



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

Tutshill Church of England Primary School

FGB meeting

G2 meeting 13th December 2017

4:30 – 6:30am

Attendees	Apologies	Absent
Jennifer Lane (HT) Marion Evans (ME) Vice Chair Vicar David Trehearne (DT) Katharine Clarke (KC) Marilyn Henderson (MH) Karen Dursley (KD) Natalie Fryer (NF) Karen Beard (KB) Clerk	Robin Riordan (RR) Chair Amanda Cooper (AC) Dr. Surraya Rowe (SR) Alex Watson (AW)	

Item	Lead	Subject	Action
19	Vicar	Opening Prayer – conducted by Vicar DT	
20	V-Chair	Welcome and apologies – Welcome to Karen Beard, Clerk 1 st FGB meeting. Apologies received from RR, AC, SR and AW	
21	V-Chair	To agree items of Any Other Business previously notified Safeguarding and Change of dates for meetings HT and ME agreed to re-arrange the agenda to enable Governors present to contribute in items requiring decisions prior to their early departure and carry forward Chair lead items on to next meeting	
22	V- Chair	Approve minutes of the last meeting Minutes were circulated via email and approved by JL and KC	
35	HT	Changes and agreements of dates from 6 th to 7 th February 2018, from 19 th to 21 st March 2018 and 21 st May will stay the same (KB may not be available for this meeting). The meetings will remain at the same times. All Govs. approved of changes	
29	HT	Safeguarding HT restructure and share with MH holding overall responsibility This is a huge area and affects all aspects of teaching and is a massive undertaking for just one person, as it stands now with MH. HT proposed that three Governors could take on other tasks RR site and physical environment, ME – Wellbeing of staff and children, AW Curriculum and the support it offers children, which would fit in with her involvement in T&LC Committee; MH would hold the responsibility of looking at the single central record, SCR, and signing off. In addition to this, MH would be responsible for collating information and cascading to all Governors. HT suggested that there be 3 meetings a year and reports outlining what has been achieved. All Governors agreed after a short discussion that this would be a beneficial improvement and would be good practice to imbed into the school culture.	HT
		HT to write up proposal and circulate to Governors	
		ME shared links to a couple of Safeguarding films which would be useful for Governors to view, and circulated a NHS card. Will watch one of the films at a later FGB meeting to be scheduled in.	
30	HT	Head Teachers performance HT met with Barry Jones, Education Advisor from GCC and received some very positive feedback, the gist of which was that Tutshill is a highly rated school. All Governors discussed the importance of leadership and its necessity for success and recognised that this was the case and that the staff were all very hardworking and willing to follow HT's lead. The Governors would like to pass on their thanks to staff for making every effort to keep the school open during the current period of bad weather. Parents also appreciated it and attendance was near normal.	

26	HT	Performance data Headlines HT passed around the AUTUMN 2017 progress document. – HT explained that after a few teething issues the data now being produced is a clearer record than previously. This set of data will be updated from Friday 15 th Dec as this is the next deadline for Staff to enter their class data. The HT has asked staff to review data which has already been entered as the picture was not what was expected having seen children’s books.	HT
		HT will share document after this date via email.	
		The new system is very versatile as it enables pupil data to be separated into groups; gender, year, disadvantaged, SEN etc. It also enables year on year comparison and for the same group at the same point in the year. Staff at all levels understand this document. It also provides useful evidence of improvement for SEN groups while the interventions will show individuals progress.	
		Q. In the document, what does a 0 entry mean? A. Although progress may have been made at the time of recording, it is not sufficient for a whole incremental point to be recorded.	
		Q. Are there any red flag areas? A. There are no concerns with delivery and consistency of the progress made. Staff are very cautious about the data they enter and want to make sure it is correct.	
		Q. Are there obvious areas which are working very well? A. Pupil Premium children have made substantial progress. This is because of the strong links between parents, teachers and children	
27	HT	SDP - Gobs to look at and understand position it sits in as school improvement (share flow chart)	HT
		HT circulated SDP but will email. Mrs Howells attended T&LC meeting last week to give an overview of how things work at classroom level. She gave re-assurance that everything works very well. Key members of staff are invited to STP meetings for their input. All staff have opportunity to raise concerns on an individual basis with HT.	
28	HT	SEF - provide Gobs with a self-evaluation form that will need to be completed and returned Wednesday 3 rd Jan as HT will be analysing results. NB the January deadline is a little unrealistic so can be rescheduled if needed Self-evaluation shows the continual reflections of what is happening in school. The feedback from parents’ survey has been added. Governors expressed their appreciation of the honest assessment. HT handed around two self-evaluation surveys for the Governors to read through and complete. She encouraged Governors to complete to see what they do know and then to then ask questions to fill in gaps.	

28 contd		HT will email surveys as well	HT
		Governors suggested that it might be beneficial to have an induction meeting to look at the school's documents and how they feed in to each other	
		HT to link on school website and will talk to RR to arrange a working session	HT/RR
32	HT	Staff survey - feedback findings from survey Very positive outcome from a possible 33 there were 19 responses. Whilst there a surprise with comments around not supporting vision and values that could possibly put to misreading the questions?	
		Q. Are there any areas of concern around those who may not be supporting vision and values? A. There were 4 comments out of the 19 responses and HT will double check that the meaning of the questions have been understood and not misread.	
		Suggestion that two separate surveys might work better, between support staff and teaching staff?	
		Q. Is any self-evaluation done for staff members to understand the characteristics of team members? This has been a useful exercise in other workplaces as it helps to understand and utilise people's strengths and build effective teams. A. This is not done formally at Tutshill but could be a useful exercise to do.	
36	V-Chair	AOB After attending a meeting with GCC, the HT outlined the requirements of the new Data Protection Regulations. Sealed envelopes were handed to each Governor containing details of a new personal school email address and login details. Governors are also encouraged to look on GDPR ico.org.uk – preparing for General Data Protection which outline 12 steps for this process. All communications will now be made via these new individual school email addresses. GCC is offering a traded service and will work with the school to offer advice and suggestions. They will provide feedback and this will allow the school to make the necessary changes accordingly. Each sector will provide guidance.	
37	V-Chair	Date and Time of next meeting Wednesday 7th February 2018 @ 4:30pm	

Meeting Closed at 6:30pm

**Date of next meeting: Wednesday 7th February 2018 @ 4:30pm
(ME sends her apologies for this meeting)**

Signed by Vice Chair as being a true record of the meeting

Date:

Text colour Key

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

List of Actions

Item no	action	person	update
29	HT to write up proposal and circulate to Governors	HT	
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