



Full Governing Body Meeting (FGB)		
15th December 2015	6.30pm to 7.55pm	Bilton CE Junior School
<b>Attendees</b>	David Simmonds (Foundation Governor & Chair) Alex Norton (Interim Head Teacher) Kate Browning (Co-opted Governor) Kerry Nessling (Parent) Gloria Bakewell (Staff Governor) Reverend Tim Cockell (Foundation) Kate Webb (Co-opted Governor) Alex Watkins (Parent) Ms. Emma Reeves-Brown (Co-opted Governor)	
<b>Apologies</b>	Paul Kirkaldy (Parent governor) Diana Turner (LA WCC) Paul McChleery (Co-opted Governor) Melissa Burton (Staff)	
<b>Minutes / Note taker</b>	Dictaphone / Emma Reeves-Brown	
<b>Additional</b>		

1. **Opening Prayer**

2. **Welcome & Apologies**

Apologies received from Mr. McChleery, Mrs. Burton and Mrs. Turner; apologies accepted. Apologies retrospectively received from Mr. Kirkaldy.

3. **Business and Pecuniary Interests**

*Action: Clerk to let the school have declaration list for the school website.*

4. **Minutes of Meeting of September 22, 2015**

The minutes from the meeting on September 22, 2015 were agreed to be a true and correct record of the meeting and approved by the governing body. Confidential minutes not discussed as they relate to staff.

5. **Matters Arising**

None.



## 6. Policies

The following policies have been reviewed as part of the annual review as requested by the governors. Details include:

- AN – Attendance policy reviewed, changes to our school standards, target now 90% for all groups of pupils – attendance is good 97.7%.
- Promoting Diversity – No Change
- Anti – Bullying – children added their own section to the policy and a worry box and added an anti-bullying week.
- Stress management – some changes but nothing that changes principle of the policy.
- Leave of absence – whole new policy for career breaks; this is a County policy, includes details for career breaks and dependent leave.
- MFL – various changes due to new subject lead.
- Art – no changes.
- E-safety + Computing – some changes for new equipment purchased.
- Staff - family friendly working guide - combined 5 policies into one - County policy.
- Freedom of Info Act – still reviewing *Action: Clerk to bring to next meeting*
- Assessment & Academic Guidance *Policy - still reviewing*

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

All governors in agreement that the policies should be adopted/continued in school.

## 7. Head teachers Learning Improvement Plan (LIP)

The LIP was handed out, discussions were had around the document.

Amendments made – in blue.

Still need work – **Key issue 1** – more evidence of working with other outstanding schools; visit arranged to Canon Maggs School – January 2016, Abbots Farm and an appointment with the Head teacher of Northlands. The Head teacher shared Northlands have a strong cluster and consortium. These contacts will ensure we are accessing our colleagues' experience and knowledge as we move towards Outstanding.

**Key issue 2** – coaching pairs – there has not been any action to date – refresher CPD in January based on the Tigre model. Lesson studies and watch other staff teach. The head shared that in December one member of staff was mentored by Alison Thompson and has been viewing the inspired curriculum. This has increased morale and other staff have asked Alison to assist them.



Coaching pairs for mentoring arranged; they just want to assist with the practice. A governor said that it is great that staff are taking ownership of own CPD.

Drafted letter for permission of parents to enable lessons to be recorded on Ipad and then reviewed. Learning walks – AN would like to invite Governors to accompany her on the learning walks.

Governors were in agreement and invites to be sent out in January. *Action: Arrange when the governors can attend*

### **Key Issue 3**

Friendship week – look at what makes a good friend as this seems to be a worry of the children which has been highlighted from the worry box.

Plans for mindfulness CPD with staff and this will then be filtered down, there is a calm and peaceful nature within school.

A governor suggested speaking to someone to obtain a program.

New system of school nursing – new package has been put out and they may be able to offer assistance in terms of mindfulness.

Alex W arrived.

### **Key Issue 4**

New head teacher post – reviewed in due course.

No questions raised.

## **8. Learning and standards committee update**

Challenging time for the school with regard to data analysis and tracking progress due to new curriculum and life without levels. After reviewing the data at the L&S meeting in December the data has been collated into one for the whole school instead of being shown in individual year groups.

AN collated current attainment and progress data onto one format but states amendments need to be made (Handout given))

### **Governors made aware of 2 things:**

1. New floor standards – this is for Ofsted – if falls below then Ofsted will want to visit
2. Coasting standard – political around academisation.

