

**FOWLMERE PRIMARY SCHOOL**  
**MEETING OF THE GOVERNING BODY**

**Wednesday 6 December 2017**  
**7.00pm in School**

**MINUTES**

**Present:**

Sarah Burge (SB), Chair  
Philip Atkin (PA), Head Teacher  
Gill Heathcote (GH)  
Andrew Page (AP)  
Nico Schonken (NS)  
Suzanne Raven (SR)  
Hayley Woods (HW)

Lisa White (Camclerk) in attendance.

**Preliminary Items**

**1. Apologies for absence**

The Chair opened the meeting at 7.00pm. Apologies were received and accepted from Bruce Gilliam (BG).

**2. Declaration of Interest**

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

**3. Welcome of New Governors**

The Chair advised that unfortunately it has not been able to recruit any new governors and in particular, there have been no volunteers for the role of Staff Governor. During the discussion the following actions were agreed:

- i. **Clerk to contact Governor Services to ascertain what the school needs to do in this situation. ACTION LW**
- ii. **Ask new staff member in January, if she would like to take on the role of Staff Governor. ACTION PA**
- iii. **Revisit the situation in a few months if position has not been filled. ACTION Governing Body**

**4. Minutes of the last meeting and Matters Arising**

Draft minutes of this meeting were circulated prior to the meeting and subject to a minor amendment on page 2 were approved as a true record.

**Matters arising from the meeting held on Wednesday 11 July 2017**

PA advised the Governing Body that during a visit by the school's new Primary Advisor, it was recommended that a governor undertake a monitoring visit and audit the school website.  
**ACTION COMPLETE**

Signed  Date 

### **Item 8 Monitoring Visits**

It was noted that visit reports are sent to the Chair of Governors' email address. This email address to be forwarded to SB from now on. **ACTION COMPLETE**

Monitor attendance for new Reception class and Year 1 class from September. **ACTION PA ONGOING.**

### **Item 10 SATs Results**

Ensure the school's focus is on the progress of the lower attaining children in KS2. This has been added as a standing item for the Standards Committee. **ACTION COMPLETE**

### **Item 12 Governor Training**

Email an updated training record to PA. **ACTION COMPLETE**

### **Matters arising from the meeting held on 20 September 2017**

#### **Item 3 Governor Appointments**

Include an article in the Fowlmere and Thriplow News regarding governor vacancies. **ACTION PA OUTSTANDING**

Talk to staff to ask for a volunteer for the Staff Governor role. **ACTION COMPLETE**

Contact the Local Authority regarding the vacancy for LA Governor. **ACTION COMPLETE**

**It was noted that nothing had been received from the LA and it was agreed that the Clerk chase Governor Services. ACTION LW**

#### **Item 4 Standing Orders and Code of Practice**

Standing Orders to be amended to reflect the change regards the deadline for circulation of papers. **ACTION COMPLETE**

SR and HW to sign the Standing Orders signature sheet. Email SR and HW to come in to school to sign the sheet. **ACTION COMPLETE**

#### **Item 5 Declaration of Interests and Annual Declaration of Pecuniary Interests**

SB to chase SR and HW to complete annual declaration of pecuniary interest forms. **ACTION COMPLETE**

#### **Item 10 Head Teacher's Report**

Attendance data to be filed with the signed minutes of the meeting. **ACTION COMPLETE**

Confirm how far away from meeting 'Expected +' the other 47% of pupils were. PA advised that the 53% equates to 9 out of 17 pupils. For the other 47% who did not attain 'Expected +', 3 pupils were close to achieving this standard and the others were not close. **ACTION COMPLETE**

Include the number of children in data tables. PA advised that updated reports to include this information was circulated. **ACTION COMPLETE**

Include average score. PA advised that this information was provided to Standards Committee. **ACTION COMPLETE**

**Report to be uploaded to the governors' section of the school website. ACTION PA**

### **Item 11 Vision and Values**

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Email any further suggestions to PA. **ACTION COMPLETE**

**Item 13 Governor Training**

BG and HW to attend Prevent Training with PA. **ACTION OUTSTANDING**

**5. Safeguarding**

**Governors asked:**

**Q: How does the school ensure parents do not go in to the changing rooms at the end of the school day to take a pupil to the toilet or to collect belongings?**

A: If there are pupils in the changing rooms, there is a teacher present. Supervision and monitoring is carried out to ensure children are safe. If a younger sibling needs the toilet, parents are instructed to use the staff toilets.

**PA to remind staff of the requirements to ensure parents do not enter the changing rooms when pupils are present. ACTION PA**

**Q: Does what we are teaching pupils in their PSHCE lessons about being safe need to be covered by a Safeguarding monitoring visit?**

A: This is covered in the Safeguarding Annual Report to governors at the end of the academic year, but it can be included in the next monitoring visit.

**6. Head Teacher's Report and School Improvement Plan**

A Head Teacher's report, School Self-Evaluation and Improvement Planning and Half-Termly Operation Plan for Autumn Term 2 were all shared with governors prior to the meeting.

During the meeting, the main points of discussion were as follows:

i. Attendance

It was noted that the attendance rate to date at 97.8% is good with attendance of pupil premium and SEND children also improving. PA explained that this is as a result of an article in the school newsletter regarding the introduction of a 3 letter system and fines for absence. In addition, a letter was circulated to all families who were under the 95% attendance threshold irrespective of the reasons for the absence. It was noted that this will be carried out half-termly.

ii. Staffing

PA advised that the school will need to recruit for a new play worker following Anelka Tokley's resignation and that Naomi Whitworth, new class teacher is due to start in January.

iii. Pupil Behaviour

PA explained that due to a push for increased reporting of behavioural incidents, the number logged between September and November is high and will continue to be high over the next few months but that it should decrease after.

**A governor challenged whether putting children on 'red' in front of the rest of the class will have a negative impact and it was explained that it is not about it being public, but the need for transparency and for pupils to believe that the system is fair, means that pupils are aware if another pupil is put on 'red'.**

**A governor queried the number of incidents requiring first aid and it was explained that this equates to 5 incidents a day and these can include very minor bumps and scrapes but that every incident needs to be recorded.**

**A governor asked:**

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**Q: Is the First Aid log reviewed during the Safeguarding Monitoring Visit?**

A: Yes it is.

It was noted that the rest of this discussion is covered by a separate confidential minute.

iv. Training and Professional Development

It was noted that a comprehensive list of all the training and development undertaken by staff since September was included in the Head Teacher's report.

v. School Self-Evaluation and Improvement Planning

PA stated that following the Ofsted inspection, focus needs to be maintained in order to progress the school from 'Good' to 'Outstanding'. There are still some areas for improvement and the School Improvement Plan covers these areas and is about embedding the following four key actions:

1. Quality of teaching, learning and assessment;
2. Early Years Plan;
3. Ensuring high standards across all areas of the curriculum and;
4. Development of middle leadership.

PA advised that this report will form part two of the Head Teacher's report and will be updated and shared at every FGB meeting.

a. Governor Monitoring Visits

A Governor Monitoring and Visits 2017-18 document was shared with governors prior to the meeting. Following a discussion, visits were allocated as follows:

- Vision and Values – SR
- Half-termly Operational Plan – HW. **Dates to be emailed to HW. ACTION PA**
- Safeguarding – NS
- SEND – BG
- Teaching and Learning – HW
- Learning Environments – SB
- Behaviour and Rules – NS
- Learning Attitudes – GH
- Mathematics – SB
- English – GH

SB stated that she would like to update the governor visit form template and establish how best to write the reports and during a discussion the following was agreed:

- Liaise with other local schools to discuss what they do, consider sharing governor visits and observe how they operate as a Governing Body. **ACTION SB**
- Ask Naomi Whitworth for her input when she starts in January. **ACTION SB**
- Establish if there is a governor visits policy and update if necessary. **ACTION PA/SB**

**7. Subcommittee minutes**

It was noted that minutes of sub committee meetings were shared with governors for their review prior to the meeting. Governors noted and accepted the sub committee minutes.

**8. Policies**

a) Acceptable Use Policy

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b) School Pay Policy

The above policies were circulated to governors for their review prior to the meeting.

**It was noted that both policies were approved by the Governing Body.**

PA advised governors that he has put together a Policy Review Schedule that allocates each school policy to a committee or an individual for review.

**9. Governor Training and Committee Membership**

It was noted that the following governor training has been undertaken recently:

Safer Recruitment – SB

SEND – BG

Managing Standards through Statistical Analysis – BG

EYFS – HW

**It was noted that AP will attend the next Termly Briefing. ACTION AP**

**SB advised the Governing Body that the Personnel Committee is low on governors and as such it was proposed and agreed that BG moves from Standards Committee to Personnel Committee. ACTION SB to email BG and inform him of this move.**

**10. General Data Protection Regulation**

PA advised governors that due to the new General Data Protection Regulation (GDPR), there will be changes as to how the school manages data. The intention is to ask Cambridgeshire ICT Service to oversee the work required and to ensure that the school is IT ready.

During the meeting, PA circulated the document 'Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now' to governors for their review.

**11. Any Other Business**

There were four items of other business to be discussed:

- i. Update on property management inspection.  
PA advised that he is waiting for costings.
- ii. Ofsted inspection.  
The recent Ofsted inspection graded the school as 'Good'.
- iii. Christmas meal.  
SB advised that this has been booked for 20 January 2018.
- iv. Governor attendance.  
The clerk asked for attendance information at Committee meetings so that the termly governor attendance information can be updated. **ACTION SB to provide details.**

**12. Time/date of next meeting:**

7.00pm, Monday 5 February 2018.

There being no further business, the meeting closed at 8.40pm.

Signed ..... Date 5/2/2018

