

CHRIST CHURCH C of E PRIMARY SCHOOL, CLIFTON
Meeting of Full Governing Board

Term 2 2018-19
28th November 2018
Minutes

Attendance

Governors present:

Guy Adams (Appointed Governor) (GA)
 Anneliese Crabb (Parent Governor, Chair) (AC)
 Chris Duncan (Appointed Governor, Vice Chair) (CD)
 Liz Gray (Local Authority Governor) (LG)
 Georgina Harford (Community Governor) (GH)
 Clare Jones (Headteacher) (CJ)
 Vikki Richardson (Staff Governor) (VR)
 Amar Shah (Parent Governor) (AS)
 Neil Shepherd (Foundation Governor) (NS)
 Axel Walther (Co-opted Governor) (AW)

In Attendance:

Tamara Jordan (School Business Manager) (TJ)
 Gregor Campbell (Deputy Head) (GC)

Apologies:

Lynne McAleavey (Clerk) (Sick)
 Sarah Blakeston (Parent Governor) (SB)
 Jayne Coller (Foundation Governor) (JC)
 Tom Skirrow (Parent Governor) (TS)
 John Green (Appointed Governor) (JG)
 Jess Baum (Parent Governor) (JB)
 Paul Langham (Foundation Trustee) (PL)

Governors in attendance: 11/19
 Governing body quorum = any one third (rounded up to a whole number) of the total number of governors holding office at the date of the meeting. **It was noted that the meeting was quorate.**

Challenge from Governors **Action**

Item	Minute	Action
1	<p>Introduction</p> <p>The Chair welcomed everyone to the meeting and apologies were accepted as listed above. There were no new business interests to declare.</p> <p>The Governors congratulated Tamara and the office team for a successful financial audit</p>	
2	<p>Report on previous actions and minutes approval</p> <ul style="list-style-type: none"> • Previous FGB minutes were agreed • Committee ToR was discussed in F&R committee meeting; they will be discussed at the T3 TLA meeting with any changes being brought to the T3 FGB. GA asked if this should be the responsibility of the Committees? It was agreed that it was • Social event for T2 was postponed to T3/T4 • Gov/staff mince pie network event has been arranged for 12th December 	TLA/ FGB

	<p>Teaching, Learning & Achievement Update</p> <ul style="list-style-type: none"> • Governor-subject leader links - it was AGREED to keep named subject governor the same where possible for continuity (Jess to review hers – wellbeing and Art and Design). Some teaching staff have been allocated new subject leadership roles. Need new governor for Art – GH has volunteered. T3 for visits. CJ to publish list of teachers and subjects. Visits are seen as valuable by teaching staff. • School improvement officer visit (Wendy Ward) ½ day visit is funded by LA. This recent visit involved an analysis with SLT of school performance data. AS questioned whether WW had enough time in the school to carry out her monitoring? CJ responded the term 2 visit is a review of school performance data, in term 4 WW will visit for a whole day with a teaching and learning focus. <p>GA: Asked a question about the behaviour and attitude of the current year 6 pupils. CJ responded that this cohort, whilst there had been some new joiners seem settled and ready to learn.</p> <p>NS: Asked if WW saw this? CJ responded that WW will do a learning walk during the term 4 visit.</p> <p>Report to be circulated by CJ when received. Key points:</p> <ul style="list-style-type: none"> ○ CJ provided narrative to explain the 2018 performance data. WW satisfied that this is mainly due to cohort characteristics and not symptomatic of the school but the school are analysing pupil attainment and progress. ○ The demographic of children at Christ Church School is always changing due to mobility in the local area ○ It was noted in WW report-praise for Vikki for EYFS analysis ○ There will be stability and consistency in the year 1 provision going forward ○ Phonics in 2018 (79%) compared to 2017 (100%), due to EAL intake ○ Maths subject leaders presented Maths action plan to WW. CC is part of maths hub with lots of training and access to SLE focussed on maths – great resource and already led to a review of calculation policy which is due for roll out to staff in T3 ○ CJ to attend Fair Access Panel meeting ○ Next visit will focus on: SEN provision and disadvantaged children. ○ NW24 put in and won joint school improvement project funding for disadvantaged children etc. At planning stage – TJ was involved in bid writing. 4 core schools to be used to trial project and then learning will be rolled out to remaining schools. <p>Headteacher's report</p> <ul style="list-style-type: none"> • There has been a significant number of parents looking round on the tours for September 2019. This is positive; visitors were interested in the facilities, after-school provision, visitors commented on our strong reputation and no mixed age groups. 	
3	<p>Attendance - progress with policy development</p> <ul style="list-style-type: none"> • TLA suggest a working party to progress the policy and make bespoke to CC. Plan to bring proposed policy to FGB in T3. • Communication to the parents when new policy is introduced that previous forms are no longer valid and new forms are required from date X - suggested by AC • BCC consultation closes end of Nov. 	

	<ul style="list-style-type: none"> No feedback to date from parents 	
5	<p>Finance Committee Update</p> <ul style="list-style-type: none"> The annual financial audit is complete and accounts have been distributed to Governors, Trustees and Diocese for approval. The accounts were presented to the FGB for approval – two small amendments were made as a result of the Diocese meeting. Tamara explained the accounts to the meeting It was NOTED that it was a clean audit – no management points noted The end of year financial position was as expected after the restructuring; the auditors agreed that the school is in a stable position for now. AW asked how much the restructure cost? TJ reported £35K in total split between 4 redundancies AW asked if the benefits of the restructure are being seen? – the school has been pleased to recruit some good teaching assistants and Katie Holland, SENDCo, has been able to start a good programme of interventions. The school is still looking to recruit 1 x mornings only TA and 2 x 1:1 SEN support TA. Whilst waiting to recruit the right members of staff into these roles, the school is using qualified staff through an agency. This was budgeted for. Accounts approved by FGB. Budget: potential surplus, fighting to get growth funding that we were promised. Growth funding – the school is still pursuing a resolution to this with the new Bristol Director for Education, Alan Stubbersfield. CD, CJ and TJ to meet with Mr Stubbersfield to present the school’s position. GA noted that there may be a legal issue and he will help as required. Also, there is a three-month limit to challenge the decision – CD will action. 	CD/GA
6	<p>Health & Safety Report</p> <ul style="list-style-type: none"> The Government RPA (insurers) are due to conduct a H&S audit on the school on 15th Jan. TJ and the office team are preparing for the audit; cover caretaking has been employed (while BA off sick) to ensure daily/weekly/ monthly premises checks continue to be carried out. TJ (and BA if he returns from absence) are due to attend a 2 day IOSH (Occupational H&S) training course on 4/5th December. TJ ensuring that items raised in the Delegated Services H&S audit in June are being completed before January. Perimeter fence – one of the H&S issues raised by DS and other external parties is the low height of the playground perimeter fence. The school have had quotes to replace the 1m high railing with 1.8m high. The school have also applied for and been approved a Certificate of Lawfulness from the Local Planning Authority to carry out the works in a conservation area and to a listed wall. The Diocese as land owners have also approved the works. These are likely to go ahead around Easter time. 	TJ

8	<p>Policies for Approval</p> <ul style="list-style-type: none"> • Finance and Authority Levels policy – some minor amendments following issue of latest Academies Financial Handbook. <ul style="list-style-type: none"> ○ GH – asked whether skills gap audit had been done for this year? – AC: replied no, but we will return to it in term 4 when we start succession planning etc. ○ Policy APPROVED by majority • Disciplinary policy <ul style="list-style-type: none"> ○ AS – asked if employees at the school have a social media clause in their contract? Staff sign up to code of conduct and relevant policies when they sign their contract. ○ TJ and GA have added a mediation item to the policy ○ Policy APPROVED by majority 	
9	<p>Dates of Meetings</p> <ul style="list-style-type: none"> • AC has created a Doodle poll to get the preferred/most convenient days/times for all. So far, 17 have completed Doodle poll and the results are alternate Mondays and Wednesdays: Term 3 is Monday and Term 4 is Wednesday • Dates to be sent in advance 	AC/LM
A.O.B.	<ul style="list-style-type: none"> • GH has been unable to access Governor Hub • PTA Xmas Party 14th Dec • Gov/staff mince pies and mulled wine 12th • Xmas church service 20th • CC Marathon – circuit of the school is 250m equivalent to 169 laps, agreed in principal • Georgina to write to PTA to thank them – send to CJ 	GH
	<p>Action List</p> <ul style="list-style-type: none"> • TOR to roll over to next meeting of TLA agenda and then to bring it back to FGB Term 3 with any proposals for changes • School improvement report to be circulated by CJ when ready • Growth funding – CD to arrange meeting with BCC • Dates of future meetings to be circulated in advance AC/LM • GH to write letter of thanks to PTA 	TLA CJ CD AC/LM GH
	Meeting ended: 9.00pm	