
Boughton Leigh Junior School

Meeting of the Full Governing Body
held at the school on
Wednesday 27th September 2017 at 6.00pm

Minutes

(non-confidential, as signed)

Governors present:

Paul Birch (Chair)	Claire Edwards
Steph Cowley	Karen Miles
Tim Dedman (arrived late)	Alan Webb
Paula Duynstee (also HT)	

The meeting was quorate throughout (six governors)

Also present: Roddie Grant (Clerk), Dionne Hunter (DHT)

The meeting began at 6.03pm

The governors and new DHT Dionne Hunter introduced themselves.

Annual

MF20170927.1: *To sign the Governors Code of Conduct*

The Clerk provided a printout of the Code which was signed by all governors present.
[Document MF20170927.1.1: Code of Conduct 2017; Clerk]

Action: Clerk

MF20170927.2: *To update declarations of interest*

The Clerk provided each governor with a printout to check, update, and sign.

Action: Clerk

MF20170927.3: *To review the Instrument of Government*

After consideration, **the governing body agreed** that no changes were needed to the Instrument of Government.

[Document MF20170927.3.1: Boughton Leigh Junior IoG June 2015.pdf; Clerk]

MF20170927.4: *To review membership of the governing body*

Alan Webb's term of office as the LA governor ends on 20th October 2017; the LA has nominated him for reappointment. **The governing body appointed him with effect from 21st October 2017.**

Action: Clerk

MF20170927.5: *To agree committee memberships and other appointments*

The governing body approved the following appointments.

Action: Clerk

MF20170927.5a: *Resources Committee*

Paul Birch	Claire Edwards
Steph Cowley	Alan Webb (Chair)
Ian Davis	Clerk: Roddie Grant
Tim Dedman	SBM: Deb O'Dell
Paula Duynstee	

MF20170927.5b: *Performance & Standards Committee*

Jon Baxter (Chair)	Alfred Gand
Paul Birch	Karen Miles
Nicky Brown	Amanda Windley
Paula Duynstee	Clerk: Roddie Grant

Chair's initials

MF20170927.5: *Pay Committee*

Jon Baxter
Tim Dedman
Paul Birch
Claire Edwards

Alan Webb
Clerk: *Roddie Grant*
HT: *Paula Duynstee*
SBM: *Deb O'Dell*

MF20170927.5c: *Head's Performance Management Panel*

The Clerk will check the availability of
Tim Dedman
Ian Davis
Steph Cowley
Alan Webb

Action: Clerk

for a meeting at 2.15pm on Thursday 23rd November 2017.

The governing body agreed that Joyce James should be the external advisor. The governing body noted that because of Joyce's retirement at Easter 2018 a new advisor will be needed, perhaps someone from Prospects Improve. The mid-year review in the spring could involve Joyce and the new advisor.

MF20170927.5d: *Governor links and areas of specialism*

~ Maths and English subject leaders will report direct to the Performance and Standards Committee; other subject leads will provide a written report once a year to the committee; Karen Miles will make half-termly visits to school in the role of curriculum governor.

- Computing and social media: Alfred Gand
- SEN governor: Tim Dedman
- Safeguarding governor: Steph Cowley
- Training Link governor: Jon Baxter
- Health and Safety governor: *Vacant*
- Jon Baxter (as Chair of the Performance and Standards Committee) will meet with the DHT (and then the acting DHT) about data.
- The HT has been approached by a parent about joining the governing body; the Clerk confirmed that there are no immediate vacancies but the governing body could appoint associate members;
- [Govs: Appointing associate members is a good way of succession planning](#),
- The HT will ask the parent about any H&S experience; alternatively Claire Edwards or perhaps Ian Davis could take on the role.

Action: HT

Tim Dedman arrived (6:30pm)

MF20170927.6: *To approve standing orders and terms of reference*

- ~ **The governing body approved** the standing orders.
- ~ **The governing body approved** the terms of reference.

