

FIELDHEAD CARR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Tuesday 27 March 2018 at 6.00pm.

PRESENT:

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

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

Prior to the start of the meeting the two assistant headteachers joined governors to deliver training on book scrutiny and show how conducted in school. The AHTs were responsible for KS1 and maths, and KS2 and literacy. The governors were shown the proforma that is used and informed that this made up part of the teaching profiles for each teacher in school over the term. It is part of the overall judgement of the teacher alongside lesson observation drop-ins, pupil voice interviews and data.

The proforma originated from two leading headteachers who had come into school for a visit then this had been adapted by senior leaders and made relevant for the school. Governors were informed the focus of book scrutiny is mainly aimed around identifying progress in books both across lessons and over longer periods of time, and also evidence of the impact of teaching and learning within books. There has been a move away from book scrutiny for compliance based evidence and all observations are linked to this progress and impact.

Governors were then given some examples of maths literacy and writing books from Year 2 and Year 6 and then took the opportunity to have a try at a book scrutiny themselves. The asked questions around how they could identify the progress as an outsider and the AHTs offered examples. It was noted the quality of work and the standard of presentation was high and should be celebrated.

It was suggested the next steps may be for a governor to come into school and take part in the whole process of lesson observation drop in, pupil interviews and book scrutiny to see how all the elements fit together and triangulate

	CHAIR'S OPENING REMARKS / MEMBERSHIP MATTERS	ACTION
1.0		
1.1	The Chair welcomed everyone to the meeting.	
1.2	Governors were informed that Nichola Carroll had been re-elected as parent governor. The term of office for Rachael Grimes was due to end in April 2018 and an election for a parent governor would take place.	Head
1.3	Governors discussed the co-opted governor vacancy and asked to consider ideas of people to fill the position with the necessary skills. It had been suggested that Harriet's father was considered, the Chair had been sent further information on Mr Rogers. Debbie Hillerby explained that her daughter may also be interested in joining the governing body. This item would be considered at the next meeting and skills needed.	Agenda

2.0 APOLOGIES

2.1 Apologies were received and accepted from Katie Coates, Harriet Rogers and Alan Scorfield.

3.0 MINUTES FROM LAST MEETING

3.1 Resolved:

- That the minutes of the meeting held on 4 December 2017 were agreed as a correct record.
- That the Chair was authorised to sign the minutes.

4.0 MATTERS ARISING

4.1 Item 2.10 – Assessment process

This had been covered as part of the discussions at committee meetings.

4.2 Item 3.2 – Co-opted governors

This item had been covered under minute 1.3

4.3 Item 5.5 – Governors’ role

Governors were reminded to send an interesting fact and picture to Jane Peacock. The outstanding governor pictures were taken at the meeting.

4.4 Item 5.9 – School council

The Chair had meet with the school council. A report on the visit would be discussed later on the agenda.

4.5 Item 5.10 – Governing body effectiveness

This item had not yet been completed and would be discussed by the Chair and Head.

**Chair/
Head**

4.6 Item 7.1 – Preparing for Ofsted

The Chair reported that the Principal at Hillcrest Primary had agreed to provide a short session for governors. It was agreed to have a short session prior to the next governors meeting.

Agenda

4.7 Item 7.1 – Induction training

The Clerk agreed to provide Harriett with dates for the induction training.

**Clerk
(done)**

4.8 Item 8.3 – SEN Policy

The Children and Learning Committee had discuss the policy.

Resolved:

- That governors agreed to adopt the SEND Policy.

4.9 Item 8.5.1 – Invacuation Policy

The Headteacher reported that the procedures had been updated and drills planned for the summer term.

Resolved:

- That governor approved the Invacuation Policy.

4.10	<p>Item 10.3 – Executive summary The spring term data was not yet available. The Headteacher agreed to circulate the summary for discussion at the next meeting.</p>	Head
4.11	<p>Item 10.5 – School website Rachael Grimes and the School Business Manager were due to meet to discuss the outstanding items.</p>	RG/ DH
5.0	<p>DECLARATION OF INTERESTS There were no new interests declared from governors.</p>	
6.0	<p>GOVERNOR DEVELOPMENT</p>	
6.1	Pupil Premium – Nichola Carroll was due to attend the training.	
6.2	Assessment and Data – Rachael Grimes to go to the training.	
6.3	Health and Safety – Debbie Hillerby to receive the training.	
6.4	General Data Protection Regulations (GDPR) – Debbie Hillerby to attend a briefing to explain the changes.	
7.0	<p>POLICY REVIEW</p>	
7.1	<p>Policy schedule There were no statutory policies to be brought to governors. A policy schedule had been produced. The policies were reviewed internally each year with any changes highlighted then circulated to governors for approval. If there were no changes then the policy would be circulated for reference only. It was suggested that the number of policies could be reduced as many were procedures rather than a policy. A general curriculum policy was proposed rather than separate ones for each area. It was pointed out that only statutory policies were required. The Headteacher offered to go through the policies during the summer with a view to rationalising the number of policies.</p>	Head
7.2	<p>Foundation Stage Admissions Policy The policy circulated was not felt the current version as dry admissions and home visits should not be included. It was noted that dry admissions was encouraged and could not be expected. The admissions policy would be revised and sent out to for approval at the next meeting.</p>	Head
7.3	<p>PSHCE Policy The policy had been circulated which included no changes. In response to a query on a governor being responsible for British Values it was explained that this as part of the remit of the Children and Learning Committee rather than an individual governor.</p>	

