

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 8th December 2016
at 5.00pm.

Present: Mark Back (Chair), Teresa Goble, Sidonie Kenward, Mo Marsh, Emily Winslade (EJW), Katie Blood, Martyn Giddens (Headteacher), Mark Dally (Associate Member), Andy Thomas (Clerk); Katie Botting (observer).

Apologies: Jo Whitmore,

Not Present: Andrea Septei, Rachal Daniels.

1. Quoracy of meeting

The Chair opened the meeting.

The required quorum was six Governors. The meeting was therefore quorate.

2. Apologies/ attendance list

An attendance list was circulated and signed. Apologies had been received from Jo Whitmore. Andrea Septei and Rachal Daniels were not present.

3. Consideration of apologies

Apologies were duly accepted.

The Chair welcomed parent Katie Botting who had expressed an interest in becoming a Governor. The Chair emphasised the need for confidentiality, which was noted. At the Chair's request she agreed to leave the meeting before item 15.

4. Current membership of Governing Body/ vacancy filling

It was noted that there were currently vacancies on the Governing Body for two Parent Governors, one co-opted Governor and the Staff Governor. It was agreed that measures to fill these would be taken forward in the New Year, beginning with the parent governor vacancies. **ACTION - AT**

5. Declarations of Interest

There were none declared.

6. Minutes of previous meeting(s)

a) *Minutes of meeting held on Thursday 15 September 2016*

The minutes of the meeting of the previous Full Governing Body meeting had been circulated. It was agreed to change Emily Winslade's reference from 'EW' to 'EJW' to distinguish her from a previous Governor. **ACTION - AT**

b) Approval of minutes

Subject to the above change, the minutes were agreed and would be formally signed by the Chair in due course.

c) Matters arising from above

- (i) *Homes of Multiple Occupancy*: It was noted that this was ongoing and was a significant issue. The Local Authority was actively engaged in the matter. It was agreed that planning applications/ council action should be publicised. **ACTION - MM**
- (ii) *School photocopiers*: It was reported that three Ricoh units had now been installed and were working well. Financial savings were expected to be realised.
- (iii) *Teachers at FGB meeting(s)*: It was agreed that teachers would be invited to the next FGB meeting. **ACTION - MG**

7. Minutes of sub-committees

Minutes of the Finance, Personnel & Premises (FPP) Committee meeting on 15 September 2016 had been circulated in advance and were noted.

8. Matters arising from sub-committees

a) After school club (FPP)

The external "School's Out" provision would be starting on-site in January 2017. Low numbers were anticipated to begin with but it was hoped that these would grow. ***In response to a question it was confirmed that Ofsted regulation was not required due to the low numbers of children attending.***

b) Policy reviews (FPP)

The following policies had been circulated in advance of the meeting:

- *Dignity and Respect at Work*
- *Health and Safety*
- *Model pay*
- *Safer Recruitment*

It was emphasised that this was an opportunity for information and comment. The policies were due to be reviewed at the next FPP meeting. **ACTION - AT**

9. Headteacher's Report

MG presented the detailed report which had been circulated prior to the meeting with associated documentation. The following key issues were highlighted:

- *Lessons observations*: All completed.
- *Performance management*: Targets set.
- *Governors Visit*: This had taken place on 24 November.
- *Anti-bullying week*: This had been held and had been a success. The school council had been involved.
- *SLT changes*: Under review.

- *School self-evaluation:* Underway and would be reported to the Curriculum Committee in due course.
- *Maths:* There was a 'big push' ongoing on this issue. The maths lead would be available to attend a meeting of the Curriculum Committee.
- *Engagement with parents:* The monitoring of attendance was ongoing. It was noted that this was an important school target.
- *House system:* This was going from strength to strength. The respective captains took pride in their role and could be relied upon. They had been involved in the Governor Visit.
- *Attendance:* This was positive and JW would report to the FPP Committee as required.
- *Learning mentor:* Capacity was under review and was due to increase to 3 FTEs from January. There would be more therapeutic timetabled support.
- *Floor standards:* Noted and Governors were asked to raise any issues with MG outwith the meeting.
- *School uniform:* Following the introduction of the House system it had become apparent that compliance was inconsistent, in particular in relation to footwear. The policy specified plain black shoes/ trainers and some pupils were wearing items with non-black logos. It was noted that being 'over strict' may result in less learning time. Following discussion it was agreed that a discretionary approach would be taken. The policy would be re-iterated and, taken affordability issues into account, parents asked to ensure that the next pair of shoes/ trainers purchased were compliant. An item would be placed in the newsletter accordingly. **ACTION – MG**
- *Nursery numbers:* The number was down to 24 children and 10 applications had been received. The intention was to extend nursery opening to the latter half of the week, employing an agency teacher to cover. There were 12 children signed up for the latter part of the week. The position was looking positive. Pamphlets had been issued to parents but it was noted that those parents present hadn't seen these. This would be followed-up. **ACTION - MG**

MG was thanked for his report.

10. Finance Report

This area would be considered at the next meeting of the FPP Committee.

11. Link Governor reports

(i) *EYFS visit - 23 November*

EJW's report of her visit had been circulated in advance of the meeting. The following were highlighted:

- It was noted that language literacy was below the national average and that there was a gender differential, with boys tending to under-achieve.
- ***A question was raised about staff resources in this area given additional responsibilities recently allocated. It was noted that a member of staff was available when required and that this would continue to be advertised in class newsletters. The Headteacher would continue to monitor and evaluate resources at SLT level . ACTION – MG***

- In respect of children with allergies it was reported that some concerns had been raised from a parent about adjustment provisions. It was noted that a full strategy was in place. Transition meetings had been held and the SENCO had taken on H&S issues. It was agreed that MG and EJW should meet to address any particular issues. **ACTION – MG/ EJW**

12. Governors' Visits

EJW's data/ RAISEonline report from her participation in the Governor Visit on 24 November had been circulated in advance of the meeting. EJW reported that it had been a positive experience. The Learning Walk had been valuable and the enthusiasm of the teacher had been evident. Equally it was apparent that the pupils were engaged and excited. Her conclusion was that things were going well and that the school was well managed.

It was also reported that good progress was being made on ECaR. Additional Pupil Premium money had been well spent and effective. The Launchpad was also working well.

Finally it was noted that SK had a visit due on 12 December with MD as Deputy Head.

13. Training

It was confirmed that Governors were booking on to training courses as required. It was noted that details of training available from the Local Authority was being issued from Governor Support and was available on the 'BEEM' website.

14. Policies

a) Parent behaviours

It was reported that there had been deterioration in parent behaviour standards and a number of incidents had occurred. This matter was covered in part by the Dignity At Work policy however there was at present no discrete policy on parent behaviour. A draft of such a policy had been circulated in advance of the meeting. MB and AT were thanked for sourcing this.

It was noted that the Local Authority had indicated that it did not have a model policy in this area and was not aware of any schools with their own policies. If a school policy was approved a letter would be issued to parents/ carers and the policy placed on the website.

It response to a question about what could be causing the deterioration in behaviour, it was stated that the school was becoming more aware of incidents and there had been three particular cases of abusive and threatening behaviour by parents. It was noted that many parents were coping with difficult circumstances and financial constraints, which may be factors.

Following a discussion about the relative merits of a policy and/ or code of conduct; whether signs in the school would be advisable in addition; possible amendments to the draft to avoid ambiguities/ interpretation issues; the need for enforcement arrangements; and practical steps to launch any policy, the following was agreed:

- A policy and procedure should be established.
- The GB should reflect on the issues raised in the discussion. **ACTION - Govs.**
- The matter should be revisited at the next meeting. **ACTION - AT**
- Appropriate amendments to the draft to be considered.
- Discussion by the SLT should take place. **ACTION - MG**

At this point Katie Botting left the meeting.

15. Chair's Correspondence

a) Letter from staff

It was reported that an 'anonymous' letter from staff to MB had been received and circulated in advance of the meeting. This expressed concern about a particular incident of unacceptable parent behaviour. The recommendation was to take no further action as it may inflame matters, but that the situation should be monitored. The parent concerned had not been to the school in the meantime. It was noted that the individual concerned had mental health issues.

Following discussion, it was agreed that further action was required. It was felt that the school should make it clear that such behaviour was not tolerated. There was a potential safeguarding issue involved and the incident in question had had a big impact on the school and its staff.

It was agreed the parent concerned should be invited to the school for a discussion and be offered the opportunity to be involved in the development of the Parent Behaviours policy [item 14 refers]. **ACTION - MG/ SK**

It was noted that a response to the staff letter had been taken forward on an informal basis.

Reference was made to other incidents of abuse by parents/ carers.

b) 'Mr P'

Reference was made to MB's letter to a parent, 'Mr P', following a further and separate incident of abuse against school staff. The letter had been circulated in advance of the meeting. In response to the letter the parent had been in touch to request a meeting with MB. The issue was linked to a holiday having been taken in term time and a resulting Fixed Penalty Notice (FPN).

Contact had been made with the parent regarding a meeting but it had not been possible to agree a date. It was agreed that a meeting should be arranged for the New Year. **ACTION - AT**

It was reported that the Local Authority had made the decision to issue the FPN but had referred the parent to the school. This had caused confusion. The letter from the school to the parent had been based on LA advice. It was felt that it would be preferable for the LA to take total authority for FPN decisions it made.

Following discussion it was agreed that LA representatives should be invited to the next meeting to facilitate a full discussion. **ACTION - MG**

Finally, the view was expressed that this further incident underlined the need for a Parent Behaviours policy [see item 14]. The GB reaffirmed its commitment to supporting the school and its staff and taking appropriate action on such matters.

c) Headteacher leave of absence

A request for a leave of absence had been received due to family reasons. This had been authorised by the Chair. MD would be the Acting Headteacher during the period in question.

d) Collaboration Agreement

An approach had been received from Moulsecoomb Primary School concerning a possible collaboration arrangement. It was agreed that the letter should be circulated to the GB for information and comment. **ACTION - AT**

It was noted that the role of the Unity Partnership would need to be taken into account.

16. Clerk's matters

a) Website

Action was underway to update the school website with Governors' profiles and photographs. A template profile had been circulated for Governors' use. It was agreed that:

- The profile template should be reissued and the use of existing ID photos checked. **ACTION - AT**
- Governors should submit profiles for publication on the website. **ACTION - Govs.**

b) School play tickets

A notice had been issued to the GB regarding Governors' allocation of school play tickets over the Christmas period. It was agreed that responses should be submitted by 11am the next day. **ACTION - Govs.**

c) Personal e-mail accounts

Governors were reminded that, for security/ data protection reasons, personal e-mail accounts should not be used for Governing Body business. This was noted.

17. AOB

a) Items notified in advance (5 days notice required)

No items had been notified.

b) Emergency items (requiring advance discussion with the Chair)

There were no items.

18. Date of next meeting – Thursday 30th March @5.00pm

The next meeting was confirmed for Thursday 30th March 2017 at 5.00pm.

There being no further business the meeting closed at 6.56pm.

***** Please see Action Points from this meeting on the following page**

Action points from FGB meeting held on 8th December 2016

Action	By	Person responsible
1. Address GB vacancies	Spring 2017	AT
2. Make amendment(s) to previous minutes	Next meeting	AT
3. Publicise HOMS developments	In due course	MM
4. Invite teachers to next FGB meeting	Next meeting	MG
5. Refer 4 x policies to next FPP Committee meeting	Next FPP	AT
6. School uniform policy to be included in parent newsletter as per discussion	In due course	MG
7. Check distribution of nursery pamphlet	In due course	MG
8. Consider EYFS resources	As required	MG
9. Consider any issues around pupils with allergies	As required	MG/ EJW
10. Consider draft parent behaviour policy	Next meeting	Govs.
11. Above to be tabled for next meeting	Next meeting	AT
12. Above to be discussed by SLT	As required	MG
13. Parent displaying unacceptable behaviour to be invited in for a discussion and involvement in policy development	New Year	MG/ SK
14. Arrange meeting with parent 'Mr P'	New Year	AT
15. Circulate Moulsecoomb collaboration letter	In due course	AT
16. Recirculate website profile template and check use of photos	In due course	AT
17. Submit website profiles	In due course	Govs.
18. Submit requests for school play tickets	11am on 9th Dec 2017	Govs.