

MADGINFORD PRIMARY SCHOOL

**Minutes of the Full Governing Board Meeting on
Monday 25th March 2019 at 5pm held at the school**

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

Attending: Rose Davies (KCC Clerking Service)

	Meeting started at 17.05.									
1	<p><u>Welcome and apologies</u></p> <p>None – all Governors present except Natalie Wensley who had notified that she would be late.</p>									
2	<p><u>Declarations of business interests</u></p> <p>No changes declared.</p>									
3	<p><u>Quorum</u></p> <p>The meeting was quorate.</p>									
4	<p><u>Minutes of the previous meeting (26.1.19)</u></p> <p><i>Amendments</i></p> <p>Page 1: take out ‘but was not very sure of its purpose’.</p> <p>Page 4: Year 1 and EYFS responsibility: delete ‘CC’, replace with ‘JC’.</p> <p>The minutes as amended were agreed as a true record of the meeting and signed by the Chair.</p> <p><i>Matters arising</i></p> <table border="1" style="width: 100%;"> <tr> <td>Clerk to send the new appointment form to Jo Considine and David Parfitt for completion and return.</td> <td>Completed.</td> </tr> <tr> <td>Clerk to advise The Education People of Charles Tanswell’s reappointment as a co-opted Governor.</td> <td>Completed.</td> </tr> <tr> <td>Chair to invite Mr. Wicken to attend the next focus day.</td> <td>Completed.</td> </tr> <tr> <td>Chair/Headteacher to discuss how best to inform</td> <td>Completed.</td> </tr> </table>	Clerk to send the new appointment form to Jo Considine and David Parfitt for completion and return.	Completed.	Clerk to advise The Education People of Charles Tanswell’s reappointment as a co-opted Governor.	Completed.	Chair to invite Mr. Wicken to attend the next focus day.	Completed.	Chair/Headteacher to discuss how best to inform	Completed.	
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parents through the newsletter on how the school spent its money and who the Governors were and what they did.		
Chair/Ian Hayne/David Parfitt to meet and produce an initial draft strategic action plan for the next meeting.	Carried forward.	
Governors to submit all outstanding Governor monitoring reports.	Completed. Still one very recent one to come from the H & S Governor.	
Governors to arrange any outstanding visits.	Completed.	
Chair to send out the link to Safeguarding online training using NGA's The Virtual College.	Carried forward. The Headteacher said the school had the Hays online package and she would send out the link. ACTION: Headteacher.	1. AW
Chair to book places on the induction course for DP and SS.	Completed.	
Training Governor to email the training programme to Governors.	Completed.	
H & S Governor, Charles Tanswell, and David Parfitt to review the policy with the Site Manager and identify an accessibility programme of work.	Carried forward (see item 8).	
Clerk to add Sex & Relationships Education Policy to next meeting agenda.	Completed (see item 8).	
Clerk to add Accessibility Policy to next meeting agenda.	Completed (see item 8).	
Governors to consider how they could measure progress against School Development Plan Priorities; and what they would like to see in the next Headteacher report. Discuss at Focus Day.	There had been discussion on Focus Day but no decision had been made.	
Clerk to send alternate focus agendas to Chair and Headteacher.	Carried forward. ACTION: Clerk.	2. RD
Assistant Headteacher (Inclusion) to provide SEN report in a different colour format.	Completed.	
<i>Matters arising not covered by this agenda</i>		
The Chair reported that the Maths booster teacher was resigning w.e.f. 1 st June as she had decided to retire.		
Q: would this cause problems in term 6?		
A: no, as by then KS2 SATs would have finished.		

5	<p><u>Governing Body matters</u></p> <p>The Governing Body AGREED to appoint Rose Davies as its Clerk.</p> <p><i>Co-opted vacancies</i></p> <p>Shirley Lall left the room for this discussion.</p> <p>The Chair reported that Shirley Lall’s term of office as a co-opted Governor had ended on 16th March. This left 2 co-opted Governor vacancies. Shirley Lall wished to be reappointed: he shared her statement. The Governing Body had received an application from Mr. Wicken (Governors had seen his application at the last meeting) who had attended Focus Day. Yvette Best (Assistant Headteacher, Inclusion) was also applying to become a co-opted Governor: he shared her statement. Her appointment as a co-opted Governor would not take the proportion of staff on the Governing Body to over one third. The Governing Body had previously discussed Yvette Best becoming an associate Governor.</p> <p>Discussion followed.</p> <p>It was AGREED to appoint Shirley Lall and Yvette Best to the 2 co-opted vacancies.</p> <p>Shirley Lall returned to the meeting. Governors discussed whether there was a role at present for an associate Governor with Mr. Wicken’s skill set.</p> <p>The Governing Body AGREED that there was nothing Mr. Wicken could bring to the Governing Body at the present time as an associate Governor.</p> <p>ACTION: Chair to contact Yvette Best and Mr. Wicken.</p>	3. TB
6	<p><u>Monitoring</u></p> <p>The Chair had sent round a summary of the monitoring reports. It was AGREED that in future Governors would send out their reports to all Governors for the Chair to put the actions onto a summary report.</p> <p>ACTION: Governors.</p>	4. All
7	<p><u>Governor training and development</u></p> <ul style="list-style-type: none"> • Shelley Shrimpton and David Parfitt were booked on an Induction course on 15th June. • Ian Hayne had been booked on a H & S course but it had been cancelled. He had been offered a place on a course in Ashford but had declined. 	

	<p>ACTION: Clerk to ask the Area Governance Officer why there were so few courses on offer in this area.</p> <p>17.47: Natalie Wensley arrived.</p> <p><i>Online Safeguarding training</i></p> <p>See item 4.</p>	5. RD
8	<p><u>Policies</u></p> <p><i>Accessibility</i></p> <p>The Chair, H & S Governor, Charles Tanswell, and David Parfitt needed to meet and liaise with the Site Manager to draft a building plan and review this policy.</p> <p>ACTION: Chair, H & S Governor, Charles Tanswell, and David Parfitt.</p> <p><i>Sex and Relationships Education (SRE)</i></p> <p>Carried forward as a draft was awaited from the Assistant Headteacher.</p> <p>ACTION: Clerk to add to next agenda.</p> <p><i>Finance</i></p> <p>The Chair thanked Finance Governors for their work on this</p> <p>AGREED.</p> <p><i>Pay & Rewards</i></p> <p>Q: were the changes significant enough to necessitate staff consultation?</p> <p>A: no, they were mainly formatting.</p> <p>AGREED.</p> <p><i>Emergency Management and Business Continuity Plan</i></p> <p>The Governing Body NOTED the Plan. The emergency staff contact list just needed to be added.</p> <p>ACTION: Headteacher.</p>	<p>6. TB/IH/ CT/DP</p> <p>7. RD</p> <p>8. AW</p>
9	<u>Headteacher report (circulated in advance)</u>	

The Chair said that no questions had been sent in advance by Governors.

Attendance

- This had taken a dip due to a variety of illnesses among the children and was currently 96.4% against an aspirational 98% target aimed at focusing parental attention. Some children were on part-time timetables and while this was authorised absence it did impact on overall attendance.
- Persistent Absence has gone up slightly, by 0.9%.
- Holiday absence was an issue nationally.

The Chair noted that unauthorised absences were only 0.38% in terms 3 and 4.

Applications for Year R places

- 210 (72 first place, 54 second place) applications for 90 places.

Premises

- A number of trees had been removed from the school site (fully funded by a KCC grant) following ongoing complaints from neighbouring properties concerning light levels. In order to ensure children were safeguarded and neighbours had privacy the school was seeking quotes to plant hedging along the fence line that backs neighbours gardens. As an interim measure some bamboo screening had been put up.

A Governor said it was cheaper to buy hedging plants in the bare root season which ended very soon. He was happy to talk to the site manager about this.

ACTION: David Parfitt.

Q: could the Forest School be involved with planting some trees?

A: yes.

Data

The Chair says some of this had been covered on the Focus Day. He welcomed the use of Venn diagrams which made the data very clear.

A Governor said that hopefully it should be clear from the Governing Body minutes that Governors were interrogating data as the School Improvement Adviser had said they needed to do.

9. DP

The Chair said that this Governing Body did discuss data in depth on Focus Days which were not minuted as FGB meetings were, although many of the papers are included as part of the HT report.

Q: what was 'WIG'?

A: an aspirational target.

The Headteacher said that the PIXL data for Years 4-5 did not correlate with teacher assessment. The issues were around retention. This data did provide the ability to identify and remedy learning gaps earlier. She was working on a format for giving information to Governors using Learning Lenses and breaking this down into Year groups; and should have this ready to share with Governors at the end of term 4 and for discussion in term 6. It would pinpoint strengths, areas for development and the impact of actions so should give Governors sufficient information on where the school was with T & L.

Q: had there been any feedback from parents on the curriculum newsletter?

A: no.

Staff

A Governor said that the Governing Body did need to note that all staff had job descriptions. Was the Headteacher reviewing these?

The Headteacher said she would be reviewing the staff structure and job descriptions would be part of this.

Complaints

- 2, both ongoing.

Exclusions

- 9 fixed-term exclusions, plus one issued on Friday. These represented the number incidents rather the number of children.

Q: was dealing with this behaviour still impacting heavily on the Headteacher's working day?

A: no.

The Chair thanked staff for their contributions to the supplementary parts of the report.

