



**MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON
MONDAY 16th JULY 2018 AT 6.00PM**

Present: S. Hartropp (Chair), R. Waters (Headteacher), G. Mansell, S. Hibbert, J. Tate, S. Kaye, C. Wilson, E. Marks,

Apologies: Y. White, F. Shah, A. Kingsley

Absent: N/A

In attendance:

Lucia Hawes (Clerk)

Becky Thompson (HT) and Luke Mudge (COG) from Brewster Avenue Infants School

Mrs Jordan – EYFS L&T Manager

Item	Issue	Action
1	Welcome and Apologies	
1.1	The Chair welcomed all governors and visitors to the meeting. There were apologies from Y. White, A. Kingsley and F. Shah. The governors accepted these apologies.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website.	
3	EYFS presentation – curriculum and questions arising from Governor Day	
3.1	Mrs Jordan gave a presentation about the EYFS curriculum. She encouraged governors to visit EYFS so that they can see aspects of learning that are happening whilst the children are playing. A governor asked how parents are made aware that the playing is linked to learning. Mrs Jordan explained that parents are informed how children learn and that they are invited in for 'Stay and Play' sessions to see the learning that takes place. A governor asked if evidencing learning is difficult to manage when there are 17 learning areas for 30 children. Mrs Jordan said that staff try to do observations every day linked to different areas and the assessment part takes place at the end of the day. Governors were concerned with the amount of work for teachers in evidencing learning. Mrs Jordan said it is now easier as Ipads are used to record assessments each day rather than using post it notes. Governors thanked Mrs Jordan for her presentation and for her hard work over the year. Action: EYFS presentation to be circulated to governors.	Clerk✓
4	Minutes of the last meeting (7th Mar 2018)	
4.1	The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.	
5	Matters arising from the minutes/Action tracker	
5.1	Item 4.4 - Strengthening community and parental engagement has been added to the Governor Development Plan.	
5.2	Item 4.7 – Action: Forest School presentation to take place at either the FGB meeting or at a Governor Day in the Autumn Term. It was noted that some governors have attended a Forest School session.	Chair / Clerk
5.3	Item 4.8 - Responses to the marking and feedback survey are discussed in item	

	7.	
5.4	Item 4.10 - SEF – Leadership and Management Section is on the agenda.	
5.5	Item 4.18 - F. Shah had some safeguarding training with S. Hibbert.	
5.6	Item 5.2 - New parent handbooks and transition handbooks – on this agenda.	
5.7	Item 10.2 – Headteacher’s pay range is on this agenda.	
5.8	Item 12.2 - EYFS curriculum presentation – see item 3.	
5.9	Item 13.2 – Academisation is on the agenda.	
5.10	Item 4- Governors discussed how they could build in time for feedback to teachers after they have visited classrooms, as requested by staff. Governors agreed that they would stay in school over lunch time or some point during the day after their visits to give informal feedback and to ask questions. Governors noted that it is not their role to grade lessons. Action: Chair to amend governor visit form to incorporate optional feedback to teachers.	Chair
6.	Headteacher’s report	
6.1		
6.1.1	The Headteacher’s report was circulated prior to the meeting. The Headteacher highlighted that pupil numbers are just at full capacity and SEND numbers have gone up slightly.	
6.1.2	A governor asked if the school will be staffed appropriately to accommodate the increased number of high level needs starting school in September. The Headteacher said that the school will be staffed appropriately and there will be children coming into Reception that either need an Education, Health and Care (EHC) plan or have one in process but it will be dependent on the nursery setting as to how much work has been done. A governor asked if there will be a wide range of needs starting in September. The Headteacher said it is mainly children with Autism Spectrum Disorder and some with behavioural needs. A governor asked if any staff will need further training to accommodate the children’s needs. The Headteacher said not to begin with as she is using staff with experience of this level of need but they may need specialised training as time goes on.	
6.1.3	The Headteacher highlighted that attendance is currently 95%. A governor asked how many children categorised as EAL are MENA, Pakistani Heritage etc. The Headteacher said that they don’t categorise MENA anymore but she would find out what the breakdown of the EAL attendance data is. Action: Headteacher to give a breakdown of the EAL attendance data.	Head
6.1.4	A governor noted that attendance for Year 2, non-pupil premium and White British was above 95% but asked which groups are concerning the Headteacher most. The Headteacher said that Pupil Premium and Pakistani Heritage are the most absent (some absences due to travel and some to illness). A governor asked whether late arrivals are improving or not. The Headteacher said that the number of late arrivals is variable in that it seems to be improving and then there is a dip.	
6.1.5	A governor queried how many children are carrying out the 44 physical violence incidents against staff. The Headteacher said that it is four or five children but we even record very low level incidents. A governor asked what support is in place for staff when they are subjected to physical violence from a child. The Headteacher said it depends on the situation but there have been times when a teacher/member of staff has been removed from the class to have a break.	
6.1.6	A governor asked why the number of incidents of physical violence committed between pupils seems high. The Headteacher said that it is probably because staff have recorded every little incident. A governor asked if the Headteacher feels it is a high number of incidents and whether she is concerned about it. The Headteacher said that it is not high for this school taking into consideration	

	<p>the needs of the children. A governor asked what the Headteacher would classify as an 'incident' against a member of staff. The Headteacher said it would be when a child has touched an adult. A governor asked what is classified as physical violence between pupils. The Headteacher said it would be hair pulling, pushing, etc. A governor asked if other schools have this level of detail for recording incidents. The Headteacher said that other schools have serious incident logs but wouldn't routinely record squabbles, for example, only for key children with behavioural needs. Governors suggested grading the incidents but the Headteacher said that she doesn't want to make the forms too complicated otherwise it will put staff off completing the forms when she would rather see a record of an incident. A governor asked who else the recorded data be shared with. The Headteacher said that it is more about how we manage it and she wanted to let governors know what staff are subjected to. She has previously only reported serious incidents to governors.</p>	
6.1.7	<p>A governor asked what actions have been taken against the parent who was abusive to staff. The Headteacher said that she has spoken to the parent and governors have been in to support with this.</p> <p>Governors agreed to have the incident report once a year unless there is a peak at any time in which case governors are to be made aware sooner.</p>	
6.1.8	<p>Governors were pleased with the quality of teaching. A governor asked if the observations and scrutinies marry up with the attainment and progress data for this year. The Headteacher said that it does. A governor asked what happens if the Headteacher spots an anomaly. The Headteacher said that if it is a particular subject she would get subject leaders involved and if it is a particular year group, the Senior Leadership team would be involved, but sometimes an anomaly is just a blip.</p>	
6.1.9	<p>With reference to the Writing data for Year 1, a governor asked if the data was affected by the bulge class. The Headteacher said that there would be a 10% difference without the bulge class but progress is looking good. The impact of the bulge class is evident but some children in that year group have been with at the school since Reception and this has affected the results. A governor questioned whether the targets were too ambitious in Year 1. The Headteacher said that they have to be ambitious but what the school can't account for is a child that is absent for medical conditions. She said that it was a high target but at the point of setting it, we thought we could achieve it. The Deputy Headteacher added that Year 1 had a brand new team including [REDACTED] and this could have affected the data also.</p> <p>Governors thanked the Headteacher and her team for a fantastic school year.</p>	
6.2	<p>Parent handbooks and transition books to be presented to governors</p> <p>The parent handbooks and transition books were shown to governors. The Headteacher said that transition books will be given out during home visits. A governor asked what is given to new parents coming throughout the year. The Headteacher said that they are given PDF versions of the books.</p>	
6.3	<p>Outdoor activities report</p> <p>The outdoor activities report was circulated prior to the meeting. A governor questioned how the outdoor activities plan will be embedded next year if the teacher leading on this is leaving. The Headteacher said that she will encourage someone else to have this as a shine target.</p> <p>Governors expressed their thanks to the teacher for this report.</p>	
7	<p>Marking and feedback survey results – Emma Marks</p>	
7.1	<p>Mrs Marks reported on the 100% feedback from key stage 1 staff and plans for moving this forward:</p>	

	<ul style="list-style-type: none"> - Some staff need examples of varied activities for next steps and using ways to use teaching assistants for small group work; - Improve the quality of comments from HLTA and supply teachers by providing CPD on the types of comments that we are looking for; - New marking system is saving time for teachers and more time is spent thinking about actions for following lessons; - 80% felt very confident in marking procedures. 20% wanted more guidance of marking prompts; - CPD opportunities – teachers would like more sharing of books and opportunities to talk to colleagues. <p>The marking appendices exemplar files were shown to governors. A governor asked if the marking policy and appendices will be included in the induction pack for new staff. The Deputy Headteacher said that it would be and there will be some more CPD on marking and feedback for all staff.</p>	
8	SEF – leadership and management	
8.1	<p>The leadership and management section of the SEF was circulated prior to the meeting.</p> <p>A governor queried why there aren't any phrases for outstanding criteria in the SEF as it a very good school. The Headteacher said that the next step is to add those phrases in.</p> <p>A governor suggested stating clearly in each section, what needs to be developed to reach outstanding. Action: Headteacher to add in statements of development to the SEF.</p> <p>A governor suggested adding some statistics to show the impact that strategies have had.</p> <p>A governor suggested stating the breadth of experience of governors. Action: Chair to email the Headteacher details of governor experience and knowledge. Chair and Headteacher to draft the governor section and send to governors for comment.</p>	<p>Head</p> <p>Chair / Head</p>
9	General Data Protection Regulation update	
9.1	<p>The Chair reported that according to Data Protection Officer (DPO), the school is on track with GDPR.</p> <p>A governor queried why governors can't use their personal email addresses as there would be no data with children's names on it being sent to governors. Action: A. Kingsley to advise whether it is essential for governors to have school email addresses and why.</p>	AK
9.2	<p>The data protection policy was sent to governors prior to the meeting. It was updated in line with GDPR.</p> <p>A governor suggested amending the sentence that says "the DPO will ensure we receive a written response" to "the DPO will endeavour to ensure we receive a written response".</p> <p>A governor suggested that this policy stated that it is linked to all school policies.</p> <p>Governors agreed the policy subject to the DPO's amendments/agreement. Action: Clerk to send the Data Protection Policy to A. Kingsley for amendments/agreement.</p>	Clerk✓
10	Academisation	
10.1	This item is a confidential minute.	
11	Nursery provision	
11.1	This item is a confidential minute.	

12	Review ISR/HT's pay range	
12.1	This item is a confidential minute.	
13	Committee reports	
13.1	<p><u>Finance and Resources</u> The minutes from May's committee meeting were circulated prior to the meeting. It was noted that the new caterer, Aspens will be providing school lunches from September.</p> <p>Action: A. Kingsley to give some basic finance training to governors at a meeting in autumn term.</p>	AK
13.2	<p><u>Strategic Development</u> C. Wilson gave a verbal report from the last meeting.</p>	
13.3	<p><u>Policy committee</u> The Chair gave a verbal report on what policies were reviewed at the last policy committee meeting.</p>	
14	Governor development	
14.1	<p><u>Vacancies</u> There is one parent governor vacancy following the recent resignation of Dave Chappell. The Chair has had contact with a new parent who might be interested.</p>	
14.2	<p><u>Governor training reports</u> G. Mansell attended Children in Care training in June. A governor asked if the school will have any Children in Care in school from September. The Headteacher said not as it currently stands. GM gave feedback from the training.</p> <p>S. Kaye – attended the training for new governors in May.</p> <p>J. Tate attended the Headteacher's performance review training in June.</p> <p>The Chair signposted governors to a free leadership development programme for governors.</p>	
14.3	<p><u>Appointment of salary review committee, salary appeals committee & Headteacher Performance Review Committee</u> The Finance and Resources Committee will be the salary review committee. The appeals committee will consist of any governor that is not on the Finance and Resources Committee.</p> <p>The Headteacher performance review panel will be G. Mansell, Y. White and J. Tate.</p> <p>S. Kaye decided to join the Strategic Development Committee. J. Tate decided to leave the Policy committee and join the Finance & Resources committee.</p>	
14.4	<p><u>2018-19 meeting dates</u> Governors agreed the meeting dates for 2018-19.</p> <p>Action: Clerk to send meeting dates to governors.</p>	Clerk✓
14.5	<p><u>Governor Services clerking SLA</u> Governors agreed to buy into the Clerking Service again for 2018-19.</p>	
15	Governing Body Monitoring	
15.1	<p><u>Governor monitoring calendar</u> The Chair said that everything for the summer term has been completed and that once the new School Development Plan has been drafted, she will put together a new governor monitoring calendar.</p>	
15.2	<p><u>Governor Visits – formal reports and verbal feedback</u> G. Mansell conducted a safeguarding visit - visit note circulated.</p> <p>C. Wilson conducted a SEND visit – visit note circulated. [REDACTED] [REDACTED] The Chair wanted to express thanks to Jo on behalf of the governors.</p>	

	C. Wilson conducted a geography visit – visit note circulated. Governors congratulated Mrs Jordan on all her successful work.	
15.3	<u>Governor day report</u> The Governor Day report was circulated prior to the meeting. The Chair gave feedback from Governor Day. Governors discussed how parents know that they are getting quality first teaching for their children. S. Hibbert and J. Tate attended sports day. Action: J. Tate will circulate the feedback she received from parents at sports day. A governor asked whether the different format for Sports Day had had any impact on children's behaviour. The Deputy Headteacher said that key children are identified and they have an adult designated to them and the staff members present facilitate behaviour. The Deputy Headteacher said that behaviour at this year's sports day was much better than the previous one and felt that children were much more engaged but there will always be the odd child who is off task even in lessons.	JT
16	Any other business	
16.1	None.	
17	Confirm date of next meeting	
17.1	2 nd October at 6pm.	

The meeting finished at 8.15pm.

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
3.1	EYFS presentation to be circulated to governors.	Clerk	✓
5.2	Forest School presentation to take place at either the FGB meeting or at a Governor Day in the Autumn Term.	Chair /Clerk	
5.10	Chair to amend governor visit form to incorporate optional feedback to teachers.	Chair	
6.1.3	Headteacher to give a breakdown of the EAL attendance data.	Head	
8.1	Headteacher to add in statements of development to the SEF.	Head	
8.1	Chair to email the Headteacher details of governor experience and knowledge. Chair and Headteacher to draft the governor section and send to governors for comment.	Head / Chair	
9.1	A. Kingsley to advise whether it is essential for governors to have school email addresses and why.	AK	
9.2	Clerk to send the Data Protection Policy to A. Kingsley for amendments/agreement.	Clerk	✓

13.1	A. Kingsley to give some basic finance training to governors at a meeting in autumn term.	AK	
14.4	Clerk to send meeting dates to governors.	Clerk	✓
15.3	J. Tate will circulate the feedback she received from parents at sports day.	JT	