



Eastlands Primary School
Full Governing Board Meeting, 28th September 2017, 6:00pm
Minutes

Present	Apologies received & accepted
James Holmes (Chair); Suki Edwards (Headteacher); Paul Albon; Zoe Butlin; Amy Shipp; Stuart Dodds; Kevin Pickering	Ian Bates (Vice Chair)
In Attendance	Absent
Samantha Warrington (Associate Member); Helen Devine (School Business Manager); Sally Beardmore (Clerk)	

The meeting started at 6.00pm

1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Ian Bates.</p> <p>The meeting was quorate.</p>	
2	<p>Declarations of Pecuniary Interests</p> <p>No declarations of interest were declared for this meeting.</p>	
3	<p>Notice of Any Other Business</p> <p>Three additional items had been identified which would be discussed at the end of the meeting.</p>	
4	<p>Previous Minutes</p> <p>The minutes of the meeting held on 21st September are still awaiting approval by the Chair and Head.</p>	

	<p>Matters Arising</p> <p>The status of actions agreed at the FGB meeting on 12th July were reviewed:</p> <p>Governors monitoring/visits. The Clerk advised that 2 of the reports are still outstanding from Governor visits conducted in the Summer term. One on Quality of Teaching and Learning is to be submitted by Stuart Dodds.</p> <p>The other report that is outstanding relates to the Learning Environment and a visit that was conducted by Nick Smith before his resignation in July. The Chair advised that he will contact Nick Smith to ask about the possibility of him submitting a written report to the Head.</p> <p>The Chair pointed out that a report template exists at the back of the monitoring schedule and that he will amend it for future use to include the 5 key priorities decided at the FGB meeting held on 21st September.</p>	<p>SD</p> <p>JH</p> <p>JH</p>
<p>5</p>	<p>20 Questions for Governors</p> <p>Responses to the previously circulated '20 questions for Governors' were reviewed by Governors and a discussion was held around the results. The Chair explained that the survey had been conducted as part of the action plan following the Governing Body's external review.</p> <p>Key points were highlighted as follows:</p> <ul style="list-style-type: none"> - There is a need to recruit more Co-opted Governors. - There is a gap in the area of finance following the resignation of Nick Smith in July. - The Chair is to attend finance training for Governors and it was suggested that this could be extended to others. - It was felt that Governors understood their roles and responsibilities reasonably well in view of the fact that they are a relatively inexperienced Governing Body. - Governors agreed to conduct a 360° review of the Chair's performance in the summer term as this has not been done before. - Governors have taken key priorities for the year from the SIP as part of their strategy. - Staff and parent surveys are planned for later in the year in order to get feedback on people's views of the school and identify any areas of concern. - It was agreed that the school is benefitting from collaboration with other local schools by doing such things as arranging joint Governor training sessions with them. <p>In regard to making regular reports to parents and the local community about the Governing Board, it was agreed that the introduction of a Governor profile once a term in the school newsletter would help with this.</p> <p>It was decided that Paul Albon is to write the first profile for the November newsletter as he has done a lot of work in the school recently on SEN.</p> <p>It was suggested that Kevin Pickering and Ian Bates could write future profiles on their involvement relating to Sport and Maths respectively.</p>	<p>JH</p> <p>PA</p>

	<p>A Governor asked about the possibility of getting more publicity for the school in the local press and, following discussion, it was decided that Governors will try to get the local press to attend the upcoming 'Think for Pink' event at the school.</p> <p>It was agreed that Paul Albon will help co-ordinate this as he has experience in this area. It was seen as an opportunity to potentially recruit additional Governors for the school.</p> <p>It was felt that the Governing Body are having a positive impact on school improvement and the Head noted that the questions asked by Ofsted were answered very well by Governors.</p> <p>She commented that she felt Governors were having a very good impact on the school considering the time limitations imposed on them.</p> <p>Zoe Butlin also highlighted that teachers and staff very much appreciate Governors visiting school and their involvement and interest in the school.</p>	<p>PA</p>
<p>6</p>	<p>Governing Body Terms of Reference</p> <p>The Chair referred Governors to the previously circulated Terms of Reference and explained that it sets out the responsibilities of the Governing Body. He highlighted the minimum expectation that Governors attend at least 50% of meetings, undertake training at least once a year and conduct a monitoring visit once a term in school.</p> <p>He pointed out that the document is significantly different to last year as a result of the new organisation of the Governing Body and the decision to move away from the committee structure to having seven Full Governing Body meetings each year.</p> <p>The adoption of the new Terms of Reference was proposed by the Chair and seconded by Paul Albon. This was agreed by the whole Governing Body and Governors signed a hard copy for the file in the school office.</p>	<p>Clerk</p>
<p>7</p>	<p>Schedule of Business for the academic year</p> <p>The previously circulated draft copy of the Schedule of Business was reviewed by Governors and it was agreed that the Clerk would update it with items from the revised Terms of Reference. The Chair stressed the importance of getting the schedule right to ensure that enough time is allowed for papers to be prepared.</p> <p>The dates of future FGB meetings were discussed and agreed as follows: Wednesday 6th December – Performance Management Thursday 18th January – Review of Autumn Term Data Thursday 22nd March – Budget Approval Thursday 3rd May – Review of Spring Term Data Thursday 12th July – Year end wrap up</p> <p>The School Business Manager was asked to check the dates of the budget deadlines to ensure the above schedule would fit in. It was agreed that Paul Albon will come in to school to attend Finance meetings and discuss the budget.</p> <p>The Chair stated that he would like volunteers to chair future FGB meetings as part of the Governing Body's succession planning.</p>	<p>Clerk</p> <p>HD/PA</p>

