



Full Governing Body Meeting (FGB)		
6th April 2015	6.30pm to 8.20pm	Bilton Junior School
Attendees	David Simmonds (Foundation Governor & Chair) Alex Norton (Interim Head Teacher) Kate Browning (Co-opted Governor) Kerry Nessling (Parent) Gloria Bakewell (Co-opted Governor) Kate Webb (Co-opted Governor) Alex Watkins (Parent) Ms. Emma Reeves-Brown (co-opted Governor) Paul Kirkaldy (Parent governor) Paul McChleery (Co-opted Governor) Shikha Satsangi (Staff)	
Apologies	Diana Turner (LA WCC)) Reverend Tim Cockell (Foundation)	
Minutes / Note taker	Natasha Strefford	
Additional		

1. Opening Prayer

2. Welcome & Apologies

Apologies received from Mrs. Turner and Rev.Cockell were accepted. Mr. McChleery and Mr. Watkins advised they may be late for the meeting.

Mrs. Satsangi was welcomed to the governing body as a staff governor, no ballot took place due to only one application so Mrs. Satsangi was assumed elected unopposed.

Formal congratulations were passed onto Mrs. Burton on the safe arrival of her son. The governors expressed their best wishes to her. The clerk informed that email communication of congratulations had been made on behalf of the governors.

3. Business and Pecuniary Interests

None declared.

4. Minutes of Meeting of December 16, 2015

The minutes from the meeting on December 16, 2015 were agreed to be a true and correct record of the meeting and approved by the governing body. Confidential minutes were also signed by the Chair.



5. Matters Arising

None – all issues come up on the agenda.

Mr. Watkins arrived at the meeting.

6. Policies

The following policies have been reviewed as part of the annual review as requested by the governors. SBM gave an update that 7 policies were reviewed, details include:

- Supporting children with medical conditions –no change
- Admissions – slight amendments re feeder schools and siblings
- First Aid at Work – needs to be firmed up once the needs assessment is completed
- Handling & restraint – *Action: No update - SBM to follow up*
The head advised Team Teach was due for review in the next 6 months and the decision will be made whether its whole school or individual. Governor challenged whether general practice was for everyone, governors felt the school must have a consistent approach and the finance governor advised finance committee are happy to support with these costs
- Home Learning – slight amendments based on statutory requirements
- PE – updated for the 2015/16 curriculum map
- Maths Calculation - *Action: No update - SBM to follow up*
If the policy has been reviewed but waiting for more work from the cluster schools then the governors advised this needs to be recorded on the policy front cover.

Chair asked if the governing body needed to be aware of any significant changes to the policies, Alex agreed there were no major changes.

7. Head teachers Learning Improvement Plan (LIP)

The head explained she was focusing on the areas that still need working on ([Appendix 1 – see highlighted areas](#))

Discussions were had around the LIP and what areas were to be addressed still. Alex explained that the Parent Partnership Forum (PPF) is to be reformed to share good practice and raise concerns.

The governors asked if Alex felt there was anything within the LIP that would not be met, Alex believed all would be met at the present time. The finance governor asked if there were any money constraints for achieving any of the actions – Alex did not feel there was.

A governor challenged whether the LIP had focused on what was important this year, it was felt that it had but expressed that she would restructure the LIP so it's more focused on needs and the LIP needs to be more clear cut.

PP Review

Alex shared with the governors that the school is having an independent review of Pupil Premium (PP). It is a service that Warwickshire have bought into and the review will be beneficial for continuous improvement. Ms. Davies is the schools PP coordinator. Governors felt this review will only help to crystallise what the school is doing and the impact it's having. A governor asked how the information will be fed back to the governors, it was agreed the findings will go the L&S committee and then to the FGB. The Chair of Governors will be attending the review meeting in the afternoon, other governors were advised they were welcome to attend.

