

## FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Monday 4 December 2017 at 6.00pm.

<b>PRESENT:</b>	Cllr Peter Gruen (Chair)	Beki Vargassoff (Headteacher)
	Nichola Carroll	Katie Coates
	Samantha Ellis	Rachael Grimes
	Debbie Hillerby	Nick Kilsby
	Jane Peacock	Harriet Rogers

**IN ATTENDANCE:** Barbara Walker (Clerk – Governor Support Service)  
 Rebecca Thompson (Assistant Head) – for item 2.0  
 Lisa Warner (Assistant Head) – for item 2.0

Prior to the start of the meeting Mark Smith, Cluster Co-ordinator gave a short input on the work being done by the cluster. Governors agreed that they were receiving value for money from the input they were receiving from the cluster.

1.0	APOLOGIES	ACTION
1.1	Apologies were received and accepted from Tammy Best and Alan Scorfield	
2.0	<b>PRESENTATION ON ASSESSMENT, ATTAINMENT AND PROGRESS</b>	
2.1	Governors welcomed Rebecca Thompson, Sammy Ellis and Lisa Warner (Assistant Headteacher's) to give a presentation on tracking attainment and progress. Governors were provided with information on the tracking system used for each phase.	
2.2	<b>Q) At what point were children assessed?</b> A) When children start in Foundation Stage they are assessed as part of Baseline. This is the first form of assessment as used as a benchmark to track attainment and progress. The school was currently using O'Track then would be changing with a new system being created internally.	
2.3	The data is reviewed on a half termly basis with the evidence reviewed to determine the progress being made. The teachers complete a Raising Attainment Plan (RAP) and these are discussed in the pupil progress meetings with a member of the SLT and the TAs for that year group. The inclusion of TA's at these meetings was considered valuable to be involved in the discussions and helped with accountability to focus interventions and support for the children.	
2.4	<b>Q) Who has access to the data and how is it protected?</b> A) SLT have access to the data and teachers can view information only for their own class. SLT complete the data which is discussed	

at pupil progress meetings, also children's books are discussed to show whether working at Greater Depth (GD) or not. The data is then evaluated by SLT. The previous year's data had been moderated and confirmed correct. The data is backed up offsite every 24 hours.

**2.5 Q How do teachers make the judgements on pupils?**

A) The Interim Frameworks are used for each year group. This included 30% of the objectives in autumn, 60% in spring and 100% in summer to reach age related expectations (ARE). A test analysis spreadsheet shows the gaps for each child and question type.

**2.6 Q) How does the DfE assess GD?**

A) This is done as part of the Year 2 and Year 6 tests. The school had created their own tests for the other year groups with regular assessment of pupils in order for children not to be worried about the process.

**2.7 Q) How does the school track SEN children or those working significantly below ARE tracked?**

A) The schools uses B-Squared which is a programme that allows staff to track very clearly children's gaps in reading, writing and maths. On the RAPs the number of objectives met are recorded and where each child is working within the B-Squared programme.

**2.8 Q) What accountability was in place for staff?**

A) There is a performance review for each teacher as part of the monitoring cycle which included drop-ins and speaking to children. This allowed for any issues to be tackled quicker and for good practice to be shared. It was explained that historical data was not being used as not considered accurate.

**2.9 Q) How was the data linked to the profiles for the nurture programme?**

A) This is covered as part of the RAPs with the context included to support the child's needs. These are then discussed at pupil progress meetings and shared with Rainbow Room to target were required.

**2.10 Next steps:** Governors agreed to monitor outcomes through the committees and the full governing body updates.

Governors thanked staff for the input provided and the hard work being done.

**3.0 MEMBERSHIP MATTERS**

**3.1 Parent governor**

Governors welcomed Harriet Rogers, newly elected parent governor to the governing body. Harriet would be added to the DfE Edubase system.

**Chair/  
Head**

### 3.2 **Co-opted governor**

Governors discussed the co-opted governor vacancy and asked to consider ideas of people to fill the position with the necessary skills. It was suggested that Harriet's father was interested in joining the governing body. It was agreed that Mr Rogers would be asked to email the chair with further information. This item would be discussed at next meeting.

**HR  
Agenda**

## 4.0 **MINUTES FROM LAST MEETING**

### 4.1 **Resolved:**

- That the minutes of the meeting held on 29 September 2017 were agreed as a correct record.
- That the Chair was authorised to sign the minutes.

## 5.0 **MATTERS ARISING**

### 5.1 **Item 2.1 – School expansion**

The Chair reported that there was a slight delay on completing the work on the expansion. The Chair had spoken to the LA to discuss minimising the delay which was now expected to be reduced to two weeks and completed by mid-August 2018.

### 5.2 **Item 3.2 – Governor vacancy**

The Chair had contacted Harriet Rogers. It was noted that there was no longer a parent governor vacancy.

### 5.3 **Item 4.3 – Jargon buster**

A copy of the jargon buster had been sent to Tammy Best and Jane Peacock.

### 5.4 **Item 4.4 – Training governor**

It was confirmed that the role had been included in the governor handbook. It was noted that Sammy Ellis would act as Early Years governor.

### 5.5 **Item 4.6 – governors' role**

Governors were reminded to provide the Headteacher with an interesting fact and photo.

**All**

### 5.6 **Item 4.8 – Cluster work**

The input had been provided prior to the start of the meeting.

### 5.7 **Item 5.0 – Business interests**

It was confirmed that all forms had been returned.

### 5.8 **Item 8.3 – External perimeter**

The Headteacher reported that the external perimeter of the school had been checked and considered could not be accessed.

5.9	<p><b>Item 9.4 – School council meetings</b> The Chair offered to meet with the school council, the Headteacher agreed to send the Chair details of the dates for meetings.</p>	<b>Chair / Head</b>
5.10	<p><b>Item 9.5 – Governing body effectiveness</b> This item was deferred to the next meeting.</p>	<b>Agenda</b>
5.11	<p><b>Item 10.1 – Headteacher’s PM objectives</b> Governors had been circulated with the Headteacher’s targets for last year. It was noted that the Pay Committee had met to agree any pay awards for teaching staff. It had been agreed to change the ISR for the leadership group to take account of the school expansion and size of the school. Governors confirmed the change to the ISR to L15-L19.</p>	
5.12	<p><b>Item 10.2 – External adviser for the Head’s PM review</b> It was confirmed that Tammy Best had spoken to the SIA and Headteacher’s contact as external adviser.</p>	
5.13	<p><b>Item 12.1 – SDS data</b> It was reported that the Headteacher and Jane Peacock ad met to review the total figures in the plan.</p>	
5.14	<p><b>Item 12.2 – SDS extra column</b> It was explained that an additional column had been added for the areas of development.</p>	
5.15	<p><b>Item 12.4 – SDS parents/data</b> The Headteacher had added parents under Section 3 and data under Section 4.</p>	
6.0	<p><b>DECLARATION OF INTERESTS</b>  There were no new interests declared from governors.</p>	
7.0	<p><b>GOVERNOR DEVELOPMENT</b></p>	
7.1	<p>Governors were asked to consider any training needs. D Hillerby agreed to take on the role as training governor. H Rogers agreed to undertake the induction training. It was suggested that a preparing for Ofsted session be organised for governors. The Chair agreed to approach Mark Randall at Hillcrest Primary to provide a short session for governors.</p>	<b>HR Chair</b>
8.0	<p><b>POLICY REVIEW</b></p>	
8.1	<p><b>Safeguarding Policy</b> Governors had been circulated with a copy of the revised Safeguarding / Child Protection Policy which was based on the LA model policy.</p>	

**Resolved:**

- That governors agreed to adopt the Safeguarding / Child Protection Policy.

**8.2 Pay Policy**

Governors had been circulated with a copy of the revised Pay Policy which was based on the LA model policy.

**Resolved:**

- That governors agreed to adopt the Pay Policy.

**8.3 SEN Policy**

A copy of the current Inclusion / SEN policy and Local School Offer 2017-18 had been circulated and was felt to up to date. It was agreed that the policy would be reviewed when the SENDco returned from maternity leave. An update would be given at next meeting.

**8.4 Medical Conditions Policy**

Governors had been circulated with a copy of the current Medical Conditions Policy.

**Resolved:**

- That governors agreed to adopt the Medical Conditions Policy.

**8.5 Invacuation Policy**

8.5.1 Governors had been circulated with a copy of the Invacuation policy. It was agreed to defer agreeing the policy until the training had taken place. In response to a question asked regarding an animal coming into the school it was explained that parents would be made aware of the policy and procedures and referred to the website. There was a procedure for the whole school to walk to another base should this be necessary.

8.5.2 Governors were informed that there had been a fire alarm the previous week with the fire brigade attending. It had been agreed to review the opening of the heavy gates as part of the expansion plans.

The Headteacher agreed to add all the policies to the website.

**9.0 SCHOOL DEVELOPMENT STRATEGY (SDS) 2017/18**

**9.1 SDS**

9.1.1 Governors had been circulated with a copy of the updated SDS. It was noted that the SDS had now been rag rated.

**9.1.2 Q) Were there any items that may not be achieved?**

A) The SLT had reviewed the SDS and felt there were no issues. It was pointed out that the action to up skill support staff had been

**Agenda**

**Agenda**

changed to amber as pupil progress meetings had taken place. The item on O'Track had been deleted and amended to include the new assessment system.

9.1.3 The attendance awards were being reviewed and would be consulted upon with parents. Jane Peacock offered to be involved in the process.

**9.2 SEF**

9.2.1 The SEF section had been re-written with the input from an ex-Ofsted inspector. There was considered to be evidence available to show the progress being made by pupils including case studies produced.

**10.0 QUESTIONS ABOUT THE HEADTEACHER'S REPORT**

Governors had been circulated with a copy of the Headteacher report prior to the meeting. The following points were highlighted.

**10.1 Staffing structure**

The Headteacher outlined the staffing changes and new appointments made. Governors were informed that Lianne Jackson, SENDco was due to return from maternity leave in March 2018. The process of recruiting to the vacant positions in Extra Time provision was currently taking place with one member of staff taking redundancy and one leaving. The Headteacher confirmed that she felt fully supported by SLT and the governing body and had regular meetings with the Chair to discuss any issues

**10.2 Pupil numbers**

Governors were informed that there were currently 27 applications (19 first choices) for the reception class in September 2018. It was also pointed out that there were still a number of nursery parents that had not yet applied for a place at the school. The Headteacher explained that the school would be promoted at every opportunity as numbers needed to be increased.

**10.3 Executive Summary**

The Headteacher agreed to email governors a copy of the current executive summary.

**Head**

**10.4 Attendance**

Governors noted the current attendance figures which had increased since last year, with punctuality at 97.4%. The attendance system was being reviewed this term and would be revamped and presented in January 2018. Harriet Rogers offered to support with attendance matters due to her experience in this area including the use of an attendance calculator.

**10.5 Website**

Head and Chair were due to meet to discuss the website. Jane Peacock was currently reviewing the information on the website

**Chair/Head**

including the policies which were all up to date.

## **11.0 COMMITTEE REPORTS**

### **11.1 Children and Learning**

Governors had been circulated with the minutes of the meeting held on 31 October 2017. The committee had reviewed and agreed a number of policies including the Complaints and Collective Worship policies. The Safeguarding / CP Policy had been recommended for approval. In response to a question raised on including different faiths the Headteacher explained that the policy had been made suitably vague to cover all faiths. There was reflection time for pupils and all religious festivals were celebrated as part of assemblies.

### **11.2 Business and Resources**

Governors had been circulated with the minutes of the meeting held on 17 October 2017. Governors were informed that the proposed new funding formula had again been revised and school expected to now break even rather than a deficit figure projected. The Headteacher reported that the trip to Wales had been very successful, the trip was not taking place this year with other activities planned as not felt appropriate for the cohort involved. The CCTV was considered to be working well.

## **12.0 CHAIR'S BUSINESS**

There were no other items of business to report.

## **13.0 CLERK'S BUSINESS**

Governors noted the forthcoming training as listed and governor briefing session.

## **14.0 ANY OTHER BUSINESS**

### **14.1 Extra Time**

Governors were informed that the redundancy meeting had taken place and request for redundancy accepted with notice given from 1 December 2017.

## **15.0 DATES AND TIMES OF FUTURE MEETINGS**

It was agreed that the next meetings would be held on:

**Tuesday 27 March 2018 at 6pm**

**Tuesday 26 June 2018 at 6pm**

### **Business and Resources Committee**

Wednesday 31 January 2018 at 8am.

Tuesday 22 May 2018 at 8am

### **Children and Learning Committee**

Thursday 22 February 2018 at 4.15pm

Tuesday 5 June 2018 at 4.15pm

*The Chair closed the meeting at 8.00pm*

### Actions arising from the meeting – 4 December 2017

Item no	Subject	Details of action taken	Person responsible	Date action to be completed by	Status
2.10	Assessment process	Governors to monitor outcomes through the committees and the full governing body updates.	<b>Head/Chair</b>	Ongoing	Report to next meeting
3.2	Co-opted governor	Governors to consider ideas of people to fill the co-opted governor position. Mr Rogers to be asked to email the Chair with further information. This item would be discussed at next meeting.	<b>HR</b>	By next meeting	Agenda item
5.5	Governors' role	Governors were reminded to provide the Headteacher with an interesting fact and photo.	<b>All</b>	Asap	Report to next meeting
5.9	School Council	Chair to meet with the school council. Headteacher to send dates to chair.	<b>Chair</b>	By next meeting	Report to next meeting
5.10	Governing body effectiveness	To be discussed at the next meeting	<b>Chair / Head</b>	By next meeting	Agenda item
7.1	Preparing for Ofsted	The Chair agreed to approach the Principal at Hillcrest Primary to provide a short session for governors.	<b>Chair</b>	By next meeting	Agenda item
7.1	Induction training	Harriet Rogers to attend governor induction training	<b>HR</b>	By the next meeting	Report to next meeting
8.3	SEN Policy	An update on the policy to be provided at the next meeting.	<b>SENDco</b>	By next meeting	Agenda item
8.5.1	Invacuation policy	It was agreed to defer agreeing the policy until the next meeting.	<b>Head</b>	By next meeting	Agenda item
10.3	Executive summary	The Headteacher to email governors a copy of the current executive summary	<b>Head</b>	Asap	Report at next meeting
10.5	School website	Head and chair to meet to discuss the school website.	<b>Head/Chair</b>	By next meeting	Report at next meeting