

FGB – recording 9 on Dictaphone

Full Governing Body Meeting (FGB)	
14th September 2016	6.30 pm to 7.55pm Bilton CE Junior School
Attendees (9)	Kate Browning (Co- Chair – Co-opted governor) Paul Kirkaldy (Co- Chair & Parent governor) Alex Norton (Head Teacher) Kerry Nessling (Parent governor) Shikha Satsangi (Staff Governor) Kate Webb (Deputy Headteacher - Co-opted Governor) Paul McChleery (Co-opted Governor) Asitha Hingulage (Parent governor) Alex Watkins (Parent governor)
Apologies (1)	Reverend Tim Cockell (Foundation)
Minutes / Note taker	Natasha Strefford
Additional (3)	<u>Vacancies</u> LA Governor Foundation Governor Co-opted Governor

1. Opening Prayer

Meeting started with a prayer by Alex Norton.

2. Welcome and Apologies

Apologies were received and accepted from Rev. Tim.

Alex W and Asitha advised they would be late to the meeting.

The clerk informed the governors that Emma Reeves-Brown had resigned, this was due to work commitments and felt she could not dedicate efficient time to the governing body at BJS, resignation accepted.

3. Election of Officers for 2016/17

Hold – go back to (Chair wanted to wait until late attendees had arrived)

4. Instrument of Governance

See later on in the minutes

5. Terms of Office

Governors terms of office that are due to expire in 2016 were discussed.

Parent Governor

Kerry's expertise is vital in terms of safeguarding, a governor asked if we could we co-opt for her expertise. Kerry felt that maybe more parents were needed to ensure the parents were represented. The clerk advised that when a parent governor vacancy arises it is appropriate to open to other parents. Kerry could replace Emma and be co-opted. A governor explained that the governing body must be about getting the balance right – we need expertise and maybe a skills audit is required again.

Discussions around the number of vacancies – 5 vacancies.

Parent Governor - Alex W (vacancy Nov 2016)

Parent Governor - Kerry Nessling (vacancy Nov 2016) – Safeguarding Governor

LA vacancy

Foundation governor vacancy

Co-opted governor – Emma Reeves-Brown replacement

The Chair asked the head teacher if she felt the school needed 13 governors, the head teacher felt that there needs to be enough governors to ensure the level of expertise is maintained to challenge the school but not too many that they are overcrowding. The Chair felt currently there were enough people to fulfil the roles required in school to fulfil the governor role effectively.

Head – vacancy to go out. When we advertise we can say what skills are required, we haven't got someone who has that artistic flair, someone who has building knowledge.

Governing body have marketing and data analysis skill set with Alex W, it was explained Alex W can re stand as a parent governor.

Action: Kerry to replace Emma as a Co-opted governor, then 2 parent vacancies would be advertised.

Action: Clerk to chase Tim and LA up re foundation governor

Paul McChleery arrived 6.45pm

6. Timetable for the Year

As emailed to all governors

7. Minutes of meeting of July 8, 2016

The minutes from the last meeting were reviewed; the Chair agreed they were a true and accurate record of the meeting with the exception to a few minor changes. Clerk to amend and gain Kate B approval signature when she's next in school.

Request from governors for future minutes:

Action -High light the questions that governors ask in the minutes.

Send out actions – in advance of the minutes (asap after the meeting).

Check Dictaphone for point 7 action.

Action: SBM to check with HR or governor services whether both co-chair governors need to be on the head teachers performance management review (4th Oct 2.30pm for gov's attendance)

8. Matters Arising

None – all dealt with later on the agenda.

9. Business and Pecuniary Interests

No business or pecuniary interests declared on the nights agenda.

The annual pecuniary declaration was discussed.

Action: Clerk to email the annual declaration form

10. Safeguarding

Adrian Over from the Local Authority was expected to visit the school on the 13/09/16 but had to cancel the visit. The head teacher explained that the staff involved in the meeting still had a mini audit – findings of the audit will be made available soon.

Section one of the DFE Keeping Children Safe must be read by all governors.

Action: Clerk to send the document to the governors

Action: Alex will be sending a survey out to governors to ensure they understand it.

