

Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 10 December 2015 at 6.30pm

Present: Mrs Cook, Mr Ferguson, Ms Fox, Mrs Gale, Mr Grenz, Mr Henderson, Mrs Leach (Head), Ms Meynell, Ms Parker, Mr Saunders, Mr Smith (Chair), Mrs Went, Ms Winsemann-Falghera.

Visiting: Mrs Kidney (Deputy Head), Mrs Marsters (Deputy Head). In attendance: Miss Owen (Clerk).

The Clerk advised the meeting was quorate, as more than 50% of the current membership, excluding vacancies, was present.

1. Standing items

1.1 Apologies for absence

Revd Adams (work commitment)

Ms Winsemann-Falghera proposed, Ms Fox seconded the apologies should be accepted. Approved by all.

1.2 Declaration of interests

No interests were declared in items on this agenda.

1.3 Register of Pecuniary Interests

The Register was passed around for signing.

2. Appointment of a Local Authority Governor – nomination received for Grace Parker

The Clerk confirmed she had submitted the Governing Body's approval of Ms Parker to the Local Authority, as requested by the Governing Body. Ms Parker visited school and met with the Chair and Head. The Chair noted Governors had approved this GB's nomination by email to the LA, to expedite the appointment process, rather than wait for another GB meeting. The LA had now nominated Ms Parker to the GB as a Local Authority Governor. The meeting noted Ms Parker has interests in social policy and educational matters. The Clerk confirmed identity and pre-appointment checks had been carried out.

Ms Meynell proposed, Mr Ferguson seconded that Ms Parker should be appointed as a Local Authority. Agreed by all.

The Governing Body appointed Ms Parker as a Local Authority Governor and asked the Clerk to send an appointment letter.

Ms Parker was invited to join the meeting at this point. The Chair welcomed Ms Parker and introductions were made.

3. Minutes of the last meeting (24 September 2015)

Ms Winsemann-Falghera proposed, Ms Fox seconded that the minutes of the meeting of 24 September 2015 be approved. Agreed by all.

3.1 Matters Arising

The Chair asked Governors, who had role descriptors attached to specific roles, to make any amendments they considered appropriate and email the descriptors back to the Clerk. The Chair noted other arising items are within other agenda items.

4. Headteacher's Update

The Head noted her report includes and updates some information that has been included in her recent reports to Committees. There has been a relatively high number of new children this term: 15 children have joined the school, many of them have with English as an Additional Language (EAL). This number is higher than the usual intake of new children and equates to half a class.

Kristen Bulkiewicz (supply) joined the school on 9 November to cover Kirsty Morris's maternity leave. Miss Bulkiewicz spent the first 5 days working alongside Mrs Morris in order to get to know the children and ensure a smooth hand-over.

Mrs Williams, who works 30% to cover PPA, will leave the school at February half term, as Mrs Bane is returning from maternity leave. Mrs King joined the school in November as 1:1 teaching assistant for a new pupil in Year 6. This post is funded by the local authority. Two teaching assistants, Mrs McLachlan and Ms Meynell, who were appointed on fixed term contracts for one term, will leave the school at Christmas. Mrs Elwood joined the school on 30 November, as the school's new Business Manager. She is settling in well. Mrs Turner has resigned from the Midday Team. There are no plans to replace this role at the moment. Another MSA, Mrs Khanom has resigned for family reasons and has been replaced by Mrs Begum.

Appraisals for members of the teaching team have been completed and recommendations for pay progression were made to the Resources Committee on 3rd November.

Appraisal meetings are taking place this half term for all the TA team. A total of 37 TAs will have their appraisal meeting with one of eight Team Leaders; Inclusion leaders, Deputy Heads, Assistant Head and Headteacher, all share the workload involved in appraising the large team.

Mrs Marsters and the Head attended PREVENT training on 4 November. PREVENT training for teaching and support staff is scheduled to take place on a training day on 5 January 2016. **The Head will compile an action plan which will be presented to Governors in Spring A.**

All Governors should be aware of what schools must have in place:

- A single point of contact for Prevent (Mrs Marsters and the Head)
- A mechanism for assessing the risk of pupils being drawn into terrorism
- An action plan to reduce the risk
- Staff training to recognise extremism and radicalisation
- A system for referring concerns to Channel
- Systems for vetting and barring extremist speakers and events
- A system to prevent children accessing extremist material

Mrs Kidney and the Head attended Child Protection Refresher Training on 5 November. Following this training, all teachers have been asked to include additional detail on risk assessments that explains measures that have been put in place to reduce risks for the most vulnerable children in the class.

Mrs Kidney attended E-Safety training on 19 November. The national on-line Safety Day is 9 February 2016.

The Head met with Hannah Fox (Safeguarding and Child Protection Governor) on 1 October and on 19 November. These regular meetings are part of the programme of monitoring activities of the Safeguarding Governor.

On 1st October, the following was completed:

- the annual audit of Child Protection Record Keeping
- Review of personnel files of newly appointed staff to check that all the appropriate safer recruitment checks have been carried out and that the actions identified in the SR action plan have been addressed.

On 19th November, the focus was on:

- Safeguarding Children in Education – A checklist for Governing Bodies
- Scrutiny of the School Central Record
- Scrutiny of three staff personnel files – staff who had been appointed since the last monitoring visit

The Head noted the checklist audit was extremely useful. Whilst the Head and Safeguarding Governor were satisfied that most of the questions could be answered as 'yes' and evidenced appropriately, the areas to action will be documented in an action plan.

The Safeguarding Governor's next monitoring visit will take place on 14 January 2016. The agenda will include:

- School Central Record monitoring
- Outcomes from the Governor Review
- Safeguarding Children in Education checklist action plan
- PREVENT action plan (draft)

The Head described workshops and classes for parents that are in place to enable them to support their child's learning at home. The School continues to provide free parent education classes for parents and carers. These are very popular and currently the school hosts English classes and classes for parents who are new to English. The school has two Red Hen family workers who are currently working with 11 families from Shirley School. Red Hen is a lottery funded project which provides early intervention and family work support for parents who have children at Shirley Primary, Orchard Park Primary, Kings Hedges Federation, Grove Primary or Arbury Primary School. Regular coffee mornings are held at school.

All year groups have delivered a writing or phonics Parents Workshop this term. Next term, the focus of the workshops will be Maths. All the materials are posted on the school website for parents to refer to, or download. This also enables parents who were unable to attend to access the materials used.

During autumn 15 / spring 16, four tour dates have been offered for parents seeking a Reception place in September 16. Parents have until 15 January 2016 to submit an application to Admissions. The tours have been very popular, with 26 parents attending to date.

The Head discussed the SLT's monitoring of the quality of teaching and learning with the meeting. The Head explained the quality of teaching is monitored through work scrutiny, drops-ins, planning scrutiny and lesson observation. In Autumn 2014, 20 lessons were observed, of which 65% were judged to be good or better; in Spring 2015, 22 lessons were observed of which 77% were judged to be good or better. This term (Autumn 2015), 20 lessons have been observed (8 maths and 11 English), of which 79% have been judged as good or better. All teachers were observed, from Nursery to Year 6. Four lessons were judged to require improvement. Coaching and mentoring programmes started in October for several staff; these end shortly. Further programmes will be underway in the spring term. The meeting discussed how the SLT will move forward to ensure no lessons are judged to

require improvement. The Head said changes in teaching staff have made it a considerable challenge to teach the range of abilities in the school. However, the school has a proactive team that is reflective of practice and who welcome professional development. Another round of observations will take place next term: those teachers who have been observed teaching maths this term will be observed teaching English next term and vice versa. In answer to a Governor's question, the Head said Ofsted would say teaching is around good, as there is no inadequate teaching: Ofsted look more at an overall profile rather than individual lessons. The Head said the school wants to eliminate teaching that requires improvement. The school would say to Ofsted that the SLT are fully aware of the teaching standards and have put programmes of support in place. In answer to a Governor's question, the Head said teachers are not apprehensive of observations: drop-ins and monitoring are carried out on a regular basis and observations form the basis for a two-way dialogue that is wholly supportive of raising teaching standards. The Head said the SLT are fully aware of where improvement is required and is working hard to improve aspects of practice. Many lessons are good with outstanding practice and all teachers aspire to be outstanding: it is the SLT's aim to support all teachers achieve this standard. The Spring term will see a settled staff profile: this will engender an upward trend in teaching standards.

Work scrutiny this term includes sampling books from each year group and an additional scrutiny which will focus on 6 SEND children in each class and will look at English, IPC and Maths books.

Mrs Kidney discussed her report on the Curriculum (Autumn B) with the meeting, highlighting details of the topics the year groups have been studying this term. The exit points, many of which have given sharing opportunities for parents to join e.g. the Goldilocks Cafe (Yr R), have been greatly enjoyed by children and parents.

This term, staff have spent staff meeting time on: setting end of year targets using Target Tracker; Reading the pupil premium plan; Revisiting Target Tracker; Learning ways to include assessments in every day planning, teaching and marking; How to manage Bug Club (online reading resource); Planning Anti Bullying week; Moderating work within teams using Target Tracker

The meeting discussed the changes to assessment levels. Mrs Kidney said that now that all pupils have been assessed with Target Tracker to give them a new 'Steps Level' for learning (evidenced in Summer 2), the school will now assess them for their end of Autumn 2 steps level. Teachers will then be able to measure the progress that pupils make. A presentation on Target Tracker will be given at the next Standards Committee. However, the GB Chair asked that a presentation on assessment could be given to the next full GB, as all Governors needed to be aware of the new assessment levels. The meeting agreed with this suggestion and that Mrs Kidney's presentation should come to the FGB Spring A meeting.

The Head reported that Anti-Bullying Week 16-20 November, the theme of which had been 'Make a noise about bullying!', had been very popular with the pupils. The Head noted the link to this week to Governors and asked members to visit the website <http://www.anti-bullyingalliance.org.uk/anti-bullying-week>

The theme had aimed to empower children and young people to make a noise about bullying – whether it is happening to them, or to someone else, face-to-face or online. All children were involved in making a video based on this year's theme 'make a noise about bullying'. These were shown during sharing assembly at the end of the week. Ms Meynell had attended this assembly: the Head noted the school's anti-bullying charter is displayed in every classroom.

The Head discussed the number of racist and homophobic incidents that have been reported this term. The number of incidents reported is lower when compared to last year. In Autumn term 2014, thirteen racist incidents were reported. In Autumn 2015 (to date) none have been reported. In Autumn 2014, six homophobic incidents were reported: this term one has been reported (to date). The Head said that whilst this is encouraging, the school needs to ensure incidents are reported.

Exclusion data illustrates the challenges the school has faced this term: there have been 12 FTEs (fixed term exclusions) that relate to five pupils. This compares to 10 FTE's that relate to seven pupils in the Autumn term 2014. The Head said very high levels of support are being put in to try to reduce FTEs that absorb a considerable amount of SLT time. All FTEs have applied to pupils with SEND. Teachers need to be able to teach: pupils whose behaviour result in FTEs are a distraction for pupils who want to learn and progress. In answer to a Governor's question, the Head said exclusions can bring further support from specialist agencies. The Head described the types of behaviour that left her no option than to impose a FTE on a pupil. The safety of the pupil concerned and other pupils is paramount when taking the decision to exclude.

Mrs Marsters gave an update on Attendance to the meeting. The school continues to work actively with children and their families to promote good attendance. Class teachers discuss attendance weekly and display class, and children's, attendance percentages and targets. Conversation with parents about their children's attendance took place in the parent consultation events last half term. Attendance buddies (class teachers and TAs) have been identified to support and encourage children from

monitored SEND and Pupil Premium groups of children. The Spring term will provide data as to the effectiveness of the Token Economy affecting attendance. This will be reported back.

In November 15, the School Nurse visited as part of a Health and Hygiene project with Nursery, Year 1 and Reception children. The importance of hand-washing in staying healthy was highlighted. Anti-bacteria gels are provided for use in the classrooms, particularly before snack time and lunch times, to reduce the possible infections that could impact on attendance. Cleaning routines are being scrutinised as part of this project, with support from site staff. A 'Late Gate' exercise was held on 18 November, to continue the school's punctuality drive.

The Head gave updates to activities in the school and also activities outside the school with the Schools Partnership e.g. the CB4 Boys Writing Workshop, Gifted and Talented Workshops, the Little Britten Project and many Sports events. Other events the children have enjoyed this term have included Children in Need Day on 13 November and submitting designs for the Cambridge MP's Christmas Card completion. The school is delighted this has been won by a Year 4 pupil. Governors are warmly welcomed to attend Christmas events. Eighteen children (from Reception to Year 6) are currently receiving music tuition from Cambridgeshire Music tutors. The Head reminded Governors they are invited to all Christmas events. The Chair thanked the Head for her Report.

5. The School Development and Improvement Plan 2015-2016

The Head said the SDIP has now been completed and copies had been distributed with the papers for this meeting. This year, it has been necessary to give subject leaders additional time to complete their Raising Achievement Plans (RAPs) and target setting, due to the changes in assessment levels. The meeting noted the action plans/RAPs within this year's SDIP contains the projections for summer 2016: the GB Chair said he hoped progress would match the targets set within the RAPs.

Ms Meynell proposed, Ms Winsemann-Falghera seconded that the SDIP 2015-2016 be approved. Agreed by all.

6. Approve 2016 projections for Years 2 and 6

The meeting discussed the projections for Year 2 and 6 for summer 2016 within the SDIP. In answer to a Governor's question, the Head confirmed projections and targets have the same meaning, although teachers' language uses targets. Governors monitor projections. **The meeting discussed how best Governors could understand the new levels of assessments and, after discussion, asked Mrs Kidney to make a presentation about assessment at the next GB.**

Within the SDIP, Governors noted the targets are:

Year 2 Reading attainment: 70% (2S and +); Writing attainment 49% (2S and +); Maths 2015/2016 target is that 63% of pupils to be working at expected standard: Maths at KS1 62% (2S)

Year 6 Reading attainment: 65% (6S and +); Writing attainment 52% (6S and +); Maths 2015/2016 is that 70% of all pupils are working at expected standard: Maths at KS2 70% (6S).

The meeting discussed the expectations of progress to be made. The Head said this would be a challenge for the school: targets are higher overall and the expectation is that far greater progress will be made by the end of KS2. Targets will be set nationally that will be higher than the 2015 L4. A Governor asked if the targets set by the school are realistic. The Head said that targets are set with the best intentions and it is very important to see how children progress. The Head said, looking at current descriptors, the end of key stage appears to be much higher than the 2015 L4b. At the end of KS2, children will take tests; only one example text has been made available to date, so it is difficult to have an overview of the standards expected but they will be much higher than before. The school is aiming for six steps progress to be secured. In answer to a question from the Chair, the Head said this is expected to be the standard in the test. Targets have been set using Target Tracker. The meeting discussed the ongoing challenge of improving progress in Writing; Mrs Kidney said this was a particular challenge for the lower years. Mrs Kidney said teachers like using Target Tracker as it informs teaching direction. A Governor asked if the new tracking system could demonstrate year on year progress made. The Head said that the school needed to demonstrate progress made; with the new assessment system, schools cannot compare the 2016 KS1 and KS2 results with previous SATs results. Mrs Kidney said the school would present data and demonstrate progress made to Ofsted. In conclusion to the discussion, the GB Chair said the new assessment systems are complicated and the school needs to ensure progress is being made and projections are being met. Governors monitoring groups will play a crucial role in this particular respect.

Mr Henderson proposed, Mr Grenz seconded the 2016 projections for Yr 2 and Yr 6 should be approved. Agreed by all.

7. Safeguarding

The Safeguarding Governor noted the report of the visit she made on 9 November 2015 has been included with the papers for this meeting. On this visit, Ms Fox had met with the Headteacher to participate in a Child Protection Audit as outlined by the LA. The audit included completion of the checklist of actions that should be satisfied within this annual visit. The conclusion of this visit was that the number of Child Protection (CP) files the school holds is large; however, the number of these children that are formally open to social care on a Child Protection plan is small. In conclusion, the Safeguarding Governor said she is confident that

the CP files that the school holds are held in the correct manner; contain the relevant information in the right format, and the appropriate people access these files.

Ms Fox discussed her monitoring visit on 19 November 2015, when she met with the Headteacher to complete the LA Safer Recruitment Audit. This is an annual audit that asks questions of the school and Governors in relation to safer recruitment and the wider Safeguarding agenda. A copy has been included with the papers for this meeting. Last year this was completed: the outcomes of it led to an action and improvement plan. It is intended that this same process takes place for the coming year with either the named Safeguarding Governor monitoring with the Head, or the Head reporting on the actions agreed at GB meetings. This year's audit contained far more detail. Increased levels of detail and specification has resulted in increased action needed to satisfy the requirements of the audit. Whilst overall, the school is performing well against the areas in the audit, there are some areas for improvement. The meeting discussed the areas of improvement, noting an emphasis on the role of Governors within Safeguarding. This correlates with the evidence that is becoming evident about the new one-day Ofsted inspections, with its increased focus on safeguarding. The meeting discussed how the GB could evidence its duty in ensuring Safeguarding is embedded. The meeting agreed monitoring visits should provide this evidence and that as it is now a more comprehensive audit, a number of actions have arisen.

Ms Fox outlined some areas for improvement in her report of 19 November: checking all staff have the contact details of the Chair of the GB; ensuring that Governors have read the Keeping Children Safe in Education (July 2015, parts 1-4); checking the training that the GB has undertaken with respect to allegations against staff; increasing the volume of the pupil voice in Safeguarding; a clearer regime of monitoring of Safeguarding in all policies and procedures; Governors need to satisfy themselves about how any weaknesses in safeguarding would be dealt with by the SLT; the school is to check that all agencies the school uses have a child protection policy in place.

The Safeguarding Governor proposed the following recommendations: the GB should consider a second named Safeguarding and Child Protection Governor; consider adopting an updated Safeguarding Governor role profile and a more generic Governor profile about the responsibilities surrounding safeguarding; individual Governors to sign to say they have received and read Keeping Children Safe In Educations (parts 1-4 July 2015); complete the checklist of safeguarding knowledge; that the standard safeguarding item at each GB rotates to include a topic that has been highlighted in the self-audit as requiring further attention.

Following discussion, the meeting agreed the Safeguarding agenda has increased considerably and should not be the responsibility of one Governor; it should be shared. The meeting also agreed that safeguarding is a role that is the shared responsibility of all Governors, not just the named Governor(s). The meeting concluded that the GB i.e. all Governors, have a corporate responsibility for Safeguarding and Child Protection.

After discussion, Ms Fox proposed, Mrs Went seconded that Grace Parker should be appointed as the second named Governor with responsibility for Safeguarding and Child Protection, to work alongside Ms Fox. Agreed by all. The GB Chair thanked Ms Parker for taking on this shared role.

The meeting discussed role descriptors for the Safeguarding and Child Protection Governors(s) and the role of the Governing Body in Safeguarding and Child Protection. The meeting agreed there is a lot of information in the two descriptors and agreed with the Safeguarding Governor that they align with the recommendation of the Safer Recruitment audit, in that Governors gain knowledge of the systems used and must understand the Safeguarding processes that are in place. The GB has a duty to question and, in a school of this size, the challenges can never be underestimated. A Governor suggested that 'are addressed' is inserted into point 1 of the generic GB role descriptor.

Following an agreement of edits, **the GB agreed to adopt the role descriptors of the role of the Safeguarding and Child Protection Governors(s) and the Role of the Governing Body in Safeguarding and Child Protection. This was proposed by Ms Winsemann-Falghera and seconded by Mr Grenz. Agreed by all.**

The meeting agreed to read and sign they had received and read Keeping Children Safe In Educations (parts 1-4 July 2015).

Ms Fox discussed the initial checklist for Governors that had resulted from the in-house Safeguarding training for Governors that had been held on 22 October 2015. Ms Fox explained it is a self-audit of Governors' knowledge about child protection and safeguarding. **Action: Governors are asked to complete the initial checklist and send it to her.** The replies will then inform the focus that is needed for the training that will be devised when Ms Fox meets with the Head in January.

The meeting agreed with the Safeguarding Governor's suggestion that every GB meeting should have a focus on a particular subject highlighted in the GB's self-audit.

The GB Chair thanked Ms Fox for her diligence with this area and thanked Ms Parker for agreeing to take on a shared responsibility with this area. The Chair said he wished to conclude this item by emphasising the need for the GB to focus on this area and not just to follow systems and process. The Chair agreed with a Governor's comment that Governors should keep an enquiring mind during visits. Governors are able to approach the Chair or the Safeguarding Governors with any issues. The Chair said there must always be a robust system in place for discussions.

8. Safeguarding Training

The Head and Ms Fox gave feedback about the in-house training that had been arranged for Governors on 22 October 2015. The training had been delivered by the Education Child Protection Services and been excellent. The Head said it was disappointing that only a small number of Governors had been able to attend, as the training had been extremely informative and had included valuable information for Governors about their role in monitoring the effectiveness of Safeguarding. **The Clerk will re-circulate the information pack from the training.**

9. Prevent training

Mrs Marsters and the Head attended PREVENT training on 4 November 2015. They are now the school's designated leads for Prevent. Under the Counter Terrorism and Security Act 2015, all schools have a duty to 'have due regard to the need to prevent people from being drawn into terrorism'. This is known as the **Prevent Duty**. Schools Prevent duties include 4 main themes:

- Risk assessment
- Working in partnership
- Staff training
- IT policies

Prevent training will be cascaded to all staff, with training scheduled for 5 January 2016 and subsequent sessions for staff not in school on that day. The Head described potential circumstances that may lead young people to become disaffected. In answer to a Governor's question, the Head said Prevent training is relevant to Primary schools. Staff are to be trained to be alert for, and react to, particular signs that a person may be drawn to extremist groups. In answer to a Governor's question, the Head said the curriculum promotes self-esteem and British Values to counteract people being drawn into extremism. The Chair asked if Governors needed training: in reply, the Head said Governors will scrutinise the Action Plan in Spring A and have an opportunity to attend some training. Training materials will be shared with Governors. A Governor suggested an extra column should be added so that a completed action can be added when appropriate.

The Prevent Action Plan will be brought to the GB in Spring A.

10. Admission arrangements from the LA 2017-18

The GB Chair explained this agenda item is an annual duty of the GB.

1. The meeting noted and agreed the school's current PAN (Planned Admission number) remains at 60. There is no foreseeable change to this number.
2. The meeting agreed with the oversubscription criteria as laid out in the Nursery Admissions Policy for Nursery Schools and classes for 2016-2017. The meeting noted the school follows the LA's Policy.

These two decisions were proposed for approval by Mr Smith, seconded by Mr Ferguson. Agreed by all.

The meeting discussed the admission arrangements for Cambridgeshire maintained school and academies for 2017-2018 (LA consultation document 20.11.15-15.01.16). The criteria to be applied in the event of over subscription was noted. The Head noted this school shares the catchment area with Chesterton Primary. This gives parents more choice but had not resulted in any problems between the two schools. The Head said the school is oversubscribed with a waiting list for the younger year groups that are full i.e. Yrs R, 1, 2 and 3. In answer to a Governor's question, the Head said if there were exceptional circumstances, she would consider over admitting. All children are offered a place in a school, although it may not be at the school of their first choice if that particular school is full. Any impact of over-subscription will be noted to Governors.

