

# Beaford Community Primary and Nursery School

## Minutes of Full Governors

Tuesday 19<sup>th</sup> June 2018

### Summary of Outcomes & Decisions

- JM was elected as a co-opted governor for a term of 4 years. Nominations will be invited for a new parent governor.
- Points to note from the head teachers report are:
  - The rising numbers of pupils across the whole school
  - Monitoring activities and staff training that is taking place this term
  - Transition activities this term
  - Parent workshops that have taken place
- Actions following analysis of the parent questionnaire were identified
- The following policies were reviewed and agreed:
  - Behaviour
  - Online Safety
  - Medical conditions in school
  - Attendance
  - Education of CiC
- Training needs were identified and courses will be booked as identified

**Present:** Annette Yates (AY), Sam Doidge (SD), Alex Heal (AH), Alison Bennett (AB), Jeffers Mayo (JM), Liesa Cannon (LC), Hazel Warner (HWa), Matthew Millichope (MM)

Minutes taken by Helen Wright (HW)

### **1 Apologies Accepted - none**

*Any governor who, without the consent of the governing body, fails to attend full governing body meetings for a period of six months after their first absence is disqualified from continuing as a governor. The governing body may decline to accept apologies for absence from a governor, but if apologies are accepted then the governing body has consented to the absence and the six-month disqualification rule does not apply.*

### **2 Declaration of Interest**

2.1 JM is married to a teacher

### **3 Governor Changes**

3.1 JMs term of office as parent governor ended this month. It was agreed that he would be elected as a co-opted governor from the 19<sup>th</sup> June for a term of 4 years. Applications for a new parent governor will be invited before the end of this term. HW will look at the skills audit to identify any potential gaps which need to be filled by the new governor.

**Action 07/07 - HW to identify any skills shortages and send out an advert for a parent governor vacancy**

### **4 Minutes of last meeting**

4.1 The minutes from the last meeting on 27<sup>th</sup> March were agreed and signed by AB

### **5 Review of Actions**

Authorised by..... Date.....

5.1 There were no actions to review.

## 6 Head Teacher's Report

6.1 Pupil numbers are rising across the school and some year groups have a waiting list. Cohort PANS (Planned Admission Numbers) have been reached in some year groups but the school does have the capacity to take additional pupils. A KS1 class cannot have over 30 pupils but there is no legal upper limit for KS2. Consideration may need to be given whether there is need for an additional class. In September it is predicted there will be an additional 18 pupils that were not included on the October 2017 Census (which is the date used to calculate funding for this year based on the number of pupils on this census) therefore there is no funding in the current budget for these pupils. **Governors asked what the capacity of the school was and if any funding was available for the additional pupils.** The headteacher advised that the current capacity of the school was not known off hand but it is based on the size of the school – she will obtain this information and let governors know. The school is writing to Devon County Council to ask about additional funding due to an increase in pupil numbers since funding was allocated.

### **Action 07/08 - AY/HW to advise governors of the school capacity and to write to DCC about additional funding due to the increase in pupil numbers.**

6.2 A new middle leader has started the National Professional Qualification of Middle Leadership. They will monitor the progress of disadvantaged pupils in Foundation subjects and assess this group of pupils' presentation skills (as identified in the SIP).

6.3 An NQT teacher has taken on the role of PE subject leader. The headteacher has supported her to identify actions to be carried out this term and time has been allocated for observations. Supported by the headteacher she will evaluate the impact of the PE sports funding.

6.4 There are several staff changes this term which will be notified to parents at the end of this week. The foundation stage teacher will take a secondment for the Autumn term returning in January. Mrs Mayo will teach the foundation stage next term. A final placement student who has been working in upper KS2 has been given a temporary one term contract. Two teaching assistants are leaving in August – one to complete a degree at University and one to return to their previous employment. An advert has been placed for these positions. The caretaker and cleaner who are employed by Norse are retiring at the end of this term. The school is currently working with Norse to re-negotiate the contract and to find a replacement.

