

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL
MEETING OF GOVERNORS
Wednesday 18 May 2016 at 6pm

MINUTES

Present:	Michelle Bamford (MB)	Headteacher
	Felicity Williamson (FW)	Chair (Foundation)
	Helen Jones (HJ)	Parent
	Geoff Eales (GE)	Vicar
	Miranda Pincott (MP)	Foundation
	Mark Fox (MF)	Parent
	Heather Gregory (HG)	Foundation
	Kelly Furlong (KF)	Parent
	John Bangham	Foundation
	Melissa Crocker (MC)	School Business Manager
	Liz Mansbridge (LM)	Clerk
	Ann Devereux-Dowlan (ADD)	Guest

Opening Prayer: GE

Action	By Whom
Update Governor Form C/F	MF
Circulate links for web site design	MF
Feedback on sites by 23/5	All
Prevent online training	All
Add attendance target review in September agenda	LM
Check staff view of time to close the register	MB
Delete 7.3 of Anti-bullying Policy and send to LM for NSESP website	MB
Add monitoring bullying incidents to HT report and safeguarding remit	MB/AJ
Set up and brief governors on Google.docs for September meeting	MF
Contact Diocese for NLG and quote	LM
Meet with MB for RSE consultancy group	GE, MP, KF
Discuss Foundation or Associate governor role with Martin Williams	MB, GE

Item	Discussion	Action
1	<p>Welcome and Apologies</p> <p>FW welcomed governors to the meeting, extending a warm welcome to Ann Devereux-Dowlan (ADD), our prospective LA governor. FW explained that she was waiting for Councillor Hall to officially nominate ADD so governors were able to appoint. Until that happens ADD is very welcome to attend as an invited guest. Alvin Jeffs had sent his apologies as he has to attend another meeting, these were accepted by the FGB. Governors were informed that Tabi Fisher had resigned from the position of Foundation Governor as she felt it wasn't for her. However she continues to be an active link between the school and the church and is involved with the Ethos Committee.</p>	
2	<p>Standing items</p> <ul style="list-style-type: none"> Declaration of Interest ~ FW declared a potential conflict of 	

	<p>interest in item 9 concerned with the Governance review as this was part of the remit of her team in the LA.</p> <ul style="list-style-type: none"> • Safeguarding matters ~ MB had given an update of safeguarding in the Head teacher's report. However in summary there had been one accusation of online bullying outside of school but no corroborative evidence and MB met with parents and children. The incident was entered into the Online Safety Incident log and online safety continues to be monitored. No concerns have been raised within the context of Prevent. FW asked for numbers of children could be added to the Continuum of Need in the dashboard in the Head teacher's report. • Health & Safety matters ~ there hadn't been any accidents of note or any trends identified. The termly H&S report had been filed by MP. 	
3	<p>Receive the minutes from the FGB meeting 17 March 2016</p> <ul style="list-style-type: none"> ▪ Matters Arising <p>FW checked that the actions from the minutes had been completed. It was agreed to carry forward MF's completion of the effective governance form. Governors were reminded about Prevent training and it was recommended that they look at the information sent through by AJ. The online e-learning course only takes about 25 minutes. All training certificates are to be given to the school. Governors should let the school know about any training they do which would be relevant. A typing error in item 5 was corrected. The minutes were accepted as a true record and signed by FW in her capacity of Chair. A copy was retained at the school and a copy will be published on the school website.</p>	
4	<p>Budget Monitoring</p> <ul style="list-style-type: none"> • 2015~2016 Final outturn costs <p>Governors had seen the spreadsheet provided by MC, the school business manager. MC and JB have met to go through the budget for 2015/16 and look at the proposed one for 2016/2017. MC has reported and highlighted the variances over £1000 in the outturn budget. There has been a saving in supply costs through using MB to cover in the classroom and the HLTA is very flexible in covering too. The carry forward figure is £73,123 but £2,461 is held as the VAT balance so the reported figure is £70,662. FW asked for the school to monitor the use of MB's time to make sure the balance is maintained between her time in the classroom and in leading the school. GE asked about the money spent on worship. MC confirmed this was for resources such as candles and materials for the spiritual area. Governors thanked MC and the school team for managing the costs well.</p> <ul style="list-style-type: none"> • 2016~2017 Proposed Budget <p>MC took governors through the circulated budget, pointing out that the proposed budget showed a deficit for year 3. However many schools are facing a deficit budget after year 1 and much can change in three years so governors should be reassured that our position is reasonably secure. Figures for the Universal Offer for FSM are not included in the proposed budget. The increments for staff salaries are 41k over 3 years but we have experienced a 72% turnover of teachers in last 3 years so expectation is that staff join the school, grow in experience and then move on. MB has asked for student placements from Bath</p>	

	<p>Spa university now the school is more established as a full primary so trainee teachers can experience working at Worlebury and will be more likely to apply for any positions we may have. In the additional flexible budget it assumes a surplus of 7K from FSM and using some sports premium which is part of the school improvement for sport and projected to increase to offset the deficit around staffing. Places are quoted at 205 but actual 207 on role. MP asked if sports premium is in a separate fund? MC responded that it isn't but it is used to improve PE across the school. MB said she is proposing using an existing teacher (Sam Skone) with sports premium funding covering backfill, to improve the standard of PE across the school. MP mentioned children are complaining about poorly maintained equipment such a balls not blown up and storage being very difficult for access. MB will undertake an audit. KF asked if using Sam Skone meant he didn't have his own class. MB said it was one option. MC said there is a 0.6 FTE teaching post in the budget, the equivalent of 0.1 FTE of money for PPG and 0.5 FTE for an extra teacher which will be advertised internally. MB is looking at different scenarios for teachers next academic year. Worlebury will be part of the Bournville School teaching alliance. MC asked if governors would approve the proposed budget, acknowledging the deficit position and the plans to manage it. JB said MC has a good grasp of numbers and is very prudent. He also mentioned that if we went to a multi academy trust the deficit would transfer to academy and we should watch for this from other schools who may not be in such a strong financial position as us. JB proposed acceptance, seconded by GE unanimously accepted by governors.</p>	
5	<p>Website up date MC said we had received three quotes for developing a new school website. MF has reviewed them; all offer similar service and flexibility but in a 5 year cost comparison Green schools online comes in cheaper. MF will circulate links so governors can have a look to see which they prefer. FW asked what the next steps would be? MC asked for the decision to proceed to be delegated to AJ, KF, MF, MP and MC to decide which one to go with and the group would meet one afternoon next week. It was agreed that governors would feed back to MF by Monday 23rd May. The school has budgeted £1500 as a one off payment and on going costs of £400 per year. Governors agreed to delegate the decision to proceed to the group if it was below £2k. MC left the meeting</p>	All govs
6	<p>Headteacher's Report There had been a technical error in loading the Headteacher's report so MB circulated the correct one at the meeting. She provided a summary of pupil movements; 1 YR child left for relocation reasons, to be replaced in June by a new YR pupil. There is a Polish child in Y4 but she has good English skills. Some movement in pupil premium children with 23 now in school (one from Armed Forces Services and one from FSM). SEN register has 18 pupils which includes 2 YR with speech and language needs. There have been 4 new pupils identified since January. MB gave a summary of staffing movements (page 7 of the report). The attendance figures are better than the January 2016 ones and staff</p>	

	<p>absence has improved.</p> <p>GE summarised the good learning walk undertaken by the whole Ethos committee. The committee have agreed to include Tabi Fisher as a link between the school and church, even though she had decided the full governor role wasn't for her. MB has included the notes of the committee in her HT report. They have been shared with staff and it has been agreed to refresh the spiritual area. MB acknowledged the input of Elaine Gartland in the visual impact of spiritual areas. GE said many of the points raised by the committee have been addressed. MB said that the new format of the report followed the change in reporting of outcomes for children which would help to emphasis we are a good school. Data is challenging under the new assessment framework; no comparators so Ofsted will follow the same order as in the report. Book scrutiny is regularly undertaken by curriculum leads.</p> <p>KF asked what is setting up Worlebury Crew and was told it is an extension of student voice.</p> <p>Governors thanked MB for the report.</p> <p>FW asked about KS2 SATS; the children have taken them and it was seen that they grew in confidence over the week. MB thanked governors for help in scrutiny to ensure exam practice was followed by the school. KS 1 SATS are happening but the children won't necessarily be aware.</p> <p>WRAP & Prevent update ~ MB had put together pack which was distributed to governors. HG has been trained as a staff member. It was recommended that all governors spend 25 minutes for the online training. MB covered the need to safeguard children against radicalisation and extremism. Prevent duty is like safeguarding; identifying children at risk is difficult but staff are trained to look for changes in behaviour. The school puts strategies in place to prevent radicalisation: e.g promote British values, assess local community risk, ensure staff had knowledge and confidence to address any issues raised. Protection is in place for online risks through SWGfL. The aim is to encourage debate not close down conversations. Biggest risk from social networks so part of online safety training. MB referred governors to the information AJ has sent out.</p>	All govs
7	<p>Data</p> <ul style="list-style-type: none"> • SEN • Maths, Reading, Writing <p>Data had been posted on the NSESP website for governors to check following KF visit to look in more detail the previous day. MB said there were concerns that new framework is difficult for comparisons with old system and staff are finding perspective is a challenge. To make the data more robust staff are using judgement on new levels and comparing with predictions from last year and where they believe the children are in the old levels. The key challenge is for accuracy of judgement, especially for the higher attaining pupils. Mastery is not know what it looks like but staff are happier with 'secure' in what is expected for year groups. MF asked when will staff be confident? MB said although it took years to be slick with old system when we get data back from the DfE at the end of the academic year it will help. More moderation between schools will help and this is what our school are doing with Uphill and St Anne's. FW said the pupil premium group</p>	

	<p>children showed a big gap last year. We have a large cohort of PP in Y6 and what is the feel about this gap this time? MB explained the gap is no longer based on levels; children will attain age related expectations or not. The majority of Y6 will achieve age related expectations this year. JB asked how was the school doing in development of any qualitative measures? MB said the pupil questionnaires are very positive. MB will undertake an exercise of where the children are measured against old levels. How we share information with children and parents will be important so there is no perception of going backwards. It may be possible to split what is meant by secure further.</p>	
8	<p>Policies</p> <ul style="list-style-type: none"> • Attendance & Registration new policy. FW saw that governors should be setting a target for attendance on p5 and each year these targets will be reviewed. Our target should be above national average. Governors will pick up a specific area as part of the School Development Plan for review in the September agenda. Currently our registers close at 9am and governors debated if they should close the register early at 8:55am. Is it disruptive for class? MB will ask staff for their views and reinforce the message about not being late in newsletter. She confirmed the policy was now consistent with NSC. It was adopted by Governors. • SEND Guidance (<i>updated to reflect new codes of practice</i>) Governors adopted. • Inclusion (<i>updated to include new codes of practice</i>) Governors adopted. • Anti-Bullying (<i>review</i>) Paragraph 2.5 - e-safety now online. FW highlighted the governors' responsibility in paragraph 3.3 and suggested it should be emphasised in the parents' newsletter that policy has been updated. It was agreed that MB would remove paragraph 7.3 as it gave governors no remit to do anything and could mean inadvertently being in breach of the policy. The monitoring role for governors will be reviewed annually as part of the safeguarding remit and the Headteacher's report. Governors adopted with those changes. 	<p>September agenda</p> <p>MB</p> <p>MB</p>
9	<p>Governor Reports & Monitoring</p> <ul style="list-style-type: none"> • New governor appointment ~ for the LA governor we waiting Cllr Hall's nomination to be able to appoint ADD. • Governor responsibilities ~ JB nominated as Finance governor by FW and seconded by MP unanimously carried. Thanks to MP for covering the role on an interim basis. Head's review panel, which meets 3 times a year meeting will be joined by JB. MF will undertake EIA assessments. Pupil Progress meetings are held termly with governors to come 3 times a year to check teacher monitoring. HG will take this on as it links with SEND. • Committee structures ~ Governors debated the value of committees to reduce the volume of work covered by FW as Chair and to reduce the FGB agenda. JB in favour of committees, having seen them work very well elsewhere. MP 	

	<p>felt more involved with just FGB as does GE, AJ had submitted his views by email. FW was concerned there is no succession planning which can be provided by committee chairs. It was pointed out the danger of not being quorate with sub committees. It was agreed that FGB meetings may need to be more frequent if we don't introduce committees. MF suggest forecasting agenda items to help plan better and make cleverer use of school year and lead governors. Action for each lead governor to think of key points and be responsible for leading the agenda items. Each governor to do a succinct bullet point summary of meeting/visit in school. MF to coordinate the link responses and feed into calendar. MP suggested using google.docs. FW want to link this to statutory policies and non statutory policies for each area. MF will set up and this will be up and running for September 2016.</p> <ul style="list-style-type: none"> Annual Governance review (timing) ~ FW said Ofsted think it is good to have an external audit of governance. She asked if governors wanted to commit to this? and who should undertake the audit if we do? It could be National Leaders of Governance or Governors Services could do it too. It could be repeated every 3 years. Governors thought NLG would be more neutral as Governor Service conflict with FW as its manager. Governors wished to proceed as soon as possible. LM to contact Diocese for NLG. 	<p>Lead govs</p> <p>MF</p> <p>MF</p> <p>LM</p>
10	<p>Strategy and visioning</p> <ul style="list-style-type: none"> Update on future schools' network meeting 22 June 2016 MB said staff want to come but are under pressure with school activities. It was suggested a staff representative should attend. It was agreed to invite schools we are already working with and small church schools and our cluster. 	
11	<p>What impact will this meeting have on our pupils</p> <ul style="list-style-type: none"> Safer Financially more secure. More effective and efficient and better informed. 	
12	<p>Any other business:</p> <ul style="list-style-type: none"> RSE Consulting Group ~ volunteers for relationships, sex and education group. GE, MP and KF will also help and offer consultancy group to parents. Martin Williams has offered to be a foundation governor if the governors feel it would be helpful. GE and MB are to discuss with him. <p>Next FGB meeting 6 July 2016</p> <p>Future schools meeting 22 June 2016, 6:30pm for 7pm.</p> <p>Meeting closed 9pm.</p>	<p>GE, MP, KF</p> <p>GE, MB</p>