



## SUTTON BENDER C of E PRIMARY SCHOOL

40 Chestnut Road, Sutton Benger, Chippenham, Wiltshire SN15 4RP

### MINUTES OF THE REGULAR FULL GOVERNING BODY (“FGB”) MEETING TERM 6

Held on: Thursday 12 July 2018  
Between: 7.10pm – 9.50pm  
At: Sutton Benger C of E Primary School

<b>Attendees:</b>	
James Passmore : JP	Governor (Parent): Co-Chair of Governors
Tom Whittingham : TW	Governor (Foundation): Co-Chair of Governors
Daisy Broomfield : DB	Governor (LA): Vice Chair of Governors
Ursula Scott : US	Governor (Ex-Officio): Executive Head
Louise Pitman-Jones : LPJ	Governor (Ex-Officio): Associate Head
Katie Brown : KB	Governor (Foundation): Chair of Staffing
Joan Cocker : JC	Governor (Foundation): Chair of Ethos
James Hirst : JH	Governor (Parent)
Melanie Knight : MK	Governor (Parent)
Vicki Wilson : VW	Governor (Staff)
<b>Apologies:</b>	
Alison Love : AL	Governor (Ex-Officio)
James Richardson : JR	Governor (Foundation)
<b>In Attendance (non-voting)</b>	
Helen Flinn : HF	Clerk of Governors
<b>Visitors/Observers</b>	
Children from School	The Playground and Green Teams
Deborah Maddson	English and PE Lead

#### Distribution of minutes to:

Governing Body, Governors’ Admin Folder FOUR (Vol II);  
Confidential Minute Folder; Governors “Minutes” Page on School Website;  
Clerk Online Archive

#### Key:

Key Decisions agreed at this meeting in **bold**  
Actions agreed at this meeting in **red font**.  
Governors questions are highlighted in **blue font**.

**The meeting was quorate.**

**FBG Chair – James Passmore (deciding vote)**

**SECTION ONE (CLASSIFIED NON-CONFIDENTIAL)**

**PART A: STANDARD ITEMS**

<b>Item</b>		<b>Action</b>
<b>1.0</b>	<b>Opening Prayer</b>	
1.1	The meeting opened with Tom Whittingham leading the committee in a moment of reflection and a prayer.	
<b>2.0</b>	<b>Welcome, Introductions and Apologies for Absence</b>	
2.1	James Passmore led a round of introductions for the benefit of Deborah Maddson.	
2.2	Apologies were received from James Richardson and Alison Love, and accepted.	
2.3	JP informed the committee that JR has been formally appointed as a Foundation Governor. It is planned to appoint him as the H&S Governor, which JP will agree with him at the next meeting.	
2.4	JP added that AL's term as a Governor has now come to an end, and that she will be leaving the committee. JP extended thanks on behalf of the committee to AL for her service and input. TW will now become an Ex Officio Governor her instead.	
<b>3.0</b>	<b>Register of Business Interests, Code of Conduct, Disqualification Declarations and Declaration of Conflict of Interests</b>	
3.1	Governors present confirmed that there were no new interests or conflicts to report.	
<b>4.0</b>	<b>Governing Body Membership</b>	
4.0	Membership changes were discussed as above.	
<b>5.0</b>	<b>Ratification of the Minutes of Previous FGB Meeting (25.01.2018)</b>	
5.1	The minutes were agreed to be a true reflection of the previous meeting. JP and TW signed a hard copy for the file.	
5.2	Ursula flagged one amendment at 6.3iii which should read October, rather than the September stated. James Hirst identified another at 10.1 which should read underpins, rather than the underpins stated. <b>HF to make the alterations.</b>	<b>HF</b>
<b>6.0</b>	<b>Governing Body Committee Structure &amp; Governance</b>	
6.1	Ethos - Joan Cocker reported that the Ethos committee met last week. Ethos committee has been running for 2.5 years so part of the meeting was to evaluate what Ethos is about, and what it is doing. Went through targets; two completed previously, one completed for this year was	

