

Full Governing Body Meeting (FGB)	
25th January 2017	6.30 pm to 8.35pm Bilton CE Junior School
<b>Attendees (9)</b>	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) Paul McChleery (Co-opted Governor) Alex Watkins (Parent governor) Reverend Tim Cockell (Foundation) Beth Gale (Staff Governor – Observer)
<b>Apologies (1)</b>	Asitha Hingulage (Parent governor) – Pupil Premium Governor
<b>Minutes / Note taker</b>	Natasha Strefford
<b>Additional (3)</b>	<u>Vacancies</u> LA Governor Foundation Governor Parent Governor

90% Governor Attendance
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### **Opening Prayer**

Meeting started with a prayer by Alex Norton.

### **Welcome and Apologies**

Apologies were received and accepted from Asitha.

Welcome to Miss Gale who has joined the governing board as a staff governor (observer status) for 2 terms.

Governor asked whether all staff could have the option to be an observer on the governing body.

*Action: Clerk to seek advice if this is possible*

#### **1. Minutes from last meeting**

Minutes from the 14th September 2016 were a true reflection of the meeting and were signed by the Co-Chair Mrs. Browning.

#### **2. Matters arising**

Review of the actions from the meeting on the 14<sup>th</sup> September 2016.

- Potential parent governor who is a governor at Bawnmore Infant, clerk to see if they get in contact
- Foundation governor – Tim may have someone who can be put forward
- LA governor no joy
- Clerk to check all declarations of interest have been completed

### **3. Business and Pecuniary Interests**

No business or pecuniary interests declared on the nights agenda.

### **4. Head Teachers Report**

New comprehensive report format.

*Action: Governors should all sign up to receive the school bulletin*

The Headteacher went briefly through the report and asked if all governors had read it in advance of the meeting, all confirmed they had.

Governor asked if the school was full, the school were at 419 so there is no more capacity.

A governor noticed how year 3 was not boy heavy like the classes normally are.

Attendance isn't bad; the Home School Support worker addresses any issues. Governor raised that Pupil premium children's attendance had fallen below the 96% target. It was advised that there are additional groups that have been put in place to get the children into school early, for example wave boarding, breakfast club, these act as an incentive for them.

The Headteacher advised that the deputy is the new Pupil Premium lead and Mr. Evans was the new PE Grant lead. Governor raised how important it is that the governing body ensure the pupil premium is spent wisely and gaps diminish. There is also a new pupil premium governor, Mr Hingulage who has visited the school for a morning.

The new pupil premium diagrams were discussed. A governor asked whether impact will be shown on them, it will as the diagrams are ongoing. A governor also picked up there was £3000 of the pupil premium grant not assigned, it was explained this was contingency for additional support for when gaps are identified.

*Action: Is there a course available for the Pupil Premium governor – Clerk to look into*

Governor asked if the attendance of 96% needs to be increased. It was advised that the target is set in conjunction with Warwickshire's ACE team; this will be reviewed in March.

*Action: Review of the attendance target*

The Headteacher pointed out 18% of year 5 are on the SEND register and that the data for year 3 suggested they were not low but in school results suggests otherwise. There is also one heavy SEND year 3 class, had the school known they would not have all been in the same class.

Governor asked that the school raises the SEND transition as a concern to the feeder schools.

## Achievement & Standards section

It was explained that the data had been scrutinised in the Learning & Standards committee meeting and on the report it really shows a snapshot of where the school currently is. Targets are being worked on and there is already a date in the diary for Alex W and the Headteacher to look at the targets and data (16<sup>TH</sup> & 17<sup>TH</sup> Feb)

A governor asked what they should be worried about, it was explained in Year 3 & 4 spelling was an issue but they have already put in place 'no nonsense spelling'. Year 5 was more of a concern due to behaviour and strong personalities of some of the pupils. The focus is on reading across year 5.

Year 6 – the struggle will be to show greater depth but there are clear case studies for the children who will not achieve greater depth.

Governor explained that the current Year 6 is on track to do better than the previous year. The school have just had a cluster moderation in writing and it highlights how strong the school is, the school are doing things that are school wide and not just filling a gap.

