College Town Primary School



**Full Governing Body Meeting**

**Monday 19th November 2018, 7pm**

**Minutes**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor |
| Emma Batten (EB) | Staff Governor |
| Toni Barton (TB) | Parent Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor |
| Katherine Middlemiss (KM) | Co-opted Governor (arrived 7.15pm) |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Gemma Yates (GY) | Clerk |
| **Apologies** |  |
| David Spence (DS) | Co-opted Governor |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Welcome:** RC welcomed all to the meeting.  **Apologies:** David Spence |  |
| 2.0 | **Minutes of Previous Meeting:**  RC went through the previous minutes from the meeting held 24th September 2018 by page and asked the GB if there were any issues, or comments.  The GB all agreed the minute were accurate and true. |  |
| 3.0 | **Matters Arising from Previous Minutes:**  RC went through each action point from the previous meeting, 24 September 18 and asked whether it had been completed.   1. GY reported that a completed declaration form from DS is still outstanding. 2. Completed by GY 3. Completed by GY 4. Completed by GY 5. H&S walk around still outstanding. Will arranged a date with site controller.   JP requested to join in on the walk around.  TS replied that it is a H&S walk around to look at the building works and that JP would be able to have a tour of the school at the official opening.   1. GY reported that the public site is missing a bio from KM and DS. GY will email to chase. 2. Completed by CW 3. Completed by CW 4. RC reported that she had met with governors to discuss the official opening. | DS  DS/TW  GY |
| 4.0 | **Declaration of Pecuniary Interests and Business Interests:**  Nil |  |
| 5.0 | **Headteachers Report:**  The report was issued prior to the meeting for Governors to review. TS stated that her report will always try and give as much information as possible to the GB at each meeting.  **Attendance**   * TS reported that she met with the Educational Welfare Officer and the Attendance and Welfare lead, Mrs Collins on 8th November and it was pleasing to learn that they were unable to make any further recommendations to our current practice. * TS met with Mrs Collins prior to the half term break and following that meeting individual attendance letters were sent home to selected pupils regarding absence and/or lateness. As a result of one of these letters an alternative arrangement has been put in place to avoid future lateness. * TS stated that the PP attendance was at 93% currently but that was due to 1 pupil who is on an EHCP and whose needs are not met in a mainstream school. This pupil has a place at Kennel Lane from January. TS is hoping to see a percentage increase by the next meeting.   TS recommended that CB, as safeguarding lead, meet with Mrs Collins as it would be useful for CB. CB to contact the school to arrange.  RC asked how parents had responded to the attendance letters. TS replied that parents have responded well and that each letter is tailored accordingly and each absence is looked at on an individual case basis. TS also commented that there has only been 2 absence fines awarded since her time in post.  **Exclusions**  TS reported that there had been 2 external exclusions, both in KS2. 1 for 3.5 days – this pupil is no longer in mainstream classes. 1 for 2.5 days.  **Health & Safety Reports**   * TS reported that Andy Anderson from BFC has advised schools to record pupil behaviour which is dangerous either to themselves or others via the new online reporting system. An exclusion could be turned over if adequate H&S procedures are not in place and the school could be held to account. * TS stated that this reporting system is not for reporting pupil on pupil incidents and that should be dealt with using the normal procedures and behaviour policy. * TS mentioned that there has been some tension around managing pupil conduct among staff. An incident with a member of staff and a pupil was reported. This has been addressed by relocating the member of staff to work in Year 1. The pupil is receiving 1 to 1 teaching a view to reintegrate him in the near future.   TB asked if the parents were supportive and how optimistic the school were reading reintegrating him. TS replied that the parents were very supportive, they are a military family who are moving in July and that the school will be applying for a EHCP before he moves to start the ball rolling. TS would like to try and integrate the pupil for 1 hour a day to start with. | CB |
