

**WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL
MEETING OF GOVERNORS**

Wednesday 6 May 2015 at 6pm

Minutes

Present:	Jo Thorn (JT)	Deputy Headteacher
	Melissa Crocker (MC)	SBM
	Alison Devereux (AD)	Foundation
	Alvin Jeffs (AJ)	Vice Chair
	Martin Williams (MW)	Vice Chair
	Felicity Williamson (FW)	Chair
	Heather Gregory (HG)	Foundation
	Miranda Pincott (MP)	Parent
	Kelly Furlong (KF)	Parent
	Liz Mansbridge (LM)	Clerk

Opening Prayer from AD

Action	By whom
Email Michelle Bamford to check she is ok with the decision to purchase iPads	MC
To review the Governors Action Plan during term 6	AJ, KF and MW
Head teacher's report to be carried forward to next agenda	LM
Look at presentation of data for governors with NG	JT
Report back on insurance costs for iPads	MC
Recruitment for new governors to start	LM
Support for Bible story day	AJ/HG/MW
Volunteers for SATS	MW/AD/KF/AJ
Rearrange Ofsted training evening	LM/GQ

Item	Discussion	Action
1	Welcome and Apologies Apologies were received from GQ, KP and GE.	
2	Standing items <ul style="list-style-type: none"> • Declaration of Interest ~ None • Safeguarding matters ~ None 	
3	Receive the minutes from the FGB meeting 18/03/15 and 21/04/15 The minutes of the meetings from 21/4 and 18/3 were accepted and signed as a true record by FW in her capacity as chair. They were retained at the school. <ul style="list-style-type: none"> ▪ Matters Arising 18/3 ~ these were discussed and updated. KF highlighted that there may be a conflict of interest from her being engaged by the school to do maths coaching; governors agreed to note	

	<p>this but continue to use her expertise.</p> <p>Pay & Performance committee has to have MP as only eligible governor and FW will approach St Anne's to use their governors in order to have sufficient numbers. Governors agreed to FW approaching them and the proposal for a reciprocal arrangement should they require one.</p> <p>AJ distributed roles and link governors for year groups to start in September 2015. Governors discussed the bullet point roles and year group allocations were made to be circulated later. One of the key priorities is raising the profile of the GB within the school. Cohort governors can build links with year group teachers. Governors thanked AJ for his work.</p>	
	<p>Finance</p> <ul style="list-style-type: none"> Actual and Budget 2014~ 15, MC took the governors through the spreadsheet circulated earlier. The school is in budget with a carry forward of £47,835. AJ queried taking such a large carry forward into next year. MC pointed out the c/f is not the maximum. AJ said money for the children now is only being spent at 92% and there was potential for an 8% c/f becoming an item that isn't up for discussion. Governors should consider if this should be a lower % in future years. There is also a concern that future budgets may be reduced by 8% if it is seen as a regular carry forward figure. MC said the projection didn't carry forward automatically and there is no carry forward projected for year 3. In setting the budget there are some assumptions that there is no turnover of staff and that salary costs increase, but it was agreed to discuss in the new academic year. It is for Governors to decide why there is a large carry forward. As the carry forward is static it means we are spending the in year budget, the carry forward is historical and to protect the school. Budget 2015~16 Governors were asked to approve the budget. Governors agreed the budget for 15/16. MC asked approval from governors for a temporary 1 year fixed term contract (FTC) at 0.6 from Sept 15 to work 2 days with Pupil Premium (PP) and 1 day PPA (funded separately). At present this has been on a supply basis but to secure the interventions and improve the impact of the interventions for the children the school want to make the arrangements contractual. KF challenged as PP money can only be used for PP. JT explained the intervention teacher may have to work with others to enable the classroom teacher to work with the PP cohort. KF was adamant that recent training suggested that PP only could have PP money spent on them. JT said the school needs to be able to say that PP provision is outstanding but PP children shouldn't always be pulled out of class. FW said we are still saying that the interventions in place are benefiting our PP children. The decision is that we want to secure the provision through the fixed term contract and governors agreed the proposal. MC reported that the school wants to advertise for a 15.75 hours LSA from September, on the basis of a 1 year FTC, to be advertised internally; agreed by all Governors. It debated how best to make sure eligible adverts are communicated to the wider school community. Amy Shippey was thanked by Governors for her hard work in the school. There 	<p>Agenda item 15/16</p>

	<p>is no reduction in lunchtime clubs from the change in LSA hours.</p> <ul style="list-style-type: none"> • Proposal for IT equipment purchases ~ Katie Hewitt (KH) put together the proposal with the school's IT contractors 2IT. Governors should consider iPads as the recommended way forward. They are extensively used in secondary schools plus they can broaden the use of apps as a teaching aid. Insurance costs will have to be looked at separately. There is money put aside for this from the School Budget (originally the Appeals Trust). MC has quotes and is about to send out letters seeking funding from external companies. Governors agreed in principle, the costs will be approximately £11+k and the decision to select the provider was delegated to MC (likely to be 2IT). MC mentioned the free programme for eLIM, a tracking progress system. It also covers training for staff. If the iPads were bought before the summer holidays staff could familiarise themselves with them; the proposal is for 32 initially. MP asked about memory size and to make sure the speed is sufficient when undertaking searches. MC will follow up. MP also asked about Wifi so that the school system can cope with the additional IT. MC will email Michelle Bamford to make sure she is comfortable with the decision. MC agreed to check the position for insuring the iPads separately and report back to governors. • Critical Incident Plan ~ a copy will be kept off site with Audit at LA. Critical documents will be loaded on NSESP website under a topic called ICE. Governors approved the plan. • Photocopier Options ~ lease expires in June 15. Governors discussed the proposal from MC to lease a Toshiba 5055CSE from Lanier for a 3 year period and have Papercut management system installed. Governors agreed this. 	<p>MC</p> <p>LM/MC</p>
5	<p>Governors' Action Plan</p> <p>This has been drafted by AJ and will be a 'just in case' if required. AJ/KF and MW will look at this and it will be included in the governors' review of the year. AJ offered to update this throughout the year. The 'red' items need to be looked at as a priority. Governors thanked AJ for his hard work in compiling this.</p>	<p>AJ/KF/ MW</p>
6	<p>Headteacher's report (to come)</p> <p>Carry forward to next FGB meeting</p>	<p>Agenda 10/6</p>
7	<p>Evaluation of Teaching & Learning report from term 4</p> <p>JT took governors through the reported data for the period up to and including term 4. She explained there was no trend or pattern established in the data to suggest any issues. FW asked what was being done to improve outcomes for those children identified in areas of concern. JT explained that pupil profiles give a fuller picture and does highlight some cohorts that need additional support, for example Y5. This class had been reassessed and has been given additional support. Attainment is below expectation for SEND pupils in Y5 but it is more important to look at progress. KF checked that the progress was reported to date and that KS1 were expected to make 2 Average Point Scores (APS) and KS2 were expected to make 4. She could see an acceleration of progress but a big jump was required during terms 5 and 6. FW asked what was in place to close the gap for SEND pupils. JT said it was a concern for 1 or 2 children, the class teacher has a</p>	

	<p>personal profile for each child which will detail the interventions. It was felt that the wording on the data document is misleading as it isn't really accurate to say areas of concern at this point. It would be better to amend the report to say 'explanation of highlighted areas'. AD's recent reports from Pupil Progress meetings helped demonstrate actions taken to support the pupils. Governors asked that their thanks to Nicky Gifford for her work in reporting the data are minuted and passed onto her.</p>	JT/NG
8	<p>School Self Evaluation and message from GQ Governors agreed that the layout was very clear. They agreed the comments about governors was fair. There were no questions about it. Governors expressed their thanks to GQ for her message during her absence. They wished her a speedy recovery. JT reminded governors that levels were going and there would be a new assessment system to trial in term 6.</p>	
9	<p>Seeking new Governors The wording for the letter to recruit new governors was amended to include skills wanted in digital technology and finance. It was agreed to go out to parents before the end of term 5 to recruit new governors.</p>	LM
10	<p>What impact will this meeting have on our pupils Improved technology for the children Children will be safer in the event of a critical incident Allocation of cohort governors will improve relations with the children and their parents/carers Data has been challenged and future presentation of it will change</p>	
11	<p>Any other business: Allegations of Abuse model policy from the LA have been adopted by Governors.</p> <p>Volunteers from the GB were sought for SATS. AJ/MW/KF and AD will help on different days. AJ suggested governors complete a brief visit form after this.</p> <p>MW reported that Y6 girls were putting together a business plan to support their wish for a new seating area he will make for them.</p> <p>JT asked for governors to support Bible story day on 1/7 at 2.30pm, governors will need to choose their favourite bible story. AJ/MW/HG will go into the classes for which they are the cohort governors.</p> <p>GQ has had her operation and is recuperating at home. Governors sent their best wishes.</p> <p>MP asked for volunteers for the Quiz and curry night to be held on October. Governors were keen to be able to have a team as well as help.</p> <p>Date of next meeting Thursday May 14th at 6pm for Governor Ofsted inspection training ~ cancelled, to be rearranged.</p> <p>Parents evening for new YR children Thursday 4 June 2015 at 6pm at the school. Governors are invited to speak and attend ~ AJ agreed to say a few words and HG will be there in support too.</p>	LM

Next FGB meeting Wednesday 10 June 2015 at 6pm	
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Summer fair will be held 4 July 2015.	
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