
Boughton Leigh Junior School

Meeting of the Full Governing Body
held at the school on
Monday 28th November 2016 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Jon Baxter	Paula Duynstee (also HT)
Paul Birch (Chair)	Alfred Gand
Nicky Brown (also SENCo)	David Hicks
Ian Davis	Alan Webb
Tim Dedman	

The meeting was quorate throughout (six governors)

Also present: Roddie Grant (Clerk), Lynne Mehta (Acting DHT)

The meeting began at 6.06pm

Procedural

MF20161128.1: To approve apologies for absence

Governors: Claire Edwards, Karen Miles. **The governing body approved** these apologies. Absent: No one.

MF20161128.2: To receive notice of any additional business notified to the Chair

There was no additional business.

MF20161128.3: To record any declarations of interest specific to this meeting

There were no declarations of interest.

MF20161128.4: To approve and sign the minutes of 27th September 2016

The governing body approved the minutes of 27th September 2016. They were signed by the Chair.

MF20161128.5: To consider any matters arising from the minutes which are not elsewhere on the agenda

MF20161128.5a: Terms of reference

The Clerk reported that in discussion with the SBM the Resources Committee had concluded that no changes should be made to the spending limits but they will be kept under review.

MF20161128.5b: Brooke School

~ *HT:* I contacted Chris Pollitt, HT of Brooke School; he thanked the governing body for listening to Brooke's message, and wished Boughton Leigh Junior all the best.

- *Gov:* Was this a final decision?
- *HT:* We are looking at other ways of supporting pupils.
- *Gov:* Should we have taken a wide strategic view? Given a large local population with children on the margins it would probably have been the right thing to do, but it is a time of change.
- *Govs:* How are we going to monitor challenging children in mainstream education?
- The HT updated governors on current SEND.

Chair's initials

- *HT*: Early identification often delays us; we need to rely on external agencies; Brooke would only work with pupils who have been identified; getting pupils identified is the issue.
- Nicky Brown, SENCo and staff governor, will meet with SEN governor Tim Dedman.

MF20161128.5c: DBS checks

- ~ The Clerk reported that the result of only one DBS was still awaited, and that was due at any time.
- Good practice is for checks to be renewed on re-appointment or re-election.

School improvement

MF20161128.6: To approve the SEF

The SEF had been reviewed and amended at various stages of development by the RAP Working Group and the Performance and Standards Committee.

- ~ *HT*: The grades are where we should be now; overall judgement is 'good', and 'effectiveness of leadership and management' is 'good'; this is with new Ofsted criteria, a new HT and an acting DHT.
- *Govs*: Does the data support 'good'?
- *HT*: External advisor Trevor Davies agrees; we are over the national standard and slightly below the national average; the LA has regraded all schools based on data and we are still 'B' (ie good).
- *Govs*: Given the data, we need a lot of focus on working to improve results.
- *HT*: Consortium HTs are meeting with Trevor Davies tomorrow; I will be reviewing the SEF with another HT.
- *Govs*: Without levels, the data is a very different language.
- **The governing body approved the SEF.**

[Document MF20161128.6.1: BLJS SEF Sept 2016.doc; HT]

MF20161128.7: To approve the RAP

The RAPs had been reviewed and amended at various stages of development by the RAP Working Group and the Performance and Standards Committee.

- ~ *HT*: We have had conversations on Outcomes for Pupils with external advisors; targets have been agreed by independent advisor Joyce James and LA advisor Linda Thomas.
- *HT*: We are clarifying the barriers to learning; there are now clear in the RAP; the barriers show what we need to address.
- *Govs*: Identification of barriers to learning is really useful; these are what we are actually addressing.
- *HT*: They feed into the teachers' performance management; every member of staff will know their contribution to the RAP; the children will know their contributions; everyone is working towards the RAP.
- *Govs*: Can the RAP have cross references between the actions and the barriers?
- *Govs*: Has the Resources and Performance and Standards Committee approved it?
- *Govs*: It looks watertight at the moment; the Performance and Standards Committee will keep on top of it.
- *Govs*: The Resources Committee will look at it; we don't want something held up by lack of resources.
- *Govs*: Should there be a barrier about 'boys do worse than girls'? How can that be phrased.
- *HT*: We are thinking about what each group needs; reading across school needs improvement but breaking it down into groups helps, but this can go too far and there is a danger of losing other children if groups are too specific.
- ~ *Govs*: Are RAP 2 outcomes 1 and 2 specific enough about boys?
- Governors commended the consistent layout, and discussed whether the barriers to learning should come of the top of each RAP but concluded that starting with the vision is preferable.
- *Govs*: Add support for Pupil Premium families; we want to bring families more in to school.

Chair's initials

- Govs: Looking at the barriers – we have something general about the way we teach that works better with girls than boys.
 - Staff: Girls achieving better than boys is a feature of primary education.
 - Govs: It's a bigger gap than we have seen before.
 - Govs: Is it the demographic and intake? We have more EAL pupils; are girls learning language skills quicker than boys?
 - Govs: EAL pupils overall out-perform girls; it is important to ask the questions about boys/girls.
 - DHT: There are significantly more boys than girls with SEND.
 - ~ HT: The Rubric (arising from the Aspire programme) is being formulated into RAP 4.
 - The HT explained the Excel file used within Aspire to assess the school.
 - HT: We are proficient, and working towards exemplary
 - ~ The governing body approved RAPs 1–3 and the rubric for RAP 4.
- [Document MF20161128.7.1: RAP_1_Raising_Achievement_In_Reading_2016-17.doc; HT]
 [Document MF20161128.7.2: RAP_2_2016-2017_Sufficiently_Accelerated_Progress_for_disadvantaged_pupils_(1).doc; HT]
 [Document MF20161128.7.3: RAP_3_Ensuring_Good_Outcomes_Through_Robust_Tracking_Systems_2016-17.doc; HT]
 [Document MF20161128.7.4: Boughton-Leigh_Junior_School_Rubric_2016.xlsx; HT]

MF20161128.8: *To receive and challenge the Headteacher's report*

The HT's report was available on GovernorHub with the agenda on 20th November 2016.

- ~ Govs: 71 SEND pupils is a significant number.
- HT: It is above national average.
- Govs: it is a big school with above average SEND.
- The HT gave some details about the days of exclusion; the school took advice from the LA on a managed move; the school is well supported.
- Govs: The process is challenging but is being used by the school.
- ~ HT: Attendance is 95.6% compared to the usual 96.6%; registers are now processed in the morning and the afternoon to ensure accurate data; we are tracking late minutes; this affects lots of boys and Pupil Premium children.
- Govs: Are there actions in place to address absence?
- HT: Yes - letters go out and staff met with parents.
- Govs: Make sure our practice is consistent with other local schools.
- HT: It is being done by the book very efficiently; our policies are the same as the infant schools.
- Govs: Is authorised term-time absence counted? And exclusions?
- HT: Yes - pupils are still recorded as absent.
- ~ Govs: Could the local MP visit the school parliament, or could the parliament visit the Palace of Westminster?
- Govs: Tell us more when the parliament is set up; perhaps the pupils could come to the spring term FGB meeting.

Action: HT, Clerk

[Document MF20161128.8.1: FGB_Headteacher_report_16.11.16.docx; HT]

MF20161128.9: *To receive report from the Performance and Standards Committee*

- ~ The draft minutes were uploaded to GovernorHub on 5th November 2016.
- The Chair of the committee summarised the topics of the meeting.

MF20161128.10: *To receive governor monitoring reports, and confirm plans*

- ~ Governors undertake half-termly monitoring visits to school.
- ~ Governors Ian Davis and Alfred Gand visited on 4th November to look at tracking; a written report is available on GovernorHub.
- Govs: We look at books from all year groups; we looked at the target tracking system – is it robust, consistent; although it was early in the term there was at least one sheet in each book; there was some inconsistency – do teachers fully understand the system; the governing body should make a follow up visit once there is more tracking in the books.
- HT: This was a good opportunity to see tracking in progress; we have subsequently made some changes to the sheets.

Chair's initials

- [Govs: As it is self-monitoring, how was achievement assessed?](#)
- [HT: We teach in units so the idea is to have targets for each units but there might not be closure because we come back to a subject later; there is triangulation in the front of books.](#)
- The spring 2 monitoring visit will look at reading targets and follow up the first visit on tracking;
- ~ Governors visited on 22nd November 2016 to look at boys' reading.
- [Ian Davis: We went in two teams of two; Karen Miles is preparing a report.](#)
- ~ [It was agreed that ICT will be the spring 1 monitoring topic, and Aspire will be covered later on.](#)

Action: Clerk

Resources

MF20161128.11: To receive report from the Resources Committee

- ~ The draft minutes were uploaded to GovernorHub on 20th November 2016.
- The Chair of the committee summarised the topics discussed.
- [Govs: Pupil Premium funding must be used for purposeful spend, with aims and objectives, linked to the RAP](#)
- [Govs: We receive our funding to spend on current pupils.](#)

Governance

MF20161128.12: To establish a working group with the infant schools

[Paul Birch, Chair of the governing body, will contact the infant schools.](#)

Action: PB

MF20161128.13: To review membership of the governing body

- ~ The Clerk has met with Nicky Brown for an induction session.
- ~ A letter has been sent to parents asking for expressions of interest in becoming a governor. The vacancy has also been promoted widely through other channels.
- The Chair and HT will consider who might be approached direct.
- ~ [Tim Dedman has resigned from the Performance and Standards Committee.](#)
- ~ Governors signed a card for Bob Magdij.

Action: Clerk

MF20161128.14: To receive feedback from the in-house training session

- ~ [Govs: The in-house session was good, using a facilitated approach to look at priorities and steps to be prepared for Ofsted inspection.](#)
- The notes being typed up in school.
- [Govs: Engagement of the governing body with pupils and parents was a key issue.](#)
- [Govs: This was a better session than the one held earlier in the year; when typed up, the actions should be considered by the main committees.](#)

Action: Clerk

MF20161128.15: To review governor training and CPD

- ~ The Resources Committee concluded that training in relation to the details of the budget was no longer relevant as the SBM will be able to answer queries. Committee members will consider attending the LA's general finance training course.
- ~ The Clerk reported that he had begun work on refreshing the skills audit but was awaiting the imminent publication by the DfE of a competency framework for governors which might guide the objectives of the audit.
- ~ The HT will consider how best to brief governors about the Aspire programme.

Action: Clerk

David Hicks left the meeting briefly during this item

MF20161128.16: To review actions from Pay Committee

- ~ [The HT will put a proposal about TLRs to the Resources Committee.](#)
- ~ The governing body agreed that the summary document originally prepared by previous HT Carl Thornton should not be distributed to the committee members but a new version will be prepared for next year.

Action: HT, Clerk

Chair's initials

MF20161128.17: To consider policies and documents

The Clerk apologised for the delay in revising the Visits Policy. He will distributed it as soon as possible.

Action: Clerk

MF20161128.18: To note publications and notices

There was nothing to note.

MF20161128.19: To agree 'headlines' for communicating to parents

- ~ The vacancy for a parent governor.
- The governor monitoring visit on targets and target-setting.
- The 'letter' in a school newsletter will be written by the Chair in January 2017, explaining the overall strategy to move from good to outstanding.
- Governors asked to be informed when events are happening in school, and the HT directed them to the newsletter.

MF20161128.20: To confirm dates and times of future meetings

RAP	Fri 27/1/2017	08.00
P&S	Wed 8/2/2017	18.00
Res	Wed 1/3/2017	18.00
FGB	Wed 15/3/2017	18.00
RAP	Fri 24/3/2017	08.00
Res	Tue 2/5/2017	18.00
RAP	Fri 12/5/2017	08.00
P&S	Mon 15/5/2017	18.00
FGB	Tue 27/6/2017	18.00
RAP	Fri 14/7/2017	08.00

MF20161128.21: To decide whether any items should be excluded from the minutes and papers to be made public

The governing body agreed that no items are to be excluded

The meeting closed at 8.19pm

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
14th December 2016

Glossary:

CPD	Continuing Professional Development	HT	Head Teacher
DBS	Disclosure and Barring Service	RAP	Rapid Action Plan
DfE	Department for Education	SBM	School Business Manager
DHT	Deputy Head Teacher	SEF	Self Evaluation Form
EAL	English as an Additional Language	SEN	Special Educational Needs
FGB	Full Governing Body	SENCo	SEND Co-ordinator

Chair's initials

Action summary

Action by	Minute number	Action	Date completed
HT, Clerk	MF20161128.8	School Parliament to attend spring FGB meeting	
Clerk	MF20161128.10	Update monitoring plans	
Paul Birch	MF20161128.12	Contact infant schools about a joint working party	
Clerk	MF20161128.13	Update committee records	

Clerk	MF20161128.14	Include in-house training follow-up on committee agendas	
HT	MF20161128.15	Consider how to brief the governing body about Aspire	
HT	MF20161128.16	Prepare proposal about TLRs for the Resources Committee	
Clerk	MF20161128.16	Include proposal about TLRs on the Resources Committee meeting agenda	
Clerk	MF20161128.17	Finalise Visit Policy	

Chair's signature:

Date: