



MINUTES

Boughton Leigh Junior School

Full Governing Board Meeting

Held on Monday 11th March 2019 at 6pm

in The Morpugo Room

Governors Present:	Jon Baxter – Chair of the Performance and Standards Committee Nicky Brown Tim Dedman Victoria de Kock Alfred Gand Steph Cowley – Chair of the Resources Committee Paula Duynstee - Headteacher Karen Miles Alan Webb - Chair of Governors Amanda Windley
In attendance:	Clare Baskott - Clerk to Governors Dione Hunter - Deputy Head
Apologies:	Ian Davis
Absent:	No-one

MINUTES

The meeting was quorate with eight Governors present throughout the meeting.

Item 1 Welcome and apologies for absence

The Chair of Governors opened the meeting at 6.00 pm.

Apologies were received from Ian Davis.

No-one was absent.

Item 2 Welcome Belinda Moyo – Parent Governor

The Chair of Governors welcomed Belinda Moyo, newly elected Parent Governor, (11/03/2019 – 10/03/2023) to the meeting. All present made their introductions.

Item 3 To receive notice of any additional business notified to the Chair

6:02pm – Karen Miles and Alfred Gand arrived

See Confidential Item 1.

6:08pm – Nicky Brown arrived

SFVS

The Clerk advised that the SFVS had been updated following the Resources Committee meeting for ratification.

Prevent Training

The Headteacher informed the Governing Body that Prevent Training had been arranged to take place on 14th March 2019. However, consortium governor training was also taking place on that day. It was agreed that the Prevent Training would be rearranged for another date. **Action: Clerk.**

ASP Training

It was agreed that the Chair of Governors would report to the Full Governing Body on ASP at the next meeting. Clerk to add to the agenda. **Action: Clerk.**

Item 4 To record any declarations of interest specific to this meeting

None.

Item 5 Minutes and confidential minutes of the previous meeting – 3rd December 2018

The minutes and confidential minutes of the previous meeting were agreed to be an accurate record of the meeting and were signed by the Chair of Governors.

Item 6 To consider any matters arising from the minutes which are not elsewhere on the agenda

None.

School Improvement

Item 7 Report from the Performance and Standards Committee

The Chair of the Performance and Standards Committee gave an oral update following their meeting. The Committee had looked at;

- School Improvement
- The monitoring of specific groups and interventions
- The Provision map for SEND pupils
- RAPs, with a focus on lower attaining pupils
- Maths Mastery data had not available yet as it was a new scheme
- Review of the Children's SEF. The Chair of the Committee and the Chair of Governors had subsequently written to the pupils expressing how impressed they were with the SEF.
- An update on RAP and data and discussed linking the RAP and data, to measure the success of the school
- An update on SEND pupils
- Governing Body SEF update
- Maths Mastery monitoring visit from Karen Miles.

The Governing Body noted the Report.

Item 8 To receive and challenge the Headteacher's Report.

The Headteacher's Report had been circulated prior to the meeting. The Headteacher gave an oral update. The pupil data was based on the autumn term, there were no noticeable fluctuations. Attendance was currently at 96%. Areas for development remained the same. Issues highlighted in blue were issues highlighted from the last Ofsted inspection and detailed the progress made.

Governor question: Do Governors have an insight into Pupil Premium and how it is being spent.

Response: The Governing Body review the Pupil Premium report. We are developing and reviewing the spending and last year we rag-rated it. The SLT are putting in more measurable outcomes. As a school, we are working on greater clarity of the financial side of Pupil Premium to make it more and more evidence based.

A discussion took place about reporting the impact to the Performance and Standards Committee and the financial aspect to the Resources Committee. It was agreed that the Governing Body needed to evidence the level of challenge about Pupil Premium spending and impact.

Curriculum

Pupils had taken part in mental health wellness week.

Inset training had taken place in the CornerStones curriculum.

Middle leaders were working with consortium schools and Aspire schools on the curriculum changes for September 2019.

Governor question: Is the school buying into the science curriculum from Cornerstones?

Response: The school is buying the Let's Investigate resources which is in keeping with the school's ethos.

Governor question: How does it integrate with other tools?

Response: Under Let's Investigate, pupils are taught a new theme each month. It is currently being trialled in the school.

Safeguarding

The Headteacher and Deputy Head had recently attended Early Help training.

Item 9 To review and receive an update on the Governing Body SEF

The Governing Body SEF had been circulated prior to the meeting. Clerk to update with the date of 2018-19. **Action: Clerk.**

Governors noted the report.

Item 10 To review and receive an update on the School SEF

The School SEF had been circulated prior to the meeting. The Headteacher gave an oral update.

A discussion took place about whole school attendance (currently 96%). The Headteacher explained that the attendance office and attendance lead summarised attendance each week. The school invested lots of time and incentives to encourage attendance.

The Science Lead had returned to school after maternity leave. A Science week had taken place. A Science fair was scheduled to take place, for pupils to showcase their learning in science to raise the profile of science across the school.

Data

The Headteacher gave an oral update on data. It was important the Governing Body were confident that the school was accurately predicting pupil progress and attainment. The Headteacher was supporting underperforming pupil groups.

Item 11 To review and receive an update on the Children's SEF

The Children's SEF had been circulated prior to the meeting. The Headteacher gave an oral update. The Governing Body agreed that it was a powerful document. The school were looking at using video recordings in the future.

The Governing Body asked the Headteacher to thank the pupils for their hard work on the Children's SEF.

Item 12 To receive reports on Governor monitoring visits and agree future plans

Achievement for All Award Governor visit – Tim Dedman

The Report had been circulated prior to the meeting. Tim Dedman gave an oral update.

The school had been successful in receiving accreditation status in the Achievement for All Award. It was agreed that Belinda Moyo would become Link Governor for Achievement For All.

Accelerated Reading

Alfred Gand gave an oral update on the Accelerated Reading monitoring visit he had undertaken with Amanda Windley. During the visit, they had learned about pupil's baseline assessment following the transition from infant to junior school. The school had introduced a new reading scheme. New books were required around the school to extend the range of genres available. The school was struggling to get parents in to help with reading. A discussion took place about using E-readers in place of traditional books as a way of make reading more accessible.

Maths Mastery

The Maths Mastery Link Governor Report had been circulated prior to the meeting. Karen Miles gave an oral update on her Maths Mastery monitoring visit.

8:00pm – Tim Dedman left the meeting.

RESOURCES

Item 13 To receive report of Resources

The Chair of the Committee gave an oral update following the Resources Committee meeting. The Committee meeting had focused on:

- The school Budget which had to be submitted by the end of May 2019. The Committee were confident that the budget was being well managed and a balanced budget was being set.
- The school had received additional funding of £11,000 and had reduced the amount of revenue used for capital. The variances in the budget for the buildings of £11,000 were the savings made during the toilet refurbishment.
- The Cornerstones curriculum expended this year would benefit pupils next year.
- Pupil Premium – There was a carry forward which would be used in the new financial year.
- The Sports Grant funding had produced a balanced budget.

- Agreed amendments were made to the School's Financial Value Statement.

The Governing Body voted to approve the School's Financial Value Statement.

Governance

Item 14 To review membership of the Governing Body

It was agreed that Belinda Moyo would sit on the Curriculum Committee. Clerk to add to GovernorHub. **Action: Clerk.**

The Governing Body voted to reappoint Tim Dedman when his term of office expired on 22/06/2019, with a new four-year term of office 23/06/2019 – 22/06/2023.

The Governing Body voted to reappoint Jon Baxter when his term of office expired on 22/06/2019 with a one-year term of office 23/06/2019 – 22/06/2020.

It was agreed that the date of the next Full Governing Body meeting would be rearranged by the Clerk. **Action: Clerk.**

Item 15 To receive an update on the Parent Governor election

It was agreed that this had been covered.

Item 16 To review governor tailored training and CPD

NGA Weekly Bulletin

NGA Governing Matters November/December 2018

LA Training places

It was agreed that the Clerk would arrange Governor Induction training for Belinda Moyo.

Action: Clerk

Governors noted all of the above publications.

Item 17 To agree 'headlines' for communicating to parents

It was agreed that the headlines would be:

- Achievement for All Award Accreditation.
- New parent governor.
- Budget.

Item 18 To confirm dates and times of future meetings

TBC. **Action: Clerk.**

Item 19 To receive a report from the SEND Link Governor

The SEND Report had been circulated prior to the meeting. There were currently five pupils with high level needs pupils in Year 3. The nurture provision offered one-to-one support. One pupil had been successful in receiving an Education Health Care Plan and now had tailored TA support.

Item 20 To receive a report on the Single Central Register

Steph Cowley gave an oral update following her recent inspection of the Single Central

Register. The school was a SCR new format for the Single Central Register which ensured greater compliance. A new lock down alarm had been installed in the school.

Item 21 To consider policies and documents

The following policies, listed below, had been circulated prior to the meeting. It was noted that any changes were shown in red. The Governing Body were asked to review and approve the following:

a Health and Safety Policy

Governors voted unanimously to approve the Health and Safety Policy.

b Written Statement of Behaviour Principles

Governors voted unanimously to approve the Written Statement of Behaviour Principles.

c Staff Discipline

Governors voted unanimously to approve the Staff Discipline Policy.

Item 22 To decide whether any items should be excluded from the minutes and papers to be made public

See confidential item 1.

Item 23 Any other business

None.

Item 24 Date of next meeting

TBC.

Item 23 Close of Meeting

The Chair of Governors thanked everyone for attending and closed the meeting at 8.32pm.

Signed: _____ Date: _____

(Chair of Governors)

Action Log – FGB

Action	Responsibility	Deadline	Date completed
Action 1: Prevent Training The Headteacher informed the Governing Body that Prevent Training had been arranged to take place on 14 th March 2019. However, consortium governor training was	Clerk	March 2019	March 2018

also taking place on that day. It was agreed that the Prevent Training would be rearranged for another date.			
Action 2: ASP Training It was agreed that the Chair of Governors would report to the Full Governing Body on ASP at the next meeting. Clerk to add to the agenda.	Clerk	May 2019	
Action 3: The Governing Body SEF had been circulated prior to the meeting. Clerk to update with the date of 2018-19.	Clerk	March 2019	March 2019
Action 4: It was agreed that Belinda Moyo would sit on the Curriculum Committee. Clerk to add to GovernorHub. Action: Clerk.	Clerk	March 2019	March 2019
Action 5: It was agreed that the date of the next Full Governing Body meeting would be rearranged by the Clerk.	Clerk	March 2019	March 2019
Action 6: It was agreed that the Clerk would arrange Governor Induction training for Belinda Moyo.	Clerk	March 2019	