

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



1. Opening Prayer

2. Welcome and Apologies

Apologies were received from Alex Norton and Alex Watkins; since the meeting Gloria Bakewell also sent her apologies.

It was advised that Emma Reeves-Brown would be slightly late to the meeting.

5. Update from SEND changes from 1st September

Went straight to agenda item 5 as the schools SEND team gave an update of how the SEND changes have been embedded into the school. Document handed out titled SEND Developments, updates as follows:

SEND team reported they have worked well with the SEN Governor. Class teachers have now taken on board that it's their responsibility as they are at the centre of it with the child; this has been a shift in the code of practice.

Educational Health Care Plan (EHCP) has replaced the old school action documents; the SEND team said again they had had great support from the SEND governor.

Parents are all on board with the changes; a letter was sent out. The rapport is good with parents and there is open communication. The SEND team has had positive feedback from parents and feels they are fully aware of the changes.

Emma arrived and gave her apologies for being late.

Easter 2014 the school made the decision to move away from County's Early Intervention System (EIS). The conscious decision was made to employ a specialist person within school - this is Miss Cullum. Miss Cullum focuses on the needs and behaviour of the children which then led onto the development of 'The Burrow'. The Burrow is up and running with a breakfast group running, focusing on socialising skills at the moment. The room is a room for all children and is a fully timetabled room.

The SEND team expressed their thanks to the SEND governor again.

Moved away from the IEP and now Pupil Personalised Target (PPT). There have been sessions where the child, class teacher, SEND rep and parent of the child have met. The sessions work well and responsibility really is thrown back to the class teacher.

Provision Map - shows all SEND children with targets assigned, what they can and can't do, and is teacher led. This process is reducing paperwork.

The last year 6 inspired 'The Burrow'; the Junior Leadership Team (JLT) are now aware of children who need help through TIG, The Burrow, displays and Mrs. Fletcher/ Mrs. Atkins. The JLT suggested a worry box, a LSA to rotate between 3 classes but still keeping one in each class with the aim on seeing what they can do better.

Miss Cullum has had nurture room training which The Burrow is adapting as best practice. Invested in Miss Cullum with a Dyslexia course. A governor asked if there will be in house days to deliver the training to staff and do profiles on the children.

A governor asked whether County has provided training to convert IEP to EHCP as there was £1.3m invested, and then went on to ask if the school had asked for help. The response was no they hadn't asked and a governor suggested the SEND team put it in writing requesting for support. The priority is converting year 6's IEPs.

In IRIS there is a SEND section and an area to record a provision map. There are modifications to be made and the results will be great for demonstrating effectiveness.

Action: get AE to see the SEND profile within IRIS.

SEND team has started to drill down into the finance of SEND expenditure as parents can request information on how the money has been spent regarding their children. They thanked the SBM for her help.

A governor pointed out it all seems a positive experience and the SEND team agreed. A governor asked

if there are any negatives and if they needed any help from governors but the SEND team just need more hours! A governor highlighted the key in all of this is getting the transition right from infant to high school.

The governors expressed their thanks to the SEND team and recognise a lot of work has gone into the new SEND.

2. Welcome and Apologies (back to)

Official welcome to Miss Emma Reeves-Brown; her expertise is in legal, she will be joining the FGB and the Finance sub-committee. The chair asked if everyone was happy to welcome Emma ; there was a unanimous yes and thank you to Emma for joining.

3. Minutes of Meeting of September 16, 2014

The minutes from the meeting on the 16th September 2014 were signed as a true and correct record of the meeting, this including the confidential minutes too. The minutes were signed by the Chair.

4. Matters Arising

Strategy meeting on Monday 26th January 2015.

Rev. Tim is still considering being the RE worship link governor – still considering.

6. Disciplinary Policy

Disciplinary - this is a policy direct from Warwickshire County Council, is everyone happy to adopt the policy? Unanimous yes. It was highlighted that there is a push from County to ensure all policies are in place, that they are clearly documented and governors ensure the effectiveness of the policies.

7. SEND Policy and Medical Policy

SEND policy - happy to adopt once the heading has been changed and page numbers added.

Action: Clerk to inform the SEND team of the changes that need to be made

Medical Policy

A governor raised the question whether the school's insurance covers all the medical needs of pupils and the SBM reassured them it does. County were provided with a list of all medical conditions that exist within the school and have confirmed the school are covered via email.

It was queried whether the 2 week period is practical, especially when an outside agency is involved, what is the DfE's guidelines? It may not be reasonable.

Action: pass this back onto Miss Cullum to investigate

Governor queried whether the medical policy was available on the school website; it will be now it's ratified. SEND team should point parents to the policy if children have medical needs (*Action: Clerk to advise SEND team of this*)

A governor asked whether the whistleblowing query was resolved?

Action: The Chair to chase the Diocese with regard to the whistleblowing policy, the issue was not having an external person to go to, the question put to the Diocese was whether they could act as a middle person like an honest broker.

