

FOWLMERE PRIMARY SCHOOL
MEETING OF THE GOVERNING BODY

Friday 13 July 2018
7.00pm in School

MINUTES

Present:

Sarah Burge (SB), Chair
Philip Atkin (PA), Head Teacher
Bruce Gilliam (BG)
Chris Martin (CM)
Andrew Page (AP)
Nico Schonken (NS)

Lisa White (Camclerk) in attendance.

1. Apologies for absence

The Chair opened the meeting at 7.10pm. Apologies were received and accepted from Gill Heathcote (GH), Ashley Meggitt (AM) and Hayley Woods (HW).

The Chair explained that Sue Raven (SR) has decided to resign from her role as Co-opted Governor as of immediate effect. The Chair wished to note the Governing Body's thanks and appreciation for Sue's input and hard work over her twelve years as governor.

The Chair then explained that in addition, Gill Heathcote's (GH) term of office as Parent Governor has ended but that she wishes to continue as governor for a further two years. As such, the Chair proposed that the Governing Body co-opt GH to fill the vacancy left by SR. **It was noted that the Governing Body approved the appointment of Gill Heathcote as Co-opted Governor.**

It was also noted therefore, that there is now a vacancy for a Parent Governor and it was agreed that the school will hold a parent election in September to allow for any new parents to apply should they wish to do so.

2. Declaration of Interest

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

3. Minutes of the last meeting and Matters Arising

Draft minutes of the meeting held on 9 May 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 4 Safeguarding

NS to re-arrange planned safeguarding visit. **ACTION COMPLETE**

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Item 9 Governor Training

All governors to complete a skills audit. **ACTION COMPLETE**

Item 10 S106 Update

Chair to write to Councillor Topping confirming that the school is satisfied that the issue with regards allocation of this funding has been resolved. **ACTION COMPLETE**

11 Any Other Business

- i. Governance at other schools
Chair to contact Foxton School's Chair of Governors to discuss the setting up of a governors group across the 9 cluster schools. **ACTION COMPLETE**
- ii. Monitoring visits
Email date to HW for a TOP review. **ACTION COMPLETE**
Arrange a SEND monitoring visit. **ACTION C/F BG**
Arrange a Maths monitoring visit. **ACTION C/F SB**
Arrange an English monitoring visit. **ACTION IN PROGRESS GH**

4. Safeguarding

NS advised that a safeguarding monitoring visit has taken place and the next one has been scheduled for September.

A governor asked if the Governing Body needs an update on the situation previously covered by Confidential Minutes and the Head advised that a discussion is not required on this matter at this meeting.

In addition, a governor asked whether governors need to be made aware if a pupil exclusion takes place and the Head confirmed that the Chair of Governors is always informed but that the Governing Body do not need to be advised.

The Head advised that the school has purchased new software called 'My Concern' from the Local Authority which will allow the school to log any Safeguarding / Child Protection concerns on-line. The Head explained that the school will start using this software from September.

Governors asked:

Q: What will happen to the paper records that you currently hold?

A: Some of the records will transfer with the Year 6 pupils when they leave the school which is partly why we have chosen to implement this software from September. For the remainder of the pupils, there are not substantial amounts of files so it is likely that we will scan in historical data and then shred the paperwork after an agreed period.

Q: Will all staff have access?

A: Yes they will. We can also give access to Social Services if needed.

5. Sub-committee minutes

It was noted that draft minutes of the Personnel sub committee from 4 June and minutes from the Finance and Premises meetings held on 26 February and 9 May were shared with governors for their review prior to the meeting.

Governors noted and accepted the sub committee minutes.

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After School Club

The Chair asked for an update on the situation with the After School Club (ASC) and it was confirmed that a pre-planning application has been submitted and that a very positive meeting had taken place although a formal report is yet to be issued. It was noted that the process to get architect drawings can be started as Ion Science has agreed to cover the cost of these.

A governor asked what is the alternative plan if the Section C106 funding is not allocated to the school and it was confirmed that there are various grants available that the school can access and that this is currently being looked into.

6. Head Teacher's Report

It was noted that this report along with Data reports were circulated to governors for their review prior to the meeting and covered the following areas:

- Pupil Numbers
- Class Structure
- September Roll
- Attendance
- Penalty Notices
- Staffing
- Behaviour and Safety
- Training and Professional Development
- Outcomes

The Head first of all apologised for the missing data regarding First Aid incidents and Behaviour but advised that this information will be shared at the September FGB meeting. ACTION PA

The Head then drew governors' attention to the following:

Pupil Numbers

It was noted that the current roll is 100 with 16 Year 6 pupils leaving at the end of the term. Twelve out of the thirteen Reception places have been accepted plus the school is also losing one Year 4 at the end of Year 4 to the Independent sector.


However, the Head explained that over the last few weeks a potential 12 additional pupils have been shown around the school and that as of 13 July, 5 pupils will be joining the school in September which will increase the numbers on roll to 105.

The Head then shared a document showing current and expected pupil numbers for 2018/19 and 2019/20.

The Head explained that in addition to the new pupils already mentioned, there are 2 prospective children in the school's catchment area who, if they apply, the school will not have places for.

A discussion followed with regards class sizes and the school's Published Admissions Number (PAN) and the following was noted:

- Different rules apply for different year groups in regard to number of pupils per class;
- The school's current PAN is 17 for every year group. This is the minimum number of places the school has to make available;
- In KS2, there is no legal maximum class size although admissions work on 34 pupils per class for a straight year group or 32 for a mixed year group class;

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- In KS1, a school is legally limited to 30 children per class and this overrides the PAN. However, if there are twins in the class and this takes you over the limit, a school can admit both children. In addition, if there is not a school within reasonable distance i.e. not a reasonable alternative, the school can over admit;
- An alternative is to restructure the classes and have a mixed Reception/Year 1 and a mixed Year 1/2 class.

The Head explained that the school has not broken any rules at the moment but if the 2 catchment children apply, the school will not be able to admit them as there is not space in the required year groups. However, the Head stated that the school does not wish to turn these children away.

Governors asked:

Q: Is it likely that the school will succeed in arguing an exception to admit these 2 extra pupils?

A: If the Finance and Premises Committee can approve the extra Teaching Assistant hours required, then it will be okay.

Q: If the school were to restructure the classes, how would you split the children?

A: My understanding was that you do it by age i.e. take the youngest from Year 1 and put them in Class 1 and then the oldest from Year 1 would go to Class 2. However, I have looked at the school's policy on this and that is not what our policy says. The policy states that the class teachers make the decision based on a number of criteria such as friendship groups and the balance of children i.e. number of boys and girls.

Following an in-depth discussion on this matter, the Chair proposed that the school apply for exceptions for these 2 additional pupils and then look into revising the school's policy with the aim to lay the groundwork in September to possibly restructure the classes for the 2018/19 intake.

A governor asked if the Governing Body was happy that the funding for these 12 additional pupils covers and provides sufficient resources to allow the school to over admit and the Head stated that with 105 pupils on roll, the school will be able to afford to run the school with the correct number of staff.

It was noted that the Governing Body approved the proposal to over admit to allow the 2 catchment pupils to attend the school in September.


The following actions were therefore agreed:

- Apply for exception for the 2 catchment pupils. ACTION PA
- Revise school's policy for September. ACTION PA

Attendance

It was noted that the current overall attendance rate is 97.6% which is good. The Head drew governors' attention to the high level of unauthorised absence in Years 1 and 3, which is due to holidays and in Year 6, which is due to persistent lateness.

It was noted that attendance for Achievement for All, Pupil Premium and SEND children has increased since 2016/17.

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Staffing Structure

The Head advised the Governing Body that there are no changes to staffing structure proposed.

Vacancies for a Play worker and an in-house Finance Officer were noted.

Behaviour and Safety

As noted above, data for the First Aid incidents was not included in the report. This information will be provided at the next FGB meeting in September.

Training and Professional Development

It was noted that the report included details of staff training and professional development.

Outcomes

Data for EYFS, Years 1 and 2 Phonics, Year 2 and Year 6 Statutory Assessments were circulated to governors for their review prior to the meeting.

The Head drew governors' attention to the following:

- Early Years Good Level of Development (GLD) – 78.6%. National average for 2017 was 70.7%;
- Year 1 Phonics – excluding the new child who joined the cohort the week before the Phonics check, the school's pass rate is 83%. National pass rate for 2017 was 81%;
- Year 2 Phonics – two children who retook the Phonics screen this year did not meet the threshold;
- Year 2 Statutory Assessment:
The Head advised that no subject scored higher than National in the Year 2 SATs but that this cohort will be monitored closely with regards the progress they make to Year 6.
 - Reading – 72% versus 76% national average; Greater Depth – 17% versus 25%;
 - Writing – 67% versus 68% national average; Greater Depth – 6% versus 16%;
 - Maths – 67% versus 75% national average; Greater Depth – 11% versus 21%;
 - Science – 78% versus 83% national average.
- Year 6 Statutory Assessment:
The Head advised that with the exception of Reading, all results were higher than National and that the Greater Depth results in particular were amazing.
 - Reading – 69% versus 75% national average; Greater Depth – 38% versus 25%;
 - Grammar, Punctuation and Spelling – 88% versus 78% national average; Greater Depth – 56% versus 31%;
 - Maths – 81% versus 76% national average; Greater Depth – 25% versus 9%;
 - Reading, Writing and Maths combined – 63% versus 64% national average; Greater Depth – 25% versus 9%.

