

Beaford Community Primary and Nursery School

Minutes of Full Governors Meeting

Wednesday 6th July 2016

Summary of Outcomes & Decisions

- Actions from the headteacher report:
 - Governors to recognise increasing pupil numbers.
 - Governors to have knowledge of emerging priorities for school improvement and recognise there will be a refocus in direction of the school improvement in order that professional development needs of new staff are met
 - To note the wide range of monitoring activities that have been carried out this term and the continuing professional development that is linked to the school improvement plan
 - SIT governors to fully evaluate the school's data at the next SIP meeting and all governors to have an overview of the school's headline data
- The best value statement was reviewed and agreed.
- Feedback on the governor safeguarding visit was provided.
- Feedback on whole school attendance and attendance of different groups was provided
- The following policies were reviewed and agreed:
 - Education of looked after children
 - School admissions
 - Behaviour for learning
 - Attendance
 - Supporting pupils with medical needs

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

Minutes taken by Helen Wright (HW)

1 Apologies Accepted

1.1 Alex Heal - holiday

Any governor who, without the consent of the governing body, fails to attend full governing body meetings for a period of six months after their first absence is disqualified from continuing as a governor. The governing body may decline to accept apologies for absence from a governor, but if apologies are accepted then the governing body has consented to the absence and the six-month disqualification rule does not apply.

2 Declaration of Interest

2.1 JM is partner to a teacher in the school. MB sells eggs to the school.

3 Minutes of Last Meeting

3.1 These were agreed and signed by AB.

4 Review of Actions

No actions to review

5 Multi Academy Trust Update

5.1 The three schools have met with the DfE and the diocese. There are no anticipated problems with the progression to become at MAT. The DfE have requested that the MAT becomes a sponsor MAT and there is a £100k grant available to support this. Letters have been sent to all stakeholders including staff and parents. Consultation meetings for stakeholders to discuss the conversion to an academy and a MAT are being held. A meeting has been held for union representatives and staff. It has been confirmed that staff pay and conditions will not change.

6 Headteachers Report

6.1 Governors asked if the 14 children identified with additional needs included the nursery children, as at previous meetings there had been discussions about the increasing number of nursery children with additional needs. The headteacher advised that currently one child in the nursery is eligible for Nursery Plus, although the school has recently applied for an additional 4 children who have reached the eligible age. Governors questioned if the school had enough staff to support the 21 additional needs children identified in the report. Governors were advised that TAs form part of the INCO team and that the school works closely with agencies to provide support. Support is carefully planned to ensure that there are enough staff available to meet pupils needs. These include pupils who may have allergies and require care plans and pupils where families require support. The schools recognise any need at an early stage which is why the amount of children appears to be high.

6.2 Governors asked if the nursery would continue to provide places for children at 2 ½. The headteacher advised that there will only be 9 funded children in the nursery from September. Priority will be given to these children and once the days required are known the school will set aside sessions for 2 ½ year olds. The hours and days will depend on staff availability and the attendance of 3 year olds.

6.3 Emerging priorities for the 2016/2017 SIP have been identified. There is a refocus in order that professional development needs of new staff can be met. From September there will be 2 NQTs on the staff and deployment of teachers for next year has been structured so that a senior teacher will be working closely alongside the NQTs.

6.4 Governors queried the focus on spelling. It was explained that there is a higher expectation in the new curriculum on children's spelling. Children need to reach the expected level and the school needs to ensure early intervention when required. Spelling has been identified as a barrier for some pupils to reach the expected levels writing at the end of KS1 & KS2.

6.5 Detailed data will be provided to SIT governors at their next meeting.

6.6 Governors asked if the school could offer a maths workshop to all parents, as many parents do not understand how maths is taught in school. The headteacher advised that previous workshops have not been well attended. The school has thought about filming a workshop and making this available online to all parents. The problem with providing parents with details of how maths is taught is that it can sometimes not help the child and make their understanding confused. What can be more effective is to support parents with games and activities to support maths skills development.

7 Attendance Report

7.1 JM provided feedback on attendance. Current attendance across the school is 96.5% (the schools target is 96.8%). One child has attendance under 90% which is classed as persistent absence. 8 pupils have attendance under 93% which has decreased over the year. 41 pupils have high attendance (over 97%). Children in receipt of pupil premium have average attendance of 98% which is higher than non pupil premium children at 96.2%. SEND children have attendance of 97.3% which is higher than non SEND at 96.7%. Pupils with low attendance are monitored with teachers arranging meetings with the parents and referral to other agencies if required.

7.2 Governors were provided with the Babcock document on attendance 'Key Areas for Reflection'.

8 Feedback from Finance Meeting

8.1 Governors completed Gel Online training for ‘Understanding School Finance’. The best value statement was reviewed and agreed. The final FRS statements for 2015/2016 were reviewed. A revised 3 year budget forecast was reviewed and agreed. The following policies were reviewed and agreed - charging and remissions, volunteers in schools, lettings, outdoor education and outdoor learning, redundancy recruitment and selection, code of conduct for school employees, code of conduct for all adults.

8.2 **Best Value Statement** – this was reviewed and agreed. The chair of governors and head teacher signed the statement.

9 **Safeguarding Report**

9.1 JM visited the school on the 23rd May to complete a safeguarding audit. He discussed e-safety and how this is taught to pupils. The attendance of children and any areas of concerns were discussed. JM confirmed that policies are up to date and that staff are aware and have access to the policies. Relevant staff are aware of current safeguarding issues and following the visit he can report that all safeguarding matters are in order.

10 **Training Requirements**

10.1 The course dates for Autumn 2016 were shared. It was agreed that when further details about the MAT and how the finance will be organised were known that governors responsible for finance would attend the finance for academy schools training. AB will attend the governor update on the 1st November.

11 **Policies**

11.1 **Education of Looked After Children** – this was reviewed and agreed by governors.

11.2 **School Admissions** – This has been written by DCC.

- There will be priority for children of members of staff – below out of area children with siblings, ahead of “other children”
- This reflects an amendment to the LA timetable for consultation. The next consultation will be in November and December. I’ve given dates covering 1 November and the end of the first week back in January to receive comments.
- The LA will be accepting applications from non- EEA children who are abroad provided they have a visa that allows them to enter the country.
- The definition of overseas children provides for agreement to delayed admission in advance of an amendment to the Admissions Code. This complies with the request by the Schools Minister and the recent White Paper.

Governors reviewed and agreed the policy.

11.3 **Behaviour for Learning** – There are no changes from the previous policy. The policy was reviewed and agreed by governors.

11.4 **Attendance** - Attendance for a teacher meeting has been changed from 95% to 93%. A paragraph about only one penalty notice in a 2 year period will be issued has been added. A paragraph about the impact of absence on learning has been added. Days for absence to fall into persistent absence has been changed to show how many absences in each term will constitute persistent absence. Governors agreed the policy. **Governors asked if there was any evidence that a child’s progress is affected by low attendance.** The headteacher responded that every child is different, and it will affect some children more than others and depend on what level of absence e.g on going low absence will but a one off holiday less likely. If a child has low attendance and their progress is not as expected this is be reflected in their regress reports and parents will be made aware that their child’s progress is being affected by their low attendance.

11.5 **Supporting Pupils with Medical Conditions** – this is a new policy which provides information on how the school will support pupils with medical needs. The policy was reviewed by KC and agreed by governors.

12 Governor Newsletter

12.1 The following was agreed for the newsletter – all information is to be sent to AB by Friday 15th July.

- MAT update – AY
- Staff & Governor changes – AB
- Attendance – JM
- Curriculum – AY
- Transition – AB
- PTA - SD

13 Matters Brought Forward by the Chair

13.1 There were no matters brought forward.

14 Date for Future Meetings

14.1 School Improvement Team – Monday 18th July, 9.00am

15 Summary of Actions

No Actions

Authorised By:

Date: