

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 27 SEPTEMBER 2018 AT 15.30

OPENING PRAYER

PRESENT

Mrs L McDonald (Head Teacher), Miss J Young (Chair), Mr R Cozens, Rev P Down, Mrs S Gunn, Mrs M Touch, Mrs J Wallace and Mr A Bradshaw (Clerk).

1. APOLOGIES FOR ABSENCE & ITEMS OF AOB

Apologies were received and accepted from Mrs K Buckhurst and Mr G Carnie. Mr T Pople was absent.
Items of AOB - Two

2. PECUNIARY INTERESTS – (previously circulated).

No interests were declared for the meeting. There was still one pecuniary interest declaration form outstanding.

3. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meetings held on 12 July 2018 and 12 September 2018, were true and accurate records and were signed by the Chair. Matters arising from these meetings were discussed;

From the Meeting of 12 July 2018

- | | |
|-----------|---|
| Minute 6 | H&S plan to be completed over the summer holidays for discussion at this meeting – Later Agenda Item. |
| Minute 7 | Reminder that Finance Reports should be sent out prior to FGB meetings
- Action completed |
| Minute 12 | Governor's to discuss Y6 Child – Action carried forward to next meeting |
| Minute 15 | Finalize 1018/19 meeting dates at next meeting – Action completed |

From the Meeting of 12 September 2018

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|----------|---|
| Minute 9 | Vice Chair to contact Fireworks Company to let them know the event is still going ahead – Later Agenda Item |
| Minute 9 | Vice-Chair to send a letter of thanks to out-going Chair of Governors on behalf of FGB – Action Completed |
| Minute 6 | Confidential item – Action Completed. |

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4. STANDING ORDERS – (previously circulated)

An updated version of Standing Orders was reviewed by the Governing Body and three minor amendments were made. The document was approved by the Governing Body and the Clerk would send an updated version to all Governors **(Action)**

5. CODE OF CONDUCT

The Code of Conduct for Governors was reviewed and approved. Governors were then requested to sign the cover-sheet confirming that they had read and understood the contents of the Code of Conduct and return the cover-sheet to the Clerk at the next meeting **(Action)**

6. GOVERNOR VACANCIES

The Chair announced that a Foundation Governor whose term of office ends in January 2019 has confirmed that they will not be seeking re-election. She went on to say that in the new year, the Governing Body will have 5 Governor vacancies; 4 Foundation Governors and 1 LA Governor, with the possibility that another Governor may not be able to continue due to work commitments. Potentially, this meant that with a Governing Body at 50% capacity there may well be problems in regard to functionality. There was a national shortage of Governors throughout UK which did not help matters when it came to recruiting new members. Governors were asked to think of any persons who may wish to take on the role of a Governor and to come to the next meeting with ideas regarding the recruitment of Governors. **(Action)**

7. THE AGENDA

Governors agreed at the last meeting that financial information should be received in advance of a meeting where finances were to be discussed. Following on from this, the Chair proposed to have at least three FGB meetings per year that concentrated mainly on finance – November (Month 6 report). March (Budget and Month 9 report) and June. The School Finance Officer would attend the 3 FGB meetings to present the financial reports/budget and to answer any questions arising from them. She felt by doing this, Governors would have a better understanding of school finances. The Chair also confirmed that she would invite the LA Finance Officer to attend the November meeting to provide Governors with a brief overview of the school financial system. **(Action)**

8. GOVERNOR OF THE MONTH/SUBJECT LINKS

The following visits were agreed

October - Mrs J Wallace (SEND visit)
November - Mrs M Touch (FSU)
December - Miss J Young (PHSE)

9. GOVERNOR TRAINING

Nothing to report

10. CLERKS BRIEFING (Previously Circulated)

The Clerk reported on salient points from the recent Clerks Briefing Meeting:

- **Keeping Children Safer in Education:** New Statutory guidance came into force on 3 September 2018 with a greater emphasis on governance in Part 2 of the document.
- **Disqualification by Association:** As from September 2018, disqualification by association rules no longer apply to schools (but remain effective for childminders).

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- **Guidance Document for Schools:** DfE have published a number of guidance documents for schools on subjects such as school resource management, buying deals for schools and good estate management.
- **Teachers' Pay 2018:** Governors need to be mindful of the pay award in approving budgets and updating pay policies.
- **GDPR:** The Clerk shared with Governors the personal data that he had to provide to LA in their role as a Governor.

11. HEADTEACHERS ANNUAL REPORT TO GOVERNORS (previously circulated)

The Headteacher presented her report which was in two sections – Points 1 to 4, linked to the SDP and Appendices containing data analysis. The salient points of the report were:

Part one:

Leadership and Management

- SDP – Key Issue 1 – Thinking Leadership
- Key Issue 2 – Literacy
- Key Issue 3 – Ofsted Action Plan
- Key Issue 4 – FSU continuing development

Quality of teaching and assessment

- SDP – Key Issue 2 – Literacy
- Key Issue 3 – Ofsted Actions (Grammar)

Personal Development, Behaviour and Welfare

- SDP – Key Issue 6 – ICT 360 degree award.
- Key Issue 6 – FSU
- Key Issue 7 – Christian Distinctiveness

Outcomes for pupils

- SDP – Key Issue 2 – Literacy (Spelling & Grammar Focus).

Part two:

Appendix A

Information relating to areas such as attendance; LAC, SEN & EAL; Pupil Premium; safeguarding, behaviour & safety; finance, premises and equipment and continuing professional development.

Appendix B

Information and data relating to assessment and SATs. Overall, not a strong set of results. In Year 2 children are less likely to make 2 sub levels due to breadth of EXS, therefore it is more important to consider ARE. The Y6 SATs results were well below what was expected with children missing the pass rate of 100 by 3 or less points.

A Governor asked the Headteacher if the disruptive behaviour of the two pupils in Orchard Class over the course of the year had contributed to the disappointing Y6 SATs results? The Headteacher replied that it had been well documented in Governor Minutes that the disruptive behaviour of these two children was having a detrimental effect on the education of the other pupils in the class and the disappointing SATs results would seem to bear this out. For the current Y6 group, Mrs King would be teaching booster lessons in maths (as well as after-school maths club) in order to plug any gaps in the Y6 children's learning.

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The Headteacher explained the processes that are being put into practice to address the situation.

- Year 5/6 will be split to deliver high quality, age and ability related teaching
- Booster groups in the afternoon to ensure any misconceptions from the mornings lessons are addressed so the children are ready for the next days teaching.
- Pupil Premium children's needs will be targeted and they will be joined by others with the same issues

The Headteacher concluded that staff were in the process of identifying all children in school who need to make progress in areas of the curriculum. Once identified, Staff will have to demonstrate how they are going to raise the standard for the children who have fallen behind.

A Governor asked if Governors would receive updates on the progress the children who were who had been identified as falling behind? The Headteacher confirmed that Governors would receive a summary of the progression children were making and the actions that need to take place if they were not progressing satisfactorily.

As there were no further questions, the Chair thanked the Headteacher for her report.

12. SCHOOL DEVELOPMENT PLAN – EVALUATION & UPDATE (previously circulated)

The Headteacher briefly outlined to Governors the key issues contained in the SDP and confirmed that expenditure on key issues had been linked to and had been included in the school budget. She also confirmed that 2017/18 SDP had been evaluated and the School was now moving forward with the 2018/19 SDP. The five key areas for 2018/19 SDP were:

(i) Raising Achievement:

- To increase the number of children achieving age related or above targets to at least 80% in all subjects (R, W, M)
- To have in place strategies to improve achievement
- To raise aspirations amongst staff with regard to children's' ability to achieve

(ii) Literacy Coordinators Role

- Improvement in Handwriting
- Build on the momentum of the spelling project
- Increase vocabulary skills
- Specific training for the Literacy coordinators role
- Data analysis

(iii) Mathematics Coordinators Role

- To improve confidence and skills in problem solving and reasoning throughout the school
- To provide opportunities for children to experience modelled and independent problem-solving strategies
- To inform parents and governors about the role of Problem Solving in the new curriculum
- To standardise medium term planning format
- To have a clear picture of Maths performance across the school by data analysis and lesson observations
- become fluent, reason mathematically and solve problems.'

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(iv) FSU continuing Development

- To introduce new activities and opportunities into FSU
- Develop and enhance outside area for FSU and school
- To continue and increase opportunities to involve parents in FSU.
- To continue CPD opportunities for all staff

(v) School's Distinctive Christian Character

- For the school to have an overtly explicit Christian character
- For all members of the school community to understand our Christian Character
- Our Christian character permeates all that we do in school.

A Governor commented that after reading SDP for 2018/19 she could not find any reference for strategies to improve Reading other than in Section 1 – Raising achievement - “To increase the number of children achieving age related or above targets to at least 80% in all subjects (R, W, M)”. The Headteacher replied that Reading, Writing & Maths was age-related in all subjects. Currently, reading is not a focus. This year Staff were concentrating on spelling and maths.

13. HEADTEACHERS PERFORMANCE REVIEW 2018

The Chair of the review panel confirmed that this would take place on 8 November 2018 and that the targets set of 2018/19 would need to be completed by the new Headteacher. It was agreed that Miss J Young would fill the vacancy on the panel.

14. SEN UPDATE/EXCLUSIONS

The Headteacher advised that there were no exclusions to report. She reported that the Traveller core funding (funding support for children of Traveller families with SEN) had ended but there were still top-up funds available and she was applying for funding to support three traveller children with learning difficulties. The Headteacher has also secured support for Traveller Education for three of the Traveller children, one with dyslexia, one with Maths difficulties and one with Literacy. The Headteacher also informed Governors of the new Somerset Inclusion Audit that had recently been introduced. This was a simple self-evaluation tool to support Headteachers, Governors and SENCOs. It will help to evidence how the school was meeting its statutory duties for children and young people with SEND, identify any gaps and help to plan improvement activity.

15. HEALTH AND SAFETY UPDATE

The Headteacher confirmed that there had been no accidents to report since the last meeting. The Health and Safety Report update was deferred to the next Meeting. **(Action)**

16. PUPIL PREMIUM AND PE GRANT

The Headteacher confirmed that Pupil Premium funding and PE grant would be used this year on

- staffing costs to support Pupil Premium children
- supporting the cost of residential for Pupil Premium children
- new play equipment and learning resources for the Learning Lodge
- purchase of a new shed for storage of balance bikes.

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17 POLICY REVIEWS (previously circulated)

The following policies were discussed, reviewed and approved by Governors:

- Child Protection – newly published by LA – no changes
- Children Looked After – minor changes made
- Community Cohesion – deferred to next meeting (**Action**)

18. FIREWORKS NIGHT

The Clerk reported that the Vice Chair had informed him that discussions were taking place with the firework company for a date for the School Firework's Night although it was probable that it would not be held on 5 November as was hoped. Governors felt that if a firework's night had to be prior to or on 5 November, but not afterwards, this could well mean that it was not possible to hold a fireworks event this year and a new fundraising event would have to be arranged. As the next FGB meeting was after the 5 November, it was confirmed that if a suitable date was agreed, there would have to be a short meeting for those Governors who were available to help on the night

19. AOB

- **Nativity Play Dress Rehearsal** – The Staff Governor invited Governors to attend the nativity play dress rehearsal at 13.30 on Monday 10 December 2018.
- **Staffing Changes** – The Headteacher reported that she had a 1:1 TA vacancy as the current incumbent would be leaving at the end of the month. She also reported that the SENCO (who we share with other schools) would be retiring at the end of Autumn Term 2018. However, she had appointed a new SENCO, who is known to the school and she will take over from January 2019.

20. HEADTEACHER RECRUITMENT UPDATE

This is a confidential item and would be minuted separately

21. DATE OF NEXT MEETING

Date of Next Meeting - Thursday 8 November at 3.30 pm

The meeting closed at 17.30