

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Tuesday 11 July 2017 at 6.15pm.

PRESENT:

Cllr Peter Gruen (Chair)	Beki Vargassoff (Headteacher)
Tammy Best	Nichola Carroll
Katie Coates	Sheena Critchley
Samantha Ellis	Rachael Grimes
Debbie Hillerby	Nick Kilsby
Jane Peacock	

IN ATTENDANCE: Barbara Walker (Clerk – Governor Support Service)

		ACTION
1.0	APOLOGIES	
1.1	Apologies were received and accepted from Alan Scorfield.	
1.2	A parent governor election had taken place. Tammy Best Had met Harriet Rogers a parent interested in joining the governing body. Harriet had agreed to join the governing body and come to committee meetings to observe. The Chair agreed to write to confirm her appointment as parent governor. The Clerk agreed to send a new governor induction pack.	<p>Chair</p> <p>Clerk</p>
2.0	MINUTES OF LAST MEETING	
2.1	Resolved: <ul style="list-style-type: none"> • That the minutes of the meeting held on 6 June 2017 were agreed as a correct record subject to the following amendment. • That the Chair was authorised to sign the minutes. 	
2.2	Item 4.2.3 – should read ‘... from the training. The training was cancelled’	
2.3	Item 9.1.1 – should read ‘Each term SLT review all the policies that were dated for that term the previous year to internally review and ensure none of them need updating’	
3.0	MATTERS ARISING	
3.1	Item 4.2.5 – Ofsted training T Best and the Headteacher were due to attend a briefing session on 18 September 2017.	
3.2	Item 2.3 – Resignations The Chair reported that he had written thank you letters to G Curling, D Wisnia and S Childe.	
3.3	Item 4.3 – Action log Governors had received a copy of the action log.	

3.4	Item 4.3 - Dropbox	It was noted that this option would not be possible as an issue with using email. It was also pointed out that having a separate section on the website was too costly.	
3.5	Item 8.1 – Pupil Premium	N Carroll agreed to arrange a meeting with the Headteacher before the end of term.	NC
3.6	Item 8.1 – Jargon buster	K Coates agreed to forward a copy of the document to N Carroll.	KC
3.7	Item 9.1.4 – Behaviour Principals	Governors confirmed that they approved the statement.	
3.8	Item 11.7 – School Meals	It was noted that there had been a few minor issues which were being resolved for September 2017. A number of governors had sampled the food and agreed that the quality of the meals had improved	
4.0	GOVERNOR ROLES / COMMITTEE MEMBERSHIP/ GOVERNOR HANDBOOK		
4.1	Governor Handbook	A copy of the draft governor handbook had been circulated which was praised by governors. Governors approved the handbook and thanked the Headteacher and S Critchley for all the work done.	
4.2	Governor roles / committee membership		
4.2.1	It was suggested that Harriet Rogers was approached to join the C&L Committee and to take on the curriculum role rather than the Headteacher. The Headteacher agreed to speak to Harriet on this matter. The Headteacher confirmed that she would attend both committees. The outcome for pupils item was amended as SEND was the responsibility of T Best rather than N Carroll. Governors agreed the committee structure and membership.	Head	
4.2.2	Governors were invited to attend the Child Protection training for staff taking place on 4 September 2017. Governors were encouraged to attend the session.	All	
4.2.3	It was suggested that some parents were still unsure of who the governors were and what they did in the school. It was proposed to expand the governor’s role expectation table to include the name of the governor and personal fact on each governor, to go on the website. This would then introduce each governor, and explain their role on the committee to the school community via the website. Governors were asked to forward the information to the Headteacher.	Head	
4.2.4	Governors discussed the timing of main governors meetings and committee meetings. It was agreed to hold the full governing body at 6pm, Children and Learning Committee at 4.15pm and Business and		

- Resources at 8am. A schedule of dates for the year would be prepared by the Headteacher and circulated to governors. The dates would tie into data drops for the year.
- 4.2.5 Governors agreed the statement of Intent and Vision. Governors also agree the Ambitions document.
- 4.2.6 Governors discussed the lines of enquiry for 2017/18. The Headteacher explained that this was the first draft of the information and would be reviewed and reported on each term and linked to the School Development Strategy (SDS).
- 4.2.7 Governors were reminded to complete a governor visit report following after each monitoring visit.
- 5.0 EXPANSION / HEALTH & SAFETY UPDATES**
- 5.1 Expansion**
- 5.1.1 It was pointed out that the contract had not yet been received by Houlton's, a letter of intent had been issued. There had been preparation work started this week. An expansion meeting was taking place the next day and the Chair agreed to check the position on the contract.
- 5.1.2 The Headteacher informed governors that the school had been successful with the application made for John Lewis community funding. The school was to receive £7,000 of funding to develop the Green room with the work now started.
- 5.1.3 The Headteacher reported that an interior designer had been employed to advise on developing and make better use of the staff room area. The work was currently being costed up.
- 5.1.4 The Headteacher reported that a bid had been made for a tropical tank to be put in the entrance area. The tank would be maintained as part of the funding received. A decision was awaited on whether the school had been successful with the bid.
- 5.1.5 The Headteacher explained that she had informed that there was the possibility of funding available for a community garden project. D Hillerby as community governors offered to contact local residents that may be willing to be involved in a project.
- 5.2 Health and Safety**
- 5.2.1 There was concern raised at the high temperatures around since the fire stopping work had been done. The matter was still being investigated as consider still an issue.
- 5.2.2 Governors were informed that following the recent fire tragedy, the Chair had contacted the LA to ask whether sprinklers would be installed in the new building. The Chair had been informed that sprinklers were not being installed in schools.

Head

Chair

6.0 SKILLS AUDIT

- 6.1 Governors had been circulated with an analysis of the skills audit. J Peacock highlighting a couple of areas including.
- 6.2 A point was raised on whether members of the Resources Committee needed to be able to understand and interpret financial data. It was suggested that this could be addressed through training. It was pointed out that finance training had taken place on 23 May 2017.
- 6.3 Governors were reminded that Raise online data had been replaced with Analysing School Performance (ASP) data. It was considered that the information now being provided was easier to understand. The Headteacher and S Ellis had attended training on ASP and agreed to provide a short session for governors in September 2017.
- 6.4 It was noted that the majority of skills and knowledge were covered with governor's experience. Cluster activities were felt to be one area where governors needed further information. The Headteacher offered to provide governors with an input on the cluster. The Headteacher explained that it had been suggested that a governor attend the AIP meetings. It was agreed to invite Mark Smith the cluster co-ordinator to a future governors meeting to provide an input on the cluster work.

**Head/
SE**

Head

7.0 POLICIES

7.1 Assessment and recording Policy

Governors had received a copy of the draft policy. A change was suggested to Page 5 in the policy. It was agreed to amend the review date on the policy to summer 2018.

Resolved:

- That governors agreed to adopt the Assessment, Recording and Reporting policy.

7.2 Crisis Policy

Governors had received a copy of the draft policy. It was agreed to amend the review date on the policy to summer 2018.

Resolved:

- That governors agreed to adopt the Crisis Policy.

7.3 Medical Conditions Policy

A minor amendment was made to page 3 of the policy. In answer to a question raised on checking medicines kept in school it was explained that only medicines subscribed by a doctor were given to children and none kept in school.

Resolved:

- That governors agreed to adopt the Medical Conditions Policy.

7.4 RE Policy

7.4.1 Q) Were whole school assemblies held on a particular religion?

A) There were themed assemblies held over the year and outside members of the community invited into school to speak to pupils on different faiths. It was noted that there were 2-3 different faiths in school.

7.4.2 Q) Do any pupils withdraw from RE lessons?

A) There had only been one child in the past that had withdrawn from lessons. Governors were informed that pupils had a 1 hour RE lesson each week. It was also explained that the Leeds Scheme for RE was followed and pupils made aware of other religions.

7.4.3 Q) Was Hindi covered within the lessons?

A) The Headteacher agreed to check whether Hindi was covered.

7.4.4 Q) Were any pupils absent due to religious observance?

A) There had been no pupils that were absent for this purpose. It was explained that this would be included as part of the attendance policy.

Resolved:

- That governors agreed to adopt the RE Policy.

8.0 AMBITIONS AND VISION STATEMENT

This item had been covered under item 4.2

9.0 SCHOOL DEVELOPMENT STRATEGY (SDS) 2017/18

9.1 A copy of the draft SDS was circulated to governors which was included in the new format. The document would be discussed early in the autumn term. A comment was made that having the SEF included in the SDS was helpful. The Headteacher agreed to send governors an electronic copy of the SDS.

9.2 The Headteacher explained that all staff had been involved in producing the document also the SIA. A training day had been used to start planning the information which was based on the Ofsted criteria. The involvement of all staff was considered a positive approach to the process.

Q) Were staff satisfied that the actions were achievable?

A) The view of staff had been that they were reassured that they understand the work that needs to be done also next steps. The involvement of staff at an early stage was praised and they had felt valued in the process.

9.3 The input of pupils was raised and the ways this would take place. The Headteacher explained that involving pupils had been considered. The results of the pupil questionnaire had been included and next steps would be discussed with the school council in September 2017.

Head

Agenda

Head

9.4 A copy of the very positive report from the Healthy Schools assessment had been received. There was an invite for the co-ordinator and three pupils to attend a celebration event. The Headteacher reported that she had also been invited to speak at a healthy schools conference in December 2017.

10.0 DATA REPORT FOR END OF YEAR DATA

Governors had received copies of impact reports from subject leaders. A copy of the report was circulated to governors which included the main highlights. Governors were informed that training was being provided in September for subject leaders. Governors were asked to forward the Headteacher any queries on the data.

10.1 EYFS

Those pupils receiving a Good Level of Development (GLD) was 70% which was slightly lower than the previous year due to the cohort involved. It was predicted that there would be an increase in GLD next year.

10.2 Year 1 Phonics screening

There were 90% of children reaching the required standard.

10.3 Year 2 SATS

The results were slightly below the national level. It was noted that there was 11 SEN pupils in the cohort. There was a case study produce on the class to show the work done and considered that outcomes better than hoped.

10.4 KS2 SATs

	Reading	Writing	Maths	SPAG
FHC 2016	55	79	66	76
FHC 2017	63	77	73	77
Leeds	Not available	Not available	Not available	Not available
National	71	76	75	77
Greater depth	13	7	10	30

Governors expressed their thanks to all staff for all the hard work done over the past year.

11.0 GOVERNING BODY EFFECTIVENESS

This item would be discussed at the next meeting.

12.0 ANY OTHER BUSINESS

12.1 Retirement of Deputy Headteacher

Governors were invited to attend the retirement assembly and party for the Deputy Headteacher.

13.0 DATE AND TIME OF NEXT MEETING

The Headteacher agreed to circulate a schedule of dates for the year.

All

Agenda

The Chair closed the meeting at 5.50pm

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