

**Deeping St James Community Primary School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 17 July 2014**

Present: Tim Hutton (TH) (Chair), Ian Wilkinson (Headteacher) (IW), Danny Knight (DK), Tamara Allen (TA), Simon Gledhill (SG), Jim Thody (JT), Graham Lyden (GL), Adrian Tarrant (AT), Ted Fisk (TF), Phil Dilks (PD), Marcelle Russell (MR), Keren Thomson (Clerk) (KT)

Before the meeting started the Chair announced the outgoing Clerk's resignation and introduced new Clerk, Sarah Dodson.

New Clerk Sarah Dodson attended the meeting as an observer.

The meeting was quorate.

1. **Apologies** Sarah Young (SY). The apologies were accepted.
2. **Declaration of Business Interests/Conflict of Interest** – there were none.
3. **Minutes of the last meeting** –Minutes of the last meeting having been previously circulated were agreed and signed as a true copy.
4. **Matters Arising**  
**Action points from the last minutes:**
  - **Catholic Church Car Park** – Parking teething problems had improved.
  - **Free School Meals** – the letter has been drafted.
  - A letter had also gone out to parents of current YR and KS1pupils requesting feedback. MR advised out of 62 letters sent, 35 pupils require meals every day and 16 periodically. No letters sent out to new intake yet as they do not stay for lunch for the first 2 weeks of term. There will be time to talk to “new intake” parents before YR start school dinners. Governors discussed if the employment of an additional midday supervisor was as a result of the Free School Meal initiative. Their deployment would depend upon their training and experience. . Other additional costs were discussed e.g. additional crockery and cutlery.
  - **Governor OFSTED Area Review**–the Behaviour and Safety Review had been received by the Chair and was circulated at the meeting.
5. **Review of C & S minutes**– the minutes had previously been circulated.  
Governors asked if the governor visits had been made to school. It was confirmed that all visits had been made.  
There were no further questions.
6. **Headteacher's Report**– the document had been previously circulated to governors.  
**Exclusions** – See Confidential Minutes
7. **Pupil Premium Review** – IW said he would report in more detail in September. He is looking at all Pupil Premium children's progress and how much the gap had changed between those children and non-Pupil Premium pupils following the strategies that had been put in place e.g. intense 1to1 support; the Phonic Programme.
8. **Standards Review** – IW gave an outline of the **SATs results**, commenting that KS2 Maths, Reading and Writing combined had 90% of pupils at L4+. The results were 90% Maths, 90% Reading and 90% Writing. IW said the differential between Writing and Reading seems to have disappeared. The percentage at L5 was lower but the results were quite good with 32%

Maths, 35% Reading and 11% Writing. IW advised he has sent 5 Reading papers back to have them reviewed and the results would be known in September. For the first time the school had a pupil who had achieved L6 Maths.

IW ran through the results and percentages achieved on the **SPAG (Spelling, Punctuation & Grammar)** tests. These were poorer than expected. IW said the punctuation and grammar results had been OK but the spelling had been disappointing. IW outlined the changes over the past two year on the greater emphasis on spelling. Measures will be put in place to help improve spelling.

TH (chair) asked how the score might alter following review of the 5 papers. IW thought that 2 or 3 would achieve L4 and that L5 would go up by about 6%.

IW explained the partnership with Baston Primary school, working together on overarching issues within the Deepings area, visiting and evaluating each other's schools.

#### **9. Complaints and Exclusions Review – Covered in the Headteacher's Report**

#### **10. Review of Committee Structure** –TH (Chair) announced that the DFE requires all maintained school governing bodies to be reconstituted by 1 September 2015. TH suggested that this would be an opportunity to look at the structures the governing body currently has in place to see if they are the best way to deliver the support, monitoring and strategies for the school.

The governors looked at and discussed different models of governing body and committee structures, taking into account the advantages and disadvantages of each. Discussion took into consideration the areas of interest and skill sets of the members of the governing body, the advantages of all governors to being included in the discussion process of all the sub-committees thereby gaining knowledge of all committees and being able to offer additional insight and perspective.

SG asked if feedback could be obtained from governors of schools who have adopted the model where sub-committees are retained but governors meet only as a FGB and topics discussed at sub-committee to be brought to the FGB meetings for discussion by all governors.

TH advised that governors would vote for their preferred structure. PD questioned if (once in place) the structure could be changed. TH confirmed that it could be.

**Action:KT (Clerk) to send out information to the governors about the Reconstitution of the Governing Body and to contact Clerks of schools to obtain feedback.**

#### **11. SEN Report** – the report had previously been circulated to governors.

JT explained his report in detail and governors' queries were answered. SG complimented JT on his thorough and in-depth report.

Report recommendations were:

- that the current Additional Support Policy be reviewed in September 2014
- The SENCO, IW and JT would meet up in the Autumn Term to review what would then be the recently published RAISEonline data
- The SENCO to be invited to attend a FGB to present a report on Additional Support within the school

**Action: Clerk to invite SENCO to the 2<sup>nd</sup> FGB meeting**

## **12. Curriculum Groups Update**

### **Maths and Science Curriculum Committee –**

TH outlined minutes to the governors. This year's SATs results were very strong. Arrangements in place to embed the new curriculum which includes subject teaching and where staff take responsibility for a strand, producing the policy and lesson plans for their specialism. Maths would be incorporated into other areas e.g. science lessons. Fluid groupings with pupils moving from group to group. Targets would be set at the start of the day or week.

IW explained the 20 question Maths test, which will incorporate all of the learning strands pupils will cover that term. Charts will show a child's progress and show gaps in their knowledge. The children will have the same test at the beginning of the next term to assess progress and to show the teacher which areas they are weak in. TH asked if this would be rolled out across the school. IW said that it would be introduced as a trial first. Discussions were still taking place concerning how the school would report to parents. There would be a different level of test for children with SEN.

- 13. Jimmy D's Update** – IW explained that whilst the newly appointed manager renewed one of her qualifications in accordance with OFSTED standards, another member of staff will act up. 2 members of the school staff will act as teaching/learning consultants – working towards the Reception model e.g. room set up, monitoring progress etc. TA mentioned that staff at the Out of School Club were also doing their training. IW stated that OFSTED were due to return in July but are now returning next term when a report will be posted. Jimmy D's is in consultation with them as this was not what was originally agreed. IW advised they are due to move upstairs during the October half-term.

- 14. Safeguarding/ Child Protection Report** – TF went through his report with governors. Governors discussed various aspects of the report:

- **Trip Procedure and Paperwork** Permission to plan a trip come first to the governors? TH Not our responsibility should be a discussion between the IW and staff member. SG queried the risk assessment procedure, which IW explained. Governors discussed the wording on the permission slip concerning the current (or a change in) the medical condition of a pupil. Concerns were that if a parent has already advised the school of their child's medical condition, they will omit to complete the details on the form assuming that, all staff who have responsibility for their child on the trip, will be aware of the condition. Governors discussed ways of ensuring up to date information given at all times.

### **Action: IW to follow up**

- **Securities and Safeguarding** The report mentioned that not all staff wear magnetic badges to identify them. Governors discussed types of ID e.g. badges or lanyards but would leave it to the School Leadership Team to make the decision as to which form of identification "badge" would be used and to ensure the system was consistently applied.

- 15. Governor Training/ Hot Topics** – KT (Clerk) mentioned she had received the 2014/15 Governors Training Handbook which she had circulated to the governors. The new Governing Body Toolkit Pack given out at last Clerk's Briefing to be passed to TH for information.

### **Action: KT to pass the pack to TH (Chair)**

- 16. Complaint from Hereward Way residents** – PD had been passed letters by a gentleman acting on behalf of 2 residents in Hereward Way. PD read out the letters which complained that branches of trees within the school grounds were overhanging the residents' gardens and that the height of the trees was blocking out light and interfering with the Sky signal. In

addition there were concerns that the tree seed pods may be poisonous. IW said he had visited one of the residents previously about the same issue, after consulting with a Local Authority tree specialist, to answer the resident's concerns.

As the trees are causing concern, governors requested that the residents be invited to a meeting with IW and the tree specialist with a view to possibly pruning the trees if appropriate. PD to contact the complainants to say their concerns have been discussed with the governing body and that the school is contacting the tree specialist and will be in touch with them in the new term.

**Action: IW to contact the tree specialist  
PD to contact the complainants**

**17. Date of the next meeting** – IW, TH and SD (Clerk) to get together to discuss meeting dates.

**18. A.O.B.** – TH (Chair) congratulated the school and Year 6 pupils on their brilliant and successful production of Joseph and the Technicolor Dreamcoat, enjoyed by parents and governors. TH requested a letter be sent on behalf of the Governing Body to Staff to thank them and to congratulate them on the show. Thank you letters to also go to Bourne Academy and Deeping Gang Show for kindly supplying the lighting system and costumes respectively.

**There being no further business the meeting concluded at 9: 25pm**