

FOWLMERE PRIMARY SCHOOL
MEETING OF THE GOVERNING BODY

Wednesday 19 September 2018
7.00pm in School

MINUTES

Present:

Sarah Burge (SB), Chair
Philip Atkin (PA), Head Teacher
Gill Heathcote (GH)
Chris Martin (CM)
Ashley Meggitt (AM)
Andrew Page (AP) (from 8.00pm)
Nico Schonken (NS) (from 7.10pm)
Hayley Woods (HW)

Lynsey Perkins (LP), Assistant Head Teacher

Lisa White (LW) (Camclerk) in attendance.

1. Apologies for absence

The Chair opened the meeting at 7.00pm. Apologies were received and accepted from Bruce Gilliam (BG). Apologies were received and accepted from Nico Schonken (NS) and Andrew Page (AP) for their late arrival.

2. Election of Chair and Vice-Chair

SB proposed NS as Vice-Chair for the next academic year and this was seconded by GH. It was noted that the Governing Body unanimously approved the election of NS as Vice-Chair.

HW proposed SB as Chair for the next academic year and this was seconded by GH. It was noted that the Governing Body unanimously approved the election of SB as Chair.

The Chair then introduced Lynsey Perkins (LP). It was noted that LP was attending the meeting as an observer pending the Governing Body's approval to appoint her as an Associate Member. The Chair then asked LP to leave the room while the Governing Body discussed her potential appointment.

The Chair proposed the appointment of LP as an Associate Member to the Governing Body. It was noted that this was unanimously approved by the Governing Body.

LP returned to the meeting and the Chair advised that the Governing Body had approved her appointment as an Associate Member and explained that she will join the Standards Committee as well as attending FGB meetings.

Signed  Date 5/12/18

3. Standing Orders and Code of Practice

Both documents were circulated to governors for review prior to the meeting. SB advised that they are based on standard Local Authority models and that there was one change to the Code of Practice with regards Social Media.

It was noted that the date on the Code of Practice needs to be amended and subject to this minor amendment all governors present approved the Governing Body Standing Orders and the Code of Practice.

Chair to amend the date on Code of Practice. ACTION SB

4. Governor Appointments

The Chair advised that a discussion regarding governor roles took place at the Strategy meeting in July and it was agreed that a governor be appointed to oversee the progress of Disadvantaged groups within the school. It was noted that AM will take on this role.

The Chair then explained that with the exception of LP joining the Standards Committee as an Associate Member, no changes had been made to the committees' membership.

In addition, it was noted that the Head Teacher's Performance Management Panel will change following the next review meeting.

5. Declaration of Interests and Annual Declaration of Pecuniary Interests

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

All governors present signed an annual declaration of pecuniary interests form. BG's form is outstanding. **Chase BG. ACTION LW**

Standing Items

6. Minutes of the last meeting and Matters Arising

Draft minutes of the meeting held on 13 July 2018 were circulated prior to the meeting and were approved by the Governing Body and signed by the Chair as a true record.

Matters arising from the meeting held on 8 May 2018

Item 11ii Any Other Business

Monitoring visits

Arrange a SEND monitoring visit. **To be discussed under Item 13 ACTION SB/AM/PA**

Arrange a Maths monitoring visit. **To be discussed under Item 13 ACTION C/F SB**

Arrange an English monitoring visit. **Booked for 5 October ACTION COMPLETE**

Matters arising from the meeting held on 13 July 2018

Item 6 Head Teacher's Report

Provide information regarding First Aid incidents and Behaviour at September FGB meeting.

See item 9 of today's agenda. ACTION COMPLETE

Apply for exception for 2 catchment pupils. **No longer necessary. ACTION COMPLETE**

Revise school's Admissions Policy for September 2018. **See Item 15 of today's agenda.**

ACTION COMPLETE

Signed  Date 5/12/2018

Item 7 Parent Consultation, including response to parents

Chair to include KS2 results in the final report. **ACTION COMPLETE**

Item 8 School Day Length

Head to pass on the Governing Body's apologies for the lateness in the communication of this proposal. **ACTION COMPLETE**

Item 10 New Policies

Update the school's Equalities Policy. **Head confirmed that this is not necessary but that work is in progress to update the school's Equalities Statement. ACTION ONGOING PA**

7. Safeguarding

a) Safeguarding

NS confirmed that there have been no visits since the last FGB meeting and that those actions arising from the last visit on 6 June will be followed up at the next Safeguarding visit.

