

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 25th February 2016
at 5.00 p.m.

Present: Mark Back (Chair), Rachal Daniels, Martyn Giddens (Headteacher), Teresa Goble, Kathy Strulo-Brooks, Emma Warwick, Jo Whitmore, Liz Wylie, Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** The meeting was quorate
2. **Apologies:**
Katie Blood – school commitment
Rhiannon Jones - illness
Mo Marsh – Council meeting
Garry Meyer – illness
3. **Consideration of apologies:** All apologies were accepted
4. **Appointment of Associate Member**
The appointment of Mark Dally as Associate Governor was approved and Mark was welcomed to the meeting
5. **Notification of A.O.B:** Parking
6. **Declaration of Interest:** None
7. **Minutes of last meeting**

The minutes of the meeting of the Full Governing Board on Thursday 19th November 2015 were agreed, subject to correcting the spelling of Rachal Daniels and signed by the Chair

a) Matters arising

(i) Remit for Staff Link Governor

MG has met with KB for initial discussion. A further meeting will be held with particular reference to the format for exit interviews. It was suggested that HR at Brighton and Hove should be consulted concerning a standard format.

(ii) Link Governor Visits

The Governors Visit planned for 23rd February 2016 had been cancelled due to lack of response. This will be rearranged.

Concern was expressed that the regular individual meetings of Link Governors with their subject / focus leaders were not happening. During discussion, it became clear that MG had not been made aware of the previous system, while governors and clerk had assumed that he knew of it, resulting in several conversations at cross purposes. The following points were made:

- These are important in ensuring that governors are closely in touch with developments within their subject areas
- They help maintain the close relationship that has been built up between the governors and the school
- The number of meetings across the year should be determined by the focus concerned – some areas need more regular input than others
- While still having the opportunity to use the full Governors' Visits to check on individual areas, individual visits should continue

MG undertook to put together a draft timetable to enable Link Governors to set appropriate dates for their visits from Spring 2 onwards.

(iii) Anticipated maths results

MG will present a report at the next meeting, based on B&H grading judgements.

(iv) Evening sessions for parents

This had been discussed at a previous meeting when the HT and SLT were asked to look at possibilities for including working parents who find it difficult to attend parent consultations and events. Following discussion, the following was agreed:

- Parents should be asked in the parents' questionnaire if they would be interested in attending evening events
- It should be made clear that these could only be considered if a very significant number showed a committed interest
- Attendance at the forthcoming parent consultations will be monitored with a view to informing decisions about timing for future meetings

8. Minutes of sub-committees

These had been circulated prior to the meeting and matters arising / comments / questions requested.

9. Matters arising from sub-committees

- (i) Curriculum 28/1/16: the SEN Policy had been finalised and sent out to governors with the minutes

This was approved by the Full Governing Body.

10. Headteacher's Report

This had been circulated prior to the meeting and questions and comments invited:

- Attendance is still low – why is this?
There has been a lot of illness this term, but work still needs to be done on attendance generally
- Why are authorised absences so high?
Medical appointments have also been significant in number
- Why the fall in the number of pupils eligible for free school meals?
The traveller families, who were eligible, are currently not on roll pending moving to a permanent site
Some funding has been clawed back to take account of the number of FSM eligible children who actually had a school meal on Census day – this will be monitored in future

- The new leadership arrangements where Mark Dally, Deputy Head, leads Years 5 and 6, while Rhiannon Jones leads Years 3 and 4, are proving successful
- Has the evaluation of the Success Criteria and Milestones worked well? Yes. This will be updated in April
- What is the timing of the recruitment process for new teachers? The adverts close the Monday before the end of term, with interviews early in the Summer Term
- There have been several enquiries re the advertised vacancies already and MG is confident that a strong team will be in place in September
- MG assured governors that great care will be taken over arrangements for staffing in Year 6 in the summer term, with a parents meeting scheduled to keep them informed and reassured about the changes
- Growth Mindset has been relaunched and is looking very exciting with children being encouraged to be – and to recognise they are being – resilient, co-operative, curious, etc
- Governors were invited to look at the summary of the Parent Survey on the school website and bring observations to the next meeting
- MG stressed the need to be aware of the potential impact of falling rolls. Currently, it is likely that the school will maintain a two year entry for Reception in September with an intake of approximately 45. However, the lower numbers will have a significant impact on funding and therefore on possible staffing levels
- The children are enjoying the intake of teaching students from Brighton University
- How are the students being deployed? Currently they are working in pairs with small groups
- Will they work with different year groups? No, the University has stipulated which year group each student is to work with
- Funding from this project will be put towards subsidising school trips

11. Prevent Duty

A document from B&H concerning Prevent Duty was circulated prior to the meeting.

MB urged governors to follow the guidance to familiarise themselves with the school's responsibility in this area.

It was pointed out that this is not solely about protecting vulnerable children from radicalisation, important though that is. It is equally important to challenge extreme views in any area.

MG reported that staff are vigilant in observing, recording and following through on any inappropriate behaviour or language, while weekly assemblies are held on "Around the World", aimed at increasing cultural awareness and awareness of important events in the news

- Do the staff know about the Prevent Duty
They practise it, but MG will ensure that they know about it under that specific title
- It is important to use a "light touch" with pupils when tackling this subject
- The important thing is that pupils see staff as approachable and feel able to ask questions and challenge views

12. Governor recruitment (document attached)

GHR reported on progress made in the recruitment framework and asked for the governors' approval to proceed as outlined. This was given but the following points were made:

- Potential candidates should not be discouraged because they do not feel they fulfil the criteria
- A positive recruitment drive should actively encourage parents of new children to the school to consider putting themselves forward.
- Governors should be invited to attend the parent consultation evenings to promote recruitment

13. Training

(i) MB / GHR reported on the governors' training on preparation for Ofsted. During discussion the following points were made:

- The school is overdue for an Ofsted inspection
- As a "good" school, the inspection will be for one day only, unless indications suggest that this assessment should change (either up or down)
- Notice of an inspection will be given at noon on the day before
- It is important the areas of weakness are recognised **and** being addressed and that governors should know about these
- Two people should be qualified in safeguarding (level 1). RD confirmed that she and MM have undergone this training. She has also attended equalities training
- Governors were asked to be ready to meet with inspectors as part of the inspection process

GHR will send annotated copies of the presentation out to all governors.

(ii) LW reported on the Governors' Conference where the keynote speaker was Martin Kaliszewski who presented and gave intricate breakdowns of data on Closing the Gap – the results were very interesting.

John McKee, Deputy Head at Patcham High, spoke on Grit and Resilience which had interesting parallels with Growth Mindset at a later stage.

Tabletop discussions looked at ways different schools were tackling the issue of Closing the Gap

- (iii) Governors pointed out that the timing of the evening training offered by B&H was difficult; it would be more helpful if it started a little later, allowing for family commitments. GHR was asked to pass this comment on
- (iv) It was suggested that Bevendean Governors could combine with governors from another school for more intensive training. This will be considered by the Chairs' committee at their next meeting

14. Clerk's matters

- (i) B&H e-mails are now largely in use with one or two issues remaining on passwords. GHR texts governors to remind them to look
- (ii) A reminder about the use of the NGA website – it is extremely useful

15. A.O.B

(i) Parking

There had been a misunderstanding about the letter to parents re parking and it had not been sent out. This will be rectified and it will go out. Since the police have recently been taking an interest, the timing may well have maximum impact

The school caretaking staff have been putting out cones by the Nursery entrance which has improved matters in the short term. A quote has been received for the installation of retractable posts and this is being considered

- A letter has been drafted (attached) which will be sent out to all parents

16. **Date of next meeting:** Thursday 26th May 2016 at 5.00 pm

There being no further business the meeting closed at 6.40 pm

Action points from FGB meeting held on 19th November 2015

Action	By	Person responsible
A reminder from last minutes: any governor who wishes to attend School Council to contact MG	ASAP	All
A timetable re Link Governor visits to be drafted	ASAP	MG
Summary re anticipated maths results	Next meeting	MG
Parent questionnaire to include question re evening meetings	With next questionnaire	MG/SLT
Attendance at parent consultation to be monitored	15/17 March 16	MG and SLT
Governors to look at results on parent questionnaire on website	ASAP	All
Recruitment for new governors to proceed including positive drive aimed at new parents	ASAP	GHR / KSB / KB
Annotated presentation re Ofsted training to be sent out	ASAP	GHR
Comments on timing of training to be fed back to B&H	ASAP	GHR
Joint training with other governors to be considered	21/3/16	Chairs' committee
Parking letter to be sent out	ASAP	MG