

Beaford Community Primary and Nursery School

Minutes of Full Governors Meeting

Wednesday 19th November 2014

Summary of Outcomes & Decisions

- The reconstitution was agreed and will take effect from 1st February 2015
- Governors were made aware of Raiseonline data and areas identified in the SIP for improvement
- Actions for governors from the head teachers report are:
 - Note the number of expected pupils into reception in September 2015.
 - Note the range of monitoring activities, content of professional development meetings and opportunities being carried out and how they link directly to the SIP
 - To become involved in LLC partnership planning in January – governors support the principles of a local partnership with other schools
 - To be knowledgeable of the ways in which progress and attainment is monitored and reported on
 - Note the improving attendance over the last 2 years
- The finance policy, finance committee terms of reference and flexible working policy were agreed
- The SEND policy, child protection policy and attendance policy were agreed

Present: Annette Yates (AY), Mark Bowen (MB), Rev Mike Clark (MC), Alison Bennett (AB) Jeffers Mayo (JM), Katie Cross (KC), Sam Doidge (SD)

Minutes taken by Helen Wright (HW)

1 Apologies Accepted

1.1 Kate Scrivener (KS) – no childcare

2 Declaration of Interest

2.1 JM is partner to a teacher in the school.

3 Agree and Welcome New Governor

3.1 Katie Cross was welcomed as a new community governor and Sam Doidge as a parent governor. KC has responsibility for SEND, gifted & talented, children in care and parent engagement. SD will join the finance, premises and personnel committee and also be responsible for parent engagement.

3.2 AB advised that she has received resignations from Becky Huxtable and Graham James.

4 Minutes of Last Meeting

4.1 These were agreed and signed by AB.

5 Review of Actions

Action 47 – Ongoing – Changed to MB and HW to investigate grants available to schools for installation of solar panels.

Action 49 – Complete - JM to co-ordinate the governor skills audit responses.

6 Reconstitution of Governing Body

- 6.1 New regulations have been introduced relating to the size and make up of governing bodies. The regulations supported the reduction in size of governing bodies and introduced greater flexibility for governors to appoint people with clearly identified skills.
- 6.2 Community governors have been replaced by co-opted governors. Co-opted governors are elected by the governing body and are people who in the opinion of the governing body have the skills required to contribute to the effective governance of the school. Parents and staff are eligible to be co-opted governors, but the total number of staff, including the headteacher, must not exceed one third of the total governing body membership.
- 6.3 The following table shows the current governor numbers and proposed numbers under the reconstitution.

Type of Gov	Current	Minimum Requirement	Proposed
Parent	4	2	3 (JM, SD, MB)
Staff	2	2	2 (AY,KS)
LEA	2	1	1 (vacancy)
Community	2	0	0
Co-opted	0	Determined by GB	4 (MC, KC, AB + 1vacancy)
TOTAL	10		10

- 6.4 Governors agreed the above constitution and also the criteria for LEA governors as suggested by the LEA. A copy of the LEA governor criteria is attached. Governors agreed a date for reconstitution on the 1st February 2015, so that co-opted governors can be agreed at the next FGB meeting on the 4th February 2015. Co-opted governors will need to begin a new term of office for 4 years. A new vice chair will also be elected at this meeting.



Suggested_Criteria_f
or_the_Selection_of_

- 6.5 The model instrument and reconstitution of the governing body proforma will be completed by HW and sent to governor services.

Action 50 - HW to complete the model instrument and reconstitution of the governing body proforma and return to Governor services.

7 Skills Audit

All governors have completed the skills audit. JM has collated this information and will pass it to AY to identify the strengths and weaknesses of the governing body.

Action 51 – AY to look at the results of the skills audit and identify strengths and weaknesses.

8 School Improvement Plan

- 8.1 The improvement plan for 2014/2015 has been added to the governor area of the school's website. The pupil premium and PE plans are also included. The school improvement team will monitor actions on the plan in February. The plans will be updated when amendments are needed.

9 Head Teacher's Report

- 9.1 The basic characteristics of the school (taken from Raiseonline in Nov 2014) were discussed. **Governors asked what stability meant.** This is the mobility of pupils – an indicator of pupils joining or leaving the school over the year. Governors were advised that the information in the table is from the January 2014

Census so the SEN information has now been replaced by a new code of practice and term and therefore is different data from what is presented in the headteacher's report which is current.

- 9.2 It is expected that there will be at least 15 pupils in Reception in September 2015 and finance and personnel committee governors need to identify and plan for the impact on staffing in the Foundation stage. Nursery numbers are also increasing.
- 9.3 Maths and Literacy subject leaders are now both accredited Senior Leaders in Education. The maths subject leader is also a member of the Maths Lead Team for the Local Authority. They are both beginning to provide support work in other schools.
- 9.4 From September 2015 funding for Local Learning Communities (LLC) will change. 70% of the money will go directly to schools (predicted to be £25 to £35 per pupil) and 30% will go to LLC's. From September 2016 all money will be delegated directly to schools. LLC's are being encouraged to develop formal partnerships based on local needs. The change in funding will bring about risks to schools during the transition time including loss of easy access to Early Help, school networking, transition activities and partnership services. It is proposed that in January interested schools in the Torrington LLC will formulate plans for a partnership. Governor involvement in this will be required. Governors supported the principles as the formation of a local partnership with other schools.
- 9.5 **Governors asked if because of our recent outstanding Ofsted and the experience of the maths and literacy subject leaders if staff will be in more demand to help other schools by providing advise and support.** The headteacher advised that senior leaders were already in demand to provide support to other schools outside the local learning community, but that other schools also had teachers with expertise in the same and in other areas. Ther headteacher will monitor the impact of this on the staff's workload.
- 9.6 Attendance has improved over the last two years. **Governors asked if the new rules regarding holiday in term time had impacted attendance and if the overall attendance figure included all absences.** The current attendance of 97.4% includes all absences e.g holiday, illness and medical. There has not been an impact on attendance as a result of the new holiday regulations – it was always the case that holiday in term time should not be authorised except in exceptional circumstances but these circumstances have now been listed.

