



### Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held  
On Monday 22<sup>nd</sup> May 2017 in the School at 6pm

No	Item	Action
1	<p><b>Present:</b> Faye Bertham (Head), Maggie Todd (Chair), Graham Coombes (Vice Chair), Emily Owen, Andy McGovern, Mandy Tucker, Andrew Pick, Claire McKinstry, Zara Slaney, Elinor Lazenby</p> <p><b>In attendance:</b> Dena Shoebridge (clerk)</p>	
2	<p><b>Apologies were received and accepted from:</b> Jacqueline Taylor and Frances Lindsey-Clark</p>	
3	<p><b>Declarations of Interest:</b> None</p>	
4	<p><b>Minutes of the last meeting held 06-02-17:</b> The minutes were confirmed as an accurate record and signed by the Chair.</p>	
5	<p><b>Matters arising</b> HT - had emailed Team Leaders to remind them to contact the Link Governors for their subjects before the end of the year Chair – The learning walk carried out during the Governor Development Day had been written up and circulated. The pupil conferencing report from the Governor Development Day would be circulated once all governors had sent the Chair their notes from the pupil conferencing.</p>	AP; ZS
6	<p><b>Head Teacher's Report.</b></p> <p>HT – noted that Stanbridge are due an OFSTED inspection (the last inspection took place in Nov 2012). The report had been updated with the Term 5 attainment and progress data for all years. Teachers have worked hard to address slower progress in Year 1 and Year 5. EYFS moderation will take place on 9 June.</p> <p>Q – Has there been any appeals for places? HT – No. There were 6 appeals last year. This year, 3 sets of parents had been shown around again as Stanbridge was their second choice. They went away reassured. All spaces have been taken and a list of activities for the new reception children had been put together which included Story time with the teachers, settling in activities and a Teddy Bear's picnic.</p> <p>Q- Do you want a Governor to come to the induction meeting for new reception children and parents on 6 June? HT – Yes please. The PTA and the Out of School Club manager are also coming along.</p>	

	<p>Q – Any problems with splitting siblings? HT – No. There are not so many siblings this year.</p>	
<b>7</b>	<p><b>Attendance Report</b></p> <p>In response to a question raised at the previous FGB regarding Broken Weeks, the HT had circulated a detailed attendance report showing the overall attendance picture including an analysis of broken weeks.</p> <p>HT – Unauthorised absences have decreased over the last 3 years, but authorised absences have increased over that time. One example was afternoon counselling sessions for certain pupils, which although they are authorised, they still bring the overall attendance figures down. Attendance overall for this year is 95.8%</p> <p>Q – When is a fixed penalty notice issued?</p> <p>HT – A fixed penalty notice is issued to any family where a pupil is off for more than 5 days at a time.</p>	FB
<b>8</b>	<p><b>Pupil Premium Link Governor Report</b></p> <p>Q – Has the Pupil Premium (PP) strategy, whereby the school introduced team teaching, had an impact yet? HT – We don't have the full evidence yet, but the data so far links with the PP strategy and shows it is having an impact. A full report on impact will be issued to governors after the SATs results are published. There will be an external review of PP strategy and impact, carried out by a national leader of education, on 23 June.</p> <p>Q- Are we overspending on PP Pupils – Could the money be spent across all pupils? HT – The Government is very stern over where the money gets spent. It can only be spent on PP pupils. Next year our PP funding will be reduced by £30k, which will affect what we can do.</p>	
<b>9</b>	<p><b>Single Central report and Safeguarding report</b></p> <p>HT – As stated in these reports, it looks like only 2 Governors have completed Prevent Training and informed the school. It also looks like 4 out of 12 Governors do not have a current DBS check (although it is believed that all of the governors have applied for a DBS).</p> <p>The HT took an action to ask Priscilla in the Admin office which governors still need to bring in their DBS certificates for her to note and add to the Single Central Record. Priscilla will also be asked for a list of those governors who have not provided her with a copy of their Prevent Training Certificate.</p> <p>The Chair noted that she had completed the Safer Recruitment Training with the LA (at least one person must have undergone the training to sit on an interview panel at the school), but that another one or two governors should do this training next year since the Chair would be leaving.</p>	<p>FB</p> <p>All governors</p>

	<p>Governors who were interested in taking part in interview panels were asked to submit their interest in completing the Safer Recruitment training to the Clerk, so that they could be booked on the course when it was advertised by the LA. The Chair agreed to look at the training record to see which governors had completed the Safer Recruitment Training.</p>	MT
10	<p><b>SEF Update</b></p> <p>HT – We are constantly updating SEF and it is something OFSTED will definitely ask for. We have changed some judgements to be realistic, but have kept EYFS as outstanding, as EYFS and Key stage 1 is really strong.</p> <p>Q- When will the the OFSTED inspection happen? HT – We don't know. We have been expecting them since November 2016 (the four year mark).</p> <p>Q – Why would OFSTED only come for a 1 day inspection? HT – A 1 day inspection is the norm for a school considered 'good'. They will only stay and do a second day if by lunchtime they can't find enough evidence for a 'good' judgement.</p> <p>Q- Can OFSTED come back for a second day to give an 'outstanding' judgement? HT- Yes, the second day can also mean that you get an 'outstanding' judgement.</p>	
11	<p><b>Committee Minutes.</b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum</b> – No questions were raised.</li> <li>• <b>Finance – Approve Budget</b></li> </ul> <p>HT – We have had to tighten our belts and do more rework with the budget as it looked like there could be a deficit, but it has been reworked and revised and was accepted by the Finance Committee. The Budget was approved - proposed by the Chair and seconded by another Governor.</p> <ul style="list-style-type: none"> <li>• <b>Personnel</b> – No questions were raised.</li> </ul>	
12	<p><b>Policy Reviews</b></p> <p><b>Freedom of information</b> – All agreed to adopt. <b>Monitoring and Evaluation</b> – Had some minor changes. All agreed to adopt. <b>School Fund Constitution</b> – All agreed to adopt. <b>Single Equalities</b> – All agreed to adopt. <b>Special Educational Needs</b> – All agreed to adopt. <b>Statement of Internal Control</b> – All agreed to adopt. <b>Terms of Reference for Financial Responsibility</b> – All agreed to adopt. <b>Staff Discipline Policy</b> – All agreed to adopt. <b>Grievance Procedure</b> – All agreed to adopt.</p>	
13	<p><b>Governor Training and Visits</b></p> <p>No training had taken place, but the governors had held their annual Development Day on 6 February 2017.</p>	

14	<p><b>Correspondence</b></p> <p><b>SIA visit</b></p> <p>Chair – The School Improvement Advisor had visited the school, but the report does not give any more detail that what is contained in the Term 4 and 5 data reports from the HT.</p> <p><b>Fairer Funding campaign</b></p> <p>Chair – We have been notified that there is a Fairer Funding for schools campaign in South Gloucestershire, with the campaign calling on parents to lobby their MPs to ask for an increase in funding for South Glos (one of the lowest funded Local Authorities in the country).</p> <p>HT – Some parents have contacted me asking what the school’s position is on the Fairer Funding campaign, and the school has to remain neutral so it cannot be seen to be either supporting or not supporting this campaign.</p> <p>Q – Should we contact parents with the facts about the Fairer Funding campaign in a letter from the Governing Body, as some other local schools have done?</p> <p>Governor – It seems an overtly political issue to raise with the parents. If the parents are concerned about this, they will raise it anyway with local candidates since an election is coming up.</p> <p>Governors agreed to wait until after the General Election on 8 June to see what was happening with regard to schools funding as part of the government’s policy, before putting out a letter to parents.</p>	
15	<p><b>AOB</b></p> <p>Q - Some photos of the Governors on the board as you enter the school are out of date/missing. Can these be updated?</p> <p>HT – Yes. Please send any photos you want on the board to Priscilla in the school office.</p>	
16	<p><b>Dates of next meetings</b></p> <p>Next FGB meeting Monday 10<sup>th</sup> July.</p> <p>Next Curriculum and Finance Committees - Monday 19<sup>th</sup> June</p>	