College Town Primary School



**Full Governing Body Meeting**

**10th February 2020**

**Draft - Minutes**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | 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 | Parent governor |
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| **Minute No.** | **Details** | **Action by** |
| 1 | **Apologies:** |  |
| 2 | **Minutes of Previous Meeting - 18th November 2019**  Read and approved - signed by RC  **Matters Arising from Previous Minutes:**  None |  |
| 3 | **Declaration of Pecuniary Interests and Business Interests:**  TB form now completed and passed to CW for filing |  |
| 4 | **Headteachers Report:**  **Attendance –** as expected for this stage of the academic year. Now is the tricky time of year when a couple of days illness/unauthorised absence can reduce the percentage but will even out in the Summer Term.  **Safeguarding -** Three Child protection cases, three children in need plans (this increased just prior to the meeting) 1 MASH referral.  One ongoing Prevent monitoring case not yet with Channel  *JP : Why not?*  *TS Hasn't reached that point but is being closely monitored*  One incident of cyber bullying - child having access to age restricted app by parents. Being investigated and monitoring is in place.  **Exclusions –**  No exclusions this term so far.  **Progress -** TS went through the progress data explaining the “missing data” is for new children who have not been assessed yet. No steps progress is due to high level of need by the pupils concerned and targeted support from TS and AD is in place. Overall progress is good.  *RC pointed out that governors can go in to school at any time to look at the progress data - details presented at the meetings are often a couple of weeks out of date. TS suggested maybe a progress meeting outside of governor meetings for thos governors who would like further/up to date information.*  Two pupils have been dis-applied for SATs, possibly one more to dis-apply – retesting after half-term.  **Quality Teaching / Learning**  TS gave a recap on the reports and discussions from the Curriculum meeting on 30/01/20.  Aware of the new Ofsted framework additional CPD has been provided for staff looklng at the content within each subject and appropriate skills progression documents are in place with an emphasis on subjects being knowledge rich. This includes progression for SEND and other vulnerable groups of pupils.  INSET days are being used to create their development and action plans, this includes 4hrs next half-term at a time chosen by each staff member and 4 hours of Zoe Nicholson time. This will involve some cost as many of the books inherited for subjects such as geography are out of date.  Phonics / maths / writing are key areas and these are continually being worked on for improvement.  IT is also an area which had concerns – timetabling was originally thought to be the issue however on closer investigation it became clear it was the equipment! New surface go tablets have been purchased and should be fully up and running early March – for learning within the computing curriculum and also additional research for other subjects.  **Pupil Premium**  16 pupils will be coming in over half-term to work with TS and Katie Purdy to work on reading and maths as part of their SATs preparation – a reward for full attendance of a cinema ticket has been offered. All pupils invited are able to attend despite concerns raised about parent commitment. Other pupils have asked if they can come along as well – something to bear in mind next year.  *JP asked if this would also incorporate some of the things KP has been doing since her career change e.g mindfulness?*  *TS yes this has and we will be using her for a project in the summer and possible further booster sessions at Easter if needed.*  Any help from governors with SATs would be greatly appreciated.  *CB When are the SATs?*  *EB 10th – 14th May Mon-Thursday*  *RC – What do you need help with?*  *TS – not completely sure but could be helping set up, as readers in exams etc.*  *Once access/extra time/places for exams to be done are worked out over next few weeks it will be clearer. Will update asap.* |  |
| 5 | **Chairs Briefing:**  The chairs briefing has been postponed until 17th March so RC will update and upload the report to governor zone asap.  The STEP report has been received and will be uploaded to the website - there were no surprises and all incorporated in to the SIP.  NGA has released paper on what Ofsted expectations are regarding curriculum. | **RC** |
| 6 | **Clerks Briefing:**  Now that KM is no longer on the governing body the responsibility for Health & Safety will need to be picked up. *JP offered to take up the role.*  KC had attended the Clerks Briefing on 23rd January and updated the governors on key points raised including change to school complaints procedure, safeguarding update, role of send governor.  The report is available on the governor zone on the website and key pages have been emailed to the appropriate governors. | **KC** |
| 7 | **GB Monitoring Programme:**  The GB monitoring and visits undertaken in the Autumn term was reviewed at the curriculum meeting on 30/01/2020:  JH undertaking monitoring of SEND and EAL - reports received from AD  JP did a classroom visit  JP has observed a Yr5 class assembly and will complete a report form.  JH has also attended one will complete a report  RC has been in to school and met with TS regulalry throughout the term.  The plan for Spring Term was discussed :  School walkround - focusing on environment, resources and consistency for maths will be at 9.30am on 19th March JP and TB to complete.  *RC : Are any other governors available to come along as well?*  A book look focusing on writing needs to be completed for Yrs 1 - 4 - 2nd April 2020  RC and TS have scheduled a meeting to review performance management meetings.  RC and TB are attending the Governor conference on 6th March 2020.  No BFC governor training undertaken - RC has done some NGA online training - some of these could be good for JP to undertake.  Succession Planning is something that the governors need to get in place as there are now  three vacancies on the committee, which will be four in May when TB leaves.  After speaking to BFC Governor services an advert is being written to put on their website to recruit at least one co-opted governor.  *CB : How does this work and is there a deadline on time?*  *No deadline - members of the public looking to become governors register with BFC and they match their skills to skills required and put parties in touch with each other.*  Will also need to recruit at least one parent governor so need to get together the information pack from RC at BFC Governor Services.  With this in mind and the initial results of the parent questionnaires showing that the profile of the governors needs to be raised a meeting has been set for 27th Feb analyse the results. | **JP / JH**  RC / KC  JH / RC / TB |
| 8 | **Curriculum Committee Update:**  RC gave an overview of the recent curriculum meeting - the majority of which was covered in the head teacher and governor monitoring reports. Minutes of the have been typed and will be on the website for everyone once they have been reviewed. | **RC / KC** |
| 9 | **Accident Report Summary**  TS went through the accident report for the Autumn Term. Mostly staff incidents relating to a particular pupil whose needs are being assessed and necessary steps for everyones safety are being taken. Three pupil incidents all of which were accidents.  *TW : When does a pupil / staff accident appear on the report?*  *TS/CW when it is more than the usual slight graze or head bump so more than a slight mark.*  *TW : My son passed out and bumped his face as a result of self-induced breath holding but doesn't appear on the report.*  *TS/CW not aware of the incident will look in to this and find out what happened and why it isn't on the report.*  ***TW advised at the end of the meeting incident was in the summer term so obviously out of the report parameters. However TS/CW will still investigate as have no recollection of the incident being reported and will update.*** |  |
| 10 | **Policies for Approval / Review**   * Complaints Policy - BFC now use the DofE policy not their own and have advised schools to amend theirs to match. The policy has been amended and the school details input where required. Dates for deadlines aren't so simple to work out but believe the calculations are correct - will need to check the first time it used. * English Policy - AD has worked hard on updating this. There is now a separate reading policy so there is no wriggle room. Expectations clear to all staff and easy to monitor and thorough enough for new staff to understand and for NQTs to progress. Good guidelines also help governors when observing/walking round   *JP as a parent like the idea of bring a book aspect - TS looking at re-introducing bookfairs to help with this.*  **Proposed acceptance : JH**  **Seconded : CB**  **Carried unanimously** |  |
| 11 | **Part 2**  See staffing |  |
| 12 | **Agree INSET days for 2020-2021**  The INSET days were discussed and proposed as follows :  Tuesday 1st September 2020  Friday 28th May 2021  Monday 19th July 2021  Tuesday 20th July 2021  Wednesday 21st July 2021  **Unanimously agreed** |  |
| 13 | **AOB:**  None | All |
| 14 | **Date of Next Meeting:**   * 23rd March 2020 - 7pm @ College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 30th January 2020**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Upload Clerks briefing and email parts to relevant governors | 10/02/2020 | KC |  |  |
| **Action 2** | Approve draft and upload Curriculum minutes to website | 10/02/2020 | RC/KC |  |  |
| **Action 3** | Get Chairs Briefing notes and STEP reports uploaded to the governor zone on school website | ASAP | RC |  |  |
| **Action 4** | Parent governor recruitment letters etc from BFC Governors | ASAP | KC |  |  |
| **Action 5** | Co-Opted Governor advert to be sent to BFC Governor Service once approved | ASAP | RC / KC |  |  |