	<p>It was agreed that the meetings will be chaired as follows: 6th December – Zoe Butlin 18th January – Stuart Dodds 22nd March – Paul Albon 3rd May – Ian Bates 12th July – James Holmes</p>	
8	<p>New Business Manager update</p> <p>The Chair proposed that the School Business Manager present a report to the Governing Body at the FGB meetings in December, March and July giving an overview of activity regarding Premises, Policies, Staffing and Finance. This would cover items previously discussed by the FPP committee.</p> <p>He advised that this could be scheduled at the beginning of the meeting so that the School Business Manager did not have to attend the whole meeting.</p> <p>The School Business Manager confirmed that she was happy to provide a report to the Governing Body in this way and the first report will be scheduled for the December FGB meeting.</p>	HD
9	<p>Options regarding widening readership of the school’s newsletter</p> <p>The School Business Manager explained that paper copies of the school’s newsletter were previously distributed to parents, but that there had been an issue with parents not receiving it, along with the cost and resource implications of having to print it in school. This was therefore stopped 2 years ago and a new system introduced of sending a text message out to parents advising them that a newsletter is available to read on the school’s website.</p> <p>It was felt that, as the website is at the forefront of the school’s communication, it was more effective than a paper copy, but paper copies are still distributed to parents of Pupil Premium children.</p> <p>The Chair expressed concern that the message currently only gets sent to 50% of parents and questioned whether it would be an option to add an extra number so that the text message could be sent to both parents rather than just a primary number. It was explained that there would be a cost implication to this as it would cost £700 to add an extra number for each child.</p> <p>Governors asked:</p> <p>What sort of information is sent out via the text messages? The Head responded that some of the messages are messages from the community and some are from the school. Teacher’s emails are linked in so that they are aware of what messages have gone out.</p> <p>Could the school newsletter be put on Twitter as well as the website? The School Business Manager responded that a link to the newsletter is Tweeted every month.</p>	

	<p>Could the school ask parents when they come in for assemblies if they feel that they receive enough information?</p> <p>The Head responded that if you ask people if they would like better communication, they are likely to say yes and that everybody's preference is different. Some people like to receive messages by text and others by email.</p> <p>Following a discussion, it was decided that the extra expense of adding another number could not be justified and that the current system is working well as it is, so no action is necessary.</p>	
10	<p>Governor Link Roles</p> <p>The Chair referred Governors to the previously circulated document regarding Link Roles for the Governing Body for the coming year.</p> <p>It was decided that the vacant roles would be covered as follows:</p> <p>Governor Training – Stuart Dodds Science – Ian Bates Finance – Paul Albon</p> <p>The Clerk was asked to send last year's Governor training log to Stuart Dodds and to amend the name of one of the teacher's in the school contact list.</p> <p>See document in Appendix 1 for a full list of agreed Governor Link Roles.</p>	Clerk
11	<p>Governor Monitoring for the Autumn Term</p> <p>Governors were referred to the previously circulated Monitoring and Evaluation Timetable for the Autumn Term.</p> <p>It was agreed that Governors would contact the Head or appropriate school contact within the next week to discuss their monitoring visits for this term and arrange dates.</p> <p>The Chair confirmed he will amend the monitoring report template to add the 5 priorities that had been agreed at the FGB meeting on 21st September.</p> <p>It was noted that a monitoring timetable for the Spring term needs to be added to the agenda items of the December FGB meeting.</p>	<p>All</p> <p>JH</p> <p>Clerk/SE</p>
12	<p>Results of Ofsted parents survey</p> <p>Governors discussed the results of the parents' survey conducted by Ofsted in June.</p> <p>A Governor asked how many responses had been received?</p> <p>The Head advised that 43 responses were received (15%) which Ofsted said was a very good result.</p> <p>Governors expressed surprise at the bullying result where only 77% of respondents felt that the school deals effectively with bullying when all the other results are above 90%. It was noted that this figure stands out as it doesn't fit in with the trend of the other results.</p>	

	<p>It was felt that there may be a lack of understanding about the term bullying with parents identifying one isolated incident as bullying rather than the repeated bullying of an individual over a period of time. A Governor also questioned whether parents leaving the answer blank might have brought the response figure down.</p> <p>The Chair suggested that he could talk to the School Council regarding how they feel about bullying in the school as part of his Safeguarding visit this term.</p> <p>A Governor also suggested that there may be a lack of understanding of the procedures that have been put in place by the school to deal with bullying. It was felt that children in school understand the procedures, but parents may not.</p> <p>An Anti-Bullying Ambassadors group is run by Sam Warrington and it was decided that the Chair will also talk to members of this group during his Safeguarding visit this term in order to get their perspective.</p> <p>A discussion followed around school surveys and it was decided that Kevin Pickering would co-ordinate the Staff, Parent and Children's surveys, working in conjunction with Zoe Butlin and Amy Shipp. The decision was made to postpone the Staff survey that was to be conducted in the Spring term until July so that all 3 surveys could be completed at the same time.</p> <p>A report on the 3 surveys would be presented in September 2018 and it was suggested that the surveys be completed once a year so that trends can be identified.</p>	<p>JH</p> <p>JH</p> <p>KP/ZB/AS</p>
<p>13</p>	<p>Annual Register of Interests</p> <p>Governors submitted remaining Annual Register of Interests declarations to the Clerk for filing in the school office.</p>	<p>Clerk</p>
<p>14</p>	<p>Headteacher performance management group membership</p> <p>It was agreed that membership for this academic year would comprise of:</p> <ul style="list-style-type: none"> - James Holmes - Ian Bates - Paul Albon <p>Ian Bates and Paul Albon are to attend Governor training on this on Monday 2nd October.</p> <p>The Chair suggested that this should be a changing group and that ideally somebody should be attending training this year in preparation for being part of this group next year.</p> <p>The Headteacher's performance review will be scheduled this term and a report will be submitted at the FGB meeting in December. The Head will also submit a report on staff performance management at this time.</p>	<p>JH/SE</p>
<p>15</p>	<p>Governor training needs</p> <p>The Chair emphasised the importance of Governors attending training courses and stated that they should attend at least one a year and more than that if possible. He highlighted that courses are a good opportunity for interaction and discussions with Governors from other schools.</p>	

	<p>A joint training session with St Andrew's Benn Primary School has been arranged by the Chair on School Visits and Monitoring on Tuesday 7th November at 6.15 pm.</p> <p>Five Governors confirmed they would be able to attend the session – James Holmes, Paul Albon, Zoe Butlin, Amy Shipp and Stuart Dodds.</p> <p>The Chair is to book a training session on sources and interpretation of data in January and he will invite St Andrew's Benn Primary School to attend the session.</p> <p>The Chair reported that Hillmorton Primary School are running a session on Aspire for Governors on 9th January 2018 at 5.30pm and stated that this would be a good opportunity to meet the Hillmorton Governors as the school had recently secured an Outstanding Ofsted rating.</p>	<p>JH</p>
<p>16</p>	<p>Future development options</p> <p>A discussion was held around future development options for the school as local schools are considering setting up a Multi Academy Trust.</p> <p>A Governor asked: What are the pros and cons of MATs?</p> <p>The Headteacher responded that the main gain of being part of a MAT was the opportunity to access funding through project applications. It might also be possible to develop excellence in a particular area by looking at practices developed by other schools.</p> <p>She stated that you would have to investigate carefully which schools joined the MAT as some schools may have financial liabilities. It would be important for the school to look financially viable before trying to join a MAT.</p> <p>Eastlands Primary School is not currently considering joining a MAT.</p>	
<p>17</p>	<p>Governor Impact Log</p> <p>The Chair referred Governors to the previously circulated Governor Impact Log and explained its purpose in highlighting the work of the Governing Body and the impact they are having on the school.</p> <p>Governors commented that it shows how much they have achieved and the priorities they have focused on. It was decided that the document will be updated each year.</p> <p>The Chair asked if Governors would be happy for the document to be published on the school's website? It was agreed that the document could be published.</p>	<p>HD</p>
<p>18</p>	<p>Any Other Business</p> <p>1. Teacher Appraisal Policy</p> <p>The need for the Governing Body to determine some of the decisions within the previously approved Teacher Appraisal Policy had been highlighted by the School Business Manager and these were discussed and agreed by Governors. It was agreed that the policy would be reviewed every 2 years.</p>	

	<p>2. PE and Sport Premium Funding Plan The Head presented the PE and Sport Premium Funding Plan for the coming academic year and highlighted the key points:</p> <ul style="list-style-type: none"> - Funding has increased this year. - A PE specialist has been employed. - 2 people are to deliver the Harris C of E Academy partnership to increase participation in competitive sport. <p>Governors asked: How has the recent introduction of a charge for swimming been received by parents? The Head responded that it had been received positively by parents and that at £1 a week, it was recognised that it represented good value for money.</p> <p>Governors confirmed they were happy to adopt the plan and it would be placed on the school website.</p> <p>3. Flexible Working Request The Head advised that a request for flexible working had been received from a member of staff and confirmed that she would hold a meeting with the person concerned within the next week.</p> <p>She asked for support from 2 Governors should further negotiations be necessary and it was agreed that Ian Bates and Paul Albon would provide support.</p> <p>4. Safeguarding Policy The Head stated that Governors needed to read Part 1 of the Keeping Children Safe in Education document. A highlighted copy would be uploaded to GovernorHub for Governors to acknowledge they had read.</p>	<p>HD</p> <p>Clerk</p>
	<p><u>Date & Time of Next Meeting</u> Wednesday 6th December at 6pm</p>	

The meeting closed at 8pm

Summary of Agreed Actions

Item	Action Agreed	Person(s) responsible	Due by
4	Monitoring visit report on Quality of Teaching and Learning to be submitted by Stuart Dodds.	SD	FGB meeting in December
4	Contact Nick Smith to ask about the possibility of him submitting a written report to the Head relating to the monitoring visit conducted in the Summer term on the Learning Environment	JH	FGB meeting in December
4/11	Amend visiting report template to include the 5 key priorities decided at the FGB meeting held on 21 st September.	JH	October 2017
5	Conduct a 360° review of the Chair's performance in the Summer term.	JH/SE	July 2018

5	Write Governor profile for school's November newsletter	PA	October 2017
5	Co-ordinate local press presence at 'Think for Pink' event	PA	October 2017
6	File signed copy of Terms of Reference in school office.	Clerk	December 2017
7	Update Schedule of Business with items from new Terms of Reference	Clerk	October 2017
7	Check the dates of budget deadlines to ensure agreed dates of future meetings fit in around them.	HD	December 2017
7	Attend budget meetings in school.	PA	As required
8	Prepare Business Manager Update for FGB.	HD	December 2017
10	Send last year's Governor training log to Stuart Dodds and amend the name of one of the teacher's in the school contact list.	Clerk	October 2017
11	Governors to contact the Head or appropriate school contact within the next week to discuss their monitoring visits for this term and arrange dates.	All	6 th October 2017
11	Add Monitoring Timetable for the Spring term to the agenda items of the December FGB meeting.	Clerk	November 2017
11	Prepare Monitoring Timetable for the Spring term.	SE	December 2017
12	Speak to members of the School Council and Anti-Bullying Ambassadors Group during Safeguarding visit.	JH	December 2017
12	Co-ordinate Staff, Parents and Children's surveys.	KP/ZB/AS	July 2018
13	File annual Declaration of Interests forms in the school office and prepare document for publication on school website.	Clerk	December 2017
14	Prepare reports on Headteacher's and Staff reviews	JH/SE	December 2017
15	Book training session on sources and interpretation of data in January	JH	December 2017
17	Put copy of Governor Impact Log on school website.	HD	November 2017
18	Put copy of PE and Sport Funding Plan on school website	HD	November 2017
18	Upload copy of Keeping Children Safe in Education document to GovernorHub.	Clerk	October 2017

Minutes agreed: 18/01/2018

Chair of Governors

APPENDIX

Eastlands Primary School Governing Body Link roles 2017-18

Topic	Nominated governor(s)	School contact
Attendance & Behaviour	James Holmes	Suki Edwards head2415@welearn365.com Wendy Cox cox.W1@welearn365.com
Governor Training	Stuart Dodds	Suki Edwards
Health & Safety	Ian Bates	Helen Devine devine.h@welearn365.com
Patch Reps	James Holmes james.holmes@ahdb.org.uk	Sam Warrington warrington.S@welearn365.com
Pupil Premium	Paul Albon	Suki Edwards
Safeguarding, looked after children & child protection	James Holmes	Suki Edwards
School sport (inc. premium)	Kevin Pickering	Suki Edwards
Science	Ian Bates	Victoria Towers
SEND	Paul Albon	Sarah Walker
Spiritual, moral, social & cultural development (including British values)	Zoe Butlin butlin.z@welearn365.com	Suki Edwards
Teaching & learning – Early Years	Stuart Dodds	Suki Edwards
Teaching & learning – English (writing & reading)	Stuart Dodds	Sarah Walker meek.S1@welearn365.com
Teaching & learning – Maths	Ian Bates ian.bates@coventry.ac.uk	Sam Warrington
Finance	Paul Albon	Helen Devine