

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

Wednesday 7 September 2016 at 6:00pm

MINUTES

Present: Michelle Bamford (MB) Headteacher
 Felicity Williamson (FW) Chair (Foundation)
 Helen Jones (HJ) Parent
 Miranda Pincott (MP) Foundation
 Alvin Jeffs (AJ) Foundation
 Heather Gregory (HG) Foundation
 Kelly Furlong (KF) Parent
 John Bangham (JB) Foundation
 Jo Thorn (JT) Deputy headteacher
 Ann Devereux-Dowlan (ADD) LA
 Katy Pritchard (KP) Foundation elect

Opening Prayer: FW

Action	By Whom
Terms of Reference update	LM
Sign new Safeguarding documents	All
Code of Conduct on next agenda	LM
Circulate Policy review cycle (updated spreadsheet)	JB/FW
Governor Effectiveness	AJ
Publishing Governor information	LM
Pay Policy 2016	MB/Pay Committee
Chief Executive for Diocese MAT visit	FW

Item	Discussion	By whom
1	<p>Welcome and Apologies</p> <p>FW started the meeting by welcoming Katy Pritchard our prospective Foundation Governor. LM confirmed the nomination papers were lodged with the Diocese. Apologies had been received by MB from Geoff Eales who was unwell. FW also informed Governors that Mark Fox, parent governor, had resigned with effect from Monday evening (5 September).</p>	
2	<p>Standing items</p> <ul style="list-style-type: none"> • Declaration of Interest ~ FW confirmed she wouldn't take part any debate about the LA proposal for future traded service arrangements. • Terms of reference for FGB ~ JB ran through amendments he had proposed to make the combined committee term of reference sit better with the FGB terms of reference. LM will update and add to the policy folder for 2016~2017 on the NSESP website. 	LM

	<ul style="list-style-type: none"> • Safeguarding matters ~AJ gave a report earlier on his monitoring visit (on NSESP). He reminded governors there were new documents which require governor signatures to confirm they had read them. There will be a training session for FGB in the Autumn on PREVENT ~ perhaps it could be opened to others to offset costs. MB and JT explained the focus on Early Help which places the emphasis on the school responsibility in matters before Social Care become involved. FW asked about the impact on MB time but as this should be a coordinated approach to support families in schools it will become embedded in the school day. Melissa Crocker has arranged training for staff on 9/9 at 9:30am. • Health & Safety matters ~ the H&S walk is to be set by MP to coincide with the FGB meeting cycle. MB reported an ongoing issue with a neighbour's septic tank. It has been investigated and the neighbours have been informed of the current seepage problem. Dealing with it will form part of the H&S action plan. MB also reported an accident in school today where a child fell off the monkey bars during play time today. It is suspected that he has broken his arm. There was also an incident over summer during the deep clean which raised a question about compliance on checks of electrical equipment. It was initially suspected that the cleaner received an electric shock when he pulled out the dishwasher to clean behind but after Grahams (Compliance contractors) checked, it is believed it was a discharge of static rather than anything to do with the electricity supply. 	
3	<p>Receive the minutes from the FGB meeting 6 July 2016 (NSESP website)</p> <p>Governors went through the action points from the minutes of 6/7 before accepting the minutes as a true record with agreed amendments. A copy will be forwarded to FW to sign in her capacity as Chair and retained at the school. A copy will be sent to MC for publishing on the school website.</p> <ul style="list-style-type: none"> ▪ Matters arising ~ Governors discussed the approach they wished to take where matters arise in school involving their children. It was proposed that governors would ask another governor to lead on matters if their child's class is involved and declare that they have a dual interest. FW drew governors' attention to the LA Code of Conduct for Governors and asked that they consider any changes they wished to make before the next meeting. It will be added to the next agenda. LM confirmed that nominations are currently being sought for a staff governor. The nominations for a new parent governor will start next week. ▪ AJ and JB have met with MB about the School Improvement Plan (SIP) and where governors can become involved. MB will revisit the SIP and match lead governors to relevant sections of SIP. MB suggested smaller meeting with lead governors to go through their sections. ▪ Roles and link roles will need to be reviewed in the light of governor changes. 	Next Agenda item
Overseeing Financial Management		
4	Budget update (<i>not for this agenda</i>)	

	<ul style="list-style-type: none"> • Pecuniary Interest form ~ all governors present signed the form for this school year. • FW gave an update about the timescales for the LA traded service consultation which asked schools to commit to a number of packages to run for 17 months to align with the school year. The LA are looking for a response before 27/9. Governors should consider alternatives and best value for services. JB raised the issue of a potential duplication of services in schools joining a MAT where services are already provided within the 17 months. The consultation is published on NSESP and there is a meeting on 23/9 for governors and headteachers. 	
	Holding the Headteacher to account for the performance of the school and pupils	
5	<p>Headteacher's Report (<i>not for this agenda but would normally feature</i>)</p> <p>MB gave a verbal update that the children are settling in well; team building sessions with children have been happening in the woods on a rotational basis. The vision is to undertake this at least twice a year for the children. MB has spoken to admissions governors for Y3 numbers to increase to 32, 1 for sibling and 1 from a request to admissions at LA. She believes 2 children from this year group are going to Spain shortly but there is a small risk that this may not happen. Overall school numbers are up to 208, spaces are in Y5 and Y6.</p>	
6	<p>Governor Reports & Monitoring</p> <ul style="list-style-type: none"> • Priorities for the year ~ whilst governors were very aware that the priority is always what is best for the children, FW reminded governors that an Ofsted inspection is due soon. AJ has sent documents to support governors with this and more will follow. Priorities include monitoring of data, visit reports for subject links and supporting our teachers to enable children to make the progress. Every governor has a role (and hopefully a shadow) FW asked governors to make a link visit this term. • Review of responsibilities ~ Pay Committee HJ MP,ADD, IT link will be a recruiting emphasis. FW reminded governors that she has expressed a wish to step down as Chair at Christmas and governors should be considering the succession plan. The position of Vice Chair is vacant since Mark Fox's resignation. EIA and policy reviews will become the responsibility of the lead governor for policies in their areas. FW raised the championing of Children Looked After and the importance of supporting their opportunities and aspirations for when they become care leavers. • AJ has already submitted a Safeguarding report which has been stored on NSESP. 	
7	<p>Data Review</p> <p>MB circulated a summary of whole school data and has included the summary table in the draft SIP. Attainment data for all classes is now finalised. Progress in KS2 is an issue and is a priority in the SIP. Reading attainment is an issue in Y6. This is to give a picture to identify children who need support, there are a number of different comparisons which can skew the picture, e.g. a child classified as in 'emerging' category from Y1 is making progress but isn't making progress by Y4 if that child is still 'emerging' The data does identify that progress at KS2 slows so</p>	

	governors need to question why and what steps are being taken to ensure it doesn't happen. An emphasis will be for key children within the classification for 'close the gap' and 'underachieving'. FW asked how many children this is but the numbers are not available at this meeting; across most classes it is about 3 or 4 children. It is a DFE requirement to get close the gap to age related progress and securing y6 curriculum for every child. Pupil progress meetings next week will highlight the children requiring extra support for each child. KF said it feels as if support is more about individual children this year not about securing averages across a class. MB highlighted EYFS writing challenge and explained orange colour represents one child. Governors asked for the data table to be included in the Pupil Premium report on positive outcomes that is required to be published on the school website.	
Setting the school's vision, ethos and strategic direction		
8	<p>Review of annual governance and policies</p> <p>JB will circulate his draft policy cycle and FW will help set up the spreadsheet for filtering and send to individual link governor.</p> <ul style="list-style-type: none"> • Statutory publication of information ~ LM to review governor details for the previous 12 months and send to MC for publishing. • Code of Conduct ~ next agenda • Pay Policy 2016 ~ MB will compare with last year's and circulate to new pay committee to report back to the FGB. • AJ volunteered to take up Governor Effectiveness monitoring and will contact MF to pick up what he has done. 	<p>JB/FW</p> <p>LM</p> <p>MB</p> <p>AJ</p>
9	<p>Update on projects</p> <ul style="list-style-type: none"> • MAT ~ FW declared a conflict of interest. JB went to a meeting with MB and the Bournville cluster. It was confirmed that for VC schools 25% of a MAT controlling body had to be Foundation, for VC has to be 50%. This will be a sticking point for the Bournville Mat so we can't join with them. MB is in discussion with other heads at the original 6 schools we had approached to see how they feel about the 50% role. Tess Gale from the Diocese said there wouldn't be a presentation from the Diocese at the school but the Chief Exec from the Diocese MAT wants to come. There is an open invite to all governors for a meeting on 18/10 at 4pm to 6pm at Wells. FW will invite the Chief Exec for the end of the school day on a date to be decided. • Website update ~ MB informed governors the new school website will be ready by end of September. 	FW
10	<p>What impact will this meeting have on our pupils?</p> <ul style="list-style-type: none"> • Better delegation of work will lead to better decisions. • Strategic direction for MAT • School development plan. • Governors monitoring in term 1 	
11	<p>Any other business:</p> <ul style="list-style-type: none"> • Worlebury Conference on Monday 12 September 2016, 7pm to 9pm • Worlebury resident barn Dance 10 September • MB informed governors that there were no proposals for changes to the admissions policy criteria from the school this year. <p>Governors accepted the Admission Policy for 2018/2019.</p>	

	<ul style="list-style-type: none">• HJ highlighted the new training programme from Governor Services.• Governors agreed to make full use of available resources for model policies etc.• Meeting dates (all to be at school starting at 6pm): Term 1 FGB 19/10 Term 2 FGB 30/11 Term 3 FGB 18/1/17 Term 4 FGB 15/3 Term 5 FGB 10/5 Term 6 FGB 12/7 <p>Meeting closed 8:30pm.</p>	
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