6.5 Early years staff have been working with the parish nurse and a member of the Two Rivers Meet community to provide a series of workshops for parents to make a 'story sack'. These sessions have provided an opportunity for parents to meet and talk, as well as giving early years staff the opportunity to share important information with parents.

6.6 Governors agreed to go to part 2 minutes to discuss development, wellbeing and safety. Since writing the report an accident on sports day where a pupil broke their arm when they tripped country dancing has been notified to DCC. No further action is needed as this accident was unavoidable.

## 7 Feedback from Parent Questionnaire

7.1 A questionnaire was sent to parents via ParentMail. There were 33 responses. A summary of the questions and responses is attached.



parent questionnaire  
may 18 responses.pdf

7.2 The results identify that some parents have concerns about how to keep their child safe online. To help address these the school will continue to provide regular updates and information about online safety to parents. Details about parental controls will be added onto the online safety section of the website.

7.3 72% of respondents use the website always or sometimes with 24% rarely using it and 3% never using it. Some parents responded that they did not know what some school events were e.g the sharing assembly and it would be useful to have details on the website about this. Information about school events will be added to this. This information will also be included on the new parent information sheet.

7.4 In order to further support children with reading at home the school will take the following steps:

- Sign post parents to how reading is taught on website
- Review of books that children move onto after book bands
- Discussions with parents who wanted information on levels as these don't exist and how the age related expectations have replaced the level
- Re issue/signpost parents to recommended reading lists
- Giving feedback to parents when teacher hears children read – time commitment and purpose of this need to be considered. The teacher has to make assessment comments for their own records – time taken to write a comment that was parent/child friendly would impact on time being given to teaching/supporting reading. A considered decision was made not to include space for feedback on FS and KS1 book track.
- Review of the bookmarks that are being used in lower KS2
- Roll out of reading journals into year 4 in September 18

## **8 Feedback from Finance, Premises and H&S Committee**

8.1 The final FRS statements for 2017/2018 were reviewed – carry forwards have yet to be confirmed by DCC. A comparison of actual spend against budget was completed with reasons for variances identified. Benchmarking for spending against similar schools for 2016/2017 was reviewed and no areas were identified as needing further investigation. Nursery fees were reviewed and it was agreed to increase these from September 2018 to £3.80 per hour. Maintenance to the school was prioritised. Devon County are paying for the installation of new windows and fascias to the old school house and for a new flat roof and skylights over the main school. This will be completed before the end of the year. The charging and remissions, lettings and security policies were agreed.

## **9 Feedback from SIT meeting**

9.1 The maths, literacy and senior leaders' reports were reviewed. Peer observation by teachers with a different focus group in their class has slipped from the plan and it is planned that these will now take place in the second half of this term. A monitoring visit will take place on the 3<sup>rd</sup> July with a focus on maths key skills and reading.

## **10 Feedback from Training**

10.1 MM attended the governor finance course. This was well delivered and provided an overview of how schools are funded together with how budgets are set. It provided an overview of the governor role in monitoring and guidance in dealing with financial challenges.

## **11 Attendance Report**

11.1 JM provided feedback on the attendance report. Attendance is currently 97.6% which has not changed since the last report. The number of pupils with high attendance (more than 97%) has dropped from 71% in March to 67% in May. The number of pupils with low attendance (less than 93%) has changed from 6 pupils to 3 pupils. Teachers have met with parents of this group of children to discuss attendance concerns. Where attendance continues to be a concern letters have been sent and medical evidence is required if children have had more than 5 separate periods of illness. Attendance of disadvantaged and SEND pupils has dropped slightly. The mobility of pupils in this group impacts attendance. There has been an increase in the amount of pupils taking holiday in term time this year which has impacted the whole school attendance. **Governors asked what the impact of children having several occasional days off was compared with taking a week for a holiday.** The headteacher responded that they miss class input and parts of the teaching sequence which

impacts on their understanding of the subjects being taught. Children who build up absences through regular days off are not developing a 'work ethic' and are always missing a part of most teaching sequences.

## 12 Policies

12.1 **Behaviour** – No changes have been made to this policy. It was reviewed and agreed by governors.



Behaviour exclusions  
and anti bullying Polic

12.2 **Online Safety** – **The section on personal devices has been updated:**

- Mobile phones are only to be used on school trips by adults. No photographs are to be taken or any personal use. Phones are only to be used for communication required for the trip or for school business reasons. Eg a member of staff travelling to another setting.
- No other mobile technologies are allowed in the school eg ipads/tablets by adults or children
- Personal mobile phones must not be brought into school or be kept in the school office.
- Personal mobile devices must not be connected to the school network or internet
- The school provides no technical support for personal mobile devices.
- Visitors/parents are informed that they are not allowed to have mobile devices used on the school site. Devices brought onto site must be stored securely in the school office.

Governors suggested it would be useful for parents to be informed at each school event about the school's policy on the use of mobile phones and whether photographs are allowed. Parents were advised at the last event (sports day and summer fayre) that photos were allowed but should not be put on social media. It was agreed this would be confirmed at future events.

Governors agreed the revised policy.



Online-Safety-Policy-  
june 2018.pdf

12.3 **Medical Conditions in Schools** – HWa reviewed this policy before the meeting. **The following changes were agreed:**

- In Para 9 the statement 'pupils at this school learn what to do in an emergency' needs to be 'pupils with an IHP or medical condition at this school learn what to do in an emergency'
- Para 8 specifies 'IHPs are reviewed, at least every year or whenever the pupil's needs change. The school will request that parents ensure their child has a yearly review with a health professional.' Children with asthma should be invited to an annual review by their GP. If pupils have not received this the school nurse could liaise with the surgery to arrange. A pupil with an epipen would have an IHP but this would not need to be reviewed annually. It was agreed to change 'will' request to 'may' request as this depends on the reason for the IHP.

The policy will be updated to reflect these changes before publication.



medical conditions  
policy 2018.pdf

**12.4 Attendance** – No changes have been made to this policy. It was reviewed and agreed by governors.



attendance 2018.pdf

**12.5 Education of CiC** – There have been no changes to this policy. It was reviewed and agreed by Governors.



education of looked  
after children 2018.pdf

### **13 Training**

13.1 HWa will confirm if she can attend the new governor training on Tuesday 20<sup>th</sup> November and the responsibilities of the safeguarding lead on Tuesday 6<sup>th</sup> November.

### **14 Safeguarding**

**14.1 Impact of Safeguarding Procedures** – The headteacher provided feedback on the impact of safeguarding procedures. The keeping children safe in education document has been updated with effect from September 2018. This will be shared with governors at the AGM. The school identified an inappropriate internet search by a pupil which was investigated by the IT co-ordinator. Parent volunteers who help with school trips are now given a shortened version of the risk assessment and important details about use of mobiles and taking photographs.

### **15 Governor Newsletter**

15.1 The next governor newsletter will be sent out by the end of this term. Items to be included are:

- Results of the children and parent questionnaire (AB)
- Information about reading journals (LC)
- Online safety (AB)
- New governors (AB)
- Transition (AY)
- Link to website (HW)
- Information about the use of mobile phones by parents in school (AY)

### **16 Matters Brought Forward by the Chair**

16.1 A separate meeting was held after the FGB meeting to discuss progress on the recruitment of a new head teacher.

### **17 Date for Future Meetings**

#### **17.1 Full governing body**

- AGM – Tuesday 18<sup>th</sup> September 2018, 9.00am

#### **17.2 School Improvement Team**

- Tuesday 17<sup>th</sup> July, 9.00am

**18 Summary of Actions**

Action 07/07 - HW to identify any skills shortages and send out an advert for a parent governor vacancy.

Action 07/08 - AY/HW to advise governors of the school capacity and to write to DCC about additional funding due to the increase in pupil numbers.