

FOWLMERE PRIMARY SCHOOL
MEETING OF THE GOVERNING BODY

Wednesday 17 July 2019
6.45pm in School

MINUTES

Present:

Sarah Burge (SB), Chair
Philip Atkin (PA), Head Teacher
Gill Heathcote (GH)
Clare Hobro (CH)
Chris Martin (CM)
Ashley Meggitt (AM)
Andrew Page (AP)
Nico Schonken (NS)
Hayley Woods (HW)

Lynsey Perkins (LP), Assistant Head Teacher (Associate Member)

Lisa White (LW) (Camclerk) in attendance.

1. Apologies for absence

The Chair opened the meeting at 6.55pm. Apologies for absence were received and accepted from Bruce Gilliam (BG).

Standing Items

2. Declaration of Interest

There were no declarations of interest in relation to the agenda.

3. Minutes of the last meeting and Matters Arising

Draft minutes of the meeting held on 8 May 2019 were circulated prior to the meeting. Subject to 2 minor amendments on page 3, the minutes were approved by the Governing Body and signed by the Chair as a true record.

Matters arising from the meeting held on 5 December 2018

Item 5 School Policies

Membership of PRC needs to be agreed at the July FGB meeting. **Confirmed as GH, CH and HW. Complete.**

Item 9c Outstanding Governance

Add an item for the February FGB meeting to discuss further the inclusion of Governance in the School Improvement Plan (SIP). **To be discussed at the Strategy Meeting 17 July. Complete.**

Signed



Date

25/7/2019

Matters arising from the meeting held on 6 February 2019

Item 10 School Development Plan 2018/2019

New Behaviour Policy to be implemented for September and brought to the July FGB meeting for review and approval by the Governing Body. **See item 6c of today's agenda. Complete.**

Matters arising from the meeting held on 13 March 2019

Item 4 Training Module

GH to email clerk to confirm completion of 'Governor Visits' training module. **Complete.**

Forward model Governor Visits protocol to PA. **Complete.**

Circulate model protocol to staff for their review. **Complete.**

Circulate model protocol to governors for review at May FGB meeting. **Complete.**

Item 5 Safeguarding

SLT to look into holding an evening regarding the general safeguarding of children. **ACTION C/F PA/LP**

Item 6 School Policies

Add a discussion on Communications Policy to the Annual Strategy Review meeting. **To be discussed at Strategy Meeting 17 July. Complete.**

Add a discussion on outstanding governance to the Annual Strategy Review meeting. **To be discussed at Strategy Meeting 17 July. Complete.**

SLT to discuss further what level and type of communication is deliverable. **To be discussed at Strategy Meeting 17 July. Complete.**

Item 9 School Development Plan 2018/2019

Governor Visit Policy to be updated to reflect that governor visit reports will be filed in the Governor Visit Report folder on eSchools. **Complete.**

Write up Data visit report. To add to governor visit folder. **ACTION NS**

Behaviour visit to be scheduled for Summer term. Agreed to reschedule for Autumn Term. **ACTION SB/NS**

Arrange a general fact finding Curriculum visit for Summer term. Agreed to reschedule for Autumn Term. **ACTION GH**

Review Governor Monitoring Visits in the SDP. **To be discussed at Strategy Meeting 17 July. Complete.**

Matters arising from the meeting held on 8 May 2019

Item 6a Annual Child Protection and Safeguarding Monitoring Report

Share completed report at July FGB meeting. Completed but not yet available to share. **To be shared at the next FGB meeting. ACTION PA**

Item 7 Budget 2019/20

Discuss the idea of asking for voluntary contributions from parents with the other cluster schools. **ACTION SB. No other schools in the cluster ask for voluntary contributions. Complete.**

Signed



Date

25/2/2019

4. Training Module

It was noted that the third training module to be completed by governors was 'Strategy Visits'. All governors confirmed that they had completed this module.

5. Safeguarding

a) Reports

It was noted that a Safeguarding governor visit took place on 19 June. As Safeguarding Link Governor, NS advised that along with the Head Teacher, he continues to work through the Local Authority (LA) Safeguarding Audit template, completing one action every half term. It was noted that this audit has been completed in full once, but that the work is ongoing.