[Document MF20170927.6.1: *Standing Orders 2017-09-27.doc*]

[Document MF20170927.6.2: *ToRs 2017-09-27.pdf*; Clerk]

Procedural

MF20170927.7: *To approve apologies for absence*

Jon Baxter, Nicky Brown, Ian Davis, Alfred Gand, Amanda Windley. **The governing body approved** these apologies. Absent: No one.

MF20170927.8: *To receive notice of any additional business notified to the Chair*

There was no additional business.

MF20170927.9: *To record any declarations of interest specific to this meeting*

There were no declarations of interest.

MF20170927.10: *To approve and sign the minutes of 27th June 2017*

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

Chair's initials

MF20170927.11: *To consider any matters arising from the minutes which are not elsewhere on the agenda*

There were no matters arising.

School improvement

MF20170927.12: *To receive report on Aspire monitoring visit*

- ~ Governors Paul Birch and Tim Dedman reported verbally on the visit, which was principally an explanation of Aspire by the HT; areas for development are in the SEF and RAPs; actions are in place; Boughton Leigh Junior is broadly similar to other schools in the consortium.
- The HT spoke briefly to the governing body meeting about Aspire.
- ~ Governors have also met with members of the school parliament, who made a very good impression.
- Govs: They have very clear ideas about dress code, discipline, litter, and healthy eating.
- The HT explained the parliament succession arrangements.
- Govs: Are the pupils given preparation for the roles. Yes.
- The HT will invite the Parliament to the FGB meeting on 27th November.

Action: HT

MF20170927.13: *To review the RAP and headlines for 2017-18*

- ~ The RAPs had been available on GovernorHub.
- HT: The SLT has RAG-rated the RAPs to make it clear what has and has not been achieved; where items are not green they have been taken forward so the new RAP is a sort of Part 2, a longer process over two or three years; some things are embedded in practice so are no longer in the RAPs.
- Govs: There are targets but no metrics or milestones.
- HT: They are on the other RAP, to avoiding duplicating.
- Govs: Are there leads for each RAP? Their names and roles should be included.
- HT: We will add them.
- HT: RAP 1 (Raising Achievement in Reading) continues – as a part 2.
- HT: RAP 2 (Ensuring Sufficiently Accelerated Progress for Disadvantaged Pupils) – needs more time and to learn lessons from last year.
- HT: RAP 3 (Ensuring Good Outcomes for All through Robust Tracking Systems) has been tightened up. All three RAPs are live documents.
- Govs: Why use 'Part 2'?
- HT: It shows these are parts of a rolling programme, not just one year at a time.
- HT: RAP 4 is Mastery of Calculation.
- Govs: What its process from here?
- HT: Senior staff have identified barriers to learning; headlines are in plans; RAP 1 is ready, and the others are being finished.
- The Performance and Standards Committee meeting on 31st October will review the RAPs and refer relevant issues to the Resources Committee.
- HT: Funding for maths will be an issue. We are looking at the *Mathematics Mastery* programme.
- Govs: Work on the costs and take them to the committees.
- Govs: The subject leads should attend the Performance and Standards Committee meeting.

[Document MF20170927.13.1: Item_13_RAP_1_Reading_2016-17_RAG_Review.doc]

[Document MF20170927.13.2: Item_13_RAP_2_Disadvantaged Pupils_2016-17_RAG_Review.doc]

[Document MF20170927.13.3: Item_13_RAP_3_Robust_Tracking_Systems_2016-17_RAG_Review.doc; HT]

MF20170927.14: *To agree September's SEF*

- HT: The SEF has been reviewed and approved by Trevor Davies of Prospects Improve.
- HT: The maths RAP is specifically about mastery of calculation.
- Govs: The references to 'Part 1' and 'Part 2' should be removed to avoid confusion.
- Govs: 'Raising achievement in reading' is a bit vague – what is the focus?

Chair's initials

- *HT*: Higher order reading skills, but not just that; we will think about the wording of that title.
 - *Govs*: Be specific with language; it sets aspirations and expectations.
- ~ The HT explained the data tables.
- *Govs*: Will the Performance and Standards Committee find this results reflected in action plans? *Absolutely*.
 - *Govs*: Greater depth for some pupils is good, but the converse is that the majority are not moving with them.
 - *HT*: We are in a cycle of knowing exactly where pupils are; we are identifying needs, for example a maths scheme; the more-able pupils in parallel classes did well.
 - *Govs*: It was a difficult cohort; the RAPs have picked up the issues.

[Document MF20170927.14.1: BLJS SEF September 2017_updated_21.9.17.doc; HT]

MF20170927.15: To agree arrangements for monitoring

- ~ The HT's suggested dates and subjects for Governor Challenge Meetings and Governor monitoring had been available on GovernorHub.
- *Govs*: We need to keep the pastoral aspect of our visits, including talking to pupils.
 - The Challenge Meeting on 6th October will be at 8am; Paul Birch, Steph Cowley, and possibly Tim Dedman will attend but the clerk will email all governors with the date and time.
 - Karen Miles will arrange dates for her visits as curriculum governor.
- ~ Governors will attend the parents evening on 19th October: Alan Webb 3.30pm to 5.00pm, Steph Cowley 5.00pm to 6.30pm; Paul Birch 6.30pm to 8; other governors should attend as available.
- The questionnaire given to parents on the evening could include questions about governance?
 - The HT will arrange for the current questions to be sent to governors; suggestions for governance questions should be sent to Jonathan Gaskell by 13th October.
 - *Govs*: What is the return rate for questionnaires?
 - *HT*: About 160.

[Document MF20170927.15.1: Item_15_Meeting_monitoring_dates.docx; HT]

Action: Clerk

Action: KM

Action: All

MF20170927.16: To receive report on young carers

The HT's report on young carers had been available on GovernorHub; there were no questions.

[Document MF20170927.16.1: Item_16_Young Carers report for governors_2017.docx; HT]

Governance

MF20170927.17: To review governor training and CPD including in-house course

- ~ The governing body discussed possible subjects and noted that finance has been the biggest issue recently. The difficulty is not with managing the basic budget but with the 'add ons'.
- The clerk will ask the LA to provide a session in February 2018 which covers the basics briefly, and then addresses coping with uncertain funding streams, planning for likely changes, fluctuations, and uncertainty.

Action: Clerk

MF20170927.18: To note the meeting of the Pay Committee and review any actions

Alan Webb, who chaired the meeting, reported on the meeting of 9th September. It had been a searching meeting, with challenging questions for the HT.

MF20170927.19: To consider a GB development plan

The governing body arranged to set up a working party to look at the 20 Questions and Alfred Gand's development plan and work on a governing body SEF. It will meet in early November and report to the FGB meeting on 27th November; the clerk will canvass governors for dates.

[Document MF20170927.19.1: Item_20_BLJS_Q20_GOV_AUDIT_2017_PD.docx; HT]

Action: Clerk

Chair's initials

MF20170927.20: *To establish a working group with the infant schools*

- ~ The governing body discussed the need for governors to work together across the consortium, not just within Brownsover, to see the broader picture.
- The HT will raise this at the next consortium meeting and offer for Boughton Leigh Junior to host and facilitate a meeting of governors.

Action: HT

MF20170927.21: *To consider policies and documents*

Action: Clerk

MF20170927.21a: *Governor Visits Policy*

The governing body approved the policy.

[Document MF20170927.21a.1: *Item_21a_Governor Visits Policy[Draft].docx*; Clerk]

MF20170927.21b: *SEND Policy and report*

~ The governing body noted that it is now the report which is legally required, and it refers to a policy.

- **The governing body approved** the report, which will be reviewed annually, and the policy, which will be reviewed every three years.

[Document MF20170927.21b.1: *Item_21b_SEND Information report_2017-18.docx*; HT]

[Document MF20170927.21b.2: *bljs-sen-policy-2017.pdf*; HT]

MF20170927.21c: *Child Protection Policy*

~ **The governing body approved** the policy.

- There have been changes to the code of conduct for teachers which will be reviewed at the next FGB meeting.

[Document MF20170927.21c.1: *Item_21c_BLJS_Child_Protection_Safeguarding_2017-18.doc*; HT]

Action: Clerk

MF20170927.21d: *Freedom of Information Publication scheme*

The governing body approved the scheme.

[Document MF20170927.1d.1: *FOI 2017.doc*; HT]

MF20170927.21e: *Appraisal and Capability Policy*

~ Responding to governors' questions, the HT confirmed that the school's union representatives had reviewed it and raised no issues.

- The governing body asked for references to 'model' to be amended so that the policy is customised for the school; the HT will also check the reference to 'Appraisal Procedure – Support Staff (NAHT adopted Policy)' on page 2.
- Approval was deferred to the next FGB meeting.

[Document MF20170927.21e.1: *Item_21e_Model Staff Appraisal Capability Policy 2017.docx*; HT]

Action: Clerk

MF20170927.21f: *Sex and Relationships Policy*

~ Governors asked how the policy fitted with the Spring Fever programme.

- **The governing body approved** the policy subject to reassurance it is in line with Spring Fever and that it meets statutory requirements.

[Document MF20170927.21f.1: *Item_21f_BLJS_SRE_Policy_2017-18.doc*; HT]

MF20170927.22: *To approve 2017/8 residential visits*

~ The governing body discussed the planned residential in Devon and the way the change from Paris had been decided and communicated to parents.

- The Devon visit will take place after SATs.
- The governing body asked that details of next year's residential for Y6 at Little Canada on the Isle of Wight be communicated to the current Y5 with lots of notice.
- **The governing body approved** the residential visits to Devon and Castleton.

MF20170927.23: *To note publications and notices*

Various notices have been distributed to governors by email.

Chair's initials

MF20170927.24: *To agree 'headlines' for communicating to parents*

- ~ The good impression made by the House of Lords and the planned pupils' meeting with the FGB.
- Meeting parents at open evenings.
 - Widening the governor group to include associate members.

MF20170927.25: *To confirm dates and times of future meetings*

Performance and Standards	Tue 31/10/2017
Resources	Tue 14/11/2017
FGB	Mon 27/11/2017
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

MF20170927.26: *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 8.35pm

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
23rd October 2017

Glossary:

CPD	Continuing Professional Development	RAP	Raising Achievement Plan
DHT	Deputy Head Teacher	SATs	Standard Attainment Tests
FGB	Full Governing Body	SEF	Self Evaluation Form
HT	Head Teacher	SEND	Special Educational Needs and Disability
RAG	Red Amber Green	SLT	Senior Leadership Team

Chair's initials

Action summary

Action by	Minute number	Action	Date completed
Clerk	MF20170927.1	Complete signing of code of conduct	
Clerk	MF20170927.2	Complete declarations of interest	
Clerk	MF20170927.4	Process Alan Webb's appointment	
Clerk	MF20170927.5	Update committee membership records	
Clerk	MF20170927.5c	Check availability for HTPM panel	
HT	MF20170927.5d	Ask parent about Associate Membership and H&S experience	
HT	MF20170927.12	Invite the school parliament to the FGB on 27/11/17	
Clerk	MF20170927.15	Email governors with date and time of Challenge Meeting on 8/10/17	
Karen Miles	MF20170927.15	Arrange visits as curriculum governor	
All	MF20170927.15	Attend parents evening on 19th October	
Clerk	MF20170927.17	Contact the LA about in-house training	

Clerk	MF20170927.19	Canvass governors about dates for a development working party	
HT	MF20170927.20	Offer Boughton Leigh Junior to host and facilitate a meeting of consortium governors	
Clerk	MF20170927.21	Update policy database	
Clerk	MF20170927.21c	Include teachers' code of conduct on agenda of next FGB meeting	
Clerk	MF20170927.21e	Include Appraisal and Capability Policy on agenda of next FGB meeting	

Chair's signature:

Date: