



'Love One Another, Know Ourselves, Believe and Grow'

Tutshill Church of England Primary School

FGB meeting

G3 meeting 7th February 2018

4:30 - 6:00 pm

| Attendees | Apologies | Absent |
|---|--|--------|
| Jennifer Lane (HT) Robin Riordan (RR) Chair Vicar David Trehearne (DT) Surraya Rowe (SR) Amanda Cooper (AC) Alex Watson (AW) Katharine Clarke (KC) Karen Dursley (KD) Natalie Fryer (NF) - arrived at 5:10pm James Bradbury (JB) Karen Beard (KB) Clerk | Marilyn Henderson (MH) Marion Evans (ME) Vice Chair | |

Agenda

| Item no | Subject | Time required | Key input from | Purpose |
|---------|---|---------------|----------------|---------|
| 38 | Opening Prayer | 5 mins | DT | |
| 39 | Welcome and Apologies for Absence | 5 mins | Chair | |
| 40 | To agree items of Any Other Business previously notified | 5 mins | Chair | |
| 41 | Minutes of Last Meeting | 5 mins | Chair | |
| 42 | Matters Arising from Minutes | 10 mins | Chair | |
| 43 | Annual Governors' Report | 10 mins | Chair/HT | |
| 44 | Schools Financial Value Standard to include School Fund Audit | 15 mins | Chair | |
| 45 | School Improvement | 10 mins | Chair | |
| 46 | Governor Visits | 5 mins | Chair | |
| 47 | Safeguarding | 10 mins | MH | |
| 48 | Parents' Views/Communication | 5 mins | HT | |
| 49 | Chair's comments/correspondence | 5mins | Chair | |
| 50 | Committee reports | 10 mins | Chair | |
| 51 | AOB | 10 mins | Chair | |
| 52 | Dates and Times of next meeting | 5 mins | Chair | |

Actions brought forward from last meeting G2 December 2017 (could you let me know the status of these actions then we can remove as appropriate).

| Item no | action | person | Completed/update on status |
|---------|---|--------|----------------------------|
| 29 | HT to write up proposal and circulate to Governors | HT | |
| 26 | HT will share document after this date via email | HT | |
| 28 | HT will email surveys as well | HT | |
| 28 | HT to link on school website and will talk to RR to arrange a working session | HT/RR | |

| Minutes | | |
|---------|---|--------|
| Item no | Subject | Action |
| 38 | Opening Prayer The Opening Prayer was given by Rev DT | |
| 39 | Welcome and Apologies for Absence Apologies were accepted from ME and MH. Welcome to JB new Governor. | |
| 40 | To agree items of Any Other Business previously notified Preschool Visit from Consultant | |
| 41 | Minutes of Last Meeting The minutes were accepted by all Governors. Proposed by KC Seconded by RR | |
| 42 | Matters Arising from Minutes No matters Arising | |
| 43 | Annual Governors' Report RR and HT wrote the Annual Governors' Report (AGR) and circulated a draft copy. It is "for your information" (FYI) only and not for review. The AGR will be put on the website for parents and stakeholders and will be available as a hardcopy. RR briefly outlined the AGR which should be finished by the end of the week. As a part of the communication strategy a parent survey was added. The survey seeks parents' opinions on aspects of the Strategic Direction. This is part 2 of 2 surveys set at different times of the year. The return was not in the high figures, all returns received were very positive and out of the 27 returned 10 left additional comments. The comments didn't really have a common theme and didn't raise great concerns; all issues raised have been dealt with. <i>A suggestion was to add the total number of families at Tutshill C of E Primary School to future surveys in the preamble.</i> Governors suggested that it felt like a very short time had passed since the last survey, HT explained that 6 months had gone by since the last one. As the return was quite low, HT suggested that perhaps a direct survey might be beneficial to give more returns, but it was felt that it would be difficult to obtain an unbiased opinion if asking | |

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| <p>43 contd</p> | <p>questions directly. This may have some value by noting how many parents were spoken to and then comparing the information acquired from each surveying method.</p> <p><i>Governors suggested that the survey could be distributed during Parent's Evening and could be more general.</i></p> <p>This survey was sent in a timely manner as it had followed the sending out of a detailed document and information should have been fresh in minds.</p> <p>The surveys are set to ascertain stakeholders' understanding of the schools' strategic direction, as approved by the governors and demonstrates its impact.</p> | |
| <p>44</p> | <p>Schools Financial Values Standard (SFVS) To include School Fund Audit</p> <p>Part of the responsibilities of the Governing Body is to understand Best Value (BV) and demonstrate feasibility. The Finance Committee has prepared and circulated the SFVS for Governors' approval.</p> <p>All Governors agreed that it showed that a rigorous process was in place and responsibilities were delegated and budgets were well managed. All were happy to approve the document. This document does not appear on the website.</p> | |
| <p>45</p> | <p>School Improvement</p> <p>At the previous meeting, HT asked that Governors complete the self-evaluation forms which were circulated to all. This was to enable HT to have a better understanding of what the Governors required and understood and this would then help to set the content for a working group meeting, to be scheduled, in preparation for an inspection by Ofsted. The self-evaluation forms will be re-sent via email and please could Governors return them, the replies will be counted in. HT can then identify the gaps. <i>Suggestions for the preparation were to have a crib sheet, practise by running through questions which might be asked by Ofsted, create a simple information pack for Governors, could documents be also made available on 'One Drive', Governors to concentrate on their specific key areas whilst having a broad overview of the other areas.</i> HT reminded Governors of sensitive information supplied when creating a pack. Ofsted will most certainly be interested in Safeguarding and Special Educational Needs groups and Governors are encouraged to have an understanding of how this works in School.</p> | |

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| 45 contd | <p>NF arrived at 5.10pm</p> <p>KB to download relevant documents to 'One Drive', HT will forward them to KB.</p> <p>A working group meeting will be set for everyone to attend</p> <p>All Governors to look at self-evaluation surveys and return to HT by 29th March 2018</p> <p>KB to re-send the self-evaluation forms to all Governors</p> <p>HT circulated data, which now shows the updated data requested from the teachers; this has resulted in a more positive picture of progress. The data is broken in to Autumn, Spring and Summer data submission and further broken down into gender, SEN, disadvantaged and more able. Disadvantaged and SEN groups are showing better progress than non-disadvantaged and non-SEN groups.</p> <p>HT explained the marking system to JB</p> <p>HT presented data headlines that show groups' progress against whole school in reading, writing and maths. The data was a positive picture. The data pulled from the online data tracker works towards end of year objectives.</p> <p>HT informed Governors that teachers use EEE grids to assess understanding of taught content each term. This provides a more accurate picture of understanding against taught content.</p> <p>A discussion continued, Governors were appreciative of the positive picture this outlined.</p> | <p>KB/HT</p> <p>HT</p> <p>All Governors</p> <p>KB</p> |
| 46 | <p>Governor Visits</p> <p>HT encouraged Governor visits to happen and to complete the relevant form. Suggested that forms could be kept in the sign in register for Governors and once complete put for the attention of Clerk so that it can be filed.</p> | |
| 47 | <p>Safeguarding</p> <p>At the last meeting HT talked about MH becoming the lead in Safeguarding and will be supported by AW, ME and RR, could this decision be now approved? <i>KC proposed, KD seconded.</i></p> <p>There was a health scare with one of the children last week, HT wished to express her thanks to the staff who reacted quickly and professionally in dealing with this situation.</p> <p>HT had a meeting to discuss internet safety, circulated update on safeguarding via email and it is Mental Health week and there is information through posters.</p> | |

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| 47 contd | <p>Child Protection HT made a referral to Gloucestershire Social Services and she has spoken with Families First to make suggestions for support for families. She has also had a meeting with a family to signpost agencies for support.</p> | |
| 48 | <p>Parents' Views/Communication Nothing to declare. School are confidently dealing with communications from parents.</p> | |
| 49 | <p>Chair's comments/correspondence RR expressed his gratitude for the way in which the financial documents are now presented; they are much easier to understand and to read. Thanks to the hard work from Nina Williamson (NW) especially in relation to the new format. RR gave a brief outline of the school's position on budget, which is strong currently, although is expected to decrease in time. The situation with IT equipment and access has been the subject of discussion for the finance committee, resulting in the decision that new equipment will be leased rather than purchased. Reasons for lease:</p> <ul style="list-style-type: none"> • IT is constantly updating • Apple based education system will be the choice to install • 75% of Schools now use an Apple based education system. | |
| | <p>RR to set a meeting with NW to carry out the Annual Audit</p> | RR |
| 50 | <p>Committee reports KC gave a summary of the Teaching and Learning Committee for both the last meeting in January 2018 and December 2017, see attachments documents.</p> <p>At this point RR had to leave the meeting</p> <p>KB will download documents on to 'One Drive'</p> | KB |
| 51 | <p>AOB Pre-school HT said that the School had been approached by Tutshill Community Pre-school to investigate the</p> | |

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| | <p>possibilities of them being on the School's site. HT said that there would be a lot of questions to be asked and answered both from a practical and an academic point of view. For now, could the Governors consider if they would even want to investigate this concept further. This will be an agenda item for the next meeting.</p> <p>Some points which were raised:-</p> <ul style="list-style-type: none"> • The preschool's premises are not ideal from the pre-school's perspective • The School receives many of its reception children from the pre-school • Pre-school admissions could be separate from School admission as a stand-alone process • An advantage to School as the children, when old enough, coming into reception would already be known • Community benefit • Consider principle and then look at logistics to make situation work <p>Consultant visit</p> <p>Helen Tate visited the school to look at the Early Learning Years, she was very impressed with the provision and wanted to pass on her thanks to the team.</p> <p>Education Advisor-</p> <p>Jane Pritchard Meeker came to See HT as part of annual review. HT requested meeting and has asked for a teaching and learning review to ensure the school is in a strong position for the impending Ofsted inspection. The feedback at the meeting was very positive. There will be a Teaching and Learning Committee review on Friday 2nd March 2018.</p> | |
| 52 | <p>Dates and Time of next meeting</p> <p>Wednesday 21st March 2018 @ 6:00pm</p> | |

Meeting Closed at 6:05pm

Date of next meeting: Wednesday 21st March at 6:00pm

Future meetings:-

21st March 2018 G4 @ 6:00pm

21st May 2018 G5 @ 4:30pm

18th July 2018 G6 @ 6:00pm

Signed by Chair as being a true record of the meeting

Date:

Text Key:

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|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |

Actions from this meeting 7th February 2018

| Item no. | Action | person | Completed/Update on status |
|----------|--|---------------|----------------------------|
| 45. | KB to download relevant documents to 'One Drive', HT will forward them to KB. | KB/HT | |
| 45. | A working group meeting will be set for everyone to attend | HT | |
| 45. | All Governors to look at self-evaluation surveys and return to HT by 29 th March 2018 | All Governors | |
| 45. | KB to re-send the self-evaluation forms to all Governors | KB | |
| 49. | RR to set a meeting with NW to carry out the Annual Audit | RR | |
| 50. | KB will download documents on to 'One Drive' | KB | |