| 6.0 | **Chairs Briefing:**  RC reported that she attended the Chairs Briefing on 8th November and that all the papers and information for that briefing had been uploaded to the Governors Zone prior to the FGB meeting for Governors to review.  Key points covered:   * Ofsted update – new framework coming in 2019. * Chairs and Clerks development programme – funded by the NGA and really worthwhile. RC urged all governors to book up. * School Support Service – not a lot has changed. Schools need to choose which SLAs they wish to purchase by the end of Jan. CW reported that currently you can buy for 3 years but have a get out clause, the changes mean that there will no longer be a get out clause. * Safeguarding – new updated guidance for Sept 18. All websites should have their own personalised policy and all governors should have been trained. It will be a main focus for Ofsted. CW reported that the policy on CTP is updated and current. * The Chair of Governors at Sandy Lane would like governors to complete a questionnaire on the impact of governor training. * There will be a Governor’s Conference on 8th March. All governors are encouraged to attend. |  |
| 7.0 | **GB Monitoring Programme:**  RC has produced a draft GB monitoring programme. RC reported that she meets with TS every month to discuss areas that may need to be looked at and that it is really important to have a programme in place that will include learning walks, book scrutiny, classrooms visits. RC will share the first draft to all governors so they can then look at when they are available to commit to specific visits.  TS requested that guided reading be added to the programme. RC agreed.  TS suggested it could be dovetailed with the curriculum meetings. All agreed.  JP suggested that there should be consistency with which governors looks at specific areas. TS agreed.  TW mentioned that a parent questionnaire had not been done in a while and suggested that governors should produce one ready for after Easter. The GB agreed. RC requested that governors think carefully about the questions they wish to ask and suggested they use The Key to look at templates. |  |
| 8.0 | **Curriculum Committee Update:**  JH reported that the minutes from the Curriculum meeting held on 29th October have been uploaded on to the Governors Zone prior to the meeting for Governors to review.  JH reported that a letter had been sent to all Y6 parents outlining the hard works that needs to take place in Y6 and why. There had not been a response from parents. TS reported that a positive difference had been recorded in Y6’s attitude and work ethic since changes had been made. TS reported that Anne Duncan had confirmed that behavior in class has improved and that a challenge had been set for the most improved attitude to learning, the prize would be a £30 voucher. The pupils have responded well to this.  TB responded that as Y6 parent she was happy there will not be any Y6 trips planned and that the pupil will be focused on learning.  JH reported that currently the class sizes are smaller in Y6 – 15 pupils in 3 classes and 10 pupils in 1 class, but that they will reduce to 3 classes after Christmas. Pupils will be retaking tests after Christmas and TS will report back at the next meeting.  TS reported that overall the KS1 data is good but the KS2 requires improvement. TS has put a number of changes in place. TS informed the meeting that there were no reading books at all for KS2 and she has now purchased books and is focusing on guided reading, this will be followed by Maths. |  |
| 9.0 | **Governors Training:**  RC informed the meeting that JP is the new development governor.  JP asked if there was a register of governor training and how training is logged. RC suggested JP contact Governor Services to find out and liaise with GY to produce a spreadsheet with all training completed so far this year.  JP and CB reported that they had completed governor safeguarding training.  RC requested that GY inform governor services that JP is now the development governor. |  |
| 10.0 | **Official School Opening:**  TS reported that the official opening is all arranged. The Mayor is attending. Pupils have been selected to take groups of visitors, with an appropriate adult, on a tour of the school. The refreshments have also been arranged.  TS informed the meeting that RC and JH has made a tree using little note from the pupils.  KM reported that she had sourced some ribbon.  RC requested that TS check that the press had been informed. |  |
| 11.0 | **Part 2:**  None. |  |
| 12.0 | **AOB:**  TW requested help from any governors at the school fete BBQ on Saturday 24th November. |  |
| 13.0 | **Date of Next Meeting:**  Monday 4 February 2018, 7pm at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 19 November 2018**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Governors to complete and return Declaration of Pecuniary Interests form | ASAP | **DS** |  |  |
| **Action 2** | Confirm date of H&S walk around with site controller | ASAP | **DS/TW** |  |  |
| **Action 3** | Check Governors public section on website and if missing, send TS a paragraph of text about themselves. GY to chase outstanding bio’s. | ASAP | **GY** |  |  |
| **Action 4** | CB to arrange a meeting with Mrs Collins at the end of Jan | Jan 19 | **CB** |  |  |
| **Action 5** | RC to share the draft governors monitoring programme to all governors to confirm availability. | ASAP | **RC** |  |  |
| **Action 6** | JP to contact Governor Services to find out how governor training is logged. | ASAP | **JP** |  |  |
| **Action 7** | GY to inform governors services that JP is the development governor. | ASAP | **GY** |  |  |