

Minutes for FGB Meeting 26/11/14

6.00pm

ATTENDEES: Katie Smith (KS), Peter Izard (PI), Peter Newbold (PN), Paul Cartin (PC), Damon Wright (DW), Cath Beckett (CB), Chris Mendez (CM), Kim Turner (KT), Sasha O’Conner (SOC), Michael Dewey (MD), Hayley Pettitt (HP)

ABSENSES: none

1. **WELCOME:** PI welcomed GB members.
2. **APPOLOGIES:** none
3. **DECLARATION OF INTERESTS:** It was stated that no one had any pecuniary interests.
4. **HEAD TEACHERS REPORT:** PI asked the GB for any comments or questions on the report provided by PN (available to governors prior to the meeting on the VLE)
 - PN highlighted attendance is currently at 98%, which is up on last year’s 97%, and which is way above the national average.
 - PN noted three good things in Locality Working to note from the report; Raising the quality of teaching practise through appointing a lead practitioner to work alongside local schools is a powerful project and a good spend. The Maths project and the NQT programme of support.
 - CM questioned the low numbers of year 4 and 6 pupils, PN noted that it is not an issue and the numbers are not expected to rise, and the budget has been worked out accordingly. (School Support Register, SSR, used to be the SEN)
 - SOC raised the question of the 2 exclusions noted on the report, which PN confirmed was one pupil on two incidents which is being dealt with and managed sufficiently.
 - PI noted that 319 pupils is the highest on roll.
 - Reduced number on the SEN, was confirmed to be due to recognising the difference between low-attainers and someone requiring being on the SEN (with monitoring from Alison Green)and not wrongly labelling pupils. KT noted that not all SEN children are low achievers and that some struggle socially.
 - PC commented positively on there being no bullying or racist incidents.
 - PC noted approval of the broad curriculum highlighted in the report, PN added there are many ways of measuring the success of a school, and with many opportunities the aim is to provide as much as possible to the pupils.
 - PI approved of the report as very positive.
5. **HMI & LA OFSTED VISIT.** PI updated the GB on recent visits. Both were complimentary and provide a good steer.
 - It was noted the aim was not to discuss data at this point.
 - PI explained an internal ‘mocksted’ style 1 day visit was conducted involving a visit and interview with the GB (PI, PC and CB). The report broadly gave tangible results rated as ‘good’ with points to work on.
 - The HMI visit was through drop-in lesson observations. PN mentioned it was said “not a single minute was wasted” in the classroom and overall was very positive. CB

noted Alan Bennett was full of praise, PI's talk with Alan was very positive and it was suggested it can be shown that data is improving, teaching is good and book walks etc. a 'good' grade can be achieved. It was noted data will be presented to the GB in order to show the direction of travel, and make everyone aware of how to present it. (it was noted a minimum of 3 governors need to be present on a ofsted interview) CB added Maria Roberts was helpful in providing areas to focus. PI raised thanks to CB for her work with the data.

- PC added if raise online report is delivering and the school is focussed on in year monitoring, with three terms of good progress the school will be in a good position. PN added teacher assessments are very accurate (within a few percent) will also show that predictions should stick. PN noted that it should be showing ofsted 'we are a good school and this is why' and how to demonstrate this and sell ourselves.

6. PROGRESS DATA FORMAT APPROVAL:

A meeting was held between PI, CM, PN and CB to agree the presentation format of data in a way that paints the picture for everyone to grasp. **Once completed to be ratified at the next T, L & S meeting.**

7. GOVERNOR PROFORMAS AND SCHOOL PRESENCE:

- PI reminded all who complete proformas to have them ready for the next T, L & S meeting. SOC has recently completed hers.
- PI noted that the school is always welcoming and that governors shouldn't be afraid of coming into school. The protocol as to do this wasn't necessarily known and was agreed by it would depend on the capacity of the visit and who it was to see. PN welcomed governor visits as long as clarity of the visit is known and reinforced it was important for the governors to hold the school to account as it were. PI approved in breaking down the boundaries between the governors of the school.

8. SIR NICOLAS SOAMES MP VISIT: PI updated the GB on the visit from the MP Sir Nicolas Soames.

- PI explained he spent a long time in every class getting involved with the children and chatting to them and was so praiseworthy. The children were in awe of Sir Nicolas and he couldn't be more impressed. PI noted he would be a massive advocate, and very useful, for the school that can be invited back at another time.

9. POLICY UPDATES AND GB RATIFICATION: HP discussed policies for ratification by the GB.

Policy owners updated the GB on anything new or any changes to the policies.

- **KT safeguarding annual report**, it was confirmed is just an update on training which is sent back each year.
- **Sex Education**, KT commented Allison green no longer wants to own, Liz Hollingdale now owns it.
- **Special Educational needs**, it was noted is pretty much identical. (the merging of the SEN which requires PN's approval and will possibly need to be emailed out for approval.)

- **CB Equality Information**, CB met with Allison Green and went through this with PN. The local offer pieces have been updated and signed off by PN.
- **Governor Allowances (SC)**, there are no changes, just for review.
- **Charging (SC)**, there are no changes, just for review.

PC reminded the GB that if ever and expense is incurred by a Governor don't be afraid to claim for it in order to do the best possible.

- **Behaviour at Work policy (PN)**
- **Data protection (PN)**
- **Staff discipline (PN)**
- **Pay policy**, Leadership groups changes are noted and leadership pay points have been removed, meaning the number points up the scale is no longer restricted. (SC noted ISR is 'Individual School range'). It was discussed how the pay scale relates to inflation. It was confirmed pay does move with inflation, within the ISR range. PC queried performance related pay and it was agreed the process is in control and managed well; Proforma related management is very clear and staff are aware. MD added staff parameters are known and discussed.

HP noted that there are a few non-statutory policies that need owners and review dates. SC to look at along with the website to concentrate on what's statutory first. HP added as most are up-to-date now maybe now should be the time to look at the non-statutory ones too. HP said she was happy to look at them and the website also. Website compliance was added to be very important.

PI a thanks was made to HP for keeping the policies up-to-date.

All policies were individually ratified with a GB vote. All policies were unanimously ratified.

HP to update policy document and send to KS for loading on the VLE.

10. GB RECONSTRUCTION: KS updated the GB briefly on the reconstruction and required action of the GB from a recent LA course.

- The GB must reconstitute by September 2015.
- The GB must not be less than 7 including (1 headteacher, 1 staff member, 2 or more parent governors, 1 Local Authority Governor. (plus any number of co-opted governors)
- The position of Community Governor no longer exists (replaced by a 'co-opted' governor.)
- Associate governors are still allowed and responsibilities remain as before.
- An instrument detailing the constitution of the GB must be produced and sent to the LA for approval.

It was roughly agreed on the following: **(KS to double-check the number of parent governors to total ratio, and protocol of appointing a co-opted governor.)**

- Michael (staff Governor)

- Pete Newbold (head teacher)
- Sharon (co-opted)
- Sasha (Local Authority)
- Damon (co-opted)
- Hayley (co-opted)
- PI, CB, PC, KT to be (Parent governors)
- CM (co-opted or parent?) (a parent governor it was noted would need to hold a parent election).

Agenda item for next FGB for ratification and draft instrument.

11. APPOINTMENT OF HAYLEY PETTITT TO COMMUNITY GOVERNOR:

HP asked to leave the room whilst the GB discussed her appointment. PI proposed HP due to her fantastic work and skills set so far as part of the GB. PC seconded. All were in agreement. HP then re-entered and was welcomed to the GB as a full Community governor.

12. MINUTES OF THE LAST FGB 02/07/14: Minutes were approved by PI and signed with no matters arising.

13. AOB: MD provided a brief synopsis of Raise Online reports, not for debate at the minute but for a brief summary.

- MD noted that it is a 50 page summary of year 6 pupils which is shared with the government. It is being raised now with the GB as it has been the first appropriate time since the report. It has been added to the VLE if it could be read by the next meeting.
- MD noted a main advantage is the breakdown into groups in fine detail, and compares results with the national averages.
- Attainment was noted to be roughly in-line, but progress significantly below (which is a known issue)
- Stark differences were noted in gender (there are usually fluctuations but this years is more noticeable. This could be a possible trail for inspection by ofsted.
- Gaps between groups seem to be narrowing and show improvement and a clear upward trend which continues in the next result predictions.
- PI noted that the Raise Online has been and gone and looking forward is important. DW added the key is to understanding the movement of trends and understanding data. MD agreed and mentioned moving forward and not being hung up on old data.
- PC noted since the last F & P meeting (5/11/14) a meeting was held between PN, PC, SC and CM to review governance and control processes. It was noted as a useful process which was understood and documented and looks good going forward. PN to receive a monthly report from SC, which will be shared with PC and CM and then shared with the rest of the committee (to start in December).
- The Financial position is now refreshed and is in a healthy position. (There are no numbers yet) but improvements can be made to enrich the fabric of the school. KT

questioned if moving finances was now dealt with, PC added the policy to control moving expenses has been reviewed with minor changes which will be ratified at the next FGB. KT noted the GB must ratify the new policy, but it was noted it isn't ready yet. Alison is to release monies but some to be spend on the classroom. SC to discuss.

- CB commented on the way governors keep in touch and if it was possible to stay in touch more perhaps via email. PN noted caution in over-communication and that there needs to be a balance. It was discussed whether there is an appropriate way of sharing without constant communication. PI noted with monthly meetings now there should only be a month between meetings, but if someone has something to share it is left to individual discretion. It was agreed a fine line between what the GB needs to know or what can wait until next time. PN noted a concern that if information was shared more often the possibility that discussions would leak into committee meetings. PN also noted emails aren't always communicated effectively. It was agreed to be an individual judgement call as whether to share information with the rest of the GB. PC added it was a good challenge and should be natural for the group to share information. It was suggested it should be kept to basic, informal couple of lines as an update, not in too much detail. PI added positive news is good to share but to be aware of anything contentious would be dangerous to bring to the GB formally.
- SOC noted her proforma interview (with Lauren and Andrea) was very positive with open dialog about teaching strategies and a very positive reinforcement within the staff.

14. MEETING REVIEW JUDGED WITHIN THE OFSTED FRAMEWORK:

PI noted it had been a very positive meeting which kept to time.

- Good Policy alignment and sign-off
- Positive update on school funding
- Reconstitution of the GB, to evaluate effectiveness of the GB and to improve and develop its functioning.
- PI's take on the 'mocksted' and HMI visits was helpful and shows an ambitious vision to improve the school.
- Very positive and informative Head Teachers report. No racist or bullying incidents shows exemplary behaviour.

Thanks were made to the GB on transforming the GB. Now leaner and keener but shouldn't underestimate what the GB can do with the school and should never be taken for granted.

END 7.45pm

(Next meeting T, L & S 28/01/15)