Item		Action
	successful so will continue next year. The First Aid and Accidents, and Collective Worship policies were ratified. She added that the committee will be one short now Alison is leaving.	
6.2	Teaching & Learning – DB explained that there is a large overlap across other committees and other reports. It is useful to get SEN data at the meetings. Discussed SEN and non SEN children progress at the last meeting. The Marking policy was reviewed and agreed.	
6.3	Staffing – Katie Brown commented that the committee don't need a staffing meeting each short term unless anything comes up. Positive to hear about training and development of TAs. Stable at the moment, all posts are filled. The new Y6 teacher has been involved this term ready for her start in September 2018.	
6.4	Value For Money – JP explained that the financial situation is still a concern. The current deficit, moving forwards, gets larger. JP explained that due to low intake numbers recently the surplus has diminished, and goes into a deficit, so that VFM committee felt uncomfortable about signing off a long-range budget with the dire forecast.	
6.4i	US commented that the Numbers on Roll (NOR) that the budget is based on, have already changed, they have already increased from 157 to 163.	
6.4ii	It was agreed at the VFM meeting to sign off the budget for one year and to review again. Wiltshire Council have also agreed to accept sign off for one year.	
6.4iii	KB added that the Staffing committee have looked at staffing costs at their meeting. It is a national issue. US commented that she had included information for parents in the newsletter around this subject.	
6.4iv	JP explained that SBPS are moving in right direction with NOR but we need a recovery plan. We will need to articulate this regardless of who is looking at it be it Local Authority or DBAT. It will need to be addressed at a wider level as all schools are in the same position.	
6.4v	Discussion took place around approaches and solutions.	
6.4vi	JH gave a quick update on Marketing which has been discussed at VFM. He is attempting to get Points West and the Gazette & Herald to cover school events. There will be a Governors Spotlight on the subject and there is a plan to ask parents what they think or want.	
6.4vii	TW stressed that there is a need to bring budgetary intelligence together without creating meeting duplication. TW would like to be involved. US feels that the VFM committee need to keep a handle on it has it has been discussed at length at prior VFM meetings. JP felt that a conversation of involved parties would be useful. <b>JP to invite parties along to a conversation on 17 September 2018.</b>	<b>JP</b>
6.5		

Item		Action
	Strategic Working Group - TW informed the committee that the next Chairs of Committee meeting is on the 23 <sup>rd</sup> July 7.30pm at the Horse & Groom.	
<b>7.0</b>	<b>Policies</b>	
7.1	US explained that at VFM she had proposed the various committees take ownership of the policies they are responsible for. She explained process as decided at VFM.	
7.1i	The committee can decide at the beginning of the year how they would like to review their policies, either staggered throughout the year or all in one go. Chairs will be notified prior to the meeting, and if appropriate, prior to that, staff will have looked at and reviewed them. The documents then go to governors and the committee ratifies. Any that need to go to the FGB will be forwarded from the sub-committees. US wants chairs to have ownership of issuing.	
7.1ii	Discussions about how the documents would be sent took place and it was agreed that once the chart is completed by US that it will be trialled next year.	

## PART B: GOVERNOR BODY TRAINING AND DEVELOPMENT

Item		Action
<b>8.0</b>	<b>Academisation</b>	
8.1	TW updated the committee on the progress of the formal consultation stage.	
8.1i	The Conversion Working Party have been set tasks, one of which was the submission of application form to the DFE, which in itself has various strands to it. We are at the point of signing and sending this, and once that is done it will kick start process. US added that we only need confirmation from DBAT that they will accept the application with the deficit budget. Colin Kay was going to chase this and ensure a letter is sent.	
8.1ii	US commented that she is also awaiting a letter from the Foundation Trust giving their consent for the application. TW has spoken with AL about this and he will follow it up with her.	
8.1iii	TW advised that we needed to identify a solicitor to act on our behalf. Brown Jacobson were recommended by DBAT. JP to take a look at the proposal paperwork and sign it off.	
8.1iv	JP queried the timescales and the parental part of the process. TW advised that the timescales are still on track for January 2019, depending on when the form to the DfE is submitted and that the parental, staff consultation will begin once the application is submitted.	

