



Frithwood Primary School

Full Governing Board Meeting

NON CONFIDENTIAL

Approved Minutes for the committee meeting held on
Thursday 5th July at 7.15 pm at the school.

Attendee List		
Full Name	Role	Information
Ann Purcell	Chair of Governors, Parent Governor	Chair of the Resources Committee
Denise Page	Staff Governor	
Monica Clifford	Co-opted Governor	Chair of the FCC Committee
Aishya Malik	Co-opted Governor	
Katherine Cooper	Co-opted Governor	
Mark Harvey	Parent Governor	
Harris Waseem	Parent Governor	
Frances Saunders	Headteacher	
Dean Morse	Headteacher	
Amy Doody	Clerk to the Governors	
Apologies		
Rebecca Garton	Vice Chair of Governors, Parent Governor	Chair of the TLAC Committee
Michael Chirnside	Co-opted Governor	

GB Core Functions	
Code	Function
1	Ensuring clarity of vision, ethos and strategic direction <i>Engaging with stakeholders strategic planning including succession planning; meeting statutory requirements</i>
2	Holding the Headteachers to account for the educational performance of the school and its pupils and the performance management of its staff <i>Appointing Head; self-evaluation including working with data, monitoring visits and responding to reports; performance management</i>
3	Overseeing the financial performance of the school and making sure its money is well spent <i>Pupil premium and PE and Sports budgets.</i>

Meeting Agenda			
Item Reference	Agenda Item	Item Lead	Code
001-2018	Welcome, Introductions and Apologies for Absence Meeting commenced at 7.18 pm. The Chair welcomed the committee. RG and MCH sent apologies and these were ACCEPTED .	Chair	1
002-2018	Disclosure to Register of Interests KC is the Headteacher at Cunningham Infant School.	Chair	1
003-2018	Previous Minutes APPROVED Governors approved the minutes from the FGB meeting held on 8 th May 2018.	Chair	1

	<p>AGREED the Resources committee will continue to oversee works and adhere to the Financial policy for receiving and agreeing quotations.</p> <p><i>Governor Question: What is the timeframe for the works? Preferably the Summer holidays or alternatively the Autumn half term and additional inset day before the half term.</i></p> <p><u>Single Central Record</u></p> <p>APPROVED This has been reviewed, queried and signed by KC.</p> <p><u>Unallocated Funds</u></p> <p>In the Resources Committee it was proposed that unallocated funds from cost centre 999 be moved into cost centre 101 for teaching staff to remove the deficit.</p> <p>APPROVED Governors approved the movement of unallocated funds to cost centre 101 for Teaching Staff.</p>		
006-2018	<p>Staff Structure</p> <p><u>Teaching Staff Structure</u></p> <p>The Chair advised Governors that this document has been reviewed at the Resources Committee and AGREED to be presented to the FGB.</p> <p>KT and LW have pivotal new roles as Teaching and Learning Leads within the SLT. The main point of our recent PIV was that the Teaching and Learning could be improved to outstanding with a focus in this area. JWJ, KT and LW, through an intense, no directive coaching came up this suggestion. It was a great for them to have this ownership and investment in the school.</p> <p><i>Governor Question: Do you think we could arrange a presentation from the SLT? HTs agreed this would be a great idea and will arrange this. It will be good for them to know the Board and have the knowledge of their accountability. In the future perhaps the subject leads can present to the Board.</i></p> <p>ACTION HTs to arrange for the SLT to present to the Board.</p> <p><i>Governor Question: Have there been opportunities for promotions this year? Yes, Clare Bryant has taken over as RWI Lead from someone who has left. Sophie Hutchinson has become Computing Lead which is a promotion from Geography Lead. Amy Austin Poole has been promoted to Maths lead from History Lead. These are all promotions with financial benefits. AAP and SH we identified as future change makers and attended a course for potential leaders. Although they were the least experienced on the course, as DM was running the course, it was decided anything they were lacking we could support them with in house.</i></p> <p><i>Governor Question: Did you identified these members of staff for promotions or did you advertise internally? We do advertise internally, we suspected we would have three applicants but we had two for both</i></p>	DM/FS	2

	<p>Maths and Computing. KT and LW interviewed the applicants, as part of their new roles, to decide who would be better suited to which subject. The HTs have discussions with teachers and are aware who are looking for progression, who are happy as class teachers, who has an interest in a specific subject and look to assist in this and retain them.</p> <p><i>Governor Question: The teachers that are leaving this year, why is that? Is it due to lost promotions?</i> One teacher is leaving to go part time and phase her retirement. Another teacher was looking for a promotion within Early Years, KS1 and SLT which we do not have available. The other teacher is retiring.</p> <p>Governors and HTs agreed it was a good thing to bring in new teachers, and look within our own staff for promotions. There is naturally a change every few years as staff look for different opportunities and as we look for potential future leaders.</p> <p>Governors praised the HTs for their flexible working and job shares being offered to teachers returning from maternity leave.</p> <p>HTs are delighted they have been able to recruit a new teacher allowing the school to focus on new the Teaching and Learning project.</p> <p><i>Governor Question: There has been some changes within the Nursery too?</i> Yes we've recently appointed a new full time Nursery teacher Jill Matthews instead of the previous supply teacher. JM is currently the Nursery Teacher at Hillside and has an EY qualification which in order to pass she needs work in two different schools. We've changed around our support staff and Nursery Nurse which has been challenging but is to the benefit of the children. The nursery has been extended to 30 hours for a small group of children. The support staff will look after the full time children between 11.15 to 12.45 so they will have lunch, rest, play and are not repeating the same work with the afternoon class. The nursery has excellent resources with plenty of activities to keep the children engaged. JM has loads of great ideas, giving her the opportunity to create a fantastic nursery. From a financial point of view it will bring in a revenue too.</p> <p>APPROVED Governors approved the teaching staff structure for the next Academic year 2018-19.</p>		
007-2018	<p>GDPR</p> <p>As Governors there are areas we need to be aware of with regards to the new GDPR.</p> <p>Any paperwork that is being kept needs to be shredded confidentially. Please use the shredding bags within in the school to do this. As good practice at the end of each meeting we will collect any paperwork to be shredded.</p> <p>Governors are advised to be mindful of paperwork and storage of data and if there is a breach of data the HTs must be informed immediately. A risk assessment is then carried out to decide if the data is likely to be leaked, its confidential nature and whether access from a locked laptop, phone, for example, is likely and then advise the parties involved.</p> <p><i>Governor Question: Who is your DPO?</i> Grow Education from this year and Azteq will handle the compliance for the first year.</p>	Chair	2

	<p>Further to discussions from the previous FGB, it has been arranged that as of the next Academic year all Governing Board documents will be stored via the school's website in a Governor secure area with each Governor's own personal log in details. The information is then covered under the school's GDPR.</p> <p>The HTs, Chair and Clerk have administration rights to the website to add and amend documents.</p> <p><i>Governor Question: If we take notes within in the meetings does that come under the same rules?</i> Yes they will need to be destroyed confidentially. Personal information related to the school can be considered a breach so therefore it's keeping in mind the risks involved on keeping the notes and how they are stored.</p> <p>Governor information is also covered under GDPR.</p>		
008-2018	<p>Headteachers' Report</p> <p>Further to GDPR within the school, we are compliant and meet the regulations. Azteq are our external company managing our compliance for the first year. They have advised on our privacy notices, risk assessments and parental consent forms. We spent two thousand pounds for the year which has been money well spent.</p> <p>Our DPO is Grow Education for one thousand pounds per year. As it can't be someone on your staff, Grow Education operate out of Bishop Ramsey, proposed that all schools recruit a DPO and we pay them for this service. We also have a former Governor, who is a parent at the school, and they have a lot of experience with GDPR and have kindly advised us on several areas. All staff members have received training. Consent forms have been sent out to all parents for use of photos. These have now all been returned.</p> <p><i>Governor Question: Are we running a waiting list for Early Years Admissions?</i> The local authority runs our waiting list but we are aware who is on the list. We kept one place free for a child in Hertfordshire with additional needs which has gone to tribunal. The HTs have advised that this is now being held at cost to the school. This fulfilled a really big need to assist a child not in school to go into Reception.</p> <p><i>Governor Question: How are the performance targets for next year? It would be good to have the school's overall objectives?</i> The HTs suggested doing a committee run through of the performance targets. It would be useful to have Governors up to speed on the schools objectives, how they link into the SIP and what the implications are. HTs would also do a comparison to the previous year and provide anonymised examples of work.</p> <p><i>Governor Question: Can you elaborate on the bullying and racism incidents?</i> Yes these are in the report on page 7. One child used a racist term a few weeks ago, both sets of parents were informed. These are very rare, perhaps one a year maximum. There was a concern raised and after investigation it was classified as bullying. We find that parents often use the term bullying but after a thorough investigation it was either deemed an isolated incident or not all the facts were clear. Since rewriting the Anti Bullying Policy and the child friendly leaflets, we have noticed an increase in initial bullying concerns, however these were all investigated and, in agreement with the parents, only the one incident was taken that far.</p>	DM/FS	2

	<p>Governor Question: <i>How do you keep track of the incidents?</i> There are behaviour logs in every class. Any incidents that are escalated go to the KS Leaders behaviour logs and then we have a HTs behaviour log for any that have come to us directly or have been escalated. As HTs we know who is in the reports and are aware if there is a further incident that we would need to discuss further with the parents and the child and investigate before there becomes any further incidents.</p> <p>Governor Question: <i>How would you describe behaviour at the moment?</i> Good. You have a selection of children who are challenging, as does any school, but we have support in place for the children and the parents. Ultimately the incidents do not affect the overall behaviour of the pupils from being good to outstanding. Any member of staff has responsibility for the behaviour of pupils. Teaching staff know that if they see children misbehaving they have a responsibility to support the Teachers, it is not undermining their authority it is supporting them where necessary and we have always done this within the school. With regards to bullying concerns, sometimes the parents will go to the teachers or directly to the HTs, either way the concern will be brought to the HTs to investigate.</p> <p>The HTs run a fusion course with HTs from other schools. The HTs mentioned how were impressed they were with the overall happiness and good behaviour of the pupils.</p> <p><u>SATs</u></p> <p>SATs results are due on Tuesday next week. Our teacher assessment results are already in the report.</p> <p>Governor Question: <i>Where you moderated this year?</i> No not this year.</p> <p>Writing is 8% above last year's national average and 12% higher than greater depth. KS2 results are teacher assessed, these are all above last year's national. We thoroughly review the results for the KS2 SATs. We look at what set they will be put in, the impact further on, especially on borderline children along with their reading band and standardised test scores. Particularly with the KS2 writing, we work together to look for the evidence. Phonics were strong and over national average, EYFS had good development, as last year we were 2% below national average and this year we are 8% above.</p>		
008-2018	<p>Governor Development</p> <p><u>Governor Visits</u></p> <p>AM attended the school to review the SATs. She was impressed with focus and calm as pupils prepared to take the exam. Prior to the Maths exam pupils were advised that they are allowed to ask a teacher to read the question in a monotone way with no inflection. It was positive to see so many children have the confidence to ask for this support.</p> <p>MC came in to see the writing incentive run by the Literary Lead called 'Alien Invasion'. MC saw the excellent saw the environment that was created, saw the children working and some of the great writing that Year 1 produced from this initiative.</p> <p>ACTION AP will attend the EYFS prior to the end of the term.</p> <p><u>Year 5/6 School Performance</u></p>	Various	2

	<p>Governors are invited to attend the Monday evening performance of Mary Poppins by Year 5 and 6 followed by reception drinks with the HTs and Teachers.</p> <p>HTs also suggested the Governors attend a staff meeting in September to get to know the Teachers and make themselves known.</p> <p><u>Calendar 2018-19</u></p> <p>Dates for the next Academic year:</p> <ul style="list-style-type: none"> • FCC committee in January to be moved to 22nd January • Governors to attend the staff meeting on 2nd October from 4.15 pm – 5.00 pm • FCC committee in October to be moved to 25th September • Governor development day to be arranged <p>ACTION Chair and HTs to suggest dates for the Governor development day</p> <p>ACTION AD to amend and redistribute the GB Calendar 2018-19</p> <p><u>Training</u></p> <p>Governors are advised of the GSS training courses for the next Academic year. Governors to arrange these directly with the clerk.</p>		
Any Other Business			
010-2018	<p>Any Other Urgent Business</p> <p>No other business. Meeting closed by the Chair with thanks to the HTs and Governors for their support this Academic year.</p>	Chair	1

Meeting finished at 8.22 pm

Summary of Action Points		
Agenda Item Ref	Action	Responsible
006-2018	Date for the SLT to present to the Governing Board	HTs
008-2018	Governor visit to an EYFS class in the Summer Term	AP
008-2018	Dates for a Governor development day	HTs/AP
008-2018	Update and distribute the Calendar for 2018-19	AD

Minutes approved:

Chair of the committee

Date

Chair's Initials: _____