

Madginford Primary School
Minutes of the Full Governing Body (FGB) Meeting
Monday 17 September 2018 at 5pm

Present: Kelly Barnett, Yvette Best (Deputy Headteacher), Toby Butler (Chair), Carolyn Christie, Jo Considine, Ian Hayne, Shirley Lall, Charles Tanswell, Natalie Wensley, Amanda Woolcombe (Headteacher)

In attendance: Nikki Williamson (KCC Clerking Service)

		Action
1	<p>Apologies</p> <p>The Chair welcomed those present.</p> <p>There were no apologies.</p> <p>The meeting was quorate.</p>	
2	<p>Election of Chair and Vice Chair</p> <p>There were no nominations for the roles of Chair and Vice Chair however the Chair advised that he was happy to stand again. The GB thanked him, and this was agreed unanimously.</p> <p>Ian Hayne was happy to put his name forward for Vice Chair however he was concerned that it would be for the wrong reasons as the Vice Chair would potentially become Chair at some point. Ian advised that he is willing to help the Chair but does not want to succeed him.</p> <p>Kelly Barnett was also happy to be Vice Chair but did not want to become Chair in the future.</p> <p>It was agreed unanimously that for the interim period Ian Hayne would be Vice Chair and the GB recognised there was a need for succession planning.</p> <p>Toby Butler would serve as Chair for a period of 2 years.</p> <p>Ian Hayne would serve as Vice Chair for a period 2 years.</p> <p>Action: Clerk to advise Local Authority.</p>	Clerk
3	<p>Register of Business Interests</p> <p>Governors signed the Register of Business Interests and they were retained on file in school.</p> <p>Governors were reminded to declare any relevant business interests against agenda items.</p> <p>No new interests were declared during the meeting.</p>	
4	<p>Minutes of previous meeting</p> <p>Minutes – Governors approved, and the Chair signed, the minutes of the FGB meeting held on 16th July 2018. The signed minutes were retained on file in school.</p> <p>Actions – Governors shared updates on assigned actions as follows:</p> <p>1 The Chair removed the Governors whose term of office ended in August from the Skills Audit and this was circulated.</p> <p>2 The Clerk provided reappointment forms for Ian Hayne and Toby Butler and they were completed and returned.</p> <p>3 The Chair circulated the GB Action Plan.</p> <p>This will be looked at in more detail at the GB Focus Day on 1st October 2018.</p> <p>4 The Chair circulated the Learning Link Registration details.</p> <p>5 Action Carried forward:</p> <p>Finance Governors to arrange to review the contractor list. A meeting date is to be set.</p> <p>6 The Chair circulated the list of actions identified from the monitoring reports.</p> <p>7 Action Carried forward: The Chair will circulate the Outdoor Learning and Educational Visits Policy to be discussed at the Focus Day.</p>	Finance Govs Chair

	8 The Governors were asked for nominations for Chair & Vice Chair. Matters arising - None	
5	<p>Governing Body operating model and structures.</p> <p>The GB approved the existing Circle Model of Governance.</p> <p>The Terms of Reference needs to be updated with the names of Governors and their responsibilities. Once this has been agreed following discussion at the Focus Day on 1st October 2018 it will be circulated and approved at the next FGB meeting.</p> <p>Action: The Chair to complete the amendments and circulate the document and The Clerk to add to the next agenda for approval at the next FGB meeting.</p>	Chair/ Clerk
6	<p>Code of Conduct</p> <p>The Chair had circulated the latest model Code of Conduct and the changes were discussed. The GB agreed that some amendments needed to be made before it could be signed.</p> <p>Action: The Chair to make any amendments that may be required and to circulate. The Clerk to add to the next agenda for Governors to approve by signing the document.</p>	Chair/ Clerk
7	<p>Governor Responsibilities</p> <p>The following responsibilities were agreed provisionally. Governors names would then be added to the Terms of Reference for circulation and final approval at the Focus Day.</p> <p>Safeguarding – Toby Butler</p> <p>SEN – Carolyn Christie</p> <p>Health & Safety – Ian Hayne</p> <p>Finance, Headteacher Panel and pay award – Charles Tanswell, Natalie Wensley & Carolyn Christie</p> <p>Training & Development – Ian Hayne</p> <p>Pupil Premium – Shirley Lall</p> <p>Attendance – Shirley Lall</p> <p>Data and other areas – To be discussed and confirmed at the Focus Day on 1st October.</p>	
8	<p>Governor training and development</p> <p>It was confirmed that Ian Hayne would look after training and development.</p>	
9	<p>Meeting dates</p> <p>The following meeting dates were confirmed: -</p> <p>Focus Day Term 1: Monday 1st October 2018 9.15am</p> <p>FGB Term 2: Monday 19th November 2018 5pm</p> <p>FGB Term 3: Monday 28th January 2019 5pm</p> <p>FGB Term 4: Monday 25th March 2019 5pm</p>	
10	<p>Governor Monitoring</p> <p>The Monitoring Visits Policy was circulated, Items were discussed at the meeting and the GB suggested that some amendments should be made.</p> <p>The Chair and Head will meet to decide what should be amended.</p> <p>Action: The Chair and Head to meet to decide what should be amended.</p> <p>The Chair would then make the required changes and circulate again.</p> <p>Action: Chair to amend and circulate to all Governors.</p> <p>Clerk to add to the next agenda for formal approval at the next FGB meeting.</p>	Head/ Chair Chair/ Clerk

11	<p>Governor publication requirements</p> <p>The Chair had looked at the annual governance publication requirements and the website is updated regularly against the checklists.</p> <p>The Chair suggested that perhaps another Governor should also check this regularly and The Vice Chair offered to do so.</p> <p>Action: The Vice Chair to review the website against the latest governance publication requirements.</p>	Vice Chair
12	<p>School Performance</p> <p>Update included in the Headteacher Report</p> <p>Pupil Premium to be discussed at the Focus Day on 1st October.</p>	
13	<p>School Development Plan SDP and School Evaluation Plan SEF</p> <p>To be discussed at the Focus Day on the 1st October.</p>	
14	<p>Headteacher Report</p> <p>The Head handed out a report for all to read and highlighted the following: -</p> <p>Safeguarding training has been completed for all staff in the school.</p> <p>The Safeguarding Lead and Head have completed their two-year refresher training.</p> <p>Results were as follows: -</p> <p>Foundation Stage.</p> <p>Good Level of Development. School 86.7% and National 71.5%</p> <p>There is a strong profile for EYFS and Phonics. School 92.4% and National 82.5%</p> <p>KS1 Year 2 SATS</p> <p>Expected Standard</p> <p>Reading School 80.2% and National 75.4%</p> <p>Writing School 79.1% and National 69.9%</p> <p>Maths School 84.6% and National 76.1%</p> <p>Greater Depth</p> <p>Reading School 27.5% and National 25.6%</p> <p>Writing School 15.4% and National 15.9%</p> <p>Maths School 19.8% and National 21.8%</p> <p>KS2 This is where School Improvement needs to be looked at. It is up on the year before.</p> <p>The combined % for Expected Standard has increased from 52% up to 64.2% and National 64%</p> <p>Based on the cohort of children the school would expect it to be higher.</p> <p>The combined % for Higher Standard has increased from 7% to 11.6% and National 10%</p> <p>The Expected Standard for Reading and Writing will be the focus area for the coming year. There are a lot of children a few marks off.</p> <p>Q: A Governor asked if the Head thinks it is because the school has been so focussed on Maths in the last couple of years?</p> <p>A: No. The children are not completely secure in their learning in terms of retention and long-term memory. The school needs to find strategies to ensure the children retain the information.</p> <p>Q: A Governor asked, is it about comprehension and understanding?</p> <p>A: Speed. The children are not reading quickly enough. They do not have the speed and stamina to do the test questions. A whole range of reading skills.</p>	

Q: A Governor said they had read in the papers that a lot of children had not finished the test?

A: They finished but they had missed questions out. They rushed because they could not read very quickly.

In reading speed, stamina and understanding is what lets them down.

The children are articulate but don't have a wide range of vocabulary.

Q: A Governor asked is it how the questions are worded? Double negatives?

A: No. Independence. When they are set a task, they are scared.

Retention and long-term memory need to be the focus.

Q: A Governor asked if the children can retain the knowledge for Maths?

A: Better. Better than reading. There is a different approach to Maths.

Children do not read as much as they used to.

Q: A Governor asked if the reading incentives are working? Millionaire Reader?

A: No. Not as much as they should be.

Q: A Governor asked if there is an incentive for the children who find reading more difficult? An incentive that is not as challenging as Millionaire Reader?

A: Accelerated reader needs to be well used, carefully tracked and promoted to children.

Going forward the aims are: -

To replicate success at GDS in mathematics in both reading and writing.

To continue upward trajectory to above National Combined for Expected.

To widen the gap between Madginford GDS Combined and National.

To close gaps in progress scores particularly in reading and writing.

To close gaps for SEN pupils.

To continue high focus on DFE expected progress.

Q: A Governor asked if new strategies will be introduced?

A: Yes.

Whole School Targets will be: -

All pupils to be on track or above for DFE expectations.

Raised standards in reading across the school demonstrated by end of key stage outcomes.

Combined attainment above national for end of key stage 2.

Each pupil will be set individual attainment targets for Expected and Above Expected for Reading, Writing and Mathematics. These targets will be calculated using DFE expected end of key stage predictions.

Q: A Governor asked how this will be done?

A: Baseline assessment and teacher tracking.

The School Improvement Strategies for 2018-2019 are: -

Every member of our team a passionate leader.

Bespoke Designed Curriculum.

High expectations. All pupils challenged across the curriculum.

Rich culture of spoken and written language.

The following were highlighted: -

Power of Reading implemented from Year 1 – Year 6 starting in Term 1 2018 and

	<p>Resource Heavy</p> <p>A Governor commented that Resource Heavy sounds expensive?</p> <p>A: It was purchased, but it was a few years ago. It needs to be implemented well.</p> <p>Q: A Governor asked what is Resource Heavy?</p> <p>A: It is a resource for teachers that is used to plan how to teach reading and writing.</p> <p>Timetabled provision to aid long term retention of key knowledge and Implementation of PIXL</p> <p>The Head had contacted a school that were achieving really good results in a deprived area. The Head of that school recommended PIXL.</p> <p>PIXL is an intervention programme. It is a package purchased with lots of resources. It measures how quickly children read. Children are tested, and it gives a personalised learning checklist. The school would like to use it for children in Years 2 – 6.</p> <p>Q: Does it take a long time to set up?</p> <p>A: Yes</p> <p>Q: Is it computerised?</p> <p>A: Yes</p> <p>It is focussed, and the children will use it for half an hour 3 times a week. One of the teachers have used it previously and couldn't speak highly enough of it.</p> <p>A Governor comments that the results will need to be monitored.</p> <p>A: Yes. PIXL will be monitored, Power of Reading will be monitored and DFE expectations to ensure that children have retained knowledge and are making progress.</p> <p>Q: A Governor asked if there will be reading events throughout the year?</p> <p>A: To change the culture and encourage children to read there will be a reading assembly every week, whole school reading activity on Friday afternoon, a class book in every year group, coaching, mentoring and training. That will enhance the use of accelerated reader.</p> <p>Q: A Governor asked if there would be an author visiting this year?</p> <p>A: No. The cost needs to be balanced with the impact that it has.</p> <p>Governors raised concerns about the amount of time lost each day by the Head and Assistant Head whilst dealing with complaints and other urgent business. A Governor suggested that perhaps there should be a set time of day when the Head would be available. It was also suggested that the complaint process should be followed by asking any complainant to complete the required form in the first instance. The GB offered the Head their full support and it was decided that the process would be discussed again at the Focus Day to see what they could do to help.</p>	
15	<p>Staff Performance related pay</p> <p>At the previous FGB meeting a review was conducted and a panel is in place.</p>	
16	<p>Policies</p> <p>The following policies were reviewed with no changes: -</p> <ul style="list-style-type: none"> Governors Expenses and Allowances Policy Complaints Policy Safer Recruitment Policy Managing Allegations Policy Dealing with Violence, Threatening Behaviour and Abuse Policy 	

3	The Chair will circulate the Outdoor Learning and Educational Visits Policy to be discussed at the Focus Day.	Chair
4	The Chair to complete the amendments to the Terms of Reference and circulate. The Clerk to add to the next agenda for approval at the next FGB meeting.	Chair/ Clerk
5	The Chair to make any amendments that may be required to the Code of Conduct and then to circulate. The Clerk to add to the next agenda for Governors to approve by signing the document at the next FGB meeting.	Chair/ Clerk
6	The Chair and Head to meet and decide what to amend on the Monitoring Visits Policy. The Chair to amend the Monitoring Visits Policy and to circulate. The Clerk to add to the next agenda for approval at the next FGB meeting.	Chair/ Head Chair/ Clerk
7	Vice Chair to review the website against the latest governance publication requirements.	Vice Chair
8	The Clerk to add KCSIE September 2018 to the next agenda. Governors to confirm they have all signed to say they have read and understood.	Clerk
9	The Chair to check to ensure all staff and volunteers have signed to say they have read and understood KCSIE September 2018.	Chair