

Full Governing Body Meeting (FGB)	
20th July 2016	6.30pm to 7.55pm Bilton CE Junior School
Attendees	David Simmonds (Foundation Governor & Chair) Alex Norton (Interim Head Teacher) Kate Browning (Co-opted Governor) Kerry Nessling (Parent) Gloria Bakewell (Staff Governor) Kate Webb (Co-opted Governor) Ms. Emma Reeves-Brown (Co-opted Governor) Paul Kirkaldy (Parent governor) Diana Turner (LA WCC) Paul McChleery (Co-opted Governor) Asitha Hingulage
Apologies	Alex Watkins (Parent) Reverend Tim Cockell (Foundation)
Minutes / Note taker	Natasha Strefford
Additional	

20.07.16

FGB

1. Opening Prayer

2. Welcome

A warm welcome to Mr. Asitha Hingulage who has been elected unopposed as a new parent governor, Asitha brings a wealth of experience and is a qualified accountant.

Paul Kirkaldy's term of office expired at the end of May 2016, the proposal to reappoint Paul on a co-opted basis was put to the governors. It was explained that Paul has a wealth of financial expertise and is interested in a possible academy conversion. All governors agreed on the reappointment of Paul, thanks were passed onto Paul by the Chair of governors for his work on the schools finances.

3. Minutes of meeting on April 6, 2016

Review of the last FGB minutes, no issues – The Chair signed them as a true and correct record of the meeting.

4. Matters Arising

Actions from the previous meeting minutes were reviewed.

The Chair and the governors all congratulated Alex and Kate on their new positions (Head and Deputy). All other points are brought up in the meeting.

5. Business & Pecuniary Interests

The clerk asked if any governors had any business or pecuniary interests based on the evening's agenda – none declared.

6. Policies

The governor audit cycle had not been completed; the SBM will ensure the next 6-8 policies are circulated for review. It was explained that it had been a very busy couple of months.

Specific policies to review next time:

- Teacher Capabilities (WES)
- Forest School (revised)

7. Head teachers closing update on the LIP

The report was circulated to governors in advance of the meeting – all governors confirmed they had read it.

Discussions were had around the document.

There will be more parent workshops for mastery curriculum in 2016/17 – the school are looking at Children's University to help engage parents into school life.

Paul Kirkaldy arrived at the meeting

The Head teacher shared that she is working collaboratively with Dunchurch C of E Junior School.

Paul McChleery arrived at the meeting.

The head explained that social, moral, cultural & spiritual will have a big focus in the next academic year.

Promoting British Values will continue to be very important and is currently being planned.

Phase Leaders will work with link governors (as no longer year heads), Phase Leaders will need to work with 2 link governors each.

The school are devising a new assessment model as the current system (Classroom Monitor) is not fit for purpose. The system will work on a nine point scale and will be based in excel. The FGB will be given more information in the September FGB meeting.

Parents will be invited into school to see excellence across the school.

There will 2 phase leaders from September, an upper and lower school phase leader. This will give the chance for post threshold teachers to grow. There will be 2 interim phase leaders put in

Document in
the Appendix

place for September 2016 until the advert goes live. A governor asked if the advert is just internal – yes it is just internal and this has been checked with HR.

It was asked of the head teacher what she is doing with Dunchurch Junior School; the head explained that Mr. Andy Wardle was very helpful in helping with the deputy head teacher interviews, which helped to ensure the process was robust and transparent due to their being an internal candidate.

Dunchurch Junior is an outstanding Junior School, and the head teacher explained they need to understand as a school how they have achieved this. We don't want to be a school that just coach for SATS. A governor advised they were pleased a working relationship had been formed with Mr. Wardle as they have personnel experience of working with him.

A governor asked whether the collaborative working will form part of the LIP. It was explained the school already do with the cluster; it's just that the link of them being a junior school that is really beneficial for the school to learn from.

A governor expressed they can see from reading the LIP update that things have not stood still and can see how busy the school have been.

A governor challenged whether the LIP impact column should include a part to show how successful it's been? They felt like it highlights the good but needs to show the impact, the softer measures are OK but targets that are measurable should be on the LIP, these targets should refer back to the success criteria.

The Deputy advised they have new ways on which The Burrow can record its impact.

Action: Alex to update and send email out to governors.

Discussions were had around academies in general and soft federations. Bawnmore Infant, Paddox Primary and Abbots Farm have formed a soft federation.

8. Academy Update (was agenda item 12 but jumped to it following on from discussions)

The Chair advised he had received a letter from the Diocese re the academy conversion. The letter asks for formal approval for the Diocese to start the due diligence process.

Discussions were had between the governors on the pros and cons of starting the process and the general consensus was that the new head teacher and deputy need to get their feet under the table.

It was formally proposed by Diana Turner that the governing body postpone the academy conversion at the current time but with the proviso they are happy to do it in the future. All governors were in agreement.

Action: Academy Status – to be added as an agenda item at each FGB meeting

Action: Clerk to respond to the Diocese, the governors feel it's an important time to re-establish the leadership within school, education appears to be a bit rocky with the new MP in place.

9. Learning and Standards Committee Update

The Chair of the L&S Committee gave an update on the Year 6 SATS results but reminded all that they were new SATS and cannot be compared to last years. The results are based on attainment and the DFE national results were also discussed:

Subject	National	BJS
Reading	66%	74%
Writing	74%	69%
Maths	70%	68%
SPAG	72%	79%
Reading, Writing and Maths Combined	53%	60%

A governor asked how many children the % relates to in Maths, the 2% basically equates to 2 children.

The current expectations in year 6 were hiked up, the results are that close, the children can just be a point off not to meet the expected level.

BJS were above the floor standard, government have not produced the expected progress level yet, this is due in September 2016. The starting point will be from the old curriculum.

A governor asked about the current year 5 pupils, whether they will be on track based on the SATS just done in year 6. It was advised the current year 5 pupils and on course to do better and will be above the national on all subjects.

Writing is still a slight issue for boys and it could look like the school have a PP reading gap but we are waiting on the raise online data to be available, the children in question are on the SEND register.

Governors were pleased with Maths as it was looking like the weak subject. It was asked if the year group was boy heavy. No it wasn't.

The head teacher advised the school had plans to change the context for some of the writing to make it more inspiring for boys.

The Chair of L&S advised that the assessment monitoring system was becoming a distraction to teaching and learning and not enhancing teaching & learning, so the new excel system is welcomed.

The rest of the school attainment based on the combined score of Reading, Writing and Maths:

Year 5 – 73%

Year 4 – 61% (tricky year, with 20% being SEND)

Year 3 – 70%

The school advised there is a lot of support being put in place for year 5 classes in 2016/17.

Mrs. Thompson will baseline our new year 3 pupils (although they will have their KS1 results).

The Chair advised that the L&S meetings will change slightly next year in terms of timings as pupils will not be tested until the spring term; this enables the children to have a full Autumn Term to make progress. Tests will also be done at the start and end of the Summer Term.

Throughout the term 'assessment of learning' will be ongoing and these will be done to ensure any gaps are found and rectified as soon as possible. Governor said they felt this was a positive move and the right way to do it.

Thanks were passed onto Kate Browning for another year of leading the L&S committee.

10. Finance Committee Update

As most are aware the school carried forward a positive balance from 2015/16.

The 3 year budget forecast still shows a positive position at the end of year 3 even after a number of changes, such as Phase Leaders, the impact of the Deputy Head Teacher being out of the classroom, additional LSA.

The Chair of the Finance Committee advised that if people require any more detail they can have it. Any financial issues would be brought up as a matter of urgency if there was a problem but does not feel the need to go through the finances in detail as they were discussed whilst setting the budget.

11. Rugby West Update (Confidential)

12. Patch Representative

With Mrs. Turner leaving BJS need a volunteer to attend the patch meetings, they occur once a term. Alex Norton has put herself forward but agendas and dates to be sent to all governors to give other governors chance to attend.

13. Academy Update

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14. Fixed Term Exclusions, Attendance and staff disciplinary options

There have been 8 fixed term exclusions – these relate to physical, verbal abuse, disruptive behaviour and physical abuse against a member of staff.

The school were challenged on whether the pupils suffer from anger outbursts, it was discussed that the school offer anger management courses, access to the Home School Support Worker and The Burrow, the school have also been fortunate to be able to access one 2 one counselling through Brethertons.

The head explained that pupils who have had external exclusions have to go through a robust re-integration process, this includes meeting with the parent and targets set for pupil.

A governor mentioned they were pleased to see the offenders were not repeat offenders , that is a credit to the school. It was challenged on the grounds of safeguarding whether the councillor from Brethertons has had the necessary checks – the school confirmed this.

Attendance data came in at 95.6% PP and 97.05% non PP, it was explained that the school has more young careers in school which has slightly increased the amount of authorised absence. The Head Teacher is attending a course through ACE on great authorised absence in more detail.

The school have seen a big improvement on punctuation and thanks must be passed onto The Home School Support Worker.

No staff disciplinary issues.

15. Safeguarding

The annual safeguarding report was discussed, no issues or questions raised. See appendix for the report.

Governors were all reminded about the requirement to complete a DBS, the process had been emailed to governors, all governors should have a DBS in place for September 2016.

16. Health & Safety

No issues to report, no spend required.

17. Election of Chair 2016/2017

With Mr. Simmonds leaving it was felt that a new Chair should be elected in case there are any issues before the new school term.

Mrs. Turner nominated Mrs. Browning, thanks were passed on to Mrs. Turner for the nomination. Mrs. Browning went on to discuss the option of co-sharing the role of Chair and that herself and Mr. Kirkaldy would be willing to fulfil this role based on co-sharing.

The governors were asked if anyone else would like to take on the role of Chair (no one volunteered).

The Chair role is time consuming and with the co-share Mrs. Browning and Mr. Kirkaldy would split the role as follows:

KB – support the Head teacher in meetings and have more of an operational focus.

PK – Support on academy/ federation and the financial aspects.

It was shared that they would alternate being Chair in the FGB meeting. It was agreed that governors would raise any concerns if they felt the co-share was not working. After being questioned if it was legal by another governor it was explained that it was and had featured in the NGA and the County had also suggested this arrangement.

Action: Discuss Chair of the Learning & Standards Committee and Finance Committee at the FGB in 2016/17. Vice Chair to be agreed in the FGB.

Mr. Kirkaldy and Mrs. Browning were asked to leave the room. The clerk asked if all were in favour of the co-share.

All were in favour of the co-share.

Action: Clerk to check whether the co-shares would both need to be present with the vice Chair for the head teachers performance management.

Mr. Kirkaldy and Mrs. Browning returned to the meeting.

Mr. Simmonds will action his out of office and direct email to Mrs. Browning and Mr. Kirkaldy.

The headteacher advised governors of how important the governor evidence days are and welcomed all governors to attend the days as it's a great opportunity to interact with the children.

18. Timetable for 2016/2017

Action: Clerk to email out to the governors.

19. AOB

Invite to safeguarding meeting on Friday 2nd September 1.15 pm to 2.15pm

Best wishes for a happy retirement were passed onto Gloria Bakewell, Gloria had been with the school for 29 years. Gloria has stepped down from her position as a co-opted governor.

Also best wishes and a happy retirement were passed onto Diana Turner, Diana had been a governor since 1970 in various schools.

They were both thanked for all their hard work and dedication to the school.

Governors then bid a farewell to David Simmonds (Chair) and thanked him for all his efforts as a school governor.

