

DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING 13.07.2015 7PM

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

1) APOLOGIES FOR ABSENCE None as all governors were in attendance.

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 governor's service. None Received.

3) MINUTES OF LAST MEETING - 20.05.2015 Supplied by clerk in advance of the meeting for review. No amendments received or advised, therefore agreed as a true record.

4) MATTERS ARISING FROM LAST MEETING (20.05.2015)

- Review and update on website for statutory details – G Lyden confirmed this had been completed and that another review would be undertaken in September 2015.

ACTION POINT GL: REVIEW WEBSITE FOR STATUTORY ITEMS AND REPORT SEPT 2015

- Review/update on post Ofsted SEF – The head advised that an update on the post Ofsted action plan is in the headteachers report and that the SEF will be updated after SATS results reviewed.

ACTION POINT SAD: ENSURE POST OFSTED ACTION PLAN & SEF ON 1ST AGENDA FOR 2015/2016.

- Review of Mission Statement – The head advised that all stakeholders have been informed and suggested words are on the staff notice board and therefore these need to be reviewed and the most prolific included in the Vision/Mission statement.

GC Can this be circulated to governors as governors have not been asked for their input.

ANS Yes

GC Who is looking at this

ANS Staff.

ACTION POINT IW: SEND WORDS/STRAP LINES TO GOVERNORS FOR THEIR COMMENTS 14.7.15.

ACTION POINT: GOVERNORS TO RESPOND BY 17.7.15.

ACTION POINT SAD: FGB TO AGREE MISSION/VISION STATEMENT-ENSURE AGENDA ITEM 10.09.15

- Update on reconstitution – The Chair confirmed that this had been completed and that the Clerk had issued a copy of the reconstitution. The chair requested confirmation that all governors were in agreement with their allocation to the various categories in accordance with their appointment and expiry of terms of office. All agreed. The head advised that he had contacted D Ludford with regard to the governor vacancy and he believed that Mr Ludford wanted to assist and support the school in his capacity as head of a junior department at Kings School rather than as a governor.

GA There may be governors from William Hildyard that might be interested as they have recently reconstituted and reduced the number of governors and therefore had surplus governors.

Vote undertaken that Paul Craddock was to be approached and subject to the head and chairs agreement after interviewing Mr Craddock that he should be appointed as a co-opted governor.

ACTION POINT IW/TH: INTERVIEW P CRADDOCK A.S.A.P.

ACTION POINT TH: ADVISE CLERK OF OUTCOME OF INTERVIEW OF MR CRADDOCK A.S.A.P.

- Review SEN report – Defer to next FGB. **ACTION POINT SAD: ENSURE AGENDA ITEM 10.09.2015**

- Review Governors Visits Policy – The chair confirmed that policy had been supplied by clerk and the FGB agreed that upon review, the only amendment required was to include the governor visit form template to be completed after each "visit". The clerk requested confirmation of the policy review period. Confirmed as every two years.

ACTION POINT: GOVERNOR VISITS POLICY REVIEW DATE 12.07.2017.

ACTION POINT SAD: ADD REPORT TEMPLATE TO POLICY

- Safeguarding – Keeping Children Safe Part 1 – The FGB acknowledged receipt. The head advised that minor changes had been made to the Safeguarding Policy.

ACTION POINT SAD: AMENDED SAFEGUARDING POLICY TO BE ISSUED/AGREED BY FGB 10.09.2015

ACTION POINT SAD: REGISTER FOR KEEPING CHILDREN SAFE PART 1 - ALL GOVERNORS 10.09.2015

- Update on governors board – Agreed that all photos of governors to be taken at the end of the meeting.
- Update on governors section of the newsletter – The chair advised that he had completed the governors section of the last newsletter and requested volunteers for this newsletter. S Gledhill volunteered.

ACTION POINT SG: COMPLETE NEWSLETTER ARTICLE AND ISSUE TO M RUSSELL BY 16.7.15.

ACTION POINT IW: ISSUE DATES FOR NEWSLETTERS TO CLERK

ACTION POINT SAD: ENSURE AGENDA ITEM 10.09.15 FOR ALLOCATION OF ARTICLES/DATES

5) UPDATE ON PROSPECTUS – The head advised that this is in the process of being completed for 2015/2016 and will be updated with the new mission statement and confirmed that it will include all the required elements.

6) HEADS REPORT

The FGB acknowledged receipt of the report in advance of the meeting and the chair asked whether there were any queries or questions. The head advised that absenteeism is 2.82% which is down on last year.

GC Do we have any persistence absentees. **ANS** Yes and we ensure that parents receive letters and issues are discussed with all parties concerned.

GC Which classrooms are due to be decorated. **ANS.** It is exterior decoration and is part of the LCC rolling programme and contractors are contacted to ascertain quotes.

GC This is not part of our issue with the replacement of the doors.

ANS No

GC Is there a trend of absenteeism at end of term.

ANS Yes and we have noticed and recognised this trend. The head advised that the national average is 3.9%.

GA Peterborough City Council have reduced their absenteeism from 5.1% to 4.1% by suitable changes to inset days etc.

GQ Can you advise on the necessity for the temporary exclusion.

ANS The head advised that this was a pupil in reception for persistent behaviour issues and that there is an Educational health care plan in place for the child.

The FGB ask that it be noted of their thanks to staff for their support and commitment to trips, visits and performances as they are aware that these take a lot of time and effort.

7) REPORT FROM CURRICULUM AND STANDARDS COMMITTEE MEETING 18.06.2015 – The FGB acknowledged that the minutes had been supplied in advance of the meeting for review.

GC Are the Pinks and Greys available

ANS The head advised that these will be available in Oct.

ACTION POINT SAD: ENSURE PINK AND GREYS ARE AGENDA ITEM FOR OCTOBER 2015

The head advised of the following KS2 Sats results:-

97% level 4+ reading 47% level 5

93% level 4+ writing 50% level 5

97% level 4+ maths 50% level 5

87% Level 4+ SPAG 63% level 5 The head advised that the National average for level 4+ SPAG is 76%. The head advised that the only issue was in reading with regard to more than 2 levels expected progress as 6 pupils had missed level 5 by 1 or 2 marks and this would have increased % by approx. 20%.

GC Are these results as expected.

ANS Some results are down on what was expected but they are still good. The head advised that the Year 2 class is a lower achieving cohort than last year.

GC Can you confirm that we are above average in EYFS, below in KS1 and above KS2.

ANS Yes. The national average for a good level of development is 61% we are 83% in EYFS. Maths is the main subject that we are down in in KS1.

GC The EYFS and KS1 data are not in sync.

GC KS1 was highlighted as an area for concern by Ofsted what are we doing to address this.

ANS The head advised that we can provide evidence as to the how this is being addressed and the progress.

GC What are the benefits of having an assistant head in both key stages

ANS Accountability, support and each key stage will have a “voice” in SLT meetings.

8) REPORT FROM FINANCE, PERSONNEL & PREMISES COMMITTEE 06.07.2015 – The chair advised placing orders etc. that this meeting mainly focused on the issues with Agresso and the lack of information available and the errors and non-payments that were being made. The chairs of governing bodies within the cluster have agreed and a letter being sent to the local authority and MP stating concerns and advising that schools should not pay for first terms of costs of this service as it has not been supplied. The FGB were informed that the committee had agreed to a temporary limit increase on the procurement card from £500 to £1500 to assist with purchase ordering etc. The FGB were advised that £3600 has been allocated for broadband provision etc. with regard to a new server and 30 x faster reliable access to Wi-Fi across the school and that the doors have been assessed as end of life and therefore we would not be implementing a new door entry system if the doors are going to be replaced.

9) REVIEW GOVERNOR VISIT FORMS/REPORTS – The Chair asked whether there were any questions or queries from the governor visit forms supplied in advance of the meeting. None received.

10) UPDATE ON REVIEW OF PARENTS QUESTIONNAIRE'S – The head advised that a parent questionnaire had not been issued because 40-50 responses in parent view had recently been completed prior to the recent Ofsted. The FGB were advised that there was a recommendation to have laptops available at parents evening for parents to complete parent view questionnaires.

11) FEEDBACK FROM PCC PARTNERSHIP MEETING (25.06.2015) – S Gledhill confirmed his attendance and that despite assurances that details from the presentation would be supplied, these had not been received. However the FGB acknowledged feedback by Mr Gledhill regarding the methods used by PCC to reduce absenteeism by 1% and the recommendation regarding access to encouragement to complete parent view, by parents at parent's evenings.

12) JIMMY D'S UPDATE – The head advised that the lease needs to be finalised, but that Jimmy D's will be moving to an upstairs room in Sept 2015, that parents have been advised and that a buzzer entry system has been installed/implemented, the same as the main gate entrance to the school.

13) CIC/LAC ANNUAL REPORT - The head advised that this is a nil report as no LAC currently registered.

14) REVIEW ATTENDANCE OF GOVERNORS – The chair advised that this was a statutory duty of the clerk and had been supplied for his review in advance of the meeting, but that this had been discussed prior to this meeting as a result of the reconstitution.

15) REVIEW and AGREE STANDING ORDERS FOR FGB – Deferred to first meeting of FGB 2015/2016.

ACTION POINT SAD: ENSURE AGENDA ITEM 10.09.2015

ACTION POINT SAD: SEND DOCUMENTS TO FGB REQUESTING ANY QUERIES/ISSUES.

16) REVIEW, AGREE AND COMPLETE CODE OF CONDUCT Deferred to first meeting of FGB 2015/2016

ACTION POINT SAD: ENSURE AGENDA ITEM 10.09.2015

ACTION POINT SAD: SEND DOCUMENTS TO FGB REQUESTING ANY QUERIES/ISSUES

17) REVIEW AND AGREE SUB COMMITTEE STRUCTURE AFTER RECONSTITUTION – The FGB acknowledged the subcommittee membership supplied for review and agreement in advance of the meeting. The chair reminded the FGB that the clerk had issued the governor training programme for the new academic year and encouraged governors to review their training requirements with the new structures.

Finance, Premises, Personnel, Pay & Performance: - T Fisk, M Russell, T Hutton, G Lyden, D Knight, I Wilkinson

Standards Curriculum and Community: - J Thody, P Dilks, T Allen, S Young, I Wilkinson

18) ELECTION OF CHAIR/VICE CHAIR (2015/2016) The chair deferred the meeting to the clerk who advised that there had only been one response to her request for nominations for the election of chair and vice chair. The clerk advised that the nomination for chair being Tim Hutton. The FGB unanimously agreed this appointment for the academic year 2015/2016. The clerk advised that G Lyden had advised that he was not able to stand as vice chair for the new academic year due to other commitments and the only other nominations for the position of vice chair was that of Ted Fisk and Danny Knight. A discussion ensued about the longevity of the governors in questions and progression planning of the FGB. The FGB unanimously agreed T Fisk as Vice Chair for the academic year 2015/2016.

19) APPOINT/AGREE GOVERNOR RESPONSIBILITIES (2015/2016)

- Link Governor – Clerk/Chair
- Staff Link Governor – agreed as T Allen
- Appoint SEN Governor/Inclusion Governor/Pupil Premium Governor – Agreed as J Thody
- Appoint Safeguarding Governor – agreed as T Fisk
- Appoint E Safety Governor – agreed as G Lyden
- EYFS Governor – agreed as T Allen
- Jimmy D’s Link governor – agreed as T Allen
- HMI group was agreed as T Hutton, T Fisk, J Thody, D Knight and T Allen

20) APPOINT CURRICULUM GROUPS/SUBJECT LEADER GOVERNORS(2015/2016)

- Group 1 Maths & Science – agreed as T Hutton, M Russell & J Thody. The FGB acknowledged that if P Craddock is appointed as a co-opted governor he may be interested in joining this group.
- Group 2 Humanities, French, English, RE – agreed as D Knight, T Allen, T Fisk
- Group 3 ICT, PE, Art, PSHE & DT - agreed as G Lyden, S Young, P Dilks

GC Will staff be reviewed for these groups. ANS The head confirmed, to a degree, with regard to new staff.

ACTION POINT SAD: Governors requested minutes of group meetings to be loaded onto governors secure area of website

21) REVIEW OF PROGRESS/UPDATE ON GOVERNORS ACTION PLAN

- Update on policy review – All statutory policies are in place.

ACTION POINT SAD: ENSURE REGISTER COMPLETED AND UPDATED AND ISSUED WITH REVIEW DATES.

