
Boughton Leigh Junior School

Meeting of the Full Governing Body
held at the school on
Tuesday 13th March 2018 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

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

The meeting was quorate throughout (six governors)

Also present: Roddie Grant (Clerk), Deb O'Dell (SBM, until item 6)

The meeting began at 6.02pm.

Procedural

MF20180313.1: To approve apologies for absence

Amanda Windley. **The governing body approved** these apologies. Absent: No one.

MF20180313.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MF20180313.3: To record any declarations of interest specific to this meeting

Tim Dedman declared an interest in approval of the draft criteria for restructuring (see minute MF20180313.6) because his wife is a member of staff. He withdrew from the room for that item.

MF20180313.4: To approve and sign the minutes of 27th November 2017

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

MF20180313.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MF20180313.5a: Badges for governors

Governor lanyards are now available.

Resources

MF20180313.6: To approve draft criteria for restructuring

Tim Dedman withdrew from the meeting for this item (6.09pm)

Confidential item

Steph Cowley arrived (6:11pm)

School improvement

MF20180313.7: To receive and challenge the Headteacher's report

~ **HT:** Following a conversation with external advisor Trevor Davies the report will be in a new format next time, together with a rag-rated RAP.

Chair's initials

Alfred Gand arrived (6.34pm).

~ HT: We can now access the ASP website but are struggling to find some figures.

Tim Dedman returned (6:37pm)

- ~ Other schools have come to see the HOP, and governors asked for an update; the governing body congratulated the pupils involved.
- The HT outlined the nomination and election process; elections will be held in summer 2, ready for September. The current HOP has worked on their SEF and priorities; they are well respected in the school.
- Govs: Governors will meet the Head Boy and Head Girl on monitoring visits; perhaps the pupils could produce another video about their work for the governing body.
- Govs: Will we be able to look at the full RAP next time?
- HT: There will be a new format including RAG rating
- Govs: RAG-rated papers don't always show progress; we need previous measures in order to see the direction of travel; our role is to work at a strategic level; the details are covered elsewhere.
- HT: The Challenge Meetings are to ensure governors are up to date, ready for an Ofsted inspection.
- The clerk reminded the meeting that papers must be out seven clear days in advance of FGB and committee meetings.
- ~ The governing body noted that governing body panels had dealt with a parental complaint and an exclusion. Both matters have been concluded. There was brief discussions about the processes and consequences.
- Govs: Regarding the SEN Resource provision; having talked previously to Brooke school, are we now working with consortium?
- HT: We had reservations about the Brooke scheme; the suggested development is for SEN resource provision, a classroom with pupils and specialist staff in one place.
- Govs: Does that mean building a classroom?
- HT: It would use the bottom classroom, with adjustments; it will offer special provision for the consortium, building to eight pupils over three years; Boughton Leigh Junior can 'set the rules'; it is funded by the LA.
- Govs: This should have been an agenda item for proper discussion; are we losing TAs but committing to this at the same time?
- HT: It would use specialist TAs; it is funded by the LA not the school; the restructuring is separate; once we have the go-ahead we can advertise; we have taken advice from HR.
- Govs: What is the timeline? September opening?
- HT: The LA is costing the project; details by Easter, building in the summer, ready for September; we would need an extraordinary FGB meeting for approval.
- Govs: When is a decision needed from the school? Can we say go ahead if there is no cost to the school?
- Govs: It is important for the school to develop and this is an opportunity; does the GB need to be involved.
- HT: We can't do anything until the LA comes back with further details, which we should have by the end of term.
- Govs: If the GB needs to be involved the timescale must allow for that; we don't have all the facts currently; we will hold a one-issue meeting early in the summer term.
- There will be an extraordinary FGB meeting in w/b 16th April for a briefing by Jonathan Wilding from the LA; the HT will contact him.
- Govs: It must be self-financing.
- HT: It is covered by EHCP funding plus top-ups; salaries are paid by the LA.

Action: Clerk

[Document MF20180313.7.1: Headteacher report_21.2.18.docx; HT]

MF20180313.8: To review the SEF

- ~ Govs: If Ofsted were to come this week what do we need?
- HT: We will be judged against Ofsted criteria; be clear about the strengths and areas for development; the Challenge meeting is to explain judgements.

