



Eastlands Primary School
Full Governing Board Meeting, 11th October 2018, 6:00pm
Minutes

Present	Apologies Received & Accepted
James Holmes (Chair); Ian Bates (Vice Chair); Suki Edwards (Headteacher); Amy Shipp; Paul Albon; Kevin Pickering; Andy Roughton; Linda Jones.	Stuart Dodds; Elizabeth Abisola Olupitan.
In Attendance	Absent
Samantha Warrington (Associate Member – from 7.13pm); Sally Beardmore (Clerk)	

The meeting started at 6.03pm

1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting and explained the focus of this meeting as planning for the year ahead.</p> <p>Apologies were received and accepted from Stuart Dodds and Elizabeth Abisola Olupitan.</p> <p>The meeting was quorate (8).</p>	
2	<p>Declarations of Pecuniary Interests</p> <p>Annual Declaration of Interests forms had been circulated prior to the meeting and completed forms were either returned to the clerk or had been entered directly on GovernorHub. The clerk is to compile these into a Register of Interests for publication on the school website.</p>	Clerk
3	<p>Notice of Any Other Business</p> <p>There were two items to be discussed at the end of the meeting:</p> <ul style="list-style-type: none"> • Increased demand for the Before and After School club • The next governor profile for the school newsletter 	

4

Minutes of the Previous Meeting and Matters Arising

The minutes of the meeting held on 13th September 2018 were approved as an accurate record and signed by the Chair.

The status of outstanding actions agreed at the FGB meeting on 13th September were reviewed:

Item	Action Agreed	Person(s) responsible	Due by	Status
4	Create Doodle Poll to establish who is able to attend consortium training sessions.	SD	October 2018	Carried over to November FGB meeting.
4	Discuss contribution to books for Accelerated Reader programme at PSA meeting.	SD	October 2018	Carried over to November FGB meeting.
15	Advise whether governors should email training attended or update themselves on GovernorHub.	SD	October 2018	Carried over to November FGB meeting.
15	Upload governor training log to GovernorHub once completed.	SD	October 2018	Carried over to November FGB meeting.

Clerk

SD

SD

SD

SD

The remaining Action Points were either complete or in progress.

5

Revised SIDP with School Targets for 2018-19

The Head invited questions from governors around the SIDP which now includes whole school targets for the forthcoming year.

?? GOVERNOR QUESTION ?? *How do we monitor Priority 1 (greater accountability by senior and middle leaders for all pupil performance, progress and improving learner attitudes)?*

The Head responded that governors can look at reports from the task group and Derek Watts, the external adviser; as well as observations they make during visits to the school and in conversation with members of the senior leadership team. She explained that senior leaders are also writing subject area plans this year, so additional paperwork is being produced alongside the SEF.

Subject coordinators have received training and are now much more aware of how their subject is being delivered.

?? GOVERNOR QUESTION ?? Will Aspire training continue once the three year package comes to an end?

The Head responded that the training will have been completed but the school will still be able to continue using the structure. The Head received training in the first year, followed by middle leaders during the second year and subject leaders this year.

Whole School Targets 2018-19

The Head explained that the school has changed its approach to year group targets this year and has looked at both national data and the local cluster data and chosen figures to be around national and broadly in line with the best schools in the cluster.

Years 1-5 have the same targets in Reading, Writing, GaPs, Maths and Combined:

	Exp	GD
Reading	87%	35%
Writing	84%	20%
GaPs	84%	20%
Maths	85%	33%
Combined	75%	20%

As Year 6 are a low attaining cohort, the school has used FFT Aspire to calculate revised targets for them which the Head proposed to governors:

Year 6	Exp	GD
Reading	70%	20%
Writing	70%	20%
GaPs	70%	20%
Maths	70%	20%
Combined	55-64%	10%

A discussion followed around the school targets and the Head explained that they are trying to even it out so that it is not just some year group teachers who are accountable; they are moving away from Reception, Year 2 and Year 6 being the key targets.

?? GOVERNOR QUESTION ?? Will we still have the opportunity to set appropriate targets in the future?

The Head advised that it all depends on the cohort; target setting has to be in the right context and needs to aim high. Pupils are tracked throughout the year at pupil progress meetings.

?? GOVERNOR QUESTION ?? How do we know the targets are sufficiently aspirational?

	<p>The Head explained that the LA data shared at the last meeting shows Warwickshire and National figures compared to the school and they also looked at the consortium data to make a decision on the best place to pitch themselves.</p> <p>Governors confirmed their agreement of the revised targets for Year 6 and asked the Head to circulate the amended targets.</p>	SE
6	<p>Governing Body Terms of Reference (inc. Code of Conduct)</p> <p>Governors reviewed the Terms of Reference which were adopted last year. It was agreed that the names and responsibilities for governor monitoring visits this year should be included in the document and that some of the formatting needs to be investigated.</p> <p>Following a discussion, it was decided that an agreed limit of £10,000 should be delegated to the Head for miscellaneous financial decisions and a limit of £5,000 for ongoing contracts.</p> <p>The revised document will be signed by governors at the next meeting.</p>	Clerk Clerk
7	<p>Review Instrument of Government</p> <p>Governors reviewed the Instrument of Government and agreed that no changes to it were necessary.</p>	
8	<p>Policies to review</p> <p>Child Protection and Safeguarding policy Governors discussed the previously circulated policy and a query was raised over the wording in section 23 regarding photography and images, as the policy states that photographs of own children can be taken but not videos. The Head explained that schools in Warwickshire do not generally allow videos to be taken, but Eastlands do allow it occasionally as they are a small school. Governors felt this may need to be made more explicit.</p> <p>A further query was raised over the annual report about how the governing body's duties have been carried out. The clerk is to investigate this and add it to the schedule of business.</p> <p>Staff Behaviour policy Governors discussed comments circulated prior to the meeting regarding the policy and felt that a reference to the Prevent training that all staff have undertaken probably ought to be included in the document.</p> <p>Charging and Remissions policy A query was raised regarding the section about when charges for transport cannot be made which the Head is to clarify with the School Business Manager and she was also asked to check whether the state benefits have now been combined into Universal Credit.</p> <p>Following a discussion, a slight amendment to wording was made regarding support for parents/carers.</p> <p>Governors endorsed the acceptance of all three policies following the discussions.</p>	Clerk SE

	<i>Samantha Warrington arrived at 7.13pm.</i>	
9	<p>Governor Link Roles and Monitoring Visits for the Autumn Term</p> <p>Governor link roles for this academic year were agreed at the last meeting. Maths and English monitoring schedules for the autumn term have since been circulated and governors were asked to review them in conjunction with what they are monitoring this term and decide on a suitable date to visit school.</p> <p>Elizabeth Abisola Olupitan has already arranged an appointment with the Head and Ian Bates is in the process of arranging a meeting with Mrs Warrington.</p>	All
10	<p>Clerk's Briefing</p> <p>The clerk provided a summary of the main points of the previously circulated document and governors were shown how to access the Resources documents provided by Governor Services on GovernorHub.</p> <p>They were also reminded of the importance of using a secure email address for sending confidential information.</p>	
11	<p>Headteacher Performance Management Group Membership</p> <p>Following a discussion, it was decided that the Headteacher Performance Management Group Membership for this academic year will be:</p> <p>James Holmes Ian Bates Andy Roughton</p>	
12	<p>Governor Training Needs</p> <p>It was explained that Stuart Dodds is collating a spreadsheet of governor training and the Clerk also reminded governors of the Governor Services training schedule on GovernorHub which lists forthcoming training sessions.</p> <p>Governors raised the point that it is possible to add your own training via GovernorHub and it was decided that any training undertaken should be added here and the Clerk is to investigate whether it is possible to download a training record summary.</p>	All/Clerk
13	<p>Schedule of Business for the Academic Year</p> <p>Governors discussed the previously circulated schedule of business. It was agreed that a couple of items need to be added, such as the annual report regarding safeguarding.</p> <p>A cycle of rolling chairs for the forthcoming FGB meetings was also agreed:</p> <p>22nd November – Ian Bates 17th January – Paul Albon</p>	Clerk

	<p>20th March – Stuart Dodds 16th May – Amy Shipp 3rd July – Andy Roughton</p>	
14	<p>Governor Impact Log</p> <p>The Chair explained that the first governor impact log was produced last year for 2016-17 and asked for governors' input on what they felt should be included in this year's document which will be published on the school website.</p> <p>Some ideas were put forward, such as:</p> <ul style="list-style-type: none"> • Recruiting new governors • Continuing with the Aspire Leadership programme for a second year • Maths Mastery • Empiribox • Expansion of nursery provision to full days • Talk for Writing <p>It was agreed that the Chair will draft a document and this will be added to the agenda for discussion at the next meeting.</p>	JH/Clerk
15	<p>Any Other Business</p> <p>Governor Profile for School Newsletter It was agreed that Amy Shipp will submit a profile before half-term for inclusion in the November newsletter and Paul Albon will submit a profile for the December newsletter.</p> <p>Before & After School Club Governors discussed options regarding the Before and After School club as demand is high and some parents are finding it difficult to book in for the sessions required. The provision is restricted by the limitations of the building and the staff available who are trained to the level required. The maximum number of children that are able to be accommodated is 26, less if the children are younger as the staff-children ratio is higher for younger children.</p> <p>Some investigation into the ParentPay booking system is needed as you are supposed to only be able to book for one month ahead but it appears to be allowing some parents to book further ahead when these places cannot be guaranteed.</p> <p>It was agreed that the Chair will write a piece for inclusion in the November newsletter regarding the provision.</p> <p>SLE (Specialist Leader of Education) The Head congratulated Mrs Warrington who has recently become a SLE in Maths across the cluster of schools in the Hillmorton Teaching School Alliance. She is one of only 8,000 in the country and only 7 in Warwickshire.</p> <p>She was interviewed for the position and has attended training provided by the DfE. Their purpose is to work with C & D graded schools who need assistance and can be drafted in for such things as lesson observations or to work with the Maths Coordinator or Head.</p>	<p>AS/PA</p> <p>SE</p> <p>JH</p>

	<p>The Head highlighted that it is a huge accolade for the school to have a SLE working for them as this is a big role that Mrs Warrington has taken on for no increase in salary. She will be working within the cluster group and is one of only two Maths leads in Warwickshire.</p> <p>It was explained that there will be no impact on her teaching commitment at the school as they are all twilight meetings and it is a really good opportunity to gain expertise and have a positive impact on other local schools.</p> <p>The governing body also congratulated Mrs Warrington on her new role.</p> <p>Contact Details The clerk asked governors to confirm whether they are happy for their contact details to be shared in the Terms of Reference document and there were no objections.</p>	
	<p><u>Date & Time of Next Meeting</u> Thursday 22nd November at 6pm, to be chaired by Ian Bates.</p>	

The meeting closed at 8:15pm

Summary of Agreed Actions

Item	Action Agreed	Person(s) responsible	Due by
2	Create Register of Interests for publication on school website.	Clerk	November 2018
4	File signed copy of the previous Minutes.	Clerk	November 2018
4	Create Doodle Poll to establish who is able to attend consortium training sessions.	SD	November 2018
4	Discuss contribution to books for Accelerated Reader programme at PSA meeting.	SD	November 2018
4	Advise whether governors should email training attended or update themselves on GovernorHub.	SD	November 2018
4	Upload governor training log to GovernorHub once completed.	SD	November 2018
5	Circulate revised targets to governors.	SE	November 2018
6	Update Terms of Reference and include in next agenda.	Clerk	November 2018
8	Investigate annual safeguarding report from governing body and add to Schedule of Business.	Clerk	November 2018
8	Clarify charges for transport in Charging and Remissions policy.	SE	November 2018
9	Arrange governor monitoring visits for this term.	All	November 2018
12	Add any training undertaken to profile on GovernorHub	All	November 2018
12	Investigate possibility of downloading training record from GovernorHub.	Clerk	November 2018
13	Update Schedule of Business	Clerk	November 2018
14	Update Governor Impact Log for discussion at next meeting	JH	November 2018
14	Add Governor Impact Log to agenda for next meeting	Clerk	November 2018
15	Submit governor profile for school newsletter.	AS/PA	October/November 2018

15	Investigate ParentPay booking system for Before & After School club.	SE	November 2018
15	Produce document for inclusion in November newsletter regarding Before & After School club provision.	JH	October 2018

Minutes agreed

Chair of Governors