



Eastlands Primary School
Full Governing Board Meeting on 22nd November 2018 at 5:45pm
Minutes

Present	Apologies Received & Accepted
Ian Bates (Vice Chair/Meeting Chair); Suki Edwards (Headteacher); Amy Shipp; Paul Albon; Andy Roughton; Linda Jones; Stuart Dodds; Elizabeth Abisola Olupitan.	James Holmes (Chair); Kevin Pickering.
In Attendance	Absent
Samantha Warrington (Associate Member); Helen Devine (School Business Manager – until 6.50pm); Sally Beardmore (Clerk).	

The meeting started at 5.45pm

1	<p>Welcome and Apologies</p> <p>Ian Bates welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from James Holmes and Kevin Pickering.</p> <p>The meeting was quorate (8).</p>	
2	<p>Declarations of Pecuniary Interests</p> <p>Ian Bates explained that he has recently been appointed a Parent Governor at Bilton C of E Junior School and as such has updated his Declarations of Interest.</p> <p>Stuart Dodds is to confirm his Declarations of Interest and the Register of Interests for this academic year will be produced by the clerk.</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"> • Governor Skills Audit • Change to LA Rating 	

<p>4</p>	<p>Minutes of the Previous Meeting and Matters Arising</p> <p>Linda Jones had previously requested a slight amendment to the draft minutes from 11th October 2018 and the revised minutes were approved as an accurate record and signed by the Chair.</p> <p>The status of outstanding actions agreed at the FGB meeting on 11th October were reviewed:</p> <table border="1" data-bbox="209 416 1299 1370"> <thead> <tr> <th>Item</th> <th>Action Agreed</th> <th>Person(s) responsible</th> <th>Due by</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Create Doodle Poll to establish who is able to attend consortium training sessions.</td> <td>SD</td> <td>November 2018</td> <td>Carried over to January FGB meeting.</td> </tr> <tr> <td>4</td> <td>Discuss contribution to books for Accelerated Reader programme at PSA meeting.</td> <td>SD</td> <td>November 2018</td> <td>Carried over to January FGB meeting.</td> </tr> <tr> <td>4</td> <td>Upload governor training log to GovernorHub once completed.</td> <td>SD</td> <td>November 2018</td> <td>Carried over to January FGB meeting.</td> </tr> <tr> <td>15</td> <td>Produce document for inclusion in November newsletter regarding Before & After School club provision.</td> <td>JH</td> <td>October 2018</td> <td>Outstanding.</td> </tr> </tbody> </table> <p>The remaining Action Points were either complete or in progress.</p>	Item	Action Agreed	Person(s) responsible	Due by	Status	4	Create Doodle Poll to establish who is able to attend consortium training sessions.	SD	November 2018	Carried over to January FGB meeting.	4	Discuss contribution to books for Accelerated Reader programme at PSA meeting.	SD	November 2018	Carried over to January FGB meeting.	4	Upload governor training log to GovernorHub once completed.	SD	November 2018	Carried over to January FGB meeting.	15	Produce document for inclusion in November newsletter regarding Before & After School club provision.	JH	October 2018	Outstanding.	<p>Clerk</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>JH</p>
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<p>5</p>	<p>School Business Manager Update</p> <p>The School Business Manager provided a summary of her previously circulated report:</p> <p>Premises The School Condition Report had also been circulated to governors which was done via the DfE and completed by two auditors in July 2017. A lot of work has been undertaken during the holidays, such as two additional cupboards in classrooms, the new kitchen ventilation system, a security fence and larger gate to the access path alongside nursery and the new boys' toilets.</p> <p>Finance</p>																										

There was a visit from a Finance Consultant from the Education Finance department on 15th October 2018 and the summary financial report was circulated to governors prior to the meeting.

The carry forward has decreased due to a reduction in income and additional costs in expenditure, which mean that the school is relying on contingencies in the 4-year plan.

?? GOVERNOR QUESTION ?? *Our overall balance is decreasing and will hit the recommended reserve in 2020-21. However, in 2021-22 we quickly slip well below the recommended reserve as our income decreases and expenditure increases. I know that this is some way off and the numbers change but should we be looking to balance income and expenditure sooner to maintain our surplus in the long term?*

The School Business Manager provided a response to the above question which was submitted by the Chair in advance of the meeting and advised that the school continually reviews expenditure and income and secures costs via SLA (service level agreements). Staffing changes regularly which is a big cost but one that fluctuates. The Head also advised that, as the school has just increased the number of TAs, it may be too soon to think about trying to balance income and expenditure beyond three years.

The SBM reported that a school budget is completely different to a commercial budget as it changes all the time; for example, the NFF (National Funding Formula) is likely to change in the next two years and a grant will be received to cover the increase in employer's pension contributions, along with an additional grant regarding the increased teachers' pay award. The Finance Officer advised the school not to look beyond three years as the situation can change.

?? GOVERNOR QUESTION ?? *Why is there such a large drop in income between 2019/20 and 2020/21?*
It was explained that this is due to the fact that several SEN children with funding will have left the school, along with Pupil Premium adjustments. Younger children are not necessarily Pupil Premium-assessed; extra funding tends to be received higher up the school.

The Head highlighted that the financial situation will continue to be monitored but there are no immediate concerns.

?? GOVERNOR QUESTION ?? *Is the school currently at full staffing levels?*

The Head responded that the school would like more staff but is in a better position than previously. Staff are still under pressure at busy times of the year but the school is now staffed appropriately.

?? GOVERNOR QUESTION ?? *One of the recommendations at the end of the report is for the school to monitor monthly salaries and keep records for audit; surely this is already done?*

The SBM responded that the payroll report is signed off every month by herself and the Head and kept for auditing purposes and it was thought that this recommendation is included for all schools as standard.

Nursery

It was reported that the nursery surplus balances have reduced since the summer term report as the income has been amended to reflect the current intake; it is difficult to plan ahead with the nursery budget as numbers fluctuate depending on the cohort, but it still remains in a healthy position. The contingency can be used to help fund a specific project in the premises plan.

?? GOVERNOR QUESTION ?? *Is the nursery currently full?*

Amy Shipp advised that there are a couple of spaces but it will be full from January.

?? GOVERNOR QUESTION ?? *Why is nursery expenditure so much higher this year than in future years?*
It was reported that this is due to funding an additional member of staff this year which will be reviewed annually, depending on the cohort numbers, along with the refurbishment of the outdoor area.

Governors raised a query regarding the expenditure against cost centre E12 which the School Business Manager is to check with the Finance Officer and report back to governors.

HD

Before & After School Club

The SBM advised that there is no cause for concern regarding the finances of the club as it is profitable and runs on its own. The structure will need to be reviewed in two years' time when the Portakabin that it is housed in is due to be returned to the LA and governors discussed possible options.

?? GOVERNOR QUESTION ?? *What has changed to make the club break even?*

It was explained that two additional members of staff have been recruited; one full-time and one on a casual supply basis.

The Meeting Chair went on to explain to governors who weren't present at the last meeting that there have been some complaints from parents regarding the booking system for the before and after school club and the number of spaces available. The School Business Manager advised that a contingency plan is in place where the school has retained an extra member of staff and they have been very flexible with bookings. An audit has been carried out which 17 people responded to and there are some problems to address with the ParentPay booking system. Diane Hague is to manage the current booking system.

The Head highlighted that it is very difficult to recruit for a role which is for an hour before school and two hours after school; it is difficult to meet everybody's needs and the requirements for the club change on a monthly basis.

Governors discussed potential options for changing the booking system and the letter the Chair is to write to parents for inclusion in the school newsletter will address the limitations of the service available.

The Head provided a response to a question raised at a previous meeting regarding the recommended amount to keep in reserve and advised that the Finance Officer confirmed it is 5-8%.

Health & Safety and First Aid Audit

An accident on the playground in October was reported to the LA as it resulted in a child being taken to hospital when they fell off some equipment in the playground. The playground equipment is checked on a weekly basis and no defects have been found.

A discussion followed around the need for governors to see a full first aid audit report and whether it has any benefit for them. It is very time-consuming for staff to produce when workload is currently a big issue. Governors need to be aware of serious incidents, such as those resulting in a visit to hospital, as well as any regular occurrences and would need to see that action is being taken by the school if a potential risk is identified.

	<p>The Meeting Chair asked the clerk if there is any requirement for governors to see the detailed report of every incident that has occurred. The clerk is to check but doesn't believe it is necessary for all minor accidents to be reported to governors.</p> <p>Governors agreed they were happy to just receive details of serious accidents and regular occurrences.</p> <p>Trainee Teachers</p> <p>The Head provided a response to a question submitted in advance from the Chair regarding the supervisory commitments to the three trainee teachers in the school and explained that it depends where they are in their training; by the third term they will be teaching a class by themselves. There is no commitment to be in the classroom with them at all times, as long as a mentor is readily available should they need help.</p> <p>?? GOVERNOR QUESTION ?? <i>Is there a legal requirement for trainee teachers to be supervised at all times?</i></p> <p>The Head advised that there is always a named person supervising them, for example, Mrs Warrington might sit outside the classroom while they are teaching so that she is not far away but not actually in the classroom with them. Mrs Warrington pointed out that this is important to enable the student to take control of the class without the experienced teacher always in the room.</p> <p>A trained person is always available if needed and they are only left on their own with a class when the mentor has confidence in them.</p> <p>Staffing</p> <p>The SBM advised that the WES termly absence report is not available yet which will show a comparison against other schools, but she has provided a summary of staff absence in the Business Manager Report.</p> <p>GDPR</p> <p>There have been three data breaches to date where personal data was left on the photocopier. A GDPR audit is due to be carried out in the spring term where the school will need to show they are compliant or on the way to becoming compliant.</p> <p>Further staff training is due to take place and the school subscribe to Warwickshire Legal Services who are acting as the Data Protection Officer.</p> <p>Governors raised the fact that the incident where a KS1 child was missed during a fire drill was quite concerning, but the Head explained that the system was followed which meant that the school noticed he was missing. The point of fire drills is to highlight any risks and staff have subsequently been reminded to check everywhere, in addition to reminders being issued to children about reacting quickly to the fire alarm.</p> <p>Governors thanked the School Business Manager for a comprehensive report.</p> <p style="text-align: center;"><i>Helen Devine left at 6.50pm.</i></p>	Clerk
6	<p>First Aid Audit</p> <p>This was covered during the School Business Manager's update.</p>	

Headteacher's Report

Governors discussed the Head's previously circulated report.

A query was raised regarding the staffing figures as the number of FTE teachers in the Headteacher's Report doesn't match the Business Manager's Report. The Head advised that the change of FTE hours reflects contractual changes for two members of staff after maternity leave.

She explained that it would be useful to have governors' perspective on which information is interesting and essential for them from the report. There is some overlap with the Business Manager's report in terms of pupil data so will they confer in future to ensure there is no duplication.

It was decided that attendance, persistent absence, the behaviour update, SEN and safeguarding are all very important areas for governors to be aware of.

Mrs Warrington and Ms Haynes are to attend a Designated Safeguarding Lead refresher course next term. The Head highlighted that safeguarding is a growing area for the school; children's needs are increasing and the school has an obligation to pick them up. She currently spends about one day a week on safeguarding.

An LA Safeguarding Audit has been completed which the Head had shared with governors via GovernorHub. A Safeguarding action plan is in place as a result of this where priorities for the school have been highlighted with a rag rating to indicate progress. A further safeguarding training session for staff will take place in January.

A discussion followed regarding the amount of staff time that is taken up with safeguarding concerns, in areas that would previously have been dealt with by social services.

The Head asked governors to provide feedback on what is beneficial and of value to them in her report and it was agreed that they will rank each section in terms of importance. Governors recognised the huge amount of work that is going in to producing the reports.

The Head advised that she has subsequently added the missing class reports and will send the revised report to the clerk to upload to GovernorHub.

?? GOVERNOR QUESTION ?? *No incidents of bullying have been recorded this term; how has this been achieved?*

The Head explained that there have been no higher-level incidents of bullying where it is sustained and ongoing.

?? GOVERNOR QUESTION ?? *Derek Watts (external adviser) is visiting school tomorrow to look at writing; what is your confidence level?*

The Head reported that it is very high; moderation sessions have taken place which shows they are secure with writing. During achievement assemblies, children's writing is projected on a screen to show parents their writing in September in comparison to their writing now.

?? GOVERNOR QUESTION ?? *SEN needs are blank for Reception under Pastoral Factors; is this likely to change?*

The Head advised that it will go up once any SEN issues have been identified.

All

SE

?? GOVERNOR QUESTION ?? *The EAL issues in nursery last year seem to have disappeared this year?*

The Head explained that this shows how quickly a cohort can change in a small school; speech and language issues have overtaken EAL with the cohort this year.

The Head went on to provide a response to a question submitted in advance from the Chair regarding how the school are providing opportunities for writing at length. Mrs Warrington explained that since Easter last year there has been a lot of staff training and a big push on getting children to complete longer pieces of writing on a book. Cold, warm and hot writes are completed where the length of writing is gradually increased. Short-burst writes such as diary entries, letters and newspaper articles are also completed to keep writing going. Children now do a lot more writing in their books than previously.

Mrs Warrington has attended a Reading and Responding to Texts course today and would like to see 10 core narrative texts per class. Copies of books are needed as they would like quality texts in every class so some funding will be required.

Writing is really coming through in every class; books have been looked at this year across all of the classes enabling staff to see the progression made and address any concerns.

Trialling meetings are due to take place in February for Years 3 and 4 where staff meet up with other teachers from across the county to see if teachers are meeting the curriculum criteria.

The Head advised that there is a lot of rigour around writing at both the school and county level. Year 3 are expected to produce 1-2 pages of writing as stamina for writing needs to be built up.

Some clarification regarding acronyms used in the Headteacher's Report was requested which the Head provided.

The Head referred to a question raised by the Chair regarding the missing year group updates from some of the teachers and again asked governors to consider that, whilst they might find it interesting, is this section essential?

The Chair had also raised a question regarding whether staff would find it beneficial if he shared the minutes of governing body meetings with them and Amy Shipp is to raise this at the next staff briefing, although it was stated that the minutes are available on the website for all.

AS

?? GOVERNOR QUESTION ?? *What data and/or other evidence do you base your judgements of outstanding? And, over the coming years do you have targets for outstanding teaching?*
The Head explained that this is based on the work that has been done with Derek Watts and the Hillmorton moderation meetings where triangulation is used which covers assessment, planning and evidence.

She went on to advise that targets for outstanding teaching have not been set as Ofsted are talking of removing the outstanding term from September 2019 and a school will be judged to be either good or not. She also feels such a target would put a disproportionate amount of pressure on staff and instead is looking for good teaching or better.

8

Governor Monitoring Timetable for the Spring Term

	<p>The Head reported that the monitoring timetable for the spring term will be presented at the January meeting as there are still some visits to be conducted this term.</p> <p>Elizabeth Abisola Olupitan had completed a monitoring visit around data and provided a summary of the main points of her previously circulated report.</p> <p>She advised that the Head had talked through the process of gathering data and how it is used to make improvements where needed, as well as showing areas where the school is performing well. Data gathering is a very lengthy process and they discussed ideas to make it more succinct.</p> <p>The Head also reported that she has been given advice that Ofsted no longer want analysis on small groups and will just want to focus on key pieces of information. The Head suggested that the questions to follow up on Elizabeth's report could be used as a focus area for the governor covering data next term.</p>	Clerk
9	<p>Policies to Review</p> <p>Attendance and Punctuality The Head explained that the title of the policy has been changed to include punctuality as well.</p> <p>Governors raised a query over whether it is necessary to have a named governor who is responsible for attendance and the Head advised that the safeguarding governor normally covers this as part of their role.</p> <p>No other queries were raised and the policy was endorsed by governors.</p>	
10	<p>Review Governing Body Terms of Reference (inc. Code of Conduct)</p> <p>The updated Terms of Reference had been previously circulated by the clerk and this was signed by all governors' present.</p> <p>Governors who were not present will be asked to sign the Terms of Reference at the next meeting.</p>	Clerk
11	<p>Governor Impact Log</p> <p>Governors discussed the impact log for 2017-18 which had been prepared by the Chair. It was agreed that it is a very useful document that provides a good summary and should be updated on a regular basis.</p> <p>The Head suggested adding a section at the bottom of the Action Points produced after every meeting, where any items to be included in the impact log could be added under the three headings of effectiveness of leadership and management, teaching, learning and assessment and personal development and welfare.</p> <p>This will be added by the clerk so that it becomes a regular item and enables the impact log to be updated throughout the year.</p>	Clerk
12	Governor Training Needs	

	<p>The Meeting Chair encouraged governors to attend the forthcoming consortium training sessions and the clerk is to add the dates to the calendar in GovernorHub, as well as including them in the minutes.</p> <p>The forthcoming sessions are on:</p> <p>Thursday 6th December – Quality of Teaching – A Governors Role Thursday 31st January – Financial Responsibilities Thursday 14th March – Using School Performance Data</p> <p>All sessions are to be held at Hillmorton Primary School and begin at 6.00pm.</p>	Clerk
13	<p>Review Schedule of Business for the Academic Year</p> <p>Governors discussed the previously circulated revised schedule of business. The Meeting Chair felt that a couple of items should be added, such as a review of the school website and a curriculum review.</p> <p>The clerk advised that she is conducting a review of the governor pages of the website but will add it to the schedule of business to ensure it is done on an annual basis.</p> <p>A discussion followed around a review of the curriculum as this is covered in the Headteacher’s Report. A report on the training to be carried out in January will be provided in the next meeting.</p> <p>The idea of having subject SEFs was discussed where a review of the year could be provided for each subject. It was agreed to keep a curriculum review as a separate agenda item for now.</p>	Clerk
14	<p>Governor Profile for the School Newsletter</p> <p>Paul Albon has submitted a governor profile to be included in the December newsletter and it was agreed that Stuart Dodds will submit one for the January newsletter.</p>	SD
15	<p>Any Other Business</p> <p>Governor Skills Audit The clerk advised that she is completing the NGA Development for Clerks course this year and will be conducting a governor skills audit as part of that which will be issued to governors over the coming weeks.</p> <p>She also advised that her schools-based project for the course is to produce a Governor Handbook which can be used as a reference material both by new and experienced governors. Governors were asked for ideas of content and suggested questions to ask during monitoring visits would be useful, along with a list of acronyms.</p> <p>Change to LA Rating The Head reported that she has received a letter from the LA stating that the school is now back to a Category B following a desktop analysis.</p> <p>?? GOVERNOR QUESTION ?? <i>Does the school still receive support from Derek Watts?</i></p>	Clerk

	The Head advised that they will but it will no longer be funded.	
16	<p>Staff Performance Management</p> <p>The Head provided a summary of the previously circulated document and advised that it is an informal summary of last year.</p> <p>Staff performance management reviews have all been completed for this year, with the Headteacher's review scheduled for 14th December.</p> <p>?? GOVERNOR QUESTION ?? <i>Are staff happy with the performance management?</i></p> <p>The Head explained that it provides rigour; targets are reviewed and set for different subjects.</p> <p>?? GOVERNOR QUESTION ?? <i>How does the situation compare to previous years? Is it improving?</i></p> <p>The Head responded that the situation is as expected and indicates that procedures are in place to support staff where necessary.</p> <p>?? GOVERNOR QUESTION ?? <i>If Ofsted are changing their categories for grading schools, will this filter down to teaching categories as well?</i></p> <p>The Head advised that teachers have never been happy with the category of outstanding in regards to teaching; staff will be told if they have had an exemplary lesson but the word outstanding will be avoided. Outstanding can mean different things to different people; the school tends to use met, partially met or not met. Good practice is highlighted around school so staff know where to see advice, such as quality books, displays or parts of lessons.</p> <p>The Head invited any governors who are available to help supervise children during the whole school trip to the pantomime at the Belgrade in Coventry on 5th December.</p>	
	<p>Date & Time of Next Meeting</p> <p>Thursday 17th January at 6pm, to be chaired by Paul Albon.</p>	

The meeting closed at 7:57pm

Summary of Agreed Actions

Item	Action Agreed	Person(s) responsible	Due by
2	Produce Register of Interests for publication on school website.	Clerk	December 2018
4	File signed copy of the previous Minutes.	Clerk	January 2019
4	Create Doodle Poll to establish who is able to attend consortium training sessions.	SD	January 2019
4	Discuss contribution to books for Accelerated Reader programme at PSA meeting.	SD	January 2019
4	Upload governor training log to GovernorHub once completed.	SD	January 2019
4	Produce document for inclusion in November newsletter regarding Before & After School club provision.	JH	January 2019
5	Investigate the expenditure against cost centre E12.	HD	November 2018

5	Check whether there is any requirement for governors to see a detailed report of the school's accident log.	Clerk	December 2018
7	Rank each section of the Headteacher's Report in terms of importance to governors	All	January 2019
7	Send updated Headteacher's Report to the clerk for uploading to GovernorHub.	SE	December 2018
7	Ask staff if they would be interested in receiving a copy of the governing body meetings once they are approved.	AS	January 2019
8	Include governor monitoring timetable for the spring term in the January agenda.	Clerk	December 2018
10	Governors who were not present to sign Terms of Reference	Clerk	January 2019
11	Add section regarding Impact Log to the bottom of the Action Points document.	Clerk	November 2018
12	Add forthcoming consortium training sessions to the calendar on GovernorHub.	Clerk	November 2018
13	Make additions to the schedule of business.	Clerk	November 2018
14	Submit governor profile for school newsletter in January.	SD	Mid-December 2018
15	Circulate skills audit to governors.	Clerk	December 2018

Minutes agreed

Chair of Governors

Anything for Impact Log?	
Effectiveness of leadership and management	Governors are closely tracking spending.
Teaching, learning and assessment	There is a lot of training available for governors.
Personal development, behaviour and welfare	