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8.1v	TW informed the committee that he had given a brief presentation at the last Parish Council meeting.	
8.1vi	US explained that CK suggested we carry out a risk assessment. Four main areas were identified, but none of them were unusual or insurmountable.	
8.2	US informed the committee that five teachers went to St Peters in Chippenham for school visits. Support staff have expressed that they would like to visit schools. Staff are producing a summary for US, she has asked them for factual findings and then personal feedback.	
8.2i	Discussion took place around visits and communication.	
8.2ii	JP reiterated the offer to staff for a chat about academisation process with them at any point. <b>US and LPJ to feedback.</b>	<b>US/LPJ</b>
8.3	MK flagged that the consultation progress is a two-way exchange. SBPS needs to look great to DBAT, and it's not just for them to sell themselves to us.	
8.4	JH updated the committee on plans to help market the school and advised that he will draft an update, looking at the academy process, finances, Maths, English, FOSBS and the Governors spotlights.	
8.4i	JP was keen that to ensure the finance section doesn't link to joining an academy trust.	
<b>9.0</b>	<b>Link Governors Visits</b>	
9.1	DB reported that this year we have had visits and reports on English, Maths, Science, AGAT, Assessment, SEND, Early Years, PSHE and Collective Worship.	
9.1i	Going forward, link visits will remain a standing agenda order.	
9.1ii	US added that the pupil conversations sheets are really useful to staff, so a copy would be helpful.	
9.1iii	KB requested if we could we have an email with an update. <b>DB to send.</b>	<b>DB</b>
9.1iv	This term the focus will be Early Years, Computing, Art and DT.	
<b>10.0</b>	<b>NAG 20 Questions &amp; Rating of Governing Body</b>	
10.1	JP flagged the NGA Skills Matrix that has been compiled by Helen Flinn.	
10.1i	HF flagged that Daisy Broomfield still needs to submit her answers and Mel Knight needs to complete one page of answers as her form corrupted. Now JR has been formally appointed he will also need to	

Item		Action
	complete the questions. <b>HF to email them a copy of the questions to the relevant Governors so they can be completed.</b>	<b>HF</b>
10.1ii	Louise Pitman-Jones queried why answers were not anonymous this time round. JP responded that he had not been aware that they were previously however, concluded that going forward it would be useful to have names against answers, so we are able to better focus training requirements.	
10.2	James Hirst asked what level of knowledge or experience we were looking at as a minimum level. JP answered that 3 would be the benchmark.	
10.2i	Upon reflection, it appears that Estates Management is the committee's weakest area so that will be the focus of our development. If we need to deal with this area in the interim we will co-opt or buy in expertise as required.	

### PART C – SCHOOL DEVELOPMENT AND ACTION PLANNING

Item		Action
<b>11.0</b>	<b>English and Maths Subject Lead Updates</b>	
11.1	DM gave the committee an update on English across the school.	
11.1i	She explained that she and Nic Bucksey are middle leaders at the school being subject leads. They have been working with Steve Reilly and Chris Harries. DM explained that this has helped their confidence and abilities to lead. She and NB wanted to be more proactive as well as be better able to give direction, follow initiatives through and support other teachers. She feels that the sessions have helped raise the game for the whole staff body.	
11.1ii	She began with key impacts, which have been put in place across both key stages, following the review of the SATs results from 2017.	
11.1iii	The first point was looking at improving the profile of reading, especially KS2 inference skills. Ideas introduced have included a class reading book, where the teacher reads to the class, preferably straight after lunch rather than at the end of the day when the children are tired. She has already noticed a higher level of questioning.	
11.1iv	Next was teachers ensuring that quiet reading sessions actually mean reading, not appearing to read! She has noticed that the children are becoming more focussed on their reading. She has introduced reading files that can be used by teachers and TAs to target particular children who may need some further support.	
11.1v	DM informed the committee that she has introduced the “No Nonsense Spelling” scheme, used for Years 2 through to 6. It was trialled this year and it is planned that it will go live in September 2018. The aim is	

Item		Action
	<p>for teachers to deliver it twice per week; it takes 20 minutes and is a very structured programme. DM would like to increase the Spelling Challenge, it was identified this year that the more able spellers should not just be given harder words, they should be given alternative challenges such as looking at the prefix and suffix of common words and patterns between words etc.</p> <p>DM stressed that teachers also need to stop letting children misspell common words.</p>	
11.1vi	<p>A further point was thinking about what mastery in writing looks like, with the aim of getting children who are at “expected” to “exceeding”, and hopefully getting a higher level of children to “expected” levels. Currently being done with maths.</p>	
11.1vii	<p>Another idea rolled out to teachers and TAs was more “Marking with Impact”, which means making interventions while work is occurring, rather than waiting for the child to finish. DM explained that this can be both verbally or written and encourages children to think about errors and how things can be used within sentences. Teachers intervene, children respond, and it demonstrates that marking is purposeful.</p>	
11.1viii	<p>A new method of learning has been Hot and Cold report writing. Each term teachers ask the children to do a “cold” report write on a subject, which they do on blue paper. After they have worked on features or have done some research the children do a “hot” report write, which is done on yellow paper. DM explained that both the teachers and the children can see big differences. It has proven to be very popular.</p>	
11.1ix	<p>Other focuses have been making writing cross-curricular, linking subjects; TAs can mark books and not always working with the lower attainers;</p>	
11.1x	<p>Staff training that has taken place this year has included reading comprehension and planning.</p>	
11.1xi	<p>DM reported that in 2018, she would be making sure teachers are supporting the poorer cohorts (Years 3 &amp; 5 in 2018) and will need to concentrate on writing and reading.</p>	
11.1xii	<p>DM is currently working through Y2 SAT papers undertaking the question level analysis to see if SBPS have improved on inference skills. From her initial findings, it seems to be positive.</p>	
11.1xiii	<p>DM concluded that it has been a really positive year for her, and that SR has noticed the changes in her. She feels more confident about challenging teachers and supporting them where it is required.</p>	
11.1xiv	<p>TW wanted to acknowledge the resource that DM provides, and is pleased that she is not perceived as a threat now. DM is happy that the culture is changing and stressed that the teaching staff need to work together. She appreciates that it has been difficult at times, but teachers need to be always learning too.</p>	



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11.1xv	KB acknowledged that the subject leaders now know which stage all children are, which is extremely helpful and reassuring.	
11.1xvi	JP extended thanks to DM for attending. DM extended her thanks to LPJ and US for their support.	
11.2	US gave update for NB on Maths.	
11.2i	US explained that the process for NB has been the same as DM, particularly with marking. LPJ has kept things on track ensuring that policies were in place and that practices reflected the policies.	
11.2ii	NB's main focus this year was times tables as it became apparent from Y2 SATs results that basic skills were missing. Set up a times table challenge with certificates which happens 4 days out of 5. It took a little while, but it has found its rhythm now. US has been pleased that it is having a good impact, she has noticed that children who are at "developing" level are noticeably quicker on their recall now.	
11.2iii	NB has also encouraged teachers to trial the hot and cold write technique in Maths during Term 4. It has helped concentrate on fluency and reasoning, and ultimately problem-solving abilities. It has helped identify particular areas where there may be problems and also helped show progress. US reported that the scheme should be embedded in readiness for September 2018.	
11.2iv	NB had several target groups to concentrate on this year; SEN children, some children who were struggling but are not SEN and the high attaining children to ensure they are progressing.	
11.2v	Results have been mixed. Across the school the five children in the "developing" group all moved up a band to "expected"; four of these were SEN.	
11.2vi	Higher up the banding (expected to exceeding) ten children were targeted but only four of them reached it. US explained that NB was looking at the groups and the results, wondering did we target too high, strategies used, the children being focussed on etc. She will be looking at how to address and progress. LPJ added that teachers need to be confident that children are 100% secure to move them to "exceeding" so they may not have been quite ready for that yet.	
11.2vii	US reported that there have been lots of observations across the school driven by the middle leaders. She wants to bring in "getting better at getting better" including teachers completing an observation reflection sheet on their lesson before meeting with the observer. Should make for a more open and reflective process.	
11.2viii	JP queried what the next steps are for the subjects. LPJ answered that the plan is to continue with greater depth writing. Need to develop across the school. Reading will tie in with this. US answered that in Maths it will be continuing with the basics. Clear progression throughout the school. Continuing to analyse papers to identify weaker areas and work alongside tables challenges etc.	



