

FOWLMERE PRIMARY SCHOOL
MEETING OF THE GOVERNING BODY

Wednesday 20 September 2017
7.00pm in School

MINUTES

Present:

Sarah Burge (SB), Chair
Philip Atkin (PA), Head Teacher
Bruce Gilliam (BG)
Gill Heathcote (GH)
Andrew Page (AP)
Nico Schonken (NS)

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 Suzanne Raven (SR) and Hayley Woods (HW).

2. Election of Chair and Vice-Chair

NS nominated and BG seconded SB to continue as Chair. SB was voted unanimously to continue in the role of Chair of the Governing Body.

SB nominated NS for the role of Vice-Chair. This was seconded by AP. NS was voted unanimously as Vice-Chair of the Governing Body.

3. Governor Appointments

SB advised the Governing Body that the potential candidate for the Local Authority (LA) vacancy has unfortunately not worked out. In addition, with PA now as Head Teacher, there are vacancies for an LA governor and a staff governor. During a discussion, the following actions were agreed:

- **Include an article in the Fowlmere and Thriplow News regarding governor vacancies. ACTION PA**
- **Talk to staff to ask for a volunteer for the Staff Governor role. ACTION PA**
- **Contact the Local Authority regarding the vacancy for LA Governor. ACTION SB**

It was noted that SR has resigned as a staff member at the school but remains as a Co-opted Governor.

4. 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. There was one change with regards the deadline for circulation of papers and this was agreed as two weeks for papers

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and one week for any other business. **Standing Orders to be amended to reflect this change. ACTION SB**

All governors present approved the Governing Body Standing Orders (subject to the above change) and the Code of Practice. All governors present signed the required signature sheet for the Standing Orders.

It was noted that SR and HW still need to sign this sheet. **Email SR and HW to come in to school to sign the sheet. ACTION SB**

5. Declaration of Interests and Annual Declaration of Pecuniary Interests

There were no declarations of interest.

All governors present signed the annual declaration of pecuniary interests. SR and HW's forms are outstanding. **Chase SR and HW. ACTION SB**

6. Minutes of the last meeting held on Wednesday 11 July 2017 (and matters arising)

Draft minutes of this meeting were circulated prior to the meeting and were approved as a true record.

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

Item 4 Welcome of New Governors

Clerk to send new governor forms to HW & BG. **ACTION COMPLETE**

Item 5 Head Teacher's Report

Check attendance data and feedback to the Governing Body. Covered in Head Teacher's Report 20/09/17. **ACTION COMPLETE.**

Item 7 New Policies

Chair to contact Governor Services to obtain a model complaints policy covering a complaint from a parent of a child with Special Educational Needs (SEN).^{the possibility} Following discussion with Governor Services and a review of the school's SEN Policy, it was noted that the current policy is sufficient. **ACTION COMPLETE.**

Item 8 Statutory Requirements on the School Website

Review the statutory requirements and update the website accordingly. It was noted that with the exception of an evaluation of Pupil Premium (PP) and Sports Premium (SP), the website is compliant. **ACTION COMPLETE.**

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 SR**

Item 8 Monitoring Visits

Arrange a Safeguarding visit before the end of the summer term. **ACTION COMPLETE.**

Circulate Achievement for All (AfA) monitoring visit report. **ACTION COMPLETE.**

Chase the LA advisor for visit reports. **ACTION COMPLETE.**

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 PA

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SB advised governors that a Monitoring Visits folder has been created on the governors' section of the school website. Visit reports will be filed under specific subjects and date order.

Provide attendance data for Pupil Premium (PP) and Free School Meals pupils. This is covered in the Head Teacher's report for this meeting. **ACTION COMPLETE.**

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

Item 10 SATs Results

Pass thanks on to Early Years (EY) teachers following the huge improvement in EY results. **ACTION COMPLETE.**

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 GH ONGOING.**

Publicise the full set of data (including Reception class and Class 2) on the school website. **ACTION COMPLETE.**

Item 11 Governor Roles and Committee Composition for 2017/2018

Clarify the composition of the Head Teacher Performance Review Panel. It was noted that three members are required and are in place. **ACTION COMPLETE.**

Item 12 Governor Training

Email an updated training record to PA. **ACTION SB ONGOING.**

Circulate the link for the replacement governor training website. **ACTION COMPLETE.**

Item 13 Any Other Business

i. **Safeguarding/Child Protection**

Circulate a copy of the confirmation that the Child Protection return has been completed. It was noted that this was circulated with the papers for the meeting. **ACTION COMPLETE.**

Standing Items

7. Safeguarding

a) **Safeguarding & Child Protection Policy**

An updated policy was circulated to governors for their review prior to the meeting. PA advised the Governing Body that the policy is based on the standard Local Authority model. Items marked in red are amendments to the existing policy including additional paragraphs of relevant school information.

One minor amendment was noted and subject to this change, it was noted that the Governing Body approved the Safeguarding and Child Protection Policy.

It was noted that a Safeguarding governor monitoring visit is scheduled for 22 September. In addition, PA advised governors that Chris Meddle from the Local Authority will be visiting the same day to carry out a Safeguarding review.

A discussion followed regarding logged Child Protection or Safeguarding concerns.

Governors asked:

Q: How do we as a Governing Body know that any concerns are being dealt with in the correct way?

A: Much of this will be covered in a Safeguarding monitoring visit plus external moderation by the Local Authority for example.

Q: How do we evidence that any concerns are being logged and being dealt with?

A: This is covered by the Annual Safeguarding report to governors, policies and procedures, external monitoring and half termly monitoring visits.

Items for Information or Approval

8. Policies

- a) Special Educational Needs (SEN) Policy
- b) Significant Medical Needs Policy
- c) Positive Behaviour Policy
- d) Anti-Bullying Policy

The above policies were circulated to governors for their review prior to the meeting. PA advised the Governing Body that the Positive Behaviour Policy and Anti-Bullying Policy are new policies.

Minor amendments to the SEN Policy, Anti-Bullying Policy and the Significant Medical Needs Policy were noted.

Governors asked:

Q: With regards Appendix 1 in the Significant Medical Needs Policy, what would the impact on the school be if there was a problem?

A: This Appendix specifically refers to Asthma inhalers and all staff are regularly trained in administering inhalers. Staff are protected if they follow the policy correctly. Parental consent for staff to administer medication where necessary has also been received.

Q: The Positive Behaviour Policy and Anti-Bullying Policy are so different, how do we know they work?

A: I have adapted them from previous incarnations and tailored them to suit Fowlmere Primary School's needs. They give specific guidance for teaching staff.

Q: Is it desirable to share the behaviour forms with parents for their use at home to continue the behaviour policy there or will it dilute the effect that it has in school?

A: The forms are not a method of punishment and may be used as such at home. They are designed to help children reflect on what they have done and help them learn from it. It is a consistent approach used throughout the school (including by Teaching Assistants and After School Club) to support positive behaviour and we are already seeing an improvement.

It was noted that subject to the minor amendments, all policies were approved by the Governing Body.

9. Minutes of Committee Meetings

a) Finance Committee – 3 July 2017

Minutes of this meeting were circulated prior to the meeting. There were no queries on the content of these minutes.

b) Personnel Committee – 6 September 2017

It was noted that an ad-hoc Personnel Committee meeting took place after the recent Ofsted Training. Changes to the Senior Leadership were discussed and approved as follows:

- Lynsey Perkins – Assistant Head Teacher
- Emma Hartshorne – Inclusion Lead

Items for Discussion

10. Head Teacher's Report

Part one of the Head Teacher's report was circulated for review for governors prior to the meeting. This part of the report contains factual information about the school. The second part of the report was circulated during the meeting.

PA drew governors' attention to Item 1.3 of the report, Attendance. Governors had previously asked for information as to why certain year groups' attendance was poor. It was noted that this detail was included in the report. With regards low attendance in Reception class, it was felt that this may be primarily due to parents believing attendance at school at this age (under the statutory age of 5) is optional. As a result, the school will ensure new parents are aware that once a child has started school, they are legally required to attend.

Year 1, Year 2 and Pupil Premium attendance figures were also low so these will be monitored closely. It was noted that monthly monitoring of attendance throughout the school will take place.

A governor asked:

Q: What does the school classify as below average attendance?

A: Below average is 95%, but we will pick up on it at 96%.

PA then referred governors to the section on data and advised that the intention is to update this information at each Governing Body meeting. **The Chair asked for a copy of this data to be filed with the signed minutes of the meeting. ACTION PA**

PA advised governors that percentage wise Fowlmere is broadly in line with national for 'Expected +'.

Governors asked:

Q: What do you classify as a big progress score?

A: A progress score of '0' is expected progress.

Q: How do we ensure we do not become complacent?

A: The aim is to improve these scores and we are nudging the targets up. This will be looked at in greater depth at the Standards Committee meeting.

Q: There are some negative scores in the Year 5 results, why?

A: Some of the data from when this cohort was in Year 4 may not be 100% accurate as it was the first year of the new assessment system. In Year 5, some of the results were marked down based on the evidence available of their progress through the year. We did not want pupils to go in to Year 6 with inflated results.

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Q: Year 5 Writing, 53% of pupils achieved 'Expected +', can you confirm how far away from meeting this standard the other pupils were?

A: This will be looked into. ACTION PA

Q: Can the number of children be included in the last two tables of results (KS1 and KS2)?

A: Yes. Include number of children for KS1 and KS2 results. ACTION PA

Q: Can the average score also be included?

A: Yes. Include average score. ACTION PA

It was noted that the following targets over a 2-year timescale are in place:

- Change from 'working towards' to 'expected'
- Change from 'expected' to 'greater depth' where children are close to that boundary.

Updates on staffing, behaviour, training and professional development were also included in part one of the Head Teacher's report.

The second part of the report was circulated during the meeting. It was noted that the four Ofsted criteria as follows are covered:

- Leadership and Management
- Quality of Teaching, Learning and Assessment
- Personal Development, Behaviour and Welfare
- Outcomes for Pupils

PA asked governors to review the document and stated that the intention is to keep it as a live working document. It was noted that it will link in to the School Development Plan (SDP) and details proposed governor monitoring visits.

A governor asked:

Q: Is there a separate one for Early Years?

A: Not yet but I am intending to include this.

It was proposed and agreed that this be used as basis for discussion at the meeting week commencing 25 September.

11. Vision and Values

PA circulated a draft of the school's five year vision statement to governors during the meeting. The statement is based on and is an amalgamation of the discussions of the school's various stakeholder groups:

- Pupils;
- Staff (except After School Club staff) during the staff training day;
- Governors at the end of the governor training session and
- Parents at the Curriculum meeting. In addition, parents of Achievement for All (AfA) children have also been invited to participate in a focus group with Sue Arnold.

During a discussion, the following additional items were noted:

- Include preparation for the next phase of schooling and
- Include staff professional development.

Based on this and the requirement that the core values for the school should be values that the children can associate with themselves, the following potential values were suggested:

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- Care / caring
- Ambition
- Perseverance
- Confident
- collaboration

It was noted that governors to email any further suggestions to PA. ACTION ALL

12. School Development Plan

It was noted that this was covered under Item 10 Head Teacher's Report.

13. Governor Training / Responsibilities and Monitoring Visits

Governor Training

The following was noted:

- Safer Recruitment – SB to attend
- Termly Briefing – AP drew governors' attention to the following:
 - Importance of publishing details of the school's Pupil Premium (PP) on the website;
 - Culture of Safeguarding;
 - School funding;
 - Increase in Sports Premium.

BG and HW to attend Prevent Training with PA. ACTION BG, HW & PA

Monitoring Visits

It was noted that governor visits aligned with the School Development Plan would be addressed at the Ofsted Training meeting week commencing 25 September.

14. Time/date of next meeting:

7.00pm, Wednesday 6 December 2017.

It was noted that no meeting had been set for Spring 2. Meeting date agreed as Wednesday 14 March 2018.

There being no further business, the meeting closed at 9.15pm.