

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the Meeting on Thursday 18th September 2014
at 5.00 p.m.

Present: Kathy Strulo-Brooks (Chair), Wendy King (Headteacher), Katie Blood, Rachal Daniels, Carleen Davis, Teresa Goble, Rhiannon Jones, Mo Marsh, Joyce Owen, Trudy Roberts, Emma Warwick, Jo Whitmore, Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** The meeting was quorate
2. **Apologies:** Mark Back – work commitment
Liz Wylie – prior commitment

Absent without apology: Tim Chittleburgh

3. **Consideration of apologies:** all considerations were accepted. It was agreed that the Chair of Governors should be asked to talk to Tim Chittleburgh about his record of attendance at meetings

4. **Current membership of Governing Body**

The Clerk reported that Di South had offered her resignation for personal reasons. This was accepted and it was agreed that the Chair of Governors should write thanking her for her hard work and commitment.

The Governing Body approved the appointment of Trudy Roberts, Acting Deputy Head, as Associate Governor to cover the period of Paul Davis's secondment

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
- ♦ Kathy Strulo-Brooks had agreed to have her name put forward for the post of Vice-Chair. In the absence of any other nominations, she was deemed 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. The Clerk will liaise with absentees for their declarations

9. **Minutes of last meeting**

- a) The minutes of the meeting of the Full Governing Board on 17th July 2014 were agreed and signed by the Chair

- b) Matters arising

- (i) Working Party re reconstitution

The Clerk reported that a meeting has been arranged for 27th November 2014 when initial discussions will take place. She explained that she and Mo Marsh will both have attended training on this

(ii) Revised meeting dates: these had been circulated with the agenda

(iii) Update on data

WK circulated an update (attached) on the data which she reported at the last meeting. This update comes from the LA school profile, showing the LA validated figures. She made the following points:

- a) Attainment in KS1 showed a slight increase from that reported and was generally in line with last year – another year of improving standards
- b) The overall picture shows that the percentage making expected and more than expected progress is in-line with the national average (except for more than expected in maths), with reading being well above average
- c) The data on boys' attainment, a priority of the 2102-2014 SDP, gives clear evidence of the impact of the work done throughout the school
- d) The figures reported for PP have changed slightly from those reported in July. However they still confirm that the attainment gap between the pupils eligible for Pupil Premium and those not eligible has increased since last year – this must be addressed
- e) The attendance figures will be looked at by the Curriculum Committee

10. Headteacher's Report

School Development Plan 2014 – 2015 (updated version attached)

This had been circulated before the meeting. WK pointed out that some of the success criteria would be finally confirmed when the Raise-on-Line data is available.

The following questions were asked / comments made:

- How will assessment be achieved following the removal of levels?
This is currently under discussion. Levels will continue to be used while ways are explored of generating average point scores
- What is being done when teaching falls short of the required quality?
 - The two NQTs have individual mentors
 - Where there is concern about an individual member of staff, a personalised programme of support is in place
- What about support for TAs?
Training TAs is part of the Quality of Teaching priority. All TAs now start work at 8.30 am enabling them to work with teachers on preparation for the day, ensuring a greater understanding of, and involvement in, what is being aimed at
- What do the induction sessions for new staff cover?
 - An overview of the assessment process with an explanation of the pink / green convention
 - Launch Pad
 - How maths is taught
 - TA- parent relationsA timetable for the induction process is attached to these minutes
- What is growth mindset?
There is evidence that children with "closed" minds can stumble when faced with challenging work. This applies to all abilities, and particularly those labelled "clever". The aim is to help them realise, by explaining how the brain works, that ability is not fixed and they can always learn. They are taught to recognise learning zones such as challenge

The School Development Plan was approved and Link Governors agreed as proposed (see final page). WK will approach Liz Wylie re acting as Link Governor on Consistency of Progress

11. Code of Practice for the Governing Body for 2014-2015

These had been circulated before the meeting. The Governing Body agreed unanimously to adopt it

12. Updates for information

WK reported the following:

- (i) No-notice Ofsted inspections may now take place where schools are giving cause for concern
- (ii) Ofsted have issued a new evaluation schedule which, amongst other things, places greater emphasis on homework and on the encouragement of British values. The schedule will be brought to the next FGB meeting, while encouragement of British values will be discussed at the next Curriculum meeting
- (iii) There is a great emphasis on safeguarding which will affect all policies – child protection, safer recruitment, allegations against staff, images of children, code of conduct etc. This has had a big impact on staff training. A self-assessment re safeguarding has been done
- (iv) There is a new and detailed policy on how to work with children with medical needs
- (v) Work is being done on assessment without levels. The LA will issue a proposal for all schools
- (vi) The new curriculum will be on the school website within a week
- (vii) There is a new SEND code of practice
- (viii) The school is very busy working with all these requirements and with Ofsted in the offing. Asked about the self-assessment for the school, WK replied that it puts the school at “good”

13. Terms of Reference for 2014-2015

The draft terms of reference for the Full Governing Body and the two sub-committees had been circulated before the meeting. These were approved with the proviso that they are revisited as part of the discussions on reconstitution

14. Membership of committees for 2014-2015

The current membership was agreed for the coming year. It was noted that Carleen Davis should be included in the Curriculum committee.

It was pointed out that there will need to be a pool of governors to sit on an appeals panel which will be required should a teacher appeal against the decision made over his/her pay.

15. Chair's correspondence

None

16. A.O.B

None

17. Date of next meeting: Thursday 20th November 2014. This will concentrate on looking at figures from Raise-on-Line. The training and development looking at “How to be an effective governor” will be deferred until the February meeting

There being no further business the meeting closed at 5.50 pm

Action	By	Person responsible
Chair to talk to Tim Chittleburgh	ASAP	MB
Letter of thanks to be sent to Di South	ASAP	MB
Details re induction process to next meeting	Next meeting	TR
Liz Wylie to be approached re acting as Link Governor on Consistency of Progress	ASAP	WK
The new curriculum to be put on the school website	Immediately	WK
Terms of reference to be revisited as part of discussions on reconstitution	Ongoing	Reconstitution working party
Carleen Davis to be added to Curriculum committee list	Immediately	GHR
Report on Close the Gap project to FGB as well as Curriculum committee	When appropriate	RJ