External Review

It was explained to the governors that the school had bought in a service to offer an external review of the school. It gave a snapshot / external view of where the school was at that moment in time. The review highlighted many different areas which actions are being taken to enhance the school further. There were many outstanding areas such as marking and outstanding teachers. Both the Chair of Governors and the Vice Chair attended the external review. It was a relevant process for helping towards the LIP and SEF. The head teacher invited the governors to have a walk around the school at the end of the meeting.

8. Learning and standards committee update

Update was given by the chair of the L&S committee, Mrs. Browning.

The Chair of the committee expressed that she felt the operation of the L&S committee meeting was a lot easier than previously due to the fact the staff are getting used to the new curriculum and life without levels.

To put the data into context it was explained that the data were based on the new curriculum, with heightened expectations on what the results should look like at the end of the year. Progress will be judged between year 2 and year 6 but the difficulty is that the way the children were assessed at the end of year 2 is the old curriculum.

A governor asked how the parents evening went in relation to explaining to parents where pupils were based on the new curriculum. A staff governor explained that she felt parents are coming round to no levels and that it wasn't a problem explaining it to parents.

Action: Alex to offer meetings to parents after the end of the year to explain to parents.

The question was asked of the parent governors how they felt; one explained it all seemed a bit woolly and they haven't really got a clue. It was explained that the new curriculum really is about a deeper knowledge and that pupils results need to show a journey of all the KPI's. Communication is key; is it worth addressing in the year meetings at the start of the year?

A governor asked whether the new PPF should be asked about their understanding but it was agreed this wouldn't happen during their first meeting.



A governor raised the issue of when the year 6 results are fed back, it will be necessary to show what progress they have made and not just attainment; it's all about how the school reflects how far the child has come. The progress is important; could booklets be done to show that parents can help with KPI's to help child meet expected levels?

Year 6 made good progress over last 2 terms, particularly in writing - will meet 65% meeting age expected in reading and writing, won't have made the progress in Maths. The coasting level of 85% we will struggle to get as currently at 53%. Maths is the area of concern, its SEN group being the concern and stands out. Year 6 staff are working on everything and governors feel they are doing everything; no stone is not turned over.

Year 5 - data looks really strong for ARE. SEN looks good, PP maybe an issue. Governor asked how accurate is that? It does look good but need to monitor this as they are a tricky cohort - need to ensure moderation is correct.

Year 3 & 4 - ARE looks good. Year 3 PP gap needs work. In year 4 SEN gap, but is around the 70% mark working at the ARE - seems reasonable to achieve the 85% for year 6.

53% against the 85% seems a significant void in year 6, and the governing body are trusting the teaching staff that they are doing everything. Governors do feel everything is being done and that the difference in the change of the curriculum is difficult to align.

Headlines - maths, attentive pattern - it does look like the gap gets bigger for the lower attainers as they go up through the school. Are we pitching at different / right level? Teacher mentioned reading and writing is picked up in topic work, where maths may be lacking. Middle and low attainers seem to be the area that needs addressing. Governor rased that the specialist teacher in maths needs to focus in on the gap. Governor asked if we were still comfortable with not streaming / sets due to the gaps? Discussions were had around this and it was agreed that streaming is not appropriate. Governor challenged whether we should have subject heads instead of year heads; it was explained that teachers do have responsibilities for subjects.

Vulnerable groups - PP the gap between PP and non PP in year 3 for writing and maths.

9. Finance Committee update

The Finance governor shared that the school are forecasting to end the financial year 15/16 in a good position, which enables the school to carry forward a healthy balance of over £100,000. This is crucial to balance the 3 year budget. Chair advised wasn't easily done but the school have done really well, large part of the surplus is due to the headteacher appointment delay.

The Chair advised that at a top level the 3 year budget shows a positive picture at the end of year 3. It does show the school's expenditure year on year is greater than the income



but the positive carry forward figure at the end of year 3 is a lot better than it has been in previous years; it is a reducing balance. We are in a position to support the head teacher in achieving what needs to be done.

The SBM gave an update on the main costs within the budget (See appendix 2 for the breakdown on costs included within the budget).

