

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

Wednesday 6 July 2016 at 6:00pm

MINUTES

Present: Michelle Bamford (MB) Headteacher
 Felicity Williamson (FW) Chair (Foundation)
 Helen Jones (HJ) Parent
 Geoff Eales (GE) Vicar
 Miranda Pincott (MP) Foundation
 Alvin Jeffs (AJ) Foundation
 Heather Gregory (HG) Foundation
 Kelly Furlong (KF) Parent
 John Bangham (JB) Foundation
 Liz Mansbridge (LM) Clerk
 Ann Devereux-Dowlan (ADD) LA

Opening Prayer: GE

Action	By Whom
C/F Governor Effectiveness form	MF
Governors' Prevent on-line training session to be arranged before December 2016	AJ
Staff Governor appointment of Jo Thorn to be arranged	LM
New YR parent follow up for Foundation Governor	GE
Governance Audit from the Diocese follow up	LM
Data analysis to be on next agenda	LM
Diocese MAT presentation evening to be arranged before 23/9	MB
Example of signed MA agreement	MB
FGB terms of reference proposal on policy review for next agenda	JB
Sport Link Governor hand over c/f	MP/ADD

Item	Discussion	Action
1	<p>Welcome and Apologies</p> <p>FW welcomed everyone and informed governors that apologies had been received from Mark Fox as he was unlikely to be back from a trip in time. We had received the nomination from Councillor Hall for Ann Dowlan Devereux to be the LA governor and FW proposed her appointment, seconded by AJ and unanimously agreed by all governors.</p>	
2	<p>Standing items</p> <ul style="list-style-type: none"> • Declaration of Interest ~ FW declared her interest as manager of the LA team responsible for future schools information. It was agreed by governors that JB would be the future schools lead. • Safeguarding matters ~ AJ met with MB to update the procedures (added bullying to the remit) however there was nothing to report. • Health & Safety matters ~ any accidents of note, how many accidents in total and any trends identified. ~ none 	

3	<p>Receive the minutes from the FGB meeting 18 May 2016</p> <p>Governors ran through the minutes from the previous FGB meeting:</p> <ul style="list-style-type: none"> ▪ Matters Arising ~ appointment of LA governor , done ▪ Governor effectiveness form carried forward in the absence of MF. ▪ Website has been given approval following last comments. MB said it should be up and running for new school year if not before. There will be a school Twitter feed for outwards comments not for general comment. ▪ Prevent on-line training ~ safeguarding network informed that new e-learning training will be available in the new school term. FW proposed doing it on class iPads, MB will train with staff on first inset day. Training has to be done by Dec16, AJ to arrange. ▪ Staff agreed the register will close at 8:55am. ▪ Audit of Governance discussed, Budget may be insufficient for what we wanted. Want our documentation and website checked. Governors discussed what we wanted and would it be value for money. LM will seek more information from the Diocese. ▪ RSE consultancy group to set up in September. ▪ GE will follow up the interest expressed by a new YR parent about becoming a Foundation governor and talked to Martin Williams as to whether this is the best way to support the school community. MB said there was no current member of staff in a position to take up the staff governor vacancy but that Jo Thorn would stand in until a replacement could be found. Governors were pleased to accept the offer ~ LM to send paperwork. ▪ Change Elaine Garland name on website minutes. <p>The minutes were accepted as a true record and a copy signed by FW as Chair. A copy was retained at the school and will be published on the school website.</p>	<p>Next agenda</p> <p>AJ</p>
Overseeing Financial Management		
4	<p>There is no budget update for this meeting as it is so early in the budget year. JB confirmed he had attended training on Governor budget monitoring.</p> <p>MB informed governors that on looking at timetabling and in preparing for the pupil progress meeting next week, she has identified an SEN child who would benefit from additional LSA support in class. The school is seeking an EHC plan but school needs to fund the first £6k of support. She is seeking approval from governors to increase LSA support to full time in that class which impacts on the budget by increasing the predicted deficit in year three by £3k. It is mitigated by saving from new Y4 teacher salary costs. MB is looking to start for the next two weeks and term 1 to provide cover by current staff (increasing the 6 hours currently to 32 hours per week) and assess impact in October '16. The school could apply for top up funding but the child doesn't meet the criteria yet. Governors agreed in principle to the increased spend.</p>	
Holding the Headteacher to account for the performance of the school and pupils		
5	<p>Headteacher's Report (<i>evaluation of school improvement plan</i>)</p> <p>Governors discussed the operational decision of MB to change the Y6</p>	

teacher for the next academic year. KF declared an addition involvement in this as a governor and being a parent of a child in this year group. MB has met with dissenting parents individually and has 4 parents still unhappy with her decision. The concern stems from the proposed return of a teacher coming into the class part way through a school year and a lack of continuity in teaching which may come from a job share in such a key stage of the children's learning and the possible impact of this on progress. MB has expressed her rationale and the school staff are supportive. She has met individually with each parent to explain her position but 4 still remain unhappy and this will impact negatively on the start of the new school year. JB checked that this is considered the best outcome for the children in the professional opinion of MB as headteacher. KF queried the additional leadership time allocated to Jo Thorn in the next school year. MB explained how the additional leadership time will be used in the first year and her expectation is this will reduce for the following year. KF questioned the use of Sam Skone for PPA cover to teach all PE in case this diminished PE expertise in other staff. However each classroom teacher will still teach one PE session with the exception of the job share teachers so the initiative should support the development of PE across the school. AJ suggested reviewing it after a year to assess the impact on the children. MB's ambition is to have a two year cycle of classroom teachers but may have to look at KS1 year groups again. KF asked how the cover for NQT time would work. MB will use HLTA time to cover predicted absence.

MB informed governors of the appointment of Alex Mackie (AM). FW thanked MC and HG for the quick turn round for the advert and interview process. Of the 4 candidates interviewed AM was the strongest of a good field. He has already been into school for a couple of days and seems very prepared. FW asked if DBS checks were complete and it was confirmed they were. KS2 lead is NG and MB will support and mentor AM as a NQT. English lead will be provided by Annarella Knight on a shared role basis to complement the skills set in staff. MB will discuss the role share with others before allocating the responsibilities.

Attendance figures have been included in the Headteacher report; Sara Durant from the LA has completed the Education Welfare audit and has confirmed we are consistent in the application of our Attendance policy. She suggested an updated template letter for parents when warning of attendance issues. Safeguarding lead governor AJ and MB met and the extra information on the chart has been included as requested. The Pupil Progress meeting is scheduled for next week.

MB confirmed that DfE expectations are 65% not 75% as quoted in s1.2. Governors input is required for s4.1 of the School Improvement Plan; JB has developed a working relationship with Melissa Crocker, School Business Manager, and will be able to effectively challenge and monitor the budget. The audits for H&S and safeguarding have a robust process. Attendance at the pupil progress meetings has been important in challenging the decision making in the school and hold the school to account. Governors feel they have a good balance between challenge and support. Reporting from Governors for specific responsibilities happening on a regular basis. Meetings between the HT and Chair happen regularly and information is disseminated to governors quickly.

FW will remain as chair in the near future. Key roles are covered and the

	<p>work MF is doing on effectiveness and JB on policies will help. FW needs this support to balance the chair role with her full time work. There is a consensus that the strength of our governing body is improved as governors are better skilled. The Strategic Plan review to be finalised in the coming weeks. MB is looking for governor input into this before the end of the school year. Review against targets which may change or adapt for the challenge facing the school. AJ suggested governors attend meetings over the discussions and reviews following the recent events. The school SLT will begin the STP and MB will email for attendance from 2 governors who will feed back the findings. MB is looking at 13/7 as an SLT planning day and want governors to attend from lunchtime onwards. KF should be able to attend.</p>	
6	<p>Governor Reports & Monitoring H&S report has been received and posted; Governors thanked MP. Training report ~ HJ said Governors Services are seeking ideas for next year's programme. She has suggested a training evaluation form for governors to complete which can be loaded on to NSESP website to share key learning points. The additional programme supplied by the Diocese was discussed. Governors thanked HJ for her training spreadsheet.</p>	
7	<p>Data Review (preliminary data for Y2/6 – official data is not released to school until 5.7.16 so will not be available at FGB). MB circulated a summary data table and expressed her disappointment in the initial results which showed great disparity between the internal, moderated assessments and the results. The internal teacher assessments had been supported by the LA moderation and the schools we were working in partnership but the KS1 and KS2 preliminary SATS results were below national average and below our expectations. This will need investigating so we can understand why this is so different. For example even though both reading and writing results are below the national standard, KS2 writing results are higher than reading which is very unusual. Overall the national results are considerably lower than last year with combined results at approximately 53% achieving the standard, however for us the overall result is approximately 37%. Penny Boardman, our LA adviser is coming into school on Monday to look at progress. The results have shocked the teachers and they have picked out some inconsistencies which require re-marking but it is unclear at the moment what this will do to increase the 37%; some children have been unexpectedly low in their individual results. JB asked how Ofsted would view these but MB is unclear what it will mean for the school and whether it would trigger an inspection. The results are based on provisional data and will require thorough unpicking, the full picture won't be available until September. However MB will have to report results to parents but she will present it carefully with a balance with data from the teacher assessment. Governors asked if data for Pupil Premium children was available yet but this was only analysed for reading so far where one child met the standard and one didn't. It was agreed Data would be on the next agenda so governors could see the full picture and consider the next steps, both to understand what happened in these tests and how to ensure the standards are better in the future. We have put together the package for support and we need to see what should be done differently. A lot of further analysis will need to be done to see if there are any common</p>	<p>Agenda item</p>

	themes for us to learn from. Governors recognise the difficulty for teaching staff who are understandably upset.	
	Setting the school's vision, ethos and strategic direction	
8	<p>Update on Future Schools meeting and potential MAT</p> <ul style="list-style-type: none"> Update on meetings (<i>papers from JB and MF on NSESP</i>) <p>JB sent round notes for the two meetings he had attended. He guided governors through his summaries. The meeting with the LA at Cadbury was well attended. Key timescales given; by 23/9 we need to have decided in principle whether the NSC mat is a possibility for us and do we want the shared services. LA trying to pre-empt the Regional School Commissioner decisions. We concluded we are prepared to explore all options but there is a lack of detail to be able to make a commitment. JB has looked at Diocesan Mat and circulated a sheet showing a top slice of 5% to run the MAT administration. MB will try to look at the signed agreement from another school if possible to see what is in it. It was agreed MB would ask the Diocese to present to Worlebury governors how their MAT works before 23/9 if possible. It was also agreed MB will look at a Worle cluster MAT; it includes church schools and MB has an open invitation to attend their meetings. The key question at the moment seems to be do we want to be in at the set up or join an existing MAT? AJ suggested refining the questions we are asking, we could look at the articles of delegation JB/MB will seek these out. Governors thanked JB for taking the lead.</p>	<p>MB</p> <p>MB</p> <p>JB/MB</p>
9	<p>Update on website</p> <p>Covered earlier.</p>	
10	<p>What impact will this meeting have on our pupils</p> <p>Look at the data to see why pupils didn't do as well as expected</p> <p>Getting the right Academy for the future of our children</p> <p>Understand what learning points there are for the school from the SATS results</p> <p>New staff support will be evaluated over the coming year.</p> <p>Expected improved sports provision.</p>	
11	<p>Any other business:</p> <ul style="list-style-type: none"> Setting next FGB meeting dates for 2016~17 it was agreed the first meeting will set the calendar for the rest of the school year JB confirmed the policy review will be completed by end of summer term with 114 policies on the system. JB asked for separate meeting with Chair and VC and HT to bring a proposal to September meeting which will need to be included in the terms of reference for the FGB. AJ roles: Autumn term will provide a clearer picture for performance group, ADD happy to take up sports link and get SS perspective. MP and ADD to talk. MP is premises link with her H&S responsibilities. <p>Class link debate AJ to update links and send out although Y2 or Y5 cover is missing. Governors debating the impact of this link.</p> <ul style="list-style-type: none"> HJ was asked for her information for DBS. Governors were thanked by MB for support in her first year. <p>FGB next meeting: Wednesday 7 September 2016 for an administration meeting and to set the calendar for the year.</p> <p>Meeting closed 8:45pm</p>	<p>ADD/MP</p>