A governor asked if there are any issues that the Governing Body needs to be aware of with regards the safeguarding of pupils given previous discussions regarding the behaviour of a pupil. The Head advised that there is nothing that governors need to be appraised of at this time. The Head explained that the Chair of Governors is fully aware and is acting on behalf of the Governing Body. In addition, it was noted that it is not good practice for governors to know operational details of any possible issues in order to prevent any future bias.

Furthermore, it was noted that the Chair and the Head Teacher are having regular dialogue regarding any issues.

A further governor asked:

Q: If you need to draw in the Safeguarding governor to any meetings and therefore deplete our pool of governors who could attend any potential appeals, are we able to draw on other Governing Bodies?

A: Yes we are and Governor Services are also able to assist us in this instance.

It was noted that during this discussion the Chair explained that should parents be unhappy with any decisions made by the school, there is a formal complaints procedure that they must follow.

b) Child Protection Policy

An updated Child Protection Policy based on the County's model policy was circulated to governors for their review prior to the meeting. It was noted that all governors present approved the Child Protection Policy and both the Chair and Head Teacher signed it as approved.

Items for Information or Approval

8. School Policies

a) Pay Structure

It was noted that this item will be carried forward to the next FGB meeting as an updated Pay Policy is not yet available. ACTION SB

Signed  Date 5/12/2015

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

- **Anti-Bullying Policy**
- **Mobile Phone Policy**
- **Positive Behaviour Policy**
- **Collective Worship Policy**

It was noted that the Governing Body approved the above policies.

9. School Data - Head Teacher's Report

It was noted that this report was circulated to governors for their review prior to the meeting.

a) Roll numbers

The Head drew governors' attention to the number on roll of 106 pupils and advised that in July, the prediction was 95. The Head explained that whilst the increase in pupil numbers is good, there is a knock-on effect with Class 2 being at capacity and Class 3 at close to capacity. As a result, the Head advised the school will likely therefore have to deny any further pupils who wish to enrol unless the school can argue exception. The Head explained that this is unlikely as there is space at another local school.

It was noted that the remainder of the Head Teacher's report covered the following areas:

- Transition
- Class Structure
- Attendance
- Persistent Absence
- Penalty Notices
- Staffing
- Appointments and Resignations
- Behaviour and Safety
- Training and Professional Development
- Outcomes
- Other matters

The Head then drew governors' attention to the following:

Attendance

Whole school attendance is good at 97.6% compared to 96.9% for 2016-2017 with Achievement for All attendance in particular a success at 97.5% versus 94.9% last academic year.

The Head advised that there was a reasonable amount of unauthorised absence, including unauthorised lates, but that work has been taking place to improve this figure. In addition, the Head advised that 2 children had levels of attendance below 90%, one of whom is still at the school and that this case will be passed to the Education Welfare Officer.

Staffing

The Head referred governors to the updated staffing list included in the report and drew governors' attention to the new appointments that were made.

A brief discussion took place regarding a member of staff's long term absence and a governor asked if the current cover staff are flexible should the absence extend past Christmas and the Head confirmed that yes they were.

Signed  Date 5/12/2018

Behaviour and Safety

The number of logged behaviour incidents has decreased since the first set of data and that upon analysis, 95% of the issues in school are caused by 13% of the school population. Following on from this, the Head advised that despite poor behaviour being picked up on by staff, the pupils in question are not changing their behaviour and that this is something that the school will be working on.

It was noted that one exclusion was recorded since the last report and that first aid incidents have decreased.

Outcomes

The Head drew governors' attention to the school's Progress Measures for 2018 as follows:

- Reading 2.3
- Writing 1.8
- Mathematics 2.1

Catering

The Head explained the school's catering contract was awarded to Lunchtime Company over the summer holidays and that they will be taking over the contract on 8 October. It was noted that there will be no change to the meal cost for parents.

b) Staffing Structure

It was noted that a Staffing Structure for 2018-2019 showing line management responsibilities was circulated to governors for their review prior to the meeting.

A discussion followed regarding the amount of line management responsibilities the Head Teacher has, and whether some of these could be delegated to the Assistant Head Teacher in order to free up some time. It was noted that this is something the Senior Leadership Team will consider in the future.

10. Catering

It was noted that this item was previously covered under Item 9 Head Teacher's Report.

A governor asked whether the school is planning to invite parents to see the new catering offer and the Head advised that its implementation is gradual and it is unlikely that the kitchen staff can replicate the new menu straightaway, but that once the situation is more stable, yes the school may do this.

11. Election of Parent Governor

As agreed at the last FGB meeting, the school is holding an election for a Parent Governor and it was noted that relevant paperwork has been circulated. The Chair advised that the deadline for applications is Friday 28 September and an update will be provided to parents by Friday 5 October.

12. Start date for change to length of school day

Further to previous discussions with regards extending the length of the school day, the Chair asked the Head for an update as to when this will be implemented. The Head explained that County has advised that this could potentially start in January using the Melbourn bus to pick up and drop off Fowlmere pupils. However, the Head advised that there are two possible concerns with this and that these need to be fully considered before a change in the length of the school day is implemented.

A governor asked at what point the school needs to inform parents / carers and the Head explained that by the October half term ideally as if plans are not finalised by then, it is unlikely that the change will start in January.

It was noted that AP arrived at 8.00pm.

Items for Discussion

13. School Development Plan 2018/2019

a) Governor Monitoring visits

It was noted that an abridged version of the School Development Plan 2018/2019 which mainly focused on governor monitoring visits was circulated to governors prior to the meeting.

A discussion followed regarding whether it was possible to conduct a monitoring visit on Behaviour that linked in to Growth Mindset, self-regulation and Pupil Voice, and it was noted that this may be possible but it is not necessarily easy for children to articulate on these types of subjects on a pupil questionnaire, and that it is often better to observe children.

During this discussion, the following was agreed:

- **Early Years visit – ACTION HW to liaise with LP;**
- **Behaviour visit – ACTION SB & HW to arrange two visits one in the Autumn Term and one in the Summer Term;**
- **Data visit – ACTION NS to arrange for Spring 1 or 2;**
- **Teaching Assistant visit – ACTION AM to arrange;**
- **SEND visit – ACTION AM to arrange.**

At this point, the Chair then proposed that the Governing Body considers appointing a governor who is responsible for communications with parents / carers once the new Parent Governor is in place. This governor would be in charge of ensuring that stakeholders know that the Governing Body is doing what they are supposed to be doing which should help improve parental engagement. It was noted that this, along with the introduction of parent buddies, is something that governors will consider in the future.

14. Pupil Voice

Results from Pupil Voice questionnaires from May 2017 and March 2018 combined were circulated to governors for their review prior to the meeting. The Head drew governors' attention to pupils' response to whether they liked coming to school. In 2018, this was 80% compared to 50% in 2017. In addition, the Head advised that nearly all metrics had seen an improvement from 2017.

The Head then referred governors to the responses surrounding behaviour and bullying and explained that the school believes that how pupils treat other pupils is an ongoing issue. As a result, the school will be implementing high level monitoring and an anti-bullying week. The Head explained that many children at the school do not recognise some of the behaviour as bullying and need to learn what appropriate behaviour is and how to self-regulate.

A governor asked whether the school's values link in to the results of the Pupil Voice and the Head explained that a lot of children do not recognise that what they are doing is inappropriate and are not able to understand the impact of what they are doing to other pupils.

Signed  Date 5/12/2017

A discussion followed regarding bullying, the perception of bullying and the reporting of incidents by parents. During this discussion, the Head pointed out that many of the incidents reported revolve around the undertone of the way children talk to each other.

A governor asked:

Q: How will governors know that the school is dealing with this issue?

A: Initially, you will see an increase in the number of bullying related incidents reported but over time, there will be a decrease.

It was noted that the response on being encouraged to do well at school was also highlighted as there was a significant difference between boys and girls.

15. PAN for admissions 2018/2019

It was noted that at the previous FGB meeting, the Governing Body had discussed a change in class structure if necessary and that in this meeting, it was agreed that the school can explore an alternative class structure for 2018/2019 if required.

16. Governor Training and Website update

The Chair confirmed that following the decision to unsubscribe to the County's Governor Training Package, the school had signed up to join the National Governance Association (NGA) and encouraged governors to undertake relevant online training once logins have been provided.

Chair to liaise with Glenda Spry in the school office to arrange governor logins to the NGA website. ACTION SB

With regards the school website, it was noted that approved minutes of all FGB meetings from last academic year will be uploaded. In addition, other items on the school website need to be updated. ACTION PA/SB

17. Any Other Business

Visits to other Governing Bodies

The Chair explained that as part of the Leading Governance course that she is on, visits to other Governing Bodies are encouraged and as such, she needs the Governing Body's approval to invite other governors from the course to attend an FGB meeting at Fowlmere. **It was noted that the Governing Body were happy for this to happen.**

18. Date of next meeting

5 December 2018 at 7.00pm.

There being no further business, the meeting closed at 8.50pm.