

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 19th November 2015
at 5.00 p.m.

Present: Mark Back (Chair), Katie Blood, Martyn Giddens (Headteacher), Garry Meyer, Kathy Strulo-Brooks, Liz Wylie, Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** The meeting was quorate

2. **Apologies:** Teresa Goble – family commitment
Mo Marsh – Council meeting
Emma Warwick – family commitment
Jo Whitmore – personal reasons

Absent without apology: Rachal Danials
Rhiannon Jones

3. **Consideration of apologies:** All apologies were accepted

4. **Notification of A.O.B:** Parking

5. **Declaration of Interest:** None

6. **Minutes of last meeting**

a) The minutes of the meeting of the Full Governing Board on Thursday 24th September 2015 were agreed and signed by the Chair

b) Matters arising

(i) Dates of future meetings

A full schedule of dates had been circulated to all governors

(ii) B&H e-mail addresses

The clerk reported that all but one governor are now able to use their B&H e-mail addresses and she is sending all papers to those addresses with a prompt to their home addresses each time. The one remaining address should be up and running shortly

(iii) Governors' details on website

The clerk reported that she has been informed that "biogs" for each governor are not a requirement for the website, so she will not be chasing immediately. However, it is something that will be requested, probably in the Spring Term, as it is felt that it is important that parents should know something about their school governors

7. **Minutes of sub-committees**

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

8. Matters arising from sub-committees

- (i) Curriculum 8/10/15: the committee approved the issue of penalty notices for unauthorised absences
- (ii) Curriculum 8/10/15: the committee recommended that the terms of reference on quoracy be amended to read: *“The quorum shall be 4 including one member of the SLT and at least one governor who is not a member of staff”*
This was approved by the Full Governing Body.
- (iii) Curriculum 8/10/15: A visit to Laughton Primary re Growth Mindset has been arranged
- (iv) FPP 5/11/15 the committee recommended the adoption of the Scheme of Delegation. MB explained that the amendments covered the change of names and the introduction of clauses re the use of school debit cards.
The Scheme of Delegation was approved.

9. Comments / Questions re sub-committee minutes

- FPP 5/11/15 While we do not want to “poach” from other schools, it was recognised that numbers on the local estate are finite and it will always be necessary to look further afield. It was also pointed out that a lot of “school-hopping” does happen

10. Headteacher’s Report

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

- The cumulative structure of the report is good, enabling governors to look backwards as well as forwards and see what changes / progress / developments have occurred
- Is the 2.3/% (1.3% without travellers) unauthorised absence because of holidays taken in term time?
Yes, largely
- Is the number of 123 eligible for free school meals a low figure?
It is marginally lower than the previous year
- What does “Ever 6” indicate re free school meals?
This is the number of children who have been eligible at any time in the last 6 years
- What is the breakdown for staff illness?
There is some long-term sickness as well as some single days. The long-term sickness makes up the greater part of the numbers
- Does bringing in an external observer to lesson observations sit well with the internal appraisal procedures?
The staff seem happy with the arrangement. The first observation had taken place that day and went very well. Members of SLT are also doing observations
- Could governors attend school council meetings occasionally?
They would be very welcome. The council meets fortnightly – any governor who is interested, please contact MG

- How is assessment without levels working?

It is early days to have a full picture – this will only be clear at the end of the academic year. However, looking at baseline and descriptors, targets have been set from the position of the child now and where s/he should be at the end of the year.

B&H has a generic system for identifying percentages for age related expectations; this will need tweaking to suit the school's systems

- Is it possible to compare the new system with the previous levels system?

Not easily, but it is most important to look at the comparisons with KS1 and KS2 end of year positions

11. Attendance summary

This was circulated prior to the meeting.

MG explained that this will be produced in this format each half term.

- What is happening with children whose attendance falls below 90%?

The families are being worked with to try to improve this

- Are prizes still being offered for outstanding attendance?

Yes

12. Link Governor Visits

Concern had been expressed that it would not always be possible to fulfil the requirements of a Link Governor visit if it were confined to being included with the termly governors' visiting half days.

It was agreed that Link Governors should e-mail MG with possible dates for their individual visits and he would ensure that the relevant member of staff is free.

13. Skills Audit

GHR reported that she had completed the matrix for the skills audit, although one form containing response from 3 governors had gone missing. The matrix (attached) was circulated at the meeting. GHR pointed out that the largest gap in skills / experience was in the Financial Oversight section although it was recognised that the questions did not necessarily allow for the actual experience of those on the FPP to be demonstrated.

It was agreed that a small group should meet to look at the matrix and formulate a "job description" to use in the recruitment of governors to fill the two current vacancies. Governors are asked to contact GHR if they wish to be part of this group.

14. Governors' Visit report 5/11/15

This had been circulated prior to the meeting/

- This had been an excellent and helpful visit and should be repeated at the start of each academic year
- MG had found it useful, particularly as he was scrutinising data from his predecessor's time
- Useful feedback had been given to the staff involved
- Thanks were expressed to all staff involved, particularly Jon Bateman and Rhianon Jones for their work with Raise Online

15. Training

- GM reported he had been on the Induction which he had found helpful although the use of jargon was confusing to someone whose background is not in education
- GM had also been to the Pupil Premium training
- LW had attended the Governance and Strategic Partnership meeting where an excellent presentation on attendance had been given
- MB was booked on to the forthcoming budget training
- MB and GHR were booked on to the Chairs and Clerks Working Together training

16. Clerk's matters

GHR explained that the best time to communicate with her is on Tuesday mornings when she works in the school – she does not necessarily look at her e-mails every day. However, she is very happy for governors to text her if they are sending an e-mail which requires urgent attention.

17. A.O.B

(i) Staff Link Governor

KB proposed that there should be a Link Governor to look at staff wellbeing and work-life balance: this is an important responsibility of the Governing Body. Such a person would conduct exit interviews, welcome new staff on behalf of the governors, organise appropriate questionnaires, etc.

KB volunteered for this role and will meet with MG to discuss the remit: this will be brought to the next meeting.

LW agreed to support KB in this role.

(ii) Election of Staff Governor

GHR reported that Rhiannon Jones' current term of office ends on 31st December 2015. An election for staff governor must therefore be held with all members of staff being eligible to stand and to vote. GHR has prepared the necessary papers and will circulate them to all staff. Should an election be necessary, the closing date for voting will be 8th January 2016. RJ has indicated she will put her name forward again

(iii) Parking

GM circulated correspondence he has had concerning parking around the school (attached), suggesting amongst other things that the school should make strong representation to the Highways Department, particularly with reference to installing more bollards around the Farm Green area.

Discussion followed:

- A letter has been drafted (attached) which will be sent out to all parents
- Mo Marsh has undertaken to the local Police Inspector
- Consideration will be given to contacting the Highways Department when it is seen what effects follow from the measures above
- Tickets for illegal parking have to be issued by a police officer. A PCSO is not authorised to issue these

- Parking on the zigzag lines is a criminal offence for which offenders can be reported to the police

18. Date of next meeting: Thursday 25th February 2016

There being no further business the meeting closed at 6.15 pm

Action points from FGB meeting held on 19th November 2015

Action	By	Person responsible
School Council: any governor who wishes to attend to contact MG	ASAP	All
Link Governors to e-mail MG with possible dates for individual visits	ASAP	Link Governors / MG
Governors to contact GHR re skills audit / governor recruitment group	ASAP	All / 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