Visit report to be written. ACTION NS

It was also noted that PA and SB have both attended Safer Recruitment training.

A governor asked:

Q: Given that there has been a lot of recruitment recently, can you confirm that the safer recruitment process was followed?

A: Yes it was.

The Head Teacher then advised that the Single Central Record (SCR) is checked at every other visit.

A governor asked who externally is assigned to scrutinise the records and it was confirmed that NS as Safeguarding Link Governor is responsible for this. It was noted that the LA Safeguarding Audit does not refer to an external person, but that should an Ofsted Inspection be expected, the school could ask a member of the LA to carry out an audit.

It was also noted that CH has agreed to take on the role of Safeguarding Link Governor from September. **On this basis, the following actions were agreed:**

- **NS to share relevant Safeguarding documents with CH. ACTION NS**
- **CH to complete the NSPCC online Safeguarding training course. ACTION CH**

A discussion then took place regarding holding a Safeguarding training session across the cluster schools. It was noted that Fowlmere governors are due to have this training and the Head Teacher advised that any Designated Person at any of the cluster schools could provide this training. **It was therefore proposed and agreed that the Chair would follow this up with the other cluster schools. ACTION SB**

b) Annual Child Protection and Safeguarding Monitoring Report

As noted under Matters arising, the annual Child Protection and Safeguarding Monitoring report had been completed, but a copy was not yet available to share with the Governing Body. **It was therefore agreed that this will be brought to the September FGB meeting. ACTION PA**

c) Volunteer Safeguarding Training

The Chair explained that best practise is for volunteers in school to have Safeguarding training. Governors agreed that a more formal induction to include Safeguarding should take place and discussed whether online training would be sufficient or if volunteers could attend the governor Safeguarding training session.

The Head advised that school volunteers would not necessarily need the same level of training as governors.

A governor asked whether this matter refers to regular volunteers or for people who volunteer on a one-off basis and the Head Teacher confirmed that there is already a document for one-off volunteers, but that regular volunteers should receive formal Safeguarding training.

A further governor queried whether colour coded lanyards is required to enable the children to identify adults with Safeguarding training but it was deemed unnecessary at a school the size of Fowlmere.

It was therefore proposed and agreed that the Senior Leadership Team (SLT) would action this. ACTION PA/LP

Items for Information or Approval

6. School Policies

a) Monitoring Visits Policy

It was noted that this policy was circulated to governors for their review prior to the meeting. **Subject to a minor amendment, the above policy was approved by the Governing Body.**

b) Code of Conduct for all Adults

It was noted that following review by the Personnel Committee, who identified an issue with paragraph 8.6, the Head Teacher had therefore made an amendment to mitigate this and added paragraph 8.7. **It was noted that the Governing Body approved the above policy.**

c) Behaviour Policy

An updated Positive Behaviour Policy was circulated to governors at the meeting.

A governor queried whether the guidance referred to in the policy was the most current guidance and on checking, the Head Teacher confirmed that it was the most up to date guidance.

LP provided governors with an overview of the changes to the policy.

Governors asked:

Q: What do you hope the new policy will fix that the old policy did not?

A: More time to have really clear conversations with the children to allow us to teach them the correct way to behave; an increase in the children's happiness; getting children to understand and manage their behaviour; helping them to understand and articulate the impact of their actions. This is behaviour modification rather than behaviour management.

Q: Should a 'record of conversation' be shared with parents to ensure they know what is expected with regards behaviour at school?

A: Not everything that happens at school needs to be shared with parents. If an issue is managed and resolved within the school day, there is no need to share this with home.

It was noted that this message needs to be communicated to parents / carers.

Signed



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Q: How do we as the Governing Body know that the new policy has had an impact?

A: A reduction in the number of interventions.

A governor suggested that if the number of pro-social behaviours is recorded, an increase in these should be seen.

The Head Teacher advised that the new MIS system should enable staff to record positive behaviours, but that this will need testing over the summer break.

A governor then asked if it was possible to include a flow diagram for positive behaviour and LP confirmed that this could be done. ACTION LP

A further governor queried whether or not the Early Help Assessment on the flow diagram should be the end of the process and LP explained that once it gets to this stage, the process is more personalised.

Another governor then questioned whether the process would always involve the Special Educational Needs Co-ordinator and it was noted that this would be the case as behavioural difficulties are classed as an additional need.

Following this discussion, it was proposed and agreed that a Behaviour report will be brought to the FGB meeting in December. ACTION LP

It was noted that the Governing Body approved the Positive Behaviour Policy.

d) Membership of Pay Review Committee

As noted under Matters arising, the Pay Review Committee comprises GH, CH and HW.

7. Subcommittee Minutes

It was noted that the following subcommittee minutes were circulated to governors for their review prior to the meeting:

- Personnel committee 28 January 2019;
- Premises and Finance committee 25 February 2019;
- Premises and Finance committee 8 May 2019;
- Standards committee 12 June 2019.

There were no questions on the sub-committee minutes.

8. School Data - Head Teacher's Report

It was noted that a Head Teacher's report was circulated to governors for their review prior to the meeting and included updates on the following:

- Pupil numbers
- Class structure
- Attendance
- Staffing
- Behaviour and Safety
- Training and Professional Development
- Statutory Outcomes 2019

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The Head Teacher apologised for some missing data on pupil first aid and staff absence which were not available at the time of writing the report.

The Head Teacher drew governors' attention to the current number on roll of 101 and advised that the expected intake of 13 for Reception children in September is up 2 from the original allocation of 11. In addition, the Head Teacher advised that there will be 2 more children starting the school in September and that this figure could also increase.

The Head Teacher then referred governors to the section on the current class structure. A discussion followed regarding the gender imbalance as it was noted that Fowlmere has a higher proportion of boys than girls. Governors then considered ways of promoting Fowlmere as the right choice for girls in the local area.

The Head Teacher then advised that attendance is slightly lower than last year and that there are 2 children who have an attendance rate of less than 90% this year. The Head Teacher explained that the 2 pupils noted in this report are different to the ones listed in the previous report. It was noted that much of the absenteeism is related to winter illness, so this will be a focus for the Autumn Term.

It was noted that a staffing update was included in the Head Teacher's report and that due to restructuring of the Teaching Assistants roles, there are currently 2 vacancies.

A governor asked if the new structure covers the minimum staffing requirement and the Head Teacher explained that this always depends on what may go wrong.

The Head Teacher then referred governors to the Behaviour and Safety information that was included in the report and explained that he had separated incidents before the Easter holidays and after the Easter holidays to show the marked improvement in the Summer Term.

A governor asked:

Q: What changes have been made to account for this improvement?

A: There has been a real focus on behaviour. We have made some changes regarding football at lunch and break time and this has made a huge difference to pupils' behaviour.

Governors wished to note their thanks to the staff for their input in this matter.

A governor proposed and it was agreed that the positive impact that this change has had should be communicated to parents / carers. ACTION PA

It was noted that there has been one exclusion since the last report. The Head Teacher explained that no further information could be shared with the Governing Body to maintain impartiality.

Safeguarding data and a training update were also included in the report.

Statutory Outcomes

Data for EYFS, Years 1 and 2 Phonics, Key Stage 1 (Year 2) and Key Stage 2 (Year 6) Statutory Assessments were also included in the Head Teacher's report.

The Head Teacher drew governors' attention to the following:

- Early Years Good Level of Development (GLD) - 80% compared to 72% national average in 2018;
- Year 1 Phonics screening check – 88% compared to 83% national in 2018;

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- Key Stage 1 (Year 2) Statutory Assessment
 - Strong results and higher than 2018:
 - Reading (Expected) – 92% versus 75% (2018) national; Greater Depth 54% compared to 26% (2018) national;
 - Writing (Expected) – 92% versus 70% (2018) national; Greater Depth 38% compared to 16% (2018) national;
 - Maths (Expected) – 92% versus 76% (2018) national: Greater Depth 38% compared to 22% (2018) national;
 - Science (Expected) 78% versus 83% (2018) national.
- Key Stage 2 (Year 6) Statutory Assessment
 - Really good results although Reading continues to be the weakest area.
 - Indicative Progress scores (using the 2018 progress model):
 - Reading: -1.46 to 4.81 (average)
 - Writing: - 0.81 to 5.20 (average)
 - Maths: 0.36 to 6.06 (above average)

The Governing Body wished to note their congratulations and thanks to the staff for these excellent results.

