

Final: Minutes of St Andrew's C.E. Primary Full Governing Body Meeting

Date: Wednesday 18th January 2017

Time: 7:00pm – 9:00pm

Present: Christine Bartley (CB) Foundation Governor & Chair of Governors
Suzanne Cairns (SC) Staff Governor
Gordana Chapman (GC) Parent Governor
Trevor Cristin (TC) Head teacher
Louise Everington (LE) Foundation Governor & Vice Chair
Fr Dan Henderson (DH) ex-officio Associate Vicar
Lesley Hurst (LH) Foundation Governor & Vice Chair
Oliver Mudge (OM) Foundation Governor
Coreen Sears (CS) Foundation Governor
Nnamdi Udezue (NU) Foundation Governor
Andrew Wealls (AW) LA Governor
Katy Hiles (KH) Parent Governor

Clerk: Clare Bennett (CBe)

Apologies: Ed Lawrence (EL) Foundation Governor
Julie Newnham (JN) Staff Governor

Absent: None

Quorum: 12 out of 14 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	7:05pm start Prayer Taken by DH.
2.	Apologies EL and JN have sent apologies as above.
3.	Quality of teaching – Progress on School Improvement Target TC gave a presentation on the actions being taken in school to improve quality of teaching. The key points were as follows: We are approaching a key stage. Ofsted has changed how it makes judgements, now changing so that: <ul style="list-style-type: none">• Longer observations have stopped.• Judgements are made from a series of evidence snapshots from a wider range of sources – whereas in the past teachers in the school were good at delivering a good hour long lesson, now they will be measured on a lot shorter 10 minute viewing. These are non-intrusive and look more at pupil engagement in a lesson.

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	<ul style="list-style-type: none">• This process is known as triangulation – looking at delivery, pupil outcome and pupil response <p>This is the third cycle of using this process. To handle this change we have created a matrix using a large range of evidence. Lesson observations will still be done, but used for appraisal purposes. Pupil progress data is generated once a term and Ian Parks holds pupil progress meetings. This has brought in a much greater element of moderation, improving marking, work and p.lanning scrutiny</p> <p>Findings are collated into evidence report formats that are related to the Ofsted Framework, giving a picture of progress. Summary judgements are then recorded on the Triangulation Chart. These are added to all the other evidence and then each judgement in the Matix is agreed. Staff are in the process of completing this process at present, with appraisal lesson observations virtually complete and to be collated into a report.</p> <p>The marking/work scrutiny (3 books per class) sessions will take place on 1st February. Planning Scrutiny also on 1st February and Pupil Conferencing on 19th Jan.</p> <p>Key stage data analysis, Learning Walks and Pupil Progress meetings are completed.</p> <p>To work towards Outstanding the following is planned:</p> <ul style="list-style-type: none">• Recording greater evidence of effective intervention during the lesson to address misconception.• Finding wider evidence of children responding to feedback effectively.• Fully embedding the Growth Mindset work and ensuring it is consistent.• Finding further evidence of resilience in the children during work and a love of challenge.• Implementing a new Homework Policy – currently we have views from parents, children and staff on this.• Continuing to strive for greater consistency across all lessons – anticipate that February analysis of this should be good. <p><i>GC joins the meeting.</i></p> <p>TC explained that they are anticipating progress to show in the Spring judgement made on 8th February. Areas to address are used to develop the Quality of Teaching Acton Plan for the School Improvement Plan (SIP). The SIP will be published in April 2017 and there is a clearer idea of what needs to be improved as a result of all this work.</p> <p>CB asked what Geoff Llyod's analysis said. TC said that he didn't go through all the judgements however he said we have lots of evidence, but need to find ways of using that evidence and putting into one manageable document to be used.</p> <p>AW asked if Ofsted only dip into a class for short 10 minute periods, how can they see all they need? TC said that we will have to be at a point where everything can be seen in that snapshot. TC explained that you can in fact see a lot more than you think in that time, with good teaching and pupil engagement evident in those short observations. What makes it outstanding is when the children actually demonstrate the learning, rather than an all singing all dancing delivery performance from a teacher. TC explained that it</p>

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	<p>doesn't even necessarily matter when in the lesson you observe, the outstanding learning outcomes are evident if they are there.</p> <p>CS asked if this would be a good thing to do as a governor on a learning walk. TC said yes but maybe once staff are more confident in it.</p> <p>TC explained that Ofsted will also dip into other things, such as work books. In Aldrington's recent inspection, only 90 minutes of inspector time was spent observing in classrooms. They combine that with all the other evidence to make a judgement.</p> <p>NU asked if staff have input to the Matrix. TC explained that they do not, but that it is discussed at staff meetings and SC agreed that those discussions are making teachers more aware of how to improve.</p> <p>NU asked what other organisations are doing to look at the same thing. TC said he believes many schools do something similar, although they don't necessarily link it back to the Ofsted judgement in quite the same way. However for us that has been useful to give it structure.</p> <p>CB asked how often the staff will see the matrix and TC said it is more likely that they will see a summary.</p> <p>LE asked if Ofsted's viewing in the classroom is there purely to see if your matrix is correct and do we need to consider that when writing the Matrix? TC confirmed that the best policy is honesty and Ofsted will pick up on your systems and whether they make a difference.</p> <p>GC asks if it would be useful to get feedback from those parents that help out in classrooms. TC explained that this could make teachers distrustful and circumspect. Senior staff are in the classroom a lot and the children are consulted a lot.</p> <p>TC said a summary of progress will be available at the next meeting.</p>
<p>4.</p>	<p>School Partnerships</p> <p>St Martin's Partnership Update</p> <p>TC provided an update: They have just done the next action plan for this term and feel they are coming to a shared understanding of what outstanding teaching means. There will be focused lesson observations and a few teachers have agreed to their lessons being looked at in detail. This will then be taken to St Martin's in a more light touch way, doing the whole school in one morning. Isabelle Marsh has been in looking at their maths, Jo goes in regularly and Laura goes in with TC to share observations.</p> <p>TC said that they are also going to look at their behaviour and care strategies.</p> <p>CB pointed out that we are meant to have a mid year review to see if the partnership aims have been met.</p> <p>Academy Programme Update - Confidential – see Confidential minutes.</p>
<p>5.</p>	<p>Governing Body Membership</p> <p>AW wants to continue for another 4 years.</p>

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	<p>All agree to extend Jason Tingley's term as an associate member for another year.</p> <p>There is no further update on the Foundation Governor vacancy at present. DH has one person with a financial background that has expressed an interest in helping the church who may be worth exploring for the role.</p> <p>The succession planning meeting is on 8th February 2017 at 8:30am and all are welcome. This is important given CB intends to step down at the end of the year.</p>
6.	<p>Statutory Governor Publishing Requirements- Edubase</p> <p>CBe outlined to governors what information is required to be entered onto Edubase and the reasons for that. CBe to collect information about everyone's nationality at the end of the meeting.</p> <p>ACTION: CBe to update Edubase with all required details.</p>
7.	<p>Agree Minutes of FGB Meeting November 2016</p> <p>All Agree minutes of previous meeting.</p> <p>Matters Arising/Action Log</p> <p>Action log: NGA access still seems to be unclear for all members.</p> <p>ACTION: CBe to chase introductory emails as not received.</p> <p>Governor induction: governors have fed back to NU that clarity around the purpose of the foundation governor would be helpful and CB pointed out that there is a training course for this. There has also been interest in a buddy system. All agree that the main thing is to meet with a fellow governor before attending the first meeting to go through what to expect.</p> <p>ACTION: CBe to update the induction checklist to add requirement to meet with a fellow governor before attending first meeting.</p> <p>ACTION: CBe to separate out the policies on the VLE into the different committees.</p>
8.	<p>Ofsted priorities update</p> <p>Postponed to the next meeting due to lack of time.</p>
9.	<p>Proposals for outdoor space – Confidential – see Confidential minutes</p>
10.	<p>Consultation response – Confidential – see Confidential minutes</p> <p>ACTION: TC to insert 'independent' into his draft letter requesting information.</p>
11.	<p>SIP progress – Head Teacher Report</p> <p>TC said that progress on the SIP is good.</p> <p>In depth discussion postponed to the next meeting due to lack of time.</p>
12.	<p>Committee Reports: Teaching and Learning, Resources</p> <p>The Health & Safety policy was agreed and can be published on the website.</p>

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	<p>ACTION: CBe to insert the Health & Safety policy into the policy template and publish on the website.</p>
<p>13.</p>	<p>Governor Training:</p> <p>KH attended the safeguarding update, CB completed the Raise online training, LE attended safeguarding training, NU completed NHS safeguarding training, OM attended Health and Safety training.</p> <p>ACTION: Committees chairs to check LA and Diocese training.</p>
<p>14.</p>	<p>Governor Visits</p> <p>Visits Made by Governors</p> <p>KH made a safeguarding visit, DH and CS attended Christingle, DH and CB attended the nativity play, DH and CB attended the Carol concert, GC is regularly assisting in Year 2, LE attended the prospective parents meeting</p> <p>Revised Governor Visits Policy</p> <p>CB suggested that we get a folder in reception for Governors visiting school to sign. This is good evidence of visitation.</p> <p>ACTION: CBe to organise for a Governor Visits folder to be placed in reception.</p> <p>CB said that at parents evening governors need to be present and with a purpose, such as the school vision. It was also felt that it would be a good idea to have an event for governors to familiarise with staff.</p>
<p>15.</p>	<p>Safeguarding update</p> <p>KH said that the key thing arising from the training that she attended was to ensure that safeguarding is placed higher on FGB agendas so that it doesn't get left out due to lack of time.</p> <p>KH explained that it is important that everyone maintains an attitude of 'it could happen here'. KH is confident that staff are vigilant and it is important that all governors should have an awareness of it.</p> <p>Sarah Chambers has provided a safeguarding update and it is her duty to raise staff awareness through staff training and there is also a safeguarding audit. She must refer any suspected case of abuse. Currently one child is part of a child protection plan.</p> <p>There are also two children on the Children in Need list who require regular meetings of professionals.</p> <p>Team Around the Family (TAF) deal with threshold cases, that do not meet social care thresholds but with which there are concerns. There are currently three families in school in this category.</p> <p>KH explained that there are resourcing implications and as a governing body there is a need to monitor that.</p>

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	ACTION: Sarah Chambers to attend FGB.
16.	Exclusions None.
17.	Racial incident TC said there had been one racial incident, which has been recorded and submitted to the local authority.
18.	Grace Taken by DH. Date of Next Meeting Wednesday March 13th 6.30pm? Meal/Drink Following All agreed for an earlier start of 6:30pm for the next meeting in order to allow time for the annual meal/drink afterwards.

Date...15th March 2017.

Chair signatureChristine Bartley.....

Action Points log

	Action	Person	Timescale
1.	To let CB know if you have an interest in becoming a MAT director/trustee.	All	ASAP
2.	To update Edubase with all required details,	CBe	ASAP
3.	Chase introductory emails and access to the NGA.	CBe	ASAP
4.	To update the induction checklist to add requirement to meet with a fellow governor before attending first meeting.	CBe	ASAP
5.	To separate out the policies on the VLE into the different committees.	CBe	ASAP
6.	To insert 'independent' into his draft letter requesting information.	TC	ASAP
7.	To insert the Health & Safety policy into the policy template and publish on the website	CBe	ASAP
8.	To organise for a Governor Visits folder to be placed in reception.	CBe	ASAP
9.	Sarah Chambers to be invited to attend FGB.	KH	For 13 th March 2017.