

HOME FARM PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – TUESDAY 26 JUNE 2018, 19:00

MINUTES

PRESENT:

Dan Mansfield (Chair)	Emily Hale	Martin Wilson
Richard Potter (Headteacher)	Chris Ketley	Mary Smith
Lorna Catmull	Tracy Khan	Vicky Carlin (Clerk)
Caroline Croydon	Stephen Lefley	

Welcome and apologies for absence 1. Dan Mansfield welcomed Governors to the meeting. Apologies for absence had been received from Marilyn Rivett, Kelly Wright, Hugh Crayston and Clare Palmer. Those apologies were accepted by the Governing Body.	
Register of business interests 2. The register was available in school. No additional interests were declared.	
Notification of items of urgent business 3. An update would be provided about the future of EES for schools. This would be covered under the Headteacher's report.	
Minute of the previous meeting 4. The minutes of the meeting of 1 May 2018 were agreed as an accurate record.	
Headteacher's report 5. A detailed written report had been circulated prior to the meeting. Richard Potter confirmed that there were no current safeguarding issues. This included in relation to site safety; the building site was being managed well and the school was working closely with Morgan Sindall. Richard Potter invited questions from Governors on the points set out in the written report. 6. Governors asked why it was proving difficult to recruit members of the Midday Assistant team. Richard Potter explained that the role involved only one hour of work in the middle of the day, and this working pattern was not suitable for many people. Governors asked how this would be managed as the school got bigger, and Richard Potter outlined the contingency plans. Governors asked whether the lunch break would need to be staggered. There were plans in place to manage lunchtimes within one hour from September, but this would be kept under review. 7. The Governing Body discussed some confidential staffing matters and these are recorded separately. 8. Governors asked for a clarification of a reference in the Headteacher's report to 'reflexive leadership and lens for improvement'. This referred to the process of reflecting on practice, and then acting on the conclusions. It was a technique which the school was using in its work with other schools in the consortium. 9. Governors noted the reference in the report to the two additional closure days which it had agreed for 19 and 20 July 2018, and asked for an outline of the plan for the way	

<p>those days would be used. Richard Potter ran through the detailed project plan which was in place, which involved relocating all of the classes from Years 1 to 6 plus the office from the existing building. Governors asked whether the school needed volunteers to help with this process, but as some of the relocation involved the movement of files and resources containing sensitive personal information, the work would be carried out by staff.</p> <p>10. From Monday 23rd July, the whole site would be handed over to Morgan Sindall and there would be no further access for staff. The schedule had been put in place to help ensure that the site, resources and teachers would be ready for the first day of term on 4th September.</p>	
<p>School Improvement Plan</p> <p>11. A copy of the school improvement plan for 2017-18 had been circulated and a draft for 2018-19 had been produced. Richard Potter provided an overview of progress made in the three main areas of focus for 2017-18.</p> <ul style="list-style-type: none"> a) Spoken language – this had been a focus and an assessment system was now in place. Children needing additional support had been identified, but support from the speech and language services was not always available. b) Reasoning skills in maths, reading and writing – the children had been successful in developing this, and teachers were providing good opportunities for reasoning in maths, reading and writing (including through DERIC). However, data from summative assessment (i.e. tests) had been less consistent and the resilience needed for test situations was not always there. There was in some cases a discrepancy between teacher assessment data and test data. This was also a factor in other schools. <p>12. The areas of focus for 2018-19 were:</p> <ul style="list-style-type: none"> a) Developing more resilience to written assessments through the use of regular ‘quizzes’ at the end of topics for non-core subjects. Once the use of quizzes was embedded, DERIC-style metacognitive approaches would be used to support the children to see the difference and similarities between a test and a quiz. Governors asked whether children were provided with feedback after a test. This was the case for older children, and some examples were shared of ways in which the feedback was provided, including through peer support and adult input. Feedback on tests was not generally provided to younger children. b) Delivering an immersive cross-curricular learning project to each class once each term. This would involve strengthening children’s understanding beyond the academic core, and using a wider range of skills and providing children with opportunities to excel in different ways. This would also enable children who were less traditionally academic to have successes. c) Ensuring that children were able to deliver effective written explanations in English and maths. This would improve the quality of work in books. <p>13. The complete plan for 2018-19 would be shared with Governors once it was finalised. The Governing Body asked the Headteacher whether he was happy with the delivery of the plan for 2017-18, and he confirmed that he was. For the 18-19 plan, the Chair of Governors would allocate elements of the plan to different Governors so that they could identify and create Governor questions relating to the plan.</p>	<p>Action – School Improvement plan for 18-19 to be circulated and Governor questions to be identified.</p>

<p>14. Richard Potter provided an update on Essex County Council plans to sell EES for Schools. This would include finance support, HR, educational visits support and the school library service. Governors asked whether there were other sources from which these services could be purchased and whether academies tended to use EES for schools. Richard Potter explained that there were other sources of service provision, and the situation amongst academies varied.</p> <p>15. Some schools no longer purchased services from the School Library Service, but exiting the service involved returning books borrowed from the SLS and this process had been more straightforward for some schools than others. Governors asked whether there were opportunities to share topic resources between schools. The school was already looking at adopting this approach for DERIC resources, but managing this kind of collaboration could be time-consuming.</p>	
<p>Update from the Chair of the FAM / HR Committee</p> <p>16. Stephen Lefley provided an update on the work of the FAM / HR Committee. The Committee had met earlier in June and had discussed a range of matters. This included the fact that there had been some fraudulent transactions identified by Lloyds on the school charge card. The card had been stopped and the money refunded to the school. The Committee had reviewed the internal controls in place in relation to the card and had concluded that these were appropriate and that the processes in place to detect issues had worked.</p> <p>17. The Committee had discussed and approved the updated financial regulations and these were approved by the full Governing Body.</p> <p>18. The Committee had noted that approval had been given by way of a Chair's action for the purchase of interactive panels and desktop PCs for the new classrooms. The Governing Body noted this expenditure decision.</p>	
<p>Expansion and build</p> <p>19. Richard Potter provided an update on the expansion and build project and this discussion is recorded separately.</p>	
<p>Academisation</p> <p>20. The Governing Body discussed its ongoing consideration of issues relating to academisation. This discussion is recorded separately.</p>	
<p>Updated policies for consideration</p> <p>21. The Governing Body considered updated policies on RE, collective worship and on assessment, marking and feedback. A reference to the 'literacy hour' in the RE policy would be updated to reflect the current approach to English and DERIC, and a reference in the assessment policy (paragraph 8.2) to subject leaders would be replaced with phase leaders. Subject to these points, the policies were approved.</p>	<p>Action – updated policies to be amended and published.</p>
<p>Governing Body matters</p> <p>22. There were no current membership issues. A Governor monitoring visit focusing on SEN would be booked. Richard Potter noted that whole school safeguarding training would take place on the January inset day rather than in September. An annual governance statement would be produced and would be circulated to the Governing Body for comment.</p>	

Any other business

23. There were no items of other business.

Date of next meeting and matters arising

24. In the absence of the Chair of the Pay Committee, the confidential update from the Committee would be deferred until the next meeting. The next meeting would take place on 11th September 2018 at 7pm. This meeting closed at 9:00pm.