



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
on Monday 10th July 2017 in the School at 6 p.m.

No	Item	Action
1.	<p>Present: Faye Bertham (HT), Maggie Todd (Chair), Andy McGovern (DH), Graham Coombes (Vice Chair), Elinor Lazenby, Frances Lindsey-Clark, Claire McKinstry, Emily Owen, Andrew Pick, Zara Slaney, Jacqui Taylor, Mandy Tucker.</p> <p>In attendance: Dena Shoebridge (clerk)</p>	
2.	<p>Apologies were received and accepted from: None.</p>	
3.	<p>Declarations of Interest: None.</p>	
4.	<p>Minutes of the last meeting held 22-05-17: The minutes were confirmed as an accurate record and signed by the Chair.</p>	
5.	<p>Matters arising: The Chair, who is leaving the governing body after X years' dedicated service, said a fond farewell and wished the school all the best for the future.</p>	
6.	<p>Head Teacher's Report – verbal, including PP review:</p> <ul style="list-style-type: none"> ◆ SATS <p>HT will set up a meeting in Term 1 2017-18 with data governors to discuss end of year outcomes in greater depth, but gave a brief overview:</p> <ul style="list-style-type: none"> ● EYFS 83% GLD. ● Year 1 phonics pass percentage lower than 2016 but the lower achievers gained higher scores than previously i.e. floor has risen. ● KS1 outcomes above national. ● KS2 better than last year; 2017 RWM at 53%, which was the national average in 2016. ● Progress scores greatly improved – maths is now -0.1 (for clarity, that is a minus sign). <ul style="list-style-type: none"> ◆ Attendance and behaviour ● FSM and ever 6 = 94.5%. ● Whole school = 95.6%. <p>HT to look at 3-year trend as requested by pupil premium reviewer on her recent visit. There has been a drop in Stage 1, Stage 2 and Stage 3 behaviour sanctions.</p>	<p>FB</p> <p>FB</p>

	<p>◆ Pupil Premium review</p> <p>Louisa Wilson, an external adviser, had visited on 23rd June and her full report had already been shared. In response to a governor question, HT said that EEF stood for Educational Endowment Fund, a body that carries out educational research.</p> <p>◆ SDP objectives</p> <p>Middle and senior leaders had been planning the SDP and all targets will be data-driven. There will therefore be a focus on low attaining and pupil premium children in KS1 and middle attaining and pupil premium children in KS2 in 2017-18, but all children will be expected to meet their targets.</p> <p>SLT will audit clubs and also check which children turn up to school without book bags or costumes i.e. there will be close targeting of the most vulnerable.</p> <p>SLT want to increase RWM combined figure and will look across Years 5 and 6 for how to achieve this. There will be a constant two-week cycle of identifying the problem → support → feedback.</p> <p>Staff well being will also be a SDP target. HT said she would give more detail at Personnel Committee the following day about establishing coaching to aid staff with stress management.</p> <p>HT gave a quick photo review of the year, covering some highlights and activities. Matt Jeanes, artist, had created 6 characters to illustrate fixed and growth mindsets, and these will feed further into pedagogy in 2017-18.</p> <p>The hall has been redecorated with new pictures of the authors who represent the houses; there will be a revamp of the house points system.</p> <p>Other highlights included:</p> <ul style="list-style-type: none"> ● Staff singing at summer fair ● Yr 5 Saxon camp ● Yr 4 camping on the field ● Easter bonnet competition ● Author visit ● Pancake flipping (more on Facebook) <p>HT reported that the Teddy Bears’ picnic was full on Friday and that reception is full for September.</p> <p>The Chair thanked and congratulated staff on their efforts.</p> <p>Re SATS results, HT said that 3 reading and 2 maths results were near misses and that one of each will be submitted for remarking (for which the school will pay). One child achieved full marks in maths.</p> <p>A governor asked for more detail on the marks contributing to current in-school achievement levels and was told that secure is 70% and secure plus 85% or above. HT thought the current system of emerging, emerging plus etc. – with six levels in all – might be unwieldy, compared with working towards/met/greater depth. It seems easier to HT to move to a system where children “can either do it or they can’t” and teachers would tap the hexagon when the children can do it. There will be a trial of this latter system in 17-18 for possible implementation in 18-19. (The Classroom Monitor contract ends at the end of 17-18.)</p>	
7.	<p>Agree proposed staffing structure for next school year:</p> <p>HT reported that classes would move on Friday 14th July. Each year group to have at least one teacher with recent experience at that level. EL will move to Yr 5 to get children ready for Yr 6 demands.</p> <p>Current Yrs 1 and 2 will mix into Yrs 2 and 3. A governor asked what influences decisions regarding subject teams and year teachers and the HT explained she looks at strengths and weaknesses. She also seeks teachers’ first, second and third preferences and tries to accommodate them. She keeps one experienced</p>	

