

FULL GOVERNORS' MEETING
HELD ON THURSDAY 25th February 2016 AT 6.30PM

Members Present

John Bailey, Rev Christina Bennett, Jane Brown, Rod Brown, Louise Clark, Paul Drew, Rev Paul Doick, Mark Minchell, Laura Roberts, Matt Stenning and Dan Valovin

	<u>Action</u>
1. Apologies Alan Corbett, Maureen Gribbon, Bridget Meinecke,	
2. Declarations of Business Interests None	
3. Minutes of Meeting of 19th November 2015 3.1 Pg. 5 – dates should state December 2015 not 2016, 2017 should be 2016 and the day for the 25 th January should be Monday not Friday. With the above mentioned amendments the minutes are approved and signed off as a correct record.	
4. Matters arising (not covered by agenda items) 4.1 LR – Pg. 1 4.1 The PE sheds are now in place but there is a major problem with condensation. Cheryl Marrs and Bob Tucknott (Premises Manager) are looking into the issue.	
5. Reports from Sub Committees 5.1 Chair's Report/Overview of Chair's actions 5.1.1 In November led a panel to complete Laura Robert's appraisal. 5.1.2 Attended the INSET day that was held in January. Found it useful and a great opportunity to meet all staff and see how the INSET day works. 5.1.3 Attended a Pupil Progress and Attainment meeting in December. 5.1.4 Met with LR on Friday mornings and attended assemblies. Welcome any Governors to attend. 5.1.5 Chaired a Pay Review Panel. Jenny Gumbrow a County Human Resources rep attended and was very good and we will go to her in future with any HR queries. She was very knowledgeable and grounded. 5.1.6 Chaired a selection panel for the Headteacher recruitment. 5.1.7 RB stated that he was very appreciative of the Governors that had volunteered to be on the various panels and events, and gave his thanks to the Governors for all their input and help. 5.2) Staffing & Curriculum Chair's Report 5.2.1 LC – Two meetings were held. The minutes from the first meeting had been circulated. The main point to consider was the letter from the TA's regarding their pay. There was a very full and detailed discussion regarding TA's, holiday pay, sick pay, contracted hours, nature of contracts, grading's, pensions and qualifications. 5.2.2 The letter that was received has to be responded to as soon as possible. The recommendation was to write to each TA separately on behalf of the Governing Body. 5.2.3 There is lots of misinformation so Cheryl Marrs attended the meeting to clarify	

matters. Lots of things will now be able to be clarified with the TA's in the letters that will be sent out. After four years TA's temporary contracts automatically become permanent. They receive a new contract every September to reflect their new hours. Preference sheets are given to them in April for the next academic year. All TA's are grade 3 on the pay scale which is the County 'norm'. There are sub divisions in that grade scale and most of the TA's are at the higher end. Those TA's that do lunchtime cover are paid slightly more than the TA's in other schools doing lunchtime duties.

Other schools pay grade 2 for mid-day meal supervisors whereas we pay grade 3.

5.2.4 If the payments made to TA's were increased to grade 4 then we would have to look at redundancies as we could not afford to pay the higher grade. They earn above the living wage and their contracts are for 38 weeks a year not 52, so are above the living wage for the amount of weeks they are contracted and paid for.

5.2.5 RB – if we were to write to each TA would that clarify the situation and reassure them? LC – not sure, we are not sure that the letter came from the TA's as a body but from one TA who raised the issue on behalf of some TA's but not all of them.

5.2.6 DV – if we could explain to them that we have looked outside the school at other grades TA's receive, thank them for raising the query and show we are above the normal rate of pay.

5.2.7 LC stated she has had 3 TA's speak to her personally. One was to say that they were not paid enough, one was regarding sick pay and the other was to question if their contract was temporary or permanent.

5.2.8 RB – the action to note is that the Full Governing Body would like a letter to be sent to all TA's to clarify the situation. LR and RB will discuss content and write a letter to be sent out.

5.2.9 PDrew – When writing the letter they should be thanked for their commitment and we should take the opportunity to include the other information about training etc.

