



<b>Full Governing Body Meeting (FGB)</b>		
<b>8th July 2015</b>	<b>6.30pm to 8.30pm</b>	<b>Bilton Junior School</b>
<b>Attendees</b>	Andrew Edwards (Head Teacher) David Simmonds (Foundation Governor & Chair) Alex Norton (Deputy Head Teacher) Paul Kirkaldy (Parent governor) Kate Browning (Co-opted Governor & Vice-Chair) Kerry Nessling (Parent) Alex Watkins (Parent) Emma Reeves-Brown (Co-opted) Diana Turner (LA WCC)	
<b>Apologies</b>	Paul McChleery (Co-opted Governor) Gloria Bakewell (Co-opted Governor) Melissa Burton (Staff) Reverend Tim Cockell (Foundation)	
<b>Minutes / Note taker</b>	Natasha Strefford	
<b>Additional</b>	Kate Webb (Staff)	

1. **Opening Prayer**

2. **Welcome & Apologies**

Apologies received from Paul McChleery, Gloria Bakewell and Tim Cockell. A warm welcome was given to Mrs. Kate Webb who will be part of the governing body from September 2015 in her capacity of Interim DHT.

3. **Minutes of Meeting of April 21, 2015**

The minutes from the meeting on April 21, 2015 were agreed to be a true and correct record of the meeting and approved by the governing body.

4. **Matters Arising**

Whistle Blowing - County have issued a new policy and it was agreed that the new policy covers the governors' previous concerns.

5. **Pecuniary Interests**

None

6. **Policies**

Appendix 1



The SBM has reviewed the following policies to ensure they are still up to date:

- Marking (slight changes)
- Staff conduct in school (slight changes)
- Initial Teacher Training
- Missing Child (no change)
- Staff use of social networking sites in school (slight change)
- Food (slight change)
- School Uniform (slight change)

New Policies Ratified were:

- Whistle Blowing Policy - adopt policy but review in September to see if the Diocese have commented on it.
- Dignity at Work (anti-harassment & bullying policy 2015)
- Intimate Care Plan
- Grievance

➤ *Action: SBM to ask if County could advise what's changed on amended policies and also ask if County could write an intimate care plan policy.*

**7. Single Central Record - discussed later on in the meeting.**

**8. Head Teacher's LIP update**

There were discussions around the LIP. The focus for 15/16 will be on assessment, raising standards of pupils achievement and a standard level of leadership at all levels, this being driven through cluster /plc working more collaboratively.

SATS (Handout given)

Appendix 2

The results are the best the school has seen; very pleased with the results. There is still an issue with pupils making 3 levels of progress but this forms part of the LIP for 15/16; normally the data would be compared to the national standards from the prior year.

Kerry Nessling arrived.

Writing is a fabulous story with 96% achieving L4+ (see table).

Discussions around Maths being a weaker area; can see a steady increase. Maths will form part of the LIP to get pupils results up to 3 levels of progress in 2015/16.



A governor queried whether the reduction / streamlining has affected the results. There was then a discussion around this; it was pointed out that even 'setting' would not have helped. The success stories of the results were discussed.

A governor highlighted that the results in the L&S meeting showed there was no gap in the results regarding pupil premium pupils.

The governors requested that it be documented that the results were a testament to all the staff's effort; year 6 had 3 years of higher standards to achieve. A huge thanks to the Year 6 teachers and the specialist teachers, Mrs. Thompson and Mrs. Burton for using the expertise in their subject areas. The governors appreciate that things have been challenging but are pleased with the excellent results and that no area has dropped.

Kate Browning arrived at the meeting.

It was queried whether the higher level achievers were being pushed enough in Maths and SPAG as results show a trend for level 6. It was explained that the specialist teachers were only used from Oct 14.

- *Action: To be in plan for 15/16 - to stretch higher level achievers and ensure 3 levels of progress is made.*

It was discussed how important it is for the parents to understand the results and that a comparative is needed. Mastery is about depth and it will be benchmarked based on the different subjects. Really need to ensure depth is understood; it's about quality of learning but getting this across to parents will be difficult.

The results show that BJS have achieved above the national floor standards.

All statemented children achieved level 4 or above; one achieved level 6. The results were challenged as it's 3 levels of progress that is key. Reading seems to be an issue; need to know what profile of children are not making 3 levels of progress, need to unpick to identify what can be done, has the school got complacent? In response to the challenge by the governor it was explained that Mrs. Burton is already looking into this.

There were discussions around the new Ofsted framework and the implications that it will have for leadership and planning. Should the school be setting up a working party as this has an impact for the governing body?

- *Action: Working party on agenda for Sept 15 meeting.*



## Handover Readiness

The handover between the exiting head and deputy is going well. The interim deputy has been off timetable every Monday to get involved and understand the role. Mrs. Norton and Mrs. Webb asked to minute a thank you to Mr. Edwards for all the help he has given them in the handover.

## Staffing 2015/16

Jonathan Evans will be joining the school from Sept 15 as an NQT, will be based in year 4. Music - staff will be teaching their own music and Mrs. Allison will provide CPD for staff before she reduces her hours. Asked to minute: thanks to Brenda for all her work over the last 10 years, the school has learnt a lot from her. The school is fully staffed for Sept 15.

