



FGB Meeting Minutes 5 December 2018 PART ONE

Present:

Elaine Joyce (EJ)
Victoria Abbott (VA)
Adam Boshoff (ACB)
Carol Edmans (CE)
Aaron Twaits (AaT)
James Bingham (JB)
Laura Edmonds (LE)
Andrew Turner (AJT)
Steve Turnbull (ST)

In attendance:

Pam Langridge (Clerk)
Carolynne Ballard (School Business Manager)
Giles Bedloe (Associate Governor)
Sara Cox (Deputy)

PROCEDURAL MATTERS

Apologies

Apologies from Nicola Riley.

Declarations of Interest

CE declared married to ST.
ST declared married to CE.
EJ related to staff member.

Constitution

Governors welcomed Laura Edmonds as staff Governor.
Governors noted that there will be a future vacancy for Foundation Governor when it has been agreed Moss Lane can join the GLP.

Acceptance of the Minutes

Accepted (Clerk to amend spellings of surnames Edmans and Edmonds).

Matters Arising

Governors were reminded to test new email accounts.
School Office to set up a new email address for Giles Bedloe and to contact Andrew Turner with his log in details.

It was agreed the H&S policy should be reviewed on a three yearly basis. The H&S Governor will carry out termly visits and an external inspection will be booked annually. School Office to update front page of policy document to reflect.

Any Non-Agenda Items

None



Agree Draft Budget

Governors requested a copy of the draft budget.

AaT after reviewing the draft budget recommended it to Governors as a good budget. There is a £5k in year deficit which we should be able to accommodate with this year's carry forward. Some of the budget is conservative eg Supply Services and there are some unknown items eg pension contribution.

AaT to meet with CB before 14 December for final review and submission.

Surrey Pay Review

ST and AJT agreed to go through the Pay Policy with AaT.

AaT reported he was satisfied with the document. The budget needs to accommodate the impact of the pay reviews.

It was noted it may be difficult not to adopt the Surrey Policy as would fall out of line with local schools and salaries impacting future recruitment.

Governors thanked AaT and CB on their work and voted unanimously in approval of the proposed draft budget.

Updates from Chair

None

Head Teacher Report

Governors noted really excellent outcomes from the 2017/18 data and would like the whole school team to be thanked for their contribution to the success.

Governors asked for future documents & reports to be thoroughly proof read before circulation.

Governors suggested results should be circulated to parents with a ticker tape on website signposting report.

Governors queried the absence data as levels seemed higher than national average. Governors were reminded that stand alone infant schools historically have higher absence levels due to childhood illness. It was noted the staggered intake of YR also impacts the data. The EWO has commended the school on their attendance records.

Governors were advised there are some concerns around the levels of language and communication skills in the new YR cohort which could significantly impact results in other areas. Governors were assured interventions had been put in place for a number of high need, vulnerable families. It was agreed it would be useful to look at Base Line data for a similar school in the local area.

Governors asked if the demographic of the area is changing and were advised that there may be a number of contributory factors to include: families re located from inner city areas; the increase use of technology by children; difference in standards of local feeder nursery schools.



It was noted boy's writing is an area of focus and that girl's maths had improved after recent focus.

Governors noted that one YR class's data was lower than the others and were assured that strategies and learning plans are in place. It was also noted that there are a higher number of summer born children in this cohort.

Governors asked what supported the statement that teaching was 100% good or excellent and were advised that Teacher on Page documents were in place for each individual summarising data collated from teaching observations, book scrutiny, drop ins, learning walks and moderation. Governors asked to see an anonymised example.

Governors were advised there has been an increase in the number of requests from parent to defer entry for summer born children which may have an impact in the following year's admissions

Governors reviewed the report detailing the impact of the Deputy Head returning to class teaching.

Governors asked if Moss Lane have a significantly high number of SEND children.

Governors asked for more detail around the report, so they could understand impact to children, cost implications, and what to prioritise.

It was suggested some columns be added to the report to include:

- Are we meeting critical / legal requirements?
- What are the cost implications hours/£?
- Prioritise on a scale of 1 to 10
- Where is the impact eg performance / pupils / staff retention?
- What are expected improvements / outcomes?

Impact of PPG

Report to follow and be published on school website.

SDP Priorities and Responsibilities

SDP front page was circulated within initials against priorities. All Governors were asked to review and agree. Woodland school to be allocated from ACB to JB, but otherwise all Governors agreed with the allocation.

Governors were reminded of their role to monitor the SDP throughout the year and keep in mind during visits and reporting.

Safeguarding / LAC

GB has handed over to ST. ST to arrange to visit office and look at records and undertake annual audit in Jan 19.



It was noted the Child Protection Policy is due for review. [School office to liaise with ST and GB.](#)

GLP Update

Governors were advised that Moss Lane have joined up with Winchester University as a teaching school and have offered two days training, alongside the other schools within the GLP (total of 20 days training). Governors were surprised they had not been advised of this in advance as although they support the initiative there will be an impact to the school in terms of time spent supporting the students.

It is hoped the initiative will target NQTs and NQT's Plus 1 and help to retain good quality teaching staff in the local area.

Governors were advised that Head Teachers and Chairs had met to draft operational document for GLP and another meeting has been scheduled for January.

No feedback available for parents as yet until Stone King determine situation re land asset.

Governor Links

Governors were reminded to look at school calendar and attend relevant events. EJ, ACB, CE, AJT and JB all agreed to attend Christmas Lunch.

Governors thanked ACB, CE and EJ for their Governor visit reports.

CE asked when the GDPR data audit will be undertaken.

Feedback from Meeting

Governors are very pleased with school data.

Current Base Line data also looks positive.

It is clear pupils at Moss Lane do well in attainment and progress.

Governors approved the Draft Budget.

Thank you to GB for all his time as Governor and Safeguarding lead.

Next Meeting

30 January 6.15pm at Moss Lane School