5.2.10 RB – The TA's are a very significant part of the school improvement journey and we will word the letter to show that we feel we are in it together as a team and that they are valued by the Governors.

5.2.11 LR – TA's made it noted at the INSET day that they felt left out with regards to the training sessions that teachers were participating in at St. Lawrence Primary School. This was always intended to include TA's and they have taken part in the training days that have recently been held in the past couple of weeks. MS – we have teachers that come from other schools, who say how valuable our meetings with the TA's on a weekly basis are.

5.2.13 LC – Work has been started on the Action Plan and we have been reviewing policies. LR and Jill Dyson have been doing lots of work on this and by the end of the school year we should have a water tight sheet on reviewing policies.

5.2.14 The Leadership structure for next year was also looked at as part of the Action Plan.

5.2.15 Rev Paul – Regular meeting with Julie Jewell have been held to discuss SIAMS. Lots of CofE schools have a Spiritual, Ethos and Worship committee. SIAMS want us to be monitoring and the proposal is to make it a subcommittee of the Governing Body and any members are welcome to join.

5.2.16 RB – is the action plan anywhere that members can look at it to help other committees create their Action Plan as they are needed for each committee. LC – It will be placed on to the GVO.

5.3i) Finance & Premises Chair's Report

5.3i.1 DV – the committee met yesterday (24/2/16)

5.3i.2 Finance – CM has completed the month 11 figures. There is a £6k positive versus our budget. This includes some carry forward. Ahead of budget we have around £100k in the reserve account, some of which has been ring fenced.

5.3i.3 We had feedback from S&C as to where we might see the leadership structure

go for next year. CM is working on different scenarios and we will regroup before bringing back our recommendation to the FGB. CM will also look forward 2 – 3 years to clarify the structure chosen will work moving forward and not just for the first year.

5.3i.4 Premises – We have made a substantial LCVAAP application to the Diocese and are still waiting to hear if we have been successful. We are not anticipating hearing anything for at least a couple of weeks.

5.3i.5 The £9k allocated for the fencing works in this year's budget will be carried forward to next year's budget. No other works are planned.

5.3i.6 It has been recommended that as Governors we walk around the premises for an annual Health & Safety check. It has been proposed that the Governors meet around an hour before the next FGM and walk around with Bob and other staff members and note any health and safety issues. DV will communicate with other members prior to the next FGM.

5.3i.7 JBailey – has the water leak in the car park been resolved? Rev Paul – it has been investigated and resolved. The leak is not in the car park and work is being done to find where the issue is and resolve it.

5.3ii) Schools Financial Values Service

5.3ii.1 Rev Paul – Met with CM and completed the SFVS. There were 25 questions that needed to be answered. Most were aimed at making sure we were not wasting money and were getting the best value. Some recommendations have been made. Some are already being done which include committees communicating to each other. Another was for Leadership to look forward and to plan their budget more in advance. CM will submit once it has been signed off by the Chair of Governors but has to be done by the end of March.

5.4) Pupil Progress and Assessment Chair's Report

5.4.1 Clare Watkins (Assistant Headteacher) was in attendance for this part of the meeting and explained what the sheet handed out outlined.

5.4.2 There was a PPA meeting held in December. RB & BM attended and the seriousness of PPA and the need for all governors to be familiar with the data is the reason CW was there to give feedback to Governors.

5.4.3 Data given in the information is to the end of the Autumn term. There will be a Pupil Progress Review taking place next week, so the Spring data is to follow.

5.4.4 There is a new system that is being used and the curriculum expectation is much higher now so the figure looks low.

5.4.5 Target Tracker was used to monitor Year R – 6 progress and is looking positive. Year 5 writing is lower. Pupil Premium and SEN children are also lower in writing. Early Years progress is looking strong.

5.4.6 The floor target in attainment in Year 1-6 is 65% in a 'good' school and St. Peter's is 85% or higher. Year 1 would look lower due to the Early Years curriculum.

5.4.7 There are 3 key indicators that were looked at for the attainment key areas for Early Years as they show how well children do at the end of the school year.

5.4.8 Progress and attainment is lower in writing for Early Years. Writing is now a focus for next term. A Phonics workshop was held for Reception parents, and fine motor skills are being worked on every day in Reception and Year 1.

5.4.9 31 parents attended the phonics workshop and there was 100% positive feedback.

5.4.10 The INSET day held in January was focused on model writing in KS1 & KS2.

5.4.11 there has been improvements in teacher's planning to help get boys interested and to get them motivated in writing.

5.4.12 There is support and training in place for staff for the new curriculum and we have had positive feedback from staff that have attended County moderation meetings.

5.4.13 We are 'pushing' high achievers and extending higher ability children.

<p>5.4.14 Training in maths for planning has been held in school.</p> <p>5.4.15 Additional support has been given to Year 5 due to the higher number of SEN and Pupil Premium children.</p> <p>5.4.16 JBailey commented that year 4 stuck out but he did realise it is not just about year 4, it is a whole story, but asked if there was any way in targeting secure level 3 children to give them extra help. CW responded that there was a Pupil Premium teacher doing intervention work with a group of year 4 children and it is on-going.</p> <p>5.4.17 Lesson observations and pupil progress meetings are helping to identify areas of concern.</p> <p>5.4.18 RB commented that what we were seeing was a clear picture of where attainment needs to be improved. It is data led and this is what Ofsted will want to see.</p> <p>5.4.19 RB challenged CW in the last PPA meeting regarding Year 4 & Year 5 figures saying that improvements in Years 4 & 5 must be made and sought and received assurance that all efforts were being made to ensure this was the case.</p> <p>5.4.20 Rev Paul asked if we would be on target by the end of the academic year. LR responded that yes we would and we were monitoring every half term.</p> <p>5.4.21 MM asked if the teachers in Year 4 & 5 needed any assistance. LR replied that they were getting it.</p> <p>5.4.22 PDrew questioned if the obstructive child in year 4 was having an impact on the learning. LR replied that yes it was and the matter would be covered in the headteacher's report later in the evening. CW responded that everything possible was being done for the children. A 1:1 TA had been put in place and there was also support from outside agencies.</p> <p>5.4.23 RB asked if any other year groups had the same profile for SEN and LR replied that Year 5 have a bigger profile but the needs in year 5 were slightly different to those in year 4.</p> <p>5.4.24 CW stated that year 4 were in fact a very able year group it was just some that pulled it down. PDrew asked how wide spread the disruption in year 4 was. CW responded that it was just in one class and that the child comes out of class if they are not working and that there was very challenging behaviour from this particular child.</p> <p>5.4.25 There will be another PPA session on the 1st March and following on from that session another PPA meeting will be set up and the Governors will be invited to attend.</p>	
<p>6. Main Business</p> <p>6.1) Headteacher's Report – including updates on SDP and progress to date</p> <p>6.1 The attendance at the end of February was 96.35% and that is based on 3.1% authorised absences and 0.4% unauthorised absences.</p> <p>6.2 RB stated that it was nice to see Linda Jones back in school and that it was good to see that two of the teachers (Hattie Thompson and Sarah Boghurst) had been selected to work with Locality groups.</p> <p>6.3 LR stated for the record that CLA meant Child looked after.</p> <p>6.4 Staff training had taken place for PREVENT and child protection and child sexual exploitation. It was agreed that LR would send the links to the Governors so that they could also complete the training and return their certificates.</p> <p>6.5 Lorraine Warner visited school on two occasions, 27th November and the 25th February. Lorraine did validate her confidence in leaders and what they have been doing and she felt it was all very positive which was very good to hear. The structure when we were first inspected was new so it was good that it has matured over time and can be seen to be working well. The outcome from Lorraine's visit will be fed back to staff.</p> <p>6.6 Appraisals – there was an appeal held and from that we have learnt lots of lessons. Two training sessions have been held with Team Leaders. MS stated that he</p>	

felt they were very successful meetings and great detail was covered. It now puts onus on an appraiser to ensure the appraisee is clear on the situation and how they can be helped to improve in areas.

6.7 The quality of teaching shows where we are now compared to where we were in the Autumn term. DV asked if LR was happy with the figures. LR replied that they were moving forward in the right direction and that 20% is outstanding.

6.8 **Rev Paul challenged the 'Requires Improvement' teacher figures.** LR responded that 4 teachers that were 'Requires Improvement' in the Autumn term 2 are now in the 'good' bracket so improvement has been made. 2 'Requires Improvement' teachers are having more lesson observations to help improve and make progress.

6.9 DV stated that if need be we would have to go down the capability route if we continued to have performance that showed concerns, but we were not in that position at the moment so is not required.

6.10 The capability policy had been reviewed in Autumn and is covering us. The capability policy is linked to the appraisal and pay & performance policies.

6.11 LR stated that she has taken on the appraisal for the teacher that is still currently in 'Requires Improvement'.

6.12 A letter is being prepared to be sent out to parents next week regarding having new reports sent out earlier in the year. A mock up report is being sent out to parents. The idea was presented to the parent reps and received positive feedback.

6.13 JBailey enquired if it would be sustainable and LR responded that yes it was and it was more efficient what teachers were doing now as opposed to before.

6.14 RB noted that it was nice to see Debbie Stretfield was positive in her feedback. LR stated that Lorraine Warner was very positive about the progress made in maths and that it was Matt Stenning and Frankie Lee that had led on these changes.

6.15 The Governors thanked Matt Stenning for all the work he and Frankie had done. MS responded that every single child spoken to by Lorraine Warner did not disappoint and had shown how well they were doing. LR reiterated how the learning walks helped to show how well the children were doing.

6.16 PDrew informed the other members that Lorraine has stated that there was significant improvement in the middle leaders and they were to be commended. She felt the children were focussed and made progress through the lesson, and PDrew felt he saw mathematicians not children.

6.17 **DV challenged** that in literacy and spellings in KS2 it was not as high as it should be and what was being done to address the issue. LR responded that there had been a staff meeting regarding new spellings and it was a big hill to climb. It will be monitored in books and addressed at the next staff meeting.

6.18 Personal Development and Behaviour – **PDrew challenged** why exclusions had been made. LR confirmed that 3 separate 3 day fixed-term exclusions had been made and was due to behaviour not being acceptable. There had been violence towards staff and it had to be taken to the next level. This all happened in the Autumn term. LR reassured Governors that the situation was being dealt with.

6.19 There have not been any exclusions in this term. A 1:1 TA has been employed and several referrals have now been made for support and these have helped. The school had to follow procedures. It has escalated as the child has now moved on to self-harming and social services are now involved. A referral has been made to the Alternative Provision College. A TAC meeting has been arranged for next week. Think family are also involved. It has frustratingly taken a long time to get services involved but we have been handling it in school. The violence has changed since the Autumn term. There is no violence against children. Restraint techniques have been used and all staff involved in doing so have been trained on how to restrain. It has been emotionally and physically draining for all members of staff involved.

6.20 LC asked due to the exclusions last term, if it was to escalate again would there be a knock on effect to the number of days the child would be excluded. LR stated that if it was more than 5 days in one block or 40 days in one term then the

Governors would have to get involved in the matter. Every time exclusions are made we have to send the information to the fair access point and they provide help. A letter is sent to the parent each time exclusion is handed out and the parent can appeal and the letter gives them details of how to do so.

6.21 Rev Paul stated that although he had not witnessed any violence he had witnessed the child in class and saw that LR and other staff are all doing everything possible and was impressed with how the situation was being handled.

6.22 RB stated that the restraint episodes must take its toll on the emotions of the staff involved.

6.23 LR - The police have been called on a number of occasions and PC Keeley has been very supportive. The local PCOS are hard to contact as mobile's never go through but PC Keeley has suggested calling 999 if the situation gets out of hand.

6.24 PDrew stated that it was a concern that as the child got older that the child would become more of a danger. LR is making sure services are getting involved sooner rather than later as we cannot have that issue. We are getting advice on how to get the child on a statement to get more help, and after attending a local Heads briefing recently it showed that we were in a better position than other schools and were getting more help.

