College Town Primary School

**Full Governing Body Meeting**

**Monday 23rd September 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 Batten (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 BartonAll apologies were accepted.  |  |
| 2.0 | **Declaration of Pecuniary Interests**All governors present completed the Pecuniary Interest forms provided**TB to complete at next meeting as only absentee** | KC |
| 3.0 | **Conduct election of Chair and Vice Chair**RC welcomed KC as the new clerk.KC advised the chair and vice chair needed to be elected - RC and JH said they were happy to stand for re-election. No other candidates came forward.RC and JH left the room to enable vote to take place**TW proposed their re-election****KM seconded****Unaninmous vote to re-elect** |  |
| 4.0 | **Review committee structure, membership and terms of reference** S&F terms of reference were approved with no changesCurriculum terms of reference were approved with no changes**Approved All** |  |
| 5.0 | **Elect Chairs of Commitees**TW and JH to continue as chair and vice chair for S&F committee**Approved All**  |  |
| 6.0 | **Minutes of previous meeting:**RC went through the previous minutes from the meeting held 8th July 2019 by page and asked the GB if there were any issues, or comments. The GB all agreed the minutes were accurate and true and RC signed a copy of the minutes |  |
| 7.0 | **Matters arising from the minutes:**No matters arising |  |
| 8.0 | **Review policies**CW went through the policies as mentioned in the agenda with the addition of the CPD policy highlighting any changes.CPD - no changesHealth & Safety - no changesNursery Admissions - no changesSafeguarding & Child Protection - the policy issued by BFBC updated to include items such as up-skirtingEmergency Plan - as per BFBC policy including school personalisation. CW and TS have read and checked folder which is locked away on site. Copy also on the H drive offsite.Data Protection - no changes except for the DPO.DS is currently the DP Officer and following his resignation the GB need to appoint a new one. Following discussion of 2 breaches which had occurred and had been dealt with and reviewed with the assistance of the ICO it was agreed that KM will take on this role.All other policies prepared by BFBC have been reviewed by the school and unions and GB are happy to adopt as are.**Proposed RC****Seconded TW****All policies formerly adopted.** |  |
| 9.0 | **Headteachers report**TS gave a verbal report to the GB **Attendance**TS advised that the target for attendance this year is 96.5% - national average is 96%**Safeguarding** TS reported that there 2 new families at the school with CP plans along with 2 CIN plans being tracked to see if they are still current. **Exclusions**TS reported that there had been no external exclusions so far this term**Behaviour**TS reported that behaviour so far had been very good particularly at lunchtime and playtime.Noticeable improvement in KS2, they are silent and ready to work at 9am following change to the start of day routineTW commented as a parent very impressed with morning line up system and generally good start to the day pupils ready to learn.**Staffing / classes**Given the larger than expected pupil numbers in Yr3 it will be going to 3 classes.TS gave briefing on current staffing and upcoming changes and training being undertaken.Safeguarding meetings now rolled out and going well. Two per half term are planned.**Progress monitoring**The new progress monitoring system, Target Tracker, has been installed and is up and running. Following staff meeting and INSET day staff are beginning to get used to it and the variety of data it can provide. TS gave a general overview of the data it can produce.**KS2 Results**TS gave an overview of the results achieved.TW asked why 2019 writing results were down as much as they were?TS explained that it was a boy heavy cohort, with a large amount of SEN and the results have been the same throughout the time the cohort has been in the school. There was also movement of stronger students out and weaker students in.The overall progress of the students had been good and they had all shown progression during the year. Learning groups and interventions in place have worked and are continuing to be implemented.The progress during KS1 is not transferring into KS2 and this gap needs to be closed.TS gave on overview of the concerns regarding the bar being raised in the reading and writing moderation and plans on how to keep up with this.TS gave an overview on the new OFSTED framework and the work teaching staff are doing on curriculum design to address this.Curriculum has been restricted to get data up but this needs to be widened without losing the quality and progressionRC suggested that in light of the new OFSTED Framework and emphasis on the curriculum, governors should update training and include a greater focus on the wider curriculum in the GB Monitoring Programme.  |  |
| 10.0 | **Clerks Briefing Update**As KC had only joined the GB the week before and been unable to attend the Clerks briefing TS gave details of the items she felt relevant from the report which had been emailed out.Pay award - still awaiting approval from CountyH&S Newsletter - all checked Safeguarding - all checkedWebsite - governors info needs updating to include names and date of  Appointment also needs to show attendance at meetingsGovernor and Clerk training dates available and attached to these minutesGovernors with particular responsibilites - new list of recommended roles to be covered by specified governors - attached to these minutes and possibly discussed at next meeting. | KC |
| 11.0 | **Chairs Briefing**RC has received the STEP report from the new STEP Caroline Morgan.Governors have undertaken 2 monitoring visits and reviewed the school RAPS and School Development Plan. Governors questionnaire and Parent questionnaire to go out in October |  |
| 12.0 | **Confirm dates of meetings for the academic year**FGB & SF - Monday 7pm on 18/11/2019, 03/02/2020, 23/03/2020, 18/05/2020  and 06/07/2020Curriculum - Monday 8.30am on 21/10/2019, 20/01/2020, 30/03/2020, and 15/06/2020 |  |
| 13.0 | **AOB:**RC raised the need for panels to be created for Exclusions, Behaviour & Discipline, Pay and Complaints.After discussion as to whether these needed to be created now or as they were needed it was agreed to unanimously to appoint 2 members of the GB to each now.Exclusions and Behaviour/Discipline - KM and CBPay - TW and JHComplaints - JP and JH |  |
| 14.0 | **Date of Next Meeting:**Monday 18th November 2019, 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** |  |  |  |  |  |