Resolved:

- That governors agreed to adopt the PSHCE Policy.

8.0 SCHOOL DEVELOPMENT STRATEGY (SDS) 2017/18

8.1 The Headteacher explained that as part of the mini inspection the SEF section of the SDS had been reviewed and contents validated. The SDS had been rag rated with many items moved to green. A point was raised that there a few abbreviations included in the document.

8.2 It was confirmed that the anti-bullying week had taken place and was referred to now as Diversity week. In response to a question raised it was explained that the governor impact was part of a separate section including the monitoring responsibilities.

Q) Did any further details need to be included on the governing body challenge?

A) It was agreed that all other items had been streamlined including the committees.

8.3 It was suggested that the school expansion needed to be added also finance matters. It was agreed that there were strategic items and would be referred to in the SDS. It was considered that these items would not be raised as part of an Ofsted inspection as a priority.

8.4 Q) How was teaching judged by Ofsted?

A) The provision in place was judged more than actual teaching also the progress made by pupils more important.

8.5 Q) What was the position on the item still rated as red?

A) This was a new item added with changes proposed to attendance and other reward systems being introduced. It was pointed out that parents may also be fined for taking holidays in term time.

Q) What were the views if parents on being fined?

A) There had been no negative comments expressed, and not considered would make a difference to the attendance figures.

9.0 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.

9.1 Pupil numbers

It was explained that the actual numbers for September 2018 were not yet known also a need to review the position before making appointments.

9.2 Staffing structure

Governors were informed that Lianne Jackson had returned to

School from maternity leave and covering 3 days a week. Lianne was acting as SENCo, children looked after, PPG, safeguarding and the PTA.

9.3 Quality of teaching

9.3.1 Governors noted that one teacher was on a support plan with a strategy in place to come off this at Easter.

9.3.2 The new TA structure was considered to be working well with the involvement in pupil progress meetings being beneficial to support pupils in their learning. It was considered that the results of the staff questionnaire will be improved with the CPD being provided to staff this year.

9.3.3 It was noted that two members of support staff were going to undertake teacher training in September 2018. There were also 2 members of support staff had decided, since joining the school to train to be teachers.

Q) Was this a result of the structure in place?

A) There were a combination of reasons and not just the change in structure with the school always being committed to developing the people in place.

Q) What was the plans for replacing those leaving?

A) This was being done as needed and any gaps would be reviewed for September 2018. The budget position would be considered before a decision was taken due to numbers.

9.4 School expansion

Governors thanked Debbie Hillerby for all the work involved in the school expansion including helping to secure the additional fencing and dining hall flooring.

10.0 WEBSITE

This item had been covered elsewhere and would be discussed at the next meeting.

11.0 SAFEGUARDING / CHILD PROTECTION

Governors were asked a number of questions relating to safeguarding in school.

11.1 Q) What was the process should a child make a disclosure?

A) A record of the discussion should be made where possible and details passed onto the designated safeguarding lead. A cause for concern form would be completed as a result.

11.2 Q) What should happen if there was a possible incident of extremism?

A) The first thing would be to dial 101 then find the designated person to make them aware of the potential threat.

11.3 Learning lessons review

Governors were asked to consider any actions needed to meet the recommendations of the review. The following were highlighted.

11.3.1 Key learning point 1

Governors were informed that CPOMS was used to record any significant conversations with pupils which helps to identify trends and concerns to alerts the correct staff. Any significant decisions were confirmed in writing with a standard letter used for exclusions.

11.3.2 Key learning point 2

The strategy for promoting the reporting of concerns of children included the use of Fab Friends, 'Let's Talk' slips also the Tootoot app and emailing system were being considered. The PSHE policy had recently been reviewed and agreed by governors and felt met the needs of children. It was confirmed that the 'My Health, My School' survey had been carried out the last two years and any points raised had been actioned.