- Update on required training for governors

ACTION POINT JT: - COMPLETE TRAINING ON PUPIL PREMIUM

- Agree rota for chairs of sub-committee meetings –

ACTION POINT SAD: Deferred – ENSURE AGENDA ITEM FOR FIRST MEETINGS OF 2015/2016

- Agree rota for attendance of LA Partnership Meetings –

ACTION POINT: 17.11.15 D KNIGHT 15.3.16 G LYDEN 28.6.16 T HUTTON

- Agree peer review group(s) – **ACTION POINT TH/SAD : TO BE COMPLETED SEPT 2015**
- Update on appointment of governors – P Craddock to be interviewed by IW/TH

22) CONFIRM MEETING DATES FOR NEW ACADEMIC YEAR FOR ALL COMMITTEES

10/09/2015	Thurs	FGB
15/10/2015	Thurs	Curriculum & Standards
19/10/2015	Mon	Finance
12/11/2015	Thurs	FGB
26/11/2015	Thurs	Curriculum & Standards
20/01/2016	Wed	Finance (GL gave apologies)
10/02/2016	Wed	FGB (JT Gave apologies)
17/03/2016	Thurs	Curriculum & Standards
27/04/2016	Wed	Finance
19/05/2016	Wed	FGB
04/07/2016	Mon	Finance
18/07/2016	Thurs	Curriculum & Standards 5pm
18/07/2016	Mon	FGB

23) **IMPACT ON GOVERNANCE**

The FGB reviewed the impact of governance since their last meeting as follows:-

- Attendance with EA for data meeting 13.07.2015
- Safeguarding – attendance at training and review of policy
- Completion of Reconstitution
- Allocation of roles for monitoring
- Review of Governors Ofsted action plan
- Governors agreed to attend various training.
- Parent View at parents evenings.
- Stakeholders vision to governors for them to comment and then review
- Allocated Roles and responsibilities
- Nominating new governors
- New Vice Chair appointed
- Succession Planning reviewed and agreed

AOB – None Meeting Concluded at 21.45pm

SUMMARY OF ACTION POINTS 13.07.2015 FGB	BY WHOM	TIMESCALE
REVIEW WEBSITE FOR STATUTORY ITEMS & REPORT	GL	10.09.2015
ENSURE POST OFSTED ACTION PLAN & SEF ON AGENDA	SAD	10.09.2015
SEND WORDS/STRAP LINES TO GOVERNORS FOR COMMENT(S).	IW	14.07.2015
GOVERNORS TO REVIEW/SUGGEST VISION WORDING	ALL	17.07.2015
ENSURE AGENDA ITEM - AGREE MISSION/VISION STATEMENT-	SAD	10.09.2015
INTERVIEW P CRADDOCK	IW/TH	A.S.A.P.
ADVISE CLERK OF OUTCOME OF INTERVIEW OF MR CRADDOCK	TH	A.S.A.P.
ENSURE SEN REPORT AGENDA ITEM	SAD	10.09.2015
GOVERNOR VISITS POLICY REVIEW DATE	SAD	12.07.2017
ADD REPORT TEMPLATE TO GOV VISIT POLICY	SAD	A.S.A.P
AMENDED SAFEGUARDING POLICY TO BE ISSUED/AGREED	SAD	10.09.2015
REGISTER FOR KEEPING CHILDREN SAFE PART 1 - FGB	SAD	10.09.2015
COMPLETE NEWSLETTER ARTICLE	SG	16.07.2015
ISSUE DATES FOR NEWSLETTERS TO CLERK	IW	A.S.A.P.
AGENDA ITEM:- ALLOCATION NEWSLETTER ARTICLES/DATES	SAD	10.09.2015
ENSURE PINK AND GREYS ARE AGENDA ITEM C&S COMMITTEE	SAD	01.10.2015
ENSURE STANDING ORDERS ARE AGENDA ITEM	SAD	10.09.2015
SEND STANDING ORDERS/CODE OF CONDUCT REQUESTING ANY QUERIES/ISSUES	SAD	10.09.2015
MINUTES OF GROUP MEETINGS TO BE LOADED ONTO GOVERNORS SECURE AREA OF WEBSITE	SAD	ON GOING
ENSURE POLICY REGISTER COMPLETED AND UPDATED AND ISSUED WITH REVIEW DATES	SAD	01.09.2015
COMPLETE TRAINING ON PUPIL PREMIUM	JT	A.S.A.P.
ENSURE AGENDA ITEM - ROTA FOR CHAIRS OF SUB-COMMITTEE MEETINGS	SAD	01.09.2015
ATTENDANCE LA PARTNERSHIP MEETINGS	DK GL TH	17.11.2015 15.03.2016 28.06.2016
AGREE PEER REVIEW GROUP(S)	TH/SAD	10.09.2015