



MADGINFORD PRIMARY SCHOOL

**Minutes of the Full Governing Board Meeting on
Monday 25th November 2019 at 5 p.m. held at the school**

Present: Toby Butler (Chair), Kelly Barnett, Yvette Best (Assistant Headteacher (Inclusion)), Carolyn Christie, Jo Considine, Ian Hayne (Vice Chair), Shirley Lall, David Parfitt, Shelley Shrimpton

Attending: Rose Davies (Clerk)

	Charles Tanswell, Natalie Wensley	
	Meeting started at 17.07.	
1	<p><u>Welcome and apologies</u></p> <p>Amanda Woolcombe (Headteacher): illness. Charles Tanswell: holiday. Natalie Wensley: stuck in traffic.</p> <p>Apologies accepted.</p> <p>The meeting was quorate.</p>	
2	<p><u>Declarations of business interests</u></p> <p>No changes declared, and no interest against any item on this agenda.</p>	
3	<p><u>Minutes of the previous meeting (30.9.19)</u></p> <p><i>Amendments</i></p> <p>Page 2: delete 'spelling' and replace with 'grammatical'.</p> <p>Subject to this amendment the minutes and confidential minutes were AGREED as a true record of the meeting.</p> <p><i>Matters arising</i></p>	

<p>Governors to complete their Declarations of business interests through GovernorHub.</p>	<p>Some completed.</p> <p>ACTION: Clerk to check that all Governors had registered on GovernorHub and to send them training slides on entering declarations.</p>	<p>1. Clerk</p>
<p>Chair, David Parfitt and Assistant Headteacher (Curriculum) to take forward drafting the Sex & Relationships Education (SRE Policy).</p>	<p>David Parfitt reported that the Government was reviewing the legislation but in the meantime the school should consult with parents.</p> <p>ACTION: Chair, David Parfitt and Assistant Headteacher (Curriculum) to draft consultation document.</p>	<p>2. TB/ DP/YB</p>
<p>Chair to combine comments on the new equality objectives and Equality Policy.</p>	<p>Carried forward.</p> <p>ACTION: Chair.</p>	<p>3. TB</p>
<p>Training Governor to write to The Education People about the VFM offered by the training contract.</p>	<p>Completed. The Training Governor reported that he had spoken in training and had been told they were going to organise more online training to accommodate Governor's needs. They had claimed that many courses were run in and around Maidstone. He advised that the courses he had attended recently had been of excellent quality. A recently appointed Governor said that his induction course had been very good.</p>	
<p>Headteacher to arrange for the IT technician attend the next focus day and talk Governors through setting up their accounts on GovernorHub.</p>	<p>Not completed. See first action point above.</p>	
<p>Chair to add discussion on measuring impact to next focus day agenda.</p>	<p>Completed. See focus day notes 11th November.</p>	
<p>Chair to add Governing Body action plan to next focus day agenda.</p>	<p>Completed.</p> <p>ACTION: Clerk to add to next FGB agenda.</p>	<p>4. Clerk</p>
<p>Chair to amend the Skills audit matrix with Governors' changes.</p>	<p>Completed. See focus day notes 11th November.</p>	
<p>Chair to add School Improvement Plan priorities' allocation to next focus day agenda.</p>	<p>Carried forward. Underway and the Chair needed to discuss this with the Headteacher.</p>	

		ACTION: Chair.	5. TB
	Chair to review Managing Allegations Against Staff & Volunteers Policy.	Underway.	
	Headteacher to consider who to task with going through the Anti Bullying Policy.	Policy on agenda (item 7).	
	Chair to continue working on the Personnel policies based on latest SPS models.	Underway.	
	Governors to sign on GovernorHub to confirm that they had read KCSIE part 2.	Some completed. See first action point above.	
	Chair to check Keeping Children Safe in Education part 1 evidence as Lead Safeguarding Governor.	Completed. Evidence kept in office.	
	Chair to add School Improvement Plan to next focus day agenda.	Completed. See focus day notes 11 th November.	
	Chair to upload Governors' training certificates onto GovernorHub.	The Chair had not received any certificates to upload but had set up a folder on GovernorHub for them.	
	Headteacher and Chair to produce a Brexit contingency plan.	Put back as Brexit had been delayed again (but would be needed at some stage).	
	<i>Focus day notes 11th November.</i>		
	AGREED.		
4	<u>Governing Body matters</u> <i>Membership</i> The Chair reminded Governors that Natalie Wensley's term of office expired in February 2020. Governors discussed whether increasing the size of the Governing Body would be worthwhile or alternately to offer Associate Membership to Natalie Wensley in order to retain skills. It was AGREED that it was not necessary to increase the size of the Governing Body. Governors were in favour of offering Associate Membership to Natalie Wensley but this would depend on her intentions and wishes. <i>Chair's update on any correspondence/meetings</i> The Chair had formally reported a GDPR breach by the Trade Union to the Information Commissioner		

5	<p><u>Monitoring</u></p> <p>See focus day notes 11th November. Wellbeing was one major topic discussed.</p> <p>No other monitoring reports had been received by the Chair.</p>	
6	<p><u>Governor training and development</u></p> <p>17.32: the Vice Chair arrived.</p> <p><i>Training undertaken and feedback</i></p> <p>See matters arising, point 4.</p> <p><i>Bespoke training</i></p> <p>The Training Governor explained that as part of the training package it bought into the Governing Body was entitled one bespoke event per academic year. It should take advantage of this, perhaps training on how to measure impact of School Improvement Plan targets.</p> <p>ACTION: Governors to send ideas for bespoke event to Chair and Training Governor.</p>	6. All
7	<p><u>Policies</u></p> <p><i>Anti Bullying</i></p> <p>AGREED.</p> <p><i>Confidentiality</i></p> <p>A Governor had an amendment which he would send to the Chair.</p> <p>AGREED as amended.</p> <p><i>SRE</i></p> <p>See item 4 above.</p> <p><i>Spiritual Moral Social Cultural (SMSC) and British Values</i></p> <p>The Chair said this needed to be reviewed.</p> <p>Q: was a model policy available?</p>	

	<p>ACTION: Chair to check.</p> <p>ACTION: Chair to discuss with Assistant Headteacher (Curriculum).</p>	<p>7. TB</p> <p>8. TB/ YB</p>
8	<p><u>Headteacher's report</u></p> <p>The report was distributed at the meeting together with a copy of the presentation being given by the Headteacher to parents of prospective Year R pupils.</p> <p>The Chair said data had been discussed on 11th November at focus day.</p> <p>The Assistant Headteacher (Inclusion) advised that the report included some curriculum updates, reports from Phase leaders and the Forest School leader. Show arounds had been going really well, using a format of a presentation followed by a walk round Early Years.</p> <p>The Chair said the presentation would go on the website.</p> <p>ACTION: Chair to upload the document.</p> <p>A Governor said the school website needed to be improved (both content and navigation) to capitalise in promotional terms on the show arounds. It was compliant with statutory requirements but could be so much more.</p> <p>The Assistant Headteacher (Inclusion) explained that a named member of staff had recently been given oversight of the website as a responsibility. This was one of their performance objectives within parental engagement.</p> <p>ACTION: Governors to email any questions on report to the Headteacher and she would answer them on the next focus day.</p>	<p>9. TB</p> <p>10. All</p>
9	<p><u>School Improvement Plan and School Evaluation Form</u></p> <p>The Chair reiterated that data had been discussed on 11th November at focus day.</p>	
10	<p><u>SEN</u></p> <p>The Assistant Headteacher (Inclusion) explained that the SEN information report for parents had been slightly reworded to state more generally about the SEN team as what they did changed dependent on where the need was. The SENCO would now go through it but she was currently off sick.</p> <p>Q: was there an issue with staff sick leave? Should Governors see reports on attendance percentage, long/short term sickness?</p> <p>A: no, there was no issue with sick leave but Governors should receive regular</p>	

	<p>updates on absence levels.</p> <p>The Clerk advised that for the first time the Inspection Data Summary Report included staff absence figures as they were an indicator of wellbeing.</p> <p>ACTION: Headteacher to produce a report for Governors every seasonal term broken down by grade.</p> <p>ACTION: Clerk to add staff absence sick report to February agenda.</p>	<p>11. AW</p> <p>12. Clerk</p>
11	<p><u>Safeguarding</u></p> <p>Q: did the Safeguarding team meet regularly?</p> <p>A: the Assistant Headteacher (Inclusion) was the Designated Safeguarding Lead and if she was on site, matters usually came to her. The Deputy Designated Safeguarding Leads included the Family Liaison Officer (FLO).</p> <p>Governors said this was a strong team.</p>	
12	<p><u>Budget</u></p> <p>The Chair reported that the 3-year budget agreed by the Governing Body at its last meeting had been approved by KCC. Until then Governors had been handicapped in monitoring the budget. However, the 6-month figures had been circulated to the Finance Governors who were due to meet on 2nd December.</p> <p>ACTION: Clerk to add budget monitoring to next agenda.</p> <p><i>Headteacher Performance Management (HTPM)</i></p> <p>A Finance Governor reported that the HTPM review had taken place with the External Adviser Fiona Wainde and the Pay Panel was to convene to discuss the recommendations.</p> <p><i>Broadband</i></p> <p>The Chair told Governors that school could get 10% discount if it renewed the contract with the existing provider EIS for 3 years.</p> <p>AGREED.</p>	<p>13. Clerk</p>
13	<p><u>School Financial Value Standard</u></p> <p>The Chair said this could be put back until the new year.</p> <p>There was a new format for the School Financial Value Standard submission which</p>	

	would need to be completed. ACTION: Clerk to add School Financial Value Standard to next agenda.	14. Clerk
14	<p><u>Pupil Premium (PP) and Sports Premium (SP)</u></p> <p><i>PP Provision and impact 2018-19/ PP Strategy 2019-20</i></p> <p>The Assistant Headteacher (Inclusion) handed out a combined report at the meeting. This included how money was being spent and the barriers faced by the children both internally (e.g. confidence and self-esteem) and externally (e.g. attendance).</p> <p>Q: how did the school seek to improve attendance?</p> <p>A: the FLO's remit was vulnerable families and she worked very closely with the families of Persistent Absentees. The school sought to address what was causing the absence and mitigate it e.g. by arranging wrap-around care where this would help. There was a wide variety of reasons behind poor attendance and lateness.</p> <p>Q: did the FLO work purely on the premises?</p> <p>A: she did not carry out home visits at present as this would be lone working and would necessitate risk assessments.</p> <p>Q: how successful was the school's measures at improving attendance?</p> <p>A: very successful with some families. Also, if children were successful in their learning they wanted to be in school. PIXL had been very successful at supporting pupils across a range of abilities.</p> <p>Q: what was the school doing to encourage families who might be eligible to apply for PP?</p> <p>A: the school did talk to families of new entrants about eligibility for PP even though their children would receive Universal Free School Meals.</p> <p>ACTION: Governors to send any further questions to the Assistant Headteacher (Inclusion) once they had had an opportunity to read this report.</p> <p><i>SP Provision and impact 2018-19/SP Strategy 2019-20</i></p> <p>The Chair asked for the same documents to be produced for SP.</p> <p>ACTION: Headteacher. ACTION: Clerk to add report on SP Provision and impact 2018-19/SP Strategy 2019-20 to February agenda.</p>	<p>15. All</p> <p>16. AW 17. Clerk</p>

	<p>ACTION: Chair to upload revised documents to website when received from Assistant Headteacher (Inclusion)</p> <p>The Sports Lead Governor said that in his view the school reconsider using the SP money on a PASS coach but on training the PE teacher and engaging children in sport. Also, Midday Meals Supervisors could be trained to run sports activities at lunchtime. He had written to the Headteacher about this.</p> <p>The Assistant Headteacher (Inclusion) said that the money had to be used sustainably. She agreed that there was more room for structured play in breaks.</p> <p>ACTION: Sports Governor to send PowerPoint presentation on applying sports principles across the school to other Governors.</p> <p>A Governor said she was concerned that children were not having 2 hours of PE a week.</p> <p>The Assistant Headteacher (Inclusion) said this was not always outdoor PE.</p>	<p>18. TB/YB</p> <p>19. IH</p>
15	<p><u>H & S</u></p> <p>The H & S Governor reported that he was to carry out a visit on 29th November.</p>	
16	<p><u>The Education People information for Governors</u></p> <p>The Chair asked the Vice Chair to pick out any relevant items in the last 2 Governance Monthly Bulletins and draw Governors' attention to them.</p> <p>ACTION: Vice Chair.</p>	20. IH
17	<p><u>Meeting impact</u></p> <p>The Governing Body AGREED that the present meeting had had impact on the outcomes of children at the school through discussion on the following items:</p> <ul style="list-style-type: none"> • PP and SP strategies. • Governor Awareness of staff absence levels. • Promotion of the school and website. 	
18	<p><u>Any Other Urgent Business</u></p> <p>A Governor said the Governing Body should note the very high pass rate (over half of those who took it) for the 11+. He believed the improvement in Maths teaching was instrumental in this.</p> <p>The Assistant Headteacher (Inclusion) said that also the children were being made</p>	

	<p>more familiar and comfortable with test conditions, focusing on stamina. She believed parental expectations and aspirations had changed.</p> <p>A Governor said that the school should look at raising aspirations in other areas as well, e.g. performing arts.</p> <p>The Assistant Headteacher (Inclusion) reported that the location had had to be changed because of issues with toilets but the walk had raised a lot of money.</p> <p>A Governor said that at the off-site sporting events held at Detling he had discerned no visible sense of school pride or organisation and promotion e.g. Madginford banners.</p>	
19	<p><u>Confidentiality</u></p> <p>Items deemed confidential are recorded in a separate part of these minutes.</p>	
20	<p><u>Meeting dates</u></p> <p>FGB dates:</p> <ul style="list-style-type: none"> • Term 3 – 3rd February • Term 4 – 23rd March • Term 5 – 18th May • Term 6 – 13th July <p>Focus days:</p> <ul style="list-style-type: none"> • Term 3 – 20th January • Term 4 – 9th March • Term 5 – 27th April • Term 6 – 29th June 	
	Meeting ended at 19.00.	

SUMMARY OF ACTIONS			
Number	Who	What	By when
1	Clerk	To check that all Governors had registered on GovernorHub and to send them training slides on entering declarations.	30th November
2	Chair, David Parfitt and Assistant Headteacher (Curriculum)	To draft SRE policy consultation document.	20th January
3	Chair	To combine comments on the new equality objectives and Equality Policy.	3rd February

4	Clerk	To add Governing Body action plan to next FGB agenda.	20 th January
5	Chair	To discuss allocation of School Improvement Plan priorities with the Headteacher.	20 th January
6	Governors	To send ideas for bespoke training event to Chair and Training Governor.	20 th January
7	Chair	To check if a model SMSC and British Values policy was available.	20 th January
8	Chair	To discuss SMSC and British Values policy with Assistant Headteacher (Curriculum).	3 rd February
9	Chair	To arrange for the presentation given to prospective Year R parents to go on the website.	31 st December
10	Governors	To email any questions on the Headteacher's report to her and she would answer them on the next focus day.	31 st December
11	Headteacher	To produce a report for Governors every seasonal term on staff sick absence broken down by grade	Ongoing
12	Clerk	To add staff absence sick report to February agenda.	20 th January
13	Clerk	To add budget monitoring to February agenda.	20 th January
14	Clerk	To add School Financial Value Standard to next agenda.	20 th January
15	Governors	To send any further questions to the Assistant Headteacher (Inclusion) once they had had an opportunity to read the PP report.	31 st December
16	Headteacher	To produce report on SP Provision and impact 2018-19/SP Strategy 2019-20 for next meeting.	27 th January
17	Clerk	To add report on SP Provision and impact 2018-19/SP Strategy 2019-20 to February agenda.	20 th January
18	Chair	Chair to upload revised documents to website when received from Assistant Headteacher (Inclusion)	31 st December
19	Sports Governor	To send PowerPoint presentation on applying sports principles across the school to other Governors.	31 st December

20	Vice Chair	To pick out any relevant items in the last 2 Governance Monthly Bulletins and draw Governors' attention to them.	31st December
-----------	-------------------	---	-------------------------------------

Signed: _____ (Chair) Dated: _____