

DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING 18.07.2016 7pm

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

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

1) APOLOGIES FOR ABSENCE Apologies received and accepted from T Fisk and P Cradock

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 – 19.05.016 The chair requested any queries in relation to the minutes that had been supplied in advance of the meeting. None received and therefore minutes agreed.

4) MATTERS ARISING FROM LAST MEETING (19.05.2016)

• Draft SDP for 2016/2017 – KS2 Reading, Writing and Maths 53% National 54% school. The head advised that the learning behaviours “twilight” training that was undertaken in July was very useful and productive. The head advised that the learning behaviours will impact on the whole school and assist in developing pupils to have a love of reading (see SDP FOR TERMINOLOGY)

GC How can we quantify Priority 1 point 2.

ANS We could refer to the impact on standards.

GC We need quantified success criteria.

ANS The tracking data can be used to quantify whether pupils have made accelerated progress. Also if there are certain apps that have been purchased on the ipads, these can show the use of these apps and the progress in these areas.

GC How are we to show that we are to develop a whole school approach.

ANS This will be shown by what, how and the way that we teach and therefore the way we present the learning for pupils to think and learn. The learning behaviours will impact on the reward system also.

GC Planning and process has to be clear and how this is being monitored.

ANS Action plan will also include the parents input as to what they are going to do to underpin this and therefore this will be done in the summer and each curriculum group will be responsible for their actions.

ACTION POINT: SAD TO LOAD 2016/2017 SDP ON GOVERNORS SECURE AREA

5) HEADTEACHERS REPORT

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

The headteachers report was issued in advance of the meeting and the chair queried whether there were any queries arising from this report. The Head discussed the recent report from the EA updated on 20.06.16 which was issued to FGB in advance of meeting. The head advised that EA had advised that the school was a grade 2, with regard to EYFS we had graded ourselves as a 1and she gave a 2 otherwise we agree across all other areas.

GC Is this the last visit of the EA from authority?

ANS This will now be completed via peer to peer review. This is not as rigorous as self-evaluation but is good for discussing ideas etc. The FGB were reminded that we can buy in support from our current EA and if we were to you join an academy this will be similar.

GC What is your preference.

ANS We need to look at peer review and triad system and see if that helps.

Thanks were noted to all staff and the head for all the hard work and commitment.

6) UPDATE ON SDP FOR 2015/2016 AND EVALUATE PROGRESS TOWARDS ACHIEVING TARGETS

The FGB discussed the fact that the SDP indicated that 80% of KS1 would be achieving standard but it is actually nearer 70%. The FGB were advised that year 1 had a change of staff at Easter. The FGB were advised that attendance had to fall under 2.5% it is 3.1% and this is due to unauthorised hols and is under the national average. The head advised that the authority had not never started prosecuting anyone, but that the school write letters to parents and that we write if we know that a pupil as off ill and ask for reason, if we know they have been on holiday, but if parents are not be convicted by the LA, what are we supposed to do. However, it has made parents think about unauthorised absence.

GC Have we authorised any absences?

ANS Yes for funerals and weddings, depending on where and when. The FGB were reminded that authorised absence is only given in extreme circumstances dependent upon need and if the family is in forces etc. and therefore whether the request is reasonable.

The head advised that grant applications have not been investigated until Agresso is sorted out and therefore these will not be investigated as yet. The FGB were advised that the school business manager had had a meeting with Agresso regarding issues/dates etc and she did not come back heartened. The FGB were advised that there has been a slight change of attitude within LCC as they realise they cannot cut off Agresso and end the contract with Serco as they will claim LCC did not do "X, Y, Z" and therefore we are trying to hold them to account and we are asking for dates, but they cannot give these. The FGB were advised that approximately £1.1m is potentially being withheld from payment to Serco for first year of the contract and that 60% of School Business Managers have left schools.

7) UPDATE ON PROSPECTUS – The FGB were advised that this was not completely finalised. This has been printed prospectus for issue to prospective parents and uploaded onto the website.

8) REPORT FROM CURRICULUM AND STANDARDS COMMITTEE.

The FGB were advised that the meeting was held just prior to this meeting and that 77% of KS1 pupils had achieved a good level of development which was above national average, but that there are 2 pupils with specific needs. We were moderated this year and the results can be verified by this. The FGB were advised that KS1 tests were more rigorous and that these were teacher's assessments.

GC What is national average for KS1

ANS No national standard for KS1.

GC KS1 results - does this form any part of the SDP

ANS. Boys vs. girls referred to is a particular year group. This is the first year that end of KS1 hasn't received a point score.

GC How they are going to measure progress for KS1.

The FGB were advised that KS2 tests were very harsh. Progress is being measured for KS2 with the new tracking system.

9) REPORT FROM FINANCE, PERSONNEL AND PREMISES COMMITTEE 04.07.16

The minutes of this meeting were circulated in advance of the meeting and no queries were raised.

10) JIMMY D'S UPDATE

The head advised that they appear to be enjoying their move to the new room and therefore the new space. The FGB were advised that Andrea has been in to monitor provision and the intake looks good for Sept 2016 for pre-school.

GC 30 Hours how are they going to fund this.

ANS Parents have to meet criteria and apply, but it is believed that it will be difficult to meet all criteria.

GA Other provision that charge £50 per day will be more out of pocket as government will only fund a proportion of this.

11) CIC/LAC ANNUAL REPORT – The FGB were advised that there was only 1 LAC currently achieving national expectation.

12) REVIEW ATTENDANCE OF GOVERNORS – Deferred to next meeting
ACTION POINT SAD: ENSURE AGENDA ITEM FGB 2016/2017

13) REVIEW and AGREE STANDING ORDERS FOR FGB 2016/2017 - Circulated in advance of the meeting.
These were agreed and adopted for 2016/2017

14) REVIEW, AGREE AND COMPLETE CODE OF CONDUCT 2016/2017 - Circulated in advance of the meeting. These were agreed and adopted for 2016/2017

15) ELECTION OF CHAIR/VICE CHAIR (2016/2017) – Meeting was deferred to clerk who advised that there was only one nomination for Chair, being Tim Hutton.

Chair – Nominated, seconded & elected as T Hutton for 2016/2017. Meeting deferred from Clerk to Chair.

Vice Chair refer to next FGB **ACTION POINT: ENSURE VICE CHAIR APPOINTMENT IS ON FGB 2016/2017**

T Fisk arrived 20.39pm

16) APPOINT/AGREE GOVERNOR RESPONSIBILITIES (2016/2017)

- Link Governor – Agreed as Chair/Clerk
- Staff Link Governor – Deferred to next FGB
- Appoint SEND/Inclusion and Pupil Premium Governor- Nominated, seconded and elected as J Thody
- Appoint Safeguarding Governor - Nominated, seconded and elected as P Cradock
- Appoint E Safety Governor - Nominated, seconded and elected as G Lyden
- HTPR – Agreed as Tim Hutton, Jim Thody and Paul Cradock

17) APPOINT CURRICULUM GROUPS/SUBJECT LEADER GOVERNORS (2016/2017)

- Curriculum group 1 -
- Curriculum group 2 -
- Curriculum group 3 -

18) DISCUSSION ON FOCUS/CONTENT GOVERNORS ACTION PLAN FOR 2016/2017

- Update on required training for governors – After discussion it was agreed that training requirements could be fed from peer review groups.
- Agree rota for chairs of sub-committee meetings – To be completed when meeting dates agreed
S Young left 20.47pm
- Agree rota for attendance of LA Partnership Meetings – P Dilks agreed to attend Lincolnshire group partnership meeting and D Knight and G Lyden to attend the PBORO meetings
- Update on peer reviews – Chair requested update on these reviews. Majority have either begun or been completed.

19) CONFIRM MEETING DATES FOR NEW ACADEMIC YEAR FOR ALL COMMITTEES –

Deferred to Next Meeting **ACTION POINT SAD: ENSURE AGENDA ITEM FGB 2016/2017**

20) IMPACT OF GOVERNANCE

- Safer Recruitment Training – The Chair requested an update on who had completed Marcelle Russell advised that she is in the process of completing this. The clerk reminded governors that this does not have to be completed in one sitting/session.
- DBS Checks wef 1.9.16 – All governors were reminded that they needed to supply copies of their DBS certificates to the School Business Manager by Thursday 21.07.16 and those that do not have one are to confirm with the SBM and complete the appropriate application.
- Discussions regarding presentation on MAT/LAAT – The FGB were advised that other FGB's are setting up a working group of 3 to 4 governors to investigate and review the options.

GC Do we wait and see what happens with new government.

ANS This is the equivalent to burying your head in the sand! Discussion ensued regarding the proposal that the “cluster” set up a MAT.

GC What about funding and budgets.

ANS This is what working party would have to look at.

GQ How many schools would be in a proposed MAT.

ANS 7 are in cluster and 1000 pupils is the minimum number of pupils that can be in a MAT.

GC What if only 5 agree.

ANS There are more and other issues to consider as St Georges, William Hildyard and Baston are church schools and therefore the church would have a form of input.

The FGB were reminded that we are not just tied to Lincolnshire schools as we could join a MAT with schools in Peterborough.

GC Is there any benefit for joining LAAT now.

ANS The head is to feed back to heads of other schools that we need answers to questions about MAT and compare with other MAT's and with LAAT.

WORKING GROUP FOR MAT AGREED AS P DILKS M RUSSELL T HUTTON G LYDEN AND T FISK.

21) AOB

- G Lyden advised that there had been 14 responses on parent view after the recent letter to parents. There appeared to be 1 disgruntled parent.
- P Cradock queried regarding the process for Attendance certificates. Discussion ensued as to the schools processes

J Thody left 21.27pm

- T Allen to write on behalf of Governors to friends regarding their thanks for the support to the school.
- T Hutton reminded governors of the “Governors Slot” on the school newsletters on next agenda.

ACTION POINT SAD: ENSURE AGENDA ITEM FGB 2016/2017

- Review of the governor peer group reviews to be on next meeting's agenda

ACTION POINT SAD: ENSURE AGENDA ITEM FGB 2016/2017

- Thanks to Mrs Duffy and Sarah Young was expressed for all the excellent work for the various performances by pupils.

22) IMPACT OF GOVERNANCE

- Succession planning
- MAT/LAAT
- Reviewed Sats
- Review SDP 2016/2017
- Peer reviews
- Agreed responsibilities
- Parent view review
- Website review
- Focus meetings
- Working group

Meeting concluded 21.36pm

SUMMARY OF ACTION POINTS 18.07.2016 FGB	BY WHOM	TIMESCALE
LOAD 2016/2017 SDP ON GOVERNORS SECURE AREA	SAD	ASAP
REVIEW ATTENDANCE OF GOVERNORS	SAD	SEPT 2016
VICE CHAIR APPOINTMENT	SAD	SEPT 2016
MEETING DATES FOR NEW ACADEMIC YEAR	SAD	SEPT 2016
GOVERNORS SLOT IN NEWSLETTERS	SAD	SEPT 2016
PEER REVIEW GROUP UPDATE	SAD	SEPT 2016
ACADEMISATION	SAD	SEPT 2016