10 Data Overview

- 10.1 Data provided to governors shows an overview of pupil achievement from Raiseonline (external) data, comparing the schools data with the nationally expected. Data shows:
- In Year 1 phonics pupils achieve significantly above national values
 - At the end of KS1 (year 2) pupils achieve significantly above in all subjects and maths the national values and in writing and reading pupils achieve above national values
 - At the end of KS2 (year 6) school attainment at level 4+ is above national and above national at level 5 in writing. Level 5 attainment is in line with national values in reading, spelling and grammar and maths.
 - All FSM pupils made expected progress in all subject areas. The gap between FSM and non FSM over the last 3 years has closed in all years, but there needs to be more focus to close this gap completely in writing and reading.
- 10.2 Areas identified in the SIP for improvement are:
- Attainment in reading at KS1 to be significantly above national values
 - Ensure the gap in reading and writing at KS1 is closing at the end of KS1 (and more significantly for pupils in year 3)
 - Ensure 100% of pupils make expected progress at the end of KS2 in reading – this has not been the case for 2 years
 - Increase and secure the number of pupils making more than expected progress in reading, writing and maths at the end of KS2 to be above national values

- Close the gap in writing between FSM and non FSM pupils in all classes and particularly in year 5. (Governors agreed to go to part 2 minutes to discuss data in more detail).

11 Report from SIT Monitoring Visit

- 11.1 Two governors visited the school on 11th November 2014. The focus of the visit was to talk to children about how they think and learn and to review Raiseonline data for 2014. They visited all the classes to observe learning and to talk to children about their learning. They also met with the headteacher to discuss data and to receive a school improvement plan and subject leader improvement plan updates.
- 11.2 The focus for school improvement is based around research into the way children's brains develop and how children think. This can vary for different groups depending on age, gender and ability. The emphasis is on providing challenge for all children. The school improvement plan has actions to take the school forward and to address any weaknesses highlighted by assessment and data. **Governors asked if the experimentation around methods of teaching was affecting the way children were being taught and their learning.** The headteacher responded that teaching was very secure and the teacher's experience enables them to make professional choices that would ensure children were still making good progress. The trialling of new strategies and ideas is fundamental to each staff members' professional growth.

12 Audit Update

- 12.1 The school received an audit in May 2014. All actions have now been completed with the exception of analysis of the skills audit which is a current action in these minutes.

13 Feedback from Finance, Premises and Personnel Committee

- 13.1 **Feedback from Meetings** – A budget meeting was held to review the 5 year plan and to address a one year reduction in budget due to fewer pupils. The FRS (Financial Reporting System) is replacing the monitor statement. It was agreed to upgrade software in the school to Windows 7 and Office 2013 and to buy a new server. Feedback from the health and safety visit was provided and an action plan completed. Staff contracts were reviewed. The security policy was agreed.
- 13.2 **Agree Finance Policy** - This has been updated so the finance committee can approve the charging policy in line with the terms of reference. The policy was agreed.
- 13.3 **Agree Terms of Reference** – The terms of reference for the finance, premises and personnel committee were reviewed and agreed.
- 13.4 **Flexible Working Policy** – This was recommended by the finance committee. Governors reviewed and agreed it.

14 Attendance Report

- 14.1 JM provided feedback on the attendance report. Last years target was 95% and the schools actual attendance was 95.8%. This years target is 96.2%. Attendance is currently 97.4% for all pupils, 98.9% for PP pupils and 97.9% for SEN pupils. Attendance for PP pupils is above the attendance of other pupils and has increased over the last year. **Governors asked what procedures were in place to help pupils if their attendance becomes a cause for concern.** The headteacher advised that the class teacher will initially meet with parents to discuss attendance. The school has found that attendance usually improves after this meeting. If absence is because of illness then a referral to the school nurse can be made. If absence continues then a referral to the EWO (Education Welfare Officer) will be made, the DAF process will begin and referral will be made to other support agencies as required.

15 Feedback from Training

- 15.1 KC attended new governor training. This provided a useful overview of the role of governors. A copy of the feedback form is attached.



New gov course
feedback kc.pdf

16 Policies

- 16.1 **SEND Policy** – KC reviewed the SEND policy which is a DCC document. She advised governors that she has completed the GEL online training for SEND. The audit will be completed next week and the school's website will be updated with SEND information (this is a legal requirement). Governors agreed the policy.
- 16.2 **Child Protection** – This was reviewed by JM and recommended for approval. This is a standard DCC policy where the only changes the school have made are to include the names of responsible people. Governors agreed the policy.
- 16.3 **Attendance** - This was reviewed by JM and recommended for approval. There are no changes from the previous year's policy. Governors agreed the policy.

17 Matters Brought Forward by the Chair

- 17.1 There were no matters brought forward by the chair.

18 Date for Future Meetings

18.1 Full governing body meetings:

Wednesday 4th February 3.45pm
Wednesday 29th April 3.45pm

19 Summary of Actions

Action 47 – MB & HW to investigate grants available to schools for installation of solar panels

Action 50 - HW to complete the model instrument and reconstitution of the governing body proforma and return to Governor services.

Action 51 – AY to look at the results of the skills audit and identify strengths and weaknesses.

Authorised By:

Date: