

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 24th September 2015
at 5.00 p.m.

Present: Mark Back (Chair), Katie Blood, Rachal Daniels, Martyn Giddens (Headteacher), Teresa Goble, Rhiannon Jones, Mo Marsh, Garry Meyer, Kathy Strulo-Brooks, Emma Warwick, Jo Whitmore, Liz Wylie, Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** The meeting was quorate
2. **Apologies:** None
3. **Consideration of apologies:** N/A
4. **Current membership of Governing Body**
The Clerk reported that, following reconstitution, the governing body comprises 12 members with 2 vacancies
5. **Appointment of Chair and Vice Chair**
 - Mark Back had indicated his willingness to stand again for the post of Chair. In the absence of any other nominations, he was deemed elected
 - There had been no nominations for the post of Vice Chair. At the meeting, Rachal Daniels and Jo Whitmore agreed to be nominated as Joint Vice Chair and were duly elected
6. **Notification of A.O.B:** None
7. **Declaration of Interest:** None
8. **Business Interests Register**
A declaration form was circulated and signed at the meeting. New governor, Garry Meyer, and Headteacher, Martyn Giddens signed original individual forms
9. **Minutes of last meeting**
 - a) The minutes of the meeting of the Full Governing Board on Thursday 16th July 2015 were agreed and signed by the Chair
 - b) Matters arising
 - (i) Dates of future meetings
MB, MG and GHR had discussed dates for the FGB meetings, taking into account governors' commitments elsewhere given at the last meeting, and agreed that the meetings would continue to be held on Thursdays with the following dates for the year:

19th November 2015

25th February 2016

2nd June 2016

14th July 2016

The dates for committees will be decided by the committee members. A full schedule will be circulated as soon as it is agreed.

(ii) Approval of Joyce Owen as Associate Member re panels

This was approved

10. Headteacher's Report

a) General report

The report had been circulated before the meeting. MG explained that he will use this format for future reports, thus accumulating information throughout the year within one document.

Under Section 5, he reported that the work on the water tower has now been completed and flooding problems have been dealt with.

b) Ofsted update – priorities of School Development Plan

MG made a presentation to the meeting (attached). He made the following points:

- An additional priority has been added: V.L.E. Learning Platform – this will link to the new website
- Assessment without levels will be challenging, particularly in the early stages
- Milestones will be included with Success Criteria to ensure the school is “on track”
- The “Why” section in the SDP will be populated with historic school information and data
- Bevendean is currently judged as “good” and will therefore be given a one day inspection. However, at any stage during that day, counter indications in any area could mean that the inspection would be extended
- Ofsted will inspect under different headings (see page 5 of report). MG will report under these headings at each meeting
- MG was asked how Section 3, Personal Development, Behaviour and Welfare is monitored. He explained that there is not a checklist but monitoring is incorporated into all aspects of the school. Further questioned as to what evidence can be presented to Ofsted, he cited the SEF, pupil questionnaires, school council notes and said it is important to keep abreast of conversations with staff, parents and pupils, watching for potential issues

Governors stressed the importance of being ready to demonstrate such evidence

- The school website is being redeveloped and will be audited to ensure it meets Ofsted requirements
- MG will participate in Ofsted lesson observations, ensuring that they receive a balanced view of the teacher in question
- Ofsted should be seen as an opportunity to celebrate the school's achievements and successes

- The updated guidance from B&H on attendance is pushing for schools to initiate penalty notices; it is likely all schools will start to do this

Discussion followed on this point with the following questions / comments being made:

- What is currently being done?
Notices are not being issued but requests are required in writing with the HT meeting parents to discuss individual cases
- What numbers are involved?
There have already been several requests, with some parents simply notifying the school as they take the children away
- How would a decision to initiate a penalty notice be arrived at when it concerns persistent late arrival?
Each case would be considered separately, looking at what issues might be contributing to the lateness and seeking ways to help remedy the situation
- Because of the local demographic, this will be difficult for many parents
- Holiday absences can have a significantly detrimental effect on children's progress
- For some children the effect could be beneficial
- Parents should be given warning of the new policy which, in itself, must be very clear and consistent
- How does this affect traveller pupils?
Unless they can be legitimately entered on the attendance register under the T code, they will come under the same requirements
- Support for affected families could be crucial

The governors agreed this should be referred to the Curriculum Committee on 8th October 2015 for a decision

11. Code of Practice for Governing Body 2015 - 2016

A copy of the Code of Practice, revised to incorporate new government regulations on transparency, had been circulated. This was approved by the Governors.

12. Terms of Reference for Full Governing Body and sub-committees

These has been circulated before the meeting and were approved, subject to the following alterations (alteration / additions in red):

- a) FGB – Membership – 2nd paragraph:

The number of co-opted governors who are members of staff (including the staff governor and Headteacher) shall not exceed one third of the membership of the Governing Body

- b) FPP – Personnel – 7th paragraph:

Monitor the effectiveness of the school's policies for ~~whistleblowing~~ confidential reporting and managing allegations against staff

- c) Curriculum

The Curriculum committee were asked to clarify the requirements for quoracy and report back to the FGB

A governor expressed concern that responsibility for Pupil Premium is covered by both committees, with the possibility of overlap and confusion. It was explained that the FPP committee has responsibility for the way the funding is spent and looks at value for money, while the Curriculum committee looks at the effectiveness of the interventions and strategies funded in terms of outcomes and progress.

It was agreed that it is very important to be able to demonstrate the effective use of this funding and its benefit to the pupils directly involved as well as to the school as a whole.

13. Membership of Committees

A draft list of proposed membership of committees had been circulated before the meeting and was agreed subject to the following

- Jo Whitmore and Liz Wylie to join the Curriculum Committee
- Gerry Meyer to attend both committees with a view to making a decision on which one to join

The revised list is attached.

14. Link Governors / Governors' Visits

MG had drafted a revision of the Governors' Visit form which was circulated before the meeting. He suggested that, while visits would have a specific central focus, they should also incorporate scrutiny and awareness of other areas – this is reflected in the revised form. Link Governors could link the main FGB visits with their specific responsibilities.

FGB visits are scheduled for: Thursday 5th November 2015 – am
 Tuesday 23rd February 2015 – am
 Friday 22nd April 2015 - am

Governors asked for clarity on individual visits: there has previously been an expectation that Link Governors will make independent visits twice a term. It was agreed that this would be clarified and discussed at the next FGB meeting.

15. Skills Audit

Governors worked in pairs to complete their skills audit. An analysis of these will now be conducted with a view to establishing what skills might be required to fill the current Governor vacancies.

16. Child Protection Issues

This will be a regular item on the agenda.

MG reported that there are currently no issues to report. He confirmed that Margot Little, as SENCO, continues to hold responsibility for this area and conducted a training session with the whole staff at the beginning of the term.

17. E-mail addresses

All Governors will now be required to use B&H secure e-mail addresses for governor business. GHR is working with Penny Hajduk to ensure this is accomplished by half term; she will chase the people concerned.

18. School Website / Governors' Page

GHR reported she had updated the Governors' page on the website in line with government regulations. Governors will be approached for relevant personal information to be published as part of this.

19. Chair's correspondence

MB asked that governors consider undertaking training as recommended in the recent e-mail from B&H Governor Support. GHR will recirculate the e-mail. He also stressed the value of the National Governors Association (NGA) website as a source of information and advice. All Bevendean governors should have access to this – please contact GHR if you are unable to access it.

GHR was asked to find out from B&H if a replacement training session on Pupil Premium has yet been planned.

20. Clerk's matters

None

21. A.O.B

JW reported that interviews for Deputy Head are to be held on 15th October 2015 with shortlisting on 8th October 2015. There has been considerable interest in the post. She asked that any governor interested in helping on either date should let GHR know.

22. Date of next meeting: Thursday 19th November 2015.

There being no further business the meeting closed at 6.45 pm

Action points table on next page – please read

Action points from FGB meeting held on 24th September 2015

Action	By	Person responsible
Meeting dates schedule to be circulated following decisions by FPP and Curriculum committees	After meetings on 8th October 2015	GHR
Curriculum Committee to discuss and decide on Attendance Policy re penalty notices	8th October 2015	Curriculum Committee
Curriculum Committee to clarify the requirements for quoracy and report back to the FGB	8th October 2015	Curriculum Committee
Link Governor visits procedure to be clarified and discussed at the next FGB meeting.	19th November 2015	MG / FGB
Skills audit forms to be analysed and gaps identified	ASAP	GHR / KSB
Use of B&H e-mail addresses to be fully implemented	October half term 2015	GHR / PH / governors concerned
Governors to be asked for details for webpage	ASAP	GHR
e-mail from B&H re training to be recirculated	ASAP	GHR
Governors to contact GHR re access to NGA website	ASAP	Governors / GHR
Query re replacement training session on Pupil Premium	ASAP	GHR
Updates re anticipated maths results for this year be brought to future meetings (b/f from previous meetings)	Ongoing	
Consideration to be given to conducting evening sessions for parental involvement (b/f from previous meetings)	Ongoing	MG and SLT