6.25 RB felt it was good having Jill Dyson in school as she has lots of contacts and expertise.

6.26 DV asked if anything positive had come from road safety. LR replied that yes it had, we currently have an active parent involved and they are helping move things along. We will be having new zig zag lines painted, and we are currently looking into getting a crossing control system in place. JBailey stated that he was totally perplexed why it had taken so long to re-open the path by the Leisure Centre as people are being forced to walk down a small narrow path to get to school. LR replied that we have made enquiries and that we are not at fault. The Leisure Centre has stated that they will re-open the path once work has been completed.

6.27 DV – The council have £100k to refurbish pathways so they should have no excuses to not do it. This money has been held back by the developers and the Council have had 7 years to spend it and time is now running out. They are looking at installing a car park as one option, and we maybe need to contact the council with a proposal to put a pathway along our perimeter. If they do not spend the money it goes back to the developers so maybe we need to be proactive to get it spent.

6.28 PDrew suggests putting together a working party to look into the issue and form a plan. DV and RB agree to be part of the working party and will meet with the Parish Council.

6.29 The School Development Plan now includes the Autumn review. There is a brief outline included and the key action plan document has been sent out alongside it. DV suggests that maybe it needs to be more analytical and show evidence. LR stated that because we do not have the levels at the moment it is hard to put the data in, but it is building up and will be included.

6.30 PDrew suggested adding the 'so what' test to the document to help show what we are working on.

6.31 DV commented that although it is a school document it is useful for Governor's to have for when Ofsted visit.

6.32 LR stated that the paragraph from leaders in the headteacher's report provides more detail outlining to what is being done in the School Development Plan.

6.2) LA Visits reports

6.2.1 These visits took place on the 1st December and 13th January. The reports give a summary of Debbie's visit and the work done with subject leaders. It is felt that it all reads well.

6.2.2 Another visit that was held on the 5th November has been discussed at a previous meeting but LR wanted to include the report tonight with the other reports

<p>for reference.</p> <p>6.2.3 Visit report dated the 27th November is in relation to the progress meeting and is the most important document for Governors to read and digest.</p> <p>6.3) Requires Improvement journey document</p> <p>6.3.1 A folder has been put together for governors so that they have the relevant information to hand and is user friendly.</p> <p>6.3.2 It has been kept to one page per Ofsted priority and shows all actions put in place, the impacts they are having and what we will be doing next. It is also being given to Team Leaders and staff so everyone knows what has been put in place.</p> <p>6.3.3 All additional things that have been put in place have been listed that were not shown as a priority but felt we wanted to work on.</p> <p>6.3.4 DV felt it was a useful document for Governors to have and will be a key item for when Ofsted visit.</p> <p>6.3.5 Julie Jewell has read through and feels as a Governor it would be extremely useful.</p> <p>6.3.6 RB stated that Governors needed to be very clear on the journey the school has been on and the positive outcomes and impacts that have been made.</p>	
<p>6.4) Updates to parents</p> <p>6.4.1 RB felt that it is not just about staff and Governors but is also about involving parents in our journey. RB will write to parents on behalf Governors to tell them about our story so far. A draft letter will be done and circulated to Governors and ideas will be welcome for changes before the next FGM and after then it will be sent out to parents. RB is quite confident it will be validated by parents experience and they will see what has been done.</p>	<p><u>RB</u></p>
<p>7. Feedback from Governors training – 16th December 2015</p> <p>7.1 Clare Landsley attended on the 16th December to give training on 'preparing Governors for an Ofsted visit'. A power point was given out on the evening. It was a very positive session and there were parts in the meeting we knew what she was talking about and were already doing. The evening made us as a Governing Body look at what we were doing and the impact it was having.</p> <p>7.2 DV felt it was useful to see the different levels of inspections.</p> <p>7.3 Slide 2 was a useful one for Governors to know as it is the 3 key functions of the Governing Body.</p> <p>7.4 The activity sheets from the evening are to be scanned and input onto the GVO so all Governors can see. It will also be emailed out to Governors.</p> <p>7.5 A slip has also been given to Governors to complete on what they feel is the main strengths of the school and will be discussed at the next FGM.</p>	<p><u>JH</u></p>
<p>8. Headteacher appointment</p> <p>8.1 Originally Stephen McCully could give us half a week of his time in the lead up to the end of the summer term to come into school but because he is a Year5/6 teacher at his present school it is now unlikely he will be able to be released.</p> <p>8.2 Jill Dyson has agreed to be in school for 3 days a week as an interim Headteacher in LR absence.</p> <p>8.3 There are some important decisions that Stephen McCully needs to be involved in so RB will arrange for him to come into school at some point.</p> <p>8.4 The maternity cover for Deputy Headteacher post needs to be completed and will need to be advertised internally as soon as possible.</p> <p>8.5 RB will invite Stephen to the interviews but if he is unable to attend then they will still continue.</p> <p>8.6 We need a Headteacher for 5 days so we cannot rely on Jill Dyson fully and need to find cover and have someone as a named contact.</p> <p>8.7 The contract for Jill needs to be completed.</p>	

<p>8.8 LR stated that if no one was interested internally then it would need to be advertised externally so the pressure was on to get the vacancy posted.</p> <p>8.9 RB felt it was relatively easy to do so and should not be an issue, LC, RB & LR will meet to complete.</p> <p>8.10 RB will arrange with Stephen for him to come over after school one afternoon to meet Governors, staff and Jill Dyson.</p>	
<p>8.11 There are lots of practical issue to resolve prior to him starting and we want the transition to be smooth and do as much as possible leading up to Stephen starting in September.</p>	
<p>9. Policies to be reviewed/approved</p> <p>9.1) Admissions Policy</p> <p>9.1.1 Rev Paul stated that to bring us in line with new legislations the policy had to be amended and now clarifies lots of things including the over subscription criteria. Most appeals that schools fail on are due to Governors failing to operate their policies effectively so this has been looked into.</p> <p>9.1.2 JBailey stated that with regards to the over subscription criteria he was under the impression that provisions were in place for armed services families. Rev Paul clarified that there used to be but it was now not part of the new policy.</p> <p>9.1.3 Distance was discussed at great lengths and it could be argued that it was a bit fairer to where people lived now.</p> <p>9.1.4 There were no responses after it was circulated to parents and the general public during consultation. Indicated figures received are that we should be within our par over the next 2 or 3 years. So Over subscription may not be an issue.</p> <p>9.1.5 The proposal is for the FGB to accept and adopt the new Admissions Policy. It is unanimously agreed to adopt the policy.</p>	
<p>10. Information and Routine Matters</p> <p>10.1 Racial Incidents</p> <p>None</p> <p>10.2 Complaints</p> <p>None</p> <p>10.3 Safeguarding</p> <p>10.3.1 This was discussed earlier in the Headteacher's Report</p> <p>10.3.2 PDrew stated that LR and CW were going through the safeguarding audit very thoroughly. PDrew had a meeting with CW to go through the safeguarding and child protection policy.</p> <p>10.3.3 LR stated that a page had been set up on the school website specifically for safeguarding and child protection.</p>	
<p>11. Chairman's Actions</p> <p>11.1 RB will accompany DV to talk to the Parish Council about the access issues.</p> <p>11.2 RB will send out an expression of interest to staff for the Deputy Headteacher post.</p> <p>11.3 RB will write to TA's.</p> <p>11.4 RB will draft an update to parents letter about the improvement journey and send to Governors prior to sending out.</p> <p>11.5 DV asked other Governors to think about if they knew of anyone that would be willing to join the Governing Body in September as there may be some spaces to fill.</p> <p>11.6 Alan Corbett has given three names as possible replacements for when he steps down.</p> <p>11.7 RB confirmed that once Ofsted have visited he will be stepping down as Chair of Governors.</p> <p>11.8 MS and JBailey both confirmed that they will also be stepping down.</p> <p>11.9 RB felt that Governors should keep in mind what skill sets are needed for the Governing Body, and Rev Paul stated that the Diocese only approved Foundation</p>	

Governors after we have shown what skills they have.

11.10 Construction, building, knowledge and financial knowledge are all skill sets that we would look for in any new Governors. A piece will be put in the school newsletter asking parents if they would like to join the FGB when spaces become available.

Next meeting Date: Thursday 28th April 2016

Chairman's Signature

