



SUTTON BENDER C of E PRIMARY SCHOOL

MINUTES OF THE REGULAR FULL GOVERNING BODY ('FGB') MEETING (TERM 1) HELD ON

Thursday 29th September 2016
7.05pm – 9.25pm
AT SUTTON BENDER PRIMARY SCHOOL

Members Present	Initial	Position
James Passmore	JP	Governor (Parent) – Co-Chair of Governors
Katie Brown	KB	Governor (Foundation) – Co-Chair of Governors
Ursula Scott	US	Governor (Staff) – Interim Executive Head
Louise Pitman-Jones	LPJ	Governor (Staff) – Associate Head
Daisy Broomfield	DB	Governor (LA) – Chair of Teaching & Learning
Suzie Mott	SM	Governor (Parent) – Vice Chair of Governors
Tom Whittingham	TW	Governor (Foundation) – Chair of Strategic Partnership
Malcolm Bines	MB	Governor (Foundation)
Joan Cocker	JC	Governor (Foundation) – Chair of Ethos
Alison Love	AL	Governor (Foundation)
Daniel Robertson	DR	Governor (Foundation)

Members Absent	Initial	Position
Matthew Woodville	MW	Governor (Parent) - apologies

In Attendance (non-voting)	Initial	Position
Simon James	SDJ	Clerk

Distribution of Minutes to:

Governing Body, Governors' Admin Folder FOUR (Vol II);
Governors 'Minutes' page on School website;
Governor Portal.

Key:

Key Decisions and Actions agreed at this meeting in **bold**.

The meeting was quorate.

FGB Chair – Katie Brown (deciding vote)

Designated - OPERATIONAL

The meeting opened at 7.05pm.

PART A – STANDARD ITEMS

<p>[01] Opening Prayer</p>	
<p>[01] The meeting began with a prayer led by KB.</p>	
<p>[02] Welcome, Introductions and Apologies for Absence</p>	
<p>[01] KB welcomed all governors to the first FGB on this new academic year and asked that due to a recent number of changes to the Boards membership for all to introduce themselves to each other.</p> <p>[02] KB enquired as to whether any apologies of absence had been received by the Clerk.</p> <p>[03] SDJ confirmed that MW would not be attending the meeting - this absence was noted and accepted by the governors.</p>	
<p>[03] Register of Business Interests, Code of Conduct, and Disqualification Declaration</p>	
<p>[01] Governors present confirmed that they had no business interests to declare against any items on the agenda.</p> <p>Governing Body Code of Conduct</p> <p>[02] SDJ stated that this policy had been updated for the September 2016/17, and that he was therefore requesting a motion to ratify the revised policy. It was proposed by KB. Seconded by JP.</p> <p>[03] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote – Governing Body Code of Conduct duly ratified (RESOLVED).</p> <p>[04] SDJ stated that this Code will now be issued to all governors asking them to read, sign and return [ACTION POINT]</p> <p>Governing Body Skills Audit</p> <p>[05] JP noted that with new faces it would be good to rerun the NGA skills audit to all governors. SDJ confirmed that the last audit had taken place in December 2015.</p>	<p>A1[CLERK]</p>
<p>[04] Governing Body Membership</p>	
<p>Membership Changes</p> <p>[01] KB confirmed that since the last FGB in June Trish Fenton’s term of office had expired, and that the governing body currently had 2 Foundation governor vacancies.</p> <p>[02] AL and TW confirmed that the Diocese had issued a letter confirming receipt of an application form from Rebecca Dennis for appointment to Foundation Governor, and that the application would be taken to the next Diocese Board of Education meeting for ratification.</p>	

<p>Co-Chair of Governors</p> <p>[03] SDJ noted that in accordance with the school's current Scheme of Delegation an election to the position of Co-Chair of Governors was required.</p> <p>[04] SDJ stated that with the Co-Chair/s of Governors term of office expiring on September 30, 2016 the necessary election process had been invoked by the Clerk requesting nominations from the Board to the position of Chair or Co-Chair of Governors. SDJ noted that no nominations had been received from other governors and that he had therefore approached the current co-chairs to ascertain whether they would be happy to be reappointed for a further 12 month period.</p> <p>[05] SDJ confirmed that both JP and KB were happy to seek reappointment for a further 12 month period, albeit that KB's Foundation Governor appointment expired on March 21, 2017 and that any decision made by her at that time may impact the position of co-chair.</p> <p>[06] SDJ formal motioned that JP and KB be (re)appointed to the position of Co-Chair's. Seconded by TW and JC respectively.</p> <p>[07] A vote was taken, and there was unanimous approval from those eligible to vote. JP and KB duly elected to the position of Co-Chair/s of Governors for a further 12 month term of office, to expire no earlier than September 29, 2017.</p> <p>New Governor Inductions</p> <p>[08] KB noted that a new governor induction meeting had taken place on September 26, and that this had been very positive in ensuring that new members were up to speed with the workings on the governing body and current issues.</p> <p>[09] KB stated that if any other governors felt they had lacked proper 'induction' to approach herself or JP.</p>	
[05] Ratification of the Minutes of Previous FGB Meeting	
<p><i>This meeting minute should be read in conjunction with Enclosure E02 'Approved Meeting Minutes from the FBG Meeting held on June 23, 2016'.</i></p> <p>[01] The Governing Body accepted the meeting minutes of the FGB held on June 23, 2016 as a true and accurate record, and this was signed by the Co-Chairs of Governors (RESOLVED).</p> <p>[02] KB asked in respect to Action Point A01 whether US had issued a copy of the SIA report to TW.</p> <p>[03] US apologised that this had not been issued and that she would forward a copy following the meeting [ACTION POINT]</p>	<p style="text-align: center;"><i>Clerk</i></p> <p style="text-align: center;">A01[US]</p>
[06] Governing Body Committee Structure & Governance	
<p>Membership Changes</p> <p>[01] SDJ confirmed that Ethos and Staffing Chair appointments will expire on November 26 and therefore (re)appointment can be sought at this FGB.</p>	

[07] Reports from Committees	
<p>A. T&L Committee Report</p> <p><i>These meeting minute should be read in conjunction with Enclosure E13 'Approved Meeting Minutes from the T&L Meeting held on Sept 16, 2016'.</i></p> <p>[01] DB noted that committee meeting minutes of September 16 had been distributed, and requested questions from the floor.</p> <p>[02] JC stated that discussion had taken place recently regarding pre-school children communication skills, and that maybe to pre-empt issues prior to starting in Reception we should link up with Benger Bears ('pre-school').</p> <p>[03] SM stated that as a Benger Bears committee member she had met with the pre-school manager who was keen to work more closely with the School.</p> <p>[04] SM continued that with reappointment of the Benger Bears committee at its AGM in October and a lack of interest in governance positions, there was real concern regarding whether the pre-school would be able to continue to operate – to that end discussion with the School could include possible amalgamation, as has recently happened to Acorns Pre-School (into Christian Malford Primary).</p> <p>[05] AL noted that she was aware of the Acorn situation and that the PCC and Diocese were fully involved in the transfer process, both providing support to the new arrangement. AL noted that whilst Acorns had merged with Christian Malford Primary, financials had remained separate.</p> <p>[06] US stated that this had potential, but that it would be sensible to establish a working party, headed by a Parent Governor to examine in closer detail.</p> <p>[07] JP enquired as to how we should progress.</p> <p>[08] SM agreed to contact pre-school manager and arrange meeting to discuss in more detail [ACTION POINT].</p> <p>B. Staffing Committee Report</p> <p>[09] KB noted that the committee had not meet in Term 1, but that it was scheduled to meet in October. KB adding that she will issue proposed dates to all committee members including DR.</p> <p>C. VFM Committee Report</p> <p><i>These meeting minute should be read in conjunction with Enclosure E03 'Approved Meeting Minutes from the VFM Meeting held on June 13, 2016'.</i></p> <p>[10] JP noted that the minutes from the VFM held earlier in the month had been distributed and asked if governors had any questions. No governor questions.</p> <p>D. Ethos Committee Report</p> <p>[11] JC confirmed that the committee had met in September and had discussed a number of topics including SIDP, school councils and governor training.</p>	<p>A03[SM]</p>

<p>[12] LPJ noted that in respect to SIDP the committee had been looking at the structure and role of the School's pupil councils (i.e. 'School' and 'Eco' councils) with a view to modifying the current structure in order to allow more children to become involved, introduce smaller 'project' based activities which include where possible collaboration with Oaksey councils. The structure would also allow the appointment of our governors to the councils in order to provide additional support.</p> <p>[13] JC confirmed that she and AL would be attending an external training course in Devizes in October on Ethos, Strategy and Vision.</p>	
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PART B – GOVERNOR BODY TRAINING AND DEVELOPMENT

[08] Governor Body Training and Development	
<p>[01] KB confirmed that Diocese of Bristol governor training will take place on November 24 at 6.00pm, prior to the FGB, which has been pushed back to 8.00pm.</p> <p>[02] JP reiterated that any visit by Ofsted will include scrutiny over governor training and that it was imperative that governors continue to seek additional training in order to increase their skills.</p> <p>[03] Meeting had a general discussion on training and development opportunities with KB noting that she felt the Governor Services had a good range of courses, and that feedback had been given back to the Chippenham Partnership on their range of training support.</p>	

PART C – ACCOUNTABILITY AND MONITORING

[09] Headteachers Verbal Report / Safeguarding Report	
<p><i>These meeting minute should be read in conjunction with Enclosure E07, E08 and E09.</i></p> <p>[01] US presented a verbal report encompassing school results for 2016, 2016 SAT's results and phonics check.</p> <p>Headlines – to celebrate:</p> <ul style="list-style-type: none"> • Large increase in the number of children passing the Year 1 Phonics Screening Test – in 2015 65% passed and this year 86% passed. • In Year 2 some children achieved 'working at greater depth' standard - 7 children (29%) in Reading, 3 children (13%) in Maths and 1 child (4%) in writing. • The average scaled scores for pupils in Year 6 in Reading (103.7), in Maths (101.5) and in Grammar, Punctuation and Spelling (102.8) were all above 100 and were in line with Wiltshire average scaled scores. • In Year 6 all prior high attainers achieved the expected standard or higher in Reading, Writing, Maths and Grammar, Punctuation and Spelling. 	

<ul style="list-style-type: none"> • In Year 6 some children achieved a 'high score' in their tests - 4 children (17%) in Reading, 4 children (17%) in Grammar and 3 children (13%) in Maths. <p>Monitor -</p> <ul style="list-style-type: none"> • As part of Hobbes Alliance we are benchmarking our results with other local, similar village C of E primaries. • Monitor the progress of the phonic abilities of the Year 1 children and ensure that support is in place so that similar results to 2016 can be achieved in the Phonics Screening Check. • Provide targeted support to the current Year 2 children who will re-take the Phonics Screening Check this year. • Monitor the current Year 6 children who achieved a 2c/2b at KS1 SATs. Are they on track to make expected progress? <p>Priorities -</p> <ul style="list-style-type: none"> • In all year groups, closely monitor and improve the progress of the children on the SEND register and those working at either 'emerging' or 'developing' in maths, reading or writing. • Ensure WGRSS forms are completed and followed up with the SENDCo so 'emerging' and 'developing' children receive appropriate support and can begin to close the gap between them and their peers. • Place a strong focus on the teaching and embedding of place value and multiplication tables skills in all year groups. <p>To note –</p> <ul style="list-style-type: none"> • Y6 Reading: Three children were only one or two raw score marks away from achieving the expected standard. • Y6 Grammar, Punctuation and Spelling: Seven children were four or fewer raw score marks away from achieving the expected standard. • Y6 Maths: Two children were only one or two raw score marks away from achieving the expected standard. • Due to changes in staff over the years the Y6 children had at least 11 different teachers during their time at school. • Y2: The number of children achieving 'working at greater depth' in writing was below that of those in reading and in maths. • 1st year of the New Curriculum assessments meant that these children had little time working on the New Curriculum before taking their end of key stage tests. <p>[02] KB asked whether in line with other schools (and Hobbs Alliance) were our results similar to other schools.</p>	
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[03] US stated that we were not the lowest and as mentioned as part of Hobbes Alliance we are looking to benchmarking our results with other local/similar village primaries.

[04] Meeting had a general discussion on the Malmesbury and Chippenham cluster groups with US/LPJ reiterating that the School continues to be part of both clusters, allowing it to analyse result data where it is openly shared.

[05] LJP added that the required data will be available for Steve Riley's visit in October.

[06] US noted that the teaching staff were now far more clear and aware of what outcomes are expected under the new assessment levels, and that the school was actively reconfiguring 'old' results data into the new scoring formats in order to evaluate/determine pupil progression.

[07] JP enquired as to how 'far' away the school was away from the 'average'.

[08] LJP noted that at a high level in respect to Maths, Reading and Writing we did okay, but Grammar was disappointing, that said, 7 children were four or fewer raw scores away from achieving the expected standard and that we have learned lessons from this particularly in respect to checking work.

[09] KB congratulated US/LPJ on the Year 1 Phonics score – having identified issues and the need to work in this area, a very positive (and improved) score was achieved.

Safeguarding / Health & Safety

[10] US noted that new Safeguarding policy has now been established and is in place, with appropriate safeguarding noticeboards now on display within the school office, and staff room.

[12] US continued that she was meeting with JC to finalise action plans and audit schedule.

[13] US noted pending health and safety meeting schedule with MB next week.

PAN

[14] US referred to the School requirement to inform County of its Admission number for 2017/18 and requested governor's views on retaining a current PAN of 25 (180) for that period, or increasing to 27 (194).

[15] Meeting discussed the merits of remaining at 25 or increasing to 27. Governor's consensus was that at 27 the school would have no flexibility, and may breach the 190 safety threshold.

[16] JC enquired as to whether the School had an indication of the number of younger siblings expected to request places.

[17] LPJ confirmed that the school had issued a letter to all parents in order to quantify.

[18] KB stated that her view would be to remain at 25, albeit aiming to that figure of 27.

[19] JP agreed, noting that the financials (and infrastructure) supported a PAN of 25.

[20] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote to retain a PAN of 25 for 2017/18 (RESOLVED).

Teacher Training Day

[21] LJP provided an update to the Teacher Training Day in particular on the learning partners' research project where the development of learning partners will be established. LPJ added that initially children will be placed in mixed ability pairings and these partnerships will be observed to assess successfulness - after 3 months the children will be placed into equal ability pairings and again the partnerships will be evaluated as to their effectiveness. It is envisaged that this baseline data will then be used when such learning style is repeated.

[22] LJP added that research has shown that 'mixed' pairings have created a much greater 'positive' effect, when 'partner' rules such as an ability to listen and explain have been encouraged.

[23] KB stated that she would look forward to receiving updates throughout the year, but it sounded a very exciting piece of work – which could very well be widened to encompass Hobbs alliance.

[24] US added that it is expected that TA's will also become involved, and that we expect this to lead to developing skills between schools.

[10] Ratification or Notification of school policies

These meeting minutes should be read in conjunction with Enclosure E05 and E06.

Governing Body Code of Confidentiality (Governor Meetings)

[01] SDJ stated that this new policy had been introduced following advice from Governor Services and related to the principles of confidentiality adopted by the governing body in relation to governing body meetings, principles which were currently absent. SDJ therefore requested a motion to ratify the new policy. It was proposed by KB. Seconded by JP.

[02] A VOTE WAS TAKEN, and there was unanimous approval from those eligible to vote – Governing Body Code of Confidentiality (Governor Meetings) duly ratified (RESOLVED).

For Notification -

Safeguarding and Child protection Policy – ratified by Ursula Scott

[03] Duly noted by the meeting.

[04] DB enquired to SDJ whether as the SEN Policy was not in a position to be ratified tonight, would we be able to have the policy ratified via email.

<p>[05] SDJ confirmed that it was possible to ratify policies via email, as long as all governors provided a response, and that brief minutes were produced setting out the decision.</p> <p>[07] KB noted that a similar exercise may need to be undertaken to ratify the 2016/17 Pay Policy.</p>	
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PART D – OTHER

[11] Academisation Agenda Update	
<p>[01] KB provided the meeting with an update from a meeting held yesterday in Chippenham, which was hosted by the Diocese of Bristol Academies Trust, and attended, by herself, US and JP. KB stated that the meeting was primarily for chairs, governors and headteachers of local schools to glean more information from DBAT / Academy Principles in respect to academisation.</p> <p>[02] US stated that all had met Richard Parker, director of the Centre of Education Policy in Practice at Bath Spa University and chair of the board of directors and a member of the Diocese of Bristol Academies Company and had had a very candid conversation regarding the perceived autonomy (or lack of) provided to schools within DBAT.</p> <p>[03] The attendees generally felt that DBAT were more accommodating in this forum and the perception that 'it is the Diocese way or no way' approach had softened, with DBAT being more receptive and listening to our concerns. DBAT appeared happy to discuss openly more areas where the school / Hobbs Alliance would have greater autonomy and thus the ability to make decisions independent of DBAT.</p> <p>[04] JP noted that when DBAT attendees were made aware of the number of potential pupils involved (a 'ready-made' hub), they appeared to offer what felt like a more agreeable position.</p> <p>[05] KB added that it was not only good to speak to DBAT but also very worthwhile talking to others who were actively involved in going through academisation – it gave the perception of being less scary.</p> <p>[06] JP briefly mentioned a conversation that he had with a member from St Peters and the monetary disparity witnessed through academisation.</p> <p>[07] US concluded that the DBAT discussions (and these subtle shifts in position) would be fed back into the next meeting of the Hobbs Alliance, which is scheduled for next week.</p> <p>[08] TW noted that in respect to 'academisation' these are fundamentally non-negotiable terms and that whichever model is selected it must be self-regulating and evidence that it has the capacity to raise performance from within – is that something that one can see within Hobbs Alliance?</p> <p>[09] US stated that the Alliance had such processes already underway to provide such necessary evidence.</p>	

[12] School Travel Plan Update	
<p><i>These meeting minutes should be read in conjunction with Enclosure E04.</i></p> <p>[01] SDJ presented to the committee the latest draft of the School Travel Plan Update, confirming that the project was 'green' and on track to deliver by the end of October.</p> <p>[02] SDJ stated that the project was now at stakeholder consultation with a number of groups reviewing and providing comment including the parent working-group, Wiltshire Highways, Sutton Bengier Parish Council and VFM/FGB.</p> <p>[03] SDJ stated that the intention was to have signoff by October in order to submit the necessary bid paperwork to County in November for the required funding under its 'Taking Action on School Journey' initiative.</p>	
[13] Link Governor Programme	
<p><i>These meeting minutes should be read in conjunction with Enclosure E10 and E11.</i></p> <p>[01] SM presented the Link Governor report and a copy of the updated Curriculum Review Cycle, running through the action points from previous link visits to enable closure and/or progression.</p> <p>[02] US requested that copies of Link Governor reports (in draft) are sent to her, LPJ and the subject leader prior to signoff [ACTION POINT].</p>	A04[SM]
[14] Governor Pen Sketches and Photographs	
<p><i>DB to photograph all governors present prior to departure.</i></p>	
[15] FOSBS	
<p>[01] JP noted no further update, but that a full comprehensive update can be found under Item 4 of the latest set of VFM minutes, presented as an enclosure to this meeting.</p> <p>[02] SDJ noted that a late email had arrived this evening from FOSBS regarding a governor cake sale.</p> <p>[03] JP canvassed opinion and it was agreed that the governors would support. JP to request from FOSBS suitable date [ACTION POINT].</p>	
[16] Urgent Items Not Covered Elsewhere	
<p>Stakeholder Consultation – Stanton St Quintin Primary</p> <p>[1] Meeting had a general discussion with regard to the letter from Michelle Fairgrieve, Chair of Governors at Stanton St Quintin – no immediate concerns, but it was agreed for all governors to reflect / possible impact on Bengier Bears.</p>	

<p>Headteachers Salary Range</p> <p><i>Content of this item was included in Section 2 Part D18 - Schools Confidential Section</i></p>	
<p>[17] Dates and Times of Future Meetings</p>	
<p>[1] Confirmation that the next meeting will be on November 24, 2016.</p> <p>The FGB will start at 8.00pm, following the Diocese of Bristol governor training session which will begin at 6.00pm.</p> <p>[2] Future Meetings:</p> <p>Term 3 – Jan 26, 2017 Term 4 – Mar 23, 2017 Term 5 – May 25, 2017 Term 6 – Jun 22, 2017</p>	

Meeting adjourned at 9.30pm.

Signed for and on behalf of
THE GOVERNING BODY OF SUTTON BENDER C OF E PRIMARY SCHOOL

Signature

James Passmore, Co-Chair of the Governors

Date

Signature

Katie Brown, Co-Chair of the Governors

Date