



Meeting	Full Governing Body (FGB)
Date	Wednesday 26th September 2018
Time	18:30
Location	School

Attendees		
Jim McLaren (Chair of Governors)	Andy Spens (Head Teacher)	Ian Barnett
Sarah Brown	Christine Casey	Jo Chambers
Zoe Clark (arrived at 18:50)	Tracey Holford	Jo Martin (arrived at 20:00)
David Moss (left at 20:50)	Diane Ponting	Andy Smith
Laura Derham (Clerk)		

	Action Required By
<p>1. Apologies Received and accepted – ASt, JMg & KM</p> <p>The meeting was confirmed as being quorate.</p>	
<p>2.0 Declarations of Interest Governors completed new Pecuniary Interest Declaration Forms for the 2018/19 academic year.</p> <p>2.1 Terms of Reference Governors approved FGB Terms of Reference (Appendix 1).</p> <p>2.3 Governor Code of Conduct Governors adopted the National Governor Association (NGA) Code of Conduct 2018 (Appendix 2).</p>	
<p>3. Previous Minutes Minutes of the FGB meeting held on 12th July 2018 were accepted as true records and were duly signed by the CoG on behalf of the FGB.</p>	

<p>4. Matters Arising</p> <p>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 Completed and closed.</p> <p>Action: Maths Link Governor to capture audit of Y6 SATs processes in a GMR Completed and closed.</p> <p>Action: HT to ensure an e-copy of the Newsletter is sent to Parish Clerk Graham Smith HT updated that this is happening now – action completed and closed.</p> <p>New Action: CoG and JMt to clarify which committee will monitor GDPR</p> <p>Action: Clerk to look into obtaining email accounts for Governors from the local authority <u>Update:</u> Teething issues have been raised with the IT Service Desk and Clerk will update when this has been resolved and can be rolled out to Governors.</p> <p>Action: HT to communicate the planned removal of the last areas of asbestos to the school community Completed and closed.</p> <p>Action: Governors to respond to the Training opportunities sent out to them by H&S Governor by Friday 20th July <u>Update:</u> Most responses have been received, anything further should be sent to H&S Governor.</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.) <u>Update:</u> HT is just about to place order for the new computers. The IT department recommended disposing of the obsolete machines due to their age. Governors discussed donating the machines to the local community but only if they can be completely wiped of data – if not then they should be appropriately disposed of.</p> <p>New Action: HT to investigate if there is an effective wiping solution, for obsolete desktop computers</p> <p>Action: Governors to send any further thoughts/comments on the outlined three year plan to HT before the end of term Completed and closed.</p> <p>Action: HT to look into using the recently made dinosaurs for a community display</p> <p>Action: HT to share with Governors Staff absence figures for 2016/17 versus 2017/18</p>	<p>CoG & JMt</p> <p>Clerk</p> <p>HT</p> <p>HT</p>
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<p><u>Update:</u> From the data gathered there are no patterns or trends, it was felt that we should keep the budget for staff cover in order to cater for unforeseen circumstances. Action completed and closed.</p> <p>Action: HT to share SDP impact evaluation at the next FGB meeting Completed and will be circulated.</p> <p>Action: Governors to update their SDP monitoring actions before the end of term Completed and closed.</p> <p>18:50 ZC joins the meeting.</p> <p>Action: School Lunches to be included as an agenda item again at the next FGB meeting Completed and closed (please see A.O.B below).</p> <p>Action: HT to investigate Governor ASP login for Chair of C&S, as currently not working <u>Update:</u> HT has chased again – will pursue further.</p> <p>New Action: Pre School Working Group will check if amended Vision Statement has been sent to Governors</p> <p>Action: ASm to circulate Risk Register to all Governors, Governors to then forward any further questions/suggestions/concerns to ASm as soon as possible Completed and closed.</p> <p>All other actions completed and closed.</p>	<p>HT</p> <p>Pre School Working Group</p>
<p>5. Vision, Mission and Values – Review</p> <p>HT hosted a network meeting for the Diocese HTs yesterday and spoke about the journey of our vision. Positive comments were received about how these are displayed and demonstrated around the school. ‘Flying High’ has evolved over the last four years (Appendix 3), and interlaces into all aspects of school life. Governors feel that this still encompasses the vision for the school.</p> <p>Governors discussed a possible whole school trip to Aerospace Museum to enable children to, amongst other things, deepen their understanding of the origins of our House Teams; Britannia, Blenheim, Brabazon and Concorde and to learn more about the fascinating life of Alveston resident Frank Barnwell.</p> <p>Governors are keen that the upcoming sessions that children have with Artist in Residence Jo Bushell, should also incorporate Flying High as a tool for bringing an increased amount of Maths and Science into the artwork on walls and display boards.</p> <p>The idea of a Frank Barnwell cup was discussed with the premise that this could be awarded to children throughout the year for demonstrating the schools values.</p>	

<p>HT advised that there is a Diocese grant of up to £100k for a church and school based project that has a lasting outcome. The example of a stained glass window was given but equally this could be anything that's considered lasting.</p> <p>Action: HT to arrange a session with Staff and Governors to brainstorm how best to develop the various ideas for activities related to our core values</p>	<p style="text-align: center;">HT</p>
<p>6. Safeguarding Update</p> <ul style="list-style-type: none"> • A Governor Monitoring Record (GMR) on the Y6 Residential Trip was completed and circulated to Governors • A meeting has been proposed for Friday 12th October at 13:30 to further review this from a Special Educational Needs and Disability (SEND), Attendance and Health & Safety (H&S) point of view. • Updates to the Keeping Children Safe in Education document were discussed <p>Governors formally appointed HT as the designated Safeguarding Lead Governors formally appointed KC as the designated Deputy Safeguarding Lead</p>	
<p>7. Health and Safety Update</p> <ul style="list-style-type: none"> • All remaining Asbestos has been successfully removed from the school during works carried out over the summer (funded by the Local Authority) • The Annual Health and Safety Inspection has been completed, a GMR has been completed and circulated to Governors • H&S Governor will be attending and monitoring the procedure for the next Lock Down drill 	
<p>8. Integra Contract Extension</p> <p>We are nearing the end of the three year contract with Integra for all of their services – renewal is due on the 31st March 2019. Integra are offering schools a two year extension where they will maintain current pricing. Schools can pick and choose which services they buy into – it doesn't have to be the full complement. Governors discussed thoughts around this;</p> <ul style="list-style-type: none"> • To change providers will involve a tendering process which will lengthy and time consuming • If we can negotiate a one year extension we could then enter into a joint tender with the C4L group of schools • There are six Business Managers within the C4L group, we could make use of their capacity to look for the best value providers for those areas where the Integra offering is falling short • 	

<p>Q. What percentage of our Annual Budget is this?</p> <p>Whatever we end up doing, it won't deliver significant savings on the Budget, hence our reluctance to spend a lot of time going it alone in a tender process. To put it into context, more money could be shaved off the Budget through negotiating our printing consumables than will be saved by renegotiating this contract.</p> <ul style="list-style-type: none"> • There are certain Integra services that we don't feel are delivering value for money e.g. the General Data Protection Regulation (GDPR) service <p>Governors fully support the HT in pushing back to Integra on their poor GDPR service delivery – we should either be getting the service that was outlined or insist that our payment for the service be refunded.</p> <p>Q. Do we have a view of what other schools are planning to do about contract renewal?</p> <p>HT - Most have renewed with Integra this time but are starting to look outside of the offering. Governors discussed the possible need to be cautious about the impact of our decision – if lots of schools move away from Integra, it may not be viable to continue operating. Equally it needs to deliver on the services it provides as well as offer value for money.</p> <p>Governors agreed that we should pursue a one year extension of the Integra contract. This will enable the C4L group undertake benchmarking for all of the services and prepare for a tendering process as a collective next year.</p>	
<p>9. HT Report</p> <p>9.1 EYFS, Y2 and Y6 Data and Results for Academic Year 2017/18</p> <p>Governors reviewed and discussed last year's data and results.</p> <p>Governors looked at the data sheet that HT has completed, along with all C4L Schools at the request of the shared School Improvement Partner (Appendix 4). This looks at the progress pupils have made and helps to identify, as a collective, the strongest and weakest areas within C4L.</p> <ul style="list-style-type: none"> • In EYFS (page 1) percentages in the '3' column are areas where children have exceed their targets – we plan to build on this • Girls are outperforming boys in EYFS • Boys in this cohort are a small group of 11 pupils including SEND and Pupil Premium (PP) children <p>Governors queried class stability and the impact of leavers and joiners on the data. Governors requested commentary to be added to the data to indicate where a cohort has been subject to churn.</p>	

Governors reviewed the Fisher Family Trust (FFT) progress dashboards (Appendix 5). These don't look at Writing but do show what the progress looks like.

- Positive progress is demonstrated in Maths despite Y6 results being lower compared with last year's cohort – children have made good progress from their starting points
- The data highlights groups that are lower performing
- Data on the last page has had two children removed (we have case studies for both around SEND and Attendance), the result is a very positive picture that evidences the impact of our teaching approach and Big Maths

Q. Has the amended data been shared with Staff – it really reinforces that their approach is effective?

HT – the data has only just been generated but this will be shared to celebrate the progress being made.

- Teachers continue to build evidence of progress and support put in place for children that are identified as being significantly below their targets
- Maths is a big focus this year, those already identified as needing help are boys and new joiners
- HT, Literacy and Maths Lead Governors will be meeting to review the data in more detail

Q. Do Staff feel that with our limited funds and resources that we are able to provide adequate support for our children with significant additional needs?

HT – yes, however it's not just about what's happening at school but also the situation beyond and factors outside of our control that can be really challenging for children.

HT recounted occasions where staff have worked hard for various children to try to ensure the best outcome for them when transitioning on to Secondary school, beyond the normal shared communications.

Q. Have we evidenced the additional input made by the school to assist with the more challenging transitions?

Action: HT to ensure that we have a case study for children in cases where we have an ongoing/prolonged link to their Secondary School setting, to make sure that our continued support is evidenced

9.2 HT Report (Appendix 6)

It has been a great start to the new academic year, all children and new staff have settled well and YR are now in school full time. Governors discussed the HT report;

HT

Q. how are children selected for the Eco Team and Learning Council?

HT – for the Eco Team candidates will have to give a speech to their class and a vote will then take place. For the Learning Council, the class teacher will appoint representatives from those who wish to be considered.

- The Raising Attainment Plan (RAP) board is on display and in use in the Staff room. This tracks what we're doing and milestones on the way to achieving our goals
- Government funding has been secured for JH and JL to work with the Boolean Maths Hub
- Two members of staff (HK and LP) are undertaking the Nexus Training programme for teaching Phonics. The programme has proven to be very successful in schools

Q. The Accelerated Reading Programme run by Marlwood School has had great results, do we plan to be a part of this again?

HT – this year we are trying to get both Y5 and Y6 onto the programme. Positive feedback about the programme was passed on from those parents who had recently attended the Marlwood open day.

20:00 JMt arrived at the meeting.

- C4L group has collectively bought 21 days of support from Vicky Gordon. Teachers will work with their equivalents from the other schools to focus on moderation, feeding into Teaching and Learning. Staff are excited to work with VG again this year. **One or two Governors will attend the Teachmeet at the end of the year to monitor and feedback on the outcomes and impact**
- We are the Lead school in a C4L partnership with Bath Spa University. By hosting and developing our allocated students we earn **£6k that can be put back into our Budget**

Q. How is the Artist in Residence being funded?

The cost will be split equally between Friends of St Helen's (FoSH) and the school. We aim to stretch and develop ways in which we celebrate learning. Every child in the school (in groups of ten) will have a day to work with the artist. The outcome will be at least six new displays about what children have been learning by the summer term. Governors are keen to see Maths and Science incorporated in this.

- Governors discussed E-Safety Training for the school community and how best to influence families. Governors spoke about repeating the activities that were run last year (communications, parent briefings and NSPCC briefings) and possible involvement of Marlwood School

<p>Action: HT to continue the schools development of E Safety with some planned activity after the Christmas holidays</p> <ul style="list-style-type: none"> • Reception class is now full, meaning we will get maximum funding • Attendance is up versus last year, our overall target is 97% • In spite of the fining system, a number of PP children have been out of school for two week holidays 	<p>HT</p>
<p>10. School Development Plan (SDP) Governors discussed the draft plan (Appendix 7);</p> <p>Q. Action 1b1 is around the setting of targets, are parents informed of what the expectations are? HT – parents are not told directly but Teachers will give advice and supporting information for families at parent’s evenings, or before if there are concerns, to enable them to help their child. Expectations around Home Learning are consistent across the school with the key/compulsory elements being spellings and Big Maths ‘Learn Its’.</p> <p>Governors asked if there could be a more consistent structure around the feedback given at parents evening as Parent Governors felt that this can vary quite a lot between the different classes.</p> <p>Action: HT and SLT to look at consistency of parents evening</p> <p>Governors discussed the draft Three Year Plan (Appendix 8) and possibility of competing for a decreasing number of children in the local area in future years. Governors agreed that achieving an Outstanding Ofsted judgement would be key in this but also publicising other achievements within the school community to maintain a visible profile. The School Secretary/Business Manager could help to identify such opportunities.</p> <p>Governors are happy for HT to progress with the Three Year Plan.</p> <p>Action: CoG to ask ASt to complete the Governor section of the SDP</p>	<p>HT & SLT</p> <p>CoG & ASt</p>
<p>11. Policies</p> <p>11.1 Curriculum Policy Governors requested the incorporation of the school vision and values within the Curriculum Policy. Once amended, the policy will be reviewed by the Curriculum and Standards Committee for approval</p> <p>Action: HT to incorporate the school vision and values into the Curriculum Policy</p>	<p>HT</p>

<p>12. Pre School Update This item has been captured separately in a set of confidential meeting minutes.</p>	
<p>13. Finance Update This item was in addition to the published agenda.</p> <p>Finance Governor circulated a summary to Governors (Appendix 9), modelling the potential impact on our Budget of the recently announced Teacher’s Pay Settlement 2018/19.</p> <p>Of greater concern is the, as yet, unquantified tightening of LA SEND funding and recovery of historical overspend. Nationally there are instances where families have taken Court action to challenge LAs over SEND funding, Governors will await the outcomes of these with interest.</p> <p>School contribution to Teacher’s pensions is to increase – this is also one to watch.</p> <p>Q. How do we look at the salary and pay increments of non-teaching staff? HT – the LA also issues the pay scales for non-teaching staff, individual schools have no input into this.</p> <p><i>Action: HT to look into whether the pay increases communicated by the LA also apply to non-teaching staff</i></p>	<p>HT</p>
<p>13. Election of Committee Chairs for 2018/19 Academic Year</p> <p>Curriculum and Standards Committee Governors voted and CC was elected as Chair of the committee.</p> <p>Finance and Staffing Committee Governors voted and JMt was elected as Chair of the committee.</p> <p>Pay Committee Governors voted and ASm was elected as Chair of the committee.</p> <p>Clerk advised Governors of those members whose term of office would end this academic year and also reminded the Board of the need for effective succession planning.</p>	
<p>14. A.O.B. 14.1 Staff Governor Election – prep for Sept 2018 HT will run a Staff Governor election, and has already had interest from a potential candidate.</p>	

ACTION LOG

No	Date Raised	Action	Responsible
1	26/09/2018	CoG and JMt to clarify which committee will monitor GDPR	CoG & JMt
2	11/07/2018	Clerk to look into obtaining email accounts for Governors from the local authority	Clerk
3	26/09/2018	HT to investigate if there is an effective wiping solution, for obsolete desktop computers	HT
4	11/07/2018	HT to look into using the recently made dinosaurs for a community display	HT
5	11/09/2018	HT to investigate Governor ASP login for Chair of C&S, as currently not working	HT
6	26/09/2018	Pre School Working Group will check if amended Vision Statement has been sent to Governors	Pre School Working Group
7	26/09/2018	HT to arrange a session with Staff and Governors to brainstorm how best to develop the various ideas for activities related to our core values	HT
8	26/09/2018	HT to ensure that we have a case study for children in cases where we have an ongoing/prolonged link to their Secondary School setting, to make sure that our continued support is evidenced	HT
9	26/09/2018	HT to continue the schools development of E Safety with some planned activity after the Christmas holidays	HT
10	26/09/2018	HT and SLT to look at consistency of parents evening	HT & SLT
11	26/09/2018	CoG to ask ASt to complete the Governor section of the SDP	CoG & ASt
12	26/09/2018	HT to incorporate the school vision and values into the Curriculum Policy	HT
13	26/09/2018	HT to look into whether the pay increases communicated by the LA also apply to non-teaching staff	HT
14	26/09/2018	HT to look into comments from parents about the school kitchen running out of certain items at the second sitting	HT
15	26/09/2018	CoG to look into entry for the National Governor Association Awards, Clerk to send over the link to the application form	CoG & Clerk

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