

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

Wednesday 25 November 2015 at 6pm

MINUTES

Present:	Michelle Bamford (MB)	Headteacher
	Felicity Williamson (FW)	Chair (Foundation)
	Alvin Jeffs (AJ)	Foundation
	Helen Jones (HJ)	Parent
	Geoff Eales (GE)	Vicar
	Alison Devereux (AD)	Foundation
	Miranda Pincott (MP)	Foundation
	Heather Gregory (HG)	Foundation
	Kelly Furlong (KF)	Parent
	Jo Thorn (JT)	Deputy Headteacher
	Liz Mansbridge (LM)	Clerk
	Melissa Crocker (MC)	School Business Manager
	Tabi Fisher (TF)	Guest

Opening Prayer ~ GE

Action	By Whom
Definition of minor/major behaviour incidents as recorded at the school	MB
Send best wishes to member of staff on long term sickness absence	FW/GE
Copy of the school self evaluation (SSE) and School Improvement Plan (SIP) to be sent electronically to LM for the NSESP website	MB
Governors to work through changes to the SIP and SSE	Volunteers
Circulation of PB report	MB
Complaints process for a Governors Newsletter	FW
Follow up on governor vacancies	LM/GE
Amend Governor definition of roles	AJ
Plan arrangements for maternity cover	MB

Item	Discussion	Action
1	<p>Welcome and Apologies</p> <p>FW welcomed Helen Jones (HJ) & Tabi Fisher (TF) who is our potential Foundation Governor; (the papers are with the Diocese) to the meeting.</p> <p>Apologies were received from Mark Fox and Kate Porter.</p> <p>FW informed the FGB that Martin Williams has resigned from the position of LA governor with immediate effect. Governors formally recorded their thanks for all his hard work on behalf of the governing body for the school.</p>	
2	<p>Standing items</p> <ul style="list-style-type: none"> • Declaration of Interest ~ none • Safeguarding matters ~ MB issued the criteria for major and minor incidents as recorded at the school. It was agreed there would be a table brought to FGB on a regular basis showing the 	

	<p>number of incidents recorded. MB explained the information. The table also included information about absences. FW asked about the major/minor book in school which relates to behaviour and FW asked for the definition for these for our school.</p> <ul style="list-style-type: none"> • SEND Update ~ MB has asked for this on the agenda as a regular item. All SEN children (14) have had structured conversations with parents and have individual education plans. The number of children in 'categories of need' (3) recorded as 2a. • Health & Safety matters ~ Any accidents of note, None how many accidents in total none any trends identified. None <p>MP had undertaken the next health and safety walk for term 2 but hadn't had time to circulate the report yet.</p>	MB
3	<p>Receive the minutes from the FGB meeting 25/11/2015</p> <p>Governors accepted the minutes as a true record of the meeting and FW signed a copy in her capacity as Chair. A copy was retained at the school and will be published on the school website.</p> <ul style="list-style-type: none"> ▪ Matters Arising <p>Governors recorded thank to GE and the church community for a lovely service and making us so welcome. AD will write up an evidence sheet of governors' experience.</p> <p>MB said there were a high number of attendees at the e-safety assembly which was led by the children. Governors thanked AJ for his work in organising the training morning.</p> <p>MP reported there was low attendance at both Thursday and Friday worship as there seemed to still be some confusion amongst parents regarding which day/s worship was on. MP asked for a reminder that worship was held on Thursday and Friday to be re-inforced again on next newsletter. Children will participate within a number of assemblies but this would be in addition to any specific planned led assemblies. Staff absence figures had been added on the report. MB clarified the position for Y6 phones.</p>	
4	<p>Budget monitoring</p> <p>MC had circulated financial reports prior to the meeting and MP had visited the school to go through the report in advance of the meeting. Governors looked at the variances from the forecast; an increase in forecast spending is shown in red. It was highlighted that some savings were shown in staff budget from maternity leave savings but there was an increase shown for LSA hours as there had been identified different needs within Y3 and 4 from the two afternoons of support as provided at present. MB is looking for more support especially in Y4 where this is one of our priority areas. It is possible to use some additional money from pupil premium. Overall the money is on target. There is a member of staff on long term sickness and it was agreed governors would send best wishes. GE and FW to pick this up. MB pointed out that where there has been an increase in income from FSM we have added some of it to the Sports Premium money that had been allocated to be used to enable more positive energetic play at lunchtimes. We have all lunchtimes enhanced by Sports 2 Schools. The C/F is the same as the budget at present and the extra will be held in school improvement cost centre. FW asked how close the</p>	FW/GE

	<p>figure is to the carry forward maximum but we will be within the accepted level. MP reassured governors that we have been carrying forward a historical sum not just making savings from the current money allowed for pupils and spending surplus in year but in light of the future cuts in budget it would be prudent to increase the carry forward. Governors had debated this in previous meetings and expressed a concern that current pupils weren't being disadvantaged by reduced spending. MP informed governors that Friends want to raise some funds to improve the PA system in the hall. The St Anne's system cost about 10k and the surplus from the Christmas Fair would go towards this. MP said that both the shortened and full length version of the budget were sent round. MC normally sends the summary, cumulative, transaction reports so governors can track. AJ asked for an explanation of cost centres F358 & 357; at the moment these cost centres are showing an actual surplus. This is because parents pay increments throughout the year in advance towards the residential trips which shows currently as a surplus. The cost is charged against this income once the trip has happened which will result in a nil cost overall to the school. That is why the forecast is showing nil.</p> <p>Governors agreed to bring forward the item about the Admission Policy: Change of wording where it states "Reference Form" it should read "Supplementary Information Form" to agree with the Admissions Code. Governors agreed to go out to consultation over the change and it had to go to the Diocese as well for their response. Tim Pollock from the Diocese was going to respond but nothing was received by 6pm tonight.</p> <p>Letting policy has been reviewed but there is no change from last time other than it will include reference to no smoking includes e cigarettes. Governors agreed with this. MC left the meeting at 6:45pm.</p>	
5	<p>E-Safety Policy</p> <p>MB explained that the policy circulated is a SWGfL standard template with an additional section for the safeguarding governor. The school will produce an e-safety newsletter which will drip feed information to parents to make it easier to assimilate the information. There will be a summary policy published with a link to the full policy. The administrators of informal group on social media will ensure Facebook pages will link with the e-safety committee. FW asked how the information will be disseminated to staff and it will be included in their e-safety training. Acceptable user forms will be for everyone and will include governors. JT gave feedback from staff about a concern of the increase in protocols in use for mobile phones; some concerns have been expressed about adults keeping their phones with them during school trips. MB said this will be discussed at an e-safety committee and a common sense approach will prevail.</p> <p>FW asked if Governors wanted to adopt the policy as is and governors agreed unanimously to adopt.</p>	
6	<p>Feedback from Sue Horsnell meeting on 23/11</p> <p>FW explained the background for Sue coming in and highlighted the key actions which were SSE and SIP after we refresh the vision. MB is to send an electronic version for the NSESP website. MB asked how we were going to work through any changes and it was agreed</p>	MB All

	that it would be a coalition of those willing and available. It was agreed to use the Ethos committee to make sure the Christian values etc are represented.	governors
7	<p>Feedback from LA Adviser meeting</p> <p>MB reported to governors that Penny Boardman (PB) came in last week and talked about reading and assessment for English. She spent time unpicking the English curriculum and barriers for timetabling so we can look at the strategic plan for the future. This was to build trust with the teachers about freedom and creativity. Comments at present are that staff are overplanning. Staff will use more time over the inset days to unpick what this means. Assessment changes will be around what fits for Worlebury and not wait for guidance from the LA or DfE. Ask PB for a copy of her report to flesh this out. The moderated work for English will be replicated for maths with our informal partners. We have done an internal moderation for maths so we know what 'secure for a child in Y2 looks like'. This will be revisited in a cyclical way. MB will circulate PB's report when it is available.</p>	MB
8	<p>Governor Reports & Monitoring</p> <ul style="list-style-type: none"> FW gave a summary of the Future Schools session from Chris Hustwick (CH) last week and copies of the questionnaires are available for completion. The idea is a summary of where we are with our school and what we want in the future. Feedback to CH that the front page is daunting for governors and aren't questions. Governors are to have completed questionnaires back at school by 4/12. Raise-online data ~ KF has volunteered to be the assessment governor. KF concluded Governors don't need the raise online detail but will need the summary. KF looked at the children not making the expected achievement and saw there were reasons for this. There was nothing from the raise online report that hadn't been highlighted by previous data. It does make you question whether this is a school issue and provides a trail to follow. There is a greater challenge for our school for how we manage the very small number of disadvantaged children. FW asked if the staff were confident that the provision is adequate for those children. JT said it was more sustained and focused this academic year. When should governors look at this again? Need to consider our 'now' data and a check-in for pupil progress. MB will provide feedback in January 2016 for what the base line looks like and revisit at the end of terms 4 and 6. Agenda item for 3 Feb FGB. Data will be collected from staff for reading, writing and maths for 8/12. From this we can see how many are secure and keep tracking for mastery. This will be evidenced by progress in books and what the curriculum has covered, a range of evidence but not necessarily through tests. AD asked how extra LSA help in Y3 and 4 would be managed. There is an extra staff plan for hours until the end of financial year. FW/KF and possibly MF/HJ will continue to monitor data. Complaints Policy ~ FW has been backwards and forwards with DfE but they have not been very helpful. Only the complainant can escalate it which is not very fair. The DfE is issuing new 	Future agenda item

	<p>guidance in the New Year. Investigating officer can make recommendations but policy doesn't make it clear who decides on other actions. It is hard to complain, FW wants to design a form that says 'the issue is this and I would like to see this resolution'. FW going to ask HJ to look at something easy for parents. She will add it to another governors newsletters.</p> <ul style="list-style-type: none"> • Data working party ~ covered already. • School website update ~ Mark Fox is already meeting with MC about what we could do and it is proposed he is ICT governor. He will include how the children can be involved to upload information on the school, and linking with the church community to see. MP happy to work with MF about digital futures. • Roles & responsibilities ~ HJ is the new Training link governor. MB keen for subject governors: KF will undertake Maths and Assessment, HJ English. AJ to redraft the job description defining governors' roles. HJ is to shadow SEN with HG. Class link governors' impact is about profile and relationship building. Governor visit forms will be kept in the office for quick write ups. Where links are established these will continue, TF will pick up one of the other areas, Y1, Y2 or Y5 and offered to MF and HJ. JT suggested combining Y1 and 2 as they often work together. Premises will pick up MP within H&S. Admissions Committee picked up by AD. <p>LA governor ~ no set criteria linking the role to a political party anymore so we need to consider what skills are needed, AD may know of someone suitable (LM to send forms).</p> <p>LM and GE to follow up on other Foundation Governor. AJ to send out skills audit to governors again.</p> <p>Vice chair vacancy for governors to consider</p> <ul style="list-style-type: none"> • Safeguarding policy (new) ~ this is a model LA policy which was adopted by governors and disseminated to staff. 	<p>FW</p> <p>AJ</p> <p>LM/GE/AJ</p>
9	<p>Strategy and visioning</p> <p>Inset day tomorrow, governor and support staff at 9.30am at Uphill for introduction to Learning without limits. Lunch at Uphill with everyone. Back to Worlebury for visioning. Friday now not for governors. Starting point for our visioning.</p>	
10	<p>Any other business:</p> <p>FW has received a resignation letter from Kate Porter who will be leaving 1 April 2016. Governors wished her very well in what is a fantastic opportunity for her career. Governors were informed that there are some maternity cover arrangements to be made for this academic year too, which will be addressed with MB as the term progresses.</p>	<p>MB</p>
11	<p>What impact will this meeting have on our pupils?</p> <p>Safety environment for our children. Vision for our school for curriculum and website. Good interaction with church community good Healthy financial position and use of resources.</p>	

Meeting closed 8:45pm