11. Attendance, exclusions, racist incidents, bullying incidents and staff disciplinary issues **No one excluded, no bullying or racist, no staff disciplinary**

Attendance – monitoring due to server issues has meant the data is not available

FSM 2015 98.91% 2016 98.63% due to part time timetable for one child

Schools target is 96% - the Home School Support Worker does a great job and is well within our target.

Non FSM 1.29% difference between 2015 and 2016

FSM 0.28% up on punctuality, non FSM 0.35% up on punctuality

Texts will be going to parents when children are late – Home School Support Worker is putting this into place.

12. Head Teachers SEF & LIP for 2016/17 academic year

Kate B advised the governing body that the Self Evaluation and the Learning Improvement Plan are what the governors need to be fully engaged with and understand thoroughly.

The Chair advised the SEF is an evaluation of where the head teacher and Governing Body believes the school is at. This then drives the improvements that are fed through to the Learning Improvement Plan.

Discussions were had regarding the need to ensure the document is ROBUST – Governors need to feel the judgement is right, are the finances linked to support the LIP.

Head – school are baselining all the children, KS2 attainment to help tell the story.

Stability of staff is good G- is it worth quantifying the number of pupils left and joined throughout the year. Also could do for staff – how many years' staff has been here and how many move on.

Contextual info – can't think of anything that needs to be added.

Governor believed the financial considerations that have occurred should be on the front of the document.

On the LIP there are 4 columns that match the categories of Ofsted. Data can be a bit SATS heavy and we need to develop progress. Discussions around the new system, subject leaders will be developing -L&S committee will unpick the new system in more detail.

G – We need to keep track on the percentage expected in the other year groups, we need to ensure the milestones are being met year on year when the children move up through the school. Eg. Are the yr. 3s on track for year 6?

Head – important how the outcomes are defined.

G – The school is good because, the wording then says the same in how the outcome will be seen. It's a wording issue; Alex will look through to ensure it all reflects the same Ofsted descriptors.

G challenged where the how is, it is in the LIP? Milestones need to be shown.

The Chair ran through the Ofsted for good descriptors – we need to see it on the SEF so we can see the evidence. All governors agreed.

Action: The schools leadership team need to tie in the SEF to the Ofsted descriptors. This will ensure it is obvious and make the document tighter. The SEF continues to be a rolling document.

A governor challenged the safeguarding element are we not outstanding? Safeguarding governor will review in her next visit.

Governor advised the date and version need to be on the SEF and LIP, all agreed.

The Chair advised the school are waiting for raiseonline data, it was suggested at the next FGB they focus on the management leadership section, L&S committee will look at teaching and learning and then the FGB in the spring term will review the Personnel behaviour but the Safeguarding governor will keep an eye on it from a safeguarding perspective.

LIP – Discussions around the document, front page are the main points. We need to get all stakeholders to agree its outstanding, staff, parents, teachers and pupils, the parent evidence base is important!

Governors asked when will the evidence be done from parents, will it be before half term – how the transition has worked etc? Yes the head teacher will send out a parent survey.

LIP is open to change, it is a living document. Will be updated each term, G – the milestones are against the success criteria. A governor challenged why there isn't a success criteria relating to governance – how do governors know they are doing a good job, it's very important.

Action: The IT point on the LIP should be changed to a governance one (Alex and Kate B to pick up 16/09/16)

It was expressed how important the Curriculum evidence days are and asked governors to support where possible.

Governor asked whether availability of governors should be considered before dates are set. Governors were asked to let the clerk have days that work best for them. Kerry – Tuesday

Alex W arrived – 7.30pm (Alex briefed on the importance of the SEF and LIP)

Pupil's voice, books, data and ensuring they all tie up is important.

G – When will the evidence be done from parents, before half term – how the transition has worked etc?

Chair said we need to be more engaged in the SEF and LIP.

The head teacher continued to discuss the LIP.

A governor challenged why they couldn't see a clear link between the LIP and SEF, it's in the improvements section on the SEF.

It was explained that the SEF is the overview, the LIP is how and what we need to do to improve. Governor asked if the 2 documents could be cross referenced to each other, colour coordinate the documents. Further discussions were had around the SEF and LIP such as the need to ensure there is a balance and everything that is done needs to be good, it was asked if it was more of an operational tool and whether an executive summary could be done. G – The important things are the headlines and the success criteria. The termly updates are happening and things are being done. Governors felt progress should be seen, will come out in the termly updates.