A Learning Support Assistant has been employed on an apprenticeship scheme.

## **7. Single Central Record (back to)**

The school is in line with requirements and the office is in the process of transferring the data.

Note: Kerry should be on new working group (to be discussed in Sept) as safeguarding is a key part.

## **9. Learning and Standards Committee Update**

The school is on track with the new systems and is ahead of other schools. The year group lead analysis went well, the data collated by governors were:

Year 5 - Attainment mid to high 80% in all areas, progress matches year 6 SATS data discussed earlier. It was clarified that progress is over 1 term. Pupil premium is in line, SEN in line in reading and writing but not in Maths. Maths will be looked at next year to ensure it's picked up and rectified in year 6.

Year 4 – 78% seems low on attainment but progress over 3 levels good.

It was mentioned that no teachers are causing a concern, the school are moving forward on improving teaching through triangulation.

A governor expressed that the school are only just baselining and getting to grips with new curriculum; what's been done so far looks positive. It was asked if the school was confident in inputting the data onto the system; the response was yes and the school will ensure they are moderating the input. It was mentioned being a 3 form entry school was easier as there is more support within year groups. It was explained that benchmarking is

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being put into place by using the current year 6 results so there is a year on year comparison.

## **10. Finance Update**

It was reported the finance picture is as expected, nothing to be alerted to.

## **11. (Confidential Agenda Item) – see confidential minutes**

## **12. Head teacher recruitment update**

The pack will be worked on over the summer holidays by the Diocese. The next recruitment meeting is on Wednesday 9<sup>th</sup> September.

## **13. Training**

The clerk reminded governors of the training offered to governors run by County. The clerk confirmed Ms. Reeves-Brown is scheduled to go onto the induction training in the autumn term.

- *Action: Clerk to ask governor services if they can offer more online training courses.*

Well done to Mr. Simmonds on completing the Governor Leadership programme.

Joint training with Bawnmore and Bilton Infants was discussed regarding safeguarding; a governor suggested we hold fire on this until the LIP is done to tie in with governor priorities.

## **14. Fixed Term Exclusions, Attendance and staff disciplinary issues**

### **Fixed Term Exclusions**

6 exclusions which relate to 4 pupils, 3 of the sessions relate to one year 6 pupil. The other 3 sessions are broken down as 2 physical incidents against another pupil and the other session based on consistent disruptive behavior.

### **Attendance**

97.02% which is a great credit to the Home School Support Worker.

11 referrals to ACE (in 2 years), of which 3 fines paid, 1 court, 3 requests not followed through once threat of fines were made.

### **Staff**

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Nothing to report.

## **15. Safeguarding**

Update given by the safeguarding governor:

- Home School Support Worker will be looking at child protection over the summer holidays.
- Young Careers - going well, will aim to gain the silver award.
- All staff and the CoG had 'Prevent' training
- Kate Webb will be the new DSL in the Autumn term
- No open child protection cases
- No one referred to social care
- 3 CAF's open

A governor raised a concern over the welfare of staff and support staff have based on the case in the Autumn term.

In response staff can speak to Rev. Tim in complete confidence; occupational health are very supportive. The protocol and the single point of contact have been very successful; the school have funding until March 2016 but will be requesting financial support until July 2018.

The school will know following a judicial review on July 17 whether the case will proceed to formal tribunal on October 22nd.

Governors reiterated that a formal complaint to governors has never been made. The Chair notified governors that he had sent an email of support to all staff who have completed a personal statement.

Paul McChleery arrived.

A governor challenged whether the school have learnt from this? For example 730 emails of evidence? In response to this the school have already removed the email system for parents to email direct to teachers. Also parents are quickly referred to the complaints policy now. A governor reminded all that the email system was initially made for a good reason.

Action: Re-address when case is finished and learn from it; ask solicitor for key points.

Action: Advise staff that writing personnel statements/ records of interactions with parents is a good idea if things are starting to affect them.

## **16. Patch Representative**



Any volunteers to become the Patch representative? Diana Turner has advised she can attend on the school's behalf as she already attends for another school.

### **17. AOB**

The Chair wished Mr. Edwards well in his new school. After 11 years at the school, 3 as Head the Chair congratulated him on leaving on a great set of SATS results. The governors put their faith in Andrew, rewarded very well as teaching & learning excellent and that's what was needed to drive the school. Governors also are please he leaves behind a fabulous SMT.

Mr. Edwards thanked the governors for their support and challenge over the years.

The FGB Head Teacher ratification meeting (assuming an appointment is made) has been set for Friday 20th November at 6.30pm.

Action: Term of reference review by clerk

### **18. Agreed Meeting Dates 2015/16:**

#### **Full Governors:**

Tuesday, September 22, 2015  
Wednesday, December 16, 2015  
Tuesday, March 15, 2016  
Wednesday, July 20, 2016

#### **L&S/Finance**

Tuesday, December 8, 2015  
Tuesday, March 8, 2016  
Tuesday, July 12, 2016