



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of the meeting of the Full Governing Body held at 6.30 p.m. on Thursday 20th September 2018 at Shirley Primary School

Present: Mark Abbas (MA), Ruth Adams (RA), Martin Campbell (MC) (arrived at 6.42 p.m.), John Cattermole (JC - Headteacher), Sarah Joomun (SJ), Mark Lewis (ML - Vice Chair), Louisa Meynell (LM), Caoimhe Murton (CM), Iain Smith (IS - Chair), Jennifer Thomas (JT), Nicole Went (NW), Jo Bouttell (JB – School Business Manager and Acting Clerk).

The meeting was quorate.

Visiting (non-voting): Claire Fonseca (CF), Suzanne Wernham (SW), (Deputy Headteachers)

The meeting opened with the introduction of the new Headteacher, John Cattermole.

Actions

1 Standing Items

1.1 Apologies for absence

Apologies were received and accepted from Philip Henderson (PH). Apologies were also received from Mark Broadbent, a prospective new Governor who had been invited to attend the meeting but was unable to do so.

1.2 Declaration of interests

There were no declarations of interests pertaining to items on the agenda for this meeting.

2 Procedural items for the beginning of the academic year 2018-2019

2.1

Election of Chair and Vice Chair

The Clerk had not received any nominations for the positions of Chair and Vice Chair in advance of the meeting, therefore invitations were invited from those present. Iain Smith offered to continue in the role of Chair. This was seconded by NW and agreed unanimously. Mark Lewis offered to stand as Vice Chair, this was seconded by MA and agreed unanimously.

2.2 Register of Pecuniary Interests 2018-2019

Completed forms were collected by the Clerk from some governors. When all forms have been received the Clerk will produce the Register of Pecuniary Interests, which is published on the school's website

Govs
Clerk

2.3 Annual Declaration of Eligibility

Completed declarations were handed to the Clerk.

3 Minutes of the last meeting (12th July 2018)

The minutes of the full Governing Body meeting held on 12th July 2018 were considered and approved as being a true and correct record. Proposed LM, Seconded MA and agreed unanimously.

Martin Campbell arrived at this point.

3.1 Matters Arising

There were no matters arising that did not appear on the agenda for this meeting.

4 Headteacher's Report

JC talked through his report. The following points were noted:

Staffing

- There had been a very positive start to the new school year.
- The induction programme for the three NQTs was underway, with each being mentored by a Deputy Headteacher.
- The school has two additional new teachers.
- A governor questioned the appointment of two new teachers to year 2. JC advised that whilst one was an NQT, the other was an experienced teacher who, although new to Shirley, was experienced at teaching this year group. SW was mentoring the NQT and overseeing the year two team.
- There will be changes to the Deputy Headteacher staffing structure after half term. More information to follow when plans have been finalised.
- In addition to the new teaching staff, two new teaching assistants have been appointed, both of whom are also working as midday supervisors.
- A new Office Manager/Headteacher's P.A. had been appointed at the end of the summer term and was now in post.
- Following the resignation of an admin assistant during the summer holidays, office staffing was being reviewed and plans were being drawn up for the recruitment of a new member of staff.

Staff Meetings - Staff meeting frequency and timings have been reviewed in order to allow for more effective use of staff time, and a new plan has been introduced whereby most staff meetings will take place on a Wednesday. This has been accepted well by staff.

Data – Governors questioned the changes to the KS2 data presented within the Headteacher's report. JC explained that it is possible to remove data for EAL children who have not been attending the school for a full year and who have a limited understanding of English. JC reassured governors that progress for these children is still tracked as it is for all pupils.

Safeguarding

- Safeguarding training is underway for staff.
- In future a DP will attend all LSCB meetings. SW attended a recent meeting which she found interesting and informative. Information from the meetings will be disseminated to staff.
- A new paper based staff signing in/out system has been introduced and the purchase of an electronic system which would incorporate the facility to log staff, visitors and late arriving children is being investigated.

Break in - Ways of reducing the risk of future break-ins were being considered. JC had not yet heard back from the Youth Offending Team regarding his suggestion that the female offender may come back to Shirley as a form of restorative justice. The CCTV cameras that have been out of action are to be replaced. JC wished to place on record his thanks to Danny O'Connor (Caretaker) for his actions in assisting with the apprehension of the offenders.

JC advised governors that there had been a further incident of intruders on site over the weekend, when a double glazed window in the year 1 cloakroom area had been smashed. CCTV showed two males on site, but did not show the act of vandalism. The intruders gained access to the grounds by scaling the gates at the Laxton Way entrance. The Chair thanked the Headteacher for his report.

5 Ofsted priorities and whole school review

Whole school review

JC shared with governors a summary of comments collated from a whole staff and governor training morning. Staff and governors had worked in small groups to share their opinions and thoughts of how they felt the school was performing, how it could improve and what they would like to see as the school's long term vision. Staff were asked to comment about teaching and learning, the children, the building and grounds and parents and the local community. The most shared remarks had been recorded in a document presented to governors. This had proved to be a positive exercise which had resulted in some interesting comments and ideas. Staff had taken a holistic approach to the exercise, which was reflected in their answers, which governors noted did not focus on attainment and the achievement of targets, but more on developing and nurturing the child to enable them to achieve and attain.

It was noted that there were several comments relating to behaviour and behaviour management. It was felt that this may have featured strongly as the training took place at the beginning of a term which followed a term which had ended with some particularly challenging behaviour situations.

Governors noted that the school is judged on progress and achievement and that the ideas expressed by staff were key in nurturing children and enabling them to be able to progress and attain. It would be difficult to assess improvement in terms of the actions identified by staff and these needed to be linked to achievement and measurable outcomes/indicators. Ofsted assess on data.

It was noted that staff focus strongly on developing sound foundations for learning, working hard to engage children and build good relationships within class groups.

Ofsted Priorities

Ofsted priorities for Shirley focus on raising achievement and developing effective systems to track achievement and progress, on ensuring that all children are challenged academically, and improving attendance. The SLT are working to ensure that systems are in place to ensure pupil progress throughout all school years.

Governors questioned and discussed how this can be monitored. Concern was expressed at the use of aspirational targets and governors questioned whether realistic target setting would give more clarity in terms of actual achievement. This would be something that governors could discuss with the Primary Adviser before agreeing targets against national indicators e.g. FFT.

JC outlined some of the steps that were to be taken as part of the school's work to improve achievement and attainment, these included looking at practices within other settings, especially those with similar demographic compositions.

6 Annual appointment of named governors

The following governors were appointed:

- Safeguarding/Child Protection/Looked After Children – Ruth Adams and Martin Campbell
- Health and Safety – Mark Lewis
- Equality and Diversity – Louisa Meynell
- SEND – Caoimhe Murton
- Data – Philip Henderson (to be confirmed as not at meeting)
- Headteacher's Appraisal – Philip Henderson, Ruth Adams, Iain Smith

7 Governor Monitoring Groups

The following governors were appointed:

- SEND – Caoimhe Murton, Louisa Meynell
- Curriculum – Nicole Went, Sarah Joomun, Mark Abbas
- Maths – Jenny Thomas, Mark Broadbent (pending appointment and agreement)
- Writing – Mark Lewis, Nicole Went

8 Annual membership of the Governing Body's committees and Development Group

The following governors were appointed to serve on the Governing Body committees:

Standards Committee (meet 4.00 p.m. on Tuesdays)

Ruth Adams
 Martin Campbell
 Philip Henderson
 Sarah Joomun
 Louisa Meynell
 Caoimhe Murton
 Jenny Thomas
 Nicole Went
 Visitors: Iain Smith and Hannah Kidney

Resources Committee (meets 6.00 p.m. on Thursdays)

Mark Abbas
 Mark Broadbent (to be confirmed)
 John Cattermole
 Mark Lewis
 Iain Smith
 Visitors: Claire Fonseka, Suzanne Wernham, School Business Manager

Chairs of committees to be appointed by the committees at their first meetings of the new academic year.

It was agreed not to formally appoint to a Development Group.

9 Policies/documents to be adopted by Governing Body

The following policies/documents were considered:

- **Safeguarding and Child Protection Policy** (revised September 2018). This is based on a Local Authority model policy which is revised at least annually. Changes and additions to the 2018 policy were printed in red ink for easy identification. The policy had been broadened to include additional areas of possible child abuse and exploitation as well as encompassing aspects of the Prevent initiative. The names of the two governors with responsibility for safeguarding and child protection, Ruth Adams and Martin Campbell were added to page 4. RA proposed that the policy be formally adopted by the Governing Body, this was seconded by MC and agreed unanimously.

An action point arising from this policy is to check the school's compliance regarding the publication of policies on the school website.

Clerk

- **Complaints Policy** – whilst the school followed its complaints policy, which was based on a Local Authority model policy, it had become apparent that the policy required clarification and review where there was conflicting advice regarding practice. JC and IS to review policy for presentation to governors at the Autumn B meeting.

