



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
MONDAY 10th DECEMBER 2018 AT 6.00pm**

Present: S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, J. Tate, S. Kaye, E. Marks, F. Shah, A. Kingsley, C. Wilson, B. Hemp

Apologies: Y. White, S. Hibbert

Absent: N/A

In attendance:
Lucia Hawes (Clerk)

Item	Issue	Action
1	Welcome and Apologies	
1.1	Apologies were received from Yi White and Sara Hibbert. Governors accepted these apologies.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website. A. Kingsley declared an interest in item 12 and declared an interest in Really Schools.	
2.2	Governors who were absent at the last meeting completed the pecuniary interest form.	
3	Appointment of parent governor – Ben Hemp	
3.1	Governors were all in favour of appointing Ben Hemp as parent governor as of 10 th December for a period of 4 years.	
4	Minutes of the last meeting (2nd Oct 2018)	
4.1	The minutes of the meeting were agreed as a true and accurate record of the meeting.	
5	Matters arising from the minutes/Action tracker	
5.1	A governor asked for clarification on whether the bus would be added to the accessibility policy and asked when this would be reviewed. The Headteacher said that a site survey is required to enable a review of the accessibility policy. Action: Headteacher to ask the School Business Manager to chase Rob Parker /the Local Authority for a site survey.	Head
5.2	It was noted that the Pay policy needs to be ratified by the Full Governing Body. Action: Chair to follow up the policy that was agreed at the Finance and Resources Policy and forward to governors to agree via email.	Chair
5.3	Item 4.1 – Action: B. Hemp and Y. White to complete the pecuniary interest form.	BH & YW
5.4	Item 5.3 – Action: Finance and Resources Committee to consider investing in more hearing impairment facilities in classrooms. Action: Clerk to send the Committee Clerk the FGB minutes so that committee actions are picked up.	F&R committee Clerk
5.5	Item 7.1 – Action: B. Hemp to sign the Code of Practice.	BH
5.6	Item 8.1 – Clerk had updated and circulated the delegation tracker.	
5.7	Item 9.1 – The Chair had updated the Governor Objectives and circulated to governors. Pupil progress targets are on the agenda.	

5.8	Item 9.2 - Clerk had updated and circulated the governor focus areas and committee membership list.	
5.9	Item 9.3 - Clerk had circulated the updated meeting dates.	
5.10	Item 11.1 - Governor finance training is on the agenda. Chair sent out Julie's parental feedback notes to governors.	
5.11	Item 13.1 - The Headteacher reported that there are three MENA children in Year 2.	
5.12	Item 14.1 – It was confirmed that the Annual Safeguarding Audit had been returned to the Local Authority.	
5.11	Item 14.2 - Procedures for dealing with allegations of abuse against teachers and other staff and volunteers is on the agenda.	
5.12	Item 16.1 – The Chair updated the School Development Plan and Monitoring Calendar with names of link governors and this was circulated to governors.	
5.13	Item 18.3 – Governor training is on the agenda.	
6	Academisation	
6.1	This item was a confidential minute.	
7	Headteacher's report	
7.1	The Headteacher's report was sent to governors prior to the meeting. The Headteacher highlighted the increase in pupil premium pupils. She also highlighted that there had been a lot of sickness absence in autumn term 2. A governor asked whether part time SEND children affect the attendance figures and the Headteacher said that she follows the correct process for recording part-time SEND children. A governor asked why pupil premium attendance is low. The Headteacher said that there are a few key children who are bringing this figure down (e.g. a child on a part-time timetable and two children who had a long-term absence in Autumn 1). The Chair expressed her congratulations to the Reception children on their attendance percentage for autumn term one as it was particularly good (97.52%).	
7.2	Referring to the number of 'time outs' in EYFS, a governor asked why there was a large number of time outs and asked how the figure compares with previous years. The Headteacher agreed that there were quite a lot of time outs in EYFS and assured governors that the Learning and Teaching Manager is on top of it with staff. She said that there is usually a high amount of time outs this term in EYFS due to children testing the boundaries but confirmed that staff are aware and are working jointly with parents. A governor questioned whether parents are informed about time outs. The Headteacher explained that parents are not informed about one off time outs. However, they will be informed when time outs are persistent or if the reason for a time out was severe. The Headteacher said that the behaviour policy is currently under review.	
7.3	Referring to the two lesson observations that were judged as 'requires improvement', a governor asked if support is automatically put into place for these teachers. The Headteacher said that support would usually be put in place and support was already in place for one of these teachers. However, the other observation was not usual so that teacher won't be deemed as needing support as it was just a one off. A governor asked if all teachers are observed each term. The Headteacher said that they would be observed in autumn term 1 and then once in the spring term. A governor questioned whether teachers choose the focus of the lesson to be observed. The Headteacher said that this is not always the case as the Headteacher or Deputy Headteacher sometimes choose the focus. In the autumn term, teachers made the choice. The Headteacher confirmed that the spring term focus for lesson observations would be maths. She explained that a new way to conduct lesson observations is to film the lesson and then watch it together with	

	teacher and analyse together.	
7.4	A governor asked how teaching assistants are evaluated. The Headteacher said that they are included in the lesson observations and SLT are currently conducting Shine Meeting with teaching assistants. The Headteacher explained how she quality assures this process as this is a new approach for the DHT and SENDCO. QA observations of Shine meetings will be carried out as soon as timetables are confirmed with HT. E. Marks added that a group of Teaching Assistants asked to be filmed for their Phonics sessions so they could then discuss with her afterwards as they found it was less pressure than actually being observed. The feedback from TAs from the performance management survey indicated that they would like a team target along with an individual target and they valued having a say in the process.	
7.5	The Headteacher said that they reviewed mixed ability groupings in English before half-term. It was proving quite a challenge so she agreed to let only two Year 2 teachers trial this further whilst other teachers return to ability groups. However, mixed ability learning to be used in imitation stage of T4W across all classes. A governor queried whether much teaching time was lost during the trial. The Headteacher said there wasn't much teaching time lost because issues were identified early enough for it not to have an impact. Feedback so far is that it is not working so well for lower ability and SEND children. A governor questioned whether the trial with the two teachers will be under review. The Headteacher said that they would be and feedback would be given at meetings. She assured governors that the two Year 2 teachers are experienced teachers who won't carry it on if it is not proving to be effective.	
7.6	The Headteacher said that the autumn term data would be sent to governors via email and any questions can be submitted to her. Action: Headteacher to send autumn term data to governors.	BW
7.7	A governor asked for a progress update on the Development Movement Play (DMP) in EYFS. The Headteacher said that the DMP leader is an EYFS teacher who went on adoption leave last week but the team will carry on with it. A governor asked if the Headteacher had assessed the impact of DMP. The Headteacher said that was going to be part of the DMP leader's role but she was now on leave and the staff carrying on with it are not trained in DMP. The Headteacher explained that she is not in a position to get another staff member trained so some actions will have to be put on hold but teachers will still do certain DMP things but not as in-depth as before. A governor queried how long the DMP leader would be on leave for. The Headteacher said that the teacher would be absent for least 6 months and cover has been set up for this period. A governor challenged that if the school is implementing DMP, then can two teachers be trained in it. The Headteacher confirmed that two members of staff were trained but currently it is not appropriate for the HLTA to lead on DMP in the absence of the lead.	
7.8	The Deputy Headteacher gave a summary report about phonics and circulated the Year 1 baseline phonics assessment. Action: E. Marks to email the phonics assessment data to governors once she has the Year 2 data. The Deputy Headteacher reported that she is pleased the data is on track at the end of autumn term and is hoping to achieve 80% by end of summer term. She explained that at the beginning of year, some children were in phase 1 and 2 but this has changed significantly and 13 girls and 11 boys are secure in phase 4 and on track to pass. She also reported that she is pleased with the progress of boys who have moved from phase one to three and 41% re about to start phase 4. A governor asked how the school's target compares with national. The Deputy Headteacher said that if the school achieves the target, they will still be marginally under national.	EM
7.9	The Headteacher highlighted that Priority 5 of the School Development Plan is to prioritise and focus on the health and well-being of the entire school community and so she will be linking governors with staff teams for this.	

	<p>A governor questioned whether the school is acknowledging the new Year 1 teacher's expertise in maths. The Headteacher confirmed that the teacher's expertise is being acknowledged.</p> <p>A governor recognised that staff absence in December was quite high and asked if this was on par with last year. The Headteacher said it was but she has still managed to staff the school.</p>	
7.10	Parent survey results were sent to governors prior to the meeting and no real concerns were identified. Governors thanked J. Tate for supporting with the surveys at parents' evenings. Governors decided to talk to parents about behaviour at the Governor Day in the summer term once the behaviour policy has been reviewed.	
7.11	Governors asked how children like the new learning bus. The Headteacher said that as children have been busy performing the nativity they haven't had chance to go back on the bus so far, but they loved the opening day!	
8	Pupil performance review (including DfE School Performance Summary and targets)	
8.1	The ASP was circulated prior to the meeting. Governors recognised that both White British boys and writing need to be a focus. The Chair noted that pupils with EAL are performing incredibly well. Governors were pleased that writing has improved.	
8.2	<p>The targets were sent to governors prior to the meeting. In response to a governor question, the Headteacher said the EYFS targets are aspirational but we are confident that they can be achieved; however, targets don't take into account long term child sickness.</p> <p>A governor questioned whether it is viable to compare these targets with last years' figures. The Headteacher said that it is good to compare with last year's figures as we have to try and match our data and not necessarily national data. Cohorts are different but they have to use last years' data as a benchmark. A governor asked if the EYFS targets were achieved last year. The Headteacher said that there were more or less achieved. A governor asked if the Local Authority expects year on year improvement. The Headteacher said that they do and it is all about the gap to national even though the cohorts are different. A governor queried whether staff are happy with these targets. The Headteacher said that the targets were set by staff and are realistic but challenging and so staff are happy with the targets as they should be able to move the children on.</p> <p>Governors were happy with the EYFS targets.</p>	
8.3	<p>Governors were happy with the Year 1 targets.</p> <p>In response to a governor question about Year 2 targets, the Headteacher said that a greater depth child has just left Year 2 so she will tweak the targets. She said she is hoping for a 5% increase in writing and to be above national in maths. Governors were happy with the Year 2 targets.</p>	
9	Committee reports	
9.1	<p><u>Finance and Resources</u></p> <p>The minutes from the committee meeting were circulated prior to the meeting. A. Kingsley gave a verbal summary report. Governors agreed the committee's terms of reference.</p>	
9.2	<p><u>Strategic Development</u></p> <p>The minutes from the committee meeting were circulated prior to the meeting. C. Wilson gave a verbal summary report. Governors agreed the committee's terms of reference.</p>	
9.3	<p><u>Salary Review Committee</u></p> <p>A brief verbal summary of the salary review committee meeting was given.</p>	

9.4	<u>Policies Committee</u> J. Tate gave a verbal report on the policies that had been reviewed at the last committee meeting.	
9.5	<u>Headteacher performance review</u> Staff governors were not present for this item. G. Mansell gave feedback on the performance review and the targets set for the Headteacher. She also informed governors of the pay recommendation that the panel made to the Finance and Resources Committee who endorsed the recommendation.	
10	Finance training	
10.1	A. Kingsley gave finance training to governors who fed back how useful it had been. Action: Finance training presentation slide to be sent to governors.	Clerk
11	Safeguarding update	
11.1	G. Mansell gave a safeguarding update. Action: Safeguarding update presentation slides to be sent to governors.	Clerk
12	Governor Development	
12.1	<u>Vacancies</u> No governor vacancies.	
12.2	<u>Governor training – identify suitable individual and whole Governing Body training</u> The Chair reported that the skills audit is complete so governors can identify what training is required. She reported that there is a good balance of skills within the Governing Body and the weaker areas were finance, purchasing and property management. The Chair reminded governors about the Governor Briefing on 24 th January and urged governors to attend. The Chair and Y. White had attended the 'planning for Ofsted' training course. Governors agreed that it would be helpful to have a practice Ofsted inspection for governors. Action: Headteacher will organise a mock Ofsted for governors for next term.	Head
12.3	<u>Governor development plan</u> The updated governor development plan was sent to governors prior to the meeting. The Chair suggested that Committee Vice Chairs be a little more involved in agenda setting. Action: Governors to attend a committee meeting that they are not currently a member of at some point during this academic year.	All
13	Governing Body Monitoring	
13.1	<u>Governor monitoring calendar</u> The Chair reminded all governors that visits to the school must be arranged through the Headteacher and encouraged governors to conduct a visit in the area that they have been allocated and also to ask questions about those aspects in the School Development Plan at Governor meetings. Action: Clerk to recirculate the governor monitoring calendar. Governors to arrange visits via the Headteacher.	Clerk All
13.2	<u>Governor Day feedback</u> It was reported that the Governor Day on 17 th October was a really productive day.	
13.3	<u>Agree focus for Governor Day on 10th January</u> It was agreed that the focus will be science as governor day will happen during science week. Governors will also look at understanding greater depth and writing.	
14	Policies	
14.1	<u>Statement of procedures for dealing with allegations of abuse against teachers and other staff and volunteers</u>	

	A few amendments to contact and phone numbers were made. Governors agreed the statement subject to the amendments.	
15	Any other business	
15.1	S. Kaye thanked the school for the cards that the children had made for the homeless who visited Peterborough winter night shelter. He said that the cards really uplifted those homeless people and that this should be fed back to the children.	
16	Confirm dates of next meetings	
16.1	Weds 6th March Tues 14th May Mon 15th July N.B. change of date for Strategic committee to Mon 1st July	
16.2	Dates for the diary Winter Wonderland Concert 17 th December; Christingle 18 th December	

The meeting finished at 8.13pm.

Agreed as true and accurate record of the meeting.

Signed:

Chair of the Full Governing Body

Date:

Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
5.1	Headteacher to ask the School Business Manager to chase Rob Parker/the Local Authority for a site survey.	Head	
5.2	Chair to follow up the policy that was agreed at the Finance and Resources Policy and forward to governors to agree via email.	Chair	
5.3	B. Hemp and Y. White to complete the pecuniary interest form.	BH & YW	
5.4	Finance and Resources Committee to consider investing in more hearing impairment facilities in classrooms. Clerk to send the Committee Clerk the FGB minutes so that committee actions are picked up.	Finance Committee Clerk	
5.5	B. Hemp to sign the Code of Practice.	BH	
7.6	Headteacher to send autumn term data to governors.	Head	
7.8	E. Marks to email the phonics assessment data to governors once she has the Year 2 data.	EM	
10.1	Finance training presentation slide to be sent to governors.	Clerk	
11.1	Safeguarding update presentation slides to be sent to governors.	Clerk	✓
12.2	Headteacher will organise a mock Ofsted for governors for next term.	Head	
12.3	Governors to attend a committee meeting that they are not currently a member of.	All	

13.1	Clerk to recirculate the governor monitoring calendar. Governors to arrange visits via the Headteacher.	Clerk All	
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