8. Head teacher's update

Assessment

The head teacher discussed life without levels, highlighting it will give the school more freedom and flexibility to adopt the system they want. The new national curriculum does not really feed into levels; the current year 6 will still be using levels.

The head teacher explained the investment made in Classroom Monitor to record children's progress. Discussions went on, highlighting the system is customisable, that it focuses on all areas of the curriculum; a feeder school is using it.

Governors were informed of an Assessment Working group is set up within school to iron out the issues and to address the end of year statements. For example looking at how we access a SEND pupil who came in low and will show no progress made.

A governor queried how a parent will know how their child is doing as it seems like it's going back to the 'yes' your child is doing well, where they have been used to getting a level which is measurable. The answer was the school does not know, the statements are so broad, the governor then asked how objective are the statements? In English and Math's you can see the Key Performance Indicators (KPI) so you can explain what child can/can't do.

As a school the head teacher feels the school need to get it right when communicating to parents, talking about the KPI's and what they need to be able to do is key. There was discussion over the terminology again with regard to the end of year statements.

All agreed that the new curriculum is exciting and draws you back to learning showing the strengths of kids. As a C of E school we must get the terminology right as we cannot be saying below, below, below!

Classroom monitor is a live database and work in progress; governors reiterated that getting the communication right to parents is key. A parent governor is pleased levels are going as this seems a lot more skills based. The head teacher informed the governors there will be another update in the April 2015 FGB meeting.

Governors were pleased the school are having the right conversations about classroom monitor and recording children's progress.

LIP 14/15

The LIP document was shared and HT pointed out the areas that have already been achieved.

Governor challenged whether there were any areas the school were behind on or if there was anything to be worried about; the response was no. A governor went on to ask whether the document is recording the impact made, and it is.

General Issues in Education

A document was distributed to all governors with the agenda. Discussions over the points in the document included:

Promoting British Values & Equality – there is a statement on the school's website.

LSAs

Governor asked who line manages LSAs, is it year group leaders? Yes it is from April 14. They went on to ask if they are happy with the change, response was yes and they performance manage and set targets.

Compliance – website is all up to date, the guidance for schools has been followed and changes implemented.

County Caterers – food standards are covered as county caterers ensure these are followed.

-milk is offered to all children during midday break and FSM children are covered.

Guilty by association – staff must disclose if anyone in their house has a criminal record; it's up to the school to dismiss or to get a waiver. All staff have filled out a disclosure document.

Governor asked about performance related pay and how the meeting went. Reported there were no issues to report, all agreed with the pay increments.

9. Learning & Standards Committee Update

The L&S Committee Chair gave the following update

Looked at attainment

The strength is the maths higher ability group, an area for development is the higher ability of writers, where nationally 2% children are at level 6. The data was scrutinised in the L&S meeting where the lower level ability was looked at, fine-tuned this for next year.

Data not in the system, this is being looked at on how this can be fed in without levels.

Can see a comprehensive level of year group leads picking up children not achieving, confident the

school is meeting the needs of the children. It was noted how well the year group leaders meetings are working.

L&S Terms of Reference – Moved achievement back to FGB and terms of reference shows this.

Finance Committee Update

Nothing really to highlight, the schools spend is on track.

There is a list of things the school could do with, the Chair advised he would take this to the strategy meeting. Day to day feels like we have nothing to panic about but long term we do.

Note: Skipped to agenda item 11

11. SIAMS Inspection

Thank you to Mrs. Norton for SIAMS work and generally for her input across the school.

It's an important inspection and all agreed that hopefully our heartfelt values will be seen within the school. It was reported the staff are ready for the day and it will be exciting to celebrate what we do in school. The governors were thanked for their help in this. There is a feedback meeting that 2 governors are attending after the SIAMS inspection.

12. Fixed Term Exclusions, Attendance and staff disciplinary issues

Governors were informed of a new policy in place called 'Keeping Children Safe in Education'. There are lots of things going on within school:

- Green forms now counter-signed.
- The Home-School support worker has been on a safeguarding, protective behaviour and young carers' course.
- The deputy and home school support worker have weekly handover meetings.
- No referrals have been made to social care; there are 9 open CAFs of which 5 of them are pupil premium.
- 1 fixed term exclusion for 2 days; this was reported to be the first one this academic year for the child.
- No staff disciplinary action.

13. Business and Pecuniary Interests

All governors had returned the pecuniary interest forms – thank you to all governors.

10. See confidential minutes

14. See confidential minutes

15. AOB

Google Drive – Paul K needs a password reset *Action: Clerk to arrange with ICT*

Tim will help on what we can store and link on google drive.

Send Diana emails as attachments

Staff Behaviour Policy – Ratified by the governors.

Noted that Diana can only attend half an hour of the **next full governing body meeting on the 21st April 2015 at 6.30pm**

New Governor Handbook –Kerry has requested a hard copy *Action: Clerk to arrange*