College Town Primary School



**Full Governing Body Meeting**

**Monday 18th November 2019, 7pm**

**Minutes**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Jenny Hipkin | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Emma Britton (EB) | Staff Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
| **Apologies** |  |
| Toni Barton (TB) | Parent Governor |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Toni Barton  All apologies were accepted. |  |
| 2.0 | **Minutes of previous meeting/matters arising**  Minutes approved and signed off by RC.  **TB has not completed one as unable to attend curriculum meeting and not at this meeting. RC has taken a form for her to complete and will return to CW once completed.** | RC |
| 3.0 | **Head Teachers Report**  TS gave the following report :  **Attendance**  TS attendance is good so far this year and on target.  **Exclusions**  2 exclusions since last meeting - 1 child now has 1 to 1 support and has had no further exclusions. The other child is now on a part-time timetable following on from the exclusion and continued behaviour issues - an EHCP has been applied for. Recruitment of a new LSA under way to help cover for both issues.  **Behaviour**  1 bullying incident under investigation which relates to the pupil on the part-time timetable. Parents of both pupils concerned are very supportive of the school and steps being taken to resolve.  Question was asked if this had been noticed by lunchtime staff or around school?  *Yes to both and is being monitored closely - the pupil who was being bullyed is now eating with the other pupils whilst the other pupil eats alone.*  **Safeguarding**  Prevent referral has also been made although there were issues on making the referral as there was no details on how to do this on the BFBC system. A strategy meeting has now been held.  **Progress monitoring / PP**  Target Tracker is now up and running and TS gave an overview of the data so far.  The PP children on Target Tracker system are our service children - the actual PP children we have are few and are monitored individually.  RC asked if JH knows who the pupils are and she responded that she is aware and will be coming in to review how they are progressing. TS suggested she visit the homework club which has bee targeted at these pupils and has a really good uptake and effect. JH will visit on a Wednesday or Thursday in the next couple of weeks.  TS gave feedback on the Step visit on 14/11/19 at which realistic achichievable targets were discussed and set.  RC asked if these targets are reflected in teaching staff performance management? *TS responded not in % attainment but looking at individual pupils for measurement.* |  |
| 4.0 | **Chairs Briefing**  RC had attended the BFC Chairs briefing and reported the following  Overall improvement in all keystages is still an issue for PP pupils.  OFSTED/DFE - framework questions to governors will be key. A chair at the meeting had recently had an inspection and gave feedback on their experience.  Cross curriculum plans showing skills across all are vital and we have a plan in place to show how we aim to achieve this.  Maths and writing results for boys generally don't seem to change.  SEND and governors responsibility is a big issue for OFSTED especially regarding offsite educated pupils. |  |
| 5.0 | **Clerks Briefing**  KC had met with Racehl from the Clerks dept at the start of the month and had some feedback on information that needed updating on the website.  This included the reports regarding attendance at meetings, training undertaken and register of interests. All the information had been produced and ready for uploading. |  |
| 6.0 | **GB Monitoring Programme**  The programme has been circulated for governor availability.  Progression of skills booklets and curriculum clinics are to be looked at. TS to provide list of dates for possible attendance.  CW advised that the parent questionnaires have now been completed and are with the company for compiling the results. Who would like to look at them once they are available and prepare a report for feedback? RC/KM and JP will look at them. |  |
| 7.0 | **Curriculum Committee Update**  The minutes for this will be circulated shortly |  |
| 8.0 | **Governor Training and Recruiment**  The main role we need to focus on is that of the Development Governor and there is training available for this.  Currently have 2 governor vacancies and this will be 3 once KM leaves in February.  Would like to continue to have a military based representative on the governors and KM will ask if her replacement on the base would be interested in joining us. |  |
| 9.0 | **Policies for Approval**  The maths policy had been circulated and read. The White Rose scheme - concrete/pictorial/abstract.  **Proposed JH**  **Seconded CB**  **Unanimously approved.** |  |
| 10.0 | **Part 2**  Issues raised and minuted separately. |  |
| 11.0 | **AOB:**  None |  |
| 12.0 | **Date of Next Meeting:**  Due to the Young Voices concert and several people being unable to attend the next meeting, it will now be on :  Monday 10th February 2020, 7pm at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 23 September 2019**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | TB to complete percuniary interests form | At next meeting | KC |  |  |
| **Action 2** |  |  |  |  |  |
| **Action 3** |  |  |  |  |  |
| **Action 4** |  |  |  |  |  |