

SUTTON BENDER C of E PRIMARY SCHOOL
 40 Chestnut Road, Sutton Benger, Chippenham, Wiltshire SN15 4RP

**MINUTES OF THE REGULAR FULL GOVERNING BODY ('FGB')
 MEETING (TERM 4) HELD ON**

Thursday 23 March, 2017
 7.05pm – 9.25pm
 AT SUTTON BENDER PRIMARY SCHOOL

| Members Present | Initial | Position |
|---------------------|---------|---|
| James Passmore | JP | Governor (Parent) – Co-Chair of Governors |
| Katie Brown | KB | Governor (Foundation) – Co-Chair of Governors |
| Ursula Scott | US | Governor (Staff) – Executive Head |
| Louise Pitman-Jones | LPJ | Governor (Staff) – Associate Head |
| Daisy Broomfield | DB | Governor (LA) – Chair of Teaching & Learning |
| Joan Cocker | JC | Governor (Foundation) – Chair of Ethos** |
| Alison Love | AL | Governor (Foundation) |
| Daniel Robertson | DR | Governor (Foundation) |
| Rebecca Dennis | RD | Governor (Foundation)* |

| Members Absent | Initial | Position |
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| Tom Whittingham | TW | Governor (Foundation) – Vice Chair of Governors |

| In Attendance (non-voting) | Initial | Position |
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| Simon James | SDJ | Clerk to the Governing Body |
| Mrs Melanie Knight | MK | Guest – Parent Governor Appointment Pending |

- * Left meeting at 7.10pm due to sickness.
- ** Left meeting at 9.05pm.

Distribution of Minutes to:
 Governing Body, Governors' Admin Folder FOUR (Vol II);
 Governors 'Minutes' page on School website;
 Governor Portal.

Key:
 Key Decisions and Actions agreed at this meeting in **bold**.

Governor Questions are highlighted in **blue font**.

The meeting was quorate.

FGB Chair – Mrs Katie Brown (deciding vote)

The meeting opened at 7.05pm.

SECTION ONE
PART A – STANDARD ITEMS

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| [01] Opening Prayer | Action: |
| [01] The meeting began with a prayer led by KB. | |
| [02] Welcome, Introductions and Apologies for Absence | Action: |
| [01] KB greeted all governors to the FGB and welcomed MK who had agreed to seek Foundation Governor status from the Diocese. | |
| [02] KB enquired as to whether any apologies of absence had been received by the Clerk. | |
| [03] SDJ confirmed that TW would not be attending the meeting - this absence was noted and accepted by the governors. | |
| [03] Register of Business Interests, Code of Conduct, and Disqualification Declaration | Action: |
| [01] Governors present confirmed that they had no business interests to declare against any items on the agenda. | |
| [04] Governing Body Membership | Action: |
| <i>This meeting minute should be read in conjunction with Enclosure E04 'NGA Governing Body Skills Audit'.</i> | |
| <u>Board Vacancies</u> | |
| [01] KB stated that the governing body continued to actively seek new governors to fill current vacant roles, and that a number of conversations were taking place. It is hoped that a number of interested parties will agree to join the board. | |
| [02] JP noted that the Co-Chairs were aware of their need to fill board vacancies as quickly as possible; but that it was imperative we recruit individuals with the necessary skills and behaviours the board needs to deliver our functions effectively. JP added this led nicely into his request for all governors to complete the latest NGA Governing Body Skills Audit (Enclosure E4) [ACTION POINT]. | A01 [ALL] |
| <u>Membership Changes</u> | |
| Mrs Katie Brown | |
| [03] KB confirmed that since the last FGB in November 2016, Matthew Woodville had resigned, and that this meant that his link governor roles would need to be reassigned. | |
| [04] KB noted that her reappointment as a Foundation governor had been approved by the Diocese. | |
| Mrs Louise Pitman-Jones | |
| [05] LPJ noted that her term of office expired in September, and that she felt it would be a good opportunity for another member of staff, who is not part of the Senior Leadership Team (SLT), to join the governing body. US added that not only is this good CPD, it provides for staff representation on the board. | |
| [06] SDJ noted that a Staff Election would need to be undertaken, and that this process would need to be initiated in early June. SDJ confirmed that the term of office for all governors is four years, as per our Instrument of Government. | |

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| <p>Mr James Passmore</p> <p>[07] JP noted that his term of office expired in November and whilst accepting that a Parent Governor election would take place, he would be standing for a second term.</p> <p>[08] SDJ noted that a Parent Election would need to be undertaken, and that this process would need to be initiated in early October.</p> <p>Mrs Joan Cocker</p> <p>[09] JC noted that her term of office expired in December, and that she would be considering between now and then whether to seek reappointment. KB stated that JC was an extremely valuable member of the board, and brought with her a great wealth of knowledge and experience. KB hoped that she would continue in the role.</p> <p>Mr Daniel Robertson</p> <p>[10] DR noted that he would unfortunately be leaving the governing body, at the end of the academic year, due to family commitments.</p> | |
| <p>[05] Ratification of the Minutes of Previous FGB Meeting</p> | <p>Action:</p> |
| <p><i>This meeting minute should be read in conjunction with Enclosure E01 'Approved Meeting Minutes from the FGB Meeting held on January 26, 2017'.</i></p> <p>[01] The Governing Body accepted the meeting minutes of the FGB held on January 26, 2016 as a true and accurate record, and this was signed by the Co-Chairs of Governors (RESOLVED).</p> | <p>Clerk</p> |

PART B – ACCOUNTABILITY AND MONITORING

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| <p>[06] Ratification or Notification of School Policies</p> | <p>Action:</p> |
| <p><u>For Ratification</u></p> <p>Admission Policy 2018-19</p> <p>[01] MK noted a minor inaccuracy in the policy. Subject to the necessary amendment, the policy was ratified by the FGB (RESOLVED).</p> <p><u>For Notification</u></p> <p>[01] Computing [02] English [03] Intimate Care [04] Mathematics [05] PE & Sport [06] Music [07] Appraisal [08] Transgender guidance [09] School English fluency requirements [10] School sickness absence management [11] SOSR dismissal [12] Teachers redundancy pay policy [13] Governors Allowance [14] School Charging</p> <p>[02] All policies were duly noted by the meeting.</p> <p>[03] DB asked a question in respect to the number of policies the school currently maintained, and whether this number could be reduced.</p> | <p>Clerk</p> |

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| <p>[04] US stated that SLT could look to reduce the number, but that especially with “subject” policies, such as English and Mathematics these are useful documents when undertaking periodic reviews. US agreed to review the latest version of the Policy Matrix to identify policies which may be consolidated or removed [ACTION POINT].</p> | <p>A2[US/LPJ]</p> |
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PART C – GOVERNOR BODY TRAINING AND DEVELOPMENT

| [07] Governor Succession Planning | Action: |
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| <p>[1] KB referred to Item [04] above, reiterating that the Co-Chairs continued to actively seek new governors to fill the three vacant roles (1 x Foundation; 2 x Parent).</p> <p>[02] DB noted that with the resignation of a number of governors over the past six months, the T&L committee were under resourced from a governor perspective.</p> <p>[03] KB stated that with MK’s appointment, her skills would be a good fit on the T&L committee, although MK would have an invitation to visit other committees and join them if she had a particular interest in the functions undertaken by them.</p> <p>[04] JC noted that Ethos would also benefit from additional governors.</p> <p>[05] JP acknowledged that we are four governors down and that a number of committees are under-resourced. We are actively recruiting for replacements and a number of conversations with interested individuals continue. It is hoped that within the next few weeks we will be able to announce appointments.</p> | |

PART D – STRATEGY AND VISION

| [08] Ofsted Questions Discussed by Committees | Action: |
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| <p><i>This meeting minute should be read in conjunction with Enclosure E06 SEF; E07 Note of Visit; E08 Headteacher’s Report (Term 3 & 4); and Document D6 “What Questions Governors might be asked by Ofsted Inspectors” (as referenced in Item 11 of the Meeting Minutes from the FGB Meeting held on January 26, 2017’).</i></p> <p>[01] KB referred back Action A5.12 of the governing body meeting minutes in January and an action on all committee chairs to review the questions set out in the document within their committees, and to inform the board at this meeting of the answers (or where answers can be found).</p> <p>VFM Committee</p> <p>[02] JP stated that the questions assigned to VFM (primarily in respect to Pupil Premium and PE Sports Premium Funding, the amount received, its impact, where it has and has not made a difference) had been extensively discussed within the last committee meeting and that US had taken an action to be able to demonstrate to governors where they can to obtain this information.</p> <p>[03] US confirmed that all answers to the questions posed could be found on the schools website under the web page specifically established to provide information on Pupil Premium Funding (found under SEND/Vulnerable Learners Information) and PE Sports Premium Funding (found under PE Sports Premium Funding). Information available included the impact of the funding, what the funding has been used for, and where and where it has not made a difference.</p> | |

[04] US continued that to ensure that the information on these web pages are sufficiently detailed to comply with our statutory obligations, a website audit has been scheduled with an external third party to check that we are compliant. US noted that whilst the information is available, the material is under assessment (in accordance with annual review requirements).

A3[US]

[05] JP asked whether US could bring along to the next full governing body meeting in May copies of the documents / information found on the website. US agreed to provide copies to all governors [ACTION POINT].

[06] DB (SEN Governor) noted that she had now met with Mrs Jill Kelsey (JK) (SENCO) twice following her appointment to SEN Governor and did notice in respect to "interventions" a lack of information on those which had been undertaken. DB asked a question to US/LPJ as to whether this information was readily available.

[07] LPJ stated that the school had changed the way it recorded "interventions" and that this type of information was now held with class teachers, but that the data is fed back to the central tracker maintained by SENCO. LPJ agreed to meet with JK and check summary reports and tracker to ensure that all data is captured [ACTION POINT].

A4[LPJ]

[08] JP noted for clarification that to all these questions governors are looking for concise simple answers so that they can use the information in support of their role and where necessary provide confidence to parents, carers, etc. that the school monitors and records important data in order to self-develop.

[09] Meeting had a general discussion on Pupil Premium Funding including SLT's responsibility for deciding where the funding is used, and the assessment tools it employs to identify the needs of (and the impact it has made on) vulnerable learners.

[10] KB reiterated the need for information of Pupil Premium to be readily available on the website, with more detailed stats available to the governors so that they can fully understand the position.

Staffing Committee

[11] US noted that in respect to the question regarding "training quality and impact" the Headteacher's Report (a standing agenda item on the FGB meeting agenda) provides comprehensive information to governors on SIDP training targets, training development and the impact this has had on the pupils, school, etc.

[12] JC asked a question to US/LPJ as to who checks that no one slips through the training net.

[13] LPJ stated that SLT monitor staff training, which includes teaching assistants, and again report this to the governors via the Headteacher's Report.

Ethos Committee

[14] JC stated that answers in respect to questions on pupil attendance, behaviour and bullying are also to be found on the Headteacher's Report.

[15] LPJ added that in respect to pupil attendance the school had a visit from the Education Welfare Officer this week and had received positive feedback on the processes we have in place to record lateness.

LPJ continued that the metrics employed allowed us to identify lateness patterns and for reports to be issued to class teachers so that, for instance, they could approach parents at this weeks parent consultation evenings.

Governing Body

[16] KB noted that in respect to the questions assigned direct to the governing body surrounding school self evaluation, its main strengths, and areas for improvement governors should look towards the latest Note of Visit ('NOV') and the School Self-Evaluation Form ('SEF').

[17] Meeting had a general discussion on the SEF and its primary purpose as a self evaluation tool, allowing the school to record its ongoing cycle of review and planning, in summary format. US/LPJ stated that the SEF had been reformatted to provide a more concise and succinct working document for governors, capturing key points, strengths, priorities, and identifying sources of evidence.

[18] Governors complimented US/LPJ on the document noting that it was extremely useful. It allowed them to understand the schools improvement activity and was seen as an invaluable tool in the schools self-evaluation process.

Effectiveness of Leadership and Management

[19] KB advised governors of a draft document being produced by US in respect to the evaluation of the effectiveness of our leadership and management, following a discussion with Steve Riley (SIA) at one of his recent visits – KB asked US to expand.

[20] US stated that our SIA had suggested that we review our leadership and management descriptions in the SEF following a change in "language".

[21] US continued that she had drafted a grid type document which would allow us to review our evaluations in that area. Where we need to amend, changes should be clear and concise, and identify where new sources of evidence are required.

[22] KB stated that many conversations throughout the evening had broached Ofsted and what it would expect – this is because we are all mindful of the fact that a visit is imminent, given the last assessment was in May 2009. KB continued that may be the case, but aside from this, we can not sell short the importance of self evaluation as a crucial part of the schools ongoing cycle of review and improvement planning, and we must ensure that we continue to implement measures to improve and make the school the best it can be.

[23] US noted that it may be sensible to discuss "leadership and management" at the governor/staff planning evening on May 25.

SEF

[19] KB asked whether the governors had any further questions on the SEF.

[20] DB noted that the SEF is really clear and captures the key points. DB continued that she did however have a question in respect to the level of KS2 pupils achieving a good level of development in 2016 - our percentages appeared to be below the Wiltshire average. Did this therefore convey an area of strength?

[21] LPJ agreed that this was a good point and that she will look at redrafting the section to remove this anomaly [ACTION POINT].

A5[LPJ]

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| <p>[22] KB stated that she had a query regarding the current Year 6 predictions for reaching the expected standard and that writing is predicted to be 70%, compared with 87% achieved in 2016. Can US/LPJ provide any thoughts?</p> <p>[23] LPJ advised that there were a number of factors, including the fact that the cohort had arrived into Year 6 at Level 1 with their writing not as developed as last years group. The school is now employing better moderation processes to provide more valid and accurate judgements.</p> <p>[24] LPJ continued that the school now employed tools that allowed SLT to closely monitor a pupil's progress, and identify much earlier where additional support is required.</p> <p>[25] US noted that this will prevent the situation we have witnessed where we have little indication of issues until pupils reach Year 6, and catch up is just not possible - progress must be made throughout the school years.</p> <p>[26] JP concluded the discussion, acknowledging the time and effort that US/LPJ had given (and continued to give) to the SEF. In a number of areas the picture was improving and therefore he hoped that we could, where we have sufficient evidence, move a number of judgements to 1.</p> | |
| <p>[09] Governor Development Plan (GDP) & NGA Twenty Questions</p> | <p>Action:</p> |
| <p><i>This meeting minute should be read in conjunction with Enclosure E09 Governor Development Plan (GDP)</i></p> <p>[01] KB referred to the redrafted GDP. KB noted that in order to review our performance as a governing body, the GDP is vital document at all FGB's, helping to drive the board to achieve and maintain outstanding governance.</p> <p>[02] KB asked governors if they felt if the current content of the document was going in the right direction.</p> <p>[03] Meeting discussed necessary changes, KB agreed to produce a revision [ACTION POINT].</p> <p>[04] JP referred to his updated NGA Twenty Questions document and the subsequent RAG classification to all questions. JP to issue document to all governors [ACTION POINT]</p> | <p>A6[KB]</p> <p>A7[JP]</p> |
| <p>[10] Self Evaluation Form (SEF)</p> | <p>Action:</p> |
| <p><i>Please refer to Item's 08.16 to 08.21 above.</i></p> | |
| <p>[11] Strategic Partnership Working Group (SPWG)</p> | <p>Action:</p> |
| <p>[01] Meeting had a general discussion on the academisation agenda and the structure and content of the forthcoming meeting on April 4, 2017 at Minety CE Primary School, between all the six schools in the Hobbes Alliance, and representatives from the Diocese of Bristol Academy Trust ('DBAT') Board. The meeting agenda to include a discussion on all the recent changes, and enable the Hobbes Alliances to be given the opportunity to collectively investigate future opportunities with DBAT.</p> <p><i>Further content from this item is included in Section 2 Part F - Schools Confidential Section</i></p> | |

PART E – OTHER

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| [12] Other Business | Action: |
| <p><i>JC left the meeting at 9.05pm</i></p> <p>Governor Email</p> <p>[01] JP/KB reiterated to all governors that governor email addresses must be used for all board related work. Governors should not be using personal email addresses when undertaking governing body activities.</p> <p>[02] LPJ agreed to check with GHS that all governor email addresses have ben activated and new starters have accounts created [ACTION POINT].</p> | <p align="center">A8[LPJ]</p> |
| [13] Dates and Times of Future Meetings | Action: |
| <p>[1] Confirmation that the next meeting will be on May 25, 2017 (6.30pm), which will incorporate the governor / staff development evening – food to be served at 6.00pm</p> <p>[2] Future Meetings: Term 6 – Jul 13, 2017</p> | |
| [14] Schools Confidential Section | Action: |
| <p><i>See Section 2 Part F (Strategic Partnership Working Group (SPWG)).</i></p> | |


Meeting adjourned at 9.30pm.

Signed for and on behalf of
THE GOVERNING BODY OF SUTTON BENDER C OF E PRIMARY SCHOOL

Signature 

James Passmore, Co-Chair of the Governors

Date *25/05/17*

Signature 

Katie Brown, Co-Chair of the Governors

Date *25/05/17*