

WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL MEETING OF GOVERNORS

Thursday 17 March 2016 at 6pm

MINUTES

Present:	Michelle Bamford (MB)	Headteacher
	Felicity Williamson (FW)	Chair (Foundation)
	Helen Jones (HJ)	Parent
	Alison Devereux (AD)	Foundation
	Miranda Pincott (MP)	Foundation
	Mark Fox (MF)	Parent
	Heather Gregory (HG)	Foundation
	Kelly Furlong (KF)	Parent
	Kate Porter (KP)	Staff
	John Bangham	Foundation
	Tabi Fisher	Foundation
	Melissa Crocker (MC)	School Business Manager
	Liz Mansbridge (LM)	Clerk

Opening Prayer ~ FW

Action	By Whom
Book SEND update meeting with HG/HJ	MB
Circulate links for Government white paper and funding consultation	FW
Circulate updated SEF	MB
Update and circulate Governor effectiveness document	MF
Research committee structure	MF/MB/LM
Complete training sheet and return to HJ	All
Meet with Ann Devereux-Dowlan about LA governor vacancy	FW
Circulate updated governor contact list and responsibilities	LM
Arrange a Future Schools evening and invite local schools to attend	FW/MB
Circulate up to date email list for governors	LM

Item	Discussion	Action
1	<p>Welcome and Apologies</p> <p>Apologies were accepted from Alvin Jeffs and Geoff Eales following the change of date for this meeting. Governors were informed that TF would be late as she had to wait for child care at home. FW extended a warm welcome to JB and TF when she arrived.</p>	
2	<p>Standing items</p> <ul style="list-style-type: none"> • Declaration of Interest ~ none for this evening's agenda • Safeguarding matters ~ no new cases or monitoring cases to report to governors. Prevent training has been completed for all bar 2 staff. Information has been sent to parents. MC asked governors to sign if they had done the on-line prevent training. • Health & Safety matters ~ any accidents of note, how many accidents in total and any trends identified. ~ MB reported two accidents of note ~ concussion of a child and a sprained ankle. 	

	<p>Currently the playground is out of bounds at each end of the school day but the school is looking to see how they can make it safer for children to play at these times. The staff will put control measures in place such as limited numbers, asking parents to be careful to monitor their children if the parents are present, and this will assist managing the risk more safely. Governors confirmed they are happy with the change in approach and staff will train each class in turn to introduce safer play after Easter holidays. The surface is being redone during April. MP asked about what response would there be to Worlebury TOTS if they asked if they too could access the play equipment, MB will consider this. MC undertook a H&S course for school trips recently where comment was made about MP's involvement in H&S at the school being promoted as best practice for governors.</p>	
3	<p>Receive the minutes from the FGB meeting 3 February 2016 <i>(added to the NSESP website under meeting papers for 17/3)</i></p> <p>The actions were confirmed as completed or agenda items for this evening.</p> <ul style="list-style-type: none"> ▪ Matters arising ~ staff absence is based on 97.8% attendance rather than absence, still exploring how benchmarking can be meaningful. <p>Initial road safety meeting on 4/3 with actions to follow up; next meeting 21/4 if any governors can make it. Councillor Lisa Pilgrim was due to meet John Painter, Road Safety Officer, to explore what can be done to make the roads around the school safer.</p> <p>Future school evening would be better delivered to a group of schools rather than just our governors ~ FW will explore.</p> <p>Pupil attendance is up to 96%, 0.5 down from last report. Groups are broadly in line except for pupil premium and FSM who have lower attendance at 94 and 92.8 respectively.</p> <p>The minutes were accepted as a true record and signed by FW in her capacity as Chair. A copy was retained at the school and a copy sent for publishing on the school website.</p>	
4	<p>Website Project update</p> <p>MF was thanked by everyone for progressing this and his report is nearly ready to price up options before tabling it to Governors for decisions. The recent questionnaire will be tailored for parents to ask what they would like from a website and informing them about the project so far. The plan is to involve pupils through Student Voice. Ideas were discussed for the best way to promote its future use.</p>	
5	<p>Budget monitoring</p> <ul style="list-style-type: none"> • The School Financial Value Standards (SFVS) had been circulated for the annual review. MC and MP have looked in detail at the document and were satisfied that there was nothing additional that governors required at present. There were no further comments from governors. • Update from the Diocese on Library / Spiritual area ~ The Diocese have had to respond to a school with drainage problems for help with funding which means there is no money available at the moment for the mezzanine area. MC will look for other funding from grants or the lottery but it is likely that the vision for both 	

	<p>areas will be delayed.</p> <ul style="list-style-type: none"> Budget update ~ MP has reviewed the budget with MC. The school has been careful with spending so the anticipated surplus is higher than first thought but it will be needed in future years as there is already an extra £45k required from changes to the payroll as a direct result of changes to employer National Insurance contributions. The school has undertaken a lot of resourcing for the curriculum. HJ asked about Free School Meal (FSM) contributions and why this was so successful. MC explained the universal offer for FSM based on pupil take up for meals on two days; and the number of school meals taken on these days were high. The school is also using the money to support sports premium money for active lunchtimes and it has contributed to funding extra LSA hours. CFR benchmarking ~ Pippa Cook from Liberata came in to train staff in how to benchmark against other schools. MC happy to help governors to do this as well. She has already produced a document which was circulated via the NSESP website for governors. It looks as if we use skills differently to provide better value for money than other schools but overall our costs for staff are lower than other schools. Comparisons depend where schools put costs into the budget but it provides a good guide for governors to check our activities against those of similar schools. Governors thanked MC for putting this together. Enhanced criminal records certificates ~ new DfE guidance says that all governors will need checking before September 2016; new governors from 1/4/2016 will need to be checked within 21 days. It was agreed there was no requirement to DBS check the clerk as she had no contact with the children and was not categorised as a governor. <p>TF came in 6:50pm</p>	
6	<p>Year 6 residential trip</p> <p>MB asked governors to approve moving the current Y4's Y6 trip to be at the beginning of the academic year as it provides better cohesion within the year group, educational benefits and provides building blocks throughout the year. Governors discussed that it currently can be a reward after SATS but MB confirmed the school would build in a day trip for this time. The current Y5 trip for Y6 will be in late June/July. Some concern was discussed about parental contributions and the closeness of paying for Y4 in April and Y6 close after. It was suggested it would be possibly to look at an alternative Y4 residential trip which is less expensive. It was agreed that for Y5 the Hook Court trip would be at the same time next year but MB will look at bringing forward the following year trip to earlier in the academic year. Parent savings scheme could start in September and the school could offer saving solutions. For the current Y3's Y4 trip the school will ask parents of that year group about offering something different for April'17 such as Goblin Coombe. They can compare the costs of Great Wood and Goblin Coombe.</p>	
7	<p>Heads and Chairs Briefing</p> <p>FW informed governors about recent briefings she had been able to attend:</p> <ul style="list-style-type: none"> SEND local area inspection ~ Ofsted is to look at SEND provision with a focus on two main areas: how effectively are children needs 	

	<p>identified and secondly how effectively does the local area meet the needs of and improve the outcomes for children and young people with SEND.</p> <p>Inspection will look at Education Health Care (EHC) plans and check how satisfied the parents are with the provision. Whilst we don't have any in our school at the moment this is to make governors aware. MB to book a catch up meeting with HJ/HG</p> <ul style="list-style-type: none"> • School budgets ~ consultation has come out about national funding formula changes. FW asked for volunteers to look at the consultation document to respond before 17/4. There is a suggestion that school improvement advice will not be provided from the LA by the end of 2016/17 academic year. The focus will be for 3 areas from the LA: securing school places and access, crisis management and SEN provision for vulnerable students. MB, MP, FW all volunteered, FW will circulate the link to all governors. • Virtual School Improvement Plan for Children Looked After. Governors needs to be aware of the virtual school function so we can support our staff. Wendy Packer is the Head of the Virtual School and is working to improve relationship between schools and social care. Could link with AJ as the Safeguarding governor and SEND. HG and HJ will undertake training if it becomes available. • Diocese briefing was focussed on the academy agenda. There is now a definition of a Foundation Governor and the expectations for the role. • Church school governor conference is on 29 June at Dillington House, Ilminster, during the day. It is free to governors. The agenda is on the Diocese website. If governors wish to attend could they book through the school office • 'Learn, teach, lead' RE project is to be the launch at 1 July at Tortworth Court for teachers, HLTAs and RE leaders to attend for a free session. • A governor session with MPs John Penrose and Liam Fox at Broadoak School; main topics raised with the MPs were assessment, lateness of information and testing on a year of teaching for a 4 year curriculum. There were also questions to them about the suggestion that MATs will need about 3000 children for a primary MATs and 5000 at secondary to be viable. 	<p>MB</p> <p>FW</p>
8	<p>School updates</p> <ul style="list-style-type: none"> • Intervention ~ MB has audited SEN interventions and next FGB will look at data. • School Improvement Plan ~ MB has recently made sure maths monitoring, moderated English writing and maths, and science have all happened. MB will be updating SEF and will email to governors when ready. 	<p>Next FGB Agenda</p> <p>MB</p>
9	<p>Governor Reports & Monitoring</p> <ul style="list-style-type: none"> • Results of skills audit ~ AJ has circulated and we will keep as a live document. The NGA 20 questions to look at effectiveness of governance and idea about RAG rating were discussed with governors going through the document circulated by MF. It was 	

	<p>agreed we will appoint Governors against gaps in the skills audit. These were annotated against the document and will be added to the NSESP website. We will revisit the document every six months to assess effective governance.</p> <ul style="list-style-type: none"> • It was agreed to look at the Committee structure and come back at May FGB MF and MB and LM to research. MF to look at Chair best practice. • Training Link Governor report and discussion HJ asked governors to complete their section on the spreadsheet and return to her. Governors thanked HJ and agreed to complete the feedback form for individual courses. • Complaints Policy and form: Governors are happy with it and it will be loaded onto the school website with a change to the wording to 'what do you think will resolve this'. • FGB succession planning ~ Vice Chair vacancy MF was nominated by MB seconded by FW agreed unanimously. MF was not necessarily ready to be chair as he may not have sufficient time. There were no nominations to fill the staff governor vacancy. AD temporarily left the meeting for governors to discuss the appointment of the LA governor (her daughter in law) ~ Ann Devereux-Dowlan (ADD) has volunteered for the LA governor position, governors to nominate and appoint at May FGB. Governors could see that skills lost from AD leaving could be replaced by ADD. Governors expressed concern that ADD wouldn't take too much on with her new family commitments as well as the LA governor role. It was suggested that FW discusses practical arrangements. AD returned to the meeting. LM will circulate an up to date list of governor responsibilities and vacancies for next meeting. • Queen's 90th birthday celebration plans ~ MP progressing it in conjunction with school, church, resident and communities. Governors thanked MP for her work so far. MP pointed out that she was coordinating the efforts of others and would not be able to undertake actually doing everything herself. This was acknowledged by governors. 	<p>LM</p> <p>Agenda item</p> <p>All</p> <p>Agenda</p> <p>FW</p> <p>LM</p>
10	<p>Strategy and visioning</p> <ul style="list-style-type: none"> • Agree future school ambitions ~ FW informed governors that the Diocese were saying voluntary aided church schools in an academy would still have to have a Board comprising at least 50% Foundation governors. This could present difficulties when joining a MAT, especially if the MAT was already set up. However the government announcement was that all schools would be an academy by 2020 or be forced into an academy by 2022. • As a governing body we need to decide our parameters including the aspects we would not negotiate about. This should take us to the end of the academic year. The LA Future Schools board has a task group giving information about responsibilities and some allocation of funding for exploring this but the LA prefer to present information to a group of schools rather than on an individual basis. FW will check dates for a group presentation and governors agreed this should be an open invitation rather than just invite specific schools. However it should include Kewstoke, St Anne's, 	<p>FW</p>

