

Full Governing Body Meeting (FGB)

18th July 2017		6.30 pm to 8.45pm	Bilton CE Junior School
Attendees (9)	Kate Browning (Co- Chair – Co-opted governor) Paul Kirkaldy (Co- Chair & Parent governor) – Health & Safety Governor Alex Norton (Head Teacher) Kerry Nessling (Co-opted governor) – Safeguarding Governor Kate Webb (Deputy Headteacher - Co-opted governor) Beth Gale (Staff governor – Observer) Claire Baldock (Parent governor) Paul McChleery (Co-opted governor) Reverend Tim Cockell (Foundation governor)		
Apologies (2)	Alex Watkins (Parent governor) Asitha Hingulage (Parent governor) – Pupil Premium Governor		
Minutes / Note taker	Natasha Strefford		
Additional (2)	<u>Vacancies</u> LA Governor Foundation Governor		

1. Opening Prayer

Meeting started with a prayer.

Welcome and Apologies

Apologies were received and accepted from Alex W and Asitha H.

2. Business & Pecuniary Interests

No business or pecuniary interests declared on the night's agenda.

3. Minutes from last meeting

Minutes from the 12th May 2017 were a true reflection of the meeting and were signed by the Co-Chair Mrs. Browning.

4. Matters Arising

Review of the actions from the meeting on the 12th May 2017.

- Reminders for all to sign up to the school bulletin via the schools website – all governors receive the bulletin. *Action: Obtain % of parents that have signed up to receive the bulletin*
- Clerk has enquired about governor services offering in house training for Ofsted readiness with an element of PP – *Action: Clerk to chase governor services, if the course can be provided then the training will be opened up to Bawnmore and Bilton Infants.*

- Social Media – Policy written – *Action: SBM to send policy to governors*
- Sharing documents – discussions around the best way to store and distribute documents for governors. As County recognise google drive as a secure method, governors agreed that governors would try google drive again. *Action: Clerk to ask school to reissue passwords and set up google email addresses for any new governors.*
- Emergency Plans school need to practice – *Action: School to practice during the new school year and report back to governors*

5. Head Teacher's Report

The head teachers report was emailed to all governors to read in advance of the meeting. Governors were asked if they had any questions relating to the head teachers report.

FSW – Family support worker, Mrs. Hodgson goes above and beyond in her role. The school is proactive in CAF and the Nurture provision caters well for families.

Governor challenged why attendance is not shown as a strength, PP attendance % is also positive, all agree it is a strength. *Action: Add the schools attendance to strength box in the head teachers report*

Governor challenged whether the school building was a weakness? Does it affect teaching and learning? Compared to other schools it is not great but it is not a hindrance to learning, class sizes are still an issue. A rolling programme of maintenance has been introduced to the school and large projects such as the school path have been completed and will continue to be done as long as the budget allows.

The head teacher shared there are 11 children on the waiting for the year 3 intake in September 2017. Governor asked if any of those children have siblings in the school – 1 child has, the head teacher explained the admission criteria and the Headteacher advised she goes to all appeals relating to admissions.

Governor asked how the schools authorised absences compare to other schools? The head teacher explained that as a multi-cultural school, they are seeing a rise in requests for pupils to visit families overseas, it was explained how the head teacher approves them. Governors do need to be aware there may be a rise due to the diversity of the pupils. *A governor suggested the school benchmark against a known cultural school to see how the schools authorised absences compare – Action: Head teacher to look into this and report back.*

Governor suggested that another member of the SLT assists in approving term time leave of absence if Mrs. Norton knows the family personally.

Governor also queried whether the school were transparent in the approval process for absences – it was explained that there is an annual statement published in the school bulletin, followed by half termly reminders for parents/ carers.

SEND Governor pointed out that there is a high % of SEND going into year 6 in September 2017.

Governor noted that there were no fixed term exclusions in the summer term – this is positive and a success measure in itself.

Governor probed whether there had been any internal exclusions, the head teacher and deputy could not recall when the last internal exclusion was.

There has been a significant drop in the number of behavioural incidents recorded on the monitoring system in the summer term, it was asked what was behind this drop – the deputy explained that lunchtime is a lot better due to a number of factors; lunch time staff received training, marathon Wednesday, specific activities planned out for the children, 'no outsiders' program. The children are then notified in assembly on what the day's activities are.

Based on the parent survey a governor challenged why the parents perspective on bullying was high compared to the recorded number of bullying incidents, it's believed that it's just a timing difference but will check this when the next survey is completed.

Governor suggested a PR activity is done in relation to the good work the school has done in making lunchtimes enjoyable. *Action: 1st bulletin in September 2017, put some factual evidence in to showcase lunchtime.*

Discussions around PP and the report on the school website, it's an annual statement based on the financial year (April – March). The Chair requested an additional impact report based on the summer term. The deputy explained the school track the financial cost with impact on a half termly basis but it's not in a report format.

Action: Produce a report showing the full academic year's impact on PP.

Governors were informed there is a new PE Sports Funding Statement on the school website, all to review and email any comments to the clerk to pass on to the PE subject leaders.

Action: All governors to look at the PE report on the schools website

The Chair advised governors that the KS2 SATS were a significant improvement on last year and the school should be very proud of what they have achieved. The head teacher explained it was a whole school collaborative effort in achieving the results. It was explained that the greater depth standard is likely to change as it has been based on the raw score from last year as the data does not become available until August 17.

The chair advised the governing board that the combined PP results are the key area for continued improvement but the results do show where the effort was put in. It was explained that earlier intervention strategies are being put into place to target pupils earlier on in their school life at BJS. Governors said they feel confident on what the schools PP strategies are and how the PP understanding has developed over the last year.

The governing board appreciate how difficult the new year 6 cohort will be but understand from the head teacher that the parents are supportive. The new year group has 18% SEND but a third of the cohort have additional needs – all agree it will be a challenging year.

Governors questioned if the new SLT structure was working with Phase Leaders in place – it was explained how well it has worked, there has been a learning curve but both members of staff are more confident and work well together, they really know all the children in their phase groups and the SLT is a strength to the school.

LIP area

It was explained that any points in red on the report will feed into the 2017/18 Learning Improvement Plan (LIP)

Priority 1 - Governor questioned whether the 50% of teaching classed as outstanding was moderated, it was explained that yes they had been moderated by 2 external advisors. In 2017/18 ECM will provide moderation services, all agree it will be beneficial to have an independent company that doesn't know the school already.

Governor mentioned that quantifying the number of pupils that have made progress on the LIP would be beneficial particularly where numbers are small so percentages can be misleading.

Action: Head teacher to quantify the number of pupils that have made progress also the 3rd bullet point should be reworded.

Priority 2 – Governors felt that the amount outstanding should also be quantified on the report – it's a positive.

Action: Head teacher to quantify

Priority 3 – Governor expressed their views on that the school have really met this area, the culture of the school is so strong and you can really sense this when visiting the school. All agreed that strategy can only take you so far, the culture is the basis – credit was passed onto the Headteacher and Deputy Head.

Governor asked if there were any attitude /ethos goals that could be fed into the LIP next year.

Action: Head teacher to look at attitude/ ethos goal for the LIP

The head teacher thanked all the staff at BJS, they have made the school a special place and they are a credit to the school.

Priority 4

Action: SBM to update the organisation chart

Discussions were had around a 'who's who' board and it was agreed this would be beneficial to have in place, governors should also be included on the board.

Action: Get board in place before the first parents evening

The parent survey results were discussed, it was highlighted there may be some inconsistencies within year groups of homework set. The Headteacher advised governors of the lovely feedback from parents on the report slips.

The Headteacher advised that staff have been listened too, since the last staff survey, teachers have been given more planning time and more time to write reports. Governor asked if staff were happier in terms of the pressures some of them were facing, the head teacher felt they were and that it was more of a national pressure they were feeling.

It was agreed the staff survey would be completed on an annual basis but at the start of every staff meeting there can be a simple red / green/ amber faces for staff to express their wellbeing.

Staff CPD was discussed and it was suggested staff are asked what they want their individual personal professional development to be so then it can be fed into the budget.

Action: Head teacher to ask staff on the next inset day what their ideal training would be.

Governor asked when the schools next SIAMS inspection would be whether the school were confident in this area, it's likely that SIAMS would fall after Ofsted but the Headteacher felt confident in this area.

Action: The strategic aims to be put in the first bulletin in September, the strategic aims are being shared with staff on the inset day.

6. SEND Annual Report to Governors

Action: Mrs. Browning to email the full and final report to all governors

The highlights from the report were discussed and it's a very comprehensive report. Maths progress is at 74% which is a great achievement. Writing in year 4 is a sticking point but interventions are in place. SPAG is a weaker area but the school are aware of the needs.

Accessibility plan – the SEND governor advised that the policy has been work in progress throughout the year and is now a comprehensive document. Views/ opinions were sought from a number of stakeholders obtained, such as pupils with disabilities, parents/ staff with disabilities, parents of those children with disabilities.

Rev. Cockell left the meeting.

It was explained how the SEND teacher is due to go on maternity leave, a governor asked how the SEND job share will work and whether it would be a challenge for pupils with SEND. The overlap of teachers in September 2017 was discussed. Governor asked whether parents of SEND children will get to see both SEND teachers at parent meetings, the pupils progress is still the class teacher's responsibility and it was explained how the SEND support areas have been assigned to different teachers.

Governor suggested the school see what the demand is from parents in whether they request /expect to see both teachers on parents evenings.

Action: Head / Deputy to look into this and whether teachers that job share should both be required to attend parent evenings.

7. Annual Safeguarding Report

Apologies were given by the clerk that the annual safeguarding report had not been distributed in advance of the meeting.

Action: Clerk to send out to governors – any questions on the report to email the clerk to pass onto the Home School Support Worker.

The safeguarding governor ran through the key points on the report, highlighting the policies relating to safeguarding coming up for review.

Governor asked if there were any incidents or anything to report based on safeguarding – the numbers were discussed. Governor challenged how the incidents related to last year, it was discussed how safeguarding has changed during the last year so comparing the 2 would not be that beneficial. The safeguarding governor advised she was very happy with the schools safeguarding procedures and advised that it's all staff taking a proactive role in reporting any concern.

The site security has been reviewed in light of terrorism attacks and positive changes have been made.

The Finance Chair of Governors mentioned that budget should not be a constraint when it comes to safeguarding, if spend is required then it is a priority. Policies were discussed in relation to new year 3 pupils.

The safeguarding governor confirmed that the single central record is checked once a term and thanks were passed onto Mrs. Godfrey in the school office for ensuring all staff files are up to date.

Specific safeguarding training was discussed and how the DSL are expected to complete training once a year.

Action: Mrs. Nessling has completed safeguarding training that is valid for 3 years – add to the report where the question mark is

Action: Invite the governing board to the safeguarding training on Monday 4th September 2017, 9am to 12.

Action: Safeguarding quiz to be repeated in Autumn FGB meeting

8. Governor Action Plan 2017-18

The SBM and Chair of the finance committee have worked out the financial impact of reducing the class size, governor advised it all needs to be brought together based on the teaching and learning implications of reducing the class size. It was challenged whether reducing the PAN was really viable, governors agreed for once and for all they need to have a clear view of the impact and consider all aspects. (Note SEND notional will decrease when the pupil numbers decrease)

Action: Working group meeting in September to review class sizes

9. Learning & Standards Committee Report

Covered above as discussed in the head teachers report.

10. Finance Committee Report

Nothing major to feed back, the financial position is where we would expect, with actuals being slightly higher against budget due to annual invoices received.

FGB were advised the finance committee had approved the additional carry forward figure of £5778.

The GB were advised on the need to install 3 touch screen classroom boards, governors agreed that we should go ahead although they were not specifically budgeted for this year. The SBM needs to obtain a 3rd quote and the final supplier decision will be made after the weeks trial of the screen. Trial is between Tuesday 12th September and the 19th September – governors are invited to come and see it in action.

The head teacher is assigning a budget column on the LIP document.

11. Dates for you diary 2017/18

All received the dates.

ECM are providing Ofsted readiness training on Monday 11th September 4 to 5.45pm – all governors are invited to attend.

Dashboard training on the 7.11.17 at 6.30pm

The Headteacher thanked all governors for all their visits into school and going forward the days the monitoring visits will differ.

Action: Clerk to send dated out to governors for them to assign themselves a monitoring visit.

12. Pay Committee

The pay policy has been sent to the pay committee.

13. AOB

All should try to attend the local governor patch meetings. The clerk advised governor services do not have the annual dates planned in advance.

Governors thanked staff for all their hard work and brought in refreshments for staff to enjoy at the end of year celebration.

Mrs. Norton thanked governors for all their work, especially the Co-Chairs, a little thank you gift was given to governors.

Date of next meeting Wednesday 13th September 2017

6.30 – 8.30pm

