



Meeting	Full Governing Body (FGB)
Date	Thursday 12 th July 2018
Time	18:30
Location	School

Attendees		
Jim McLaren (Chair of Governors)	Andy Spens (Head Teacher)	Ian Barnett
Gemma Beech	Christine Casey	Jo Chambers
Zoe Clark	Tracey Holford	Julia Macgregor
David Moss	Diane Ponting	Andy Smith
Anne Straw	Dan Smith (Visitor - Chair of Preschool)	Laura Derham (Clerk)

	Action Required By
<p>1. Apologies Received and accepted – SB, KM and JMt</p> <p>The meeting was confirmed as being quorate.</p>	
<p>2. Declarations of Interest No changes were reported to the annual declarations.</p>	
<p>3. Previous Minutes Minutes of the FGB meeting held on 16th May 2018 were accepted as true records and were duly signed by the CoG on behalf of the FGB.</p>	
<p>4. Pre School Dan Smith, Chair of the Board of St Helen's Preschool Trustees, joined the meeting. This section has been captured as a set of confidential meeting minutes.</p> <p>Dan leaves the meeting at 19:03.</p>	

5. Matters Arising

Action: HT to confirm to Governors that the paper form version of CPOMS has been discussed and shared with OOSC at the meeting with CP

HT

Action: HT to communicate to parents in September (Back to School Meeting and Newsletter) details of school trips and payment via parent pay, including the facility to add credit in instalments to build a fund for trips

Action completed and closed.

Action: DM to bring his DBS certificate into the school office

Action completed and closed.

Action: Add approval of the audited certificates for the School Fund to July FGB Agenda

Action completed and closed.

Action: JMt to populate the Parent Survey and send link out via the participating schools

Action completed and closed.

Action: JMt to finalise agenda and send out before the half term holidays

Action completed and closed.

Action: HT to double check LA's quote for asbestos removal (which they are funding)

Update: The LA have confirmed that the quote is accurate, they are coming in on Monday for an inspection ahead of works commencing during the summer holidays.

Action completed and closed.

Action: HT to draft a letter on behalf of Governors to congratulate the Y6 Digital Leaders on their pitch to the Round Table 'Dragons Den' and success in obtaining funding, CoG to sign

Action completed and closed.

HT & CoG

Action: Maths Link Governor to capture audit of Y6 SATs processes in a GMR

Open

JMg

Action: CoG to draft a thank you to Mrs Jenkins prior to her last day on Wednesday 23rd May

Action completed and closed.

Action: HT to ensure an e-copy of the Newsletter is sent to Parish Clerk Graham Smith

HT

Action: HT to find out if the Integra GDPR service includes advice/training for Governors on GDPR

Update: Integra are happy to provide advice on what's already published but they currently offer no training for Governors!

<p>Governors requested to inspect the GDPR audit, once completed to ensure that they are satisfied with what’s been put in place.</p> <p><i>Action: CoG to speak to Chair of Finance & Staffing (F&S) Committee to ask if GDPR could be added to their monitoring</i></p> <p><i>Action: Clerk to look into obtaining email accounts for Governors from the local authority</i></p> <p>All other actions completed and closed.</p>	<p>CoG</p> <p>Clerk</p>
<p>6. Safeguarding Update</p> <p>6.1 E-Safety and Social Media Conference Feedback</p> <p>Governors in attendance reported that the conference went well, with a good turnout and quality content and discussion – particularly the input from the LA representatives.</p> <p>Strong buy-in from all participants was gained and a Working Party has been established as a result of the meeting, their first meeting is set for September 2018.</p> <p>Q. Have we ever undertaken the LA Pupil Survey, is this something we could consider? HT – we are now planning to participate in the survey in the 2018/19 academic year.</p> <p>SEND Governor added that Mark Allen from the LA is running some free training sessions for schools on Mental Health and Resilience, should we want to take advantage of this.</p> <p>Safeguarding Governor and HT met recently and discussed the new update of Keeping Children Safe in Education, released for September 2018.</p> <p>As per the School Development Plan (SDP), visits between our C4L partner schools, to look at Safeguarding are being planned for all schools involved. These will commence in the next academic year.</p>	
<p>7. Health and Safety Update</p> <p>Health and Safety Governor met with HT and Delegated Services to undertake their annual inspection of the whole school, including play equipment. A wish list has been produced of projects to undertake – some of which will involve big expenditure, these will be reviewed and prioritised by the F&S Committee.</p> <p>Removal of the last remaining asbestos will take place during the third week of the summer holidays (this won’t affect Out Of School Club). Governors suggested that this should be communicated to parents to avoid any concern from the local community when the works commence (contractors in white bodysuits and masks may be viewed from outside the school).</p>	

<p>Action: HT to communicate the planned removal of the last areas of asbestos to the school community</p> <p>Action: Governors to respond to the Training opportunities sent out to them by H&S Governor by Friday 20th July</p>	<p>HT</p> <p>All Governors</p>
<p>8. Ofsted Feedback and Next Steps (Appendix 1)</p> <p>Following the recent Section 8 inspection two action points have been identified for development next year;</p> <ol style="list-style-type: none"> 1) Reasoning in Maths 2) EYFS Reading <p>Our Section 5 Inspection will take place within the next 2 years.</p>	
<p>9. ICT Lease</p> <p>The desktop computers in the ICT suite have become increasingly slow and could do with replacing. Governors looked through the different options and quotes to this end (Appendix 2).</p> <p><u>Option 1:</u> Gradual purchase of new replacement machines, as permitted by our Budget</p> <ul style="list-style-type: none"> • Initially most pupils will still be at a disadvantage as only a minority of machines will be new and quicker • More challenging for Teachers as pupils using newer machines will be ready to move on to the next step before their peers • Potentially we could end up with a selection of different machines, depending on how much we have available to spend at any one point in time and how quickly technology has subsequently moved on • The speed at which technology is evolving could mean that we are stuck with obsolete machines again within 5-7 years, or sooner! <p><u>Option 2:</u> A lease agreement through Integra</p> <ul style="list-style-type: none"> • All pupils will benefit straight away from the newer, quicker technology • Leased machines are under warranty for the duration of the lease agreement • A three or five year lease can be predictably included in our Budget • Monitors are included in the lease <p>In a typical year, we include £5k in our budget for ICT equipment – so updating desktops would be over and above Budget.</p> <p>Q. If we look at a lease option, what other spend do we have in this area?</p>	

<p>HT – over and above the ICT suite, we have things like projectors and replacement bulbs and tablets. We also have two more classroom screens to replace (the Friends of St. Helen’s may kindly assist with this)</p> <p>Q. What would we then do with the obsolete equipment that we’d be left with, could there be a cost involved?</p> <p>Action: HT to find out what the procedure would be for removal of obsolete desktops and if there are any costs involved (e.g. data wiping etc.)</p> <p>Governors approved the lease option for replacing the ICT suite desktop computers.</p>	<p>HT</p>
<p>10. Head Teacher’s Report (Appendix 3)</p> <p>10.1 SATS and Data for the Terms to Date</p> <p>Governor’s looked at Terms 5 and 6 Data and KS1 and KS2 SATS data (Appendix 4). HT met with Literacy and Maths Link Governors to review the results, and a SWOT has been produced (Appendix 5).</p> <ul style="list-style-type: none"> • Data shows strong progress in all subjects but Y6 Maths • Y1 Phonics – has been affected by late joiners to the cohort, if their data is removed the cohort have hit their 87% target • Y2 – all but 2 children passed the Phonics threshold, one child has an EHCP and one missed by one point. Support provided is being reviewed to try to identify other possible interventions that could have helped/may help in future • Y2 – demonstrates strong results, all subjects are in line with Fisher Family Trust (FFT) top 20% or above • KS2 SATS – Reading 93% of pupils working at the expected level • KS2 SATS - Writing 90% of pupils working at the expected level • KS2 SATS – Maths, five children were borderline and all five didn’t quite make their target <p>Q. Do we know why these children didn’t achieve the target?</p> <p>HT – This group, along with some others, all had booster sessions and had sat and passed practice papers. They all missed by only a fraction – it may have been down to how they were feeling on the day, some of the children are PP.</p> <p>Governor suggested that this could be a matter of confidence and that developing the children’s self-belief, in addition to academic interventions, could really make a difference to them and their subsequent performance.</p>	

<p>Q. We have a ‘Year of Reading’ planned for the school, but given the already strong performance in Reading, should we be focusing on Maths instead?</p> <p>HT – Y6 have only had the benefit of one year of the ‘Big Maths’ programme, by the time the rest of the children moving up through the school get to Y6, the impact should be much more apparent. It may be that we have to hold our nerve, so to speak, and not change things on impulse - we will take a more forensic look at Maths, with Link Governors and Subject Leaders looking closely at our data when figures for Terms 1 and 2 are available.</p> <p>Staff have already identified interventions for pupils currently in Y5 who will require additional support in Y6.</p> <p>Q. Currently TA resource in KS2 is significantly less than in KS1, could this be an area that we should look at?</p> <p>HT – We met as an SLT last week to review TA allocations across the school and balance the hours of support with the level of need. Significant levels of adult support will be directed to Year 6 and Year 5 supporting and boosting Maths. This will be delivered by; 1) Highly skilled TA and 2) Mr Chappell and Mr Spens in focussed Mathematics interventions.</p> <p>10.2 Self Evaluation Framework (SEF)</p> <p>HT will have the SEF drafted in preparation for review in September.</p> <p>10.3 Three Year Plan</p> <p>Governors and Senior Leadership Team (SLT) met recently to draft a framework for our next three year plan (Appendix 6)</p> <p><i>Action: Governors to send any further thoughts/comments on the outlined 3 year plan to HT before the end of term</i></p> <p><i>Action: HT to look into using the recently made dinosaurs for a community display</i></p> <p>10.4 Attendance and Other Discussion Points</p> <p>Efforts to improve attendance are having a positive impact as attendance figures, year to date, have improved upon last year including PP and FSM groups. The importance and impact of non-attendance will be further developed from September – including communicating to families the attendance diamond (Appendix 7). This will be used to indicate the thresholds at which action will be taken.</p> <p>Q. Lunchbreak Supervisor absence remains high, is this being managed?</p> <p>HT – the situation is being managed and HT provides cover when required.</p>	<p style="text-align: center;">All Governors</p> <p style="text-align: center;">HT</p>
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<p>Q. How does Staff absence this year compare to last year? HT – Staff absence reduced upon last year as we haven’t had to use the Supply Budget to the same degree.</p> <p>Action: HT to share with Governors Staff absence figures for 2016/17 versus 2017/18</p> <ul style="list-style-type: none"> • Temporary Leadership Opportunities have been set for next year, this provides chance for staff to upskill and gain experience • The School Improvement Advisor (SIA) that works between the C4L group has indicated that next year will be her last in post. Recruitment of a replacement will need to be considered next year 	<p>HT</p>
<p>11. School Development Plan (SDP) Monitoring Update Governors looked at the action points that were not achieved this year and the reasons for this;</p> <p>1e4) Invite independent audit of safeguarding practice <u>Update:</u> audit format and materials have been prepared and audits will take place among the C4L schools next year.</p> <p>3a2) Implement a monitoring cycle for the wider curriculum <u>Update:</u> The final stages of this process are to be completed next year.</p> <p>Chair of Curriculum and Standards (C&S) Committee commented that the method of Governor monitoring used for these areas is working really well and will be maintained next year.</p> <p>4d3) Outdoor reflective area developed by MUGA <u>Update:</u> We didn’t receive the full grant but our dedicated volunteers continue to develop the space.</p> <p>5c1) To develop playground leaders and peer mediators to help improve playtimes for more vulnerable groups of children in both KS1 and KS2 <u>Update:</u> time restrictions have meant that this hasn’t happened – we will look to implement this next year.</p> <p>Q. Governors understand the demands on the SLT’s time, could this action sit with someone else with more capacity? HT will look at this.</p> <p>7b1) ‘Menu’ of annual training opportunities for parents/carers created <u>Update:</u> training opportunities have been identified, we now need to progress it.</p>	

<p>7g1) Grant application in place to improve the quality of books and environment in school library <u>Update</u>; we have submitted an application for a £5k grant, we're now awaiting the outcome. Governor suggested appealing to parents via the newsletter or Friends of St Helen's (FoSH) for donations of quality texts.</p> <p>Action: HT to share SDP impact evaluation at the next FGB meeting</p> <p>Action: Governors to update their SDP monitoring actions before the end of term</p>	<p style="text-align: center;">HT</p> <p style="text-align: center;">All Governors</p>
<p>12. Policies</p> <p>12.1 Appraisal and Capability Policy v.1.2 (Appendix 8) Governors approved Appraisal and Capability Policy v.1.2</p> <p>12.2 Job Share Policy v.1.0 (Appendix 9) Governors approved Job Share Policy v.1.0</p> <p>12.3 School Uniform Policy v.1.0 (Appendix 10) Governors approved School Uniform Policy v.1.0 Governors discussed the uniform list published on the school website and requested that;</p> <ul style="list-style-type: none"> • The 'Boys' and 'Girls' gender headings be removed from the list • 'Black or brown shoes or sandals', should be limited to just black • Grey skirts only should be permitted, as per the list of acceptable uniform (a few KS2 pupils have been wearing black skirts) <p>12.4 Integra Privacy Notice - Suggested Text for Pupils (Appendix 11) Governors approved Integra Privacy Notice - Suggested Text for Pupils Q. How do you manage photographs of children? HT – photos are held on a secure server but this has been identified as a risk during the data mapping process for GDPR compliance. We will start to delete old data, including photos from our systems.</p> <p>12.5 Integra Privacy Notice Suggested Text for School Workforce (Appendix 12) Governors approved Integra Privacy Notice Suggested Text for School Workforce</p>	
<p>13. Election of Chair and Vice Chair for 2018/19 Academic Year Governors voted and Jim McLaren was elected as Chair of Governors for 2018/19</p> <p>Governors voted and Anne Straw was elected as Vice Chair of Governors for 2018/19</p>	

ACTION LOG

No	Date Raised	Action	Responsible
1	16/05/2018	HT to confirm to Governors that the paper form version of CPOMS has been discussed and shared with OOSC at the meeting with CP	HT
2	16/05/2018	Maths Link Governor to capture audit of Y6 SATs processes in a GMR	JMg
3	16/05/2018	HT to ensure an e-copy of the Newsletter is sent to Parish Clerk Graham Smith	HT
4	12/07/2018	CoG to speak to Chair of Finance & Staffing Committee to ask if GDPR could be added to their monitoring	CoG
5	12/07/2018	Clerk to look into obtaining email accounts for Governors from the local authority	Clerk
6	12/07/2018	HT to communicate the planned removal of the last areas of asbestos to the school community	HT
7	12/07/2018	Governors to respond to the Training opportunities sent out to them by H&S Governor by Friday 20th July	All Govs
8	12/07/2018	HT to find out what the procedure would be for removal of obsolete desktops and if there are any costs involved (e.g. data wiping etc.)	HT
9	12/07/2018	Governors to send any further thoughts/comments on the outlined plan to HT before the end of term	All Govs
10	12/07/2018	HT to look into using the recently made dinosaurs for a community display	HT
11	12/07/2018	HT to share with Governors Staff absence figures for 2016/17 versus 2017/18	HT
12	12/07/2018	HT to share SDP impact evaluation at the next FGB meeting	HT
13	12/07/2018	Governors to update their SDP monitoring actions before the end of term	All Govs
14	12/07/2018	School Lunches to be included as an agenda item again at the next FGB meeting	Clerk
15	12/07/2018	HT to investigate Governor ASP login for Chair of C&S, as currently not working	HT

RAG Status Key

R	Red	A problem needs serious attention and action now
A	Amber	Not complete, in progress, a risk but not an issue yet
G	Green	On track, in progress and complete to plan, no issues