

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

Thursday 25 September 2014 at 6pm

MINUTES

Present:	Martin Williams (MW)	LA Governor (Vice Chair)
	Alison Devereux (AD)	Foundation Governor
	Caroline Matthews (CM)	Foundation Governor
	Jonathan Howse (JH)	Parent Governor
	Alvin Jeffs (AJ)	Foundation Governor (Vice Chair)
	Miranda Pincott (MP)	Foundation Governor
	Heather Gregory (HG)	Foundation Governor
	Felicity Williamson (FW)	Foundation Governor (Chair)
	Gillian Quick (GQ)	Headteacher
	Jo Thorn (JT)	Deputy Headteacher
	Kate Porter (KP)	Teacher Governor
	Nicky Gifford (NG)	Teacher

Action Summary

Action	By whom
Circulation of school Action Plan	GQ
Letter of thanks to Sam Skone & Kate Porter	AJ
Research for alternative Complaint Procedures	All
Circulation of SEND 3 year plan	GQ
Circulation of draft JDs	AJ
Sign Pecuniary Interest form	GE
Details of potential Foundation Governor to LM	CM
Notification of change of governor category to Diocese	LM

Opening Prayer from HG

Item	Topic	Action
1	<p>Welcome and Apologies</p> <p>FW welcomed governors to the start of the new academic year. She informed governors that Larry Mount had resigned in the summer because of work commitments. Governors expressed their thanks for his hard work during his term in office. Apologies were received from GE who had a PCC meeting.</p>	
2	<p>Standing items</p> <ul style="list-style-type: none"> • Declaration of Interest ~ there was no conflict of interest • Safeguarding matters ~ there were no safeguarding issues to report. 	
3	<p>Receive the minutes from the FGB meeting 3 July 2014</p> <p>The minutes from the FGB of 3 July 2014 were accepted as a true record and signed by FW in her capacity as Chair. They were retained at the school.</p> <ul style="list-style-type: none"> ▪ Matters Arising ~ the letting policy has had the tick box added, the governors' Newsletter is ready to be published (Governors thanked FW for her hard work in putting this 	

	together) and the display boards have been updated. The training date with David Amos is still to be arranged but it would be worth waiting to see what the skills audit and strategy & visioning group came up with.	
4	<p>Data</p> <p>NG led governors through the data sheets that had been circulated previously. She pointed out a dip in girls' writing and reading in the EYFS against the national average, which has identified them as a target group in Y1 to address it. KS1 results show them to be significantly above national average in all areas, KS2 shows good attainment overall but there are dips. There seemed to be no identifiable trends but it may be as a result of inconsistent teaching. The appointment of a KS2 leader will help address this. Y6 boys writing has been targeted for additional support possibly in class and small groups. JT pointed out that the class teacher is now responsible for determining what intervention is appropriate. GQ informed governors that there had been lots of changes in assessments so the teachers were looking at the available resources to see what the right interventions will be at the start of T2 to make sure there is rapid progress. FW asked when the impact of any intervention would be measured and GQ said 6 weeks. JT said there were pockets of children underperforming. AJ asked if teachers had targets for individual children. JT responded that they did as well as targets for identified groups. AJ asked if teachers had expectations of children who were higher achievers to push them further than the 2 levels of progress. JT explained that there was generally a push for 3 levels of progress where it wasn't evident. KP pointed out that there was a downward trend emerging in YR for the children to be at a lower level in literacy and maths than before and she had asked the Head of Early Years for the LA to keep an eye on pre school settings to see if there was a trend emerging. GQ said the current Y6 hadn't been assessed for 3 levels as some hadn't been all through the primary school. JT commented that when the current Y6 left Y2 the expectation was for 2 levels for progress now it was 3. GQ reminded governors that levels were going but the school was going to keep them this year whilst working out what it wanted. AJ asked if there were areas for development for the teachers written into the action plan. GQ and JT agreed this could be shared and will be circulated. JT commented that it was a rigorous plan. MP asked whether the LSA could be upskilled to help with targeted intervention or the teacher was expected to deliver the interventions. GQ said the intervention was to challenge underachievement and that LSAs cannot be expected to have the same skill level as a teacher. AJ expressed thanks on behalf of the governors to the teachers for the very impressive outcomes. GQ reminded governors that we need to remember what we as a school want, it is not all about level 3 at KS1 or L6 at KS2 but is about making the whole primary school experience memorable.</p> <p>NG left the meeting having received the thanks of the governors for her presentation of the data.</p>	GQ
5	<p>Headteacher's report</p> <p>GQ took the governors through the report which had been circulated earlier. FW asked if we had reached our attendance target (yes) but</p>	

	GQ said this is no longer set locally by the education Welfare Service but will be a national target. AJ expressed thanks to Sam Skone and KP for their achievements in obtaining a Bronze Sports mark and Silver Science mark respectively and would write a letter from the governors to them to express the admiration of the governors.	AJ
6	Baseline ~ how do we feel as Governors? FW circulated a quick questionnaire to governors present to see how governors assessed how we effective we felt we were so this could be used as a base line for measuring progress across the year. This will help inform what we need as we work on reconstitution.	
7	Complaint resolution and review of procedures FW informed governors that the complaint received last school year was now resolved at stage 3. However the process raised issues with the policy which was at least 6 years old and required a review. Governor Services had published some FAQs about the procedure but hadn't actually addressed any weaknesses within the process. Overall although the complaint was now resolved it did raise questions about the way governors handled it. FW reminded everyone that stage 1 is informal, although most complaints are referred to the Headteacher governors can address any areas of dissatisfaction expressed by parents to deal with it as quickly as possible. In general the FGB adopts LA policies without many changes, however there seems to be an imbalance within this process with a bias towards the complainant rather than the subject of the complaint. The guidance is very light about how to investigate an issue and stage 3 is only offered to the complainant not the individual so there is no right of redress. FW asked governors to research into policies from other schools or LAs to recommend alternatives. She pointed out that all governors should be familiar with the existing one, and then find something better.	All Govs
8	SEND GQ had circulated the national guidance which was comprehensive and then the school guidance which was a little lighter. She has drafted the 3 year plan but it is likely this will be amended after the course she is attending on 30/9. She will circulate to governors after this date. Currently there is one child in school who may apply for an Education Health Care plan. As a school we will keep the School Action and School Action plus for the current year. There is a one page profile for every child in the school. FW commented that this was an evolving picture.	GQ
9	Training for Governors <ul style="list-style-type: none"> Skills audit ~ circulated by AJ, he explained he had used a simple traffic light system and felt that an area of red was a high risk for the FGB. This is where there is only one governor who has this skill set. He will use the audit to identify areas where we need additional training or more skills from additional governors. He has drafted some JDs for governors in key areas which are nearly ready for circulation. JT reminded governors that they were invited to join any INSET training if they were available, Training records ~ AD showed a skills proforma which can be kept in school and regularly updated as a training record for each governor. <p>It was agreed that this will be brought to the next Strategy & Visioning</p>	AJ S&V

	meeting.	agenda
10	<p>Administration for the academic year</p> <ul style="list-style-type: none"> • Terms of reference ~ FGB ~ reviewed and signed off by FW • Terms of reference ~ S&C ~ reviewed and signed off by MW • Terms of Reference ~ F&P ~ reviewed and signed off by JH • Pecuniary Interest for 2014/15 ~ all governors present signed a sheet which was filed at the school as a record. • Statutory Governor roles & vacancies – H&S ~ MP agreed to take on this role as an interim measure until such time as new governors were recruited. It was agreed to wait to recruit new governors in any capacity other than Foundation until we had identified what we wanted. CM had details of a potential Foundation governor to pass on to LM. It was agreed that HG would change category of governor to become a Foundation Parent governor. LM will notify the Diocese. 	<p>GE</p> <p>CM</p> <p>LM</p>
11	<p>Strategy and visioning</p> <p>The next meeting has been set for 15/10/14 at 7.30pm at FW's home. She recommended that governors look at the new NSESP website. She will send out some key documents for governors to look at before the meeting. The aim will be to see what is recommended for reconstitution and what we want for the school.</p>	<p>FW</p>
12	<p>Impact of this meeting</p> <p>GQ commented that awareness of attainment and progress was good for the challenge to the school.</p> <p>AD commented that availability of training at Inset days would help governors in providing a full picture of the school. KP said it was always good to remember the children as key stakeholders. AJ said appointment of the H&S governor was important as it kept the school compliant.</p>	
	<p>Any other business:</p> <ul style="list-style-type: none"> • Pay policy had been circulated and would be reviewed against the current one at the S&V meeting • Governors agreed to apply the 1% national pay award to the reference points within the current pay policy. • LSA interviews will be held with AJ & MW assisting with shortlisting on 15/10 and interviews on 22/10. • CM asked when the panel could set GQ's appraisal date but this will depend on Sue Ivermee's availability. • GQ will send an application to go through the pay threshold to the pay panel • GQ reminded governors about the CPD on 26 January INSET day. • Policy cycle will be looked at in the sub committees <p>Thanks were given to FW for her work as Chair in coordinating so much in a short time.</p> <p>Meeting closed 7:50pm</p>	<p>Agendas</p>