Nicky Brown left the room (7:32pm)

- Govs: What is the date of the internal data?
- HT: End of the autumn term; the next update will be at the end of the spring term.

Chair's initials

- Govs: Has the SLT looked at half-year data?
- HT: Mostly at progress rather than attainment, which fluctuates; we hold pupil progress meetings to challenge staff with a 'Why not on track' focus.

Nicky Brown returned (7:35pm)

- HT: Two other HTs have visited the school as if they were Ofsted inspectors; I have done the same at their schools.
- Govs: It is helpful for other leaders to 'inspect' the school.
- HT: We have an impact log for each Ofsted criterion, but the documents are too big to circulate usefully.
- Govs: A summary report is at the right level for the governing body.
- HT: We have grids to show trends over time; the school compared to Warwickshire and to national statistics; the LA has affirmed our conclusions.

[Document MF20180313.8.1: BLJS SEF January_2018_24.1.18.doc; HT]

MF20180313.9: To review the Ofsted impact log for their key judgement: Overall effectiveness

This was covered elsewhere in the meeting.

[Document MF20180313.9.1: Overall Effectiveness_BLJS_2017-18_14.2.18.docx; HT]

MF20180313.10: To receive governor monitoring reports, and confirm plans

- ~ Curriculum governor Karen Miles had met with Hannah Coulson (English) and Karen Beck (maths); her report will be considered in more detail by the Performance and Standards Committee; Power of Reading is the focus for reading; marking is working well, and pupils feel supported; in maths, books were part of consortium moderation for reasoning and problem solving skills.
- HT: We work with Hillmorton Primary as a teaching school; maths moderation is being introduced, and we will have a maths moderator in school; the Mathematics Mastery programme will start with Y3 in September.
- ~ Governors discussed arrangements for monitoring visits.
- The Chair will have a brief meeting with the HOP.
- Governor Jon Baxter is meeting with the HT this week to look at Pupil Premium, and conduct pupil interviews.
- Safeguarding governor Steph Cowley has reviewed the SCR, and has spoken with pupils about how they feel safe in school.
- The HT will send via the Clerk possible dates for a visit to look at Closing the Gap.
- Governors will arrange visits with HT to look at other topics.

Action: KM, Clerk

Action: Chair

Action: JB

Action: HT

Action: All

MF20180313.11: To receive report from the Performance and Standards Committee

Minutes of the meeting of 7th February 2018 were available on GovernorHub; committee Chair Jon Baxter outlined the business of the meeting.

Tim Dedman left the room (7:55pm)

Governance

MF20180313.12: To consider policies and documents

MF20180313.12a: Behaviour Principles (and policy)

- ~ The Clerk explained that the GB agrees Behaviour Principles but the policy – based on the principles – is the responsibility of the HT.

- **The governing body approved** the principles.

[Document MF20180313.12a.1: BLJS_Behaviour Policy_2018_DRAFT.doc; HT]

Action: Clerk

MF20180313.12b: Health and Safety Policy

- ~ The policy is reviewed by the FGB on re-issue by the LA.
- Staff confirmed to the governors that 'V6 January 2015' is the latest version.
- **The governing body** noted the need for template text in the panel at the bottom on page 2 to be replaced, then **approved** the policy

[Document MF20180313.12b.1: Health and Safety Policy Arrangements Feb 2018-19.docx; HT]

Chair's initials

Tim Dedman returned (8.03pm)

MF20180313.12c: To establish Complaints Policy working party

The Performance and Standards Committee noted that the current Complaints Policy is not always adequate. The committee asked the FGB to set up a working party to produce a draft, perhaps based on model policies the Clerk and HT have sourced from The Key and the NAHT; Paul Birch, Ian Davis and Jon Baxter will form the working party.

Action: PB, ID, JB

MF20180313.12d: To agree delegation of policy approval

The governing body approved the policy review and delegation schedule with the exception that the Complaints Policy should be reviewed by the FGB rather than Performance and Standards Committee. Delegation of further policies to the HT will be considered.

[Document MF20180313.12d.1: Policy schedule.pdf; Clerk]

MF20180313.13: To establish links with other governing bodies

- ~ HT: Governor training opportunities, open to all governors, are being set up within the consortium; information will be sent out via the Clerk.
- Clerk: Isn't this agenda item about more than governor training?
- HT: Boughton Leigh Infants support for Long Lawford coming to an end so we could make another approach about developing governing body links.

MF20180313.14: To review membership of the governing body

- ~ Matthew Cooper will not be joining the governing body because of other commitments.
- The Clerk's contact with HR experience has also declined.
- There remains one co-opted vacancy.
- Paul Birch's term of office ends in December 2018 and the Clerk will arrange an election. The governing body may consider if any nominees not elected would be suitable for appointment to the co-opted vacancy.

MF20180313.15: To review governor training and CPD

- ~ Governors commented on the in-house finance training on 13th February.
- Govs: It is now policy that budget must balance in year 3; also, there are a number of issues for the Resources Committee to pick up, such as looking at specific areas of funding and value for money.
- HT: An update on apprenticeships will be included in the next HT's report.

MF20180313.16: To decide on publishing minutes on the website

Recognising that is not a specific requirement in law but the Information Commissioner expect minutes to be shared pro-actively, **the governing body agreed that non-confidential FGB and committee minutes will be published on the school website once approved.** The Clerk will make arrangements, including minutes for the past three years.

Action: Clerk

MF20180313.17: To note publications and notices

Heads Up newsletters (2)
DfE Updates
Mailing from the LA
Training Update
WCC Education Strategy Consultation

MF20180313.18: To establish and update the GB SEF

The Chair and HT will agree a date for a meeting second half of summer term to develop this.

Action: Chair, HT

MF20180313.19: To agree 'headlines' for communicating to parents

- ~ Congratulations to the HOP
- The vacancy for a governor early in new school year.

Chair's initials

MF20180313.20: *To confirm dates and times of future meetings*

Resources	Wed 22/3/2018
Resources	Tue 1/5/2018
Performance and Standards	Mon 14/5/2018
FGB	Tue 26/6/2018

MF20180313.21: *To decide whether any items should be excluded from the minutes and papers to be made public*

The governing body agreed that part of minute MF20180313.6 and supporting papers concerning restructuring criteria should be excluded because of the impact on identifiable members of staff.

The meeting closed at 8.28pm

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

Roddie Grant
Clerk to the Governors
27th April 2018

Glossary:

ADHT	Acting Deputy Head Teacher	LA	Local Authority (Warwickshire County Council)
ASD	Autistic Spectrum Disorder	RAG	Red Amber Green
CPD	Continuing Professional Development	RAP	Raising Achievement Plan
EHCP	Education Health and Care Plan	SBM	School Business Manager
FGB	Full Governing Body	SEF	Self Evaluation Form
HOP	Houses of Parliament	SEN	Special Educational Needs
HR	Human Resources	SENCo	SEND Co-ordinator
HT	Head Teacher	SLT	Senior Leadership Team
		TA	Teaching Assistant

Action summary

Action by	Minute number	Action	Date completed
Clerk	MF20180313.7	Convene an extraordinary FGB meeting w/b 16th April 2018	
Karen Miles	MF20180313.10	Complete curriculum report	
Clerk	MF20180313.10	Include curriculum report on Performance and Standards Committee agenda	
Paul Birch	MF20180313.10	Meet with the HOP	
Jon Baxter	MF20180313.10	Meet HT to discuss Pupil Premium; conduct pupil interviews	
HT	MF20180313.10	Send possible dates for Closing the Gap visit to the Clerk	
All	MF20180313.10	Arrange monitoring visits with the HT	
Clerk	MF20180313.12	Update policy database	
Paul Birch, Ian Davis, Jon Baxter	MF20180313.12c	Develop a Complaints Policy	
Clerk	MF20180313.16	Upload minutes to the school website	
HT, Paul Birch	MF20180313.18	Agree date for work on the GB SEF	

Chair's signature:

Date: