

## COOMBE ROAD PRIMARY SCHOOL

### Minutes of the Full Governing Body

Meeting date: 2 December 2015

Meeting time: 5pm – 6.50pm

Present: Ray Williams (RW – Chair), Jane Allen (JA), Gillian Burns (GB), Kiran Eyre (KE), Peter Freeman (PF), Matt Jones (MJ), Stuart Mcconnachie (SM – Executive Headteacher), Vicky Phillips (VP - Associate), Rebecca Shiel (RS)

In attendance: Melanie Arnold (Clerk)

Apologies: Ben Deacon (BD), Mo Marsh (MM), Anne Meadows (AM).

Absent: No governors were absent.

Quorum: 8 out of 11 governors were present. The meeting was quorate.

Item	Discussion and decisions	Action
1	<p><b>Welcome and apologies for absence:</b></p> <p><b>a) Welcome to new parent governor:</b> The Chair welcomed Rebecca Shiel, Parent Governor, to her first meeting.</p> <p><b>b) Apologies:</b> The meeting accepted the apologies of BD and MM. (Following the meeting AM sent a message to say that she had arrived at the school at 5pm, but had been unable to gain entry.)</p> <p><b>c) Declaration of interests:</b> There were none for this meeting.</p> <p><b>d) Preparation for meeting:</b> Governors formally thanked SM, VP and MA for the amount of work they had put in to prepare for this meeting.</p>	
2	<p><b>Governors:</b></p> <p><b>a) Election of Vice-Chair:</b></p> <p>There were no nominations. Currently, a key supporting role is being provided by the Chairs that have been elected for the two committees. Governors agreed to keep the issue of Vice-Chair under review. <b>Action:</b> add to agenda for the next meeting.</p> <p><b>b) Governor Vacancy:</b></p> <p>The Chair has met with a potential co-opted governor, and will circulate details. Governors agreed that it would be helpful for VP to arrange a visit in school time. <b>Action:</b> VP to take forward.</p> <p><b>c) Governor Handbook:</b></p>	<p><b>MA</b></p> <p><b>VP</b></p>

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	<p>Governors reviewed and approved the updated Handbook, subject to some minor changes. <b>Action:</b> SM will make the following amendments:</p> <ul style="list-style-type: none"><li>• Title page: amend date to 2015.</li><li>• Page 7: add Pupil Premium to the responsibilities table</li><li>• Page 7: add lead contact names to the responsibilities table</li><li>• Arrange to publish the Handbook on the school website.</li></ul>	<b>SM</b>
	<p>SM reminded governors that they will need to sign in to a separate register when they come in for governors' visits. Governors asked that a Word version of the visit records and observation sheet be made available. <b>Action:</b> MA to follow up.</p>	<b>MA</b>
	<p><b>d) Governor Induction Policy:</b></p> <p>Governors welcomed and adopted the induction policy, which the Chair had already used with KE and RS. Governors drew attention to the guidance book that was available for parent governors. <b>Action:</b> MA to ask Governor Support for copies of the latest parent governors' guide.</p>	<b>MA</b>
	<p><b>e) Roles and Responsibilities – Equalities and Social, moral, spiritual, and cultural (SMSC):</b></p> <p>SM explained that the school should have an Accessibility plan, and within this there should be an equalities statement and action plan. Governors asked if the syllabus is built around this plan. SM confirmed that it is. Gary Chapman from the local authority, had visited the school to advise on adjustments for disabled children. Governors will contribute to the accessibility plan and monitor progress. Once finalised, this will be published on the website. Governors nominated BD for the Accessibility and SMSC monitoring role and the e-Safety role.</p> <p>Governors agreed the following additional responsibilities:</p> <ul style="list-style-type: none"><li>• Foundation stage – RS</li><li>• Assessment – Education and Learning Committee</li></ul> <p>Governors noted that the Senior Management Team meeting to discuss RAP and data has been moved from 6 January to 20 January 2016, starting at 3.30pm.</p>	
	<p><b>f) Governor Training (including data training):</b></p>	

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	<ul style="list-style-type: none"> <li>• Training attended: Details of training attended by governors had been circulated. <b>Action:</b> The Chair will send MA details of relevant training he has attended as part of his governor roles in other schools.</li> <li>• Governors' conference: Governors were encouraged to attend the governors' conference on 30 January 2016. The theme is "Closing the Gap", with Martin Kaliszewski (RAISEonline) as the keynote speaker. PF has reserved a place.</li> <li>• Data training: GB has attended RAISEonline training. She reported that it was recommended that governors should aim to review data independently. Governors agreed that this had been done so far, and that NW will provide a session for governors on RAISEonline and data in the spring term.</li> <li>• Governors Day: Governors were reminded that this will take place on 3 March 2016. Suggestions for topics included: RAISEonline; review of Writing Assessment Criteria and other Assessment Criteria; pupil conferencing. <b>Action:</b> SM to take this forward.</li> </ul>	<p><b>RW</b></p> <p><b>SM</b></p>
3	<p><b>Leadership Group Pay Range for Head Teacher and Appointment of Acting Head 2016/17</b></p> <p>VP left the room for the first part of this item. The decision is reported separately.</p> <p>VP returned to the meeting.</p> <p>The Chair informed VP that she will be appointed Acting Head for next year. <b>Action:</b> The decision will be disseminated as follows:</p> <ul style="list-style-type: none"> <li>• Coombe Road staff and staff and governors at Coldean - SM.</li> <li>• Parents – the Chair.</li> <li>• Students - SM/VP.</li> </ul> <p>Governors acknowledged the need to make progress on the appointment of a Deputy Head. <b>Action:</b> PF, RW and SM to meet early next term to discuss the way forward.</p>	<p><b>SM</b></p> <p><b>RW</b></p> <p><b>SM/VP</b></p> <p><b>PF/RW/SM</b></p>
4	<p><b>Head Teacher's Report</b></p> <p>Governors discussed and accepted the Head Teacher's report, which</p>	

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	<p>focused on activity in areas highlighted in the RAP and the Ofsted report. Key areas of discussion were:</p> <ul style="list-style-type: none"><li>• Area 1: Phonics observations - Governors congratulated staff on the results of these, which had shown no inadequate or requires improvement lessons.</li><li>• Area 2: Fluency in Maths – the Deputy Executive Head Teacher had run workshops for parents on assessment without levels and a further three on fluency in numbers. These had proved successful. Governors who had attended said that they found the content of the workshop informative.</li><li>• Area 2: Pupil progress – SM reported that the school's plans for demonstrating progress under the new system were being developed. Governors agreed that they should discuss this in depth once there was more clarity around what was expected. Governors said they felt confident that school leaders were managing this well.</li><li>• Area 3: Engagement in learning – The School Partnership Adviser had been positive about the children's engagement in learning.</li><li>• Area 5: School Evaluation Form (SEF) – SM will meet with NW next term to complete work on this.</li><li>• Area 7: 100% of Maths teaching is good or better, with Maths homework being given to every student.</li><li>• Area 8: All objectives in this part of the RAP have been achieved.</li><li>• Area 9: SM briefed Governors on the discussion in a recent Head Teachers' meeting that had focused on what inspectors expected of governors. This included presentations on two recent HMI inspections at other schools and the importance of supporting data. SM is confident that the evidence for Coombe Road will show progress for this year. Governors asked if the inspection protocol was generally the same. SM confirmed that it was.</li><li>• Area 10: Attendance is currently at 95.4%. Governors were satisfied that this was being managed as highlighted in the RAP.</li></ul> <p>Other areas discussed:</p>	

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	<ul style="list-style-type: none"> <li>• Tackling extremism and radicalisation – there had been no incidents in the school.</li> <li>• Exclusions - there had been two this term.</li> <li>• Policies – the Special Educational Needs and Disabilities policy had been updated (see item 5 below). It will be published on the website.</li> <li>• Assessments – SM and VP reported that they had looked at the new assessments for Years 2 and 6. It is a legal requirement that all children sit both papers. Children will not be allowed any practical resources to support them during the tests. Governors asked how this will work. VP reported that the aim was to make it as pleasant an experience as possible. Test results do not have to be reported, but teachers will use results to improve progress. Governors agreed that the new tests should be reviewed by Education and Learning Committee. <b>Action:</b> VP will provide test papers for the next meeting.</li> <li>• Pupil numbers - Governors asked if there had been any significant changes to pupil numbers. VP confirmed that these were stable.</li> </ul>	<p><b>VP</b></p>
5	<p><b>Special Educational Needs and Disability Policy (SEND)</b></p> <p>Governors discussed and approved the updated SEND policy. The proportion of children involved is 39%. Governors asked what the proportion of children was who have English as an Additional Language. SM informed governors that this was relatively low.</p>	
6	<p><b>Grievance Procedure</b></p> <p>SM presented the updated Grievance Procedure, which is based on the Brighton and Hove model. Governors discussed and agreed the procedure.</p>	
7	<p><b>Committee Reports and Terms of Reference</b></p> <p><b>a) Education and Learning Committee</b></p> <p>Governors discussed and approved the Terms of Reference for the Education and Learning Committee.</p>	

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	<p><b>b) Resources Committee</b></p> <p>Governors discussed and approved the Terms of Reference for the Resources Committee.</p> <p>Governors felt that it would be useful to have copies of the minutes of preceding committee meetings available for review at each FGB meeting.</p>	
8	<p><b>Governor Visits</b></p> <p>Governors discussed the visit reports prepared by BD on health and safety and RW on attendance.</p> <p>GB presented her report on English Book Scrutiny. Governors asked if she was content with the outcome of her observations. She confirmed that she was.</p> <p>Governors accepted all three reports.</p> <p>Future visits: <b>Action:</b> VP will circulate a list of dates for the next set of visits. Governors will sign up for the ones that are relevant to their roles or have an interest in. <b>Action:</b> MJ will contact NW to arrange a Maths observation.</p>	<p><b>VP/AII</b></p> <p><b>MJ</b></p>
9	<p><b>Local Authority Strategy Board – 20 October 2015</b></p> <p>The Chair reported on the Local Authority Strategy Board of 20 October 2015. The Local Authority appears happy with the school's progress. The next meeting is in January 2016.</p> <p>Governors discussed whether to invite Jenny Barnard-Langston (National Leader of Governance) to return for a meeting, but felt that this was not needed as governance had progressed rapidly at the school.</p>	
10	<p><b>Minutes of last meeting – 7 October 2015</b></p> <p><b>a) Approval:</b> The minutes of the meeting of 7 October 2015 were agreed as an accurate record.</p> <p><b>b) To note revised version of the minutes of the FGB of 23 June 2015:</b></p> <p>The version of the minutes of 23 June 2015 offered at the meeting on 7</p>	

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	<p>October had been presented in error. Governors noted and agreed the correct version of the minutes.</p> <p><b>c) Matters arising:</b></p> <ul style="list-style-type: none"><li>• All actions had been completed or were in progress (see action sheet).</li><li>• Item 4 (page 2): Joint Partnership Committee - RW confirmed that the meeting on 8 February 2016 will be an appraisal for the Executive Head Teacher with the Chairs of Governors from Coombe Road and Coldean.</li></ul>	
11	<b>Any Other Business:</b> There was none.	
12	Date of next meeting: <b>Wednesday 23 March 2016 at 5pm</b>	

Signed: .....  
(Chair)

Date: .....