

DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING 2ND OCTOBER 2014 7pm

PRESENT: I Wilkinson, D Knight, T Allen, J Thody, G Lyden, T Fisk, P Dilks, M Russell, S Young
CLERKED BY: S A Dodson. The meeting was quorate.

1) **APOLOGIES ACCEPTED:** S Gledhill, A Tarrant. **ABSENT:** T Hutton (Chair)

2) **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**

Vice Chair queried if there were any amendments/additions to declarations of Interest held on file. None Received. Clerk requested all governors complete the declaration of interest for the academic year 2014/2015.

3) **MINUTES OF THE LAST MEETING**

Minutes of the last meeting having been previously circulated were agreed and signed as a true record.

4) **MATTERS ARISING**

• **Reconstitution of Governing Body/committee Structure/membership**

Deferred to next meeting as chair, who had raised the issue, not present to discuss and review.

ACTION SAD: – Ensure agenda item 13.11.2014

• **Trip Procedure and Paperwork**

Head advised that at the last meeting a query had arisen regarding the current or change(s) in circumstances or medical condition of a pupil whilst on an excursion and supervisors of that excursion being aware of the current situation. The concern was raised that parents may assume that as they had previously advised of the situation/condition that this information is continually permeated to all areas and staff within the school. Also there may be an issue that was not apparent either previously or subsequently and may only be specific to this trip or this period of time and therefore should the risk assessment be specific in this regard.

GQ Do we have a consistent pre-trip meetings highlighting all areas regarding the trips.

GQ Is all paperwork held specific to the trip

ANS The head advised that consent forms and risk assessments have been reviewed and that pre-trip meetings are arranged, if required, and that the access/availability of all risk assessments etc to those supervising the trip has been reviewed and addressed.

• **Update/conclusion Hereward Way Residents Complaint**

The head advised that all the trees at the front have been cut back and P Dilks advised that he had attempted to visit the residence in this regard.

GQ There is fungus on the large tree stump is this a health & safety issue?

ANS Head advised that he was aware of the Fungus and the contractor has been contacted to address.

The head advised that the residents are more concerned about the whole of the trees rather than maintenance, cutting back of the trees as they are concerned about the height, blocking out light, TV reception and the trees actually falling down.

GC The residents appear to be concerned that one of the trees is a laburnum.

ANS The head advised that he has sought confirmation that there is a tree that is a member of the laburnum family, that there are no records of anyone eating seeds of this type of tree and poisoning thereof.

GC If we could arrange for the “tree man” to attend then we have done everything that we can.

ACTION IW:- To contact the arborculturalist

5) **UPDATE ON PROSPECTUS**

The head advised that this has been updated and that the website was also continually being updated.

GQ Are all the policies that we have to have published on the website, there?

ANS Head advised in the affirmative and that we are in the process of updating it and the policies.

GQ Should we do an updated message from the governors

ANS The head advised that this would be appreciated and should be concluded and forwarded a.s.a.p.

ACTION SAD: – Ensure update of governor’s area of the website on agenda for 13.11.2014

6) **HEADTEACHER’S REPORT** – including review of racial incidents

The head confirmed that this was issued in advance of the meeting and requested any questions.

GQ Do we have any idea of the length of time that Mrs. Bell will be off?

ANS The head advised to the contrary but that Holly Barrett is covering and then she will cover maternity cover. Very experienced teacher and has been head of school

GQ Can you advise as to Data Protection Issue.

ANS The head advised that it referred to the class “dojo system” which incorporates little avatars within the class management behaviour system. During a parents meeting, a parent was shown live information from the dojo system rather than example and the parents were upset on the comments. Therefore this has been addressed so that no negative points are issued via this system and apologies have been made to the parents and the data protection issue addressed with those concerned. The head advised that a meeting with the parents has also been arranged.

GC If we are not giving out negative points is there any point to the system as we have to manage negative behaviour?

ANS The head advised that the motivation is to gain positive points and is similar to the house points system.

GC What if someone is using star system and you loose golden time, how does the dojo system work in this regard?

ANS The head advised that there are things linked to the dojo system with regard to being able to change the avatar etc and this is an incentive for good behaviour as pupils like the fact that they can influence the avatar.

GQ Is there any consequence to bad behaviour?

ANS Yes they loose their golden time.

GA Congratulations on getting the windows completed.

The head advised that they are not “signed off yet” as there are a few snagging issues to be addressed. There were no further questions.

7) **REVIEW STANDING ORDERS FOR FGB**

Vice Chair confirmed that had been issued in advance of the meeting. All agreed received, reviewed and agreed.

8) **REVIEW, AGREE AND COMPLETE CODE OF CONDUCT**

Vice Chair confirmed that had been issued in advance of the meeting. Governors were advised that this needs to be completed on an annual basis. All agreed had been received, reviewed, agreed and completed.

9) **ELECTION OF CHAIR/VICE CHAIR 2014-2015**

Meeting deferred to clerk. Clerk advised of one nomination received for Chair of Governors being T Hutton. **Vote undertaken** – Unanimous.

Clerk advised of one nomination received for Vice Chair of the FGB, being G Lyden. **Vote undertaken** – Unanimous. Clerk deferred meeting to Vice Chair, G Lyden.

10) CIC ANNUAL REPORT

The head advised that there are no children in care and therefore nil report.

ACTION SAD: - Template to Head by 13.11.14

11) APPOINT SUB COMMITTEES CHAIRS/VICE CHAIRS

Chair of Curriculum and Standards Committee vote undertaken. D Knight, appointed
Vice Chair of Curriculum & Standards Committee vote undertaken. T Fisk, appointed
Chair of Finance, Personnel & Premises Committee vote undertaken. T Hutton, appointed.
Vice Chair of Finance, Personnel & Premises Committee vote deferred to the finance committee.

12) APPOINT CURRICULUM GROUPS/SUBJECT LEADER GOVERNORS

Groups appointed as follows:-

Group One Math's & Science – with TA and teachers. A Tarrant, T Hutton, J Thody, M Russell

Group to 2 Geography, History, French, English, RE - T Allen, D Knight, T Fisk

Group 3 ICT PE ART PSHE DT – G Lyden, P Dilks, S Gledhill, S Young

ACTION IW: - Dates of meetings to be supplied for issue to groups.

13) APPOINT OFSTED AREA REVIEW GROUPS

Groups appointed as follows:-

- Leadership and Management – T Hutton, T Allen, P Dilks
- Achievement and Attainment – J Thody, G Lyden, S Young
- Quality of Teaching & Learning – D Knight, A Tarrant
- Behaviour & Safety – T Fisk, S Gledhill, M Russell

Head advised clerk that Chair of governors has documentation pertaining to the Ofsted review areas and clerk confirmed she would contact the Chair in this regard.

ACTION SAD: - Contact Chair re Ofsted Groups by 13.11.14

14) APPOINT LINK GOVERNOR

GQ What is a link governor?

ANS The clerk briefly advised the FGB of the role of the link governor and advised that some governing bodies relinquish the duties of the link governor to the clerk and chair.

- Provides Leadership in organising support and training for the Governing Body
 - Ensures that the Governing Body welcomes and inducts new governors
 - Provides advice to individual governors on their particular training needs
 - Encourages governors to voice their training needs, attend training & development sessions
 - Acts as a link with Governor support & development and communicate the needs of governors
 - Maintains a record of attendance of governors of training & development activities undertaken
- The FGB agreed to disseminate the responsibilities to the clerk/chair.

15) APPOINT SEN GOVERNOR

Head advised that also require an inclusion governor and that this is normally linked with the SEN Governor. J Thody agreed and appointed as SEN/Inclusion governor.

16) APPOINT SAFEGUARDING GOVERNOR

T Fisk appointed as Safeguarding Governor

17) APPOINT E SAFETY GOVERNOR

Head advised that legislation deems that staff must undertake Esafety training on an annual basis. Discussion ensued regarding availability of governors to attend school during the day, if required. Agreed joint E Safety governors of T Fisk and G Lyden

18) GOVERNORS ACTION PLAN

Clerk advised that she had forwarded the last governors action plan that she could locate. It was agreed that the clerk would contact the chair in this regard and provide an updated action plan for the next FGB meeting.

ACTION SAD: - Contact Chair re action plan and issue by 13.11.14

19) AGREEMENT FOR POLICIES REVIEW(COMMITTEE/GOVERNORS/HEADTEACHER)

The FGB confirmed they had received a list of statutory policies indicating the specified statutory review periods and whether they had to be ratified by the FGB or whether the review could be deferred to either a governor, committee or the headteacher. The clerk requested clarification as to the deferral and the agreed review periods to assist in the audit of these policies. Please refer to Appendix A

20) UPDATE ON PARENTS QUESTIONNAIRE

The head advised that 76 responses had been received. The optional response of “don’t know” had been removed. The head gave a brief resume of the results as follows:-
96% enjoy school, 95% making good progress, 100% Pupils are safe at school, 99% Behaviour is good within the school 84% positive response regarding the Merit system and 98% Parents are comfortable to approach the school

The head advised that the 2 responses that the school are reviewing are concerning the Merit system and informing parents/carers on how their child is getting on. The head advised that the school council will be approached to ascertain feedback about the Merit system and a questionnaire will be issued about the progress report system.

