

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

Thursday 20 November 2014 at 6pm

MINUTES

Present:	Martin Williams (MW) Alison Devereux (AD) Jonathan Howse (JH) Alvin Jeffs (AJ) Miranda Pincott (MP) Heather Gregory (HG) Felicity Williamson (FW) Gillian Quick (GQ) Geoff Eales (GE) Kate Porter (KP) Liz Mansbridge (LM)	LA Governor (Vice Chair) Foundation Governor Parent Governor Foundation Governor (Vice Chair) Foundation Governor Foundation Governor Foundation Governor (Chair) Headteacher Vicar Teacher Governor Clerk
----------	--	--

Opening Prayer taken by GE

Action	By whom
Send out nomination papers for new governors	LM
Write to Governor Services re Complaints Policy	FW
Arrange Governor training with David Amos	GQ
SEND review of plan	GQ/HG
Wording in Letting Policy for protection of school sound system	MC
Ratify Admissions Policy (March 2015)	Governors
Training records to AD & certificates to school	Governors

Item	Topic	Action
1	<p>Welcome and Apologies</p> <p>FW welcomed everyone to the meeting and it was confirmed there were no apologies. However FW informed governors that Caroline Matthews had emailed GQ resigning from her position as Governor. Therefore when looking for new governors there would be an additional Foundation position. LM will inform the Diocese and Governor Support. It was confirmed that MP is now a foundation governor and HG is a Foundation parent governor.</p>	LM
2	<p>Standing items</p> <ul style="list-style-type: none"> • Declaration of Interest ~ None • Safeguarding matters ~ None but information about annual audit for Safeguarding that happened today was given. Governors were reminded that Safer Recruitment certificates need to be held at school. • H&S matters ~ Report received from MP and previously circulated. Only 1 outstanding action about wobbly posts in the 	

	field , thanks were given to MW and his team for finishing action points	
3	<p>Receive the minutes from the FGB meeting 25/09/14 and the emergency FGB of 14/10/2014 (circulated previously)</p> <ul style="list-style-type: none"> ▪ Matters Arising were checked to ensure that actions have been completed. GQ has copies of the School Action Plan if anyone didn't have one. <p>Letters have been sent to Sam & Kate to thank them for their efforts and KP informed us that the science award was reported in the local paper.</p> <p>No governors responded about alternative complaints procedure. FW will write a formal letter about the issues in the current complaints policy for Governor Services to respond.</p> <p>The minutes were accepted and signed by FW in her capacity as chair. They were retained at the school.</p> <p>Governors accepted the minutes from the additional meeting on 14/10 and LM will send a copy to FW for signing.</p>	FW LM
4	<p>Budget update (attached ~ questions to MC before 17/11)</p> <p>MC took governors through the budget that had been circulated earlier. She explained the changes in staffing budget from lower pay points for new staff but had used the saving on supply costs and maternity leave cover.</p> <p>LSA budget was overspent with Claire Hunter appointment and some O/T.</p> <p>General expenditure was forecast to be on budget but there was increased expenditure on things like laptops for equipment purchased from non capital</p> <p>Q ~ What happened to the photocopier budget? A ~ a lot is spent but the actual budget maybe over estimated. MC is arranging a new contract in March and is very aware of the costs.</p> <p>Delegated support is under budgeted as no longer with Capita but it is no longer recorded under that budget heading. New resources for national curriculum have increased the spending under the general curriculum budget. Some aspects are considered an important experience for the children such as within Humanities bringing in a visitor to share war experiences. School Improvement budget is overspent for new staff and supply training. There have been many changes this year such as Curriculum 2014 and the new assessment system. Overspend will be clawed back from the reserve but MC keeps a careful watch on that area. She carefully monitors the allowable carry forward figure. She confirmed that the Budget position will be presented 3 x a year.</p>	
5	<p>Raise 2014 (attached)</p> <p>It was agreed that there would be a separate meeting with Nicky Gifford to go through the detail. FW pointed out that the 'G' on some pages was highlighting Governor responsibilities to challenge. It was agreed to include this at the same meeting with David Amos in New Year when discussing Ofsted. GQ will arrange the meeting with David Amos and this has subsequently been confirmed as 5/02/15.</p> <p>Overall there were many positive aspects. FW asked about low and</p>	GQ