	<p>person in each year. Team leaders tend to want to keep the status quo in their teams, for continuity. Miss Pemberton will be the new CD leader. Funding didn't allow for keeping all the team teachers, which would have been ideal, but Miss Pemberton will remain and target her work on Year 6. Two others have gone on to class teacher jobs elsewhere which was gratifying. The staffing structure was agreed by all.</p>	
8.	<p>Review SDP and RAPS: Draft impact reviews had been shared. The Chair of Curriculum Committee thanked the link governors for their work and encouraged them to keep the reports coming; the link governor handbook would be updated over the summer. Some governors had had problems opening email attachments (coming though as winmail) and another governor had found a free app for opening them – TNEF's Enough. (Update – this is for Apple devices, but there is probably something similar for other systems.) A governor asked whether the new SDP was in the pipeline and HT reported that SLT and middle leaders had begun drafting work earlier that day; the six objectives outlined will form part of every action plan.</p>	
9.	<p>Review FGB performance and procedures:</p> <ul style="list-style-type: none"> ◆ Governor Action Plan The Chair reviewed the GAP and reported that some actions had been achieved. <ul style="list-style-type: none"> • The VC had not yet had a chance to chair a meeting of FGB but had taken on some responsibilities. • A video of governors had been made and raised their profile. • Evaluation exercise replies to be shared later with Chairs of Committees for them to formulate their own personal development plans. • The buddy pack: on reflection, governors thought that meeting their staff team counterpart was more useful than meeting up with other link governors. The in-house governor development day had included feedback from link governor training (and this will also feed into the handbook). • A reminder to keep strategic. Chair will annotate the governor action plan with a review. ◆ Chair of Governor duties to hand over <ul style="list-style-type: none"> • CM will liaise with HT over the "Grab Pack" for Ofsted. HT reminded governors of where to find this information on the Ofsted secure part of the school website. • MT and GC to collaborate on Chair's annual report on governance, to include figures on governor attendance at meetings. 	<p>MT</p> <p>MT</p> <p>CM/FB</p> <p>MT/GC</p>
10.	<p>Meeting dates for the year: FGB to remain on Mondays. Curriculum and Finance meetings to remain on Monday evenings, but alternate their order to ease the load on staff, who have to stay late. Personnel to remain on Tuesday afternoons. Governors to inform HT of dates they know they can't make.</p>	<p>ALL</p>

11.	<p>Committee Minutes:</p> <ul style="list-style-type: none"> ◆ Curriculum – 19.06.17 <ul style="list-style-type: none"> • HT reported the ICT policy had been tweaked by JB in the light of curriculum committee comments. Agreed. ◆ Finance – 19.06.17 <ul style="list-style-type: none"> • HT explained the difficulties encountered with Integra over the end date of their catering contract and the solution that had been found with Dolce who are taking over the contract. • A governor asked whether the benchmarking exercise mentioned had thrown up any anomalies and the clerk agreed to add more detail to the minutes from her notes. 	<p>FLC to sign policy</p> <p>DS</p>
12.	<p>Policy Reviews:</p> <ul style="list-style-type: none"> ◆ Pay Policy Pay policy will be moved in the agenda planner. A pay sub-committee of DH, GC and EO will work on alterations to the policy in Term 1 and report back to FGB in Term 2. ◆ SRE Agreed. A governor remarked that new government guidelines had been announced in March 2017 for September 2019 but they seemed to tally with our current policy. This will need to be verified in good time. ◆ Whistleblowing Agreed and signed. ◆ Staff Discipline, Conduct and Grievance <ul style="list-style-type: none"> • Grievance policy had been separated from Staff Discipline Policy in the policy calendar. A S. Glos model grievance policy was agreed. • September 2016 brought a new code of conduct for staff which was reviewed and agreed at Personnel Committee. A notable change was useful guidance on gifts to staff. 	<p>DH, GC, EO</p> <p>FB</p>
13.	<p>Governor Training and Visits:</p> <p>There had been no training recently, as is the usual rhythm of the year. ZS had attended Teddy Bears’ Picnic and Yr 1 assembly, CM had attended Yr 3 assembly. Governors were invited to a Yr 6 performance next week: GC to attend. Other governors to inform school if they wish to attend. Governors were reminded about the governor visits book held in reception.</p>	<p>GC</p> <p>ALL</p>
14.	<p>Correspondence:</p> <p>Chair had received two emails from the Clerk to the Governors of Iron Acton School, seeking collaboration. As the email was a general one to all S. Glos schools and Iron Acton is quite far away, it was agreed no reply was necessary. The Nexus Chairs of Governors network had wanted to arrange a meeting for Chairs in June or July but, as no follow-up had been received, the Chair assumed this had been postponed to 2017-18.</p> <p>The organisation of our governor development day will need to be taken over. The Chair had received an apprenticeship levy pack from the government and will pass it to the school. School has appointed TA apprentices, liaising with their College and with arrangements made via HR services.</p>	<p>New chair to organise</p>
15.	<p>AOB:</p> <p>The second half of the roof (from hall to infants) will be updated and replaced over the summer holidays.</p>	<p>ALL</p>

	<p>Chair nominations will be sought over the summer holidays, with expressions of interest to be sent to the HT.</p> <p>Once MT leaves, there will be 3 co-opted governor vacancies. The constitution is to be reconsidered in T1. A governor suggested that Nexus governors might like to swap schools after serving, say, two terms of office at one school, so that expertise is not lost but governing bodies do not become stale. Governors discussed the need to keep a balanced ratio of governor types (staff, parent, co-opted).</p> <p>PV is leaving after 18 years as she is moving away to follow her husband's new job. Debbie Beazer, experienced SBM at Blackhorse, has collaborated with HT on formulating interview tasks; interviews for the School Business Manager role will be conducted on 18th July by HT, DH, FLC and Debbie Beazer.</p> <p>JT said that governors from Blackhorse Primary wanted to see how Stanbridge governors run meetings; a clash of meetings had prevented them attending this time but they may come along in the future.</p>	
<p>16.</p>	<p>Reflection:</p> <p>It was noted she had come to the end of an era after having two children go through the school, chairing the GB and serving on the committee of the OOSC; Maggie was thanked once again for her services to the school and encouraged to return to governorship somewhere in the future –after a suitable rest! Governors wished to thank all staff for their hard work this year.</p>	
<p>17.</p>	<p>Dates of next meetings:</p> <p>Next FGB meeting Monday 18th September at 6 p.m.</p> <p>Next Curriculum and Finance Committees - Monday 9th October. Please check running orders carefully next year.</p> <p>Next Personnel Committee - tbc</p>	