

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Monday 17th July 2017

at 5.00pm.

Present: Mark Back (Chair), Rachal Daniels, Sidonie Kenward, Jo Whitmore, Juliet McCaffery, Emily Winslade, Katharine Winks, Martyn Giddens (Headteacher), Mark Dally (Associate Member), Eugene Arnold (prospective new Governor), Adrian Strange (prospective new Governor), Andy Thomas (Clerk).

1. Opening Remarks/ welcome to KW and observers

The Chair opened the meeting and welcomed those present, including KW who had been elected as Staff Governor; and EA and AS who had submitted applications for Co-Opted Governor [item 11b]. EA and AS were thanked for attending as observers.

2. Quoracy of meeting

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

3. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Teresa Goble (childcare), Mo Marsh (ongoing Mayoral duties) and Katie Blood. It was reported that Katie Blood had tendered her resignation as LA Governor following her appointment as Headteacher at another school. The GB thanked her for her service and expressed good wishes for the future. Action would be taken to appoint a replacement. **ACTION - AT**

4. Consideration of apologies

Apologies were duly accepted.

5. Declarations of Interest

None were declared.

6. Minutes of previous meeting(s)

a) Minutes of meeting held on Thursday 25 May 2017

The minutes of the meeting of the Full Governing Body meeting on Thursday 25th May 2017 had been circulated.

b) Approval of minutes

The above minutes were agreed and duly signed by the Chair.

c) Matters arising from above (not covered elsewhere on the agenda)

Unity Partnership collaboration agreement

It was confirmed that the Clerk had contacted the Unity Partnership regarding taking this matter forward.

Apprenticeship Levy letter

It was confirmed that the Clerk had contacted the Unity Partnership regarding a collaborative letter.

Flooding

It was reported that some remedial action had been undertaken and that the main works were scheduled to take place over the Summer. It was anticipated that the works would resolve the outstanding flooding issues.

7. Minutes of sub-committees

a) Curriculum, Standards and Welfare – verbal update

EJW referred to the most recent meeting of the Sub-Committee held on 13th July 2017. There had been an excellent presentation on the issue of Safeguarding. This was noted/ welcomed. It was stated that Governors needed to confirm that they had read the 'Child Protection and Safeguarding' policy and the 'Keeping Children Safe in Education' policy. These would be issued to the GB. **ACTION – AT/ Govs.**

It was reported that there was increasing workload pressure on the school Inclusion Manager. It was agreed that this should be kept under review. **ACTION – MG**

Finally it was noted that the Local Authority could sometimes be slow to respond on safeguarding issues due to resource constraints.

b) Finance, Personnel and Premises – verbal update

It was confirmed that the budget and finances were in hand. A new Business Manager had been appointed. A Premises Manager had also been appointed.

It was reported that a sum of £50k on the action plan, from the carry-forward figure, was associated with various required works and new ICT provision.

It was stated that the school was in a better financial position than many others. This meant that it was not necessary for the school to consider staff redundancies during the 2016-17 academic year.

8. Headteacher's Report

General written report

Reference was made to the written Headteacher's report circulated in advance of the meeting. The following key issues were highlighted:

- *SPA visit:* The visit from the School Partnership Advisor (SPA) had been very positive and the outcome was pleasing. The SPA had looked at the Curriculum and met with subject leads.

- *Pupil numbers:* This was down to 249 (279 had been predicted). There were 39 pupils in Reception and 19 in the Nursery (a couple had been lost).
- *Finance:* Due to a relatively healthy carry-forward sum there would be no need at this stage to restructure or consider redundancies. However restructuring would need to be addressed in due course. A letter had been received from the Local Authority placing a cap on further schools being allowed an authorised deficit (15 schools were in this position so far). In future schools would be 'on their own'. The letter would be circulated to the GB for its attention. **ACTION – MG/ AT**
- *'Lunch Bunch':* This initiative had been a great success in dealing with behavioural issues. The playground was now a calmer place. Thanks were expressed to the SLT and staff.
- *Site Manager:* The new Site Manager was due to take up post in September. This would represent a good resource for the school.
- *Interim Business Manager:* Thanks were expressed to Jane Harrower, interim Business Manager, for her excellent work.
- *Staffing:* Two staff were due to return from maternity leave. Deployments were being discussed.
- *Year 5 & 6 residential trips:* These had been enormously successful.

The following questions were asked:

- ***What was the position regarding the recruitment of a new permanent Business Manager?*** No-one had been appointed from a first round of interviews (4 interviewees). A good and experienced person had subsequently been appointed to the role. The interim Business Manager would conduct a full handover.
- ***Had 'Lunch Bunch' impacted on pupils other than those with behavioural issues e.g. with difficulty in making friends?*** This was confirmed. Again it had been a huge success.
- ***What did 'BILT' [contained in the written report] stand for?*** This stood for the 'Behaviour, Inclusion and Learning Team'.

MG was thanked for the above report.

a) SDP – school priorities 2016/17 (including data/ SATs)

MG made a PowerPoint presentation on this issue. The relevant SDP document had been circulated in advance of the meeting.

Key Priorities had been set around progress and data. These had been RAG (Red, Amber, Green) coded and reviewed against success criteria. The 7 Priorities were reviewed as follows:

- *KP1: Writing*
Noted.
- *KP2: Maths*
There had been greater emphasis on formal written methods. Reference was made to the first Year 6 SATs paper.
- *KP3: Engagement and communication*
Engagement and communication with parents had been taken forward. Further work was required on Governors' involvement in this. Data had been

collected in relation to parents' attendance at school events. Attendance was higher towards the end of the year and for reading events. Governors were welcome to attend. There was further discussion about attendance levels. Work had been undertaken on engagement with upper school parents and efforts in this area would continue.

- *KP4: Moderation*
Lots of work had been done. The process had been successful. The new Curriculum was noted. The aim was to achieve 95% of expected progress. Further information was given regarding EYFS Progress Data.
- *KP5: Progress of pupils - boys/ SEN*
Assessment was based on EYFS data, which was a difficult basis on which to operate. Measuring progress from year group to year group was not reliable and was akin to 'comparing apples and pears'. In-year progress was monitored. This was low for boys/ SEN. Work would need to be continued in the following year in relation to boys, SEN and disadvantaged pupils. Class mixing had taken place for some years. Consistency needed to be improved.
- *KP6: Closing the Gap*
Work was ongoing to close the attainment and progress gaps between various groups. Again consistency needed to be improved. Outcomes were closely monitored. EYFS and Pupil Premium data was outlined. This was currently below the national average. KS2 SATs tests were not as good as expected, with Maths being a particularly weak area. Eight pupils who had been expected to pass had not done so. One particular paper was at issue. In some cases pupils were only a few marks short of a pass. Remarks had been requested in both Maths and Reading. Appropriate evidence was being submitted. The SATs results had been disappointing – but was it right to 'teach to the tests'? Further detail was given regarding an 'overview of achievement' from Key Stage to Key Stage. The pattern was one of low progress by boys and SEN/ Pupil Premium children. Two new classes were being set up for the following year to address this, with staff redeployed accordingly. In-year expected progress data was good. It was agreed that the relevant data would be circulated to the GB. **ACTION – MG/ AT**
- *KP7: Attendance*
There was a range of measures in place. The efforts of JW in the post of designated Attendance Officer were acknowledged. Term-by-term attendance data was outlined. Overall attendance was at around 95% over the year. There was a dip at present due to Summer holidays.

The following questions were asked:

- ***On KP5 would Ofsted accept the 'apples and pears' analysis regarding year-to-year progress?*** This was confirmed, subject to necessary evidence. Suitable evidence was available for the previous year.
- ***On KP6 what was the national average figure referred to?*** This was in the high 70s%. An overview of achievement had been undertaken. The floor standard was 65%. Some pupils were above this, and some below. Further data was outlined as per the presentation document.
- ***With reference to KP6, was the new Curriculum more advanced?*** This was indeed the case. It was considered that this was some 9 months more advanced, which equated to something more like 12 months at Bevendean. Efforts were ongoing to address the new Curriculum. An appropriate evidence base was being maintained.

- ***On KP7 was it the case that the new October two week break was not being used by families for holidays as an alternative to taking pupils out of school in the Summer?*** This was confirmed. Families were continuing to take their children out of school for Summer holidays. It was noted that it would be costly to enjoy a holiday in a warm climate during the month of October. The policy did not seem to be working.

b) School priorities 2017/18

MG made a PowerPoint presentation on this issue, outlining a number of issues including:

- School priorities, issues and 'headlines'.
- A gap analysis on Reading, Writing and Maths.
- Science moderation and levelling needing to develop.
- Age related expectations.
- 'Teaching to the test' – yes or no?

There was a general discussion on school priorities for 2017/18, during which the following issues were identified/ suggested – interventions; Maths; 'Diminishing The Difference' (Closing the Gap); and Attendance.

The following school priorities were recommended by MG:

- *Maths and English: Progress and Attainment (groups and gap analysis).*
- *Whole school: Interventions.*
- *Quality First Teaching (a Learning Culture).*
- *Performance Management of all staff.*
- *ICT: Skill development for all stakeholders.*

With regard to interventions, MD reported that the school was changing the structure of the day through:

- Shorter breaks.
- Shorter assemblies.
- Teachers conducting interventions instead of attending assemblies.

The following questions were asked:

- ***Should financial awareness/ management be included as a priority given the current school funding issues?*** This was not felt appropriate as the priorities would be included in the SDP, which was a public document. However finance and/ or required restructuring would be an operational priority for the school. Engagement with parents regarding school finance had been undertaken and this would be followed up.
- ***Rumours had been circulating within the community concerning the possible closure of the school and plans for the site. What was the position on this?*** The school had received an assurance from the Local Authority that there were no plans to close the school.
- ***Could the above be included in the school newsletter?*** This would be looked at. **ACTION – MG**

- **Regarding the reported changes to the school day, how would the school ensure that teachers not now attending assemblies were instead conducting interventions?** This would be timetabled and monitored.
- **Would establishing performance management for all staff as a school priority result in a significant increase in workload?** This was already in any case in place for teachers. There would not be a massive impact, but it was an important aspect. Appraisal would incorporate 3 objectives.

The priorities recommended by MG were agreed.

9. Link Governors

a) Reports

A number of reports had been circulated in advance of the meeting. These were noted.

b) SEN Link

It was agreed that JM would adopt this role. **ACTION – AT**

10. Safeguarding

Covered under Item 7a (Curriculum, Standards and Welfare Committee). It was agreed to circulate to the GB the Inclusion Manager's report to that meeting. **ACTION – AT**

11. Current membership of Governing Body/ vacancy filling

At this point EA and AS were asked to leave the meeting [with reference to Item 11b].

a) Governor recruitment

It was confirmed that a formal nomination process in respect of the one Parent Governor vacancy would take place in September 2017 [see also Item 11b]. **ACTION – AT**

b) Co-Opted Governor applications

A number of expressions of interest in respect of the current two Co-Opted Governor vacancies had been received, and applications invited by 8 June.

Applications had been received from EA and AS. These had been circulated to the GB in advance of the meeting. Following discussion the applications were approved. **ACTION – AT**

It was noted that EA was a parent and that, if no nominations were received for the Parent Governor vacancy [see Item 11a], a possible transfer from Co-Opted to Parent Governor status could be considered. **ACTION – AT/ EA**

c) Chair and Vice Chair nominations

Nominations had been requested by 24th August. **ACTION – Govs./ AT**

12. Policies

a) School website

Policies had been updated on the school website. The Clerk would update the Governors' area. **ACTION – AT**

13. Chair's correspondence

There were no items of correspondence.

MB expressed thanks to the GB for its support for him during his tenure as Chair. He also expressed thanks to members of school staff and teachers.

14. Clerk's matters

There were none.

15. Programme of meetings 2017/18

It was proposed that the next meeting be scheduled to take place on *Thursday 21st September at 5.00pm*. This was agreed. **ACTION – AT**

A full programme of meetings for the forthcoming year would be tabled for agreement at the above meeting. **ACTION – AT/ MG/ MB**

16. AOB

a) Items notified in advance (5 days required)

There were no items.

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

The following item had been agreed for discussion in advance of the meeting:

School Fund

It was recommended that the School Fund account be closed and the funds ringfenced within the overall school budget. This would not result in any changes to expenditure but would have the advantage of cutting out visits to the bank and associated auditor fees.

The following questions were asked:

- **What was the source of the money in the School Fund?** This arose from donations and fundraising.
- **Was this normal practice?** This was confirmed – it reflected the arrangements in place in other schools.

There was some further discussion on general expenditure.

In conclusion the recommendation was agreed and:

- I. Governors approved the principle of moving the School Fund into a ringfenced cost centre in the budget share.
- II. After year-end, remaining funds in the Co-Op account would be paid into the budget share.
- III. The Co-Op account would be closed.

ACTION – MG/ Business Manager

17. Date of Next Meeting – 15th September 2017 TBC [*changed to 21st September]

As agreed under Item 15, the next meeting was scheduled to take place on *Thursday 21st September at 5.00pm.**

There being no further business the meeting was closed.

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

Action points from FGB meeting held on 17th July 2017

Action	By	Person responsible
1. Address LA Governor vacancy.	In due course	AT
2. Governors to read safeguarding policies and confirm.	ASAP	AT/ Govs.
3. Keep Inclusion Manager workload under review.	Ongoing	MG
4. Circulate LA deficit cap letter to GB.	Before next FGB meeting	MG/ AT
5. Circulate 'closing the gap' data to the GB as outlined [Item 8a].	Before next FGB meeting	MG/ AT
6. Consider addressing school closure rumours in newsletter.	As appropriate	MG
7. Establish JM as SEN Link.	Before next FGB meeting	AT
8. Circulate to the GB the Inclusion Manager's report to the CS&W Committee.	In due course	AT
9. Undertake PG nomination process.	September 2017	AT
10. Confirm/ establish EA and AS as Co-Opted Governors.	ASAP	AT
11. Consider transfer from Co-Opted to Parent Governor status for EA as necessary.	In due course	AT/ EA
12. Address Chair and Vice Chair nominations.	24 th August/ before next FGB meeting	Govs./ AT
13. Update Governors' website pages.	Before next FGB meeting	AT
14. Issue notice of next FGB meeting.	Before next FGB meeting	AT
15. Table proposed programme of meetings.	At next FGB meeting.	AT/ MG/ MB
16. Close School Fund and transfer funds as outlined.	ASAP	MG/ Business Manager