

Beaford Community Primary and Nursery School

Minutes of Full Governors

Thursday 29th June 2017

Summary of Outcomes & Decisions

- Governors to note the following from the head teacher's report:
 - The validation of professional judgements (teacher assessments) by external moderators
 - Headline data from some of the tests is now available and will be reviewed at the SIT meeting
 - Year 6 pupils have been in a number of transition activities with their selected secondary school
 - Transition within the school has been taking place with a focus on transition into year 1
 - Attendance is currently 98% and has risen over the past few years.
- Whole school attendance for pupils and groups of pupils was reviewed
- The following policies were reviewed and agreed:
 - Safeguarding
 - Attendance
 - Admissions
 - Intimate Care
 - Supporting pupils with medical needs
- A skills audit will be completed in September and the results used to identify gaps which new governors could fill
- All governors to look at the Better Governor website
- Contents for the termly governor newsletter were agreed

Present: Annette Yates (AY), 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 Alison Bennett - Ill

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 JM.

4 Review of Actions

Action 04/16 – Complete - All items for the Governor newsletter to be sent to HW by Friday 24th March.

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

Action 6/16 – Ongoing - AY to arrange school data training for governors before the next FGB meeting. This will be arranged for the Autumn term.

5 Head Teacher's Report

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

5.2 **What happens to the results of children who did not meet the standard when the school was moderated but have potential to do so before teacher assessments are due?** As external moderation was completed early it was agreed with the moderators that some children have the potential to meet the standard before the deadline and it was agreed that if this happened then the school would re-moderate internally.

5.3 Governors were advised that 2 spelling scripts have been lost by the markers. An apology has been received and they will be shown as missing scripts. **Governors asked what the implication of this was on the school results.** The results of the key stage 2 English grammar, punctuation and spelling test are not used as part of the headline measures for school accountability, but the performance tables will include a measure of the percentage of pupils meeting the expected standard on this test. The performance of the pupils whose scripts are missing will not be reflected in the related measures. This is to minimise the impact of missing test scripts on schools' results published in the performance tables.

5.4 **Do achievement targets get changed when new pupils start at the school, as in a small cohort one child can have a significant impact on the percentages?** Targets are set at the beginning of the year and are not changed when reported to governors. However, teachers change their targets on internal progress tracking.

6 Feedback from SIT

6.1 Governors feel that progress is being made towards achieving the success criteria of the school improvement plan. They reviewed the senior leaders' report and end of term 2 data. Staff are monitoring the progress of a few pupils who are not meeting their targets. A monitoring visit took place on the 12th March where governors looked at the provision of learning opportunities for higher attaining pupils. Following this they will be monitoring these pupils over the year to review progress and to assess if they are on track to achieve greater depth at the end of KS2.

7 Feedback from Finance, Premises and Personnel

7.1 The final FRS reports for 2016/2017 were reviewed and a comparison of actual spend against budget was completed. Current year FRS reports were reviewed. The charging & remissions, data protection, lettings, payment and arrears, accessibility plan and security policies were reviewed and agreed. The 1% pay rise for teaching staff from September 2017 was agreed. A catering assistant will be employed for 1½ hours a day from September 2017 on a fixed term contract for one year to help with the increased uptake in school meals.

8 Feedback from Training

8.1 MM attended governor health and safety training on the 11th May. This provided an understanding of the role of governors in the management of health and safety within the school and an overview of current legislation. Feedback on the day suggested that more time could be given to the completion of risk assessments as time did not allow for this to be covered in any depth.

9 Attendance Report

9.1 JM provided feedback on the attendance to June 2017. Attendance is currently 98%. 2 pupils have attendance below 93% and the school is currently working with the EWO to improve their attendance. Attendance of disadvantaged pupils is at 98.2% which is slightly above other pupils. Free school meal children have high attendance 99.1%. Attendance of SEND children has dropped slightly to 97.7% and is below non SEND pupils at 98.4%. This is being monitored and there are no pupils in this group causing concern.

9.2 **Governors recognised the high attendance and asked how the school was achieving this and how it dealt with unauthorised absences.** The headteacher advised that school identifies low attendance at an early stage and works with the parents to improve their child's attendance. Reports have the child's percentage attendance, together with how many days absence are authorised and unauthorised. It also shows how many times a child has been late. Patterns in absences are identified. If a child's absence falls below 93% the school will work with the EWO. If a child's absence is below 95% then any holiday is unauthorised.

10 Safeguarding

10.1 JM completed a safeguarding visit on 16th May 2017. He reviewed data collection, monitored the single central record and looked at the new safeguarding policy (reviewed at this meeting). 3 personnel files were checked to ensure all evidence required is kept on file. These were found to be compliant. Actions as a result of the visit are:

- Some training needs identified – update of safer recruitment for HT/BM (5 year refresher) – training now booked.
- Another governor to complete safer recruitment training – training booked.
- BM to (or delegated) check through all personnel files to ensure all staff have all evidence in place – ongoing.
- Safeguarding is now a fixed agenda item for every full governors meeting.

A copy of the report is attached.



May 17 -
safeguarding.pdf

10.2 HW has attended a safeguarding for administrators course. As a result of this all volunteers are now being asked to complete a volunteer application form and references are requested. Where staff members have been in place for over 10 years and references were not obtained then a risk assessment is being completed.

11 Policies

11.1 **Safeguarding** – Additional details of the school's curriculum have been included, safety (including online safety) takes place in all classes every term during immersion week. The staff behaviour policy has been changed to refer to the staff code of conduct and the policy refers to this policy as well as the HR recommended code of conduct. Further actions following policy review that need to be checked are:

- Safer recruitment governor training – refreshing every 5 years. AY needs refreshing and a new governor to also complete training. These courses have been booked. SD is attending governor training and AY/HW refresher training.
- Review of PSHE policy in line with new curriculum map.
- Check the information for new parents/prospective parents there is information about policies that are available to them and where they are.

The policy was reviewed and agreed. All governors have been sent this policy and need to familiarise themselves with it.



SAfeguarding Policy
2017.pdf

11.2 **Attendance** – Children with attendance at 95% will be monitored and 93% will be referred to the EWO. Governors agreed that all requests for holiday in term time are unauthorised unless in exceptional circumstances. If a holiday is requested and a child's attendance is below 95% either in the previous year or

current year then the school may unauthorise the holiday and issue a penalty notice fine of £60 per parent for each child if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days. Only one penalty notice per parent/student will be issued within any two year period, any future avoidable and unauthorised term time absence could lead to a court summons. The policy was agreed by governors.



attendance 2017.pdf

11.3 **Admissions** – This policy is written by DCC admissions. AB reviewed it and it was agreed by governors.



2017-beaford-admissions-policy.pdf

11.4 **PSHE** – Due to the input required for this policy it has not yet been completed. This will be completed by the next FGB meeting.

Action 06/17 - AY and staff to complete the PSHE Policy by the FGB meeting

11.5 **Intimate Care** – An updated policy has been issued by Babcock. Reference is now made to the medical conditions policy and child focused principles have been added. Paragraphs 1.9, 1.10 and 1.11 have been added. Additional text has been added to paras 3.1, 3.18, 3.19 and 4.7. The policy was agreed by governors.



intimate care policy
july 17 new.pdf

11.6 **Supporting pupils with medical conditions** – The named member of staff responsible for the policy has been changed to Sarah Rickman. The policy was agreed by governors.



medical conditions
policy 2017.pdf

12 **Matters Brought Forward by the Chair**

12.1 The school has registered on the Better Governor Website. AB asked all governors to look at eh website as there is useful information and podcasts on it. HW will send governors a link and login details.

Action 06/18 All governors to access and look at the Better Governor website

12.2 There are currently 3 governor vacancies (2 co-opted and one parent). These were not filled as the school was going through the process of becoming a MAT which has now been delayed. Following completion of the skills audit in September governors will identify gaps in skills and look to fill these vacancies.

13 **Governor Newsletter**

13.1 The following items were agreed for the newsletter – all governors to send to AB by Friday 14th July:

- Role of Health, Safety and Security governor including responsibilities and actions completed – MM
- Staff changes – AY
- Parent Engagement – AY
- Attendance - JM

Action 06/19 Governors to send information for governor newsletter to AB by Friday 14th July.

14 Date for Future Meetings

14.1 Full governing body AGM

- Thursday 28th September 2017, 3.40pm

14.2 School Improvement Team

- Monday 17th July, 9.00am

15 Summary of Actions

Action 6/16 – Ongoing - AY to arrange a date for school data training for governors before the next FGB meeting. This will be arranged for the Autumn term.

Action 06/17 - AY and staff to complete the PSHE Policy by the FGB meeting

Action 06/18 All governors to access and look at the Better Governor website

Action 06/19 Governors to send information for governor newsletter to AB by Friday 14th July