

DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING 10.02.2016 7pm

PRESENT: I Wilkinson, T Allen, M Russell, S Young, T Hutton, P Cradock, P Dilks, T Fisk, J Thody

CLERKED BY: S A Dodson. The meeting was quorate.

- 1) **APOLOGIES FOR ABSENCE** Apologies received and accepted from D Knight, G Lyden and P Cradock would be late as attending parent consultations
- 2) **DECLARATIONS OF INTEREST/ELIGIBILITY** – Chair queried any amendments to governor's declarations of interest /eligibility from those already held on file. None received and no declarations of interest received for any agenda items for this meeting.
- 3) **MINUTES OF LAST MEETING – 12.11.2015** – The chair requested any queries in relation to the minutes. None received and therefore minutes agreed.

4) **MATTERS ARISING FROM LAST MEETING (12.11.2015)**

- Update on new website /statutory Items - The head advised that the new website should be available by beginning of next term and that e4education had said that they would upload all the current information, but that new pictures were required and that these have now been completed. The head advised that training on the new website was being undertaken on Friday 12.02.16 and that this would include how to change pictures. E4education has also confirmed that they would advise of any new statutory requirements.
- Update of website with 2015 KS2 Results – The head confirmed that progress data had been uploaded.
- Update on Register for Keeping Children Safe July 2015 – It was confirmed that all governors had signed; as had all staff and that it had been supplied to Jimmy D's. The head informed the FGB that a new consultation was in progress and therefore there could be a further update in the near future.
- Agree Format/Standardised Questions for Peer Review Groups – Governors acknowledged the issue of a peer/self-review policy and agreed the completion, in the pairs previously advised bi –annually but that the first was to be completed by the end of the academic year with a review of the process and procedure in Sept 2016.

ACTION POINT SAD: ENSURE AGENDA ITEM SEPT 2016

- Update on prevent training 06.01.2016 Staff had training on 06.1.16 P Dilks, T Hutton, S Young and M Russell undertook this training on 10.02.16 at 3.45pm. Governors were advised that training was being available at Baston in May 2016
- Governor's update of SDP – The chair queried whether any updated versions had been received from governors and the clerk advised that the only updated one appeared to be that of 27.11.15 from the chair. The chair reminded governors of the need to update with the monitoring undertaken, even if it just referred to curriculum group minutes. The clerk advised that a monitoring and evaluation report had been received from T Fisk. The clerk asked whether it would assist if the monitoring and evaluation forms included the actions for governor from the SDP rather than the priorities. This was agreed. **ACTION POINT SAD: AMEND AND REISSUE THE MONITORING AND EVALUATION FORMS**

- Update on audit of safeguarding report – Ted Fisk advised that 98% has been completed and that this would be completed by the end of the spring term.

ACTION POINT SAD: ENSURE UPDATE ON COMPLETION IS AGENDA ITEM 19.05.2016

- Update on Home School Agreements – This is a non-statutory item w.e.f Jan 2016 and ours were updated in November 2015. Discussion ensued about issuing these with welcome packs to new parents. **GC Could we have on website also for parents information. ANS Yes**
- Feedback from Heads and Chairs meeting 11.01.16 – The chair advised that the meeting was held at William Hildyard and was attended by Lincolnshire Anglican Academy Trust. The FGB were reminded of the government's commitment to the idea of academies in the education system and the various types of academies such as independent academy, umbrella trust and multi-academy

trust. LAAT – At present there are concerns with church schools entering into the multi-academy trusts with regard to site ownership as the church owns land on which the school is located and there has to be a certain number of foundation personnel on the trusts board. LAAT would take between 4-5% of schools budget for business management services including the provision of a finance package, management information systems, provision of policies, HR services and internal audits with access to a network of 141 schools. It is proposed that there would be a localised board and each school would have its own governing body, schools retain their independence, assets, policies uniform etc. The FGB were advised that in effect there is no difference other than the trust board would be additional. The FGB were asked to consider whether we really want to become an academy. The FGB were advised of a meeting with John Hayes MP on Friday 12.2.16 and Bourne Abbey.

GC Could the cluster schools become a multi academy trust.

ANS The idea is that the umbrella academies are going to go and all will become multi academy trusts within 4-5 years. The Deepings school is CFBT multi academy trust

GC We are not a church school and this as to be taken into account

ANS This was brought up and there is no church influence.

GC What is in it for this school?

ANS When the conversion to an academy was first discussed, it was decided it was not much of a benefit to us. There is the possibility that there might be a slight increase on the funding/budget and the services from CFBT are rapidly dwindling.

GC It is important that we still have local accountability/identity and that we still have our own FGB.

GC Other academies have had schools built around a super head and they have been given 3 schools to run. How can this be beneficial?

ANS There are more trusts that will impose more sanctions. LAAT appear to just oversee and leave the management and governance to the individual schools.

The chair advised that at the heads and chairs meeting LAAT were keen to ensure that we were assured that we set the tone of our school and manage our school. We would manage the budget, intake numbers and the way that the school operates and that it appears that all you are doing is ticking a box to meet government standards to become an academy. The FGB were advised that we cannot become a standalone academy as we are classified as an RI school. With a multi academy trust you have extended support. Staff would be employed they would be transferred to the academy trust and the trust have agreed to accept all county and national agreements after TUPE.

GC Do they already have schools in trust around Lincolnshire?

ANS They currently have 6 schools. The emphasis appeared to be that if you came on board ASAP you would be shaping the academy trust. The question was levied as to whether we have to become an academy and a discussion ensued regarding that we do not have to do what the remainder of the cluster do and the benefit is the retention of control.

19.58pm P Cradock arrived.

5) HEADTEACHERS REPORT

- including Pupil Premium/Sports Funding and Impact
- data on attendance/absence
- recording/reporting on racial incidents

The FGB acknowledged receipt of the heads report in advance of the meeting. The chair asked whether governors had any questions for the head with regard to the report.

The head advised that with regard to complaints, a KS2 pupil had had a front tooth knocked out when playing hockey and although there was not a complaint to bring to the FGB the head had contacted the legal team as the family had referred to compensation.

GC With regard to safeguarding, on Thursday Jimmy D's had let students outside and they were playing in playground with other students and staff were chatting and did not count pupils back in and therefore they could have thought that they had all students when they did not.

ANS Will refer and report this concern back to Jimmy D's

Peer Review – National initiative of peer review groups. The head advise that the first two of our Peer Review training courses had been undertaken. We are linked with Linchfield and Baston CE Primary School. We were asked to do a micro review of part of our own school and I have undertaken some evaluations of how TAs are deployed within the school. This has brought about a great deal of useful and interesting findings, and certain effectiveness changes have already been implemented, such as how we use TA's and ensuring that the lower ability groups do not get less time of the class teacher and when the TA's get plans from teachers.

The FGB were reminded the peer review group are looking at each other's schools in school and have meetings planned and will be looking at learning behaviours within schools and therefore we are looking at what we think is going to help us.

GC Have heads had any training.

ANS Yes we had 3 lots of training and given 3-4 providers to choose from and we chose query.

GC Are county going to be happy with this.

ANS Yes as providers were approved by them

GQ Racial Incidents – Can we change this to read there have been no reports of racial incidents?

ANS Yes

Pupil Premium – The FGB were advised that at the Finance meeting on 08.0.16 the spreadsheet had APS etc., but that now there is an individual record for every FSM, ever 6 children.

The governors wished to express their thanks to the staff for their efforts with the trip to York.

6) REVIEW AND UPDATE ON SDP – The head advised that a lot has been started and ongoing and therefore this has now been colour coded. The FGB reviewed the progress in achievement & attainment, assertive mentoring in maths, English progress, Year 6 booster group programs and Maths support in term 1 in KS1. The FGB were advised of the 10 point elements to book scrutinies included in performance management as book scrutinies play an important part in tracking progress. Jimmy D are reviewing things in EYFS to understand the requirements with early years. Outside areas and grant applications are still to be completed.

GC What is the biggest change and success of the year so far.

ANS Book scrutinies have been good and although there have been a few little glitches but we are trying to resolve those and the increase in good and outstanding teaching.

GC Behaviour and safety is 2.9, target was 2.5, how are we going to bring this down.

ANS We are below national average and hopefully illness will go down.

GC Have we issued any penalty notices

ANS We tried one and county declined the request to issue.

GC Lunchtime fire procedures, have these been completed

ANS We have had 2 or 3.

GA When looking at books progress is more clearly identified with points of performance highlighted

7) REPORT FROM CURRICULUM AND STANDARDS COMMITTEE

- Terms of Reference for Ratification/Agreement – agreed
Minutes of the previous meetings on 12.1.15 and 19.1.16 supplied in advance of the meeting for FGB review and queries. No queries raised.

8) REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE

- Terms of Reference for Ratification/Agreement – agreed
Minutes of the previous meeting on 08.02.16 supplied in advance of the meeting or FGB review and queries. No queries raised.

9) POLICES REVIEW

- New LCC model Safeguarding/Child Protection Policy – Supplied to the FGB in advance of the meeting for review. Policy agreed with annual review of 01.09.2017.

GC What if someone comes into school to assist and have not had this training.

ANS there is a chart of staff training and it can be completed online

- Health & Safety Policy – Policy supplied in advance of the meeting for the FGB to review. Policy agreed with annual review of 01.02.2017. Discussion ensued about the metal gate post which the gate opens onto but that pupils may trip over as it cannot be seen in the dark. This is near the button for Jimmy D's. The head advised that this would be referred to Jimmy D's and that the health and safety checklist is being completed and this will be reviewed at this time also.
- Teachers Pay Policy – Supplied to the FGB in advance of the meeting for review. This had additions referring to thresholds. The policy was agreed with annual review of 01.09.2016.

10) UPDATES ON JIMMY D's – The FGB were advised that there was an issue last week whereby the back door buttons/magnetic lock system was not working and the door was not lockable, but this system can be deactivated/overwritten and therefore was initiated.

11) UPDATE FROM EA /RAISEONLINE DATA – J Harrison attended and reviewed progress and what we had been doing with regard to book scrutinies, performance review, teaching and quality of learning and the 5 year safeguarding plan. The head advised that a review of 2 tracking systems had been undertaken and that we were looking at a data tracking system on a spreadsheet format. Itrack and pupil asset. We have had presentations from both two systems called Itrack and Pupil Asset, both of which are suitable for life after levels.

GC Are they expensive

ANS £800-£1000.

The head advised that 2 drop in sessions had been undertaken 1 lesson wasn't good and the EA will review that teachers lesson next term, but that there were concerns that can be easily rectified. The head informed the FGB that there are only 3 meetings left with Julie Harrison because then CFBT are not providing this service.

ACTION POINT IW: SEND REPORT FROM EA TO GOVERNORS.

GC Can you update the SDP with this review

12) IMPACT OF GOVERNANCE

- Review of SDP
- Agreement of governor peer review system
- Update and more efficient monitoring through SDP
- Positive start to safeguarding audit

13) AOB

- Training –
P Dilks T Fisk Role of governing body in monitoring T Allen –safer recruitment,
Updated Ofsted – I Wilkinson T Hutton
- S Young has completed the governors update for the school newsletter
- M Russell advised that new criteria/questions in SFVS received and therefore had updated the SFVS. Governors agreed updates/changes and requested submission a.s.a.p.

Meeting concluded 21.02pm Next Meeting 19.05.2016

SUMMARY OF ACTION POINTS 10.02.2016 FGB	BY WHOM	TIMESCALE
ENSURE PIER REVIEW UPDATE AGENDA ITEM	SAD	SEPT 2016
AMEND/REISSUE THE MONITORING AND EVALUATION FORMS	SAD	29.02.2016
UPDATE ON COMPLETION OF SAFEGUARDING AUDIT	SAD	19.05.2016
EA REPORT TO GOVERNORS	IW	29.02.2016