Governors expressed the desire for the school go to cashless and put an electronic payment system in place.

The governors debated whether it was right for the school to contribute towards the resurfacing of the school playground when this is the landlord's responsibility. No decision was made on whether the school will contribute to the playground resurfacing but an amount will be included within the budget. Through the finance committee the decision will be made.

Governors expressed how equality must be considered with any improvements to the playground; all areas must be inclusive for all children and must not exclude. The school / governors has a duty to ensure children with physical disability can be included.

Thanks were passed onto the SBM and the Finance Governor for their work on the financial year end and the healthy position of the 3 year budget.

Action: SBM to send through the budget summary for final approval of the budget.

Action: Proposal of work to FGB - email if this goes ahead, it will be for the greater good if we contribute.

ICT - upgrade old laptops with hard drives.

It was shared with governors that County have capped the schools budget, reduction of approx. £25,000 so the funding has only increased by £700 - does not cover staff increases, national living wage etc.

10. Primary School Update

The Chair gave an update on the results from the Primary school consultation with the 2 feeder schools. He informed everyone that across the 3 schools only 75 responses had been received. At present there will be no changes to any of the 3 schools in relation to primary schools.

It was shared that the 3 schools are due to meet on the 4th May to address what all 3 schools want. Sara Mills from County will be attending.

G – what about academy status? The form has been submitted but it's moving very slowly.

G – if the school changes to academy and then to a primary, then County still needs to approve.



It was agreed that the academy route is pursued to the point of where we can still pull out if needed.

11. **Head Teacher Recruitment**

The new recruitment timescales were shared with governors.

G- why did we not interview Alex the 1st time? The governors needed to benchmark and ensure best practice was followed as it's the duty of the governing body to ensure there is a robust process. It all needs to be auditably robust especially as there is an internal candidate.

Thanks were passed onto Alex for supporting the procedure.

12. **Fixed term exclusions. Attendance and staff disciplinary**

No staff disciplinary action

Exclusions 11 sessions (9 sessions for one child, 2 sessions for another). It is part of a plan for one child, parents are on board - it is a part time timetable, and is being supported by IDS, waiting EHCP. Governor asked if since the plan was in place had there been any exclusions - no the exclusions were before the plan.

Paul McChleery arrived at the meeting and gave his apologies for being late.

Attendance - will be reviewing in PP
95.39 PP (includes part time pupil)
97.26 non PP

13. **Safeguarding**

Governor shared she visited school and met with Kate, Alex and Suzanne in March 2016.

3 allegations against staff made, all procedures followed but no further action required.

Other

One open child in need

4 CAF (2 are PP)

13 Young Carers

Advised safeguarding checklist will be worked through.

DBS checks are required - all need to be done for governors by September 2016. New governors need to be done when they apply.



14. Health & Safety

Fire Inspection - Went well, evacuated in good time. PEEP in place. A few actions to be taken but working through them.

Health & Safety Audit - Management Audit went well, were happy with the procedures the school has in place.

Health & Safety Inspection - Due April 2016 - this is the walk round inspection. The H&S governor will be present.

15. AOB

Brooke School Partnership – Briefed governors on partnership with Brooke for children who are on roll at Brooke to be taught at BJS, along with specialist teacher. In early talks, there is a legal agreement - we would become a satellite site. Governor asked if the head is willing to support - yes. Governor asked if it would take classes over 35, it wouldn't - would have to have capacity. Governor expressed this is great for the values of the school. The school would benefit financially - need to ensure this is the case.

It is a long process, and of course the children must be suitable. All governors agreed to continue the process.

Action: Update on progress - agenda for July 16

PGL - next week - governors agree to it. Thank you to Ashley for organising it.

French Trip - in June

Have the risk assessments been completed? Yes all relevant.

David Simmonds - advised of his resignation at the end of the Summer Term. Thanks

Next Meeting Date, Wednesday July 20th 2016 6.00pm (6.30pm start) - open the school early to walk around.