etc.?

This is an avenue that can be easily addressed via confirmation of what data prior to posting is provided from a service avenue. Not necessarily as detailed as it used to be due to GDPR, nevertheless via RC meeting Stn Cdr we can ensure that the school web link is prominent for those arriving in the future.

Any potential moves to camp and filling of the empty quarters etc.?

Nothing at all at this current moment.

Staff training previously noted there was to be a writing training session with a LA specialist - there is no mention of this in the report.

This was discussed with Liz Marsden post Ofsted (who had originally suggested the need for this training), and she advised that this would not be worthwhile at the moment as Ofsted felt this area was good. Her suggestion is that the English specialist would be better placed in the 2019-20 year. SLT agreed and will most likely deliver a phonics agenda at that time to strengthen and develop this area.

Is the policy still fit for purpose for exclusions?

Yes, still fit, internal exclusions have proved effective, particularly with the support of EMS.

Noted re: Child protection – impact of number of cases you work with in the school is high. Implications of this on headteacher / DSL management must be significant.

CN will take on deputy DSL whilst maternity leave in place, appropriate training is being sourced.

Headteacher wellbeing check: Are you maintaining your own mental health as a DSL?

Yes, thank you, there has been some upward trajectory in different areas, this does help, and I am aware of all the support routes open to me.

Is there any support/joined working practice from station regarding Child Protection/Station Welfare Committee?

Have had conversations with Padre, however there is some concern re data sharing, and this doesn't appear to have developed as we hoped it would. The pastoral need on camp is not reducing.

	<p>Good to see the returns from the PTC, I noticed that we had some very helpful views on parent view, should we include in Headteacher report? <i>Annually we give report from parent questionnaire in the spring term, not included this year due to Ofsted. Would it be worth sending to the parents on their departure to be returned electronically? RC will investigate with YS feasibility of this being available.</i></p> <p>Note re boosters to add that KD is also delivering sessions. Booster sessions started in November and has been a continual process for this cohort. Is this appropriate and managed for the needs in the group? <i>Aware of the challenges with this cohort and we have been doing everything we can to support them. Ofsted stated that highly competent delivery in year 6 within a very challenging cohort regarding SEN. Very good progress being made with the children, but many have not been in the school for the majority of KS2 so overall statistics may not show this.</i></p>
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Actions Arising / Resolutions 19/26

Action for RC and YS to investigate electronic parent view on departure	RC/YS
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19/26b	<p>CONFIDENTIAL – ITEMS RECORDED SEPARATELY Consider Meeting Focus – Agree Start Budget and Forward Plan</p>
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p><i>Lead – Headteacher/Chair</i> <i>Purpose - Decision</i></p> <p>Document tabled in meeting to all governors. a) Agree start budget and forward plan;</p> <p>The end of the financial year is not here as yet but we are ahead of budget - there will be a surplus carried over. However due to mobility of children, pay awards, revision of funding for children etc. we are expecting to spend more than we are getting in. We cannot control many aspects of staffing, some change of staff may manage some of the cost increase, however with the cuts and saving we have already implemented with the structure for September we should be solvent for next 2 years. There are so many variables however, with the surplus and provision we have for anomalies we should continue to operate within the forecast. This forecast is at 212 and we are currently at 206 for September.</p> <p>Discussions re: Maternity leave. NW left room 1245 conflict.</p> <p>CONFIDENTIAL DETAIL RECORDED SEPARATELY</p> <p>NW returns to meeting 1306</p> <p><u>Class Structure update;</u></p> <p>Sad reality that we had KM on fixed term contract and that due to pupil numbers and the new class structure of 8 rather than 9 her contract will not be extended. We now have year 1 and 4 split over 3 classes. All alternative models have been discussed but have to work within legal framework of max class size of 30 in EYFS/KS1.8</p> <p>Will this not have an impact for the children that are in year 1? <i>To try to mitigate this we have increased the number of year 1 in such classes as this</i></p>

should have a positive effect with 14 working with YR, giving us a larger cohort. From this model we can re work no matter what the mobility is as we will be able to utilize the indoor and outdoor class to create the appropriate learning zones and give specific content and input to Y1. It gives us flexibility and gives more options for any challenging behaviour, needs etc. to be spread appropriately to support all children's needs and learning advancement. It is about enhancing the positives which they will have.

Legally there must be more than one reception class as 30 is the maximum number.

Is there a way of having one reception class?

We have been through every scenario - it could yet change even in the next 10 weeks to the end of the summer term. We are trying to make this as easy to manage as possible. The key this year will be to support staff and children, there must be an appropriate starting point with fluidity to move with the mobility we have as part and parcel of our schools unique setting.

Katherine Davies leaves meeting 1316

With the 3 high need pupils we have next year is there anything we can do with the LA to support their inclusion?

We could say we struggle to meet need, and they could say that we must support as there are no other settings available, but we have had very close liaison with current settings. This fits with our inclusive approach, whilst being realistic about likely future changes for these children.

Concern is that how parents may react to this new structure – how will this be managed?

We will communicate and show the bigger picture and we will guide via our experience as best we can; we will also point out that the vast majority of other local schools have mixed age classes too and operate these successfully.

Actions Arising / Resolutions

Confidential resolutions recorded separately.

Resolution (1:07pm);

Vote for start budget presented in financial forecast;

Agreed 9 Abstain None

19/26c	Consider Meeting Focus – Health and Safety Updates and Reporting
<p>Summary of Discussion (including questions and responses)</p>	<p>Lead – Headteacher Purpose – Information</p> <p>Document tabled in advance of meeting to all governors</p> <p>a) Health and safety updates and reporting.</p> <p>Over 80 % complete from last inspection, no actions were immediate requirement. We will incur reasonable cost on toilet refurbishment; however, this is in process and we hope it will be complete before summer term ends.</p> <p>Question N/A</p>
Actions Arising / Resolutions	
N/A	

19/27	Consider Meeting Focus – Staff Code of Conduct
<p>Summary of Discussion (including questions and responses)</p>	<p>Lead – Chair Purpose - Decision</p> <p>Policy documents all tabled in advance to all governors.</p> <p>a) Staff Code of Conduct</p> <p>Offer of transporting pupils occasionally within the conduct, staff give lifts home to colleagues and parents' children on occasion - is this ok? Yes, if this is a personal arrangement and not a request of the school.</p> <p>Re use of Personal mobile phones in school how is this impacted by CPOMS and the need to use mobiles for access to the system? It has a soft key as a higher level of security to access the sensitive data that the system is used for, the phone is used to open an app to give a code for access. On reflection a rider does need to be added to the code of conduct to allow use for this purpose only and at appropriate locations within the school.</p> <p>Re 12.17 individual communication with previous pupils where does this sit regarding how they can contact you after leaving in particular from year 6? This is acceptable if staff are communicating through a school work email address for tracking and audit, however they are not to pass personal info i.e. emails etc.</p>
Actions Arising / Resolutions	
<p>Resolution; To adopt code of conduct vote (with addition of rider for mobile phone/CPOM use);</p> <p>Agreed 8 (Unanimous) Abstain None</p> <p>Add to code of conduct re soft code for CPOMS</p>	
RC	

19/28	Receive Monitoring Reports –
Summary of Discussion (including questions and responses)	<p>Lead – Chair Purpose - Information</p> <p>Tabled to all governors pre-meeting, received with thanks no questions received.</p> <p>a) Maths</p>
Actions Arising / Resolutions	
NA	

19/29	Discuss AOB
Summary of Discussion (including questions and responses)	<p>Lead – Chair/Clerk Purpose - Information</p> <p>a) SharePoint – to set up and have in place for starting to use from new academic year 2019-2020, to enable safe and central document sharing and discussion as a private group for governor access only.</p> <p>b) Clerk data passed to all as additional reading. Thanks, given from TC to clerk re delivery and service provided - recent training highlighted how well we are served.</p> <p>c) Monitoring calendar, proposal to come and complete monitoring not per the planned calendar. Please look in the summer term at more informal monitoring to see the life of the school to compliment the impactful monitoring that is already logged within the school database regarding strategic direction. The monitoring calendar will begin again in the new academic year if appropriate.</p> <p>d) CofG noted he will unfortunately be leaving for a new job role. The proposal that Mr Stewart continues for the remaining academic year which is tenable as he will be in the area but cannot attend the next meeting. Mr Perry will stand in the chairing for meetings. Please also consider if you have the capacity to put yourself up for this position over the summer as it is a really rewarding position to hold. RC formally thanked the CofG for his superb support and guidance over the last 2 years which has been invaluable.</p> <p>Katrina Davies left meeting at 2:30pm</p> <p>e) Query re TOR's not being personalised, this will be addressed offline for the Headteacher/CofG weekly meeting.</p> <p>f) Capital project discussed re how we can enhance areas such as sensory garden via benevolent fund and other areas. A meeting of minds will be planned in upcoming months between governors.</p> <p>g) Mrs Jackson will be leaving in the next 2 weeks and therefore we are now addressing this shortfall within the admin area of school this will continue over the next few weeks.</p>
Actions Arising / Resolutions	
Set up and train in SharePoint	Clerk

19/	Confirm Date of Next Meeting
<i>Summary of Discussion</i> (including questions and responses)	3rd June 2019, 1230 in the Zone
Actions Arising / Resolutions	
NA	