GQ How does the current Merit system work? Is it by term or by year?

ANS The head advised that the Merit system is awarded by term and that a reward is awarded at the end of each half term for the house with the most points. The head advised that prior to this year the reception class was not included and this year they are.

GQ What do they receive?

ANS The head advised that there are Bronze, Silver and Gold awards and that the pupils receive a certificate and points.

GQ Is there any merit of having aboard in the reception area of the house points for visibility.

ANS The head advised that there is a chart in the hall and staff are considering whether it would be beneficial to purchase, bronze, silver and gold badges or to have the facility to be able to make these.

21) JIMMY D’S UPDATE

Head reminded the FGB that in April 2014 the Out of School Club received an Ofsted grading of Inadequate due to various issues, not relating to the care of its attendees. An interim Ofsted visit was completed in August indicating all issues had been addressed. It also became apparent that the OSC and the Playgroup are registered under the same Ofsted number and even though the Playgroup was not inspected in April 2014, they too are classified as Inadequate, despite being inspected in September 2013 and receiving a good grading at that point. The Out of school club will be inspected again in October and they are hoping for a good grading.

GC Why are they not inspected together if they are under the same code?

ANS They have never received an Ofsted inspection at the same time and therefore always believed that they were under separate codes and believe that this is an error on behalf of the inspectorate. This has been quite upsetting for the Playgroup and they have been working closely with the OSC and county in this regard. The head advised that this has had an effect on the funding claimed for 2.5year olds as if provision is classified as inadequate funding cannot be claimed and for 3 year olds, you have to be classified as Requiring Improvement.

GC Does this mean we have lost the funding for our 2.5 and 3 year olds?

ANS Current cohort will continue to be funded but we cannot take in any more children.

GC Does the funding become available again as soon as the OSC receives an Ofsted grading of Good?

ANS Yes it should and this will be addressed as soon as applicable and possible.

GC Do they have to have the same Ofsted Number?

ANS Yes because to have separate Ofsted registration you have to have separate committee's and everything would have to be dissolved and recommenced etc.

The head advised that the positives of this matter were that the playgroup and the Out of school club were meeting and working closely together to address all areas required. The head requested that after the Ofsted inspection a letter be sent to L Magnusson thanking her for all her hard work and some small token of appreciate to all the staff.

ACTION POINT SAD: Ensure agenda item for FGB 13.11.14

22) CONFIRM MEETING DATES FOR NEW ACADEMIC YEAR FOR ALL COMMITTEE'S

13.10.14 SSC 5.30pm	20.10.14 Finance 5.30pm	13.11.14 FGB 7pm
27.11.14 SSC 5.30pm	21.01.15 Finance 5.30pm	11.02.15 FGB 7pm
19.03.15 SSC 5.15pm	06.05.15 Finance 5.30pm	20.05.15 FGB 7pm
18.06.15 SSC 5.30pm	08.07.15 Finance 5.30pm	13.07.15 FGB 7pm

23) AOB

- In House training session for this academic year/cluster FGB training opportunity – Clerk advised that as part of the SLA with PCC we have a free in house training session, but that she had agreed with the head and the chair that she would contact the other clerks in the cluster with regard to collaborative training and therefore access extra free training as available.
- Cluster Music Workshops – The FGB discussed the concern raised by a governor with regard to the workshop in October 2014. S Young advised that this is the first time we have stipulated themes. Discussion ensued as to how we can ensure that the concern regarding the inclusion or exclusion of all denominations and believes or opinions within the cluster are addressed for next year. It was agreed that the naming of the workshops could be reviewed if required and the possibility of referring to the seasons rather than events and advertisement that the workshops incorporated both a traditional and modern music. It was agreed that we have to be sensitive to all and that, but not to the exclusion of any. **T Allen Left 20.52**

GQ Has there been an update on the Staff Identity badges?

ANS The head advised that all staff have badges and that if and keypad security doors are replaced that these could be replaced with security doors with a swipe card system.

GQ What is the KS1 Hot school meal uptake?

ANS M Russell advised that there are 91 pupils over the 3 classes and 70-80 pupils are having hot school meals.

GQ Who is the provider?

ANS Farm Kitchens and these are prepared at Linchfield School kitchen. KS2 uptake is increasing gradually.

GQ How is this being managed? How do parents book them?

ANS These are booked online by parents and although there have been a few queries, these have been resolved.

ACTION SAD: INVITE SENCO TO THE FGB MEETING 13.11.14 AS PER FGB MINS 17.07.14.

HEADS AND CHAIRS MEETING UPDATE – AGENDA ITEM - 13.11.14 AS REQUESTED BY IW

There being no further business the meeting concluded at 21: 06pm