

DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING 13.11.14 7PM

PRESENT: I Wilkinson, T Allen, G Lyden, T Fisk, M Russell, S Young, T Hutton, A Tarrant

CLERKED BY: S A Dodson. The meeting was quorate

1) **APOLOGIES ACCEPTED** P Dilks J Thody S Gledhill, D Knight **ABSENT:** None

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

Chair queried if there were any amendments/additions to declarations of interest held on file or to any agenda item. None Received.

3) **PRESENTATION/REPORT FROM LISA ADAMS** Report supplied to FGB by Lisa Adams. The Head advised that 4b is equivalent to 27 points, 4a is 29 and 4c is 25 points. The FGB reviewed the report and were informed that End of KS2 APS for 5 pupils was 27 and that the Statemented pupil was a high achiever with academic needs, hence why APS was 27 in a cohort of 5.

GC Regarding the APS of the School Action plus pupil of 18, was the pupils needs academic

ANS The FGB were advised that the pupil was academically weak but did not match the criteria for a statement. This pupil received one to one support, he was dyslexic received support for literacy and Maths in a 1 to 1 setting and we had all the assessments completed to ascertain whether he was applicable to a specialised educational school.

GC Did he make progress.

ANS Yes and has moved onto Deepings School.

GC Did he make 2 levels of progress.

ANS He did on some subjects but not all.

Head advised that the FGB are aware of spelling requiring reinforcement in KS2.

Upon review of the End of KS1 Data, the Head advised the FGB that 1 pupil with APS of 15 brings the total APS down.

GQ Have you completed this analysis for previous years as Ofsted look for 3-year trends. We could then substantiate that this was an anomaly

A Tarrant arrived 19.20

GC How can we look at discrepancy between gender and age?

ANS Head advised will try and ascertain details as is not segregated/highlighted in raise online.

GC This would highlight whether this was a discrepancy or not.

GC What is the effect on the cohort that are not SEND

ANS TA's not only assist SEND but also high achievers. All pupils have received support over the years alongside outside of classroom interventions as well.

GC Spelling appears to have been an issue is there any merit in spelling tests on a weekly basis.

ANS Pupils have 10-15 minutes every day and they all have spelling logs to enter those words that are highlighted and recognised as requiring further review and these logs are sent home for them to practice. Head advised that spelling is a focus throughout the school. The head also advised that Phonics is covered every day in school and spelling logs should go home every week. The FGB were also advised that those pupils applicable to tier interventions are being supplied with sheets to take home to practice.

GQ Based on your analysis, what are your priorities for this year and what do you need to achieve these priorities.

ANS The interventions that were successful will continue and for those pupils requiring further support to achieve, will receive assertive mentoring and/or one to one teaching.

GQ Do you have any needs or requirements to assist you. We cannot guarantee any additional funding or support but we cannot address if we are not aware.

ANS The FGB were advised that there were no restrictions or concerns about requesting support but that some thought will be given and referred back to the FGB.

4) **MINUTES OF LAST MEETING 02.10.2014** – Supplied by clerk and agreed as a true record

5) **MATTERS ARISING**

• Reconstitution of Governing Body/committee Structure/membership – Discussion ensued with regard to the restructure of meetings of the FGB and committees and the required reconstitution by 1st Sept 2015. Members of the FGB considered that the current organisational structure of the various responsibilities of committees/members of the FGB was adequate. The chair advised that the review of the restructure would be deferred to ascertain whether questions were received from the floor in matters referring to the committees to analyse whether information was being reviewed, queried and challenged. Therefore restructure of committees deferred.

ACTION SAD: ENSURE AGEND ITEM FOR 20.05.2015

• Update of governors area of website. It was agreed that all governors need to have reviewed their profile on the website and advise and send any updates to clerk by 04.02.2015

ACTION SAD: REMIND GOVERNORS 31.01.2015 ENSURE AGENDA ITEM FOR 11.02.2015

5) **HEADS REPORT**

• Including review of racial incidents

GQ Can you advise of the Teacher training with the Garth School.

ANS Within this teacher training 6wks has to be completed an alternative setting and is therefore completing this at the Garth school and Jill's counterpart, who is completing the same course and is very capable, will be completing her 6 wks here.

GQ Are there any changes to interventions undertaken.

ANS Head advised that Assertive mentoring is still being undertaken.

GQ The complaint from the yr5 pupils parents, did it refer to a significant issue.

ANS Head advised that this did not refer to a significant concern and that a meeting had been held with parents and satisfied their concern. The pupil concerned has certain recognised needs and the suggestion was that he was being goaded and therefore he was behaving in a certain manner because of this.

GC Did they use the word bullying. If pupils feel they are being bullied, do they feel able to talk to teachers privately before it gets to parents.

ANS Head advised that the children are forthcoming and would approach a teacher.

GC What is the procedure.

ANS Head advised that they can go straight to the teacher and that because concerns are addressed immediately upon the issue being raised, we don't get actual "bullying".

6) **REVIEW AND AGREED SDP** FGB acknowledged receipt and review and actions required by governors. Refer to agenda item 10. Vote undertaken and SDP unanimously accepted.

7) **REVIEW AND AGREE SEF** FGB acknowledged receipt and that had been reviewed by Curriculum and Standards Committee. Head advised that would appreciate if FGB would review in detail and refer any questions to the head a.s.a.p. The head advised that the educational advisor attended for end of year review and this document enabled the answer to nearly all questions levied. The head advised that Ofsted are validating the information that you have rather than your SEF.

GQ Who are the middle leaders in this school?

ANS A Wood/K Morley/L Adams but every member of staff has an important role, but the head advised that these particular staff members have to confirm and report on the impact that they have on the school. The head advised that areas for development on the SEF are in the SDP and that the overall target is to move from good to outstanding.

GQ Does there have to be a certain percentage of teaching that is classified as outstanding teaching to achieve this and can we clarify the % as they do not add up to 100%

ANS Head confirmed the % of staff requiring improvement as 7%.

- 8) **UPDATE FROM GOVERNOR TRAINING “READY FOR OFSTED”** Report had been supplied to FGB by T Fisk on training undertaken and he advised that emphasis had been highlighted that the FGB need to be clear on vision, the need to demonstrate the role of critical friend, with challenge and support. Discussion regarding 16 questions and the inclusion in the Ofsted group monitoring plan and the need to assess the effectiveness of the FGB in monitoring these areas.
T Allen left 20.57
- 9) **OFSTED GROUPS ACTION PLAN** – Rename Ofsted Monitoring Plan It was agreed that all areas need to be updated by the respective group members and that a further section was to be added by the clerk for comments to be placed and links to evidence.
- 10) **GOVERNORS ACTION PLAN** Discussion ensued about the need for governors to update the SDP with actions relevant to the areas referred/deferred to governors for review. Discussion undertaken regarding the difference between the Ofsted Monitoring Plan and the Governors Action Plan and the need to differentiate by a change in title to “Governors School Development Plan. It was agreed that the plan would be loaded as a live document on the website to enable governors to update as and when required, therefore ensuring updated version available with all actions undertaken.
ACTION SAD: ENSURE UPDATED AND FORWARDED FOR UPLOAD ONTO WEBSITE. AGENDA ITEM FOR 11.02.2015
- 11) **REPORT FROM CURRICULUM AND STANDARDS COMMITTEE**
• Review/Agree Terms of Reference – Supplied reviewed and agreed by the FGB Chair requested and questions or queries from the minutes of the committee meeting of 13.10.2014, none received.
- 12) **REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE**
• Review/Agree Terms of Reference – Supplied reviewed and agreed by the FGB.
• Supply of Services/Contract with Mouchel. The FGB were advised that the loss of control of payment of invoices has been addressed and no invoice will be paid without the schools approval. The FGB were advised that the remainder of the cluster is going with Agresso and therefore this is what we have decided to do.
GQ Who is the cluster. **ANS** Baston, Langtoft, Thurlby, St George’s of Stamford and William Hildyard. The head advised that we have to sign a SLA. FGB voted and unanimous agreed to proceed with Agresso.
- 13) **HEAD AND CHAIRS MEETING UPDATE** – Head advised that this item referred to the reinstatement of meetings with Headteachers and Chairs of Governors within the cluster to discuss and areas of matters that affected the cluster. Agreed that we would we like to resume and partake of these.
- 14) **JIMMY D’S UPDATE** – Head advised that on 14.10.14 Ofsted completed a return inspection of the playgroup and the after school club. The head referred to the previous information advised on 2.10.14 as to the reason for the return inspection. Both settings received a grading of good on 14.10.14.
GQ Are they intending to split the 2 organisations and have 2 Ofsted registrations.
ANS Head advised in the negative and that the 2 settings have decided on shared policies, training and better communication.
ACTION: LETTER TO 2 SETTINGS THANKING THEM FOR ALL OF THEIR HARD WORK
GQ Are they intending to stay in the same area.
ANS No they will move upstairs after Christmas.

15) POLICES REVIEW

- Child Protection Policy/Procedure/Safeguarding – annual review – Agreed but changes to be advised by T Fisk re Acceptable behaviour/child safety.

ACTION POINT TF: FORWARD CHANGES TO CLERK FOR ISSUE TO THE FGB 11.02.2015

- Complaints Procedure – Review every 2 years
- Data Protection Policy – Review every 2 years
- Governors Allowances – Review every 2 years
- Home School Agreements – Review every 2 years
- SEN policy – annual review
- Staff Code of Conduct Policy – Review every 3 years
- Staff Disciplinary Procedure – Review every 3 years
- Staff Grievance Procedure – Review every 3 years
- Teachers Pay Policy – annual review
- Supporting Pupils with Medical Conditions – Review every 2 years

FGB confirmed that all had been received, reviewed and all agreed.

16) AOB

• In House training session for this academic year/cluster FGB training opportunity. Clerk advised of the following training sessions that are available and of the opportunity of cluster training to maximise the training opportunities available.

- From “good” to “outstanding”: the governors’ role
- Using RAISE and other sources of information to support self evaluation
- The governing body’s role in raising standards and holding the school to account
- The governing body’s role in school improvement
- Developing our governing body: self-evaluation
- Safeguarding children for governors (As an in-house training course -can only be delivered to more than one school – consider cluster training)
- ***Developing a whole-school approach to sex and relationships in education***
- Teaching, learning and the curriculum – the role of the governing body
- Roles and responsibilities of the governing body and headteacher
- Making sense of finance for maintained schools

Head questioned whether this could be referred to the heads and chairs meeting of the cluster for collaboration – agreed.

ACTION IW: AGENDA ITEM FOR HEADS AND CHAIRS MEETING - IW

Chair advised that although the report from SEN lead had been very useful, it would be better if details were supplied in advance of meeting so that any questions and queries could be raised rather than just reading through a report. The chair requests that a staff member attend every other FGB meeting. It was agreed that the next report would be on Assertive mentoring.

ACTION SAD: ENSURE AGENDA ITEM FOR 20.05.2015

Head advised of discussion regarding payment of staff if absent because their child is ill and that although this had not been a major issue previously, county policy had been reviewed and therefore requested a discussion and agreement as to the number of days that would be paid and anything greater being unpaid.

GQ Is there not a way of recouping this.

Discussion ensued as to whether 3 or 5 days to be paid and vote undertaken and unanimously agreed as 3 days.

GQ Has the issue of the trees been resolved with neighbouring residents.

ANS Head advised that work has been agreed, but is still to be undertaken.

Meeting concluded at 9.20pm. Next Meeting 11/02/2015.