The Head explained that in general less time is spent on Reading but that the cohort has a very divergent set of readers. It was noted however, that the progress made in Reading was the highest score at 2.7 compared to 1.8 in 2016.

A governor asked for the Head's thoughts with regards the Science result and he confirmed that he does not see an issue and that as far as he is aware, Fowlmere is the only local school who carry out Pupil Progress meetings for this subject.

The Chair wished to note the Governing Body's appreciation and thanks to the teaching staff for their work in helping the pupils achieve such a fantastic set of results.

7. Parent Consultation, including Response to Parents

A report showing the results of the recent Parent Survey and a draft Governance Annual Review were circulated to governors prior to the meeting.

Governors asked:

Q: With regards to the comment on a pupil being sent to another class, are you happy with the rigour and consistency in keeping parents / carers informed and is there a system / policy in place for this?

A: There is a policy in place and I am happy with the policy however, the consistency in informing parents / carers may not be sufficient and this is something that will be addressed.

Q: In terms of what the school is teaching and the standard that pupils are reaching in Modern Foreign Languages (MFL), are we doing enough to ensure attainment is sufficient for when the pupils are in Year 7?

A: I teach MFL in KS2 but it is not in the National Curriculum for KS1 but this is something that we want to address.

Q: The feedback suggests that internet safety and community links are areas for improvement, should these be included in the School Development Plan (SDP)?

A: An internet safety day for parents / carers will be booked in with the Local Authority.

The Chair then referred governors to the draft Governance Annual Review and asked for any feedback on this report. **It was noted that the KS2 results will be included in the final report. ACTION SB**

The Head then circulated results of the Staff Survey to governors and a discussion followed surrounding the responses. It was noted that low level behaviour was highlighted by staff as an issue and this was also raised in the Parent Questionnaire feedback. It was noted that this will be included in the SDP for 2018/19.


A governor asked if a tally of the red cards issued is kept and the Head confirmed that these will be logged on the school's behaviour system and parents should be informed.

8. School Day Length

Further to previous discussions, the school is proposing to extend the school day with a start time of 8.40am and a finish time of 3.15pm. The Head confirmed that both staff and parents / carers are broadly in favour of this proposal.

A governor questioned the suggestions put forward in the Staff Survey regarding this proposal and the Head confirmed that these have all been considered.

Following this and previous discussions, it was noted that the Governing Body approved the proposal to extend the school day.

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The Chair asked that apologies on behalf of the Governing Body for the lateness in the communication of this proposal to parents be passed on when the school informs them. ACTION PA

9. Class Composition for 2018/19

It was noted that this item was discussed under Item 6 Head Teacher's report.

10. New Policies

It was noted that there were no new policies for review and approval by the Governing Body.

The Chair however pointed out that the school's Equalities Policy needs to be updated. ACTION PA

11. S106 Update

The Chair informed governors that a planning meeting is taking place on Tuesday 17 July and that she and PA will be attending. It was noted that at this meeting the Chair will emphasise that one large development rather than many small developments in the village will be of greater benefit to the school as this will trigger the S106 funding and help ensure the long-term sustainability of the school.

12. GDPR

It was noted that the school is in the process of ensuring full compliance with the new General Data Protection Regulation (GDPR) and has employed Cambridgeshire ICT Service to oversee this.

13. Catering

The Head confirmed that the deadline for the catering tender across the 8 cluster schools was that day and that three contractors had submitted a tender. It was noted that an evaluation of these tenders will take place week commencing 16 July.

14. Governor Body Composition

It was noted that this was covered under Item 1 Apologies for Absence.


15. Any Other Business

It was noted that there was no other business to be discussed.

16. Time/dates of next meetings:

It was noted that meeting dates for the 2018/19 academic year will be discussed at the Governance Review meeting on Monday 16 July.

There being no further business, the meeting closed at 9.30pm.

Signed  Date 19/7/2018