



Headteacher: Mrs Carol Dunne

MEETING OF FULL GOVERNING BODY TUESDAY 23RD JANUARY 2018, 7:00 PM

Meeting held in school

Present:

Carol Dunne (CD); Helen Wigginton (HW); Nicola Gladwell (NG); Natalie Sands (NS); Catherine Kimber (CK); Alan Ford (AF); Clare Willetts (CW); Graham Robinson (GR); Janice Markey (JM); Sarah Calow (SC); Harvey Tayman (HT); Phil Cooke (PC)

In attendance:

Rose-Marie Smith - Clerk (RS)

1. Apologies

Apologies were received from Victoria Middleton (VM). The meeting was quorate.

2. Election of Chair/Vice Chair

Following discussion around the potential implications of the fact that NG's current period of office comes to end in March 2018, NG was unanimously elected Chair. VM was elected Vice Chair.

3. Declaration of pecuniary interest in any agenda item

None declared.

4. Items for any other business

School's 25th anniversary celebrations.

5. Minutes of previous meeting/matters arising

Meeting held 3rd October 2017; document circulated prior to meeting

- **ACTION POINT:** Amendment needed to typo in minutes
- CD reminded governors about the meeting with local MP Layla Moran at Sunningwell School, 4pm on 26th January
- NG invited governors to attend parents' evenings on 20th and 22nd March, 3:30 – 6:30 pm. **ACTION POINT:** Please advise NG or RS if available
- **ACTION POINT** – CD/HT to liaise regarding a brief presentation at the next meeting around technology in education

RS

All Govs

CD/HT

Signed:Date:.....

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Minutes prepared: 03.02.18.

6. Head's Report

Document circulated prior to meeting

CD invited questions or comments arising from the report.

- NS queried the acronym 'TAF'; CD clarified that it stands for 'Team Around the Family', a group that brings together different agencies into one meeting where there are concerns about a child or a family.
- When looking at pupil numbers, NG suggested that there might possibly be greater interest in Reception 2018 places as the school was undersubscribed in 2017; those out of catchment who might not normally apply might consider doing so.
- CK asked how many different 'home languages' are spoken amongst the pupil community; CD advised that last year there were 14 different languages spoken
- HW queried actions taken to address the problem of individual pupils with persistent lower attendance. CD replied that such pupils were identified during recent pupil progress meetings with teachers, and teachers will discuss this with parents/carers in the first instance. NS commented on the comparatively low attendance in the Reception class; CW advised that there has been a high proportion of illness, plus a perception amongst some parents/carers that it is not so important for Reception-age children to be in school every day. HT queried whether it is the same pupils who have lower attendance throughout their time in school; CD replied that it is not necessarily the case, and the attendance of some of those pupils improves over their time in the school.
- CD wished to acknowledge the hard work of the School Administrator, Emma Comer, in populating the new online tracking system – Insight – with formative assessment data.
- AF enquired if there is a particular reason for some pupils leaving the school before Year 6. CD advised that some families move out of the area, and others choose to move their child for a variety of reasons, including a move to the independent sector.

Governors thanked CD for the comprehensive report.

7. School Evaluation and Development Plan (SEDP)

Document circulated prior to meeting

NG invited questions or comments arising from the report.

- AF queried the role of governors in regard to the plan, and whether there is anything to be concerned about at this stage. CD replied that there are none at present; governors should voice concerns if the RAG ratings are not moving on.
- NG asked if there are action points in the plan in response to issues raised by Ofsted at the November inspection. CD commented in particular on the inspector's comments about recording 'milestones', and the thoroughness of safeguarding records for individuals. The format of the report is being amended by SLT.

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Minutes prepared: 03.02.18.

- CD emphasised the need for a 3-year, costed development plan, whilst commenting on the challenges of this when new education initiatives are presented to schools on a regular basis.

8. School Vision

Documents circulated prior to meeting

AF advised that the summary document he has produced is drawn from the two strategic plans drawn up at the facilitation session with Mark Craig in November 2017.

CD commented on the importance of engaging with all school stakeholders regarding the vision; HT suggested it be published as a draft and invite feedback.

Both AF and HW expressed reservations about the vision as currently expressed meeting the school's requirements; HT added that the vision needs to be ambitious. In response to comments about the possibly generic nature of the vision as it stands, PC queried how distinctive a school vision can be, as most schools are aiming for similar goals.

CK commented on the importance of ensuring the final vision is properly communicated: what constitutes a lifelong learner, etc. AF added the need to ensure that the Vision and SEDP are closely aligned.

ACTION POINT: SLT to review top line vision statement

ACTION POINT: AF to create stakeholder map

SLT
AF

9. Cleaning Contract

Document tabled at the meeting

RS apologised for tabling the brief business rationale behind selecting a new contractor to deliver cleaning/caretaking services; governors were given time to read through.

RS advised that of the three companies under consideration, references had already been obtained for two. She advised that the current problems lie with the lack of oversight and management of the contract, despite meetings between her, CD and Regency management in an attempt to resolve these issues.

Governors accepted the recommendation that Service Master be awarded the contract.

10. EYFS Compliance

Document circulated prior to meeting

CW advised that the school's Early Years' provision (Nursery and Reception) continues to remain compliant with the framework. No queries or concerns were raised by governors.

11. General Data Protection Regulations

Documents circulated prior to meeting

RS advised governors that compliance with the regulations involves a considerable amount of work, much of which is new in nature to school administrative staff. Work is well underway to engage staff with the need to ensure data is robustly protected, and to reinforce school requirements in this respect.

Agenda

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ACTION POINT: NG requested that governors be updated on this issue at the next meeting.

12. Equality Duty – Annual Report

Document circulated prior to meeting

With regard to the statement that the school has not discriminated against pupils, CK asked what the evidence is for this. CD advised that evidence can be found through SEND, Pupil Premium and Sports Premium records. **ACTION POINT:** It was agreed to slightly amend the wording to confirm that governors receive regular evidence via Head's reports.

RS

13. Period 09 Budget Monitoring

Document circulated prior to meeting

In response to a query about the slight fall in uptake of school meals in Years 3 – 6, RS commented that there could be a variety of reasons. It has been identified that, on the current 3-week menu cycle, there are a number of days on which main meals are not so popular, and this will hopefully be addressed via discussion with the School Council and changes to the Summer menu.

CD advised that, as swimming lessons form part of the National Curriculum, PE and Sport Premium can't be used to pay for them.

14. Schools Financial Value Standard – Annual Report

Document circulated prior to meeting

Governors were satisfied that the school's financial practices and processes are compliant with the Schools Financial Value Standard.

15. Staffing Structure – Annual Review

Document circulated prior to meeting

NG asked for an update on the current position with Nursery staffing. CD advised that she and CW have carried out drop-in visits, and all seems to be going well. The working party regarding future Nursery is scheduled to meet 8th February.

16. Autumn Term Committee Meetings – Feedback

- Strategy & Finance – NS reported that the committee approved a revised budget, and scrutinised energy data and costs over the last year. Because of some invoicing issues, a true picture of changes to energy usage/cost following the installation of solar panels and LED lighting will not be known until mid-2018
- Operational & People Management – NG reported that support staff appraisal reviews have been carried out, NS met with RS to discuss Health & Safety compliance, and a number of policies were reviewed.

17. Standing Items

Governor training – the following was recorded:

- CK – Safeguarding
- NG – Prevent
- PC – Governor Induction; data course to be confirmed

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- HT – Governor Induction to be rebooked, as cancelled
- NS – Health & Safety course to be confirmed

Governor visits – NG met with CW regarding SEND. Non-parent governors appreciated the invitation to attend Christmas events, and enjoyed the Carols in the Courtyard and the R/KS1 nativity.

FOLF – CD reported that the new committee is running smoothly, with the next meeting scheduled for 29th January. FOLF have recently bought new digital cameras for each class, and are discussing the larger projects they can support.

Nursery admissions – RS advised that there are 9 potential pupils on the waiting list for April 2018.

18. Any Other Business

CW invited suggestions for how to celebrate the school's 25th anniversary; the school's first pupils attended from September 1993.

Date of next meeting: Tuesday 1st May 2018, 7:00 pm