

**DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING 12.07.2018 7pm**

**PRESENT:** D Ludford (Chair) I Wilkinson, T Allen, M Russell, J Purdy, D Knight, P Cradock, G Lyden  
**CLERKED BY:** S A Dodson. The meeting was quorate.

1) **APOLOGIES FOR ABSENCE** S Young, A Bradshaw, J Thody

2) **DECLARATIONS OF INTEREST/ELIGIBILITY** Chair queried any amendments to governor's declarations of interest /eligibility from those already held on file. None received, and no declarations of interest received for any agenda items for this meeting.

3) **MINUTES OF LAST MEETING – 09.05.2018** The chair requested any queries in relation to the minutes that had been supplied in advance of the meeting. None received and therefore minutes agreed.

4) **MATTERS ARISING FROM LAST MEETING (09.05.18)**

- Review of annual Safeguarding Report – see at point 23
- Governor Services SLA agreement – FGB were advised that the school was not subscribing to PCC Governor Services this year and Lincolnshire appear to be doing training in cluster. The FGB were also advised that the cost for the Key for Governors were £1003.00. Clerk to send the link for “better governors” to governor
- Reminder to parents of registration at 8.50am – The FGB were advised that there was a robust system of identifying people that were consistently late for registration.
- Terms of Office of Governors – see point 14
  
- Rachael Wheatley – Thanks given by Rachael for the support received from the school. Rachael advised that she is completing training regarding NPQH at Ravensthorpe school which is completely different to DSJ with 70% EAL. She advised that there were so many positives that she would take back to her school including book scrutinies, marking etc and teacher workload training and the links between the head and senior leadership. She has spent 9 days here and with Marcelle, looking at staffing, SFVS, budgets. Task 2 of the training was linked to budgets and resourcing and music Rachael acknowledges how special music is in DSJ.

**GQ Do we charge for Admin across the cluster for Music.**

**ANS** There is a element but Sarah and Jan cannot cope and we do charge for their time across the schools with 500+ pupils across the cluster doing music lessons.

5) **HEADTEACHERS REPORT**

- including Pupil Premium/Sports Funding and Impact
- data on attendance/absence
- recording/reporting on racial incidents

**GQ Progress data and attainment.** **ANS** STAT online can tell you if the pupils are achieving national expectation. It is less divisive now regarding levelling. National Expectation and working towards is a very broad picture. All schools have a different way of recording and teacher assessments. Pupils only have to drop 3-4 marks to not achieve national standard in test.

**GC Do we do anything for 100% Attendance**

**ANS** We will do something at the end of each term.

KS1 STATS were positive, EYFS and phonics were fine but KS2 maths and reading are down. The head advised that in the Maths papers there were careless mistakes. The Head and SLA have already had a meeting about reasoning and this will be a key area in the school SDP and curriculum groups. Reading – some pupils were very close to getting there. The head advised that he was disillusioned with the marking scheme.

## **GQ Do pupils have formal mocks**

**ANS** Yes. Mrs Duffy has spoken to pupils to ensure they do not get deflated. There has been a review of speed reading and skim reading and a big push on reasoning in maths.

**6) CIC/LAC ANNUAL REPORT** The head advised that there are 4 pupils in this category are all making required progress and all at age related expectation and 1 is above age related expectation.

**7) REVIEW OF SEN REPORT** Year 6 national average was 11.6% and we had 12.9%, we have the same next year as well. We have 4 pupils with EHC and we have bought in an Educational Psychologist for 10 days with other school and a presentation has been given to cluster heads

**8) REVIEW AND UPDATE ON SDP 2017-2018 AGAINST TARGETS** The main change is the % of pupils in writing in years 1 and 2 with 80% achieving standard and year 2 is 69%. With KS2 stats and the reading scores we have only 71%. We are undertaking a Pier review process with baston in earnest next year. Progress scores will be reviewed by the head next week

**9) REPORT FROM CURRICULUM AND STANDARDS COMMITTEE 20.06.2018** Minutes of meeting issued in advance of meeting – no queries raised. Gov commented on Sarah Douds enthusiasm for maths.

**10) REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE 02.07.18** The FGB were advised that the carry forward is £43K, although figures have not been published yet, but this is overinflated as there are still items to be paid/deducted.

**ACTION POINT Sports Grant and the Impact of the pupil premium on Finance to be added to the agenda for the first meeting of the academic year 2018/2019**

The FGB were advised that interviews for TA have been completed and post will be appointed and start in September 2018. There are some anomalies on the budget and these will be sorted in new academic year as they are in wrong budget heading. We discussed catering/school meals and the extra 10p difference between the funding and costs and the FGB were advised that a meeting was arranged with another supplier that will supply at 2.30per meal, therefore putting pressure on Farm Foods to match price.

**11) UPDATE ON HEADS AND CHAIRS MEETING -** The FGB were advised that a meeting was held at Baston – Chairs of governors had met and discussed closer collaboration and how to move this forward. With regard to recruitment of staff, there was a discussion as to whether applicants could be referred to cluster schools, also collaboration of the Education psychologist and a closer liaison with moderation of work. In November 2018 it is envisaged that a whole staff event on all school reading and moderation and assessment would be undertaken. During the meeting pupil numbers were discussed and all schools have short fall in intake except William Hildyard and that there would be a review on each governing body's meetings.

**12) UPDATE ON JIMMY D's -**The FGB were advised that there is an increase in number of children attending and there had been no Ofsted inspection.

**13) UPDATE ON PROSPECTUS –** The head advised that there was new guidance regarding medicines in school etc and this will be updated. Discussion ensued regarding admission/pupil numbers and advertising.

**14) REVIEW ATTENDANCE OF GOVERNORS 2017/2018 –** Attendance of governors was issued in advance of the meeting and the Chair advised that Jim Thody had apologised for the fact that he had significant commitments this year which meant that he had not been able to attend meetings as he had wanted to. Danny Knight advised that he will resign at the end of his term of office.

**15) REVIEW OF TERMS OF OFFICE OF GOVERNORS** These were discussed and reviewed.

**16) REVIEW and AGREE STANDING ORDERS FOR FGB 2018/2019** – These were issued in advance of the meeting and were agreed and adopted by the FGB

**17) REVIEW, AGREE AND COMPLETE CODE OF CONDUCT 2018/2019** - These were issued in advance of the meeting and were agreed and adopted by the FGB

**18) REVIEW, AGREE AND COMPLETE DECLARATION OF INTEREST 2018/2019** - These were issued in advance of the meeting and were agreed and adopted by the FGB

**19) CONFIRM MEETING DATES FOR NEW ACADEMIC YEAR FOR ALL COMMITTEES** - These were issued in advance of the meeting and were agreed and adopted by the FGB

**20) ELECTION OF CHAIR/VICE CHAIR (2018/2019)** Meeting was deferred to clerk who advised that there was only one nomination for Chair, being David Ludford.

Chair – Nominated, seconded & elected as David Ludford for 2018/2019. Meeting deferred from Clerk to Chair.

Vice Chair - clerk advised that there were three nominations for Vice Chair, Tamarra Allen, Danny Knight and Alan Bradshaw.

#### **21) APPOINT/AGREE GOVERNOR RESPONSIBILITIES (2018/2019)**

- Link Governor – Agreed as Chair/Clerk
- Staff Link Governor - Agreed as Tamarra Allen
- Appoint SEND Governor/Inclusion Governor/Pupil Premium Governor – Agreed as Jim Thody
- Appoint Safeguarding Governor – Agreed as Paul Cradock
- Appoint E Safety Governor – Agreed as Graham Lyden

#### **22) APPOINT CURRICULUM GROUPS (2018/2019)**

Curriculum Group 1: - A Bradshaw, M Russell, P Cradock

Curriculum Group 2: - D Knight, T Allen, D Ludford

Curriculum Group 3: - G Lyden, J Purdy, I Wilkinson, S Young, J Thody

**23) REVIEW OF SAFEGUARDING/MONITORING UNDERTAKEN BY GOVERNORS** – Report issued in advance of the meeting. Parent view – the FGB were advised that there were not a great number of responses. Health & safety walk had been completed and there were less major things to do than the year before. It had been reported that Static shock was being experienced from the Trim trail and this was being investigated. The FGB were advised that regarding the Safeguarding audit tool – we are not green on everything but nothing is classified as “red”.

#### **24) POLICIES FOR REVIEW**

- Emergency Action Plan – Needs names changing – Head to reissue
- Lockdown Policy – Head to reissue

#### **25) IMPACT OF GOVERNANCE**

J Purdy – Performance 1.45mins Year 6

P Cradock Sports Day

P Cradock Deepings sports

J Purdy Sweat pea and summer fete

#### **26) AOB**

- Allocation of governor updates in newsletters

Term 1 David Ludford

Term 2 – Graham Lyden

Term 3 – Paul Cradock

Term 4 – Jenny Purdy

Term 5 – Danny Knight

Term 6 – David Ludford

- The clerk advised the FGB that the governors board in reception needs updating. The head advised that school photos were being undertaken on 29.11.18 if governors wished to attend for their photos to be taken. It was agreed that at the next meeting new pictures would be taken and that Governors badges will be arranged.
- Meet the teacher – A governor requested that parents were advised that they do not bring children to these meetings as it was not fair on the staff and children.

Meeting Concluded 21.18

<b>SUMMARY OF ACTION POINTS 12.07.2018 FGB</b>	<b>BY WHOM</b>	<b>TIMESCALE</b>
Impact of Sports Grant /pupil premium agenda	FPP	Sept 2018
Emergency Action Plan	IW	A.S.A.P
Lockdown Policy	IW	A.S.A.P