

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 12th July 2018

at 5.00pm.

Present: Rachal Daniels, Martyn Giddens (Headteacher), Teresa Goble, Hasan Kara, Mo Marsh, Juliet McCaffery, Adrian Strange, Katharine Winks, Mark Dally (Associate Member), Andy Thomas (Clerk).

Apologies: Eugene Arnold, Emily Winslade.

1. Opening Remarks

AS welcomed those present to the meeting.

2. Quoracy of meeting

The required quorum was five Governors. Eight Governors were in attendance and the meeting was therefore quorate.

3. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Eugene Arnold and Emily Winslade.

4. Consideration of apologies

Apologies were accepted.

5. Declarations of Interest

None were declared.

6. Minutes of previous meeting(s)

a) Minutes of FGB meeting held on Thursday 7th June 2018 and EFGB meeting held on Thursday 14th June

The draft minutes of above meetings had been circulated in advance.

b) Approval of minutes

The minutes of the FGB meeting on 7th June were agreed as a true record.

ACTION 1 – AT. The draft minutes of the EFGB meeting on 14th June had been converted to 'PINK' confidential status and would be circulated following the meeting. **ACTION 2 – AT.**

c) Matters arising from above:

- ***FGB Action Points***

It was confirmed that JM and RD would submit Governor Visit reports as soon as possible. **ACTION 3 – JM/ RD.**

- ***EFGB Action Points***

Noted.

7. Minutes of Sub-Committees

a) Curriculum, Standards and Welfare – Thursday 12th July 2018

It was noted that a meeting has been held earlier that day and that minutes would therefore be circulated in due course.

b) Finance, Personnel and Premises Committee – no meetings since last FGB

It was noted that no meetings had been held since the last FGB.

8. Headteacher's Report

MG was invited to deliver his verbal Headteacher's report. This would cover a review of the previous year's priorities and consideration of priorities for next year. The final SDP would be attached to the minutes of the meeting and would be available for the next FGB meeting. **ACTION 4 – MG/ AT.**

a) SDP – school priorities 2017/18 (including data/ SATs)

MG delivered a PowerPoint presentation.

The following were highlighted in relation to the seven school priorities:

- English and Maths: These core subjects had been RAG coded [further information was given].
- Quality First Teaching: Growth Mindset and use of questionnaires. This was at RED status and would be followed up next year [further information was given on Growth Mindset]. Praise and feedback was at AMBER – this would be continued and improved.
- Staff appraisal: All staff were now covered.
- Interventions: These were at AMBER as they ran through the whole year.
- Progress of groups: AMBER risk noted.
- Outcomes for children: AMBER risk noted.
- School Attendance: This was at AMBER. More had been done this year, including embedding the ethos of the importance of being at school.

The following were highlighted in relation to data/ SATs:

- Whole school attainment: Pupils at or above expected levels were 73% reading; 68% writing; 75% maths; 77% science. These figures had risen over the year.
- There were a number of issues to be addressed in Years 3 and 6.
- Writing remained the lowest, but this had gone up significantly from the previous two years.
- The school was pleased with the level of attainment achieved.
- EYFS progress and attainment: The national average for pupils having achieved a good level of development was 71.6% and in BHCC 72.7%. The

school was above both at 73% and compared favourably with other schools. The school was doing well and things were positive. Five years before the figure had been 35%.

- Phonics attainment: 83.7% of Year 1, and 96% of Year 2, had achieved phonics screening. This compared favourable to other schools and the Year 1 figure was above that in BHCC (82.7%). Year 1 data was good and the school was pleased with this. Phonics had improved year-on-year over the last 3 years [further detail was given]. A vulnerable cohort would be closely monitored and the Headteacher's expectations from teachers had increased.
- Year 2 attainment: The two sets of school data were solid [further detail was given]. Reading and writing were good in terms of achieving the expected standard. Year 2 data was above the BHCC average.
- Year 6 attainment: Comparisons between school, BHCC and national averages were set out in detail. The school had done exceptionally well. The school was the 4th highest in BHCC in terms of teacher assessments. An error by the Local Authority in respect of SATs scores had been remedied. Over the last 3 years teacher assessment data had increased. The trend was up.
- SATs data: Comparisons with other schools were set out [and further detail given]. Writing data was the lowest, but overall it was good.
- KS1 progress: Data was broken down into groups. There were high combined expected/ accelerated numbers for reading, writing maths and science. Scores for disadvantaged pupils were also high (although below the whole school average). Progress was really good. SEN pupils were also doing well. All groups were improving across the board (as opposed to interventions affecting scores elsewhere). The data was really positive.
- KS2 progress: Data was broken down into groups. There were strong figures on expected/ accelerated. Disadvantaged/ non-disadvantaged figures were very positive. Girls/ boys figures were good. SEN was really positive. Accelerated progress was however higher for non-SEN pupils. A focus next year would be on high SEN accelerated progress scores.
- Whole school: Data was broken down into groups. The position was good. Girls/ boys figures were good. SEN was good.
- Whole school progress: Data was broken down into groups [details were given]. There had been improvements all round. It was however harder for SEN pupils to make progress. Things were very positive however in relation to SEN. MG posed the question of whether the school needed to continue focussing on particular groups next year.

The following questions were asked:

- ***Were attainment levels above the national average?*** This was school data. National data had not yet been fully published. The floor standard for reading, writing and maths was 65%. Nationally this was 64% and within BHCC 67%.
- ***Were the pupil number demographics the same in comparator schools?*** There was a similar source and demographic.
- ***In relation to phonics attainment over the last 3 years, had the teaching staff changed?*** Year 2 staff had remained much the same, but there had been some changes to year 1 staffing.
- ***Were the same schools being used in each case in relation to comparative data?*** Different schools were being used, but all were from BHCC.
- ***Did SATs represent the key data?*** Yes but teacher assessment data was also published.

- ***Was data on the school website?*** It would be in due course.

b) School Priorities 2018/19

MG asked for the Governing Body's proposals based on the information presented [see above]. The seven priorities for last year had been outlined and were confirmed. There was some discussion and ideas were put forward.

MG reported that the SLT had identified the following 5 priorities for 2018/19:

- *Writing*
- *Maths*
- *Monitoring (with Governor involvement)*
- *Interventions*
- *Attendance*

It was proposed that all priorities would be further broken down into groups: disadvantaged/ non-disadvantaged; boys/ girls; and SEN/ non-SEN.

The Governing Body agreed the SLT's proposed priorities. **ACTION 5 – MG/ AT.**

In relation to monitoring, it was agreed that a Governing Body skills audit should be undertaken in September. **ACTION 6 – AS/ AT.**

c) Cumulative Attendance Data

MG delivered a PowerPoint presentation. The following aspects were highlighted:

- Data broken down by term and cumulative; and with and without travellers.
- Whole school attendance was 95.1%; with travellers 94.4%. This was below the national average/ target of 96%.
- Attendance at weddings used to be a common reason for absence given by traveller families. Now holidays were a common reason. The savings achieved on term-time holidays outweighed any fines incurred.
- A total of 300 school days had been lost this year through holidays on term-time.
- The two-week October half term break had not worked. This controversial change had been in place this year and last.
- There was an unfortunate upward trend in relation to term-time holidays. [A discussion followed, including the possibility of raising the level of fines].
- The possibility of allowing 10 days absence, which would still result in an attendance level of 95%. [Governors rejected this, believing that this would still be exploited].
- Examples of absences and associated reasons given were set out.
- The school had done a huge amount of work on attendance.
- Children enjoyed being at the school – the problem lay with parents.
- There was a general trend across all schools.

Reference was made to the latest Local Authority figures. Since 1st September 2017 there had been 67 Fixed Penalty Notices (FPNs) and 6 more were in progress. Further detail was given. There were lots of unauthorised absences, which were having a negative impact. It was noted that the school Attendance Manager was currently off work.

The following questions were asked:

- **Why was attendance below the national figures?** Travellers were a key factor.
- **Was it the case that the figure without travellers was still 1% below the national target?** This was noted. There was lots of work ongoing.
- **Did the figures given to the Local Authority include travellers?** This was the case.
- **In relation to the 95.1% attendance figure, was the major factor term-time holidays?** The key issues were both this and sickness. An option could be to tackle the latter.
- **Had sick absence been addressed previously?** There was no Attendance Manager in post at present.
- **How many children were from the Indian sub-continent and possibly being taken abroad for female genital mutilation (FGB)?** Numbers were low.
- **Did standard fines apply?** These were set at £60 per pupil, per parent.
- **Did fines go to the Local Authority?** This was the case. This covered administration and no profit was realised. However there was a cost to schools arising from administration, issuing letters and meetings etc.
- **Was the school's Attendance Manager due back in September?** This was subject to confirmation.

It was stated that Attendance data was worse than in the previous year. The trend was for families to take term-time holidays and accept the fines. There was no longer a stigma associated with doing so. There was further discussion on this point.

MG reported that punctuality was also a focus at the school [associated data was presented]. **In response to a question** it was stated that some pupils rendering poor attendance were involved, but there was a mixture. There was some further discussion on the issue.

d) Pro-active School Communications Strategy

The discussion at the previous FGB meeting was noted. It was agreed that this item should be placed on the agenda for the next meeting. **ACTION 7 – MG/ AT.**

e) 'Stop Press' – needle on grounds

There had been a second instance of a needle having been found on the school grounds. There had been a full response and investigation. A 'stop press' had been issued to parents. Parents were happy with how the school had handled the situation.

This further incident hadn't been reported in the media.

Enquiries had been made with the Local Authority regarding bird control on site. It was thought that birds had been responsible for the incidents concerned. There had been a big increase in bird numbers.

Trespassers had been noted on the school roof but it was not believed that they were responsible for depositing the needle.

There was a discussion on bird control and trespassers. It was confirmed that checks/ sweeps of the grounds would continue. As the birds started nesting next year, monitoring would take place and an assessment undertaken of their culpability.

The following questions were asked:

- **Could it be ruled out that trespassers were responsible?** There was nothing to indicate that site security had been compromised. No other possible drug paraphernalia had been found – just a needle and tip; and needle and cover respectively.
- **Had both needles been found in the same location?** No, two different locations were involved. There was a birds' nest above the second location.
- **Were people often on the roof?** This was a rare occurrence.
- **Were the police called in such circumstances?** Any incidents were usually at the weekend. There was CCTV evidence available and staff interventions had also taken place.
- **How many CCTV cameras were on-site?** There were various cameras around the school. More were being added and associated signage would be looked into. **ACTION 8 – MG.**

MG was thanked for the report.

9. Link Governors

a) Reports

Reports were to follow [see Item 6c)].

b) Review

The current list of Link Governors had been circulated. It was agreed that a review should take place at the September FGB meeting. **ACTION 9 – AS/ AT.**

10. Governors' Visit – Thursday 14th June

The Visit had gone well and had been interesting for Governors. It had been noted that staff morale was good. It was agreed that it was good for pupils to see Governors in the school. MG emphasised the importance of Governors committing to take part in Governor Visits, particularly as monitoring would now be a key school priority for the following year. It was agreed that Governors should make every effort to participate in future events and advise MG accordingly. **ACTION 10 – Govs.**

It was confirmed that Governors would be interviewed as part of an Ofsted inspection and that MG would provide necessary information and advise accordingly. There was some further discussion on this matter.

11. Safeguarding

The Governing Body would receive the Safeguarding audit and report following discussion at the Curriculum Committee earlier that day. **ACTION 11 – MG/ AT.**

The new DfE 'Keeping Children Safe In Education' booklet was due to be published in September and would be sent to Governors. Governors needed to read this and confirm that they had done so. **ACTION 12 – MG/ AT.**

A Safer Recruitment training place was available and Governors were invited to apply. **ACTION 13 – Govs.**

In response to a question AT confirmed that details of Local Authority training were issued to Governors and a problem with MM's school email account would be addressed. **ACTION 14 – AT.**

12. Mark Back event

AT had been in touch with former Chair MB who had put forward the following dates for an event – 4, 6, 7, 10 and 17 September. These would be circulated and a response requested by 28 July. **ACTION 15 – AT/ Govs.**

13. Current Membership of Governing Body/ vacancy filling

a) Local Authority Governor (x1)

The LA Governor post remained vacant. It was noted that there was a general problem across the City with identifying candidates.

b) Co-Opted Governors (x3)

There were 3 Co-Opted Governor vacancies.

It was noted that Governing Body vacancies might impact adversely (in relation to leadership) on any Ofsted inspection. Following discussion it was agreed that:

- Governors should publicise vacancies and identify candidates.
- AS would liaise with AT regarding a third party source of candidates.
- AT would confirm options regarding the eligibility of staff and parents for various Governor categories.
- The Governing Body should generally advertise vacancies, promote its role, explain the Governor role and interface with 'audiences'.

ACTION 16 – AS/ AT/ Govs.

Finally, new parents from September were noted and this represented an opportunity to engage and take this forward.

14. Policy Reviews

a) Instrument of Governance

This had been circulated and was endorsed.

15. Chair's Correspondence

a) Local Authority Finance letter

This had been circulated and was noted.

16. Clerk's Matters

There was nothing to report.

17. Programme of Meetings 2018/19

A proposed programme of Governing Body meetings had been circulated. This was agreed. **ACTION 17 – AT.**

18. AOB

a) Items notified in advance (5 days required)

It was reported that the Unity Partnership was ending and that new Partnerships were being set up. Associated monies had been recovered. An update would be given in due course. **ACTION 18 – AS/ MG.**

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

There were no items.

19. Review of Action Points

The Action Points agreed during the course of the meeting were listed by the Clerk and agreed [see below].

20. Date of Next Meeting

The next meeting was now scheduled to take place on Thursday 20th September 2018.

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 12th July 2018

Action	By	Person responsible
1. Establish previous FGB minutes as final [Item 6b)].	ASAP	AT
2. Circulate 'PINK' confidential draft minutes of EFGB on 14 th June [Item 6b)].	ASAP	AT
3. Submit Governor Visit reports [Item 6c)].	ASAP	JM/ RD
4. Attach SDP to minutes of meeting [Item 8].	In due course	MG/ AT
5. Implement agreed 2018/19 school priorities [Item 8b)].	ASAP	MG/ AT
6. Undertake Governing Body skills audit [Item 8b)].	September 2018	AS/ AT
7. Pro-active communications strategy to be discussed at next FGB meeting [Item 8d)].	September 2018 FGB	MG/ AT
8. Look into CCTV signage [Item 8e)].	In due course.	MG
9. Review Link Governors at September FGB meeting [Item 9b)].	September 2018 FGB	AS/ AT
10. Governors to attend Governor Visits and advise accordingly [Item 10].	In due course.	Govs.
11. Safeguarding audit and report to be circulated to the Governing Body [Item 11].	In due course.	MG/ AT
12. KCSIE booklet to be actioned as outlined [Item 11].	September 2018.	MG/ AT
13. Governors to consider applying for Safer Recruitment training [Item 11].	ASAP	Govs.
14. Resolve problem with MM's school email account [Item 11].	In due course.	AT
15. Take forward date for Mark Back event as outlined [Item 12].	28 July 2018	AT/ Govs.
16. Address Governor vacancies as outlined [Item 13].	Ongoing	AS/ AT/ Govs.
17. Confirm/ circulate agreed programme of meetings [Item 17].	ASAP	AT
18. Update on Partnerships [Item 18a)].	September FGB meeting.	AS/ MG

