



Stanbridge Primary School

Minutes of a meeting of the Full Governing Body held
on **Monday 18th September 2017** in the School at 6.00pm

| No | Item | Action |
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| 1 | <p>Present: Claire McKinstry (Chair), Faye Bertham (HT), Andy McGovern (DH), Graham Coombes, Elinor Lazenby, Frances Lindsey-Clark, Emily Owen, Andrew Pick, Zara Slaney, Jacqui Taylor, Mandy Tucker.</p> <p>In attendance: Cheryl Dibble, SBM Jan McKinstry (potential Clerk to governors) Minutes taken by Karen Llewellyn</p> <p>HT welcomed Cheryl Dibble as SBM and Jan McKinstry observing as potential clerk.</p> | |
| 2 | <p>Apologies were received and accepted from: Mandy Tucker</p> | |
| 3 | <p>Elections: <u>Chair of Governors:</u> Nomination received for Clare McKinstry to stand as Chair of Governors 2017/18 for a 2 year term.</p> <p><u>Vice Chair</u> Nomination received for Zara Slaney to stand as Vice Chair 2017/18 for a 1 year term in the first instance.</p> <p><u>Clerk to the Governing Body</u> HT met with Jan. The governing body recognise the importance of the clerk role in terms of the effectiveness of the clerk. HT supports Jan's appointment as CtG. Jan has an administrative background and HT feels that she will be an asset to the governing body.</p> <p>A discussion was held about the new CoG's parent governor term of office expiring prior to the end of the 2 year CoG term of office. When this time approaches, the governing body will consider the option of running a parent governor election and/or appointing CMc as a co-opted governor to retain continuity within the role.</p> | <p>AGREED unanimously to appoint the following:</p> <ul style="list-style-type: none"> • Claire McKinstry as Chair of Governors 2017/18 for a 2 year term • Zara Slaney as Vice Chair 2017/18 for a 1 year term in the first instance, then bi-annually to alternative with CoG position • Jan McKinstry as Clerk to Governors – to be reviewed September annually. |
| 4 | <p>Declarations of Interest: None</p> | |

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| 5 | <p>Agree Committee Chairs & Membership: The terms of reference for Curriculum & Finance committees state that there should be 6 governors to make up the membership. It is recognised that continuity is important within these committees.</p> <p><u>Curriculum:</u></p> <ul style="list-style-type: none"> • Frances Lindsey-Clark (Chair) • Elinor Lazenby • Andy Pick • Zara Slaney • Jackie Taylor • Faye Bertham (HT) <p><u>Finance:</u></p> <ul style="list-style-type: none"> • Faye Bertham (HT) • Andy McGovern (DH) • Graham Coombes (Chair) • Andy Pick • Mandy Tucker • Emily Owen <p><u>SFVS Responsibility</u></p> <ul style="list-style-type: none"> • Graham Coombes <p><u>Personnel</u></p> <ul style="list-style-type: none"> • Clare McKinstry (Chair), • Frances Lindsey-Clark, • Graham Coombes, • Andy McGovern (DH) • Faye Bertham (HT) | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Agree Roles & Responsibilities:</p> <table border="1"> <tr> <td data-bbox="204 1435 790 1581">HT's Performance Management (2 meetings per annum with SIA)</td> <td data-bbox="790 1435 1117 1581">Frances Lindsey-Clark Clare McKinstry Andy Pick</td> </tr> <tr> <td data-bbox="204 1581 790 1619">Eco Schools</td> <td data-bbox="790 1581 1117 1619">To be re-visited</td> </tr> <tr> <td data-bbox="204 1619 790 1657">Health & Safety</td> <td data-bbox="790 1619 1117 1657">Graham Coombes</td> </tr> <tr> <td data-bbox="204 1657 790 1731">School Council</td> <td data-bbox="790 1657 1117 1731">Emily Owen Faye Bertham</td> </tr> <tr> <td data-bbox="204 1731 790 1769">PIP</td> <td data-bbox="790 1731 1117 1769">Frances Lindsey-Clark</td> </tr> <tr> <td data-bbox="204 1769 790 1807">Out of School Club</td> <td data-bbox="790 1769 1117 1807">Jackie Taylor</td> </tr> <tr> <td data-bbox="204 1807 790 1845">Procedural Policy Reviewers</td> <td data-bbox="790 1807 1117 1845">Frances Lindsey-Clark</td> </tr> <tr> <td data-bbox="204 1845 790 1883">EYFS Link</td> <td data-bbox="790 1845 1117 1883">Claire McKinstry</td> </tr> <tr> <td data-bbox="204 1883 790 1921">Inclusion (SEN/TAG Link)</td> <td data-bbox="790 1883 1117 1921">Jackie Taylor</td> </tr> <tr> <td data-bbox="204 1921 790 1960">Safeguarding & Attendance Link</td> <td data-bbox="790 1921 1117 1960">Zara Slaney</td> </tr> <tr> <td data-bbox="204 1960 790 2016">Data</td> <td data-bbox="790 1960 1117 2016">Andy Pick Frances Lindsey-Clark</td> </tr> </table> | HT's Performance Management (2 meetings per annum with SIA) | Frances Lindsey-Clark Clare McKinstry Andy Pick | Eco Schools | To be re-visited | Health & Safety | Graham Coombes | School Council | Emily Owen Faye Bertham | PIP | Frances Lindsey-Clark | Out of School Club | Jackie Taylor | Procedural Policy Reviewers | Frances Lindsey-Clark | EYFS Link | Claire McKinstry | Inclusion (SEN/TAG Link) | Jackie Taylor | Safeguarding & Attendance Link | Zara Slaney | Data | Andy Pick Frances Lindsey-Clark | <p>ACTION: HT to forward PIP meeting dates to FL-C</p> |
| HT's Performance Management (2 meetings per annum with SIA) | Frances Lindsey-Clark Clare McKinstry Andy Pick | | | | | | | | | | | | | | | | | | | | | | | |
| Eco Schools | To be re-visited | | | | | | | | | | | | | | | | | | | | | | | |
| Health & Safety | Graham Coombes | | | | | | | | | | | | | | | | | | | | | | | |
| School Council | Emily Owen Faye Bertham | | | | | | | | | | | | | | | | | | | | | | | |
| PIP | Frances Lindsey-Clark | | | | | | | | | | | | | | | | | | | | | | | |
| Out of School Club | Jackie Taylor | | | | | | | | | | | | | | | | | | | | | | | |
| Procedural Policy Reviewers | Frances Lindsey-Clark | | | | | | | | | | | | | | | | | | | | | | | |
| EYFS Link | Claire McKinstry | | | | | | | | | | | | | | | | | | | | | | | |
| Inclusion (SEN/TAG Link) | Jackie Taylor | | | | | | | | | | | | | | | | | | | | | | | |
| Safeguarding & Attendance Link | Zara Slaney | | | | | | | | | | | | | | | | | | | | | | | |
| Data | Andy Pick Frances Lindsey-Clark | | | | | | | | | | | | | | | | | | | | | | | |

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| | Pupil Premium | Zara Slaney | |
| | PEPD & Sports Premium Funding Link | Mandy Tucker | |
| | ScIT & E-Safety Link | Graham Coombes | |
| | CLL Link | Frances Lindsey-Clark | |
| | Hums Link | To be re-visited | |
| | MD Link | Andy Pick | |
| | CD Link | Claire McKinstry | |
| | Academy Research Group It was felt that if the academy option becomes more viable, then the whole discussion around academy needs to be brought back to the governing body. This Group was more around the NEXUS groups. | Zara Slaney Graham Coombes Frances Lindsey-Clark Faye Bertham Andy McGovern (DH) | |
| 6 | Vote to Decide Open or Closed Meetings: Governors discussed the pros and cons of open versus closed meetings and the impact on the work of the governing body. | | Proposed – FL-C Seconded - CM AGREED unanimously that all meetings will be CLOSED. |
| 7 | Minutes of the last meeting held 10th July 2017: The minutes were confirmed as an accurate record and signed by the Chair of Governors. | | |
| 8 | Matters arising: <u>Item 5</u> – Requires the number of years that governor served on the governing body – <u>Item 11</u> – ICT Policy to be signed by governor – <u>Item 12</u> – Pay Policy to be allocated to FGB on agenda planner (Term 2 FGB). <u>Year 6 performance</u> Governor recognised how amazing the production was. | | ACTION: <ul style="list-style-type: none">HT to investigate the number of years service and amend the minutes.SBM to check that ICT Policy has been signed by governorHT to amend agenda planner to show FGB responsibility for pay Policy |
| 9 | Head Teacher’s Report – verbal, including SDP Objectives for 2017-18: Term 6 data report will be discussed later in the meeting. <u>New Staff:</u> <ul style="list-style-type: none">Danielle Blackburn, NQT in EYFS2 SEN Teaching Assistants, Claire Isle & Faye Franklin2 TA Apprentices in Year 1 – Harriett Higgins & Abbie BrainHT acknowledged that TAs have been creatively deployed around the school. <u>Leavers:</u> <ul style="list-style-type: none">415 on roll. There is a significant amount of movement (leavers & joiners).EYFS – 60 pupils4 pupils joined last week; 2 on CP Plan, 1 LAC and 1 EAL. This reflects the changing demographics of the school as well as | | |

how staff are positively reacting to these changes and the challenges that they bring.