Item		Action
11.2vix	Vicki Wilson raised the type of books that children are bringing in. She would like to widen the children's awareness of what different books are available and give them choice. Particularly from Y3. Discussion took place around teachers needing to educate themselves about young fiction. The classic and new books, chapter books etc. VW wondered if teachers maybe need to challenge what books children are bringing in.	
11.2x	US explained that teachers need to reinforce core skills and although reading should always be a pleasure it can't all be fun. Discussions took place about flexibility of teaching.	
<b>11.0</b>	<b>Headteachers Report</b>	<b>US</b>
11.1	US started with staffing. She wanted to extend a huge thanks to Mrs Randall who joined as long-term supply. She has been a very solid rock. Abi Rayner is re-joining school from September 2018.	
11.1i	US commented that DM had been absent for several weeks due to ill and family issues earlier in the year. US has had concern from parents. US held a meeting with parents and sent a letter. MK asked US what date the letter went out. Some discussion took place about the situation. <b>US agreed to send out some pertinent information to Governors via email.</b>	
11.2	Overall attendance has improved to 95.83%.	
11.3	LPJ gave an overview of end of phase data. It is unvalidated at present, but it gives predictions and results. Papers were provided for reference.	
11.3i	The results were very positive, and it demonstrated that the teacher assessments and predictions were accurate, against test results.	
11.3ii	Formal thanks from JP and TW to all staff for their hard work.	
11.3iii	TW queried what does disadvantaged mean in regard to pupils. LPJ answered that it includes children who qualify for free school meals over the age of six, who are looked after, who speak English as an additional language, are from military families or are in care.	
11.3iv	JP asked if we know what the GLOD is for free school meals and what percentage are disadvantaged children and how that might affect the combined score in Y6. LPJ answered that this may be identified in the progress data issued in October.	
11.4	DB extended a thanks to the SATs breakfast booster staff and to Mrs Randall, for stepping in half way through.	
11.4i	US asked if a Governor would say an official thank you to them at the leaver service. JP and TW agreed.	

**PART D - OTHER**

<b>Item</b>		<b>Action</b>
<b>12.0</b>	<b>Urgent Items Not Covered Elsewhere</b>	
12.1	No items were raised at this session.	
<b>13.0</b>	<b>Dates and Times of Future Meetings</b>	
13.1	JP to schedule meetings for 2018 and distribute.	<b>JP</b>
<b>14.0</b>	<b>Any Other Business</b>	
14.1	JC raised that Jane Nicholls asked for a deputy for succession planning, with regards to performance management. JP requested a volunteer, TW put himself forward as he is not a parent. This was accepted by the committee.	
14.2	DB asked if she should write to the Green and Playground teams to say thank you for attending. It was agreed this would be a good idea.	
<b>15.0</b>	<b>School's Confidential Section</b>	
	No items were raised at this meeting.	

The meeting adjourned at 9.50pm

Signed for and behalf of  
**THE GOVERNING BODY OF SUTTON BENDER C OF E PRIMARY SCHOOL**

Signature: \_\_\_\_\_

James Passmore, Co-Chair of Governors

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Tom Whittingham, Co-Chair of Governors

Date: \_\_\_\_\_