A governor asked if we can rebase the pupils, although the school can the data is based on KS1 results on raise online.

Governor questioned whether high schools have the same issue with pupils going up with higher KS2 results, it was explained that they do and it's even harder for the high school to show progress when they come in high.

Governors were advised that staff regularly meet in achievement team meetings to share concerns across the year groups.

The intervention work with both Mr. Bird and Mrs. McChleery has been great for greater depth work. It was reiterated again that year 6 is on track and that traditionally PP was good, it slipped slightly last year. Governor pointed out the struggle will be to show PP making great depth.

## Effectiveness of Leadership

It was explained that Mrs Stevens in year 5 has now taken on the position full time until the end of the term.

RE curriculum will be updated from September 2017.

The head teacher informed governors that the quality of teaching in the classrooms is good to outstanding.

Governor questioned whether there were any negative comments, the Headteacher explained they do sometimes but they are dealt with quickly. Governors would like to see more parent and pupil voice going forward.

Governors felt that feedback from parent questionnaires should be in the head teachers report and the questions should link to the school priorities, responses can then help to move the school forward.

There were various discussions regarding parent voice, including opening up the Parent Partnership Forum meetings to all to make it all inclusive. Governors liked the idea but thought it would make it difficult to have meaningful discussions with so many opinions. A Governor made the suggestion on whether a Question and Answer session with the head teacher would be more beneficial – could be a focus group.

There was also a suggestion on a Rant & Rave type service on a scale of 1 to 10, could ask questions like 'rate your child's 1<sup>st</sup> term or rate your child lunch time experience.

#### Safeguarding

Governors discussed how important safeguarding is and that the level they see throughout the school is great. A governor questioned what a racial incident is, it was explained to the governors and the school has a legal duty to report.

#### Health & Safety

Governors were concerned at the level of incidents and asked what a near miss was. This was all explained and needs to be made clearer on the head teachers report.

Thanks were passed onto the governors that had supported the head teacher in Learning Walks around school over the last term. Thanks to Kerry, Asitha, Paul, Alex and Kate B.

#### 5. **Self-Evaluation Form (SEF)**

The chair explained how the governors really need to own the SEF and ensure the leadership team's judgement is right.

*Action: The date should be 14/15 not 15/16 on the outcome section– Head teacher to update*

The outcome section of the SEF was discussed and it was highlighted that the data had dipped but there is a lot in place to rectify the dip.

Governors were informed that the data had been externally verified and it comes out as good. There is also a 'Task Meeting' with County where they will scrutinise the data to see what's in place to make sure the school are not vulnerable.

The governors agreed that a huge amount of work had gone into the document but felt that a dashboard on the front with 4 to 5 KPI would be beneficial. Governors could set the targets on what they see is important to them.

*Action: Dashboard to be looked at by Alex W and the Headteacher in the meeting in Feb. Alex W to draft a version before the meeting.*

The chair felt the governing board has come so far.

The question was asked of the governors whether they felt the leadership of the school was good, they all agreed it to be good.

## **6. Plan of Action for Review of Governing Body**

The governing body is now known as the governing board.

Discussions were had around the importance of the governor review document and the effectiveness of the governing board.

A meeting is needed to use the National Governors Association self-evaluation guidance to support us in reviewing where we are 'at' i.e. our strengths and areas for development. The ultimate outcome of the meeting would then be to identify the key areas where we need to develop and plan for how that will happen and also to add to the clarity around the governance elements of the school's Leadership and Management SEF judgement.

*Action: Meeting agreed 5th April 2017 at 6.30pm (all governors)*

*Action: Alex to arrange buffet from the school kitchen*

## **7. Setting the school's Strategic Vision, ethos and priorities**

Discussions were had around the 2020 vision that was set in 2015, although nearly there elements of the vision have changed due to the Primary School status.

The Chair explained how it's the governing board's duty to set the strategic vision. It was agreed a small working group would be best to do this and feed back to the FGB.

Governor asked whether being a Teaching School was still part of the vision, it is but the school needs to be excellent to achieve this goal.

*Action: Friday 17th February 2pm – AW,KB,PK, AT,AL, KW & AN to meet to discuss the vision of the school.*

## **8. Position on Academisation**

After looking into academisation further it does not appear to benefit the school in the way the governors and SLT had hoped at this time, they felt there were more constraints. It was discussed that the support network and collaboration was what the school could benefit from.

The head discussed potential C of E schools that the school could federate with, the governors gave the approval for the head to put some feelers out to certain schools.

*Action: What is the difference between Soft & Hard Federation -SBM*

SBM advised that with the new Funding Formula the school is due to be better off in April 2018 by approximately £30,000 (this has also been confirmed by WES Finance Team)

## **9. Safeguarding Quiz**

All governors completed a 10 question quiz based on safeguarding and the Prevent Duty and Keeping Children Safe in Education Document. This was carried out to ensure that all governors are clear as to their and the school's duties in relation to Safeguarding and Prevent. All answers were discussed after the quiz and governors did well and confirmed they had all read the document.

## **10. Supporting Monitoring Visits**

Thanks were passed onto the governors that have supported the monitoring visits in school.

Paul, Kerry and Kate B are attending future days.

*Action: Kate B to devise an updated governor monitoring form for governors to complete after they have visited school.*

## **11. AOB**

Agreed that any emails sent to the governors will include either INFO or ACTION / RESPONSE REQUIRED in the subject field and all governors should respond to Action emails within 48 hours.

Document storage was discussed, it was asked why google drive was not being used and it was explained that all need to be using it to make it work.

*Action: Governor Hub Costs – Clerk to look into.*

- Memorandum of Understanding between Warwickshire CC and Warwickshire Primary Schools Document

The head explained she had received the above named document that had been emailed to governors.

**Governor questioned where appendix A was to the document and what is the wider memorandum document it refers to?**

The Headteacher explained the principal of it was for heads to support each other if children need to move schools.

*Action: Head teacher to ask for copies of appendix A and the wider memorandum*

*Action: Add the above to next FGB*

School Emergency Plans – Health & Safety governor attended course on Prevent and Prepared Training hosted by WCC

*Action: PK to review emergency documents the school has in place.*

Bilton C of E Junior School

Full Governing Body 25/01/2017

**Summary of Actions:**

**(Emailed to governors 19/02/2017)**

No.	Action	Assigned to
1	Follow up on the Foundation and Local Authority Vacancy	Tim / Clerk
2	Could all staff be offered an observer status on the governing board	Clerk
3	Governors to sign up to receive the school bulletin	All
4	Attendance Target – review after ACE have visited in March, could the target increase?	Alex
5	Asitha to attend a Pupil Premium Governor Course – Clerk to investigate	Clerk
6	Feedback from parent questionnaire to form part of Headteacher report	Alex
7	Health & Safety on Headteacher report – clearer definitions required, e.g. what is a near miss	Alex
8	Dashboard for the SEF – Alex W to draft a version of what would be meaningful to see. Will be discussed when he meets with Alex in Feb	Alex W Alex N
9	<b>5<sup>th</sup> April 2017 – Additional meeting, all governors – Self Evaluation of the governing board</b>	All
10	Strategic Vision – governing body's view. Small working group to feed back to FGB. Group to meet <b>Fri 17<sup>th</sup> Feb 2pm (AW, KB, PK, AT,AL, KW, AN)</b>	
11	Federation – Alex to put feelers put	Alex
12	School Visit Form – Kate to devise form, all governors to complete when visited the school	Kate B
13	Governor emails to be responded to in 48hrs	All
14	Email subject field to include: INFO or RESPONSE REQUIRED	Clerk
15	Governor Hub costs – investigate, need a central place to store the documents	Clerk
16	Memorandum of Understanding from Warwickshire – the document refers to Appendix A and a wider memorandum document – where are these? Alex to ask	Alex
17	School Emergency plans – Paul K to review documents	Paul K
18	On the SEF the year on page 9 should be 2014/15 (change from 2015/16)	Alex N
19	Rant & Rave – to get level of feedback, e.g. 1 <sup>st</sup> term, lunchtimes (scores out of 10)	Alex N
20	Health & Safety – near misses on the Headteacher report – needs to be clearer	Alex N
21	<b>Next FGB meeting 17<sup>th</sup> May 2017 at 6.30pm</b>	