



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Board held  
On Monday 4<sup>th</sup> July 2016 in the School at 6.00 pm

No	Item	Action
	<p><b>Present:</b> Maggie Todd – Chair of Governors (MT) Frances Lindsey-Clark – Vice-Chair (FLC) Faye Bertham (FB) Andrew Pick (AP) Claire Mckinstry (CM) Adam Boyes (AB)</p> <p>Elinor Lazenby (EL) Jacqueline Taylor (JT) Zara Slaney (ZS) Amanda Tucker (AT) Emily Owen (EO) Anna Rose (Temporary Clerk)</p>	
1	<p><b>Apologies were received and accepted from:</b> Andy McGovern (AM) Graham Coombes (GC) Sarah Fletcher (Regular Clerk) (SF)</p>	
	<p><b>Welcome:</b> (MT) welcomed everyone to the meeting. (FB) played a film that was created by the school's digital leaders (who are year 5 and 6 pupils). Andy McGovern, James Baker and the Digital Leaders recently attended the UWE ICT conference, and had been invited to have a stand in recognition of their use of green screen technology. (FB) stressed that although the children had help during the filming aspect of making their film, they had completed all the editing themselves. The film has received brilliant feedback and the school is being recognised as innovative across the authority.</p>	
2	<p><b>Co-opted member</b> Andy McGovern was proposed as a Co-opted Governor by (FLC). This was seconded by (MT) and agreed by all.</p>	(SF)
3	<p><b>Declarations of Interest:</b> No governor declared any pecuniary interests in relation to the meeting's agenda items.</p>	
4	<p><b>Minutes from last FGB meeting held 23-05-16</b> The minutes were agreed and signed as an accurate record.</p>	
5	<p><b>Matters Arising (not otherwise on the agenda)</b> There were no additional matters arising.</p>	
6	<p><b>Headteacher's report – circulated prior to meeting</b> (FB) highlighted the Term 6 Attainment Data, in particular Term 6 EYFS, YR1 Phonics and KS2 and advised that whilst attainment is at the expected standard against teacher assessment, there will be no definite attainment level data until the YR6 results are released. (FB) also clarified that in the old system, attainment was a 'best fit' but, in the new system it is an 'exact fit'. Therefore, data must be treated with some caution but that the figures are still very pleasing.</p>	

	<p><b>Q: What date do the progress figures start from?</b>  (FB) – The data is from June 2015 to June 2016, the baseline is variable due to change to the new system.  (FB) to provide complete whole year data in Term 1.</p> <p><b>A governor noted that the current data shows that Year 5 Maths Pupil Premium attainment exceeded that of non-Pupil Premium pupils.</b>  (MT) noted that the governing board should review their attendance policy following the recent court case which ruled that a father did not have to pay a penalty for taking his child on holiday during term time because his child's attendance was 'regular'.  (FB) is seeking clarification following an email from Susannah Hill (Head of Education, Learning and Skills at South Gloucestershire Council).</p> <p><b>A governor emphasised that even if pupils have high attendance of 95 – 97%, if they are taken out of school during term time the school's overall attendance figures will decline.</b>  (FB) clarified that she has been advised by the LA that if a pupil's attendance is high / 'regular', not to issue penalty notices to parents (even if the absence is unauthorised). (FB) has been following advice but feels uncomfortable as it is not in keeping with the School's Attendance Policy.</p> <p><b>Q: The purpose of mixing Year 3 and Year 4 classes next year?</b>  (FB) clarified that there were several considerations which were taken into account when making this decision, including the number of joiners, the boy to girl ratio and friendships. One pupil has an EHCP and another pupil is in the process of applying for an EHCP. Classes are not mixed every year and the overall decision is based on pupil need.</p> <p>(FB) also added that the PTA's summer fair was a huge success and raised £2,500 for the school.</p>	(FB)
7	<p><b>3 page SEF – circulated prior to meeting.</b>  (MT) The school's SEF has been condensed considerably from 20 – 25 to 3 pages.  (FB) Ofsted are required to give ½ a day notice for an inspection, and the SEF does not need to overwhelm the inspectors with information.  (FB) took this opportunity to remind governors of the Ofsted secure access page. The SEF includes the weaknesses which were identified during the last Ofsted inspection and the specific actions which have been taken to address those weaknesses and inform progress.  The school's SIA advised (FB) not to rate the progress made too low on the SEF. The current Ofsted Inspection Framework means that the school would be subject to a 1 day inspection but (FB) would request a 2 day inspection in respect of the school's aim to be recognised as outstanding (however governors recognised that 'Outstanding' may not be a score given in future).  The school's English and Maths data breakdown has been simplified and EYFS has been rated as 'Outstanding'.  Stakeholder feedback will also increase accordingly following the QDP questionnaires being distributed.</p>	

	<p><b>Q: Is the school expecting an Inspection before summer?</b> (FB) – The school’s last inspection was 4 years ago and so we are due another. Although we do not expect this to be before the summer we are prepared.</p> <p><b>Q: A governor enquired about the difference between ‘DSEN’ and ‘SEND’.</b> (FB) clarified that they are slightly different acronyms which have the same meaning.</p>	
8	<p><b>Committee reports - circulated prior to meeting</b> (MT) reiterated the dates of the committee meetings and invited comments. No comments were made.</p>	
9	<p><b>Safeguarding report - circulated prior to meeting</b> (ZS) is a 360 degree e-safety link governor and Graham Coombes will also be joining her as a current health and safety governor. <b>Governors noted that the safeguarding report was very comprehensive.</b></p>	
10	<p><b>Pupil Premium report - circulated prior to meeting</b> (ZS) As this is the first year the governing board has had a Pupil Premium link governor it has been a journey. Due to the move from the old system to the new system it is not easy to look at ‘closing the gap’ data.</p> <p><b>Q: How was the data in the report collected?</b> (ZS) met with (FB) and analysed the data collected on Classroom Monitor. (FB) demonstrated Classroom Monitor to governors. This allows the breakdown of data across the school, including those in receipt of free school meals. All pupils across the school have made expected or better progress. (ZS) noted that Year 2 Pupil Premium pupils have made better attainment than expected and have exceeded their peers. (FB) explained that the school looks at individual pupil progress.</p> <p><b>Q: Is it recognised that different strategies work for each pupil?</b> (FB) Agreed that it is.</p> <p>(MT) thanked (ZS) for making the report clear and easy to understand.</p>	
11	<p><b>Governor Business</b></p> <ul style="list-style-type: none"> <li><b>Governor Action Plan - circulated prior to meeting</b></li> </ul> <p>(MT) this document was created in September and has been updated throughout the year. (MT) invited governors to submit additional suggestions for the 2016 – 17 Governor Action Plan. (MT) Chair’s 360 review has been distributed to gather feedback on the Chair of Governors. If this is successful, it will also be used to gather feedback on Committee Chairs in the next academic year.</p> <p><b>A governor noted that scores on the Chair’s 360 review are not as useful as comments.</b> (FB) suggested using a scale such as ‘Always, Sometimes or Never’ to aim towards a solution focused approach.</p> <ul style="list-style-type: none"> <li><b>Annual Governance Statement - circulated prior to meeting</b></li> </ul> <p>(MT) has drafted an Annual Governance Statement and would welcome any comments.</p>	<p>All governors.</p> <p>(MT)</p>

	<p><b>Q: A governor asked whether the work of the school staff had been recognised?</b> It was agreed (MT) would add.</p> <ul style="list-style-type: none"> <li>• <b>Reconstitution</b></li> </ul> <p>(MT) The governing board previously reconstituted from 20 governors to 15. There are current vacancies but following discussion the governing board felt that they are covering all of their work appropriately. The governing board hold a good cross section of skills and the board's work is efficient and effective. (MT) suggested that the governing board should look to re-distribute tasks in the new academic year as some governors hold more responsibilities than others. <b>A governor highlighted the benefits the role of a governor brings to non-teaching members.</b> Following discussion, governors agreed to re-visit and decide future actions in September.</p> <ul style="list-style-type: none"> <li>• <b>DBS Checks</b></li> </ul> <p>(MT) requested that all governors complete the DBS paperwork which had been previously distributed and return it to Priscilla Venables (at the school office) who will need to check governor's identification documents. Please could this be completed by the end of term as all governors appointed before the 1<sup>st</sup> April 2016 must have applied for a certificate by the 1<sup>st</sup> September 2016.</p> <ul style="list-style-type: none"> <li>• <b>QDP questionnaires</b></li> </ul> <p>(FB) is chasing the last few staff for their completed QDP questionnaires. Questionnaires have also been sent out to parents this week. Once the analysis has been completed at the end of term it will be included in the SEF.</p> <ul style="list-style-type: none"> <li>• <b>360 feedback on Chair</b></li> </ul> <p>Already discussed above under the Governor Action Plan.</p>	<p>(MT)</p> <p>Next FGB meeting, 26/09/2016</p> <p>All governors.</p> <p>(FB)</p>
12	<p><b>Nexus Partnership - minutes circulated prior to meeting.</b> <b>Q: A governor questioned the Maths assessment score of 0.4.</b> (FB) explained that the scores are all based on criteria and the score is due to the digital weighting and logical mismatch on the system and clarified that all pupils are developing.</p> <p>(FB) The assessment criteria has been edited to match the national curriculum.</p> <p>(FB) Regarding the academisation of Kings Forest, the Academy Working Group will be meeting again in either Term 1 or 2. The group feel that the Nexus partnership is centralised around working together, forming protection and that now is not the right time to academise.</p> <p><b>Q: Have other schools approached Nexus and requested to join the partnership?</b> (FB) Other schools have requested to join the Nexus partnership. Although Nexus has maintained the core 7 schools to ensure effectiveness, the partnership has supported 25 schools.</p>	

13	<p><b>Policy Reviews – Policies circulated prior to meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Pay</b></li> </ul> <p>(MT) the policy recognises (FB)'s work as an Ofsted inspector and has been sanctioned by the LA.</p> <p><b>Q: A governor asked for clarification of the difference between 'upper pay scale' and 'upper pay range'.</b></p> <p>(FB) explained and clarified the difference.</p> <p>Policy agreed and signed subject to the amendment of 4 typos.</p> <ul style="list-style-type: none"> <li>• <b>Sex and Relationship Education (SRE)</b></li> </ul> <p>The curriculum has not changed and this policy was discussed and ratified last year. No changes have been made to the policy.</p> <p><b>Q: Have there been any fundamental changes to the teaching of SRE?</b></p> <p>(FB) advised that there has not and commented that KS1 and KS2 parent workshops were well attended.</p> <p><b>Governors noted that a leaflet was also distributed to parents.</b></p> <p>Policy agreed and signed</p> <ul style="list-style-type: none"> <li>• <b>Whistleblowing</b></li> </ul> <p>Standard LA model policy.</p> <p>Policy agreed and signed.</p>	(MT)
14	<p><b>Governor Training and Visits</b></p> <p>(MT) asked if any governor had attended any recent training. None had, although it was noted that there are very few training courses during Term 6.</p> <p>(GC) partook in a Health and Safety visit to the school on the morning of the 4<sup>th</sup> July 2016.</p> <p>(FB) advised that the 1<sup>st</sup> and 2<sup>nd</sup> September have been scheduled as inset days and that quorum foundation team action plan meetings will be taking place. These meetings are open to all governors and will include discussion of the SDP.</p> <p>(MT) commented that (AP) has created a matrix which will be useful for the above.</p> <p>(FB) will ensure that governors are included in the monitoring activities to avoid duplication and ensure meaningfulness on both sides (governors and staff).</p> <p>(FB) will circulate the matrix to teachers for planning purposes.</p> <p>(FLC) raised that the Data link governors have not completed all of their visits. Following discussion it was agreed that these visits would take place in Term 1, when (FB) will work with the Data Governors to interpret and understand the new RAISE Online data.</p>	(FB)
15	<p><b>Correspondence</b></p> <p>(MT) read from the school's SIA report and governors agreed it was very positive.</p> <p>(MT) has been sent brief details regarding a parent who has written a letter objecting to the school's admission arrangements. The parent's eldest child is already a pupil at the school but the family have recently moved home and are no longer in the Area of Prime Responsibility. The parent is concerned that their younger child will not be admitted to the school.</p> <p>(MT) clarified that the objection letter has been forwarded to an adjudicator and that LA processes will be followed.</p>	

	<p>(FB) has spoken to the LA as to whether she should comment, and is following advice.</p> <p>(FB) clarified that inductions for those pupils starting at the school in September are in progress, with events taking place over the next few weeks.</p>	
<b>16</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Succession Planning</b></li> </ul> <p>(MT) will stand for Chair again in September but not the following year. Advised governors to consider standing for Vice-Chair with a view to becoming the Chair in the future.</p> <ul style="list-style-type: none"> <li>• <b>Tynings School – not on agenda</b></li> </ul> <p>(MT) Ensured that all governors were aware of the current situation at Tynings Primary School. Clarified that (MT) and (FB) have no additional knowledge other than what is already in the public domain. The situation has had an impact on the whole school community, many have been colleagues with the Tynings Headteacher for a number of years.</p> <p>(FB) It is a very sensitive issue among the parent body and many are overwhelmed. The school has used the situation to reflect and ensure that their own processes are robust (e.g. updating the Whistleblowing policy which is available on the staff noticeboard; the openness of the school environment; safer recruitment; recent Nexus safeguarding audit; and visual awareness).</p> <p>(MT) circulated a card for all governors to sign, to be given to the staff along with a small gift, thanking them for their work over the past year.</p> <p>(AP) thanked (MT) and (SF) on behalf of all the governors for their support over the past year.</p>	
<b>17</b>	<p><b>Date of next meeting</b></p> <p>The next meeting will be held on Monday 26<sup>th</sup> September 2016 at 6pm.</p>	
	<p><b>Meeting ended at 7.50pm</b></p>	