Current year 6 – first group assessed on scaled scores and will be recorded in terms of achieving expected standard. Looking at 65% min for reaching expected standard for current year standard (floor standard). Current attainments – below in reading, above in



writing and quite below in maths – it was reiterated there are 2 terms to go and these are heightened expectations based on the new curriculum.

There is still time to move to that point as this is just the current level on the data.

All Link governors are happy and confident that teachers are finding the gaps and seeing where there are problems and intervening. There is no more that staff can do that they are not already doing. Progress is very difficult to look at and it's not going to be until this current year has sat exams before government will release what 'good enough' progress data will look like.

The data from staff judgment is looking strong across the school – there are areas which staff are aware of, but nothing glaring. Year 6 – high 70 – 80, staff are making good progress. This is all we can go on at this time as we do not have a government standard. Thanks the staff for their effort despite the difficulties.

AN – when we look at PP & SEND percentage figures can be misleading/alarming due to the small number of children. *Action: AN is going to write how many children this equates to.*

PP – in attainment they are not doing so well, but this may due to their starting point. For progress they are on track to make the same on all if not more in reading.

Staff know the names of students and where they are and what they are doing to support PP children.

## **9. Finance Committee update**

Finance Chair not present to give an update.

Due to meet on January 26 to discuss 5 year plan. Looking at TLR and 3 year grace and new equipment and their relevance. A further update can be provided in March.

## **10. See confidential minutes**

## **11. Head teacher recruitment**

In light of earlier discussions there seems no reason to wait any longer, we should push along with the recruitment now. The Chair will raise with Linda on the 11<sup>th</sup> January 2016.

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

Update given to governors

2 fixed & 1 permanent exclusion since September and 1 fixed term for another child

Governor - is this the 1st time for the year 4 child? This is the first time for the child and they are not on the SEN record.



No staff issues and attendance is good 97.47 from 08/09/2015 – 11/12/2015.

Lates down to 0.14 before registration, which is great!

Governor – can we ask moving forward that attendance is given by group? Ofsted requires governors to review by groups as well as an overall statistics. *Action: Head teacher to ask the Home School Support worker to provide this detail*

2 racist incidents within the last term but have been dealt with accordingly.

### 13. **Safeguarding**

Safeguarding governor gave an update.

Met in November, Kate (deputy) trained and whole school completed training.

SCR - Single Central Record updated and checked termly and annual acceptable user agreement has been completed.

New I.D. badges now show DBS number – this is best practice.

New guidance on mental health and wellbeing circulated and program delivered throughout the school.

Worry box in place and school advised it is well used.

Protective Behavior training delivered.

Year 5 gender changing separate.

1 Child in need – 1 priority family and 1 requested and 4 CAFs.

Chair congratulated the school on Young Careers Award – first primary school in the County to achieve this; great credit to the school.

Governor – please minute the thanks to the staff for the fantastic Christmas performance.



#### **14. Website – governor info**

Follow up with Tash – legal obligation to publish – needs to be up-to-date (*Action: Tash to get minutes and declarations onto the website*)

AN – new dates and report stuff will be uploaded.

#### **15. AOB**

Health and safety – we are now going to put this as an agenda item. Governors were briefed on a girl (pupil) who got her foot stuck down drain – rectified by cementing over on the same day as it was a small 6 inch drain.

Door carpet grips have been highlighted as a potential issue in Chestnut, 2 doors affected and have been tapped, will be replaced.

Claim – Warwickshire admitted and waiting to hear the final outcome for trip by playtime leader.

Looking for fire wardens to improve the fire evacuation process.

Governors are invited to attend the morning of the 11 Jan to look at the fire evacuation procedure and the risk assessment – have someone watch fire evacuation as we believe we may have an issue getting everyone out.

New induction – any visitors handed safeguarding and H&S info, visitors need to sign before entering the building.

After school provider - Wild Club starting Jan 5 – outstanding providers. This will be a good revenue.

Making note of everyone who falls on the playground, the playground is not fit for purpose and the LA have been informed on numerous occasions.

Once consultation letter goes out on 5 Jan – David will write something for the Bulletin after seen letter. AN – maybe send bulletin and letter as not everyone reads bulletin.

Ashley Byrne – leaving – going to international teaching. Not written formal resignation. Only December so plenty of time to find new teacher.

Governor – Could we offer him a job when he returns? Chair – scenery different in 2 years, this was challenged in the way, does that matter as he is a fantastic staff member and you only hear good things. Governor – Would he want to or would he see that as progressive?

AN – he has said the same thing but speak to Tash. *Action: Tash to look into the possibilities*

**Next Meeting Date, Wednesday 16th March 2016, 6.30pm.**

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Signed as True and Correct recording of the meeting

Chair of governors:

Date: