

Beaford Community Primary and Nursery School

Minutes of Full Governors

Tuesday 16th January 2018

Summary of Outcomes & Decisions

- The audit action plan was agreed and feedback on progress will be provided at the next meeting.
- The following policies were reviewed and agreed:
 - Nursery Admissions
 - Governor Allowances and Expenses
 - Arrival, Departure & Late Uncollected Children
 - Health, Hygiene & Sickness
 - Food & Drink – with an amendment to include that nuts and nut products are not allowed in school.
 - Settling In
 - Lost or Missing Child
 - Key Person
- The headteacher will report back to the FGB at each meeting on the impact of safeguarding procedures.
- Parents will be asked to complete a questionnaire at the next parent/teacher interviews to include questions on the school website, progress, supporting their child's learning at home and online safety.
- Governors to look at the equality plan and teaching of British values as part of their next monitoring visit.
- Teacher's work/life balance will be explored and feedback provided to the FGB.
- SD to arrange to carry out monitoring focusing on the Equality Plan and British Values.

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

Minutes taken by Helen Wright (HW)

1 Apologies Accepted – Liesa Cannon - training

Apologies Not Accepted -

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 07/05 – Complete - HW, AY and AB to write a job description identifying key skills required for new governors by next FGB meeting.

Action 07/06 – Complete - All information for the governor newsletter to be sent to AB by Friday 8th December

5 Governor Vacancies

- 5.1 Following information going to families about a governor vacancy one parent has expressed an interest in becoming a parent governor. They have been sent a form (information to support a governor application) to complete and return and a DBS check will also be carried out.
- 5.2 Information about governor vacancies will also be in the February Beaford Bugle and the Roborough/St Giles Parish news. It is hoped that this may generate some interest from outside the school.

6 Head Teacher's Update

- 6.1 Governors were provided with an update on pupil numbers. It was noted that nine children have started since September 2017. Seven of these have joined lower KS2 in years 3 & 4. The school is now full in KS1 and year 4. There is one space in Year 3. It is anticipated that there will be over 15 pupils in Reception from January 2018 although the final amount has not yet been confirmed by DCC. There are currently 2 spaces in year 5, 5 spaces in year 6 and 7 spaces in Reception.
- 6.2 Governors noted the high percentage of pupils who have an EHCP (3.3%) compared to the national average of 1.2%. They asked the headteacher how the school was supporting these children with current staff and if the percentage for other local schools was as high. Teacher hours were increased in September to provide cover for monitoring by senior leaders. The amount of monitoring required has now reduced so these hours will be used to provide additional teaching at KS1. The headteacher consistently reviews staffing to ensure that the needs of the school and pupils are met. The percentage for other schools locally is not known.
- 6.3 A questionnaire will be given to parents when they attend their child's parent/teacher interview. Governors discussed what they would like to see included in this questionnaire and the following was agreed:
- Do parents access the website and what would they like to see on the website
 - How do they support their child's reading at home
 - Do they feel their child is making progress at school
 - Are they worried about what their child is doing online and the games they are playing. Would they be interested in training to support them in keeping their child safe online?
- 6.4 The headteacher is going to explore work life balance with teachers. Governors have been provided with the government leaflet – 'Reducing Teacher Workload'. Teachers will be asked to collate information about their working hours over the week and what is being done in this time. Staff will look at the outcomes from this and consider strategies to help reduce workload. Governors will be provided with a report at the next FGB meeting.

7 Feedback from Audit

- 7.1 Governors have received a copy of the audit completed in November 2017. All areas were given a high level of assurance. There were a few minor actions identified and governors agreed the actions for these. Feedback on these actions will be provided at the next meeting.

Action 07/07 - HW to provide feedback on audit action plan at the next FGB meeting on 27th March 2018

8 Parent Feedback from Nursery Open Morning

- 8.1 Nursery open mornings were held in December. Parents can look at their child's learning journey, talk to staff about their child's next steps and complete feedback on their child's learning and development. All parents take part in this and if they are not able to stay are provided with their child's learning journey to take home. All comments received were very positive. Governors asked what would happen if a parent provided negative comments. The headteacher advised that when this happened the staff talk to the parents about their concerns for example one parent had previously written that they were concerned that their child was not yet writing. Staff were able to share what writing expectations for 3 year olds were.

9 Feedback from SIT meeting and Monitoring Visit

- 9.1 In the January SIT meeting the maths and literacy subject leader reports and the senior leaders report were reviewed. Progress against attainment targets was reviewed. Governors agreed that year 6 and year 2 attainment targets were close to being met and on track for this point of the year. They will look at reading data for the whole school at their next monitoring visit in February. Governors would like to see spelling data move closer to the target. They recognise that this will improve over the year and it takes time, but would like this to remain a focus. Governors recognise that pre teaching is likely to be having a positive impact on closing the attainment gap in maths for disadvantaged pupils in year 4.
- 9.2 SIT governors visited the school on the 29th November to look at the quality and provision of Foundation subjects and receive feedback from the education consultant's visit. During the visit governors were advised how the term based themes were chosen. All teaching staff are involved in the planning of a theme which takes place at the end of term for the following term. Subject leaders provide ideas based on their subject knowledge. Final outcomes are agreed with planning and teaching sequences completed to achieve these. Teachers then share these ideas with children who input their ideas and interests for the theme. Evidence that the criteria of the National Curriculum are met was provided. Governors saw curriculum evidence folders and the progression of skills that subject leaders had created based on the requirement of the National Curriculum. Governors agreed there was a comprehensive and detailed range of evidence. They also evidenced the quality and depth of independence and ownership in children's learning. The tracking and monitoring of pupil premium pupils in foundation subjects will take place this term. Governors requested to see the outcomes from this.
- 9.3 How the school monitors reading outside of the school environment was raised in the Educational Consultants report. The book tracks used in KS1 and the EYFS do not have the same impact in KS2. The school has introduced reading journals and book marks for KS2 children. Governors asked how the school promotes parent engagement with supporting children with their reading at home. Information from the reading workshops is on the school website. Parents were provided with a recommended reading list at the end of last term.
- 9.4 A copy of the report is attached.



sit monitoring visit
november 17.doc

10 Feedback from Governor SEND Meeting

- 10.1 AH visited the school on 17th November. The purpose of the visit was to review the SEND audit and share the SENDCos monitoring actions for the term. It was identified that there is an increasing number of children coming into school that are on the SEND register. The impact on resources required to meet the needs of these children needs to be monitored. Staff training to help support the needs of these children has been provided. External agency support is also being sought. SEND funding was reviewed including how this was allocated over the past year. A questionnaire will be sent to parents of SEND children so the school can identify any areas of improvement.

11 Evaluation Visit

- 11.1 The school requested an evaluation visit and this will take place on Wednesday 24th January. SIT governors will need to attend at the end of the day to meet the advisor and receive feedback.

12 Policies

- 12.1 **Nursery Admissions** – this is a revised policy written by DCC and effective from January 2018 and now includes reference to the 30 hours free entitlement. This was reviewed and agreed by governors.



Nursery Admissions
Policy beaford 2018.r

12.2 Governor Allowances and Expenses – no changes have been made to this policy. This was reviewed and agreed by governors.



Governors Expenses
Policy_18.pdf

12.3 The following Early Years policies were reviewed and agreed:

- Arrival, Departure & Late Uncollected Children
- Health, Hygiene & Sickness
- Food & Drink – with an amendment to include that nuts and nut products are not allowed in school.
- Settling In
- Lost or Missing Child
- Key Person

13 Safeguarding

13.1 Feedback From Safeguarding Audit – JM completed a safeguarding monitoring visit on the 11th December 2017. The focus of the visit was to complete a safeguarding audit and check the single central record (SCR). No gaps were identified in the SCR and the school was waiting for a check from the French police for a teacher who lived in France for a year - this has since been received. Training records are now within the SCR. The PSHE policy will be updated to ensure it is in line with any new requirements from September 2018 in particularly any specific changes and recommendations for sex and relationships education. The school is looking at updating online safety materials around the school including keeping safe signs on all laptop and Ipad home screens.



safeguarding
monitoring visit decem

13.2 Impact of Safeguarding Procedures - There is now a requirement for the headteacher to report to governors on the effective of safeguarding procedures. Governors discussed possible ways of how this information could be reported and decided that the headteacher should provide them with the bullet points of the key procedures for safeguarding and provide a statement on the impact of each bulleted procedure.

13.3 Prevent Training Feedback – All staff attended this on 2nd January 2018. SD and AH also attended. *Governors asked the headteacher what processes the school has in place to ensure parents are aware of the potential for radicalisation and how they ensure children are aware of this. School work with parents if they become aware that children are playing games online that are age inappropriate. Children are taught about British Values which includes tolerance, diversity and respect. Assembly themes include British values. Governors suggested that the school should advise parents about what they teach in British values. They would like to monitor the equality plan and the teaching of British values as part of a monitoring visit.*

14 Matters Brought Forward by the Chair

14.1 There were no matters brought forward by the chair

15 Date for Future Meetings

15.1 Full governing body

- Tuesday 27th March, 9.00am
- Tuesday 19th June, 9.00am

15.2 School Improvement Team

- Tuesday 24th April, 9.00am
- Tuesday 17th July, 9.00am

15.3 Finance, Personnel and Premises

- Tuesday 20th February 2018, 9.00am
- Tuesday 12th June 2018, 9.00am

16 Summary of Actions

Action 07/07 - HW to provide feedback on audit action plan at the next FGB meeting on 27th March 2018