

	 <p style="text-align: center;">Wivelsfield Primary School. Full Governing Board Meeting (FGB)</p>
Date	Friday 27th September 2019
Time	18:00 - 19:30
Present	Rob Milton (RM) – Chair, Rhodri James - (RJ) – Vice, Helen Smith (HS) – Head, Marion Whear (MW), Tom Edwards (TE), Susan Halliwell (SH), John Wigzell (JW), Lesley Corbett (LC), Ashley Hards (AH) Sarah Thompson – Clerk (ST)
Apologies	Philip Dawson (PD)

Item		Action
1	Apologies for absence Review Agenda	
2	<p>Pecuniary Interest / Disclosure of Interests All governors present signed the pecuniary interest. All governors present completed the disclosure of interests RM & SH need to revisit required information on the disclosure of interest. RM to sign all forms once completed accurately</p>	RM & SH to accurately complete form RM to sign forms
3	<p>Agree and sign the minutes of the last meeting RM signed the minutes</p>	ST to post minutes on website
4	<p>Matters arising</p> <ol style="list-style-type: none"> 1. Parent / Carer Questionnaire Analysis (TE) Brief analysis of the Parent Questionnaire from Tom. Questionnaire response positive. Parents strongly agree school keeps children safe Parents don't want a facebook page 75% interest in nursery provision TE will circulate findings and highlight anything to act upon. Follow up next meeting 2. Nursery Provision - consultation questionnaire - in progress for October half term (ST) 	TE to circulate analysis
5	<p>Full Data Report Report sent prior to meeting Review and discuss the end of year assessment</p> <p>Although attainment was good the KS1 to KS2 progress was disappointing. maths -1.2, reading +0.7, writing -0.8, The minus figures are amber so not a massive concern but still disappointing. HS reported that Term 4 internal data</p>	

	<p>will have a better representation of how individuals are progressing; term 2 data often shows little progress.</p> <p>AH advised that he is colour blind so the report is virtually impossible for him to read.</p>	<p>PD to ensure future reports are colour blind friendly</p>
7	<p>School Improvement Plan Plan sent prior to meeting There was a lot of feedback from LC on the SIP in conjunction with the new Ofsted framework which prompted much discussion. Summarised as follows:</p> <p>LC concerned that the intent is not clear It must be clear what you want your curriculum to deliver to your pupils step by step how do you get to that milestone why are you teaching what you're teaching today</p> <p>Teachers must know what they want children to learn and why they want them to learn it and it must be specific to the children in the school.</p> <p>LC Reading and maths must be correct HS Reading not currently in the plan LC Include develop a love of reading in the plan</p> <p>LC Don't spend a lot of time on the intent - spend time on the curriculum development</p> <p>Systematic structure is key</p> <p>Need to include the cultural capital Definition of Cultural Capital <<The national curriculum provides pupils with an introduction to the essential knowledge they need to be educated citizens. It introduces pupils to the best that has been thought and said, and helps engender an appreciation of human creativity and achievement..>></p> <p>Be clear on the purpose of data To have an agreed curriculum in place, by a date that meets the needs of the national curriculum of all children in school and being taught in accordance with the plan.</p> <p>Books need to show the progress but most importantly adherence to the curriculum - the books need to show the plan is being put into practise.</p> <p>Governors can assist with this in their monitoring</p> <p>LC suggests subject leaders meet with Governors for monitoring not HS. The Subject Leader is key.</p>	<p>Head</p>

	<p>Ofsted Inspections will consist of 3 deep dives - reading definitely / maths probably / plus one other subject</p> <p>AH asked if external contractor can be a subject lead - LC/HS to follow up and advise.</p> <p>HS asked if Bryony Sinclair can now be the PE subject lead as she has a high level sports coach qualification Need to check legalities / insurance etc.</p> <p>LC focus on closing the gap for SEND children. HS SEND children out of class in the afternoon. HS keeping a log of what the children miss in the afternoons. Same day interventions will help to close the gap.</p> <p>SEND & PP children should have exactly the same curriculum opportunities as everyone else. Concern re: pulling them out of class in the afternoons.</p> <p>HG & PD leading maths mastery in the school</p> <p>Objectives - discussion on objectives</p> <p>Restorative Justice is in action in school</p> <p>Started Maths interventions</p> <p>Middle Leaders to have face time with Governors without HS</p> <p>Staff workload and wellbeing of staff is key point in new Ofsted framework as shown on the plan.</p> <p>The plan was agreed subject to the implementation of LC comments.</p>	
<p>8</p>	<p>Policy Review</p> <p>Policies sent prior to meeting: Safeguarding Policy Online Safety Policy Staff Code of Conduct</p> <p>The above policies were all approved and adopted on 27th September 2019.</p> <p>Staff Wraparound Care Charging Policy (RM) This is a proposed new policy and was not discussed</p>	<p>Discuss at next meeting</p>
<p>11</p>	<p>Governing Board / Committee Information 19/20</p>	

	<p>Schedule of meetings for 19/20 - see attached Wivelsfield School Governing Board Meeting Schedule 2019 - 2020</p> <p>Committee Information</p> <p>Headteacher Performance Review Committee It was agreed that the committee members will be: RM / MW / SH No changes required to the Terms of Reference</p> <p>Finance Committee It was agreed that the committee members will be: RM / MW / SH / RJ / HS No changes required to the Terms of Reference</p> <p>It was agreed to split Premises from the Finance Committee. TE put forward a name to fill the Governor Premises role. A separate Premises Committee will be set up on appointment of a Governor in that role</p> <p>Governor Monitoring The following Governor Monitoring roles were agreed:</p> <p>LC - SEND / Teaching & Learning supported by monitoring visits MW - Early Years JW - Data and Early Years AH - Mental Health & Wellbeing PD - Staff Liaison AH - Parent Liaison TE - Community Liaison to be filled: Buildings and Maintenance</p> <p>Governors to ensure they fulfil their roles. No timelines or measurables put in place.</p>	<p>ST to update terms of ref.</p> <p>TE to follow up on potential Governor</p>

Supporting Documents:

Item	Papers	Sent	
1	Data Report	to be sent	will be emailed
2	School Improvement Plan	to be sent	will be emailed
3	Policies	to be sent	will be emailed
4	Minutes of last meeting	sent	will be emailed