



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held on Monday 6<sup>th</sup> February 2017 in the School at 6.00 p.m.

No	Item	Action
1	<p><b>Present:</b> Faye Bertham (Head), Andy McGovern, Maggie Todd (Chair), Graham Coombes, Elinor Lazenby, Frances Lindsey-Clark, Claire McKinstry, Emily Owen, Andrew Pick, Zara Slaney, Jacqui Taylor, Mandy Tucker</p> <p><b>Guests:</b> Tina Long (Nexus Head Teacher from Bromley Heath Infant School)</p> <p><b>Observer:</b> Dena Shoebridge (newly appointed Clerk to the Governors who was welcomed to the FGB)</p>	
2	<p><b>Apologies were received and accepted from:</b> All members were present.</p>	
3	<p><b>Declarations of Interest:</b> No governor had any pecuniary interests to declare in relation to agenda items.</p>	
4	<p><b>Minutes of the previous meeting (28.11.16):</b> The minutes were confirmed as an accurate record, proposed by CM, seconded by AP, agreed by all present and signed by the Chair.</p>	
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Update on DH secondment</b> FB reminded Governors that MW has been Acting Headteacher at Raysfield Junior School since May 2016. Raysfield has advertised the post of executive head and will appoint to this position in Term 4 week 2, then advertise for a Head of Juniors. The Personnel Committee nominated a group to plan for the contingency of a new deputy head needing to be appointed at Stanbridge (see minutes of Personnel Committee meeting held on 31.1.17). Proposed by CM, seconded by JT, it was agreed by all present that this group will comprise the Personnel Committee plus Maggie Todd (FB, CM, GC, FLC, MT).</li> </ul>	
6	<p><b>Head teacher's report</b> The roll has risen to 418. FB outlined many events which have been taking place at school and in the wider community, term 2 data and consequent actions (see attached report for details). The leadership will look further into outcomes which seemed unusually good or poor. GC confirmed the health and safety information seen during his audit was very pleasing. Governors were referred to the self-evaluation area of the website. Governors briefly saw photographs of</p> <ul style="list-style-type: none"> <li>• An ex-pupil's band playing at the Christmas Fair</li> <li>• A visit by a vet to reception to talk about caring for animals and taking responsibility</li> </ul>	All governors

	<ul style="list-style-type: none"> <li>• A park run with the local fire brigade</li> <li>• John the Caretaker – for going the extra mile</li> <li>• Bristol Jets team in KS2 who played badminton with a star player</li> <li>• The Stanbridge Flyers' initiative to collect scarves to be tied around Bristol lampposts to help the homeless</li> </ul> <p>A Term 2 data report was given to governors to read later; this had been considered in greater depth at Curriculum Committee (see Curriculum Committee minutes from 16.1.17).</p>	All governors
7	<p><b>Committee reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum Committee meeting 16.01.17</b> – no questions raised.</li> <li>• <b>Finance Committee meeting 16.01.17</b> – no questions raised. FB confirmed that the last piece of furniture had arrived safely since the meeting.</li> <li>• <b>Personnel meeting held 31.01.17</b> - minutes will follow shortly.</li> </ul>	DS
8	<p><b>SEN audit report</b></p> <p>This had been circulated for information. It had already been presented at Curriculum Committee where it had been praised for its thoroughness (see Curriculum Committee minutes from 16.1.17).</p>	
9	<p><b>Attendance Targets</b></p> <p>FB outlined briefly some of the measures the school has in place to support attendance such as</p> <ul style="list-style-type: none"> <li>• Monitoring attendance termly</li> <li>• Sending "late" letters</li> <li>• Sending attendance letters and calling in parents when attendance drops below 90%, for support from FB and EWO</li> <li>• Looking at attendance for particular groups</li> </ul> <p>FSM attendance is tracked. There are currently 42 children on FSM but the FSM Ever 6 figure is 71.</p> <p>FB announced her intention to institute a daily attendance board to celebrate 100% attendance by a class. Each class would be given an overall attendance figure.</p> <p>A governor queried a figure which turned out to be a typo. Bronze awards for attendance start at 95% (not 85%).</p> <p>A governor asked about children with significant health needs and was reassured by FB that they would be discounted from figures so as not to disqualify their classes from the 100% club.</p> <p>A governor informed FGB that there is an attendance gap of 5.9% overall between FSM and non-FSM in South Glos. The governor asked whether broken weeks are monitored; FB confirmed that she looks for and follows up noticeable patterns of non-attendance and said she will add data on broken weeks to the next attendance report.</p> <p>ZS had attended training on attendance and stressed the importance of attendance now as children with a poor attendance record at KS1 and 2 tend to deteriorate further at secondary school.</p> <p>A governor wondered whether some children who bring packed lunch might otherwise qualify for FSM and another governor said that £6 a day for three children can eat into family budgets significantly.</p> <p>FB noted that infants receive free school meals, which may be masking further financial need.</p>	<p>All governors</p> <p>FB – Term 5 FGB</p>
10	<p><b>Nexus self-evaluation report - questions</b></p> <p>A governor commented that the recommendations seemed quite light and broad or cautious and asked for clarification of the report's purpose. Tina Long added an external view to FB's comments.</p> <p>Marion Borland (HT of Mangotsfield Primary School, also in Nexus) had</p>	

	<p>accompanied FB, and Tina Long had accompanied AM in observing teaching, scrutinising books and feeding back findings to teachers. Tina said the purpose is to look at progress over time rather than a snapshot of teaching on that day. It is an observation of the current state of play plus some recommendations, to achieve consistency and tweak practice to move it from good to outstanding. The host Nexus headteacher asks the peer headteachers to focus on certain areas of interest. Tina said the team teaching model was very good at monitoring work and giving feedback.</p> <p>FB said that the comment regarding pitch and challenge had already been acted on and the marking policy had been refined in the light of comments. All Nexus schools have looked at Next Steps marking. The Nexus HT visits provide external validation to internal judgments. FB wanted to ensure that team teaching quality is as good as the traditional class teacher model; different models are operating in different groups and there have been lots of tweaks from September to November to ensure smooth running.</p> <p>Governors who had seen team teaching in action in the morning said they had been impressed as the changeover was seamless.</p>	
11	<p><b>SDP/RAP</b> Term 1, 2 and 3 RAPs are now available and Link Governors were asked to refer any questions arising to their subject team leaders. The RAPS are keeping up well with SDP aspirations.</p>	All link governors
12	<p><b>Policy Reviews:</b></p> <p><b>Behaviour Management Strategy</b> – FB explained the addition in red about physical contact and restraint being permitted by staff who are team teach trained. She explained the protocol further; where they are likely to be necessary, personalised plans are agreed with parents and any event in which physical contact is needed is recorded. FB said she would add a note in the policy to refer readers to the physical contact policy. She explained that the school seeks to understand children’s (mis)behaviour through ABC – Antecedent, Behaviour, Consequence. EL reminded Governors that the school is now using the THRIVE system to help children and that Emily Miller (SENCO) is doing more assessments. This policy was ratified subject to the note being added.</p> <p><b>Concerns and Complaints</b> – this policy was ratified and signed.</p> <p><b>Governor allowances</b> – this policy was ratified and signed.</p> <p><b>Governor visits</b> – this policy was ratified and signed.</p> <p><b>Pupil Premium</b> – this policy was ratified and signed.</p> <p><b>Allegations of Abuse against Staff</b> – the policy reviewer was concerned that this policy looked more like guidance than a policy that would be easy to follow so FB will follow up with S Glos to check that we have a workable policy. She will re-present the policy at a future meeting.</p>	<p>FB</p> <p>FB</p> <p>DS – Term 5 agenda</p>
13	<p><b>Governor Training and Visits</b></p> <ul style="list-style-type: none"> <li>The Role of the Link Governor</li> </ul> <p>AP and FLC had attended two evenings on The Role of the Link</p>	

	<p>Governor. Feedback had been given during the governor development day earlier. DS will ensure the training record is up to date.</p> <ul style="list-style-type: none"> <li>• Governor Development Day</li> </ul> <p>This had been held earlier in the day with a busy timetable of: training feedback (as above); a learning walk and sharing of findings; feedback from AP on questionnaires run for children, staff, parents and governors; safeguarding reminders and discussion; filming of governors being interviewed by children about their role; lunch with children and staff; pupil conferencing and discussion of findings. MT will write up notes but highlights mentioned at this meeting were</p> <ul style="list-style-type: none"> <li>• The lunch hall seems calmer</li> <li>• The wide range of writing genres seen in Year 3 was impressive (a previous area of focus bearing fruit)</li> <li>• Children writing quite readily at length</li> <li>• Children of all years able to explain and give examples of the growth mindset and “the power of YET”</li> <li>• Good manners (FB commented this has been an area of focus for several years)</li> <li>• Self-directed seeking out of challenges/work</li> <li>• The obvious pride children take in their work</li> </ul> <p>FB said the school has been working on removing ceilings to learning, encouraging children to reach higher rather than staying in their comfort zone.</p> <p>Governors thanked FB and MT for organising such a stimulating day. Thanks should go to the children too.</p> <ul style="list-style-type: none"> <li>• Local Authority briefing</li> </ul> <p>MT had been invited to a long and full briefing from the LA, which had given much information about S Glos scores on progress and attainment. Attendance and broken weeks figures had been given for each school. FB explained some context for S Glos education - it is one of the lower performing authorities in the UK and behind much of the south-west with figures for KS2 disadvantaged children and KS3 and 4 particularly disappointing. 94% of South Glos primary schools are rated good or better but the picture worsens at later key stages. MT stressed how broken weeks affect attainment and progress so ZS will look deeper into our attendance figures on her next safeguarding visit.</p> <p>FB said Bristol receives about £3,400 per pupil against S Glos’s £2,200. Two-thirds of S Glos children in need live outside priority areas. The threshold for referral to CAMHS is very high and the scarcity of help for child and parental mental health is a big barrier to learning.</p>	<p>DS</p> <p>MT</p> <p>ZS</p>
	<p><b>Correspondence</b> None</p>	
	<p><b>AOB</b> MT reminded FGB that there are two governor vacancies and encouraged governors to discuss the matter informally with potential recruits.</p>	<p>All governors</p>
	<p><b>Reflection</b> The GB felt that they had remained strategic during the meeting. The meeting was shorter than usual, perhaps because much had been done earlier in the day.</p>	
	<p><b>Date of next meeting:</b> <b>Monday 22nd May 2017– 6 p.m.</b> <b>Meeting ended at 7.25 p.m.</b></p>	

