

**CARDEN PRIMARY SCHOOL  
GOVERNING BODY MEETING  
MINUTES**

<b>Meeting Type</b>	<b>Full Governing Body</b>
<b>Date/Time:</b>	September 24 <sup>th</sup> 2019 5.15pm
<b>Location:</b>	<i>Carden Primary School</i>
<b>For:</b>	Full Governing Body, Website
<b>Quorum:</b>	For decisions to be binding at least one half of current governors are required. The Meeting was quorate throughout.
<b>Present</b>	<p><b>Governors (voting)</b>  Helen Longton-Howorth  Hayley Mallipoudy  Alistair McNair  Amanda Mortensen (Chair)  Jeff Nixon  Sophie Wadleigh  Meraud Davis  Nigel McCutcheon (NM) observer, then governor from item 5.</p> <p><b>Other:</b>  Zoë Heaton</p>
<b>Apologies</b>	Natasha Sothcott

Item	AGENDA ITEM
1	<p><b>INTRODUCTION</b> - Governors were welcomed to the first meeting of the FGB of the academic year. Apologies were considered and accepted. No declarations of interest in respect of the agenda items were received when invited. Nigel McCutcheon was also invited to introduce himself to the governors and talked about his extensive experience in architecture, the housing sector and working for the council. His knowledge and skills were considered to be particularly useful and complimentary to the Carden GB.</p>
2	<p><b>Election of Chair of Governors.</b> ZH invited nominations. No others were forthcoming. The governors then re-elected AM to the position of Chair of Governors for the term of one year.</p>
3	<p><b>Minutes and Matters Arising / Actions from previous FGM.</b> The minutes from the meeting of 16<sup>th</sup> July 2019 were agreed to be an accurate record and signed accordingly.</p> <p>Matters arising:</p> <p>i) – [Item 3] Governor badges still to be arranged for some governors. ZH advised all those who needed one should see the BM directly who would take a photo and provide a new badge within the day.</p> <p><b>[ACTION: AMc, MD, SB and NM to visit Carden office to have badges made]</b></p> <p>ii) - [Item 4] HT requested to update Governors with regards to safeguarding in the absence of SG lead CL (Cat Lane - DH) who left the school at the end of last term. HT reassured governors that so far it was going well and that LP (SENCo) was doing most at the moment, but that the other 2 assistant heads (PH and KSt) would be undertaking safeguarding training this year to share the workload. HLH will undertake mandatory</p>

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refresher HT training in February.

iii) – [Item 7] Parents' Questionnaire - to be discussed later as separate item 7. on the agenda.

iv) - [Item 9.] Governors related their efforts to talk on behalf of Carden especially in their roles on the Children's' Committee. HT told governors about her discussions at the Parent's Forum where she warned parents to be circumspect about the recent government headlines on 'huge' school funding as once analysed is not as much as has been said, schools also wouldn't see any benefit from it until next year at the earliest and due to unsettled political times could end up not following through with promise. Moreover, even if the money does emerge next year it will be welcome but will only cover the new salary increases which have been announced. Important to get this across to parents so they don't think the pressure on schools had just gone away. Governor commented that the Save Our Schools campaign had quite an impact at the last election.

v) – [Item 9] New lead SEND councillor visit – Visit agreed to be a good idea.

**[ACTION: AM to invite Gary Tomlinson to visit Carden]**

**HEADTEACHER REPORT: School Development Plan**

4 HT talked through the 'headlines' of the SDP for governors and also made reference to a parent-friendly version which had be sent to parents and staff and is available on the school website.

Questions had been invited when the document was circulated previously to governors and there were none forthcoming in advance of the meeting.

HT explained that the SDP would now be used as a goal-oriented working document over the course of the whole academic year. It will be reviewed for impact termly but would not be a formal written section each term. This will be done at the end of the academic year.

Ofsted Key Actions - HT emphasised that this is the year to work hard in these areas and get it right in time for the next Ofsted visit next year. Key actions from the previous inspection include the areas of EYFS, able-leaners and phonics. The SDP has been split under the new Ofsted headings as follows with EYFS dealt with separately at the end:

Outcomes for all learners - Government aims for at least 65% of children to attain ARE at the end of key stage assessments in RWM. This fits in with our school as we are around the National Average but would like to aim for 85%.

Also aims for at least 90% of children to make at least expected progress in RWM. Progress can be seen as a more important, fair and realistic measure rather than attainment when taking into consideration our SEN-heavy cohorts. Rather than give too much significance to attainment (SATs results), good to focus on all children making progress on the right trajectory from their own starting points be they low or high.

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Phonics - HT said phonics at Carden had improved significantly since she started at Carden but had plateaued in the last 2 years and this year was to be a key focus. Results at around NA when looking at cumulative figures from both Years 1 and 2. KSt (Kamilya Stedman - AH) who excels in her role will be working to improve in this area and has already identified key changes to implement. JP (Jess Pollard - T) who is also very experienced in this area will lead in phonics and has been given a TLR accordingly. Together they have put in place a detailed action plan to improve phonics through the school. They will also look into a new training programme, 'Write Sounds', which is highly recommended, proven to be very effective and, although is at present too costly, may be a possible investment for next year.

Governors advised to read through all the actions relating to the outcomes in their own time as quite detailed. In brief involves a triangulation of lesson observation, monitoring through learning walks, book scutinies and termly progress meetings with each teacher using Venn diagrams to look at those children who are working at age-related, greater depth or working towards, to see how each individual child is doing, who is on track and the obstacles to learning. This then feeds back to parents at parents' evenings.

**Q - Do you train teachers in 'growth-mindset'?** - Yes teachers are trained in it and we take principals from it but learning styles have also changed since the theory was developed.

Short discussion of pros and cons of different systems of learning including the Shanghai method and Pisa testing.

Leadership and Management - HT had recently talked at the Parents' Forum and answered questioned about the management structure and how it is working. This information will also be communicated via the school newsletter and Studybugs.

HT revealed to governors that the new leadership structure seemed to be working very well and perhaps was even an improved situation now having had the benefit of being planned for well in advance with the assistance of CL. It was understood that in recent years Carden had improved hugely pastorally, culturally and behaviourally with consistency throughout the school in these areas.

The new leadership structure has provided an opportunity to bring in missing academic expertise and spread out responsibility for all areas. As well having the chance to employ the considerable skills of PH (Paul Harrington - AH) and LP (Lisa Perrins AH / SENCo) it has also given the chance to bring in KSt who has excellent knowledge of EYFS and KS1. The HT highlighted that another positive effect in being able to have these three assistant head teachers out of the classroom is improved professional development and support (CPD) for all teachers. This is especially helpful in providing support for not only the new teachers but also for JW (Julia Woods) starting in Nursery, SM (Shani Marquis - T) taking on a new Year Reception class and phonics support in all KS1 classes. PH is doing the same for KS2 and also working on the new curriculum.

In conclusion HT told governors that leadership is in a good place going forward with clear roles and focus. Meetings have been streamlined and there is a clear focus on the

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curriculum with investment in the Talk4writing programme taking it forward. With this in mind and an intention on retaining clarity, HT not intending to take on any more initiatives. Julie from Edison working closely with SLT on the curriculum. Curriculum leadership restreamed so that each teacher still has a specific curriculum responsibility but they are now in teams which share responsibility.

Still working on numbers on roll and on attendance as issues going forward.

Behaviour and Attitudes - Big strength for Carden. CL carried out comprehensive hand over in terms of individual children. Struggling with a couple of pupils with very high-end needs at present, one on a part-time timetable who has 1:1 learning mentor support and finds it difficult to remain in the classroom. The resources redirected into supporting one individual child can be negative for other areas.

Personal Development - HT explained that this includes extra curriculum activities, personal development and mental health, a focus on British values and preparing for life in modern Britain.

EYFS - Focus on more children attaining GLD. Importance of being realistic and conservative in setting a baseline assessment bearing in mind the measure of progress is at the end of KS2. Some debate over the new baseline assessment coming in for Year Reception children. HT decided not to participate in this year's trial. Some discussion also of speed-limited times table testing in Y4 also thought to be an unhelpful form of testing, penalising those children with less dexterity/fine or gross motor skill difficulties

**Q - Will there be any ramifications to this?** - No as it is only a pilot this year. Will have to participate next year if goes ahead.

**Staffing update:** All information on staffing thought to have been sufficiently covered within the SDP summary.

**Main-scale Teachers' pay rises for GB approval:** HT let governors know that the entire appraisals / performance review process had been revamped and streamlined and that staff appraisal review meetings/target setting would begin taking place next week.

Some discussion over the reasoning for the time frame of setting teachers' pay rises as early as July before appraisals in September. Governor stated that it was a good thing to do early as provides a heads up to GB on any pay rises which may be appealed. HT said that there were very rarely any problems but that it was important that pay rises were not processed until after appraisals. After some discussion it was decided that it would be sensible going forward that the D&R committee should act as pay committee in the Autumn term meeting after appraisals, rather than in the previous summer term.

[With the HTs' recommendation, the governors approved main-scale teachers' pay rises for this year.](#)

**GB business and membership:**

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**Election of Vice Chair** - The nomination of JN had been received. No other nominations were received when requested. JN was re-elected to the position of the Vice Chair of governors for a term of one year.

**Discuss skills audit gaps, any vacancies** - Thought to be a good mix of skills within the current GB. 2 vacancies to fill with a possible candidate, Liz Jeffrey, who has put forward an interest. HT and AM to meet with her before the next FGB meeting.

**Welcome and co-opt new Governor** - Nigel M was introduced to the GB and the chair checked all governors had read and approved his application previously circulated. NM was officially voted onto the GB.

**[ACTION: NM to meet with HT and Chair]**

**[ACTION: ZH to send NM a governor's email and information]**

**Appoint link governors to key areas.**

Agreed that the current structure of 3 committees would continue

Governor links has previously been discussed at the July FGB meeting and link roles were now agreed as listed below:

SW – to continue her role as link for Safeguarding

MD – appointed as link for SEND

**[ACTION: HT to email LP to recommend initial meeting with new SEND Link governor]**

HM – to continue her role as link for Pupil Premium and appointed as link for Equalities / Anti-Bullying – (including travellers)

SB – appointed as link for Data

**[ACTION: HT and SB to meet and look into use of ASP]**

AMc – appointed as link for Curriculum (including RE / PSHE)

JN - appointed as support link for Curriculum

**[ACTION: AMc to email PH to set up meeting to discuss curriculum]**

NM - appointed as link for Health and Safety (including Buildings)

AM - appointed as link for Ofsted

**Membership of committees:**

D&R - JN appointed as chair.

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HSW - SW to continue her role as chair, MD and NM to join HSW.

CLA - AMc appointed as chair.

Governors recommended that any new governors attend as many committee meetings as they wished and then decide the most appropriate. Committee membership to be finalised and agreed at next FGB meeting.

**[ACTION: AM to reinstate Chairs of Committee meeting and invite new chairs to attend]**

**New Terms of References for committees.** ZH said she had these from last year and would send on to all the relevant committees in advance of their next meetings for agreement.

**[ACTION: ZH to email TOR to all chairs of committees in advance of meetings]**

**DBS** recommended as good practice to be done for all new governors.

**[ACTION: ZH to check gaps and contact governors according.]**

**Annual Declarations**

6

Governors had already passed their annual declarations of interest, confirmation of continued eligibility to the clerk. Also confirmations were given that they had read and would abide by KCSIE, acceptable use of ICT and Governor Code of Conduct.

HT alerted governors to new Code of Conduct and recommended that governors apprise themselves of it in terms of roles, limitations of being a governor.

**[ACTION: Governors to read new Code of Conduct]**

**[ACTION: ZH to send Code of Conduct to JN and all documents to NM]**

**[ACTION: ZH to follow up any missing declarations]**

7

**Parent / Carer's Questionnaires** – HT circulated results of annual parents' survey and questionnaire and fed back the responses to governors. In attempt to make survey more useful and relevant HT had researched questions carefully in advance and made decision to take out subscription on Survey Monkey and put on social media. This method produced unprecedented results of 170 responses which included 147 positive comments about what Carden does well. Responses were generally very thoughtful, sensible and have helped shape HT's SDP.

**Q - Were the results of survey circulated to staff? - Yes**

**Q - Can these be published in some form in the Newsletter? - Yes, we can do a Word Cloud.**

HT then put forward ways of addressing any areas of concern by firstly grouping them under useful headings:

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i) Premises - aware of most of the issues, some already dealt with, notes on other issues which are financially dependent and also limited by health & safety rules and regulations about working at height. Longer term plans included for painting and playground equipment would require long-term fundraising projects.

ii) Communication - Amount of communication with parents quite a difficult area to get right as some prefer more and some prefer less. Have made effort to provide key dates and events well in advance such as Christmas shows to allow parents to plan around work. More information about how money is spent to be made transparent. Dealing with reading records problem in KS1. HT putting more in weekly newsletter. More use of social media to communicate with parents.

iii) Staffing - Listened to concerns around staffing in Year One last year and understand parents' feelings when classes are disrupted due to staff leaving mid-year. Hard issue to deal with as difficult to take on new member of staff mid-year so often have to get by with supply teachers.

iv) Curriculum - Some concerns and thoughts around curriculum which are all be taken in account with planning this year.

v) Behaviour and Wellbeing - Concerns over disruptive children. This usually only due to one of 2 individuals and certainly not a problem throughout the school. House system mentioned but not keen to implement as focus on 'winning'.

v) Photos - Concerns over favouritism interns of photos taken in school at class and sports events. Something to keep in mind.

vi) Fundraising - Thought to be too much fundraising. Not willing to change this as crucial to school. Governor made positive reference to specific cake sale in response to fire in community.

vii) Clubs - Wish expressed for more variety of clubs. In the past has been shown that parents do not sign up for them and they are too expensive. Experience shown that families at Carden generally better suited to free sports clubs but will canvas support and ideas for providing more variety.

Governors were impressed by the level of response and felt they had been extremely positive and also very useful to work from.

**School Policies for agreement:**

Scheme of delegation – for approval at next D&R committee meeting.

Complaints policy - B&H model, unchanged, union approved and written by HR.  
Approved by GB.

Teachers' appraisal policy - As above and reviewed annually by consultation group.  
Approved by GB.

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Teachers' pay policy – for next FGB as has not yet been finalised by LA.

10	<p><b>Any other urgent business:</b></p> <p><b>H&amp;S Workshop</b> - JN reported on <a href="#">Health and Safety Workshop for School Leaders recently attending with HLH</a>. This was organised as a direct result of the death of a member of staff at another school when working at heights. LA doing these for leaders of schools as the H&amp;S executive are still in process of deciding who to prosecute and wish to make sure correct systems are in place at all schools. It was felt to be an informative and interesting workshop run by a lawyer who specialises in H&amp;S. The HSC are currently carrying out spot checks at building sites and schools looking specifically at 'working at heights'. Governor happy to feedback information at next HSW committee.</p> <p><b>Fencing Update</b> - Governor updated on recent meeting attended at council regarding school perimeter fencing. Explained that Carden has one of the largest perimeter fences in the area in a busy traffic area. 2 vehicles have gone through the fence and the repairs have been 'piece-meal' fixes. This is an ongoing and serious H&amp;S concern. Governors heard at the meeting that a schools boundary survey was being undertaken by the local authority, the results of this survey will be reported on in March 2020.</p> <p>However, in consideration that this is an urgent matter and on the understanding that it would be very hard to acquire the necessary funds for fence replacement, a loan may be the best solution. Once an insurance survey was carried out it emerged that the fence height would need to be a minimum of 2.4m but the council made it clear that we would be unlikely to get planning permission to build a fence over 1m as it would be unsightly. After some discussion in the meeting it was concluded that the LA would assist with planning permission and Carden would pay for a surveyor which will cost in the region of £4,000.</p> <p>The council have also agreed to provide crash barriers at the place where cars have driven through. Due to the urgent nature of Carden's fencing situation it was put forward that the LA's survey should start with Carden School as if there is to be any subsequent funding agreed then it would be sensible to know as soon as possible to avoid taking out unnecessary and expensive loans. It is hoped that the time-frame of both surveys should work together so that by March we will have all the necessary information in place.</p>
11	<p><b>To Agree Dates for committee meetings</b></p> <p><b>[ACTION: HT to send out Doodle Poll as thought to have worked well in setting date for the FGB Meeting]</b></p>

Meeting closed at 6.55pm.

**ACTION PLAN SUMMARY**

ITEM	OWNER	ACTION	DUE BY
3	AM	Chair to invite new SEND council member,	Autumn Term

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		Gary Tomlinson to visit Carden	
5	HLH / AM	NM to meet with HT and Chair	31/10/2019
5	ZH	Clerk to send NM a governor's email link and information	30/09/2019
5	HLH	HT to email LP to recommend initial meeting with new SEND Link governor	31/10/2019
5	HLH / SB	HT and SB to meet re: data and look into use of ASP.	Autumn Term
5	AMc	AMc to email PH to set up meeting to discuss curriculum	Autumn Term
5	AM	Chair to reinstate Chairs of Committee meeting and invite new chairs to attend	Autumn Term
5	ZH	Clerk to email TOR to all chairs of committees in advance of meetings	30/09/2019
5	ZH / NM, MD	Clerk to check gaps and contact governors according. Governors to complete application online with ZH in school office	30/09/2019
6	GB	Governors to read new Code of Conduct	31/10/2019
6	ZH	Clerk to send Code of Conduct to JN and declaration documents to NM.	30/09/2019
6	ZH	Clerk to follow up any missing declarations	30/09/2019
11	HLH	HT to send out Doodle Poll to set committee meeting dates, as thought to have worked well in setting date for the FGB Meeting.	30/09/2019

Signed.....