

Deeping St James Community Primary School
Minutes of the Full Governing Body Meeting
Monday 19 May at 7pm

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

The meeting was quorate.

Chair introduced Keren Thomson new Clerk .

1. **Apologies** – None
Post meeting note: Apologies received from Phil Dilks (PD). after the meeting had taken place.
2. **Declaration of Business Interests/Conflict of Interest** – none
3. **Minutes of last meeting** - There being no questions or action points, the last minutes were accepted as a true record.
4. **Matters Arising**
 - **Catholic Church Car Park** – IW had met with a representative of the Church. There had been some concerns voiced by a parishioner regarding legal issues but these had been referred to the Catholic Diocese of Nottingham and resolved. The annual fee to the school will be £300. Car Park to be used at drop off/pick up times. The school will pick up the key on Wednesday. IW advised he will be sending a letter to parents on the lines of requesting respectful use of the car park, parking at owner's risk, requesting that if parents have Infants children only, they pick up and leave, encouraging walking to school.

A confidential minute was recorded at this point

5. **Headteacher's Report** – the report had previously been circulated. The Chair complimented IW on the report.

A confidential minute was recorded at this point

- **Staffing** Governors questioned IW as to why staff were moving around, changing year groups. IW advised it was for professional development reasons. This was a good time to do this, at the start of the new curriculum. IW continued that there was another class change. He said he would be sending a letter to parents this week. The school is looking at subject teaching using the expertise/talents of the staff. Using the expertise in Maths and English of the 2 job shares half the week English and half of the week Maths. IW advised the school is looking at integrating more subjects into maths e.g. maths and science and maths and IT.
- *A confidential minute was recorded at this point*

- **Free School Meals - all YR and KS1 children**

Governors asked for further details concerning this Government policy outlined in the Headteacher's report. MR explained that as from September 2014 all YR and KS1 children will be eligible to receive free school meals.

Governors discussed the costs of the meals. MR advised the meals cost £ 2.40 each and have to be brought in by the supplier, Farm Kitchens. MR advised that as from September the school will have to pay to have the food wastage removed. TH (Chair) questioned the 10p per meal shortfall as the school receives funding of £2.30 per meal from the Government and asked how the school can maintain the loss over a year. MR commented that the shortfall would be small and demand for the meals would peak and then likely decline.

MR explained a possible new system where parents would order online directly to the supplier. Parents log in and choose meals on certain days. Menus would be available for the whole term and would include standard and vegetarian options. Dietary requirements will be catered for e.g. gluten and dairy intolerance.

SG queried why allow the choice of days when to have the meals. MR said parents require the system to be flexible e.g. child going swimming after school. TF commented that parents like pack-ups as they have more control over how much has been eaten. SG had concerns about children who refused to eat the meal.

Governors discussed various options and scenarios

- No pack ups allowed
- Mon Wed Friday –choose when to have the meals
- Parents opt in rather than opt out
- Order meals in a block, say a termlet at a time - SY Better for the lunchtime staff if meals are ordered in blocks.
- What happens if a child arrives at school without a pack up? Would there be a meal available for them if parents had not pre-booked one?

TH (Chair) did not feel it was the position of the Governing Body to dictate the rules on this but should be put to parents for their opinions.

- **Action** - IW suggested writing a “nicely worded “ letter to parents of a child consistently missing the hot meal and for the lunchtime supervisor to keep a register
- **Events/Trips** (GL) mentioned that Year 4 hadn't had a trip yet. IW commented that a trip was going to be arranged for this group

6. **Full Budget discussion/agreement** – Formal ratification required. TH (Chair) asked if there were any questions arising from the minutes. The following issues were raised

Pupil Premium – MR mentioned it would be on the website next week. It will be in a new format allocating an amount to each category.

Devolved Capital – window replacement. JT asked why the school was required to make a 5% contribution of the cost of the windows. MR explained that County had suddenly advised the budget for this was £170,000 and that the school was to pay the required 5% as stated in the buyback arrangement. This, however, had not been made clear previously

Governors queried the cost of replacing the windows and the possibility of getting a better price if the contract had been put out to tender. TH (Chair) explained that the school buys into Project Management Services. MR commented it is better to allow them to deal with any problems as they have the expertise. SG queried if “making good” was included in the contract. MR confirmed it was.

TH (Chair) said he would like to highlight that in agreeing the budget we are appearing to be setting ourselves up for a deficit in years 3,4 and 5. He advised there are plans in place to rectify by means of flexibility on staff costs. In addition, the forecast had no increase in income factored in.

