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# Boughton Leigh Junior School

Meeting of the Full Governing Body  
held at the school on  
Monday 27th November 2017 at 6.00pm

## Minutes

(non-confidential, as signed)

### Governors present:

Jon Baxter	Paula Duynstee (also HT)
Paul Birch (Chair)	Alfred Gand
Nicky Brown (also ADHT and SENCo)	Karen Miles
Steph Cowley	Alan Webb
Ian Davis	Amanda Windley

The meeting was quorate throughout (six governors)

*Also present:* Roddie Grant (Clerk)

The meeting began at 6.04pm

### MF20171127.1: *Meeting with Parliament*

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- ~ The governing body watched a video made by the acting Head Boy and acting Head Girl, the deputies from last year; nominations for new Heads are being made, ready for January.
- *HT: The Children's SEF shows what they considered last year; the children in the video are looking back at the SEF and highlighting what is positive and things for improvement.*
- *Govs: When does the parliament meet?*
- *HT: A couple of times each half term.*
- Governors Paul Birch and Tim Dedman have met with them.

*[Document MF20171127.1.1: Item\_1 Children's SEF\_June\_2017.docx; HT]*

## Procedural

### MF20171127.2: *To approve apologies for absence*

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Tim Dedman. **The full governing body approved** these apologies.  
Absent: No one.

### MF20171127.3: *To receive notice of any additional business notified to the Chair*

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There was no additional business.

### MF20171127.4: *To record any declarations of interest specific to this meeting*

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There were no declarations of interest.

### MF20171127.5: *To approve and sign the minutes of 27th September 2017*

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**The full governing body approved** the minutes of 27th September 2017. They were signed by the Chair.

### MF20171127.6: *To consider any matters arising from the minutes which are not elsewhere on the agenda*

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#### MF20171127.6a: *HTPM report*

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The panel met on 23rd November 2018.

Chair's initials

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## School improvement

### MF20171127.7: *To receive report from the Performance and Standards Committee*

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- ~ The committee met on 1st November, and committee Chair Jon Baxter reported on the meeting; items covered included the SEF, ASP, the RAPs, attendance, and safeguarding; only a few weeks in to the school year it was hard to take much of significance from the data.
- The Clerk distributed a report by SEN governor Tim Dedman.
- Governor and SENCo Nicky Brown commented that it was a useful first meeting, and both she and Tim had found it beneficial.

### MF20171127.8: *To receive and challenge the Headteacher's report*

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- ~ Text in red is not updated; text in black is up to date from ASP.
- Exclusions and attendance don't show on ASP.

Amanda Windley withdrew briefly (6.27pm)

- **HT: There is inconsistency in standards in Y6; a plan is in place and standards are already much more settled.**
- White Rose maths resources are being launched on an INSET day; maths is being promoted round the school; staff are using creative opportunities and cross-curricular links.
- **Govs: What is Power of Reading?**
- **HT: It is about writing as well as reading; books are at its heart.**
- The governing body noted the correct procedure had been followed for a POT matter, and no further action is needed

[Document MF20171127.8.1: *Item\_8\_Headteacher\_report\_16.11.17.docx*; HT]

### MF20171127.9: *To agree the SEF*

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- ~ The HT met with Trevor Davies, Prospects Improve advisor, last week so there is nothing new.
- **Govs: Trends are always helpful.**
- **The SEF will be reviewed at the next FGB meeting.**

Action: Clerk

[Document MF20171127.9.1: *Item\_9\_SEF October 2017.doc*; HT]

### MF20171127.10: *To review the RAPs*

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- ~ These were covered in the HT's report.
- **HT: Targets are now included. The top section is the same on each RAP – they are all driving to the same targets; predictions for each cohort are based on KS1 results, assessment, FFT, and books; the LA LIO approved them; they will be RAG-rated later in the year.**

[Document MF20171127.10.1: *Item\_10\_RAP\_2\_disadvantaged\_pupils.docx*; HT]

[Document MF20171127.10.2: *Item\_10\_RAP\_1\_Reading\_2017-18.doc*; HT]

[Document MF20171127.10.3: *Item\_10\_RAP\_3\_Tracking\_Systems\_2017-18.doc*; HT]

[Document MF20171127.10.4: *Item\_10\_RAP\_4\_Maths\_2017-18.doc*; HT]

### MF20171127.11: *To confirm arrangements for monitoring*

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- ~ Curriculum governor Karen Miles is still to visit; she will liaise with maths and English leads.
- **Govs: Is there any feedback from parents evening?**
- **Govs: Parents weren't there to talk to governors, but it was useful to chat while waiting; the staff are to be admired, each meeting parents of 30 children.**
- **The school will investigate obtaining badges for governors.**
- **The Chair and HT will arrange topics (maths, plus three others) for two monitoring visits in each of the spring and summer terms.**

Action: KM

Action: HT

Action: Chair, HT

## Resources

### MF20171127.12: *To receive reports from the Resources Committee*

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- ~ The committee met on 23rd November 2017; committee Chair Alan Webb highlighted some of the business.

Chair's initials

- The SBM has good control of the budget; she is meeting with governor Steph Cowley in advance of the committee meetings; the committee is pleased that it has this extra input, which streamlined the meeting.
- The budget for 2018/19 onwards will be considered at the committee's February 2018 meeting; a working party will meet in January to formulate plans for future years to deal with the forecast deficit; in the past large deficits forecast for the third year tend not to materialise, but that may no longer be the case.
- [Govs: Now that we have firm control, planning for the future is essential.](#)

## Governance

### *MF20171127.13: To review membership of the governing body*

- ~ Claire Edwards has resigned from the governing body because of other commitments; the governing body recorded its thanks to Claire for her long period of service.
- The Clerk will follow up with Matthew Cooper, a governor at Boughton Leigh Infant who has expressed interest in joining the Junior school governing body.
- The Clerk also has made contact with someone with HR experience; he will follow up.
- The meeting discussed appointing governors to roles.
  - Karen Miles as curriculum governors will cover the core subject of maths, English, and science
  - For the two areas with targeted funding, Amanda Windley will take on sports/PE, and Jon Baxter will cover Pupil Premium as Chair of the Performance and Standards Committee.

Action: Clerk x2

### *MF20171127.14: To review governor training and CPD*

- ~ The LA has offered three dates for the in-house session on finance; the Clerk asked governors to let him know their availability for the dates emailed.
- Steph Cowley has attended the LA safeguarding training.

### *MF20171127.15: To report back from working party on governor development*

- ~ Jon Baxter reported on behalf of the working party.
- The working party amalgamated the APPG 20 Questions with governor Alfred Gand's development plan; the working party also looked at the skills audit.
- **HT: The 20 Questions is an evaluative audit; from it we get the SEF which is the action plan; evaluating ourselves is good practice.**
- A sample governor SEF from the HT was distributed to governors.
- The SEF will be completed through the FGB, involving all governors; it will be updated at the end of each meeting and also at the end of committee meetings; the Chair and HT will suggest dates for a training event to get the process under way.
- The governing body thanked the working party.

Action: Clerk

Action: Chair, HT

[Document MF20171127.15.1: BLJS\_Q20\_2017-11-17; ]

### *MF20171127.16: To note publications and notices*

Various notices have been distributed to governors by email including:

- Ofsted webinar on governance
- WES Training
- Autumn Patch Meetings.
- NGA weekly e-bulletin
- NGA Governing Matters November/December 2017
- LA training places

### *MF20171127.17: To consider policies and documents*

#### *MF20171127.17a: Delegation of policy approval*

This was deferred to the spring term meeting to allow time for consultation.

Action: Clerk

#### *MF20171127.17b: Appraisal Policy*

~ The Appraisal and Capability Policies are now separate.

Chair's initials

- This is a policy from the LA.
- **The governing body approved** the Appraisal Policy.

[Document MF20171127.17b.1: Item\_17b\_Appraisal\_Policy\_2017.docx; HT]  
 [Document MF20171127.17b.2: Item\_17b\_School\_Staff\_appraisal\_Operating\_Guidelines\_2017.doc; HT]

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MF20171127.17c: *Capability Policy*

- ~ The Appraisal and Capability Policies are now separate.
  - **The governing body approved** the Capability Policy.
- [Document MF20171127.17c.1: Teacher\_Capability\_Policy\_Procedure\_August 2016-2019.doc; HT]

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MF20171127.17d: *Staff Code of Conduct*

- ~ This is reviewed every three years by the FGB.
  - The Code is from the LA.
  - The governing body discussed the issue of staff members privately tutoring pupils from the school.
  - The governing body noted that the issue had been discussed.
  - **The governing body approved** the policy
- [Document MF20171127.n.m: Item\_17c\_Code of Conduct. August 2017.doc; HT]

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MF20171127.17e: *Pay Policy*

- ~ The missing £ figure in paragraph 23.1 will be left out.
  - The governing body approved the policy
- [Document MF20171127.17e.1: Item\_17d\_Pay Policy 2017.docx; HT]  
 [Document MF20171127.17e.2: Item\_17d\_Pay Policy Guidance Document 2017.doc; HT]

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MF20171127.18: *To agree 'headlines' for communicating to parents*

- ~ Thanks to Claire Edwards
- Video on website
- Governor development
- Parents evening

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MF20171127.19: *To establish a working group with the infant schools*

- ~ **HT:** The HT at Hillmorton Primary School is arranging an opportunity for governors in the consortium to meet.
- The governing body noted and welcomed the plan.

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MF20171127.20: *To confirm dates and times of future meetings*

Performance and Standards	Wed 7/2/2018
Resources	Wed 28/2/2018
FGB	Tue 13/3/2018
Resources	Tue 1/5/2018
Performance and Standards	Mon 14/5/2018
FGB	Tue 26/6/2018

All meetings begin at 6pm

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MF20171127.21: *To decide whether any items should be excluded from the minutes and papers to be made public*

**The full governing body agreed** that reference in the HT's report to the position of trust investigation should be excluded because it relates to an identifiable member of staff.

**The full governing body also agreed** that the sample governing body SEF should be excluded because much of it relates to another local school.

The meeting closed at 7.45pm

Text in blue indicates participation by governors; text in green indicates participation by the Head, SBM, or another member of staff.

Chair's initials
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Roddie Grant  
Clerk to the Governors  
18th December 2017

*Glossary:*

ADHT	Acting Deputy Head Teacher	LA	Local Authority (Warwickshire County Council)
APPG	All-Party Parliamentary Group	LIO	Learning Improvement Officer
ASP	Analyse school performance	NGA	National Governance Association
CPD	Continuing Professional Development	RAG	Red Amber Green
FGB	Full Governing Body	RAP	Raising Achievement Plan
HT	Head Teacher	SEF	Self Evaluation Form
HTPM	Headteacher's Performance Management	SEN	Special Educational Needs
		SENCo	SEND Co-ordinator
		WES	Warwickshire Education Services

*Action summary*

Action by	Minute number	Action	Date completed
Clerk	MF20171127.9	Include SEF on next FGB agenda	
Karen Miles	MF20171127.11	Make curriculum visit	
HT	MF20171127.11	Investigate badges for governors	
Chair, HT	MF20171127.11	Agree monitoring topics	
Clerk	MF20171127.13	Follow up two possible governors	
Clerk	MF20171127.15	Include SEF on each agenda	
Chair, HT	MF20171127.15	Suggest dates for SEF training event	
Clerk	MF20171127.17	Update policy database	

Chair's signature:

Date: