

# COOMBE ROAD PRIMARY SCHOOL

## Minutes of the Full Governing Body

Meeting date: 12 December 2017

Meeting time: 5.00–6.35pm

Present: Ray Williams (RW – Chair), Gillian Burns (GB) (from 5.10pm), Peter Freeman (PF), Vicky Phillips (VP – Head Teacher), Efchari Kapoli (EK) (from 5.30pm), Kiran Eyre (KE), Nargis McCarthy (NM), Rowan Milsted (RM)

In attendance: Melanie Arnold (MA - Clerk), Chris Piper (CP) (prospective co-opted Governor)

Apologies: Mo Marsh (MM), Anne Meadows (AM)

Quorum: The meeting was quorate

Item	Discussion and decisions	Action
1	<p><b>Welcome and apologies</b></p> <p><b>a) Apologies:</b> Governors accepted the apologies of MM and AM.</p> <p><b>b) Declarations of interest:</b> There were none for this meeting.</p> <p><b>c) Appointment of new governor:</b> Governors welcomed CP to the meeting. He described his relevant experience and Governors agreed to co-opt him to the Full Governing Body.</p> <p><b>d) Governor vacancy:</b> Although there had been no nominations following circulation of the Parent Governor election pack, a potential candidate had since come forward. RW is due to meet him on 14 December and will report to Governors.</p>	<b>RW</b>
2	<p><b>Head Teacher's report</b></p> <p>Governors received the Head Teacher's report. Discussion included:</p> <p><b>Quality Assurance:</b> Governors noted that budget constraints had made it difficult to arrange cover to facilitate development of subject leaders.</p> <p><b>Training:</b> Governors discussed the use of triads and asked if it was the first time that they had been used within the Unity Partnership. VP confirmed that it was.</p> <p>GB joined the meeting.</p> <p><b>Current context:</b> Governors reviewed the figures, noting that there are 111 boys on the roll compared to 79 girls. They checked that the school received Pupil Premium Plus funding for the pupils in care and VP confirmed this.</p> <p><b>Current progress data:</b> Governors reviewed the data, agreeing that although no children are on track currently for GLD (Good Level of Development), excellent progress had been made. In terms of next steps, Governors asked what development of the outside area had taken place. VP</p>	

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	<p>reported that some Tesco funding had been received for this. Governors wondered whether this was specifically for Maths or for any purpose. VP confirmed that the money was not restricted to Maths-related equipment.</p> <p>EK joined the meeting.</p> <p><b>KS2 Current progress data:</b> Governors noted that Lexia is being trialled for all children in Year 3 and agreed there had been excellent progress in Year 4. <b>Governors asked for more detail on the use of attachment strategies in Year 5.</b> VP explained why a child might develop attachment needs and how this might affect how they form relationships. If a child has demonstrated attachment needs they are asked to identify five adults they trust, and who they can approach for support if problems arise. <b>Governors asked if many children were involved</b> and VP confirmed this. <b>They wondered whether there was an overlap with Special Educational Needs and Disability (SEND) education.</b> VP said that in some instances, this was the case.</p> <p><b>Attendance:</b> Current attendance is 96.2%. <b>Governors felt that it would be positive in future to highlight the percentage of children with 100% attendance. Governors asked if the school had a dialogue with parents where attendance was low.</b> VP confirmed this, but pointed out that some children are not yet statutory school age, so are not obliged to attend school. <b>Governors asked what happens with summer-born children who may be still attending for half days only.</b> VP reported that this would not count as low attendance if it had been agreed previously with the school.</p> <p><b>Child Protection:</b> Governors were pleased that the number of children on the Child Protection register had reduced.</p> <p><b>Other:</b> There are 190 children on the roll, and four more families have expressed an interest. <b>Governors asked if there were any leavers and VP was able to inform them there were none.</b></p>	
3	<p><b>Disadvantaged pupils – Pupil Premium</b></p> <p>Governors accepted the Pupil Premium report and strategy, which had been presented at the last meeting of the Resources Committee. Both documents are now on the school website.</p>	
4	<p><b>Unity Partnership (UP) update</b></p> <p><b>Governors asked about Governor involvement in the Partnership.</b> VP reported that this had been discussed at the last UP meeting. There had been a proposal to invite Governors to a presentation on how triad-working was progressing. There was a general feeling that it would be useful to circulate minutes to UP Governors. VP will keep Governors informed.</p>	

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5	<p><b>Governor monitoring visits</b></p> <p>Governors discussed and agreed a programme of visits for the Spring term. VP will update the timetable of visits.</p> <p>GB reported on her visit to review writing moderation. VP had collated examples of the children’s work, and teachers had divided into groups to review the teacher’s marking against the Writing Assessment Criteria (WAC). The groups agreed the marking in the majority of cases. <b>Governors asked about key learning for Governors from the visit</b>, and agreed that it provided a broader knowledge of how writing progresses, and an understanding of some of the technicalities in marking and how adept the teachers are at identifying the need for improvement.</p> <p>RW and PF had attended pupil progress meetings. They reported that a large number of the children need additional support. Governors felt the meetings offered a good way to see how co-ordinated the approach is to an individual child and were impressed with how well teachers knew pupils’ individual progress and understood their needs. All Governors were encouraged to attend these meetings, with the next one planned for the end of Spring term.</p>	VP
6	<p><b>Link Governors review</b></p> <p><b>Link Governors:</b> Governors reviewed responsibilities and agreed the following:</p> <ul style="list-style-type: none"> <li>• Safeguarding/SEND - NM.</li> <li>• Social, moral, spiritual, and cultural - KE</li> <li>• Pupil Premium – PF</li> <li>• Accessibility (of the building) and Equality – CP</li> <li>• Maths - EK</li> <li>• Early Years Foundation Stage (EYFS) – EK</li> <li>• Data analysis and Data Protection – Governors deferred a decision on these until the parent governor vacancy has been filled.</li> </ul> <p>MA will circulate the revised list.</p> <p><b>Governors sought clarification on the role of link Governors.</b> They agreed that this varies depending on subject, and that the best approach is to talk to the subject leader in the first instance.</p> <p><b>Committee membership:</b> this was agreed as follows:</p> <ul style="list-style-type: none"> <li>• Education and Learning: GB, KE, NM, RM, VP, RW</li> <li>• Resources: PF, EK, MM, AM, VP, CP, RW</li> </ul>	MA

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7	<p><b>Governors' Day</b></p> <p>Governors discussed possible themes for the Governors' Day on Tuesday 6 March 2018. They agreed that the aim will be to be self-analytical and suggested topics included:</p> <ul style="list-style-type: none"> <li>• A walkabout: possibly a thematic approach; the focus could be to see what the children are learning. Governors thought it would also be useful for teachers to see who the Governors are.</li> <li>• Watching part of a lesson to see if the children are engaged and how teachers engage children.</li> <li>• A focus on Ofsted outcomes, such as Maths and the outside area. (Governors noted that a Maths presentation is planned for the next Education and Learning Committee.)</li> <li>• Use of the Lexia programme.</li> <li>• Presentations from middle leaders.</li> <li>• Analyse School Performance (ASP): the replacement for RAISE. To cover the timetable of data release by the local authority; how returns are made to the Department for Education; headlines from performance data; and what is the school doing.</li> <li>• How parents might meet Governors.</li> <li>• Link Governor role.</li> </ul> <p>Governors agreed to consider topics and circulate comments.</p>	All
8	<p><b>Items for approval/information</b></p> <p><b>a) Minutes and actions of the previous meeting:</b> Governors agreed the minutes of the meeting on 27 September 2017. Actions had been completed as set out in the action list. <b>Governors asked if there had been a response to the complaint to the local authority over handling of the work on the toilets.</b> VP informed Governors that a response had been received and that work had started on the snagging issues.</p> <p><b>b) Committee reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Education and Learning</b> – Governors accepted the minutes of the last Education and Learning meeting as the Committee's report.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Resources</b> – Governors accepted the minutes of the last Resources meeting as the Committee’s report. They noted that discussion had been dominated by money and buildings, but the overall picture is still as agreed in the budget.</li> <li>• <b>Pay</b> – Governors accepted the minutes of the last Pay Committee meeting as the Committee’s report. The performance assessment of teachers and the pay recommendations had been approved.</li> </ul> <p><b>c) Policies for approval or noting:</b></p> <ul style="list-style-type: none"> <li>• <b>Pay</b> – Governors noted there was very little change from last year and approved the policy.</li> <li>• <b>Appraisal</b> – Governors approved the policy, which was unchanged from 2016-17.</li> <li>• <b>SEND</b> – Governors approved the updated SEND policy.</li> <li>• <b>Governors’ allowances and expenses</b> – Governors accepted this policy that had been approved by the Resources Committee.</li> </ul>	
9	<p><b>Any other business</b></p> <p>There was none. The meeting ended at 6.35pm</p>	
	<p><b>Date of next meeting:</b> Wednesday 21 March 2018 – 5pm</p>	

Signed ..... (Chair)

Date .....

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**Action List – summary**

<b>Item</b>	<b>Action</b>	<b>Who</b>	<b>Progress</b>
1d	<b>Governor vacancies</b>  Although there had been no nominations following circulation of the Parent Governor election pack, a potential candidate had since come forward. RW to meet him and report to Governors.	<b>RW</b>	New Governor appointed
5	<b>Governor monitoring visits</b>  Governors agreed a programme of visits for the Spring term. VP to update the timetable of visits.	<b>VP</b>	Completed
6	<b>Link Governors review</b>  MA will circulate the revised list.	<b>MA</b>	Completed
7	<b>Governors' Day</b>  Governors to consider topics for discussion and circulate comments.	<b>All</b>	Completed