JC and IS

- **Workforce Data Protection Policy** – Governors requested the rewording of the section regarding governor responsibilities on page 2. JB to action. To be reconsidered at the Autumn B meeting.

JB

- **Teachers Pay** – The STRB had recently published the revised STPCD for 2018 and with it its recommendations for teacher pay increases. The recommendation in the STPCD is thus: 3.5% on the minima and maxima of the main pay range and unqualified teacher pay range, 2% to the minima and maxima of the upper pay range and leading practitioner pay range, 1.5% to the minima and maxima of the leadership pay range and 2% to the minima and maxima of all allowances. The preferred option of trade unions is a 3.5 increase across all pay ranges.

JC had attended a recent primary Headteachers meeting where this had been discussed and the favoured option of all but one school had been for a 3.5% across the board increase.

JB had begun to cost the different options in order to measure the effect upon the school budget. She advised governors that the school budget toolkit for 2018-19 had a 2% increase already built in so that the cost would only be for an additional 1.5% on top of the original budget. JB also advised that the government has introduced a grant to assist schools in implementing the pay increases. This grant is £16.40 per pupil and would help to offset the impact of an increase on the school budget.

JC recommended that the Governing Body approve a 3.5% across the board increase to all teacher pay points as it is the full cost of living increase recommended by the STRB, pending confirmation of the effect on the school budget.

Governors questioned whether increasing salaries by a further 1.5% would be the best use of school funds and the level of increases for support staff salaries.

Governors agreed that the figures outlining the effect of the different scenarios be considered at the next Resources Committee meeting and that the Resources Committee be granted delegated authority to decide and approve a pay increase. This was proposed by LM, seconded by ML and agreed unanimously. All governors will be invited to attend this Resources Committee meeting if they wish to do so.

JB

Resources
Committee

10 Committee Reports

Minutes of meetings of the Resources Committee (20th June 2018) and Standards Committee (3rd July 2018) had been circulated. These would be discussed by the committees and reports will be presented at the Autumn B meeting.

11 Training and Development

There will be a governor training session delivered by the ICT Service focussing on governor online safety on Thursday 15th November at 6.30 p.m. Governors were asked if they would prefer to change the start time to 6.00 p.m. or 7.00 p.m., however it was agreed to stick to the original time of 6.30 p.m.

12 Membership of the Governing Body

There were currently three vacancies. It was hoped that Mark Broadbent would agree to join the Governing Body, leaving two vacancies. Governors were asked if they knew of any colleagues who may be interested in becoming a governor. It was suggested that the neighbouring medical practice be approached to see if they may have a member of staff who would join the Governing Body (JC to action). Governors agreed that it would be helpful to have governors from minority groups to reflect the diversity of the school community

All
Governors

JC

It was noted that there are three co-opted governors whose terms of office expire in January 2019 and it is hoped that these may be re-elected at the Autumn B meeting.

13 Correspondence

The Chair had received a card from Angela Leach which he would share at the next full GB meeting. There was no other correspondence.

14 Any Other Business – none

15 Date of next meeting

As per previously produced schedule, 6.30 p.m. on Thursday 6th December 2018.

JC questioned the need for the frequency of committee meetings. Governors felt that two meetings per term were needed to manage the committees' workload. However this could be reviewed later in the school year.

The meeting closed at 9.49 p.m.

Summary of action points

Agenda item	Summary of action	By whom
2.2	Those governors who have not already done so to return completed Register of Pecuniary Interest forms to Clerk	Governors
	Clerk to compile Register and publish on school website	Clerk
9	Clerk to check compliance regarding policies published on the school website	Clerk
	To review Complaints Policy	JC and IS
	To review wording within Workforce Data Protection Policy	JB
	To produce costings showing the effects of the different options for the teachers pay increase	JB
	To approve the teachers pay increase 2019	Resources Committee
12	JC to ask neighbouring medical practice if they have a member of staff who may wish to join the GB.	JC

Glossary

DP	Designated Personnel (for safeguarding and child protection)
FFT	Fischer Family Trust
GB	Governing Body
LSCB	Local Safeguarding Children Board
NQT	Newly Qualified Teacher
SEND	Special Educational Needs and Disabilities
STPCD	School Teachers Pay and Conditions Document
STPRB	School Teachers Pay Review Body

I confirm that at a meeting of the Full Governing body held on _____ these minutes were approved and agreed as being a true and correct record.

Signed _____

Position _____

Date _____