11.3.3 Key learning point 3

Governors were informed that the emergency contact list for pupils and staff was update annually. It was noted that the School Business Manager had attended emergency planning training also Crisis and Invacuation Polices were in place. The CP records were transferred as required following the CP policy and had been confirmed the school's practice was correct. There was a pastoral team in school ensuring that pertinent pastoral information is shared correctly and had use of the cluster support team.

11.3 CP Compliance return

The return was currently being completed by the Pastoral leader in school and would be signed by the Chair and submitted by the deadline of 1 June 2018.

11.4 Safeguarding audit

A further audit was to be undertaken later in the year.

12.0 COMMITTEE REPORTS

12.1 Business and Resources

Governors had been circulated with the minutes of the meeting held on 12 March 2018. The following points were raised.

12.1.1 SDS

The involvement in agreeing SDS priorities had been discussed and ensuring the resources were in place. The priorities for next year would be considered by senior leaders in school and resources needed then discussed by governors. The school expansion would form part of next year's SDS.

12.1.2 SFVS

The committee had discussed and agreed the SFVS which had involved Rachael Grimes in the assessment process.

12.1.3 2-year old provision

Governors were informed that the provision was full on a number of sessions with a maximum of 8 children allowed at any one time due to space. It was agreed that it had been worth taking the risk in setting up the provision. The budget setting meeting would debate spending and make adjustments as needed.

12.1.4 Staffing structure

The Headteacher explained the proposal to ensure the capacity of senior leadership. The position would be revised for January 2019 and a decision on a permanent structure. The recommendation was for 3.5 Assistant Headteacher's to be reviewed in the autumn term.

Q) Who would deputise for the Headteacher?

A) This point would be considered when the structure was reviewed. The Headteacher, Chair and Vice-Chair would discuss a permanent model for the leadership structure. The current arrangements were felt to be fair and staff worked well together. In response to a query on the when any temporary arrangements change to permanent, D Hillerby agreed to check the position.

DH

Governors agreed the recommendations of the Business and Resources Committee.

12.1.5 Ofsted

The Headteacher reported that the school was expected to have a one day inspection with three possible outcomes. The one-day mock inspection carried out had judged the school as good.

12.2 Children and Learning

Governors had been circulated with the minutes of the meeting held on 20 February 2018.

12.2.1 The committee had a presentation on Flying Start and agreed a number of policies linked to the provision.

12.2.2 The school kitchen was current closed for refurbishment. There were still hot meals being provided for pupils.

13.0 CHAIR'S BUSINESS

13.1 School Council visit

The Chair reported on his visit to school to meet with the school council. A copy of the visit form was circulated. There had been a number of questions asked with one point raised on issues around lunch times in the playground. The Headteacher explained that there were behaviour issues to improve during

lunchtime and this was included in the SDS. A letter had been sent to parents to outline the arrangement for lunchtime including the presence of SLT, training for staff and resources put in place.

14.0 CLERK'S BUSINESS

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

15.0 ANY OTHER BUSINESS

There was no other business to be discussed.

16.0 DATES AND TIMES OF FUTURE MEETINGS

It was agreed that the next meetings would be held on:
Tuesday 26 June 2018 at 6pm

Business and Resources Committee

Tuesday 22 May 2018 at 8am

Children and Learning Committee

Thursday 7 June 2018 at 4.15pm (changed date). The Clerk agreed to circulate a reminder about the new date.

Clerk
(done 5/4)

The Chair closed the meeting at 8.10pm

Actions arising from the meeting – 27 March 2018

Item no	Subject	Details of action taken	Person responsible	Date action to be completed by	Status
1.2	Parent governor	Headteacher to conduct a parent governor election	Head	Asap	Open
1.3	Co-opted governor	Governor to consider stills needed then make a decision.	FGB	Next meeting	Open
4.5	GB Effectiveness	Head and Chair to discuss this item	Chair/ Head	Next meeting	Open
4.6	Preparing for Ofsted	Governors to have a short sessions at the start of the next meeting.	Chair/ Head	Next meeting	Open
4.7	Induction training	Clerk to provide Harriet Rogers with dates of training.	Clerk	Asap	Open
4.10	Executive summary	Head to circulate a copy of the updated summary for the	Head	Next meeting	Open
4.11	School website	To review any outstanding items needed on the website.	RG/ DH	Next meeting	Open
7.1	Policy Schedule	Head to review the policies with a view to rationalising the number.	Head	Summer term	Open
7.2	FS Admissions Policy	Policy to be revised circulated for approval at next meeting.	Head	Next meeting	Open
12.1.4	Staffing	SBM to check position for temporary arrangements becoming permanent.	DH	Asap	Open