

**DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING 20.05.15 7PM**

**PRESENT:** I Wilkinson, T Allen, M Russell, S Young, T Hutton, D Knight, G Lyden, S Gledhill, T Fisk  
**CLERKED BY:** S A Dodson. The meeting was quorate P Cradock in attendance.

- 1) **APOLOGIES FOR ABSENCE** Received from J Thody and accepted. None received from P Dilks.
- 2) **DECLARATIONS OF INTEREST/ELIGIBILITY** Chair queried if there were any amendments/additions to declarations of interest held on file, to any agenda item or to eligibility of governors service. None Received.
- 3) **MINUTES OF LAST MEETING**  
Supplied by clerk in advance of the meeting for review. No amendments, therefore agreed as a true record.
- 4) **MATTERS ARISING**
  - Update of governors area of website – The FGB acknowledged and accepted the updates made to the governors area of the website by the clerk.
  - Update of statutory items required on website – G Lyden advised that the clerk had supplied a detailed list of statutory items and that this had been shared and reviewed with the head. G Lyden agreed to review the website on a termly basis to ensure compliance. This is also included in the Governors Action Plan.

**ACTION POINT: GL TO REVIEW WEBSITE FOR STATUTORY ITEMS AND REPORT ON 13.07.2015**

  - Update on Links with other schools – The head advised that a heads and chairs meeting was held at the school 3 weeks ago and all schools in the cluster were present. The meeting was led by the head and the outcome was to work together on shared training on Performance Management and the governors role and monitoring. The cluster discussed whether a peer review would be beneficial and a list of safeguarding governors, SEND governor etc. was to be collated to discuss best practice etc. The head advised that pupils from the Beeches school would be attending on 03.06.2015 as a reciprocal visit and undertake a tour of school and participate in a musical workshop with the school.
  - Full Finance audit report received by CoG – The chair of governors confirmed that this had been received and actioned.
- 5) **HEADS REPORT**
  - Including Review Of Racial Incidents
  - Data on Attendance/Absence (%)
  - Update from EA

The report having been issued in advance of the meeting for governors to review, the head requested any questions.

**GQ Has there been any response from parents post Ofsted.**

**ANS** The head advised that all responses received were positive and very supportive. The head advised that with regard to staffing, we will be looking to replace the Year 1 teacher w.e.f 01.09.2015.

**GC Will it be easy to recruit for this position.**

**ANS** The head advised that there are various options including NQT's from Bishop Grosseteste and other possible options that, in the long term, may be better for the school.

**GC Will Mrs Barret be staying.**

**ANS** This is yet to be discussed
- 6) **CONSIDER BUDGET FOR SUBMISSION** The FGB acknowledged receipt of the budget report in advance of the meeting and acknowledged that the business manager was not able to produce a larger/enlarged version/print. £11k carried forward from last year and the FGB were advised that we

are looking at £11,444 carried forward this year. The FGB were advised that there were changes to support staff this year with 5 early mornings being reduced to 2 early mornings on a claims basis. The FGB were advised of the issues with the change in the finance system and that a number of proposals had been agreed at Finance Committee meeting and referred the FGB to the Finance Committee Meeting minutes of 06.05.15 as supplied in advance of the meeting. The head advised that the pupil intake is solid and the FGB acknowledged the budget.

A governor, S Gledhill proposed the acceptance of the budget this was seconded by T Allen and carried unanimously by the FGB.

The FGB were advised that a proposal for pupil premium expenditure had been referred by the Finance Committee to the FGB, for discussion. This referred to intervention groups/supply cover and a flexible contract of between 13-15 hours per week, with the position banking hours for supply cover within the school and this position being funded by pupil premium.

The FGB were advised that interventions would be 10hrs per week and that support in year 5 could be beneficial. The FGB were advised that this position could be funded by pupil premium in this regard as this position would be to provide booster groups and interventions.

The FGB were advised that absence since Xmas has been very little, but that we had a large supply spend last year as we had 3 staff members off.

**GC Can we move funds from budget share to cover supply**

**ANS** The head advised that this would be a set contract for intervention and then an adhoc supply cover, claimed on an hourly basis.

**GC How would this work if they were asked to do a week of supply and therefore did not do there intervention.**

**ANS** We would ensure that as much intervention as possible was undertaken.

**GC Would they be paid at the same rate regardless of whether they were doing supply or intervention**

**ANS** Yes. Discussion ensued about continuity and the use of Pupil Premium funding.

**GC Prefer not to use Pupil Premium for supply as this is for narrowing the gap. It is difficult to demonstrate that the same person doing supply has an impact on closing the gap.**

**GC Can you confirm that you are forgetting the idea of banking hours for supply and that any additional hours will be claimed on a claim basis.**

**ANS** Yes

**GC Are you appointing a teacher or a HLTA .**

**ANS** Advertising for both as it is not applicable to everybody. Pupil Premium needs to be agreed at 15 for intervention.

**GC Can this contract be increased by an extra hour to allow candidates to claim for working tax credits.**

**ANS** We have a carry forward on pupil premium and therefore we can advertise for 16 hours as have flexibility in pupil premium budget for this if it would enhance the quality/number of applicants.

- 7) REVIEW/UPDATE POST OFSTED SDP –** The head advised that there is a new monitoring form with the results of lesson observations and monitoring. There is an analysis of book scrutiny including spelling and looking through marking and presentation policy.

**ACTION POINT SAD: ENSURE MARKING/PRESENTATION POLICY ON SSC AGENDA 18.06.2015.**

The head advised that book scrutiny is about developing the marking and we have intensified monitoring and therefore this is done every 3 weeks now rather than every 12 weeks. The marking policy brings consistency throughout the school. The head reminded the FGB that SPAG is monitored by curriculum group 2 and Andrea Wood will looking at guided reading. All math's and English plans are being put on the g drive and being used in the book scrutiny. This is significant for Curriculum Groups 1 and 2 as is for Maths, Science and English. The head advised that everyone will have had

observations completed a.s.a.p. and that the new monitoring form is being shared with all staff. The head advised that monitoring will look at development, planning, assessment, progress, learning behaviours etc. and action points for next lesson observations. The FGB were advised that staff have had input into the pre and post-test assessments and this will be shared with the FGB when presented to the FGB by staff members. These tests are designed to start at an individual pupils point specific to them rather than all at the same place. This test will be at the end of the term and will have all the elements of that year group's curriculum and this will highlight to teachers areas of weakness from that year group and therefore what areas need to be concentrated on.

#### **GC What about Mastery level**

**ANS** Pupils will revisit areas and their test will show mastery and problem solving/reasoning will need to be apparent. These pupils will probably be Tier 5. Pupils need to be next year ready and it will take a little time for realignments and adjustments to be confirmed.

The head advised that the next performance management review will be in Oct 2015 and requested that governors review the website as each class had been updated.

**ACTION POINT SG:-SEND DETAILS OF SAFEGUARDING TRAINING TO SAD/IW/TF**

**8) REVIEW/UPDATE POST OFSTED SEF** – The head advised that this has not been updated yet.

**ACTION POINT SAD: ENSURE AGENDA ITEM FOR JULY 2015**

**9) UPDATE AND REVIEW GOVERNORS OFSTED ACTION PLAN** The FGB reviewed in detail and with regard to priority 2 – Revisit the vision, consulting all stakeholder's the governors discussed the vision of the school and how the existing vision is to be discussed with the stakeholders etc. A discussion also ensued about the vision of the school being encompassed in one sentence and using, for example, 5 of the most popular words advised by the stakeholders, pupils, staff etc.

**GC Is this about branding rather than the vision of the school.** Discussion ensued as to whether the Mission statement of the school should also be reviewed.

**ACTION POINT SAD: REVIEW OF MISSION STATEMENT BY FGB JULY 2015**

- Appoint Pupil Premium Governor – This was agreed as P Dilks but then after discussion of item 10 this was then deferred to J Thody
- Appoint Staff Link Governor - This was agreed as T Allen
- Governors Board – This is to be completed by July 2015
- Governors newsletter to parents – This is to be sent in July 2015
- Review parent questionnaires – This should read “update on review of parent questionnaires.”
- Appoint Governor to review Parent View – This was agreed as G Lyden
- Training sessions/update and Governor Forum meetings – S Gledhill to attend on 25.6.15
- Review Performance management of FGB – This was agreed that this was being undertaken by the action plan, the code of conduct and the training being arranged and undertaken.

**P Cradock left the meeting.**

**10) SKILLS SET AUDIT/RECONSTITUTION**

• Review Proposed Draft instrument of Governance – The FGB were advised by the chair that he had undertaken a review of the skills audit completed by governors with the head and the clerk and that the clerk had supplied a proposed constitution. The chair advised that A Tarrant had submitted his resignation. The draft constitution of 11 governors was accepted and a discussion ensued regarding to vacancies and non-attendance of governors and whether these should be approached with regard to being an associate governor. The FGB were reminded that S Gledhill was leaving at the end of the academic year.

**ACTION POINT TH: CONTACT GOVERNORS IN QUESTION A.S.A.P.**

• Review Governor Recruitment Strategy and Progression Planning – The FGB were advised that progression planning was being undertaken with the role of vice chairs and chairing meetings on a rotational basis and that adverts were currently in place with SGOSS.

- Agree committee structure – The chair advised that when undertaking a review of the governors skills the membership and structure of the committees were reviewed to ensure that governors skills were being utilised to their full ability.
- 11) **REVIEW SEN REPORT** The head advised that Jim Thody had attended school on 19.5.15 and met with Lisa Adams, but that a report was not available at this stage.  
**ACTION POINT SAD: DEFERRED TO NEXT FGB MEETING.**
  - 12) **REPORT FROM CURRICULUM AND STANDARDS COMMITTEE 19.03.2015** – The committee acknowledged receipt of the minutes of the meeting in advance of this meeting. No questions were raised.
  - 13) **REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE 06.05.2015** Minutes of the meeting were supplied in advance of the meeting for governors review. No questions were raised and governors were referred to agenda item 6.
  - 14) **UPDATE ON HEAD AND CHAIRS MEETING** – The head advised that a discussion had been undertaken regarding shared training as all schools in the cluster subscribe to Peterborough Governor Services and it was agreed that shared training between governing bodies would make the most effective use of resources. The following areas were discussed for possible training: Governance and Performance Management, The New! New! Ofsted Framework, Pupil Premium and Governance. It was agreed that Governance and Performance Management would be the most appropriate one to start with and this was to be booked in September. It was also agreed that a set of questions that we wanted the bespoke training to cover should be presented to the trainer before the meeting. Each school to send IW e-mail addresses of Clerk to Governing Body, e-mail with questions for training. A discussion was undertaken regarding peer review and supporting each other's Governing Body. It was decided that key statutory positions were to be identified and that each FGB would put forward representatives responsible for these areas. These lists would be collated and asked to meet once a year to support each other and develop good practice. A list of statutory positions is to be supplied to the head and all chairs will send the relevant contact details of these people and the clerk will then collate and send out. Admissions were discussed. There had been some issues with regard to incorrect distances being measured by county with regard to Reception places being offered. This was being looked into. It was agreed that we would try to contact Matt Clayton to come to a meeting in February 2016 to highlight any future issues regarding The Deepings and school places. Next meeting is at Langtoft School – 6:30 – 7:30pm Wednesday 30<sup>th</sup> September 2015.
  - 15) **JIMMY D'S UPDATE** The head advised that this is included in the Headteachers report.  
**CQ When is the anticipated move**  
**ANS** The head advised that it should be in September, we are currently awaiting the lease agreement from LCC.
  - 16) **POLICES REVIEW**
    - Safeguarding Policy – The policy having been issued to the FGB in advance of the meeting was agreed with a review date of 19.05.2016. S Gledhill advised that at the recent safeguarding training that he had attended, Peterborough City Council had issued a model safeguarding policy.**ACTION POINT SG/SAD: ISSUE PCC SAFEGUARDING POLICY TO HEAD A.S.A.P.**
  - 17) **IMPACT OF GOVERNANCE** – The FGB discussed the impact of governance in this meeting and referred to their querying of the funding and impact of Intervention and of staffing matters in this regard, staffing matters in general, update of our safeguarding policy, review, discussion and agreement of our reconstitution, proactive appointment of new governors, review of our vision, agreement of the budget, review of the governors Ofsted action plan and held the head to account.

**18) AOB****ACTION POINT SAD: GOVERNOR VISITS POLICY TO BE CIRCULATED TO GOVERNORS IN ADVANCE OF 13.07.2015**

The clerk advised that safeguarding should be on every agenda for FGB

**ACTION POINT SAD: SAFEGUARDING - KEEPING CHILDREN SAFE – PART 1 AGENDA ITEM 13.07.2015**

The FGB discussed items for the governors section of the newsletter. It was agreed that this should include the FGB review of Safeguarding, consultation on the vision statement for the school, the review of governance, that the FGB are undertaking a statutory reconstitution, that governors assist with sports day, governors have updated their area of website and that governors have assisted with school trips.

The head advised that FGB that he was considering changing the end of school day for KS1 from 3.15pm to 3.25pm after parental discussion.

There being no other business the meeting concluded at 21.54pm. Next Meeting 13.07.2015

| <b>SUMMARY OF ACTION POINTS 20.05.2015 FGB</b>                             | <b>BY WHOM</b> | <b>TIMESCALE</b> |
|--|----------------|------------------|
| <b>REVIEW WEBSITE FOR STATUTORY ITEMS</b>                                  | GL             | 13.07.2015       |
| <b>ENSURE MARKING/PRESENTATION POLICY ON SSC</b>                           | SAD            | 18.06.2015       |
| <b>DETAILS OF SAFEGUARDING TRAINING TO SAD/IW/TF</b>                       | SG             | A.S.A.P.         |
| <b>REVIEW/UPDATE POST OFSTED SEF DEFERRED</b>                              | SAD            | 13.07.2015       |
| <b>REVIEW OF MISSION STATEMENT</b>   | SAD            | 13.07.2015       |
| <b>RECONSTITUTION/GOV SKILL SET CONTACT GOVERNORS IN QUESTION A.S.A.P.</b> | TH             | A.S.A.P.         |
| <b>REVIEW SEN REPORT - DEFERRED</b>  | SAD            | 13.07.2015       |
| <b>ISSUE PCC SAFEGUARDING POLICY TO HEAD</b>                               | SG/SAD         | A.S.A.P.         |
| <b>GOVERNOR VISITS POLICY TO BE CIRCULATED</b>                             | SAD            | 13.07.2015       |
| <b>SAFEGUARDING - KEEPING CHILDREN SAFE PART 1</b>                         | SAD            | 13.07.2015       |