

HOME FARM PRIMARY SCHOOL

MEETING OF THE FULL BOARD OF GOVERNORS – TUESDAY 28 NOVEMBER 2017, 18:00

MINUTES

PRESENT:	Caroline Croydon	Kelly Wright
Marilyn Rivett (Chair)	Emily Hale	Mary Smith
Richard Potter (Headteacher)	Dan Mansfield	Vicky Carlin (Clerk)
Lorna Catmull	Clare Palmer	
Hugh Crayston	Stephen Lefley	

Welcome and apologies for absence 1. Marilyn Rivett welcomed Governors to the meeting, including Lorna Catmull attending her first meeting as Parent Governor. Apologies for absence had been received from Chris Ketley, Tracey Khan and Martin Wilson and the Governing Body consented to their absences.	
Register of business interests 2. The register was available in school and Lorna Catmull had completed a new entry for the register. No additional interests were declared.	
Notification of other items of urgent business 3. There were no other items of urgent business.	
Minutes of the previous meeting and matters arising 4. The minutes of the meeting of 12 September 2017 were agreed as an accurate record. All matters arising would be covered during this meeting.	
Strategic issues 5. Caroline Croydon joined the meeting. The Governing Body had a confidential discussion about strategic issues including academisation. This discussion is recorded separately.	
Headteacher's report and open questions to the Headteacher 6. A detailed written report from the Headteacher had been circulated in advance of the meeting. Martin Wilson had submitted some questions by email prior to the meeting which had been answered by the Headteacher by email: a) In relation to the expansion and build, there are some elements of the build that the school would need to pay for – have these been factored into the budget? Any elements that the school would need to pay for would be 'above and beyond' and not essential parts of the build. They are being costed, and will be factored into future budget planning. b) How is the assessment system being used to ensure that progress is exceeding the previous year's targets, and are scaled outcomes for KS2 worse than in 2017? The two elements of data highlighted in the detail of the question are not directly comparable. There are also cohort effects at play. c) Given that Year 6 is an important time leading up to SATs, is it worth moving the	

<p>Kingswood residential visit to the previous year, and moving Bikeability to the term after SATs? The school will look at the Kingswood point further. Bikeability is unfortunately only available to children in this area in the Autumn term and for insurance purposes children need to be 10 to take part.</p> <p>d) In the emergency plan, it appears that informing the local authority takes priority over evacuating the school; should this be the other way around? Critical incidents do not always involve a physical threat to the school – for example, a critical incident might involve bereavement. If there is a physical threat, evacuation would always come first when it was the appropriate response. The school would look at whether this point can be clarified in the plan.</p> <p>7. Governors asked the Headteacher to clarify references in the report to the creation of two entrance points to the playground for parents. Richard Potter explained that the path around the entrance to the playground was very congested at school drop-off time. The planned increase in pupil numbers would increase the level of congestion and Mr Potter was considering options for dealing with this, including opening the gate earlier, requiring the children to move directly round to classrooms after entering the playground, or creating a second entrance from the pedestrian gate next to the car park. Further advice would be provided in due course.</p> <p>8. Governors asked for clarification of a reference to a “good proportion” of children in a particular cohort being on track to meet age-related expectations. Richard Potter explained that the proportion was around 80%, and this was good for this point in the school year. In this particular cohort (in KS1) boys were performing better than girls across all subjects, and this was unusual in the context of the pattern in the wider school.</p> <p>9. Governors discussed non-pupil days and agreed that the fifth non-pupil day in 2017-18 should take place on Thursday 29th March. Governors discussed the way that non-pupil days were used, noting that it was important for teaching staff to have time together for CPD or to focus on areas for action or improvement. There was some use of twilight sessions, and four had taken place this Autumn term and had worked well.</p> <p>10. Governors asked the Headteacher for an assessment of the key risks to progress this year. Richard Potter identified the key risks and issues for each cohort individually, with issues including the new KS2 standards, particularly in maths; increases to class sizes; special educational needs; and resilience. He also highlighted the progress being made across all cohorts.</p> <p>11. Governors asked whether any additional support was needed to help the Year 6 cohort meet the expected end of KS2 standards in maths. It was noted that there was already a focused emphasis on building skills in reasoning and in building resilience and assessment capability, and also in helping pupils to apply skills in real life contexts.</p>	<p>Action – school to look at future timing of Kingswood residential visit.</p>
<p>Update from the Chair of the FAM and HR Committee</p> <p>12. The Committee had met in September and had considered a range of issues including the overall financial position. The Chair of the Committee and the School Business Manager had met to scrutinise the financial position in more detail, and to carry out a health and safety inspection. The internal controls audit had taken place earlier that day – there had been no major issues highlighted.</p>	

<p>Expansion</p> <p>13. A pre-build meeting involving the contractors, local authority and the school was taking place on 15th December with a view to building works starting early in 2018.</p>	
<p>Updated policies for approval</p> <p>14. The Governing Body considered updated versions of the emergency and critical incident plan, the extended schools policy, and the policy on data protection. All three were approved.</p>	
<p>Governing Body matters</p> <p>15. Lorna Catmull had been appointed to the Parent Governor role following a close election. The Governing Body always welcomed the involvement of people with key skills, and Marilyn Rivett would contact Mrs Woods to discuss this further.</p> <p>16. Emily Hale had carried out a monitoring visit focusing on the DERIC methodology, and the Clerk would circulate the note of this visit.</p>	<p>Action – Chair to contact Mrs Woods. Clerk to circulate DERIC visit note.</p>
<p>Any other business</p> <p>17. There were no items of other business.</p>	
<p>Date of next meeting</p> <p>18. The next meeting would take place on Tuesday 9th January. The Chair would be absent from this meeting, and the meeting would be chaired by Vice Chair Dan Mansfield. This meeting closed at 8:35.</p>	