

COOMBE ROAD PRIMARY SCHOOL

Minutes of the Full Governing Body

Meeting date: 21 March 2018

Meeting time: 5.00–6.55pm

Present: Ray Williams (RW – Chair), Gillian Burns (GB), Peter Freeman (PF), Vicky Phillips (VP – Head Teacher), Mick McDaid (MMcD), Rowan Milsted (RM), Chris Piper (CP)

In attendance: Melanie Arnold (MA - Clerk), Clare Burcombe (CB)

Apologies: Mo Marsh (MM), Nargis McCarthy (NM), Kiran Eyre (KE), Efchari Kapoli (EK), Anne Meadows (AM)

Quorum: The meeting was quorate

Item	Discussion and decisions	Action
1	<p>Welcome and apologies</p> <p>a) Apologies: Governors accepted the apologies of MM, NM, EK, AM, and KE. PF said he would have to leave at 6pm.</p> <p>b) New Parent Governor: The Chair welcomed MMcD and reported on their earlier meeting about the Parent Governor vacancy. Governors noted that no other nominations had been received in respect of the vacancy, and approved MMcD's appointment as Parent Governor. MMcD has data analysis experience and is able to act as link governor for this area.</p> <p>c) Declarations of interest: There were none for this meeting.</p> <p>The Chair reported that KE wishes to notify Governors that he will submit his resignation next term, as his other commitments prevent him from making a full contribution to the school. Governors accepted this with regret and agreed to start the process of appointing a replacement.</p>	
2	<p>PAT (Pets as Therapy) dogs</p> <p>Clare Burcombe (Assistant Head Teacher/SEND co-ordinator) described how PAT dogs can be used in schools to help support children with emotional barriers to learning. She said that evidence suggests therapy dogs can reduce a child's stress levels, and can help with reluctant readers. She asked for Governors' approval to introduce the scheme at Coombe Road. The dog would be owned by a member of staff, who would bring the dog into school several times a week. Governors asked about cost and insurance. CB informed them that relatively little outlay is required, although the school and member of staff would need insurance cover. She said the school would seek consent from parents, and check whether there were issues with allergies.</p> <p>Governors asked which breeds work better, and CB said that Labradors are recommended for the school's age level. She reported that Fairlight and Hove Park have introduced PAT dogs and Governors asked if CB could approach them for feedback on how the project was working. Governors were concerned that the school should be able to deal with any problems or</p>	

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	<p>conflict that might arise and recommended that a protocol is drawn up before the dog joins the school. They also asked that the scheme be supervised by a named member of staff independent of the dog's owner. They agreed in principle to the proposal, subject to a risk assessment and the considerations discussed above. VP and CB will follow up on Governors' recommendations, with a view to introducing the dog in the Autumn term.</p> <p>Governors thanked CB for her contribution. CB left the meeting.</p>	VP, CB
3	<p>Budget 2018-19 and three year plan</p> <p>Governors took this item before the Head Teacher's report to allow PF to contribute fully to the discussion.</p> <p>PF reported that the Resources Committee had held an in-depth discussion of the proposed budget. The forecast is that there will be a £35,000 under-spend this year, which will be carried over into 2018-19. Balanced budgets are projected for the following two years. Governors understood that if pupil numbers went down, less money would be available and that until the funding formula is known, year three figures are an estimate. Governors asked if there was likely to be any impact on staff numbers or class structures. VP reported that next year there might be a need to fund two Year 6 classes to enable the school to deal with some behavioural challenges. After this, the school will return to one Year 6 class.</p> <p>Governors asked how consistent pupil numbers were. VP confirmed that they vary, with some children starting in-year. Governors anticipated that, with the pre-school now at Coombe Road and a 'Good' Ofsted rating, numbers could increase. They asked whether there had been a rise in the preferences expressed by parents this year and VP confirmed this was the case.</p> <p>Governors agreed the budget and three-year plan and said how well the school had done to balance the budget, when many other schools are in deficit.</p>	
4	<p>Head Teacher's report</p> <p>Governors received the Head Teacher's report. Discussion included:</p> <p>Quality Assurance: Governors noted that middle leaders have reported on their work scrutinies. They accepted the proposals for quality assurance and the learning walks with the Schools Partnership Advisor. VP said that all teachers were now involved in writing moderation and the school will be looking for someone to take on moderating for the city once Richard Gyurkovits retires. Although the Newly Qualified Teacher has left, existing PPA teachers will cover her class. Governors checked that PPA would still be covered and VP confirmed that some staff teaching time was being set</p>	

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	<p>aside for this.</p> <p>Staffing: VP described the arrangements she had made to cover recent staffing changes. Governors checked whether any of the arrangements had needed additional funding and VP confirmed that this was not necessary.</p> <p>Current context: Governors noted that the number of disadvantaged children on the roll had increased to 55%. They asked if the school had received funding from April for the increase. VP said the census was done in January and therefore too late for funding this year.</p> <p>Progress: VP will send Governors detailed data once the progress meetings have been completed. Governors were pleased to hear that children were making good progress overall.</p> <p>Attainment: The school expects that at least 65% of children will achieve Age Related Expectation by the end of the year. Governors asked if this was a Council target or a school one. VP explained that this was the school's aspirational target. Governors asked if progress and attainment data had been taken at the same time. VP confirmed that it had.</p> <p>Attendance: Governors were concerned about the impact of the cold weather school closures on attendance data. VP said this is counted as authorised absence, so does not affect the figures.</p> <p>PF left the meeting at 6pm.</p> <p>Behaviour: Governors discussed recent incidents and asked what actions had been taken. VP assured them that the school was following appropriate procedures and that Social Services were involved where there were serious concerns.</p> <p>Governors thanked VP for her report.</p>	VP
5	<p>Unity Partnership (UP) update</p> <p>VP reported on the last UP meeting and will circulate the minutes. Among items discussed were data protection and 'School Bus' online system for policies that Coldean is using.</p> <p>Governors asked about progress on Governor involvement. VP said UP is planning a presentation to Governors on Maths learning walks, which will be followed by a discussion on how to include Governors. Governors agreed their role should be meaningful and acknowledged the key role for partnerships in driving schools forward in the future.</p>	VP
6	Governor monitoring visits	

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	<p>a) Pupil progress: Governors accepted CP's report on the pupil progress meeting he had attended.</p> <p>b) Visits policy: Monitoring visits had been a key topic of discussion at Governors' Day. Governors agreed to review the Visits policy in the Autumn term. They proposed that those with link responsibilities should make at least one visit a year. They noted that they could also attend school events and asked if it would be possible to have more notice of these.</p> <p>CP was interested in acting as Maths Link Governor. This would mean there were two Governors in this role, and the meeting agreed that this would be acceptable. CP will follow up with VP on the best approach. MA will re-circulate the list of Link Governors.</p>	CP, MA
7	<p>Disadvantaged pupils – Pupil Premium</p> <p>Governors accepted that there was nothing new to report on Pupil Premium.</p>	
8	<p>Governors' Day feedback</p> <p>This took place on 6 March. Seven Governors attended. A key topic of discussion had been Governors visits (see item 6b above). Governors had also taken the opportunity to visit some classes.</p> <p>Governors discussed the value of Governors' Day and whether to replace it with an annual self-evaluation meeting. They agreed to consider this for next year.</p>	
9	<p>Items for approval/information</p> <p>a) Minutes and actions of the previous meeting: Governors agreed the minutes of the meeting on 12 December 2017. Actions had been completed.</p> <p>b) Committee reports:</p> <ul style="list-style-type: none"> • Education and Learning – Governors accepted the minutes of the Education and Learning Committee on 6 February 2018 as the Committee's report. They checked that the maths dissemination had taken place and VP reported that it had. • Resources – Governors accepted the minutes of the Resources Committee on 14 March 2018 as the Committee's report. They noted that discussion had been dominated by money and buildings, but the overall picture is still as agreed in the budget. • Pay – Governors accepted the minutes of the last Pay Committee 	

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	<p>meeting as the Committee’s report.</p> <p>c) Schools Financial Value Standard (SFVS): Governors accepted the recommendation of the Resources Committee that this be adopted by Governors. MA will pass the signed document to the Business Manager for submitting to the Council.</p> <p>d) Scheme of delegation: Governors accepted the recommendation of the Resources Committee that they approve the amendments on debit cards and financial control limits.</p> <p>e) General Data Protection Regulation (GDPR): VP informed Governors that she and the Business Manager are working on the new requirements. MMcD agreed to be Link Governor and all noted that the school must comply with the regulation by 25 May.</p> <p>f) Policies for approval or noting:</p> <ul style="list-style-type: none"> • SEND Information Report: Governors discussed the report and asked why only children with significant needs are considered for an Education, Health and Care Plan (EHCP). VP explained the difficulties involved in getting EHCP approval and funding. Governors were disappointed with the funding process, but accepted the report and thanked Clare for her informative work. • Supporting pupils with medical conditions (First Aid & Medicines Policy): Governors reviewed and approved the revised policy. 	<p>MA</p>
10	<p>Any other business</p> <p>RM introduced his draft Sports Fund action plan. Governors said they had noticed improvements in the variety of activities on offer. They agreed that the school gets a lot out of little money and were impressed that the school had been able to access a number of discounts. Governors accepted the report, subject to the addition of more detail on attendee numbers to evidence increased involvement and some examples of changes in activities during the year. RM will finalise the report and publish it on the website for 4 April.</p> <p>The meeting ended at 6.55pm</p>	<p>RM</p>
	<p>Date of next meeting: Tuesday 3 July 2018 – 5pm</p>	

Signed (Chair)

Date