

Beaford Community Primary and Nursery School

Minutes of Full Governors

Tuesday 7th November 2017

Summary of Outcomes & Decisions

- The skills audit was analysed to identify gaps in skills required by any new governors
- Governors to note the following from the head teacher's report:
 - Mobility of children leaving and joining the school
 - Agencies working with staff to support pupils and the flexibility of staff in response to changes in pupils
 - Areas for improvement identified as a result of an external adviser visit
 - Training opportunities for the NQT and for supporting SEND needs
 - Areas of improvement identified as a result of maths monitoring
- EYFS, Phonics, KS1 and KS2 targets for 2018 were agreed.
- Terms of reference for the finance committee, the best value statements and the finance policy were agreed
- The following policies were reviewed and agreed:
 - Pay
 - Preventing Bullying
 - PSHE
 - ICT acceptable use
 - Volunteer policy

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

Minutes taken by Helen Wright (HW)

1 Apologies Accepted – Liesa Cannon (Skern Lodge residential)

Apologies Not Accepted - Jeffers Mayo (JM)

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 None

3 Minutes of Last Meeting

3.1 These were agreed and signed by AB.

4 Review of Actions

Action 07/01: Complete - AH and JM to complete the skills audit and return to HW by Friday 28th September

Action 07/02: Complete - HW to provide analysis of the skills audit and advertise for new governors with the appropriate skills to fill any gaps.

Action 07/03: Complete - Governors to confirm attendance of Prevent training on 2nd January. SD, AB and AH will attend.

Action 07/04: Complete - AH to complete HT PM training before Monday 16th October.

5 Skills Audit/Governor Vacancies

5.1 All governors have now completed this and an analysis of the results was provided:

- Current governors cover a broad spectrum of expertise, which is reflected in their roles and responsibilities.
- Strategic leadership – succession planning for chair of governors if the chair resigns. Look at training for potential chairs, attendance at briefings.
- Accountability – knowledge of curriculum development, school assessment and progress/attainment is an area that a new governor could fill. Recruit a governor either with experience of this or the potential to learn.
- Governors have undertaken a variety of training courses and the audit does not identify any areas where whole governor training is required. Governors will continue to attend training to help them with their roles and responsibilities.

5.2 The school currently has vacancies for 2 co-opted governors and one parent governor. Governors identified potential gaps in skills as understanding school data, strategic leadership, curriculum and early years and safeguarding. A request for governors who will contribute to the effective governance and success of the school will be written and shared with parents. An article will also be written for the Beaford Bugle and Roborough/St Giles Parish magazine to request anyone who has the skills required and is interested in becoming a governor to contact the school.

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

6 Head Teacher's Report

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

6.2 An area of improvement identified in the education consultants report is key entitlements – what is meant by this? Key entitlements includes learning an instrument, representing the school at sporting events, residential visits, use of specialist teachers and visitors etc.

6.3 An identified area of improvement is for all pupils to have a pride in their presentation of work and a strategy for this is for children's work not be marked and returned if expectations in presentation are not met. How does this happen and has the school seen an improvement? Overall the children's presentation and handwriting is good but a small group of children still need to improve their care and presentation. If expectations are not met then the teacher will return the book for improvements. The aim is for all pupils to be self-motivated and have pride in their outcomes.

6.4 How does the school ensure that challenge is in every key skills session for high attaining pupils and that lower attaining pupils are having to think as hard as others in these sessions (as identified in areas for improvement)? The use of 'what if' questions supports challenge and differentiation of the original task. Children who have secured the key skills can move onto learning at depth whilst those needing more time to consolidate have this.

6.5 How did the school choose the focus pupils involved in the pre-teaching and assigning competency in maths? Focus pupils are working below age related expectations and are disadvantaged pupils. There are 2 focus children for each teacher whose data is collected for research, but other children may be part of the sessions..

6.6 Governors noted the range of extra-curricular activities available to pupils and asked if children had input into what was offered and can the school communicate to parents what is available. Parents have not been advised about lunchtime clubs as it is up to the children to decide what activities they wish to take part in.

Play leaders run lunch time clubs e.g KS1 football and running. Other clubs are run by staff. It was agreed details of these would be included in the next governor newsletter.

6.7 Is the school satisfied with the number of parents attending the workshops that have recently been run? Would more parents attend if the workshops were run in the evening? The number of parents attending has increased this year. The workshops have been made more specific to individual year groups and this has ensured higher attendance. It is difficult to have a time when all parents can attend and it is thought that just before the end of the school day is the best time for most parents. It was agreed to put the new workshop presentations on the website and to signpost parents to these. Teachers meet with parents who do not attend but would benefit from the information shared at the workshops. It was discussed if evening workshops would bring more parents. This could be something that could be explored.

7 School Performance Data Overview

7.1 Governors were provided with a data overview for the whole school which had previously been reviewed in detail in the SIT meeting. Governors asked why the EYFS attainment target at the end of reception was low at 50%. The headteacher responded that only 25% of pupils achieved the age related exception in prime areas at the end of Nursery in 2017. This is a small cohort of 8 children, of which 4 receive additional support from Nursery Plus. This target, although low compared with previous years and national would still be challenging.

7.2 Floor targets at the end of KS2 have not been achieved. Progress in maths and reading is below other schools nationally. Writing was moderated and is in line with other schools nationally. Governors asked why this happened and what actions are in place for this year. The headteacher advised that progress measures have dropped significantly in maths and reading since 2016. Senior leaders have reviewed test papers and identified areas to focus on. Actions have already been put in place to address this and these are included in the school improvement, maths and literacy plans. The school improvement governors monitor the progress children are making in key skills and be provided with information about the progress children in year 6 are making towards making better progress in KS2 tests. School improvement governors agreed that this was their key focus for this year and were aware of the actions already in place.

8 Agree Performance Targets

8.1 Performance targets for 2017/2018 were agreed.

EYFS – End of Nursery ARE in Prime Areas	73%
EYFS – Attainment end of reception (Achieving GLD)	50%
Year 1 Phonics	88%

Key Stage 1

	Expected	Greater Depth
Reading	85%	23%
Writing	77%	15%
Maths	85%	23%
Combined RWM	77%	15%

Key Stage 2

	Expected	Greater Depth
Reading	80%	30%
Writing	80%	20%
Maths	80%	30%
GAPS	80%	30%
Combined RWM	70%	20%

9 Feedback from SIT Meeting and Monitoring Visit

- 9.1 In the September SIT meeting governors reviewed the school data which has been updated with the KS2 progress measures and the outcomes from children who are exiting nursery. The success criteria for the school improvement plan were agreed. Literacy and maths action plans were reviewed. There is a focus on spelling, handwriting and reading in the literacy plan and developing key skills and fluency in the maths plan. The pupil premium strategy report was reviewed which contained the impact of last year's actions. Governors agreed the statements that best fitted the school for the EAP evaluation.
- 9.2 AB and MM visited the school on 10th October 2017 to focusing on maths and reading. Governors observed maths key skill sessions in KS1 and KS2 with a focus on year 2, 4 & 6 pupils. They also talked to the maths subject leader and completed a learning walk to see guided reading sessions in KS1 and KS2 before talking to the literacy subject leader. Observations and outcomes from this visit are in the attached report. A further monitoring visit will take place in November which will look at the quality and provision of foundation subjects and follow up from the education consultant's visit.



Oct 17 maths and reading monitoring vi

10 Feedback from A Riley Visit

- 10.1 Andrew Riley (Education Consultant) visited the school on the 16th October. Feedback from this visit was shared with governors. Next steps identified includes developing a curriculum framework, identifying key entitlements for pupils, use of reading journals for KS2 pupils and exploring the use of extended lesson observations to shadow the learning experiences of different groups of pupils, A second visit is planned for February 2018.

11 Feedback from Finance, Premises and Personnel Committee

- 11.1 The disciplinary the acceptable behaviour, capability, grievance, DBS disclosure, managing sickness, recruitment & selection, maternity, maternity & adoption support leave and managing information disclosed during employment were agreed. FRS reports and a 3 year budget plan were reviewed. Outcomes from the site risk assessment were shared, together with progress on areas identified. The governor finance matrix has been completed by governors and reviewed.
- 11.2 The committee terms of reference, the finance policy and the best value statement were all reviewed and agreed by the FGB.



finance TOR signed 2017.pdf



best value statment nov 17 signed.pdf



financepolicy nov 17.doc

12 Feedback from Training

- 12.1 **Safer Recruitment** – SD attended safer recruitment for governors training. An application form and references are now being completed for all volunteers. Where staff do not have an application form and 2 references held on file (historical appointments) a risk assessment has been completed and any actions identified from these completed.
- 12.2 **SEND online** – AH completed SEND training through the NGA website.

13 Attendance Report

- 13.1 AY provided feedback on the attendance report. Overall attendance is 98.9% with 79% of pupils achieving a high attendance of over 97%. Disadvantaged pupils have high attendance at 98.9%. Attendance of SEND

pupils is in line with all other pupils. There is one pupil with persistent absence and the school are working with the EWO about this.

14 Policies

14.1 **Pay** – This was reviewed and agreed by governors.

14.2 **Preventing Bullying** – this reviewed and agreed by governors.



Anti Bullying Policy
nov 17.pdf

14.3 **PSHE** – This has been updated and includes rolling programmes for KS1 and KS2. The sex and relationships policy was included in the previous PSHE policy but this will now be a separate policy to be reviewed in Spring 2018.



PSHE 2017.pdf

14.4 **ICT acceptable use for staff and volunteers** – A new data protection statement has been included and wording has been changed to ‘digital technology’. Access to the school Facebook page is now allowed by the SBM. The school does not allow the use of personal devices in school.



acceptable use
staff17.pdf

14.5 **Volunteer policy** – Information required before a volunteer starts school now includes application form, references, DBS check, disqualification by association and an induction. PTA committee members need to complete a DBS and safeguarding training.



volunteer2017.pdf

15 Safeguarding

15.1 A safeguarding monitoring visit on the 30th October did not take place and a new date will be arranged.

16 Governor Newsletter

16.1 The following was agreed for the Autumn term newsletter:

- Information about parent workshops and a link to where these presentations are on the school website - MM
- Details about child led clubs which take place at lunchtime -AY
- School Improvement Plan – AB
- Update on academy status – AY
- English Heritage project – AY

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

17 Matters Brought Forward by the Chair

Authorised by..... Date.....

17.1 There were no matters brought forward by the chair

18 Date for Future Meetings

18.1 Full governing body

- Tuesday 16th January, 9.00am
- Tuesday 27th March, 9.00am
- Tuesday 19th June, 9.00am

18.2 School Improvement Team

- Tuesday 9th January, 9.00am
- Tuesday 24th April, 9.00am
- Tuesday 17th July, 9.00am

18.3 Finance, Personnel and Premises

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

19 Summary of Actions

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

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