

# Beaford Community Primary and Nursery School

## Minutes of Full Governors

Thursday 23<sup>rd</sup> February 2017

### Summary of Outcomes & Decisions

- Governors to note the following from the head teacher's report:
  - The wide range of monitoring activities that have been carried out and the continued professional development linked to the SIP
  - The newly nominated H&S governor to undertake /review the current risk assessment for the site and feedback outcomes at the next meeting.
- MM was elected as the governor responsible for Health & Safety
- The Health and Safety policy was agreed and signed by AB
- Items for the governor spring term newsletter were agreed
- Governors agreed to extend the term of office for chair and vice chair until the AGM in September 2017

**Present:** Annette Yates (AY), Alison Bennett (AB), Sam Doidge (SD), Alex Heal (AH), Liesa Cannon (LC), Matthew Millichope (MM), Jeffers Mayo (JM)

Minutes taken by Helen Wright (HW)

### **1 Apologies Accepted**

#### 1.1 None

*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 married to a teacher

### **3 Minutes of Last Meeting**

3.1 These were agreed and signed by AB.

### **4 Review of Actions**

Action 01/16 JM to complete declaration of interests at next FGB meeting – complete.

Action 02/16 JM to complete the skills audit and return to HW by Monday 26<sup>th</sup> September - complete.

Action 03/16 AH to complete the Head teacher performance management training by 25<sup>th</sup> November 2016 – Complete, GEL online training completed.

Action 04/16 governors to provide AB with information for governor newsletter by Friday 2<sup>nd</sup> December. Ongoing see para 16.

### **5 Head Teacher's Report**

5.1 The report was shared with governors and the head teacher responded to the following questions:

- 5.2 How will the introduction of 30 hours per week Early Years funding for 3 year olds affect the nursery in September? The number of children in Nursery in September is higher than previous years. The school is not expecting there to be a significant impact on the nursery when the 30 hours starts in September. To qualify parent must each work 16 hours per week and earn less that £100,000. Current parents who are eligible for this funding pay for additional hours over the 15 hours per week entitlement. There may be an impact if other nurseries in the area cannot offer the full 30 hours, which will mean parents look elsewhere for places that can offer the full entitlement.
- 5.3 It is predicted there will be 31 children in KS1 in September. Does the school have staff in place to meet the needs of these children? Appropriate staffing is in place for this. The first term is the hardest for children new to KS1 and additional support is available for this by use of a HLTA in this class.
- 5.4 How does the school define ‘more able’ pupils? This is when children work in depth, and can independently apply the knowledge they have learnt.
- 5.5 Autumn term progress identifies that targets for KS2 pupils achieving expected in reading, writing and maths is not on track and KS1 targets are also not on track. What is being done to address this? It is not unusual for targets not to be on track at the end of the Autumn term. The focus is on ensuring the pupils in year 1, 2 & 6 who are not yet on track achieve their target outcomes. The targets are not on track by one pupil. Literacy and maths leaders are supporting staff to achieve this and are closely monitoring progress.
- 5.6 Matthew Millichope was elected as the governor responsible for Health & Safety. Security of the site is risk assessed every year and updated with additional actions as needed. During a recent inspection at a Devon school Ofsted raised the issue of security and perimeter fencing around schools. The school does not have high perimeter fencing but governors agreed that as this is assessed annually by the school and actions in place to mitigate the risk there was no need currently to install it. It was agreed that MM will review the current risk assessment and provide feedback at the next meeting.

**Action 5/16 MM to review the current school risk assessment and provide feedback at the next FGB meeting.**

## **6 Update on Academy & MAT Conversion**

- 6.1 The schools application to become an Academy is being processed. The application to form a MAT with GTS is ongoing, with the DfE advising if the application is successful it would like us to be a sponsor MAT with the potential to take on additional schools in the future.

## **7 Staffing Changes**

- 7.1 **Governors agreed to go to part 2 minutes**

## **8 Feedback from Head Teachers Performance Management**

- 8.1 AB and AH completed the head teachers performance management on the 28<sup>th</sup> November 2016. All objectives have been met when measured against the success criteria. New objectives for the next year will be linked to the SIP.

## **9 Feedback from SIT**

- 9.1 A SIT meeting was held on the 9<sup>th</sup> January. The senior leaders’ report was reviewed and governors were provided with the ways forward for the Spring term. End of term 1 data was also reviewed. Governors questioned the headteacher and senior leaders about areas where the school had identified they were not yet on target. Governors feel that progress is being made towards achieving the success criteria of the school improvement plan. They recognise the commitment of leaders to ensure good teaching and learning standards of NQTs and are confident that the teachers were committed to ensuring the end of year targets were going to be met.

9.2 Governors have arranged a monitoring visit for Monday 13<sup>th</sup> march to look at the outcomes and provision for higher achieving pupils as this is an area where last year's data was lower than national at KS1 and KS2.

## **10 Feedback from Safeguarding Audit**

10.1 JM visited the school on 13<sup>th</sup> December 2016 to complete a safeguarding audit. All policies are available for viewing on the website. All the data is being recorded successfully and there are no concerns regarding current safeguarding issues. A few minor amendments, regarding ongoing practice and the school website were identified and have been provided to the school for implementation. These were actioned immediately. The single central record was looked at to ensure this was up to date and complete.

## **11 Feedback From Training**

11.1 There was no training feedback this meeting.

11.2 Governors requested training for understanding school data. The headteacher agreed to arrange this.

**Action 6/16 - AY to arrange school data training for governors before the next FGB meeting.**

## **12 Feedback from Finance Meeting**

12.1 Feedback – CFR for 2015/2016 was agreed and the benchmarking action plan agreed. The policies for governor allowances and expenses, health and safety and outdoor education and offsite activities were reviewed and agreed. FRS statements were reviewed. Outcomes from the DCC H&S audit (in which the school received 99%) were shared.

12.2 Trees – A verbal request has been received via a third party source from a neighbour to remove or thin out the canopies of trees along the border of the school to the east of the playground as they restrict light into their garden. There are 23 mixed trees along the border and a quote to thin these out has been received for £960. The tree surgeon does not advice reducing them by any more than 3 meters. This was discussed in the committee meeting and governors felt strongly the trees should remain as they form part of an important play space and nature area. This was agreed by all the FGB.

12.3 H&S Policy – The school has adopted the new health and safety policy recommended by DCC. The H&S committee have reviewed this and recommend it for approval by the FGB. The FGB approved the policy and it was signed by AB.



health and safety  
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## **13 Attendance Report**

13.1 JM provided feedback on the attendance report. Current attendance for all pupils is 97.9% with 4 pupils identified as having low attendance (less than 93%). 68% of pupils have high attendance (more than 97%). Attendance of disadvantaged pupils is high at 98.4% and children on free school meals have 99.2% attendance. Attendance of SEND pupils is in line with all other pupils.

## **14 Safeguarding**

14.1 This will be included as an agenda item for each FGB meeting. There were no items to discuss this meeting.

## **15 Matters Brought Forward by the Chair**

15.1 The 2 year term for chair and vice chair ends this month. It was agreed by all governors that due to uncertainty over the school applying to become an academy and form a MAT that AB would continue as chair and JM as vice chair until the AGM in September 2017.

## **16 Governor Newsletter**

16.1 The following items were agreed for the Spring term governor newsletter:

- Introduction – AB
- New Governor – HW
- Update on Academy and MAT – AY
- Teaching and Learning – AY
- Online Safety – AY
- Safeguarding/H&S audit - AY

## **17 Date for Future Meetings**

### **17.1 Full governing body meeting**

- The 23<sup>rd</sup> March meeting to agree the budget has been cancelled as this took place on 9<sup>th</sup> March 2017.
- Thursday 6<sup>th</sup> July, 3.30pm

### **17.2 Finance Committee**

- Thursday 8<sup>th</sup> June, 9.00am

### **17.3 School Improvement Team**

- Monday 24<sup>th</sup> April, 9.00am

## **18 Summary of Actions**

Action 04/16 All items for the Governor newsletter to be sent to HW by Friday 24<sup>th</sup> March.

Action 5/16 MM to review the current school risk assessment and provide feedback at the next FGB meeting.

Action 6/16 - AY to arrange school data training for governors before the next FGB meeting.