	high attainers and GQ explained these categories are cohort related so issues will be different in each year. There are initiatives in place from the DfE for improvement in KS2 reporting, possibly 3 year averages to iron out cohort variances. FW offered to go through the figures with governors before the meeting when date is known.	
6	<p>Evaluation of teaching & learning October '14, staff progression for Ofsted, & Appraisal outcomes 13-14 (attached)</p> <p>GQ informed governors that it was more accurate to report 'evaluation' rather than 'monitoring' as they are looking at children's work, the lesson and data on achievement together with discussing it with children to give a better overall view. It is hard for staff KP reported it seemed to be less rushed, was positive and next time won't be so difficult for staff. It identified that Teaching & Learning was good across the school, there are some areas for improvement but we know where they are and can work on it. The evaluation should be 2 x a year as a minimum, they will do it in term 4 but maybe not in term 6 if the results are still at least good in all areas. Staff are developing plans for areas going forward with next step cards etc. to start in Jan'15. Children targets not appropriate yet as not necessarily as meaningful. Children will have new targets in Jan. Launch will then be consistent. Very few of Worlebury children will be classed as SEN Support under the new SEND rules, they will be identified as low achievers. There is a move away from taking children out of class for intervention groups and supporting them in class. Not labelling learning can support mixed ability work if teachers make sure there is proper differentiated learning. Tracking will still have differentiated levels to show progress. Comparisons will not be made within labelled groups but will look at how to support them properly. The Head Teacher has reported staff progression and all governors have received a copy.</p>	
7	<p>TLR & Staff retention</p> <p>Governors decided in May to award a TLR 3 (temp) to NG for setting up new systems. GQ asked governors to approve a permanent TLR (in an internal advert) at TLR 2a. Governors approved.</p>	
8	<p>SEND 3 year action plan (attached)</p> <p>Although it is a 3 year plan there are still many uncertainties and therefore subsequent years may change. SEN support will replace School Action Plus and School Action in January, and the school will retain IEPs until the end of the academic year. GQ & HG to meet and go through the plans.</p>	GQ/HG
9	<p>Governor Reports & Monitoring</p> <ul style="list-style-type: none"> ▪ Maths report ~ 5 questions (attached) This was circulated for information. GQs could email NG with any questions and refer to it when looking at data. ▪ Pay Policy (circulated previously) Governors went through the model policy and adopted it having made some option choices. ▪ Pay Committee (required) JH, MP and GE agreed to be the pay committee. ▪ Appraisal & Capability Policy (circulated previously) Adopted ▪ Letting Policy (amendment for ratios for breakfast club) ~ MC 	

	<p>pointed out the current ratio was 1 to 10 for the breakfast staff to children. She had checked with H&S and they are happy with a ratio of 1:15. Governors agreed to the amendment. MC will think of some wording about not using external electrical equipment into the school sound system to protect school equipment. Hirers can use the CD player but nothing else. MC will email round the wording having checked with other SBMs.</p> <ul style="list-style-type: none"> ▪ Changes to Terms of reference for committees Governors agreed to combining the terms of reference with the amended paragraph 4.22 to remove reference to the school improvement plan. ▪ Policy Cycles (<i>circulated previously</i>) Govs to look at this separately. LM circulated statutory policies from DfE. ▪ Admissions policy 2016/17 changes were made to Children Looked After, and summer born children. Governors agreed with amendments and to it being published on the website for at least 8 weeks. Governors must ratify the policy at the meeting of 18/3/15. ▪ & Delegation of ranking to LA Governors agreed to the LA ranking both in year admissions and for next bulk in-take. ▪ Complaints Policy Covered earlier. ▪ Running summary of Governor actions for Ofsted ~ AJ suggested one way to streamline the evidence presented to Ofsted of Gov activity, the document shows what it does and the impact. It archives the documents and highlights the actions taken. AJ will undertake this to show governors how it can work. ▪ Governor roles and training AD circulated the report from the training link working on summary of training covered to identify the gaps. She appealed for governors to provide a history of their own training, especially from the Diocese, so that can link with the JD for the responsibilities. All governors were requested to send evidence of training to AD and any certificates to the office. 	<p>MC</p> <p>Future Agenda</p> <p>All Governors</p>
10	<p>Strategy and visioning</p> <ul style="list-style-type: none"> ▪ Reconstitution ~ Governors agreed to the proposed changes to the Constitution in respect of the category of Governors and the office which they hold (see appendix 1). FW informed governors that the constitution document is ready to send to the Diocese for checking and then process for sealing. The vision needs to be updated and made ready for the future. She quoted from a letter from the new Bishop of Bath & Wells, which focused John 10.10. Offer a broad and balance of focus not just on the curriculum. A new meeting was arranged for a new vision on 7/1/15 7pm at FW's. 61 Cliff Rd. ▪ Governor vacancies ~ FW had circulated the newsletter and suggestions include the addition of co-opted governors. LM to liaise with MC re getting forms into parent mail and setting timelines. 	LM/MC
11	<p>What impact will this meeting have on our pupils Clear vision from Governors Awareness of data and therefore attainment</p>	

	<p>Breakfast club can take more children Small steps on better governance arrangements Governors developing a more strategic role.</p>	
12	<p>Any other business:</p> <ul style="list-style-type: none"> • Amend minutes from 7 May 2014 to read budget was approved but C/F figures was draft. • Lunchtime activities with Sports to Schools coming in Mon, Wed, Fri and cover in classroom activities, cheaper than SMSAs and has alleviated problems over lunchtime arguments amongst the children. • Playground equipment finished and governors thanked MC & MW for their extra work in making this happen. It will be opened on Tuesday 25/11 by the local Mayor. MC had secured £5k funding from Lottery, & used some devolved CAP to minimise VAT payment (£8k plus) plus £1700 from saved money for this purpose. It is expensive flooring but will be an all round facility. • 27/11 Daniel Woods coming into school for the Equalities training 9.30 am onwards. MP, AD available to work with GQ. <p>Meeting closed 8.40pm</p>	LM