10	<p><u>School Improvement Plan and School Evaluation Plan (SEF)</u></p> <p>The Headteacher reported that she had sent updated versions of the curriculum and Learning Lenses for this meeting. She had changed the language and made it bespoke to the school and now needed to take this across into the SEF. She was finding defining milestones difficult so was going to RAG rate the School Improvement Plan and create a summary sheet.</p>	
11	<p><u>Special Educational Needs (SEN)</u></p> <p>The Headteacher handed out report from the SENCO and a case study on a PP child. She suggested that the Governing Body come back to these on the next Focus Day.</p> <p>AGREED.</p> <p>ACTION: Headteacher to add to next Focus Day agenda.</p> <p>She said that PP and SEN were really flagged on the KS2 data.</p> <p>The Headteacher advised that the Assistant Headteacher had taken the Marking Policy to the staff and it would be agreed next week.</p> <p>Q: would parents need to be made aware of this?</p> <p>A: yes.</p> <p>ACTION: Chair to put on website once agreed.</p> <p>The Headteacher reported that the school had moved to individual book scrutinies every 6 weeks, with teachers sitting with SLT members and actions being produced. This should make the difference in moving forward quickly. Part of the book scrutiny had to be a PP child.</p> <p>The Chair said this tied in with what the PP Governor had outlined.</p>	<p>10. AW</p> <p>11. TB</p>
12	<p><u>Safeguarding</u></p> <p>The Term 4 report was handed out to Governors.</p> <p>Q: what was the 'Integrated Front Door'?</p> <p>A: the 'Digital Front Door' was the new single point of access for all inclusion and attendance matters. The 'Integrated Front Door' enabled schools and other bodies to make referrals to access support for children, young people and families requiring intensive or specialist support. The entry threshold had been made far higher so schools had a role here.</p>	

	<p>Q: where had the 3 complaints about bullying come from?</p> <p>A: mainly from parents.</p> <p>Q: had the 2 e-safety issues arisen in or outside school?</p> <p>A: outside. Usually children told staff about these because they were worried. A lot of children seemed to have access to inappropriate games and social media platforms.</p> <p>Q: how were the changes to access (through only one gate) going?</p> <p>A: it had quietened down now. The Headteacher had had 2 complaints from parents who said congestion had delayed them getting to work by 20 minutes. The SLT being on the gate had made children behave better.</p> <p>Q: were there issues at the end of the day with children who were not pupils playing on the equipment or the trees in the Forest school?</p> <p>A: yes, and some pupils. The Site Manager was now patrolling as some parents had been rude to a staff member.</p>	
13	<p><u>Schools Financial Value Standard (SFVS)</u></p> <p>The Chair thanked the Finance Governors for working through this.</p> <p>The Governing Body RATIFIED the draft SFVS.</p> <p>A Governor said it would be helpful if some of this were filled in throughout the year.</p>	
14	<p><u>PP and SP</u></p> <p><i>Pupil Premium</i></p> <p>The PP Governor reported that to assess impact of PP spending and success of interventions she had been coming in to meet with the SENCO and trying to get at the profile of each child behind the data for the core subjects. This included book scrutinies to see if these matched the progress and attainment data. This methodology had identified one pupil who had not been was not getting the support needed purely through the timing of e.g. Forest School. The importance of marking had been highlighted. Overall this was a very useful process though time consuming.</p> <p><i>Sports Premium (SP)</i></p> <p>The SP Governor said he had been in twice to monitor this and sought guidance on how best to check the assessment of the impact.</p>	

	The Headteacher suggested that he ask the sports leaders how they were assessing it.	
15	<u>The Education People information for Governors</u> NOTED.	
16	<u>Governing Body impact</u> The Chair said this had been demonstrated by: <ul style="list-style-type: none"> • PP Governor monitoring impact in depth. • Now having a full Governing Body. • Looking at the School Improvement Plan priorities. • Parental engagement: discussing the marking Policy and letting parents know about this. • Governing Body challenging through the use of strategic data. 	
17	<u>Any Other Urgent Business</u> None.	
18	<u>Confidentiality</u> Items deemed confidential are recorded in a separate section of these minutes.	
19	<u>Meeting dates</u> <i>FGBs</i> Term 5: 13 th May Term 6: 8 th July <i>Focus Days</i> Term 5: 8 th May Term 6: 10 th June	
	Meeting ended at 19.10.	

SUMMARY OF ACTIONS			
Number	What	Who	By when
1	To send out the link to the Hays online training package.	Headteacher	3 rd April

2	To send alternate focus agendas to Chair and Headteacher.	Clerk	29 th March
3	To contact Yvette Best and Mr. Wicken with the outcome of their applications to become a co-opted Governor.	Chair	29 th March
4	To send out their monitoring reports to all Governors for the Chair to put the actions onto a summary report.	Governors	Ongoing
5	To ask the Area Governance Officer why there were so few Governor training courses on offer in this area.	Clerk	3 rd April
6	To review the accessibility Policy with the Site Manager and identify an accessibility programme of work.	Chair, H & S Governor, Charles Tanswell, and David Parfitt	13 th May
7	To add SRE Policy to next agenda.	Clerk	6 th May
8	To add the emergency staff contact list to the Emergency Management and Business Continuity Plan	Headteacher	6 th May
9	To talk to the Site Manager about to buy hedging plants in the bare root season.	David Parfitt	10 th April
10	To add report from the SENCO and a case study on a PP child to next Focus Day agenda.	Headteacher	8 th May
11	To put the Marking Policy on the website once agreed.	Chair	8 th May

Signed

_____ (Chair)

Dated