Nominate to accept: SG

Seconded by DK

Against None

Agreed unanimously

7. Governor OFSTED Area Review

TH reviewed current position. Following the Saturday training session from the School Educational Adviser, the Governors had met to identify the focus areas for Governor review and to identify what was to be reviewed, by who and when. IW had provided a proforma for the Governor groups to complete and return to TH who would amalgamate them into one document. To date these have been received for

- Leadership and Management
- Achievement and Attainment
- Quality of Teaching and Learning

Still awaiting

- Behaviour and safety

TH requested this be sent him so a completed document could be tabled at the next Full Governors meeting for discussion and agreement of priorities and time of review

It was agreed to start actual monitoring in September. Governors to divide into groups (possibly within author groups). Groups to be agreed at the first Full Governors meeting in September 2014 when all committee and sub group membership is agreed.

Governors asked if there was anything they could do to prepare for an OFSTED inspection. The Chair advised that monitoring/recording was ongoing. IW confirmed that the curriculum groups helped with monitoring.

Following discussion Governors agreed to form an OFSTED team, with 1 representative from each of the monitoring and development groups:

- The achievement of pupils at the school
- The quality of teaching in the school
- The behaviour and safety of pupils in the school
- The quality of leadership in, and management of, the school

TH (Chair) suggested the team should include 1 member from each of the curriculum groups.

JT suggested the inclusion of Additional Support. Groups to be confirmed in September but in the meantime TH, DK and TF agreed to act as OFSTED team if required this term.

8. **Curriculum Groups update** (designated governor to feedback on their group)

Governors reported back their findings:

Maths and Science – JT reported that action research had been undertaken on the best method of introducing numbers and tables and the counting stick method appeared to be the best. To be used throughout the school. IW commented the school was flexible in approach as this method did not suit everyone. A new policy and scheme of work had been written. The group also helped to sort out the Maths Lab.

English and RE –DK reported that an RE consultant had come in and following discussion, it had been felt that RE was not very strong. The group looked at everyone's planning, enabling a good survey of all year groups.

A confidential minute was recorded at this point

IW commented that the school would be looking at aspects within a faith, the similarities of faiths and comparing/contrasting the differences of faiths. Pupils gained more depth from discussion. The Chair queried if any feedback had been received on the Collective Worship and RE policy. There had been none.

Governors had looked at literacy throughout the whole school covering the alphabet, phonics and handwriting. No negative comments.

Sports and ICT –Governors commented positively regarding the new sports coaching company. The group has also looked at the ICT tracking and monitoring sheet which comprehensively covers all areas of the ICT curriculum and is a good indicator of a child's progress in this subject as they travel throughout the school. Governors had discussed tablets for music and ICT with possible funding from the Arts Council for I Pads.

Cross School Projects – IW said progress had been made throughout the year. The curriculum groups have had a positive effect, providing suggestions and inspiration. Governors had discussed the possibility of setting up extra sports clubs for those who do not normally take part in additional sports activities.

9. **Jimmy D's update** – see 5.

10. **Policies Review** (schedule and sign off) – The Absence Policy and RE and Collective Worship Policies had been circulated to governors. IW explained the amendments to the Absence policy. He also explained that the absence procedure was triggered when, in a 6 week period, attendance drops below 90%. All policies were agreed.

11. **Safeguarding/Child Protection report** (from safeguarding governor) – TF referred to the guidance for volunteers document located at Reception mentioned in the previous minutes. Each volunteer has to sign a declaration stating they have read and understood the guidance given. MR said there are currently about 8/10 signatures on the register, which reflects how many volunteers there are. Volunteers are to sign they have read the guidance once a term as a refresher. This to change to include those who help with swimming.. TF to look at the trips procedure.

12. **Governor training/Hot Topics/Training Session** – KT(Clerk) mentioned she had applied to Governor Development for dates of sessions for New Governor courses. TF asked if he could attend the safer recruitment course. SG asked if he had a safer recruitment certificate.

Action: KT (Clerk) to find out when course available and report back to TF.and to check to see if SG has attended the course previously and track down his certificate .

13. **SDP Update** – IW explained there would be a new SDP by July. Most items have been done or are in the pipeline. Governors discussed the link between the SDP and the curriculum and the need to monitor the impact of projects.. IW suggested SDP be added as a standard item on the Curriculum Groups' agendas.

14. **Date of next meeting** – Thursday 17 July

15. **A.O.B.** None

Minutes of the last meeting having been previously circulated were agreed and signed as a true copy. There being no further business the meeting concluded at 8:32pm.