

HORFIELD CEVC PRIMARY SCHOOL
FULL GOVERNORS MEETING MINUTES 152/18
Thursday 24th January 2019

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| <p>The meeting commenced at 7.01pm.</p> | |
| <p>1. Welcome, Apologies and Prayer Present: Karen Dunmall, Oliver Gross, Ian Harvey, Isla Johnson, Peter Lyes, David McGladdery, Jo Marsh, Sharon Simmonds, Jenny Taylor, Marc Tite, Paul Welch, Karen White, Jo Willis and Nikki Herberson.</p> <p>Apologies: Yvette Kydd, James Volkk.</p> <p>No changes to pecuniary declarations.</p> <p>Welcome to our new Governors – Isla, David and Sharon.</p> <p>Prayer from Reverend Canon David McGladdery.</p> | |
| <p>2. Vote to re-elect James Volkk The governing body officially re-appointed JV as Co-opted Governor in his absence with his permission.</p> | |
| <p>3. Future Committee Structure</p> <ol style="list-style-type: none"> a. Chair of Finance. JV and YK happy to stand with a little juggling. b. Linked Governors. All Governors decided on their links. c. Skills Audit. JW will tweak, then send around the skills audit for updating. Governors must come into school as Ofsted need to see evidence of their visual presence in school. (On Gov Hub look at ‘gds-model-monitoring programme’ which has more info and a form to record your visit). Please upload your completed forms to Gov Hub or send to NH. | <p>NH to email JV, YK & MT to decide between them and update the Governing Body.</p> <p>JW to circulate Skills Audit. All to complete & return to JW.</p> <p>Governors to visit their Link Teacher in school & record.</p> |
| <p>4. Head’s Report Inset Day training was brilliant with a large range of subjects. IH, with the School Council and a staff audit, worked on lunchtime issues and changes have been implemented. There have been a couple of child accidents recently and after feedback from parents there is now an overview for staff.</p> <p>Pond issue. ECO teacher passionate about using it again. There is a cost to have wheelchair access and make it safer. Has to be redone. Two thoughts – open up with seating/reflection garden or re-fence. Add the pond to the Finance Agenda.</p> | <p>JT to forward the Overview to staff.</p> <p>Finance Committee to add the pond issue to their next agenda.</p> |

Garden Maintenance Day on Saturday 9th February could be renamed 'A Green Gym'. Avoid the pond.

Gap Project. A mix of those with tiny PP to those with a larger cohort of PP children. We were due to be audited today, but will be re-arranged. Auditor will look at all areas to ensure we're using our best practices so that we can share our bank of resources. All very exciting. (However this year's PP results will be better than last year due to procedures already in place rather than this project.) KD congratulated the school on this success.

UKLA Conference – Saturday 16th March - here at school. We were asked to host as they particularly liked our school and we were last year's winners. They've paid for our Library cataloguing system and our training as they want to showcase our library in action. Winning UKLA gave us benefits and maintained our contacts, e.g. there was an author visit in school again today. They are paying for the caretaker's time, cleaning and catering, etc.

5. Pupil Premium Strategy

School are chasing possible KS1 children who may be eligible. Offer an incentive? However less families appear to qualify under the new Government rules – Universal Credit, etc.

Very important to get out into the community and into the Church. Improving the cultural capital of PP children by taking them on trips, e.g. Tyntesfield Victorian Christmas, We The Curious and SS Great Britain, which are extra to the curriculum and the cost is only a minibus! There is a vocabulary gap. DM said he was really astounded by the level of vocabulary in our school compared to other schools he's been associated with, so well done to us. KD said Governors really appreciate staff and volunteers goodwill and that they go that extra mile.

6. SEND Report

The new Sensory Room is a soothing, relaxing and good, safe place. Fits in with our mental health wellbeing of children. It will be further enhanced and developed.

Gathering evidence of any more children and making a move towards applying for funding, though parents can apply themselves too.

7. Safeguarding Report

CPoms has been established where everything is transparent. Everything is logged and looked at and can be transferred from school to school. Links siblings too.

Fantastic school attendance of 97%. Some policies need updating and a safeguarding audit needs carrying out.

Inform local media – JT & JM ?

IH to find a date for Governors Learning Walk.

Update Policies. JW to do Audit.

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| <p>8. Academisation & Developing CPD Opportunities Discussed the Academisation option again, along with the new Governors. Explained we'd always have the option of joining the dBat in the future. Consensus was that if we joined there would be no benefit to us, but our NW24 cluster is very strong and powerful and a benefit to us.</p> <p>Unanimous vote to remove Academisation from future agendas.</p> <p>Mini-marketing Update: There was a training day again this week for peripatetic teachers so still generating income.</p> <p>9. Committee Reports</p> <p>No Finance meeting – KD will sign off the budget being sent around by Sue L.</p> <p>Standards – Talked about the phonics, KS1 and KS2 progress reports and are looking into the data.</p> <p>Pastoral – To review policies at the next meeting.</p> <p>10. Staff Wellbeing Survey This was taken from the British Heart Foundation Survey. 26 staff answered and there is generally an improvement on the last survey. The red and dark blue lines in Qs 7,10 & 11 need addressing as staff are dissatisfied. Wellbeing Health Programme - SS, as staff governor, could create a staff team to address this cheaply.</p> <p>Staff toilets are not nice for staff or visitors – maybe a working party to come up with cheap refresh ideas.</p> <p>Classroom temperatures. Work out which ones and see if the energy work being done soon make a difference? Ask Year 6 about their air-conditioning.</p> <p>Thanks to staff who participated and hopefully staff feel that they are being listened to. Half wanted feedback as a summary sheet and half wanted it at a staff meeting. KD will do a summary sheet, but can come in to comment if required.</p> <p>Reminder to staff that they are free to raise issues with their line manager, JH, IH or Governors.</p> <p>11. Minutes of last meeting 151/18 – Actions and Matters Arising We're re-doing the Skills Audit now. KD to approach Church Wardens as they have a fund to see if we can get additional funding for trips, etc. KD signed the minutes.</p> <p>12. Policies JM to see MP in the school office after half term as realises the office has been swamped with one member down.</p> | <p>Reminder: Committees need to review their list of policies when relevant at each of their committee meetings.</p> <p>SS – Wellbeing Health Programme</p> <p>Address toilet issue cheaply. SL to provide costs of refurbishing toilets to next FGB.</p> <p>KD to ask the Church Wardens if additional funding available for residential trips.</p> <p>JM to visit MP, Office.</p> |
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13. AOB

Staff Sickiness in Year 4 and now Reception. Been lucky with the temporary replacements which has made it seamless for the children and their parents are supportive. Had a knock-on effect in other areas though, which IH has sorted. KD said that it's great we can juggle like this and thanks to the staff for supporting each other and IH. KD reminded the school that the Governors are here to help if they can.

New Ofsted Inspection. JT read through the new framework. The inspection increases from 2 days to 2½ days with just 2½ hours' notice! This could be a focus for Governor visits and to 'interview' pupils. Prepare children for reading to 'strangers' (ready for reading to Ofsted Inspectors).

School Council to be invited to FGB in May.

Parents Evenings on 27th & 28th March. JM volunteered to sort helpers, along with the Parent Survey, which is handed out at these meetings.

NH ran briefly through how Governor data is used and stored securely.

The Key. NH to help those not able to get on to The Key.

Caretaker's House idea – top half of the house could be for relocating teacher's accommodation with the bottom half as a Nursery or After-School Club. Asking for an EY review soon. With regards to After-School Care provision we're currently looking into Forest School, where the children are walked by them a short distance to a quarry park and parents collect from there (there is a scout hut available).

The meeting concluded at 9.15pm.

All **MUST** re-read the new Ofsted Framework.

Committees to take the suggestions and act upon them.

JM draw a list of Gov helpers.
Parent Survey ready!

NH help all onto The Key.