- 6 children have left for genuine reasons.

Reflection:

The staff team have reflected on what they achieved during the last academic year and this was shown to the meeting. This included:

- working as a team in Bristol to help the homeless
- the Google Team undertook a virtual reality session
- world book day
- titanic day
- couch to 5K
- Year 4
- Year 5 camp
- master classes
- pancake flip off.

The school is going from strength to strength. 'Team Stanbridge' feel that 'people love working here' which is attributed to the life of the school.

New Developments:

- CPOMS has been purchased which is a confidential reporting system that allows schools to track child communication, behaviour issues and contact with parents. DHT will provide a short demo to governors at a future meeting. This system is open to all staff to record any issues/concerns.
- Big Maths is an initiative that continues to be driven this year. This will come through in reports and data. Maths last year was still our weakest subject in terms of mental ability and timed activities. This information will filter through to the governing body.
- The school has secured a grant of £6000 that allows the maths lead to research mastery maths and what this means to push through this level of challenge.

Q – are the government going to stop KS1 SATs and bring in a Y4 table test instead?

HT will email governors the information but outlined salient points to governors:

- ❖ Maths check in Y4
- ❖ Changes to the EYFS baseline assessment.
- ❖ No teacher assessment for maths & reading in Y6.

- The curriculum has been revisited during the recent INSET day. There are 4 topics across 6 terms, bringing in school values and themed events. This is studied by the curriculum committee encompassing a structure around Layer One, Layer Two & Layer Three planning.
- Team Membership has been revised. Rachel Vaughan is undertaking her SENDco training and Katie Pemberton is taking on this role.
- SDP is now in the final stages. Objectives are going to

ACTION:

HT to email changes to SATs to governors.

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| | <p>underpin every action plan. There are 6 strategic objectives and the majority are data driven. Objectives are allocated to individual teams.</p> <p>Q – at the end of objective one (middle prior attainers) it compares them with their peers – which peers? HT advised that Internal data is inspected in terms of the gap between PP and non-PP children as well as all the children nationally. It was felt that this could be further clarified to reflect this information.</p> <p>Q - Objective 3 used 2016 national averages, could this be misleading? The 2017 averages have just been published and this can be amended and updated for this objective.</p> <p><u>Objective 5</u> – this is around the follow-up process. Governor felt that the wording should be amended to reflect teaching & learning.</p> <ul style="list-style-type: none"> • SEF has been updated with summer term data and has been emailed to governors. This document acts as a working document and will be amended as necessary through the academic year. • Ofsted Secure Page – stanbridgeprimary.co.uk/Ofsted_info.php has been updated with recent governing body minutes and SDP impact reviews from the summer term. <p>Q – is the governor portal operational? With a new clerk to governors, the portal will be relaunched in due course.</p> | <p><u>ACTION:</u> Objective 5 wording to be amended as outlined</p> |
| 10 | <p>Term 6 Data Report:</p> <ul style="list-style-type: none"> ❖ A copy of the Term 6 data report was circulated to governors prior to the meeting. ❖ DHT, AP & FL-C met last week to review the data. ❖ T6 EYFS report is also available and a summary is to be given to the next Curriculum Committee and November’s FGB meeting. ❖ FL-C and AP are meeting with the SIA tomorrow to discuss data and prepare for inspection. <p>Q – EYFS reading had 2 figures in the data, is this correct? This should read 85% and the data report will be amended accordingly.</p> <p>Q – the reading in Y1,3,4&5 exceeded the secure plus target but the SATS results do not appear to match this. Therefore, are our internal assessment procedures robust? HT considers that this is a challenge for all schemes as there are no tests that directly correlate with the Y6 SATS test. However, it was felt that NFER is the closest. The internal data is not based around a test as the teacher assessment is based on levels and therefore this is different to the test assessment. There will always be discrepancies. Teachers use tests to inform their teacher assessment. This document is comprehensive but governors are encouraged to look at the key headlines and key priorities.</p> | |

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| | <p><u>Progress measures</u></p> <ul style="list-style-type: none"> • floor standard is -5 in reading & maths and -7 in writing. • Progress measures are better in R&W than last year. • Maths progress is still not where it should be. • With 4 joiners in Year 5, this has had a negative impact on the data. <p>Q – we are generally boy heavy, is there a birthday profile? We look at gender, particularly in EYFS where it is statistically significant. Gender is looked at throughout the school more so than summer born children. Governors considered that regardless of when a child is born, their specific circumstances can impact on progress, as a significant number of summer born children do progress as expected.</p> | |
| 11 | <p>Governor Business: <u>Consider Reconstitution:</u></p> <ul style="list-style-type: none"> • There are currently 14 members on the governing body. • 3 vacancies • Staff governor vacancy to be advertised <p>Q –we previously discussed bringing in other governors from NEXUS schools, are there any developments with this? This was raised at the time but no-one has come forward.</p> <p><u>Review action plan & consider FGB objectives for the year:</u> The action plan was circulated to governors prior to the meeting. Governor and HT have reviewed the action plan. It is recommended that the new CoG meets with the HT to draw up a draft document to encompass objectives. Governors are asked to give this some thought and email HT/Chair with items for discussion for a meeting in Term 2.</p> <p>Governor made the point that Governor Development Days were previously held and proved very useful.</p> <p>A Training Log is held by Governor Services and any courses that governors have attended are recorded in the FGB minutes.</p> | <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • KL to ascertain the type of vacancies. • Advert to be placed for staff governor • At the next FGB meeting, governors to review vacancies and considering appointing a co-opted governor. • Governors to email any objectives for action plan to CoG/HT. |
| 12 | <p><u>Committee Meetings:</u> <u>Personnel Committee meeting held 11th July 2017:</u> The minutes of the meeting held 11th July 2017 were circulated to governors prior to the meeting.</p> <ul style="list-style-type: none"> • There is one Team Teacher and 2 PP Champions | |
| 13 | <p><u>Policy Reviews:</u> <u>Term of Reference for Governing Body</u> Copy of the Terms of Reference were circulated to governors prior to the meeting. Governors' Terms of offices need to be amended within the document.</p> <p><u>Code of Conduct</u> A copy of the code of conduct was circulated to governors prior to the meeting for completion and return. Governor made the point that the version circulated with the agenda is</p> | <p><u>AGREED unanimously</u> to approve the Terms of Reference for the governing body, subject to amendments.</p> <p><u>ACTION:</u> KL to circulate the 2017 version for completion & return via the school office.</p> |

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| | <p>the 2014 version. The latest version has tightened up on data protection and social media & confidentiality.</p> <p><u>Governor Body Decision Planner</u> Copy of the Decision Planner circulated to governors prior to the meeting. The governing body have previously reviewed this document thoroughly.</p> <p><u>Link Governor Handbook</u> Governor has adapted the Link Governor Handbook and HT thanked her for the work undertaken on this task. Governor reiterated the need for governors to perform their roles using the calendar along with scheduled meetings. Governors are encouraged to liaise with the link teachers who are now more familiar with how governors work and understand the benefits of governors forming part of the curriculum teams. These roles form a large part of the governing body role and statutory requirements.</p> <p><u>Performance Management Policy</u> Copy of the Performance Management policy circulated to governors prior to the meeting. The model policy was originally published in 2012 and is more explicit about capability procedures. HT advised that the policy circulated is the latest version available through Integra Schools</p> | <p>AGREED unanimously to approve the Governor Body Decision Planner for 2017/18.</p> <p>ACTION: FL-C to email the governor handbook to all governors.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • HT & SBM to compare the Integra Schools & Model Policy to be compared. • Defer to next meeting |
| 14 | <p>Governor Training and Visits:</p> <ul style="list-style-type: none"> • New Chair of Governors course is available • Clerk to Governors available • PREVENT training (at least one governor should complete the full training and all governors should undertake the online training (45 minutes) and forward certificates to SBM) | <p>ACTION:</p> <ol style="list-style-type: none"> 1. SBM to resent email link for PREVENT training. 2. KL to email governors the South Glos governors website address, user name & password |
| 15 | <p>Correspondence: Thursday emails have not been received by governors</p> | <p>ACTION: KL to advise governor services of the new CtG which will then recommence the Thursday Emails for circulation to governors each week.</p> |
| 16 | <p>AOB: <u>Roofing</u></p> <ul style="list-style-type: none"> • Phase 2 of roofing project is underway. • This is behind schedule due to the weather during the summer. • There have been a number of leaks in KS1 and dehumidifiers are in place. • It is hoped that the work will be completed within the next 6 weeks. • The company are being held to account on all issues, | |

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| | <p>including leaks, noise and damage to internal fixtures & fittings.</p> <p>Q – do the LA have any penalties in place for not completing on time? David Beale from property services meets with the school & contractor regularly and will also be holding the company to account.</p> <p>Q – do the financial penalties come to the school or LA? The school would not benefit from any penalties.</p> <p>Governor raised a concern about a potential health & safety issue when the contractors were working on the roof. HT commented that regular risk assessments and unannounced inspections take place by the LA to ensure requirements are met.</p> | |
| 17 | <p>Dates of next meetings:</p> <ul style="list-style-type: none"> • FGB - Monday 20th November 2017 at 6 pm. • Curriculum and Finance Committees - Monday 9th October. Please check running orders carefully next year and refer to agenda planner. | |

Meeting closed at 7.45pm