

FOWLMERE PRIMARY SCHOOL
MEETING OF THE GOVERNING BODY

Wednesday 25 September 2019
7.15pm in School

MINUTES

Present:

Sarah Burge (SB), Chair
Philip Atkin (PA), Head Teacher
Bruce Gilliam (BG)
Gill Heathcote (GH)
Clare Hobro (CH)
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 7.20pm. There were no apologies for absence.

2. Election of Chair and Vice Chair

SB advised that she was happy to continue in her role as Chair for the next academic year. NS nominated SB as Chair of Governors and this was seconded by BG.

It was noted that the Governing Body unanimously approved the appointment of SB as Chair of Governors for the 2019/20 academic year.

NS advised that he was happy to continue in his role as Vice-Chair for the next academic year. SB nominated NS as Vice-Chair of Governors and this was seconded by AP.

It was noted that the Governing Body unanimously approved the appointment of NS as Vice-Chair of Governors for the 2019/20 academic year.

3. Standing Orders and Code of Practice

Both documents were circulated to governors for review prior to the meeting. SB advised that the Code of Conduct works hand in hand with the Code of Conduct for all Adults that had previously been approved.

It was noted that the Governing Body approved the Standing Orders and Code of Practice for 2019/20.

Signed



Date

4/12/19

At this point, SB updated governors with regards to the staff governor vacancy and explained that a letter had been sent to all staff and that there were currently two prospective candidates. SB advised that both candidates had previously been involved in governance.

4. 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.

Standing Items

5. Minutes of the last meeting and Matters Arising

Draft minutes of the meeting held on 17 July 2019 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 13 March 2019

Item 5 Safeguarding

SLT to look into holding an evening for parents regarding the general safeguarding of children.

A discussion took place at the September FGB meeting as to the best way to share information on issues such as 'County Lines'. Governors discussed whether this could be tied in with an internet safety / general child safeguarding evening. During this discussion, it was agreed that resources on such subjects be shared with parents along with a handout and display boards at Parents' Evening, as well as the possibility of sharing information after one of Class 4's assemblies.

Put together a display / provide leaflets for the Parents' Evening after this one. ACTION PA/LP

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

Behaviour visit to be scheduled for Summer term. Agreed to reschedule for Autumn Term. **ACTION COMPLETE**

Arrange a general fact finding Curriculum visit for Summer term. Agreed to reschedule for Autumn Term. **ACTION 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 C/F PA**

Matters arising from the meeting held on 17 July 2019

Item 5 Safeguarding

Write up Safeguarding visit report. **ACTION NS**

Share relevant Safeguarding documents with CH. **ACTION C/F NS**

Complete the NSPCC online Safeguarding training course. **ACTION C/F CH**

Signed



Date

4/2/2019

Chair to check with cluster schools with regards to holding a Safeguarding training session across the cluster. *Other Governing Bodies undertake Safeguarding training provided by the Head Teacher at first FGB meeting of the academic year.* **ACTION COMPLETE**

A discussion followed with regards the requirement of regular Safeguarding training. During this discussion, the Governing Body agreed for three governors per year to complete the NSPCC online Safeguarding training course. **ACTION CH, BG & AM**

Senior Leadership Team to arrange formal Safeguarding training for regular volunteers. *The Head Teacher explained that the intention is to invite the school's regular volunteers in for some basic Safeguarding training. In addition, the school will provide them with a Guidance for Volunteers Policy.* **ACTION PA/LP**

A governor asked:

Question:

Where will it be recorded that the training has taken place?

Answer:

I will append a note to the list of DBS checked volunteers.

Question:

Could we also attach a page to the school trip letter?

Answer:

Yes. We could give it to the volunteers before the school trip.

Item 6 School Policies

Include a flow diagram in the Behaviour Policy for positive behaviour.

It was noted that after consideration, the school's behaviour system does not fit with a flow chart for positive behaviour as the new Behaviour Policy is not about reward systems. Plus, each child and each situation is different so it would be difficult to apply a flow chart to cover this. **ACTION COMPLETE**

Share a Behaviour report at the December FGB meeting. **ACTION LP**

Item 8 Head Teacher's Report

Communicate positive impact of changes to football at lunchtimes to parents. **ACTION COMPLETE**

Item 10 School Development Plan 2018/19

Circulate some proposed dates for an additional Finance and Premises meeting. **ACTION C/F to first F&P meeting in the Autumn Term.**

Item 14 Urgent Matters

Arrange an election for a staff governor. **ACTION ONGOING**

6. Minutes from July Strategy meeting

Draft minutes from the July Strategy meeting were circulated to governors for their review prior to the meeting. It was noted that this meeting was not formally clerked and during a brief discussion on the minutes, governors requested some changes to the wording of these minutes.

It was therefore proposed and agreed that the minutes be rewritten taking into account governors' requested changes and brought to the next FGB meeting in December for further review. ACTION SB

Signed



Date

4/12/2019

7. Training Module

It was noted that in lieu of a training module prior to this meeting, governors were asked to read the updated Keeping Children Safe in Education guidance.

All governors confirmed that they had read this.

8. Safeguarding

a) Adoption of Child Protection Policy

It was noted that an updated Child Protection Policy was circulated to governors for their review prior to the meeting. The Head Teacher explained that any changes had been highlighted in red and that the model policy had been tailored to meet the school's specific needs.

A governor asked the Head Teacher if he is happy that the Child Protection Policy is in line with the recently updated KCSiE and the Head Teacher confirmed that there were no fundamental changes that would affect the school's Safeguarding policies.

It was noted that the Governing Body approved the Child Protection Policy.

b) Governors to confirm reading of updated KCSiE

As noted under Item 7, all governors confirmed that they had read the latest KCSiE guidance.

c) Reports from Safeguarding governor

NS advised that there was nothing new to report since the last FGB meeting.

d) Annual Child Protection Return

As noted at the last FGB meeting, 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 next FGB meeting. ACTION PA**

A governor queried a reference to an on-line Prevent training and the Head Teacher explained that this is something that the Home Office provides. It was therefore proposed and agreed that as Safeguarding governor, CH would look into this. ACTION CH

Items for Information or Approval

9. Recruitment of Staff Governor

It was noted that this item was already covered under Item 3 of the agenda.

10. 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

Signed



Date

4/12/2019

- Behaviour and Safety
- Training and Professional Development
- Statutory Outcomes 2019

The Head Teacher explained that there behaviour data was not included in the report as this is currently unavailable due to moving to a new system.

A governor asked what system is being used and the Head Teacher advised that it is the Management Information System Bromcom and that this system also allows teaching staff to log positive behaviours.

A further governor asked in what form this information takes and the Head Teacher explained that information regarding positive behaviours appears on 'My Child'.

The Head Teacher went on to explain that this is not necessarily something that a pupil is generally good at but often where a child has done something good particularly linked in to the school's values.

The Head Teacher then advised that it is possible to do an 'en masse' behaviour log and that the system allows a report to be produced in order to identify any children who have not been logged with any good behaviours.

The Head Teacher then reminded governors that only positive behaviour information will be received by parents and that the school will no longer be using public recognition for good behaviour. It was noted that this links in to the 'STEPS' therapeutic approach.

Pupil Numbers

The Head Teacher referred governors to the current number on roll of 94 pupils. The Head Teacher stated that the turnover of staff has potentially led to some cost savings and that this reduction in cost should mitigate the lower pupil numbers.

A governor asked if there was any difference in respect of Teaching Assistant (TA) time and the Head Teacher advised that there has not been a significant change as the school does not currently have any high needs pupils. The Head Teacher further explained that if a TA is absent, there is no requirement to cover this unless it is for an extended period.

A further governor asked whether the TA who was employed to work on a 1:1 basis is still employed by the school and the Head Teacher advised that as she was agency staff, her contract was terminated.

The Head Teacher stated that with the new staff there has been a fresh and positive start to the new academic year. Further positives as a result of the lower pupil numbers include better lunchtimes and reduced marking / workload for the teachers which should help children to continue to achieve well.

A governor asked whether given the reduced workload, the school should consider the provision of teacher run after school clubs in order to attract new pupils.

A discussion followed where it was noted that one of the foci of the School Improvement Plan (SIP) is Teaching and Learning and that a school should not expect staff to run after school clubs. The Head Teacher advised however that some of the TAs have suggested some after school clubs that they would be happy to run and that the school is happy to cover the cost of these. In addition, it was noted that the school needs to ensure that any clubs are worthwhile and private providers will be used if necessary.

Signed  Date 4/12/19

Attendance

It was noted that overall attendance is 96.3% and that this is broadly in line with targets.

A governor asked:

Question:

Does the 96.4% include the child with significant health issues?

Answer:

Yes it does.

The Head Teacher pointed out that the Year 4 attendance rate of 96.5% was largely driven by unauthorised term-time holiday.

In addition, the Head Teacher drew governors' attention to the persistent absence figure with 3 children at below 90% attendance and explained that one child was at 89.7%, one had been issued with various fixed term exclusions and one had health issues. It was noted that this was for the 2018/2019 academic year not 2019/2020 as in the report.

Staffing

The Head Teacher referred governors to the updated staffing structure included in his report.

A governor asked who the English subject lead is and the Head Teacher advised that this had not yet been decided.

A further governor asked whether the new staff had settled in at school and it was noted that they have and that everything appears very positive.

Behaviour and Safety

As noted previously, there was no behaviour and safety data due to the implementation of a new system.

Information on exclusions, first aid incidents and Safeguarding was also included in the report. It was noted that the dates on the 'Concerns by Category' graph in respect of Safeguarding reports logged was incorrect and should read 'over the previous two and a half weeks'.

A governor asked if this number of reports was typical and whether they were for the same child and the Head Teacher confirmed that this was fairly standard and that they could be for one child but in this instance, they were not.

Training and Professional Development

It was noted that an updated list on recent staff training including induction for new staff was included in the report.

Statutory Outcomes 2019

Information on the school's statutory outcomes for 2019 was also included in the Head Teacher's report. The Head Teacher explained that information under section 5.5 of the report had been updated and that the Progress Scores shown were official figures.

The Head Teacher also explained that the results show that the school is steadily making progress.

It was noted that in addition to the Head Teacher's report, the Local Authority 'School on a Page' document was circulated to governors for their review.

Signed



Date

4/12/2019

11. School Policies for Approval

The following updated policies were circulated to governors for their review prior to the meeting:

- Anti-Bullying;
- Whistleblowing;
- Special Educational Needs and Disability (SEND);
- Supporting Children with Medical Needs;
- Attendance.

Governors asked:

Question:

How do you think the SEND Policy has served us?

Answer:

Looking at the ASP results today, our SEND pupils are doing okay.

Question:

With regards the Supporting Children with Medical Needs Policy and the section on children with cancer, should the school remind parents to ensure their children are vaccinated to prevent possible infection for a child with cancer?

Answer:

This would need to be carefully considered and we could need to seek advice on this.

It was noted that a discussion took place with regards the three letter penalty system in the Attendance Policy. **During this discussion, it was agreed that this would be at the school's discretion.**

Also, during the review of the above policies, the following actions were noted:

- **Additional section to be added to the Anti-Bullying Policy with regards the changes to lunchtime football. ACTION PA**
- **Ask School Nursing Team for advice with regards encouraging parents to have their child vaccinated to prevent infection for a child with cancer, should this instance arise. ACTION PA**

Subject to some minor amendments and the actions noted above, the Governing Body approved the above policies.

12. School Risk Register

It was noted that during the Strategy meeting in July, governors had agreed to implement a school Risk Register which would fall under the remit of the Finance and Premises Committee.

During a brief discussion, the following actions were agreed:

- **Circulate template for a risk register. ACTION AP**
- **Each Committee to put together their own risk register. ACTION Committee Chairs**
- **Add this as a standing FGB agenda item. ACTION SB**

Items for Discussion

13. School Improvement Plan 2019/2020

A School Improvement Plan (SIP) for 2019/2020 was circulated to governors for their review prior to the meeting. The Head Teacher explained that as agreed, the two key focus areas this year are Teaching and Learning and Behaviour.

Signed  Date 24/12/19

With regards the Teaching and Learning Priority, governors asked:

Question:

Who is the Newly Qualified Teacher (NQT) mentor?

Answer:

Lynsey Perkins.

Question:

Should there be a governor monitoring visit on NQTs?

Answer:

There should be a governor who monitors that the school meets the statutory requirements for NQTs.

It was noted that HW agreed to take on the role of NQT Link Governor and that monitoring will be under the remit of the Personnel Committee.

Question:

Under the objective to support staff, do we feel that there is adequate monitoring of new staff in the SIP?

Answer:

You would normally see the outcomes of monitoring over the year.

It was noted that HW agreed to cover all new staff under her role as NQT Link Governor.

The Head Teacher then referred governors to the Behaviour priority and advised the following:

- Full implementation of 'STEPS' with completion of training for all staff before the October half term;
- Regular reviews to assess the impact of 'STEPS' including moderation to take place to ensure expectations are fair across the whole school.

An in-depth discussion then took place on how children understand the different consequences and / or tolerance required for a pupil with SEND and how the new Behaviour Policy works for pupils with SEND.


On this basis, it was proposed and agreed that an additional line be added to the SIP. ACTION PA

Governors then discussed how to ensure that the behaviour system does not fail should agency staff need to be employed and it was proposed and agreed that an additional line for this be included in the SIP. ACTION PA

It was noted that the Head Teacher is currently compiling an information pack on this matter for agency staff to use when they work at the school.

Governors then discussed the sharing of certificates by pupils who do out of school activities. It was noted that those who bring certificates into school for sharing with their class will receive recognition for these activities. Governors considered whether this was something to monitor as if it is always the same children, this could have an impact on other pupils' behaviour. **During this discussion, it was agreed that this would be an item for discussion in the Spring Term.**

The Chair then proposed that Communication also be included in the SIP and it was agreed that this be added as an agenda item to the next FGB meeting in December. ACTION SB

Signed  Date 7/12/19

14. Monitoring Visit Reports

i. Behaviour

NS advised that a visit had taken place and that behaviour had improved significantly since the last monitoring visit. NS explained that lunchtime had not been monitored but each class and playtime had been.

It was proposed and agreed that the next visit take place before the March Strategy meeting. ACTION NS

It was proposed and agreed that this visit be added to the Governance Year Planner. ACTION SB

ii. Website Monitoring Visit

It was proposed and agreed that BG will carry out a website review. ACTION BG

HW queried the date of the next Early Years Foundation Stage monitoring visit as it is currently scheduled for May. **It was noted that the Governing Body agreed for the next visit to take place before the end of the Autumn Term. ACTION HW**

Add this visit to the Governance Year Planner. ACTION SB

15. PAN for Admission 2020/2021

A detailed discussion took place with regards amending the school's current Published Admission Number (PAN) of 17 and it was noted that the Governing Body concluded that the PAN should remain unchanged for the 2020/2021 academic year.

16. Urgent Matters

The following items of other business were discussed during the meeting:

i. **Update the governor email distribution list to include LP. ACTION SB**

ii. New Governance Adviser at CCC;

iii. New model Complaints Policy from CCC to be reviewed at the next FGB meeting;
Add as an agenda item to the FGB meeting in December. ACTION SB

iv. Contact from developers has been received asking if the school will support the proposed housing development.

Add as an agenda item to the FGB meeting in December. ACTION SB

v. E-Schools will no longer be available and a discussion needs to take place on where governor documents can be stored.

Add as an agenda item to the FGB meeting in December. ACTION SB

vi. School day

There is no longer a school bus at pick up time as there are so few children who need this therefore a taxi is currently being used.

Education Support services to be contacted to discuss this. ACTION PA

Date of next meeting: Wednesday 4 December 2019

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

Signed  Date 