



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

Tutshill Church of England Primary School

FGB meeting

G4 meeting 21st March 2018

6:00pm – 7:40pm

Attendees	Apologies	Absent
Jennifer Lane (HT) Robin Riordan (RR) Chair Marion Evans (ME) Vice Chair Katharine Clarke (KC) Karen Dursley (KD) Natalie Fryer (NF) Alex Watson (AW) Amanda Cooper (AC)	Marilyn Henderson (MH) Vicar David Trehearne (DT)	Surraya Rowe (SR) James Bradbury (JB)
Also attending Karen Beard (KB) Clerk Lee Francis (LF)– visiting Trainee teacher		

Item no	Subject	Time required	Key input from	Purpose/Comments
53 – 03/18	Opening Prayer	5 mins	DT	
54 – 03/18	Welcome and Apologies for Absence	5 mins	Chair	
55– 03/18	To agree items of Any Other Business previously notified	5 mins	Chair	
56 – 03/18	Minutes of Last Meeting	5 mins	Chair	
57 – 03/18	Matters Arising from Minutes	10 mins	Chair	
58 – 03/18	Head Teacher Report	10 mins	HT	
59 – 03/18	Pre-school - proposal to join site. Feedback	15 mins	HT	Ascertain if it is an area we will to explore.
60 – 03/18	School Improvement	10 mins	Chair	
61 - 03/18	Self-audits	5 mins	HT	Reminder
62 – 03/18	Teaching and Learning audit	15 mins	HT	Feedback
63 – 03/18	Safeguarding Audit conducted by GCC findings	20 mins	HT	Feedback and actions
64 – 03/18	Governors Visit	5 mins	Chair	
65 – 03/18	Safeguarding	10 mins	MH	
66 – 03/18	Parents Views/Communication	5 mins	HT	
67 – 03/18	Chairs comments/correspondence	5 mins	Chair	
68 – 03/18	Committee reports	10 mins	Chair	
69 – 03/18	AOB	10 mins	Chair	
70 – 03/18	Dates and Times of next meeting 21 st May 2018 @ 4:30pm 11 th July 2018 @ 6:00pm	5 mins	Chair	

Action list from G2 meeting December 2017 – updates/completed required

Item no	action	person	Completed/update on status
29 -12/17	HT to write up proposal and circulate to Governors	HT	completed
26 -12/17	HT will share document after this date via email	HT	completed
28 -12/17	HT will email surveys as well	HT	completed
28 -12/17	HT to link on school website and will talk to RR to arrange a working session	HT/RR	completed

Actions from this meeting 7th February 2018

Item no.	Action	person	Completed/Update on status
45 -02/18	KB to download relevant documents to 'One Drive', HT will forward them to KB.	KB/HT	This hasn't been possible yet but Focus have been asked for their advice.
45 -02/18	A working group meeting will be set for everyone to attend	HT	Will be arranged once the self-evaluation forms have been returned
45 -02/18	All Governors to look at self-evaluation surveys and return to HT by 29 th March 2018	All Governors	Re-sent to all Governors by KB
45 -02/18	KB to re-send the self-evaluation forms to all Governors	KB	This has been completed
49 -02/18	RR to set a meeting with NW to carry out the Annual Audit	RR	Completed
50 -02/18	KB will download documents on to 'One Drive'	KB	This hasn't been possible yet but Focus have been asked for their advice.

Item no	Subject	Action
53 – 03/18	<p>Opening Prayer The Opening Prayer was carried out by RR</p>	
54 – 03/18	<p>Welcome and Apologies for Absence Welcome to LF who is visiting the School to gain experience, he will be in attendance just for this meeting. Apologies were received and accepted from Vicar DT and MH Absent from the meeting SR and JB Could all Governors be reminded that apologies should be sent at least a week prior to the meeting.</p>	
55– 03/18	<p>To agree items of Any Other Business previously notified Two leave requests</p>	
56 – 03/18	<p>Minutes of Last Meeting Minutes were accepted by all Proposed by RR seconded by KC</p>	
57 – 03/18	<p>Matters Arising from Minutes Action list updated</p>	
58 – 03/18	<p>Head Teacher Report The HT report will be edited by Friday 23 03 18 and will be circulated then, HT expressed her apologies for the slight delay. HT tabled the spreadsheet “Data for Spring Term 2017- 2018”. The numbers in the brackets equate the number of children. The data has been compiled using SPTO and targets set by teachers for the end of year. This spreadsheet shows the predicted progress and non-progress of all the groups of children within the school. NB Ofsted will not ask for prediction figures. HT shared the headlines for each year group (please refer to HT report for details) The headteacher also presented the data sheet for all year groups with the progress breakdown for all groups of children. The SENCO has provided data and this provides us with a sound knowledge of provision and outcomes across the school. SEN meetings are held for children in re My Plan/+/EHP. Parental attendance at these is high. The learning environment is changing gradually and the yellow paint is being replaced by grey. The HT regularly shows visitors: parents, Local Authority, external agencies around the school. Feedback from recent visitors has been that it’s stimulating and engaging. HT is encouraging the use of displaying the children’s work in the classroom (at present a lot is in the corridors) and increasing the use of the working wall. it was very clear on a Learning Walkabout by the T&LC committee that children were spontaneously using the working wall.</p>	

<p>58 – 03/18 contd</p>	<p>The nurture provision at the school has proven successful with many of the recent assessments of the children showing progress. With this in mind, some children have reduced the amount of time in the nurture room and are able to partake in classroom learning instead. The teachers and the nurture teachers have worked together to ensure that strategies can be implemented in class to support returning children. Parents have expressed their satisfaction with this too.</p>	
	<p>Q. Why do we think that is and what does nurture provide? A. The children who have been supported through the nurture sessions have made progress and improved their social skills and are aware of their emotions and feelings.</p> <p>Child's Voice From the GCC Safeguarding Audit the evidence demonstrates that children feel able to articulate issues and can put their ideas and opinions across and help to problem solve. The children felt empowered to see their suggestions being carried out. When talking with the School Council the children reported, there are a wide range of activities such as art, sport and away days and expanding support for the children Two members of Staff have handed in their resignation. No formal complaints received but we have two cases in which children's behaviour is being dealt with.</p>	
<p>59 – 03/18</p>	<p>Pre-school - proposal to join site. Feedback There was a discussion around historic events of this proposal being put forward previously. A vote followed with the unanimous decision in favour for the HT to go ahead with an evaluation of possibilities; the main issue being where the pre-school would fit on the site. Further concerns will be discussed once HT has completed the evaluation.</p>	
<p>60 – 03/18</p>	<p>School Improvement Refer to item 58 - 03/18 for detail</p>	
<p>61 - 03/18</p>	<p>Self-audits To be returned by 29th March 2018 by all Governors</p>	
<p>62 – 03/18</p>	<p>Teaching and Learning audit HT was very pleased to be able to show around Jane Pritchard Meaker (JPM) from the Authority and felt confident that the school and the provision it offers is of high quality and that the school would be working at optimum. JPM was very impressed with the high expectations by the teachers to the children. She viewed work books and saw a cookery class in progress as well as maths, guided reading and handwriting The School is continuing its drive to outstanding. The HT has been formally asked by the local authority to support a "requires improvement" school. This has led to an additional £1200 in the budget for HT's release time.</p>	

63 – 03/18	<p>Safeguarding Audit conducted by GCC findings</p> <p>The audit was very intense and lasted around four and a half hours. Ofsted would not spend so long due to their time limitations but it was a very useful process to go through. One area to pay attention to so that we can achieve good or outstanding.</p> <p>The Safeguarding Policy was revamped with most recent government legislation. The Single Central record was updated with the SBM taking responsibility for this. The Safeguarding Governor will be responsible for checking and signing this off termly.</p>	
	<p>Q. What was the feeling for where that left the School's position on that Policy?</p> <p>A. The level of knowledge is very high but need to evidence so when on visits think about it from a safeguarding perspective and record, a to do list will be drawn up.</p>	
	<p>There are some very good websites which will provide information and some online training packages available. The sub-committees are required to have safeguarding on the agenda and minuted within the meeting, the governor's role is one of assurance and not an operational one. Safeguarding is the responsibility of everyone. There is a new draft on the website which will need ratifying. During the next personnel meeting it will be minuted.</p>	
64 – 03/18	<p>Governors Visit</p> <p>Reminder to Governors that they are welcome to come in to the School and visit. There is an I-pad learning day on the 29th March 2018 and all are invited to attend.</p>	
65 – 03/18	<p>Safeguarding</p> <p>As per item 63 – 03/18</p>	
66 – 03/18	<p>Parents Views/Communication</p> <p>None to date but there are two behaviour issues being dealt with.</p>	
67 – 03/18	<p>Chairs comments/correspondence</p> <p>No correspondence received</p>	
68 – 03/18	<p>Committee reports</p> <p>Finance</p> <p>Reviewed Sports Grant and Pupil Premium, the out-turn of accounts has a good surplus at present and have not hit any deficit, although the surplus will be reduced by the building works to be carried out shortly. A safeguarding issue was recorded about heavy objects being stored at a height.</p> <p>Teaching and Learning Curriculum</p> <p>KC read out her notes (she will send a copy to KB to be stored with the minutes)</p> <p>Learning walk provided a good insight to the children working in the classroom environment.</p>	

	<p>Personnel Well-being: There is an E-bug learning programme for Staff and children which has started to be introduced. Staff illness has reduced since the provision of flu vaccination.</p>	
	NF left the meeting @ 7:40pm	
69 – 03/18	<p>AOB Governors details need to be updated. HT has updated edubase. Two leave requests have been submitted; one to have leave rolled over for a second time as would need leave to visit family who live abroad. This was agreed but with provision that a maximum of a two year roll-over be added to the working policy with only a set number of days available to carry, the Personnel committee to look at Policy in the next meeting. The second request is for 2 days to be taken out of term time, this will be on an unpaid leave basis and the cover can be provided to accommodate the leave. This was also agreed by the Governors.</p>	ME
70 – 03/18	<p>Dates and Times of next meeting 21st May 2018 @ 4:30pm 11th July 2018 @ 6:00pm</p>	

<p>Meeting Closed at 7:45pm</p> <p>Date of next meeting: 2018 @ 21ST May 2018 @ 4:30pm</p>
<p>Signed by Chair as being a true record of the meeting</p> <p style="text-align: right;">Date:</p>

Text Key:

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