

MINUTES

Boughton Leigh Junior School

Full Governing Board Meeting

Held on Tuesday 26th September 2018 at 6pm

in The Morpugo Room

Governors Present:	Jon Baxter Paul Birch Ian Davis Victoria de Kock Tim Dedman Steph Cowley Paula Duynstee (Headteacher) Alan Webb (Chair of Governors)
In attendance:	Clare Baskott (Clerk to Governors) Dione Hunter (Deputy Head)
Apologies:	Nicky Brown Alfred Gand Karen Miles Amanda Windley
Absent:	No-one

MINUTES

The meeting was quorate with six Governors present throughout the meeting.

Item 1 Welcome and apologies for absence

The Chair of Governors opened the meeting at 6pm.

Apologies were received from Nicky Brown, Alfred Gand, Karen Miles. Amanda Windley and Paul Birch had sent apologies as they would be arriving late. No-one was absent.

Appointment of Victoria de Kock

The Chair of Governors welcomed Victoria de Kock who introduced herself to the Governing Body.

Victoria de Kock was proposed and seconded as a Co-opted Governor with a four-year term

of office until 25th September 2022. Governors voted unanimously to agree this appointment.

Terms of office

It was noted that Karen Miles and Ian Birch did not intend to stand for reappointment when their term of office ended. It was agreed that the appointment of new Governors would be an agenda item for the FGB in the spring term. **Action: Clerk.**

Item 2 To ratify the decision of the Clerk interview panel

The Chair of Governors introduced Clare Baskott, prospective Clerk to Governors to the Governing Body.

The Governing Body was asked to vote to agree the appointment of Clare Baskott as Clerk to the Governing Body.

The Governing Body agreed unanimously to agree the above appointment.

Item 3 To receive notice of any additional business notified to the Chair

None.

Item 4 To record any declarations of interest specific to this meeting

None.

Annual

Item 5 To review the Instrument of Government

The Instrument of Government had been circulated prior to the meeting for review and adoption for 2018-19.

The Governing Body agreed unanimously to adopt the Instrument of Government for 2018-19.

Item 6 To review membership of the governing body

It was noted that Paul Birch's term of office would end on 3rd December 2018. It was agreed that the Headteacher would arrange a Parent Governor election to replace Paul Birch. This would be advertised at Parent's Evening on 25th October 2018. Clerk to send documents to assist Headteacher in the Parent Governor election.

Action: Headteacher/Clerk.

It was agreed that the Chair of Governors, Ian Davis and Tim Dedman would attend Parents Evening on 25th October 2018 (4pm-8pm). Data would be collected from parents on the school iPad.

Item 7 - To sign the Governors Code of Conduct

The Governing Body's Code of Conduct has been circulated prior to the meeting for review and adoption.

The Governing Body agreed unanimously to adopt the Governing Body Code of Conduct. The Code of Conduct was signed by all present. Clerk to follow up signatures from any absent Governors. **Action: Clerk.**

Item 8 - To update declarations of interest

The Annual declarations of pecuniary Interest were updated. Clerk to follow up any outstanding declarations from Paul Birch, Nicky Brown, Alfred Gand, Karen Miles and Amanda Windley. **Action: Clerk.**

Item 9 - To approve standing orders and terms of reference

The Governing Body's Standing Orders and Terms of Reference has been circulated prior to the meeting for review and adoption.

The Governing Body agreed unanimously to adopt the Governing Body Standing Orders and Terms of Reference.

6:19pm – Dione Hunter left the meeting.

6:20pm – Dione Hunter returned to the meeting.

6.20 pm - Paul Birch joined the meeting.

Item 10 - To agree committee memberships and other appointments

It was agreed that Committee membership would be:

Performance and Standards Committee

Headteacher, Jon Baxter, Paul Birch, Nicky Brown, Victoria de Kock, Alfred Gand, Karen Miles and Amanda Windley. (Chair: Jon Baxter)

Jon Baxter was proposed and seconded as Chair of the Performance and Standards Committee.

The Governing Body voted unanimously to this appointment with a one year term of office.

Resources Committee

Headteacher, Chair of Governors, Paul Birch, Steph Cowley, Ian Davis, Tim Dedman, (Chair: Steph Cowley).

Steph Cowley was proposed and seconded as Chair of the Resources Committee.

The Governing Body voted unanimously to this appointment with a one year term of office.

Pay Committee

Chair of Governors, Jon Baxter, Ian Davis, Tim Dedman, Karen Miles. (Chair: Tim Dedman).

Tim Dedman was proposed and seconded as Chair of the Pay Committee.

The Governing Body voted unanimously to this appointment with a one year term of office.

Headteacher Performance Review Team

Chair of Governors, Paul Birch and Ian Davis.

Meeting date: 30th November 2018 at 9am

Panels

Discipline/Grievance (Staff)

All full non-staff governors who do not have an interest in the case.

Discipline/Grievance (Pupils)

All full non-staff governors who do not have an interest in the case.

Appeals (to above)

Staff or Pupil Appeal

Any other governors who do not have a conflict of interest.

Link Governors

Safeguarding: Steph Cowley.

SEND: Tim Dedman.

Health and Safety – Victoria de Kock

ICT – Alfred Gand.

English – Karen Miles.

Headteacher to email the list of other Link Governors to the Clerk. **Action: Headteacher.**

Procedural

Item 11 To approve and sign the minutes of 26th June 2018

The minutes of the previous meeting, 26th June 2018, were agreed to be an accurate record of the meeting and were signed by the Chair of Governors.

Item 12 To consider any matters arising from the minutes which are not elsewhere on the agenda

The Chair of Governors read a thank you card from Roddie Grant, former Clerk to the Governing Body, who had worked in this role for 27 years. A discussion took place about a fitting tribute to recognise Roddie's hard work and long service.

It was noted that all minutes from the last two years, were on the school website for Full Governing Body and Committee meetings. It was agreed that the Clerk would send the final approved versions of minutes to the Headteacher for uploading to the school website.

Action: Clerk/Headteacher.

6:30pm – Amanda Windley arrived

School improvement

Item 13 - To review the SEF

The Headteacher gave a verbal update on the SEF, which had been circulated prior to the meeting and explained that the school was working on the 2018-19 version of the SEF.

The Headteacher tabled the 2017-18 Data including SATs results and explained that it was currently unvalidated data and gave an oral update.

Reading was on an upward trend following a focus on this area over the last two years: (70% at expected standard) (Expected national standard 72%).

Maths would be an area of focus for improvement for the school.

(69% at expected standard) (Expected National standard 76%)

The school had introduced booster groups and the current Year 6 cohort and cohorts further down the school were much stronger in maths.

Writing was above the expected standard at 86% (Expected National standard 78%).

Governor question: You would expect GPS to be on an upward trend given the scores for writing?

Response: It is cohort driven and this particular cohort had a high proportion of boys with Special Educational Needs (SEN), which impacted on the figure.

Governor question: Regarding pupils working at Greater depth, is it a fixed number of pupils who were more able in this cohort?

Response: It is based on pupils who gained a higher score. Nationally all children are measured against these percentages for Greater Depth.

The Governing Body agreed that it was important to also focus on the lower achievers. It was noted that pupils who had worked at greater depth had made more progress.

The Headteacher explained that the current Year 5 would be the first cohort to have gone through the new curriculum since starting school. It was evident that these pupils were much stronger and better prepared than previous cohorts who had started the new curriculum at a later stage.

Governor question: When do we need to go back and review what we did around maths to decide what worked and what didn't and what changes need to be made?

Response: The school is already working on this with external advisers and the SLT. We are also looking in the local consortium meetings. The school is working on a new RAP and Learning Improvement Plan. Maths is very cohort dependent. We are looking at pupil's books, the impact of interventions and boosters to ascertain what worked well. Pupil progress meetings take place and we continually evaluate.

Governor question: Considering the cohort, was 69% was a fair result?

Response: Yes.

A discussion took place about the impact of the RAP and priority areas.

Governor question: Is the RAP our strategy? I'm not sure we have a strategy in place to make these improvements?

Response: Yes, the RAP is our strategy document.

Governor question: What if Governing Body aren't happy with the RAP? The Governing Body's role is to approve the strategic direction of the school.

Response: It is the Governing Body's role to hold the Headteacher to account and question.

Governor question: If the RAP is agreed before we see it, we can't question and challenge.

Response: As the Headteacher, I am delivering results. The strategic direction we are taking is to make this an outstanding school.

It was noted that there had been an upward trend in the attainment of disadvantaged pupils. It was noted that attainment was cohort specific and it would be difficult to make comparisons on previous years. The cohort had had a significant number of boys with SEN and this needed to be considered.

Governor question: When we looked at the previous Year 6, over the course of last year, were the predictions correct?

Response: The scores were as we predicted, except for maths, where the results were better than expected. However, testing can skew this because children can react differently under the stress of testing. We spent a lot of time on tracking and this will continue.

Item 14 - To review the RAPs

The Headteacher shared headlines of the RAP:

- 1. Develop mastery and reasoning in Maths**
- 2. Close the gap between vulnerable learners and their peers**

Governor question: What is a vulnerable learner?

Response: It is a pupil who falls into a category we'd need to keep an eye on, it varies from school to school.

A governor voiced concerns that the term vulnerable learner, was a pejorative term.

3. Continue to raise achievement in reading

4. Measure the impact of intervention strategies and evaluate them effectively

GB to have a greater understanding of the intervention strategies and look at the impact of strategies.

Governor question: The quality of teaching has improved dramatically over the last three years, but this hasn't converted into the pupil progress. How do we ensure improved teaching impacts on pupils' progress?

Response: We do this by ensuring that we have an immersive curriculum, which we do with Forest Schools, Cookery and ICT.

It was agreed that it was important for the Governing Body to be financially savvy too.

Item 15 To review governor monitoring

Governor monitoring visits for the year:

Maths Mastery: Friday 19th October 2018 8:30 am

The following Governors would attend:

Chair of Governors, Jon Baxter, Tim Dedman and Amanda Windley at 8:30am
(Karen Beck – Lead)

It was agreed that there would also be a future Governor Monitoring visit with a focus on Lower Achieving Pupils with Nicky Brown.

Resources

Item 16 To receive report of Resources

The Resources Committee meeting had taken place on 2nd July 2018. The Chair of Governors gave an oral update. The budget had been set with a balanced budget for the next three years. The improvements to the school toilets had been completed.

Item 17 To receive report on building work

The SEN provision had been completed and pupils were now using the provision. The windows, doors and the canopy had been renewed. New fire and exit doors had been installed. There was an issue with the size of the toilets which the school had been provided with, these were now being replaced.

Governance

Item 18 - To establish and update the GB SEF

Governor question: What is the status of the Governing Body SEF?

Response: The Headteacher has begun to work on the SEF. Governors need to work on their section and to evaluate themselves. It was agreed that a working party would be set up consisting of Jon Baxter and Tim Dedman.

Item 19 - To review governor training and CPD

Induction training to be arranged for Victoria de Kock. **Action: Clerk.**

Shared Consortium training had been arranged for the Governing Body at Hillmorton Primary School.

It was agreed that the Governing Body would have tailored training relevant to the school. Add as an agenda item for the next meeting. **Action: Clerk.**

Item 20 - To consider policies and documents

The following policies, listed below, had been circulated prior to the meeting. It was noted that any changes were shown in red. The Governing Body were asked to review and approve the following:

a Child Protection Policy

Links to KCSIE

Governors voted unanimously to approve the Child Protection Policy.

b Pay Policy

Governors voted unanimously to approve the Pay Policy.

c Capability Policy

Governors voted unanimously to approve the Capability Policy.

d Appraisal Policy

Governors voted unanimously to approve the Appraisal Policy.

d SEN information report

Governors voted unanimously to adopt the SEN Information Report.

Item 21 To approve 2018/19 residential visits

The Headteacher gave a verbal update on the proposed 2018/19 residential visits:

Castleton Year 5 residential March 2019

Isle of Wight Year 6 residential June 2019

Governor question: Are risk assessments in place?

Response: Yes

Governors voted unanimously to approve the 2018/19 residential visits.

Item 22 - To note publications and notices

None.

Item 23 - To agree 'headlines' for communicating to parents

It was agreed that the key headlines would be:

Alan Webb's appointment as Chair of Governors.

Newly appointed Co-opted Governor, Victoria de Kock.

Appointment of Clare Baskott, as Clerk to the Governing Body.

SATs results which demonstrated the good progression of the school and a reminder of the Ofsted rating.

Item 24 - To confirm dates and times of future meetings

Pay Committee - Tuesday 9th October 2018 at 2pm

P&S – Tuesday 6th November 2018 at 6pm

Resources - 21st November 2018 at 6pm

FGB - 3rd December 2018 at 6pm

P&S - 6th February 2019 at 6pm

FGB - 11th March 2019 at 6pm

Resources - 3rd April 2019 at 6pm

Resources - 7th May 2019 at 6pm

P&S – TBC Clerk to arrange. **Action: Clerk.**

FGB - 26th June 2019 at 6pm

Item 25 - To decide whether any items should be excluded from the minutes and papers to be made public

None.

26 - Close of Meeting

With no further business to discuss the Chair of Governors thanked everyone for attending and closed the meeting at 8pm.

Signed: _____ Date: _____
(Chair of Governors)

Action Log – FGB

Action	Responsibility	Deadline	Date completed
1. Clerk to send documents to assist Headteacher in the Parent Governor election. Action:	Clerk	October 2018	October 2018
2. The Code of Conduct was signed by all present. Clerk to follow up signatures from any absent Governors. Action: Clerk.	Clerk	December 2018	
3. The Annual declarations of pecuniary Interest were updated. Clerk to follow up any outstanding declarations from Paul Birch, Nicky Brown, Alfred Gand, Karen Miles and Amanda Windley.	Clerk	November 2018	
4. Headteacher to email the list of other Link Governors to the Clerk. Action: Headteacher.	Headteacher	November 2018	October 2018
5. It was agreed that the Clerk would send the final approved versions of minutes to the Headteacher for uploading to the school website.	Clerk	November 2018	
6. Governors voiced concerns that they hadn't seen the RAP. It was agreed that the Headteacher would share the RAP headlines with the Governing Body. Action: Headteacher.	Headteacher	October 2018	
7. Induction training to be arranged for Victoria de Kock. Action: Clerk.	Clerk	November 2018	

8. It was agreed that the Governing Body would have tailored training relevant to the school. Add as an agenda item for the next meeting.	Clerk	November 2018	
9. P&S meeting May 2019 - Clerk to arrange.	Clerk	November 2018	October 2018