

Madginford Primary School
Minutes of the Full Governing Body (FGB) Meeting
Monday 19th November 2018 at 5pm

Present: Kelly Barnett, Toby Butler (Chair), Carolyn Christie, Jo Considine, Ian Hayne, Shirley Lall, Shelley Shrimpton, Charles Tanswell, Amanda Woolcombe (Headteacher)

In attendance: Yvette Best (Deputy Headteacher), Nikki Williamson (KCC Clerking Service)

Apologies: Natalie Wensley

		Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed those present including new staff governor Shelley Shrimpton. Apologies were received and accepted from Natalie Wensley.</p> <p>Toby Butler had contacted the Head to advise that he would be late and arrived at 17.15pm</p> <p>The meeting was quorate.</p>	
2	<p>Co-opted Governor Appointment</p> <p>The term of office for parent governor Jo Considine ended on the 6th November. It was provisionally agreed at the recent Focus Day to Co-opt Jo Considine for a period of one year.</p> <p>This decision was made formal at the meeting and agreed by the GB.</p> <p>Action: Clerk to send a new appointment form to Jo for completion and return to update the records.</p>	Clerk
3	<p>Declaration of Business Interests</p> <p>Governors were reminded to declare relevant business interests against agenda items. 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 17th September 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 Clerk had notified the Local Authority of the election results and the Chair updated GIAS.</p> <p>2 Action carried forward: Finance governors to arrange to review the contractor list. A meeting date is to be set.</p> <p>3 The Chair had circulated the Outdoor Learning and Educational Visits Policy.</p> <p>4 The Chair had completed the Terms of Reference and this was circulated prior to the meeting and added to the agenda.</p> <p>5 The Chair had amended the Code of Conduct. This was circulated and added to the agenda.</p> <p>6 The Chair and Head had met to discuss the Monitoring Visits Policy. This was circulated and added to the agenda.</p> <p>7 The Chair and Vice Chair had carried out a website review.</p> <p>8 The Clerk had added KCSIE September 18 to the agenda.</p> <p>9 Staff have read and signed to confirm that they have understood KCSIE September 18. The Chair has confirmed that the form is filed in the office.</p> <p>Matters arising – None</p> <p>Notes from the Focus Day on the 1st October were circulated prior to the meeting and these were agreed by the GB. These will be filed in school.</p>	Finance

5	<p>Governing Body operating model and structures.</p> <p>The amended Terms of Reference were circulated prior to the meeting.</p> <p>The Chair had highlighted some items for discussion and some amendments were made.</p> <p>The Chair asked if the GB were happy to approve and it was agreed.</p> <p>Designated governor pairs were allocated to each Year group as follows:-</p> <p>Year 6 CT & TB</p> <p>Year 5 SL & CC</p> <p>Year 4 IH & NW</p> <p>Year 3 KB</p> <p>Year 2 CT & TB</p> <p>Year 1 & EYFS SL & JC</p> <p>Monitoring reports would be sent to the Chair and then to the Clerk prior to the meeting so they could be added to the agenda.</p>	
6	<p>Code of Conduct</p> <p>The Code of Conduct was circulated prior to the meeting. This was also approved.</p> <p>Governors present signed to confirm that they had read and understood.</p> <p>Those absent would be asked to sign when they are next in school and new governors will be asked to sign as part of their induction process.</p> <p>Action: Natalie Wensley to sign the Code of Conduct when next in school.</p>	NW
7	<p>Governing Body Matters</p> <p>The staff election had taken place and Shelley Shrimpton was appointed as the new staff governor with effect from the date of the election 13th November.</p> <p>Jo Considine was appointed as Co-opted governor in item 2 and an election for a new parent governor is in progress. The deadline for applications is 30th November.</p> <p>There is still a vacancy for a Co-opted governor.</p> <p>Governors suggested possible ways of appointing the Assistant Head and how to fill the Co-opted vacancy.</p> <p>It was agreed to see what skills the new parent will bring to the GB, so the decision was deferred until the next meeting.</p> <p>The TEP monthly bulletins had been circulated prior to the meeting. There were no questions raised.</p>	
8	<p>Governor Training and Development</p> <p>Governor Q: Should we have completed new safeguarding training?</p> <p>The Training and Development governor had checked to see what training was available for governors to complete.</p> <p>Governor Q: How long are the courses valid for?</p> <p>Good practice is that they are updated annually. The certificate awarded is every two years.</p> <p>It was suggested that these should be completed again.</p> <p>Action: Training and Development governor to circulate the link for the courses to all.</p>	IH
9	<p>Policies</p> <p>The following policies were circulated prior to the meeting and approved:-</p> <p>Outdoor Learning and Educational Visits Policy.</p> <p>Monitoring Visits Policy.</p>	

10	<p>Headteacher Report</p> <p>The report was handed out at the meeting which included the School Improvement Plan and the Self-Evaluation Summary Sheet.</p> <p>Data from Analyse School Performance (ASP) was presented.</p> <p>The Head explained that this replaces Raise online.</p> <p>Provisional data for progress from KS1 to KS2 is as follows:-</p> <p>Reading Below average -2.24, Writing Below average -2.03 and Maths Average -0.82</p> <p>Reading, Writing and maths combined - Percentage of pupils achieving the expected standard or higher compared to the LA and National average is as follows:-</p> <p>School 64% Local Authority 66% National 64%</p> <p>Percentage of pupils achieving the higher standard (greater depth):-</p> <p>School 12% Local Authority 11% National 10%</p> <p>The focus will be to improve the progress from KS1 to KS2 and to increase the combined scores.</p> <p>Average scaled scores are as follows:-</p> <p>Reading School 104.6% compared to National 105% Maths School 105% National 104.4%</p> <p>When the KS2 figures are broken down it shows that boys and Pupil Premium children are particularly below expectations in reading. Whilst there are not many PP children they often have SEN as well which adds an extra challenge.</p> <p>The Head advised that the school needs to have a high focus on these children.</p> <p>Governor Q: Ever 6 is Pupil Premium? Why Ever 6?</p> <p>Children that may have been in receipt of PP at any time within the last 6 years whilst at Primary School.</p> <p>Governor Q: Pupil Premium children are often behind? It is the same in most schools?</p> <p>Yes but the gap needs to close. The school has to show that the PP funding is being used effectively and at the moment the gap is not closing in reading however it is closing in Maths.</p> <p>Boys are doing better than girls in Maths and although PP children are still behind the gap is not as big as it is for reading.</p> <p>Girls outperform boys in writing, but the gap is not as big as it is for reading.</p> <p>The KS2 percentage for reading, writing and maths combined attainment is as follows:-</p> <p>Boys 58% Girls 71% PP 25%</p> <p>Question level analysis highlights the areas that children are finding more difficult.</p> <p>In reading inferences is a key area to focus on. There were 22 marks available and the percentage for the school was 58% compared to 62% nationally.</p> <p>English grammar, punctuation and spelling the figures are as follows:-</p> <p>Combining words, phrases and clauses – 5 marks available. School 50% National 58%</p> <p>There were more marks available for Grammatical terms / word classes – 15 marks available. School 58% National 65% and the Head advised that this would be easier to improve on as it comes down to knowledge.</p> <p>Governor Q: Are the marks available similar each year? Generally yes.</p> <p>Maths.</p> <p>The figures show that children were performing better with paper 1 and that reading was also having an impact on the maths results. A governor commented that reading is fundamental to the whole process.</p>	
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	<p>Governor Q: Understanding what they are being asked? Yes. Reading and reading speed. This also had an impact on the Kent Test results.</p> <p>Governor Q: How did the Kent Test go?</p> <p>71 children took the test and 16 passed, after all school appeals were completed. English was the first paper and was really challenging which may have unnerved the children.</p> <p>Governor Q: Were there many appeals? There were some Headteacher appeals and they have now gone to the Parental appeal process.</p> <p>Governor Q: What is the difference? If there is a parental appeal the work can be produced in March and if improvement can be seen they may be successful.</p> <p>The Head commented that the figures do not show anything that the school doesn't already know about and that is good.</p> <p>The School Plan is designed to progress all children in KS2, Years 1 and 2 so that they are working towards the DFE expected targets. This is why PIXL was introduced, to improve their vocabulary.</p> <p>The summary Self-Evaluation is also included in the plan.</p> <p>The Head asked if the governors were happy with the school plan? Yes</p>	
11	<p>Headteacher Performance Management</p> <p>The latest advice and guidance had been circulated prior to the meeting.</p> <p>It was discussed and agreed by the GB that the following governors would be appointed to the HTPM, Finance and Pay panel:-</p> <p>Carolyn Christie, Natalie Wensley and Charles Tanswell.</p> <p>Carolyn Christie was appointed as the Chair of each panel.</p> <p>It was agreed that the Chair of the GB would not be on these panels, but the panel would seek input from the Chair.</p>	
12	<p>School Improvement Plan and School Evaluation Plan</p> <p>This was included in the Headteacher report.</p>	
13	<p>Special Educational Needs</p> <p>The SEN report for the website was presented at the meeting. A few amendments have already been made. This will be discussed and completed at the next Focus Day.</p> <p>The final version needs to be agreed before it can be added to the website.</p> <p>Action: SEN Governor and YB to agree final version.</p>	SEN & YB
14	<p>Safeguarding</p> <p>The safeguarding policy had been approved.</p> <p>Governors signed to confirm they had read and understood KCSIE September 18.</p> <p>Action: Natalie Wensley to sign the form when next in school.</p>	NW
15	<p>Finance</p> <p>Governors met on the 12th October.</p> <p>The 6 month budget was sent to the Finance panel and then submitted on the 16th October.</p>	
16	<p>Pupil Premium and Sports Premium</p> <p>The Pupil premium strategy statement was presented to the governors at the meeting.</p> <p>This will be discussed at the next focus day.</p> <p>The final version needs to be agreed before it can be added to the website.</p> <p>Action: Clerk to add to the next agenda for this to be approved.</p>	Clerk

	The Sports Premium plan needs to be updated and will be published when the document is agreed.	
17	<p>Impact</p> <p>A Co-opted Governor was appointed and a further nominee identified to fill the vacancy.</p> <p>Photocopier contract was agreed.</p> <p>Priorities were made for the Focus Day.</p> <p>Governors offered the SLT their support with exclusions.</p> <p>ASP data was looked at and checked against school priorities.</p> <p>Policies were improved and agreed.</p>	
18	<p>AOB</p> <p>The Caretaker presented quotes from Sharps and Ricoh via KCS for replacement photocopier machines. MPS preference is to accept the personalised quote from Ricoh as they have received excellent customer service from them in the past and it was also the cheapest quote available.</p> <p>It was agreed by the GB that the school would accept the Ricoh contract for a period of five years.</p> <p>The Health and Safety Governor had carried out a walk recently and felt that there were maintenance issues that have not yet been planned for that may become more serious if they are left. Governors were concerned about costs involved to resolve these however it was agreed that a list should be prepared, and quotes obtained before decisions can be made.</p> <p>Action: Health and Safety Governor to prepare a list to enable quotes to be obtained.</p>	IH
19	<p>Confidentiality</p> <p>There were no confidential items.</p>	
20	<p>Meeting Dates</p> <p>Term 2 Focus Day 26th November</p> <p>Term 3 Focus Day 21st January</p> <p>FGB Meeting Term 3 Monday 28th January 5pm</p> <p>FGB Meeting Term 4 Monday 25th March 5pm</p>	

Meeting ended at 19.14pm

Signed (Chair) _____

Date _____

Action Summary

1	Clerk to send a new appointment form to Jo Considine for completion and return.	Clerk
2	Finance Governors to arrange to review the contractor list. A meeting date is to be set.	Finance Govs
3	Natalie Wensley to sign the Code of Conduct when next in school.	NW
4	Training and Development Governor to circulate the link for the available courses to all governors.	IH
5	SEN Governor and YB to agree final version of the SEN report before adding to the website.	SEN & YB
6	Natalie Wensley to sign the form to confirm that KCSIE September 18 has been read and understood when next in school.	NW
7	Clerk to add to the PP strategy statement to the next agenda for approval.	Clerk
8	Health and Safety Governor to prepare a list of items needing maintenance so quotes can be obtained.	IH