

MADGINFORD PRIMARY SCHOOL

**Minutes of the Full Governing Board Meeting on
Monday 8th July 2019 at 5 p.m. held at the school**

Present: Toby Butler (Chair), Amanda Woolcombe (Headteacher), Carolyn Christie, Jo Considine, Ian Hayne, Shirley Lall, David Parfitt, Shelley Shrimpton, Charles Tanswell, Yvette Best (Assistant Headteacher (Inclusion))

Attending: Rose Davies (The Education People Clerking Service)

	Meeting started at 17.00.					
1	<p><u>Welcome and Apologies</u></p> <p>David Parfitt: had another commitment and hoped to join the meeting later.</p> <p>Kelly Barnett:</p> <p>Natalie Wensley: stuck in traffic</p> <p>Apologies accepted.</p>					
2	<p><u>Declarations of business interests</u></p> <p>No changes and no interests declared against any item on this agenda.</p>					
3	<p><u>Quorum</u></p> <p>The meeting was quorate.</p>					
4	<p><u>Minutes of the previous meeting (13.5.19)</u></p> <p><i>Amendments, main minutes</i></p> <p>Page 3, Item 6: ‘Carolyn Christie had attended Quality of Schools Monitoring.’ Carolyn Christie said she did not believe this was the course title. Sentence removed.</p> <p>Minutes and confidential minutes AGREED subject to this amendment.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Headteacher to send out the link to the Hays online training package.</td> <td>Completed. The Chair considered the way forward was through online training. He would trial Safeguarding training on Learning Link and find the link to the Prevent training.</td> </tr> <tr> <td></td> <td>ACTION: Chair.</td> </tr> </table>	Headteacher to send out the link to the Hays online training package.	Completed. The Chair considered the way forward was through online training. He would trial Safeguarding training on Learning Link and find the link to the Prevent training.		ACTION: Chair.	1. TB
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	<p>A Governor asked if Governors could instead attend teachers' Safeguarding twilight training.</p> <p>The Headteacher confirmed that they could.</p>		
	<p>Chair to put the monitoring report actions onto a summary sheet.</p>	Not completed.	
	<p>Headteacher to send Marking Policy to Chair.</p>	This would be called the feedback Policy and was still in draft.	
	<p>Governors to send any comments on the draft SRE Policy to the Chair.</p>	<p>The Governing Body had looked at this on focus day.</p> <p>ACTION: Chair, David Parfitt and Assistant Headteacher (Curriculum) to take forward.</p>	2. TB DP CA
	<p>Clerk to add SRE Policy to July agenda.</p>	Completed.	
	<p>Chair to redraft EYFS Policy.</p>	Completed.	
	<p>Chair, David Parfitt and SLT to work on a new equality objectives and Equality Policy.</p>	<p>Looked at this on focus day and the Chair would combine comments.</p> <p>ACTION: Chair.</p>	3. TB
	<p>Chair to take forward Data Protection/GDPR and FOI Publication Scheme.</p>	Completed.	
	<p>Training Governor to write to The Education People about the VFM offered by the training contract.</p>	<p>Carried forward.</p> <p>ACTION: Training Governor.</p>	4. IH
	<p>Headteacher to let Governors know the date of the compliance visit.</p>	The compliance visit had taken place last week (see item 9).	
	<p><i>EFGB meeting convened on focus day</i></p> <p>Minutes AGREED.</p>		
5	<p><u>Governing Body matters</u></p> <p><i>Membership</i></p> <ul style="list-style-type: none"> • Jo Considine's term of office as a co-opted Governor was due to expire in November: she had been reappointed at her own request for 12 months only. • The Chair had attended the new parents' evening but no-one had shown an interest in becoming a Governor. 		

6 Governor Monitoring

17.21: Shirley Lall arrived.

- The Parental Engagement Governor had attended the Kent Test parent meeting. There had been a confrontational parent who felt the school was not supporting the children who were taking the test. She had undertaken to raise this issue with the Governing Body.

The Chair said that schools were not allowed by KCC to coach to the Kent Test. Some children would find the test structure and environment very stressful.

A Governor said that another local school did, rightly or wrongly, support their children more and word of this got around. It might be a question of marketing better what this school did do to support its children.

The Headteacher said that it also had to be borne in mind that a number of children did not take the test. The children were tested 3 times a year but not in the hall and in silence. It was open to parents to prepare their children at home and the relevant link was on the website. The school did gap tests for the Year 5s only and advised parents of the results. This particular parent had been very aggressive and did apologise after the meeting.

A Governor said it was understandable that children could feel insecure when thrown into an unfamiliar situation. The children were not used to having separate question and answer sheets and the non verbal format was also very different.

The Headteacher said schools were no longer allowed even to let them have a tryout in a hall. But it might perhaps be acceptable to do something to support Pupil Premium (PP) children as this was actually encouraged.

A Governor asked if for next year the results of the cognitive ability tests (CAT) could be printed out for parents to retain confidentiality rather than read out.

The Headteacher said that the leadership had to be aware of workload on teachers.

17.30: Shelley Shrimpton arrived.

- The Parental Engagement Governor had attended the Year 5 parent meeting on Sexual Relationships and Education (SRE). This had been really good, positive meeting even though some parents had been apprehensive going in.
- The Parental Engagement Governor had attended Year 5 Rainforest Café.
- The Sports Premium (SP) Governor reported that sports week had been brilliant, with a very wide range of activities. The karate demonstrator had not turned up but the teacher still did a very good lesson on it. Sports day was very well organised and flowed well. There was a new corf ball evening class.

7	<p><u>Governor training and development</u></p> <p><i>Undertaken</i></p> <p>Shelley Shrimpton and David Parfitt had both attended induction training. It had been interesting to find out what Governors should be doing and learning how differently schools ran.</p>	
8	<p><u>Policies</u></p> <p><i>SRE</i></p> <p>Still in draft (see above).</p> <p><i>Attendance</i></p> <p>A Governor asked if Governors were doing all that it said they should.</p> <p>The Chair said that attendance was reported and discussed far more widely now.</p> <p><i>Behaviour</i></p> <p>AGREED.</p> <p><i>Charging and Remissions</i></p> <p>Governors approved the cancellation charge.</p> <p>AGREED.</p> <p><i>First aid accidents etc.</i></p> <p>AGREED.</p> <p><i>Freedom of Information</i></p> <p>Published by Information Commissioner.</p> <p>AGREED.</p> <p><i>H and S</i></p> <p>Taken from Kelsi model.</p> <p>AGREED.</p>	

Safeguarding and Child Protection

Again, taken from the Kelsi model though it was to be amended in September to include upskirting.

AGREED.

Staff discipline and conduct

The Chair, Charles Tanswell and Carolyn Christie had based this on the model Policy.

AGREED.

Accessibility

Approved as it had been put before Governors at focus day: this did not include the appendix as this was subject to change.

AGREED.

Data Protection

Based on the one from The Key. The Chair had taken out all references to biometric data. He just needed to add in the name of the document that parents signed about use of images.

AGREED subject to this amendment.

EYFS

AGREED.

Equality Information and Objectives

Work in progress.

Lone working

This included the process for home visits and for the site manager.

The Headteacher said the school might move to an appointments only system for parents who wanted to speak with a teacher or the Headteacher.

A Governor said the office staff should keep a record of 'near misses' when they were e.g. sworn at.

	<p>AGREED.</p> <p><i>Confidential disclosure (Whistleblowing)</i></p> <p>Based on the Schools' Personnel Service (SPS) model.</p> <p>AGREED.</p> <p><i>Staff Code of Conduct</i></p> <p>The Chair said this was based on the SPS model and now needed only a few cosmetic amendments, e.g. personalisations. It would go out to staff in September and there was a page at the back for teachers to sign to say that they had read it.</p> <p>AGREED.</p> <p>Governors discussed the best way of reviewing policies – should the Chair send drafts to just a few Governors rather than all drafts to all Governors? Perhaps a staff member should manage the schedule and have responsibility for reviewing policies?</p> <p>The Chair said that most were based on model policies rather than drafted by him. SPS had recently changed 11 of their policies and had re formatted them and made them easier to tailor so it did not take a lot of his time to format the models and tidy them up. He proposed that this be discussed at the next focus day.</p>	
9	<p><u>Headteacher's report</u></p> <p><i>Finance</i></p> <ul style="list-style-type: none"> • The school could not afford any capital expenditure on air dryers. She had got the cost of paper towels wrong. • The compliance visit had taken place last week. There were some actions but nothing of great concern: these were more about tightening up on processes. Compliance would re visit after 6 months. <p>Q: could Governors see the actions list?</p> <p>A: yes, they would see the report.</p> <ul style="list-style-type: none"> • The personnel package with SPS had been upgraded to Gold. This was already providing good value for money. <p><i>Building/H & S</i></p> <ul style="list-style-type: none"> • Another surveyor was looking at the trees. 	

The Chair advised that tree issues were still live. Though the KCC work had been completed and some residents were still not happy: they were entitled to have the trees taken back to their boundaries and these issues were with KCC.

- The H & S audit had been a very good training exercise for the site manager. The list of actions related primarily to the keeping and completion of paperwork.

Q: had record keeping been done on the water temperature tests?

A: yes, though conflicting advice was being given on water temperature e.g. on the lagging of cold taps. There was a need for a H & S induction pack for new staff and some work should be done on the Trim Trail. Other issues found were mainly around whether the school was using KCC/Gen 2 forms.

