



Stanbridge Primary School
Meeting of the Full Governing Body
held in the school
on Monday 14th May 2018 at 6pm

No	Item	Action
1	<p>Present: Faye Bertham (HT), Andy McGovern (DH), Claire Mckinstry (Chair), Zara Slaney (Vice Chair), Frances Lindsey-Clark, Andy Pick, Emily Owen, Jackie Taylor, Mandy Tucker, Nicolette Usher, Sharon Toogood, Chris Moore, Graham Coombes (arrived later)</p> <p>In attendance: Cheryl Dibble (by invitation),</p> <p>Minutes taken by Karen Llewellyn</p>	
2	<p>Apologies: Jan Mckinstry (clerk), Emily Phipps- Morgan</p>	
3	<p>Declaration of Interest: None</p>	
4	<p>Minutes of the last meeting:</p> <ul style="list-style-type: none"> • 22nd January 2018 • EGM 16.4.18 • EGM 30.5.18 <p><u>FGB 22.1.18, Academy discussion (Item 12)</u> – mentioned the vote was carried. Governor considers that it needs to be clear what the vote was for. Suggestion was made that the original minutes are amended as ‘<i>Vote was taken to express an interest in the exploration of academy conversion</i>’.</p> <p><u>Item 4, Item 8</u> make Keeping Children Safe in Education clearer where ‘in education’ was added.</p>	<p><u>ACTION:</u> Clerk to amend original minutes to:</p> <ul style="list-style-type: none"> • clarify the reason for the vote and CoG to sign. • Make it clearer that ‘in education’ was added
5	<p>Matters arising: <u>Item 8 – Email Log-Ins</u> Email log-ins have been circulated to governors. IT have confirmed that all the emails are operational and have sent an email to AMc as confirmation that log-in have been successfully set-up.</p> <p>Q – what will they be used for? This will be the main communication for governor meetings. This is in line with GDPR compliance where governors should have a sole email for this purpose to receive school information. This will be used in conjunction with the governor portal. In future, all governor papers will be uploaded to the portal for governors to access.</p>	

	<p>Q – are we using Office 365 and taking advantage of the additional apps?</p> <p>We have recently moved to Office 365 but the school does not currently use all the platform although there is the capacity.</p> <p>The portal is hosted by Integra IT although the documents have to be uploaded by the clerk. It would be ideal if we could edit documents live but this is not yet possible.</p>	
6	<p>Head Teachers report verbally presented to governors:</p> <p>The focus of this report will be on training for governors. HT recently spoke at a LA conference around disadvantaged pupils and reminded governors that this is a key priority.</p> <p>Term 4 data report was also shared with governors although this has been discussed in detail by the Curriculum committee.</p> <p>The phrase <i>'every child needs a champion'</i> was acknowledged within the presentation. HT showed a 45 second video clip by Rita Pearson.</p> <p>When governors recently looked at the Term 4 data report, it looked at the vulnerability of children.</p> <p>In Year 6, vulnerability is significant, Adverse Childhood Experiences (ACEs) include Pupil Premium, adopted children, Gypsy Roma Travellers, Looked After children. Children with high level ACEs are less likely to achieve. As a school and LA this is a new initiative. The term 'ACEs' will start to come through as the next academic year progresses. The ACEs are broken down into 3 categories:</p> <ul style="list-style-type: none"> • Abuse • Neglect • Household Dysfunction <p>There is a <i>'no excuses, no blame'</i> culture at Stanbridge Primary with early <i>'Prevention and Partnership'</i> to reduce the impact of ACEs as they move through the school.</p> <p>In terms of governor evaluation, there are 8 key areas:</p> <ul style="list-style-type: none"> • swift response to evidence • culture • behaviour & attendance • quality first teaching • meeting individual needs • deploying staff effectively • swift response to evidence • clear, responsive leadership <p>The Education Endowment Foundation provide a toolkit and there are high expectations for all.</p>	

Pupil Premium Funding

The school has a requirement to demonstrate that the funding is spent on every single PP child. A tracker has been introduced (Excellence, Equity & Engagement). A PP Review was undertaken in July 2017 and this was an action identified. In this year moving forward, ACEs will be added to the tracker to include soft data on impact for these pupils.

Thrive Education Zone (TEZ)

3 exclusions were issued in January 2018 and the school needed to review the curriculum & provision for those children. Therefore, HT visited a couple of schools and as a result, 2 TEZs have been set up as an intensive curriculum for TEZ English & TEZ Maths, providing a high level of social and emotional support for these pupils. Those children will then transfer these skills back in the class. Since that point, it is pleasing to report that there have been no further exclusions.

The initiative includes:

- Aromotherapy
- Worry Pebbles
- Fruit
- Art Therapy
- Toys
- Lights
- Sand Tray Therapy
- Therapeutic interventions

Ultimately, the outcome is that they can work back in class. Some children will not meet Age Related Expectations (ARE) in Year 6 but it is hoped that they will meet the progress required from their KS1 starting point.

Presenting data

Governors should be asking questions about ACE children. Governors were reminded that significant progress was made for last year's cohort of Pupil Premium children.

Attendance

- School's attendance target is 96.5%
- Currently 96.4% which is really positive.
- 7 school attendance meetings with EWO and parents a few weeks ago.
- 1 case is going to court for prosecution.
- Broken weeks are up by 2.7% to 8.8%, FSM 19.2%

Q – is this really high for FSM?

This figure is down compared to this time last year. The gap across SGC is large but the gap is still too wide for our school.

Q – what are broken weeks?

Children often fall into this bracket however, if they regularly miss any session in any week equating to 30% or more

across the year, including half a day.

Nationally, children who have FSM generally have poorer outcomes than their peers.

Q – do you ever monitor particular teachers class attendance?

All children below 95% are tracked. Previous years are looked at for trends.

Q – do you look at particular years or specific years?

We track every pupil and there is no-where to hide. We track individual pupils over time.

Q – would snow days affect attendance?

No - snow days have a different code. The attendance data includes sickness and holidays.

Behaviour

Behaviour is really positive.

- In Years 5, there were 22 at stage 3. Since TEZ this has dropped to 13.
- In Year 6, there were 40 at stage 3. Since TEZ this has dropped to 8.
- Serious behaviour has dropped.
- Low level Stage 1 has dropped from 74 to 41
- Low level Stage 2 has dropped from 70 to 27.

Statistically, the initiatives that the school has put in place to tackle the low-level behaviour is working.

Q – what made you put the TEZ in?

Ultimately, the LA do not want any children to be excluded. However, if children are physically violent we have to consider the safety of staff and children when making a decision to exclude.

Q - where did you hear about the TEZ idea?

HT advised that she visited some schools in the south of the country with a TEZ, where children are at risk of permanent exclusion. As a school, we then looked at adapting the initiative by using some of the resources ,whilst being mindful of budget limitations. The initiative was trialled for 2 weeks and the staff considered that their teaching had been 'revolutionised'.

Year 5 & 6 have a high level of need and so they needed a different type of provision and it is pleasing that the initiative is working.

Governors were reminded that the school was in special measures when the current Year 5&6 were in Reception & Year 1 and this resulted in a number of vacancies.

Therefore, the school attracted children from further afield

	<p>with much more vulnerable backgrounds.</p> <p>Q – what is the feedback from the children. The children gave some positive feedback to the SIA and they articulated that this was enabling them to learn and not distract others. They are being nurtured by receiving breakfast and are then ready to engage in their learning. Inclusion is about adapting the curriculum to meet the children’s need.</p> <p>Q – are the rooms also used by children further down the school? Rainbows use the rooms as they are really well resourced. TAs run different learning groups in there also.</p> <p><u>Achievements & Standards</u> Teacher assessment indicate that the school will meet its targets.</p>	
7	<p>SDP & RAP Reviews: The SDP was circulated to governors prior to the meetings.</p> <ul style="list-style-type: none"> • The RAP contains weekly tasks from the SDP with impact reviews. This goes to the curriculum committee each term. • Curriculum Committee challenge the school as to whether they are on track. • Link governors review the curriculum subject with team leaders. • Governors will receive an impact review for each curricular subject at the end of the year. 	
8	<p>Committee Meetings: <u>Finance minutes 26.2.18 & 23.5.18</u> circulated to governors prior to the meeting for information.</p> <p><u>Curriculum minutes 26.2.18 & 23.4.18</u> circulated to governors prior to the meeting for information.</p> <p><u>Personnel Minutes 23.1.18, 20.3.18, 16.4.18 & 1.5.18</u> circulated to governors prior to the meeting for information.</p>	
9	<p>Approve Budget Copy of the proposed budget 2018/19 circulated to governors prior to the meeting. Finance Committee discussed the budget in detail at their recent meeting. The school is currently in a positive position although schools nationally are incurring funding cuts and funding formula meant winners & losers linked to the amount of deprivation.</p> <ul style="list-style-type: none"> • Balance forward - £176,843 • Income 2018/19 – £1.8M. • 2018/19 - £111,685 surplus • 2019/20 - £53,997 surplus 	<p>Proposed – CM Seconded – AP AGREED unanimously to ratify</p>

	<ul style="list-style-type: none"> • 2020/21 - £4,485 deficit • There are significant changes to Pupil Premium funding. In 2018/19 there are 48 pupils who will receive this funding compared to 70 pupils in 2017/18. This may be due to the government change in criteria for parents who are entitled to receive FSM . PP funding for 2018/19 will be £70,860. • SEN funding is changing. From April 2019, EHCP children with an excess of 105 units will receive funding However, for higher needs children the funding will improve. <p>Q – do we know if there will be any PP children within the 2018 September in-take? This is not yet known. When staff undertake home visits then the benefits of subscribing to FSM will be outlined to parents.</p> <p>Q – who makes the decision about the number of units? A panel is formed within SEN Dept at South Glos Council.</p> <p>Q – will this affect how the children are assessed? Children are likely to still receive an EHCP but possibly with no funding attached to it. However, there will be a statutory responsibility on schools to meet their needs.</p> <p>Q – are you erring on the side of caution each year in terms of the budget? We have to be sensible as over the next 5 years the number of FSM children will drop, there is a change of leadership and the budget needs to be in a healthy position going forward for someone new taking over.</p> <p>Statement of Internal Control Copy of the SIC circulated to governors prior to the meeting.</p>	<p>the budget with a projected carry forward in 2018/19 of £111.685</p> <p>Proposed – MT Seconded – EO AGREED unanimously to ratify the SIC</p>
10	<p>Pupil Premium Link Governors Report Deferred to next meeting</p>	<p><u>ACTION:</u> Defer to next meeting.</p>
11	<p>Policies <u>Terms of Reference for Financial Responsibility</u> Copy of the policy circulated to governors prior to the meeting. Nothing has changed from the previous version.</p> <p><u>School Fund Constitution</u> Copy of the Constitution circulated to governors prior to the meeting. Nothing has changed from the previous version.</p> <p><u>Freedom of Information</u> Defer to next meeting.</p> <p><u>GDPR</u></p>	<p>Proposed – MT Seconded – CM AGREED unanimously to approve:</p> <ul style="list-style-type: none"> • TOR Financial Responsibility • School Fund Constitution <p><u>ACTION:</u></p>

	<p>Policies to be approved at the next FGB meeting. HT confirmed that the school has now subscribed to the Integra School GDPR service.</p> <p>Q – what are the consequences? Huge fines. The imminent risk low but in terms of compliance there is a long way to go. Evidence has to be obtained from all providers that they are GDPR providers. 1 governor along with the school business manager and DH have attended the governor training. There will be immediate things that schools will have to change.</p> <p><u>SEND Policy</u> Defer to next meeting</p> <p><u>Single Equalities Policy</u> Defer to next meeting</p>	<p>Defer to next Meeting:</p> <ul style="list-style-type: none"> • GDPR Policies • Freedom of Information Policy • SEND Policy • Single Equalities Policy
12	<p>Governor visits and training <u>Frances Lindsey-Clark</u></p> <ul style="list-style-type: none"> • Understanding your Data (February 2018) • Primary Statutory Assessment • GDPR 	<p><u>ACTION:</u> Clerk to ensure that GDPR is a standing agenda item in future</p>
13	<p>Correspondence - none</p>	
18	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Monday 9th July 2018 @ 6pm 	<p>Mandy Tucker sends apologies for this meeting.</p>