If we see the year end targets improving year on year then we have got value added, that's what governors want to see.

Q- Asked whether governors should own an area of the LIP each, no too difficult the governors tried it before and there is the danger of the whole governing body not taking responsibility.

Action: Produce an Appendix to the SEF

Priority Issue 3 – The governors challenged whether the right terminology had been used – ‘further improve on safeguarding’ – the school could be outstanding on safeguarding, should change to ‘build on the success’

Priority Issue 4 – Updates will be in the next FGB, one section looked at.

The Chair steered the agenda back to agenda item 3.

The Chair challenged whether the governing body / head teacher were happy with the Instrument of Governance, is it right, is it the right structure to support the school in delivering the LIP?

Mrs. Norton believes the balance /makeup of the governing body is about right and does not feel the need to change it. She advised she would like to keep Alex W and Kerry N for their expertise.

It was asked of Alex W whether he will stand again – he said he would be happy to if no other parent governors come forward.

It was asked whether all were in favour of Kerry N changing to a co-opted governor based on her safeguarding knowledge, all were in favour. Kerry accepted.

Parent Vacancies – Clerk to send the normal advert to Kate Browning so she can tailor it to BJS.

Vice Chair Position

Are there any nominations to be vice chair, no one came forward.

Alex W then advised he could do it until his term of office expires. Kate W nominated Alex W, Paul K seconded it, and all governors were in favour.

Governors were reminded that the governor evidence days were really important and their support was needed.

13. Academy Position (Confidential)

Governors were briefed on recent events. The ‘pausing’ letter had been sent to the Diocese per the last FGB minutes.

The head teacher shared that she is visiting 2 schools that have already joined the Diocese Multi Academy Trust.

There were discussions around a soft federation and how the academy route does not appear to be as attractive as the governors initially thought.

Governors believed there was only one option for the academy option, the financial impact does not seem as great as we thought, seem to have a loss of control and not the choice of changing from a

junior school to a primary school. Governors all agreed they were happy with the current position and the pausing of the academy route was still the right option.

14. AOB

The head teacher shared she is trying to inspire the children so the school will feature in the Rugby Advertiser – Where have the ex-pupils gone, to show their journey.

French Trip – Shared that only 50 pupils have signed up for the French trip in 2017. It was asked of the governors what their thoughts were, should the trip go ahead? A Governor asked what the objective is for taking the children to France – it is the whole experience, the speaking of the language, to the spending of the euro and visiting WWII areas. A governor asked what the financial implication would be if we cancelled the trip and whether we could do in-house.

Further discussions were had and it was agreed alternatives would be looked at.

Action: Alex to look into alternatives such as Bushcraft

Governor sub-committees

Finance – Asitha to join

Learning & Standards – Paul to join

Paul K will be the new Health & Safety governor.

It was agreed the Finance and the Learning & Standards Committee times would be swapped over.

Bilton C of E Junior School

Full Governing Body 14/09/2016

Summary of Actions:

No.	Action	Assigned to
1	Kerry to replace Emma as a Co-opted governor	Clerk
2	Parent governor vacancy advert – clerk to send previous advert to Kate B, Kate B will draft advert for school bulletin	Kate B
3	Follow up on the Foundation and Local Authority Vacancy	Clerk
4	Check with HR or governor services whether co-chair governors need to be on the head teachers performance management review	SBM
5	Clerk to email the annual pecuniary declaration form to governors	Clerk
6	Clerk to send the Keeping Children Safe in Education document to the governors	Clerk
7	Alex will be sending a survey out to governors to ensure they understand section 1 of The Keeping Children Safe document	Alex N

8	Update the SEF to ensure it ties into the Ofsted descriptors	Akex N
9	The IT point on the LIP should be changed to a governance one (Alex and Kate B to pick up 16/09/16)	Alex N & Kate B
10	Create an appendix for the SEF	Alex N
11	Look into alternatives such as Bushcraft	Alex N & SBM
12	Governors to let clerk know which days suit them better to be available in school (if any)	All governors