Safeguarding

A Governor expressed concern about some holes in a fence which bordered a massive drop.

The Headteacher said the school could not afford to replace the fence but could patch it.

Parents, pupils and community

- The Headteacher had heard informally that the PTA had raised £4600 at the Summer Fair. She hoped this success would support the fair's continued existence as very few parents had volunteered this year. The slack had been taken up by staff.

18.22: David Parfitt arrived.

A Governor said that now one-hour slots on stalls etc could be booked at an event for this should be more attractive.

- Both Year 6 experiences ('PGLs') had run and has been very successful. The France one was excellent and included strong cultural elements. Taking a smaller number of children had really worked well but she has been struck by the lack of independence in these children.
- Next year there would be a PGL of 2 days in Norfolk plus Paris again. She would be concerned if the numbers went up too much for France trip.

Q: how did the 2 experiences compare in cost and what happened if parents could not afford this?

A: the school could support PP children. The France trip was the more expensive of the 2.

Data

	<ul style="list-style-type: none"> • The report included initial data outcomes and the Headteacher had tried to feed these into the Teaching and Learning summary for the School Improvement Plan next year. Dependent on Year group these would include reading, independence, basics and sentence structure. • She had changed some gradings. EYFS was now good rather than Outstanding and there was a need to drive this next year. Long term absence and maternity leave had impacted. • Year 6 teaching remained outstanding. • There had been a significant improvement in Writing in KS 2. • KS 1 results had dropped due to a much tighter correlation between testing and teacher assessment. This would be the same everywhere. • There had been a slight dip in EYFS and a slight issue with Year 1 Phonics where lower attaining groups had not moved on quickly enough. • Where teaching was not consistently good this will have to improve swiftly. <p>A Governor said the Teaching and Learning update was very useful, giving a very clear overview and what was needed to move forward.</p> <p>Q: when were the SATs results out?</p> <p>A: tomorrow.</p>	
10	<p><u>School Improvement Plan and Self Evaluation Form</u></p> <p>The Headteacher did not yet have all of the data needed for the School Improvement Plan. Carried forward.</p> <p>ACTION: Chair to add to next focus day agenda.</p>	5. TB
11	<p><u>SEN</u></p> <p>The Assistant Headteacher (Inclusion) said there was some data in the Headteacher’s report.</p>	
12	<p><u>Safeguarding</u></p> <p>Covered in the Headteacher’s report.</p>	
13	<p><u>Budget</u></p> <p>The Chair reported that the revised budget had been submitted to KCC and as yet there had been no response. Until that time there was no point in Governors monitoring it.</p>	
14	<p><u>PP and SP</u></p> <p>The Headteacher said that the data would feed into the impact part of the action plans.</p>	

	She needed to review how PP was spent.	
15	<p><u>The Education People information for Governors</u></p> <p>The Clerk advised that:</p> <ul style="list-style-type: none"> • Each Governing Body could send 2 people on Leading Governance, Chairs' Development Course as DfE had doubled funding to £1K per school. Candidates should not have done Chairs' course in last 12 months. • From next year there would be only 3 data dumps a year to reduce teacher workload (part of the workload reduction kit in Making Data Work). • From next year the budget should be discussed 6 times a year by Governors in either FGB or Committee meetings. • Governance Monthly Bulletins were now on GovernorHub rather than on Kelsi. 	
16	<p><u>Any other urgent business</u></p> <p>The Chair said that the Governing Body would self evaluate on the first focus day next academic year, together with the process of reviewing policies.</p> <p>The Headteacher reported that she had attended one session of FFT data training and had another one coming up. This changed the way data was used by teachers to set targets for the children.</p>	
17	<p><u>Confidentiality</u></p> <p>Items deemed confidential are recorded in a separate part of these minutes.</p>	
18	<p><u>FGB meeting dates</u></p> <p>30th September 25th November 3rd February 23rd March 18th May 13th July</p> <p><i>Focus days:</i> 16th September 11th November 20th January 9th March 27th April 29th June</p>	
	Meeting ended at 19.02.	

SUMMARY OF ACTIONS			
Number	What	Who	By when
1	To trial Safeguarding training on Learning Link and find the link to the Prevent training.	Chair	30th September
2	To take forward drafting the SRE Policy.	Chair, David Parfitt and Assistant Headteacher (Curriculum) to take forward.	30th September
3	To combine comments on the new equality objectives and Equality Policy.	Chair	30th September
4	To write to The Education People about the VFM offered by the training contract.	Training Governor	30th September
5	To add School Improvement Plan and Self Evaluation Form to next focus day agenda.	Chair	16th September

Signed

_____ (Chair)

Dated