9. Cluster Working Group update

The Chair advised that despite the fact that all schools within the cluster are struggling financially, no school has asked for voluntary contributions from parents.

The Chair then gave an update regarding planning and the building of new houses within the area. The Chair explained that one local school is at capacity but the proposed new houses in that village could potentially mean a new school. The Chair also explained that discussions had taken place with the LA and it had been agreed that places in other local schools would be filled prior to a new school being built.

It was noted that a Governor Cluster Group draft flow diagram was shared with governors prior to the meeting. The Chair explained the following:

- One member of each Governing Body would sit on the proposed Governor Cluster Group (GCG) and that this does not need to be the Chair;
- A formal agreement that includes those items that are delegated to each specific committee will be brought to the FGB meeting in September;
- Terms of Reference will be set by the GCG and these will need to be ratified by the Governing Bodies;
- Shared responsibility for every school in the cluster;
- Strong subject leads will lead training across the cluster schools.

A governor asked if curriculum planning could be shared across the cluster and it was noted that this could happen if two schools were aligned more closely.

Items for Discussion

10. School Development Plan 2018/2019

a) Monitoring visits

It was noted that this item was covered under Matters arising.

b) Planned and upcoming monitoring visits

It was noted that the following two visits have been rescheduled for the Autumn Term:

- Behaviour;
- Curriculum.

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c) **Monitoring visit timetable 2019/20**

It was noted that a Governance Year Planner which included proposed governor monitoring visits for 2019/20 was circulated to governors for their review prior to the meeting. The Chair advised that this document had been previously shared with Committee Chairs who were in agreement with the proposed visits and schedule, but added that this may change depending on the strategy discussion that would follow the FGB meeting.

It was proposed that a 'School condition walk' be added to the schedule and it was agreed that this would be combined with the Health and Safety walk around.

During this discussion, it was agreed that Committee Chairs would allocate visits under their remit to governors by the FGB meeting in September.
ACTION Committee Chairs

CH requested that an additional Finance and Premises meeting be scheduled between the March Strategy meeting and the May FGB meeting. **It was agreed that AP will circulate some proposed dates for this meeting. ACTION AP**

11. Roles for next year

It was noted that the Governing Body agreed to keep the same roles for the next academic year with the exception of the following:

- Safeguarding Link governor – CH;
- Chair of Standards Committee – NS.

12. 2018/19 Parent questionnaire and SEND Parent questionnaire updates

The results of the recent Parent questionnaire and SEND Parent questionnaire were circulated to governors for their review prior to the meeting. It was noted that the results were broadly in line with the previous year and given the difficulties that the school has endured this year, this is a good result.

The Chair explained at the next consultation evening, the intention is for governors to ask parents to complete the questionnaire prior to their meeting with the teachers.

13. End of Year Governance Update to Parents

A draft Governance Annual Review was circulated to governors for their review prior to the meeting. The Chair explained that a section of the update addressed some of the responses and concerns raised from the previous Parent questionnaire. The Chair then asked governors to confirm their approval of the content of the draft update and advised that the final version will include a section on the recent excellent Statutory Assessment results.

It was noted that subject to some minor amendments, governors approved the Governance update.

The Chair then asked for volunteers to produce termly governance updates and it was noted that CH, BG and SB will provide them for the next academic year.

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14. Urgent Matters

The Chair wished to note the Governing Body's thanks to Chris Martin for his contribution to the school and the Governing Body during his time as Staff Governor.

**It was noted that a staff governor election is therefore required for September.
ACTION PA**

Finally, the Chair wished to extend her thanks and appreciation to the rest of the Governing Body for their ongoing support and contribution over the last year.

15. Date of FGB Meetings 2019/20

Wednesday 25 September 2019

Wednesday 4 December 2019

Wednesday 5 February 2020

Wednesday 11 March 2020 (Strategy Planning 2020/21)

Wednesday 6 May 2020

Wednesday 8 July 2020

All meetings to start at 7.00pm.

There being no further business, the meeting closed at 9.05pm.

Signed  Date 25/9/2019