Mrs Went proposed, Ms Meynell seconded that the LA's admission arrangements 2017-2018 be approved. Agreed by all.

11. Parent Council

A Governor who attended the Parent Council meeting on 6 October reported that the two meetings held on this day had been enjoyed by the parents who had attended. Outdoor learning had been a focus. The parents who attended were predominantly from the younger classes. Approximately 50% of the parents attended are also regular attendees at the ESOL cafe. (The EAL TA was thanked for her input with the cafe). Bilingual parents had helped EAL parents to understand the group's discussions. The next meeting will be on 19 January when the topic will be classroom organisation. The GB Chair thanked the Governors who are involved with the group.

12. British Values

There was no updates from the GB. The Head noted that Mrs Taylor (school's Equality and Diversity Lead) had delivered an informative staff meeting about British Values and how the school can promote them, earlier this term. Mrs Taylor will put a statement about British Values on the website. British Values are highlighted in assembly themes in the Spring term 2016. Diversity week is to be held 7-11 March 2016 which will promote British Values, with a focus on tolerance. Mrs Taylor is to train TAs on how British Values are incorporated into the curriculum.

13. Policies to be adopted by the GB

Safeguarding and Child Protection: point 4.2 has been updated to reflect staff training. Ms Parker's name will now also be included as a Governor with responsibility for Safeguarding and Child Protection.

The Safeguarding and Child Protection Policy was proposed for adoption by Ms Fox, seconded by Ms Meynell. Agreed by all

Model Safer Recruitment Policy: this Policy was discussed at the Resources Committee on 14 October 2015. Point 10 was discussed by the meeting and the meeting agreed two Governors should be trained in Safer Recruitment. Ms Fox is already trained to Level 3; Ms Parker will also do the training. The GB Chair, Mr Smith, said he would also undertake training. The Head thanked these Governors for their commitment. The meeting noted Point 11 refers to the staff share website.

Ms Fox proposed, Mr Henderson seconded that the model Safer Recruitment Policy should be adopted. Agreed by all.

Accessibility Plan: this was reviewed by the Standards Committee at their meeting on 17 November 2015. A Governor suggested colour coding should be used to denote what is in place. **Mrs Marsters will action this suggestion.**

Ms Meynell proposed, Ms Winsemann-Falghera seconded the Accessibility Plan should be adopted. Agreed by all.

Shirley Primary School Drugs Policy this was reviewed by the Standards Committee at their meeting on 17 November 2015. The Head noted this is a model LA Policy. Some language may not apply to a Primary school, as this Policy covers KS3 and KS4 too.

Ms Winsemann-Falghera proposed, Mr Henderson seconded the Shirley Primary School Drugs Policy should be adopted.

Agreed by all.

14. Reports from Lead Governors

Writing: Ms Meynell (Lead Governor), and Mrs Went had visited school on 5 November to meet Mrs Carter. The group reviewed last year's RAP. The group is meeting next week to scrutinise this year's SDIP. There is an emphasis on spelling throughout the school and closing gaps. Interventions are being targeted with groups and accelerating progress for pupils with SEND. Nelson and Pic Corbett strategies are being used widely.

SEND: Revd Adams (Lead Governor) met with Mrs Marsters on 20 October 2015 to discuss SEND areas. Revd Adams is acquainting herself with SEND policy and practice, as she is the new Lead SEND Governor. Revd Adams noted she wanted to discuss how Governors might be included in the Inclusion Action Plan and to identify appropriate monitoring opportunities throughout 2015-16. Revd Adams reported that she and Mrs Marsters had discussed the SEND audit that had been carried out by the LA on 30 September 2015, and the Inclusion Action Plan, identifying clear areas where Governors could be involved. The following areas were identified for focus for Governor visits in 2015-16: Spring B visit looking at the tracking of SEND data; understanding the SEND Code of Practice and the use of Parent Voice; visiting a group of SEND children to evaluate practice from their point of view. Revd Adams or Mrs Marsters will visit a parent group meeting if a topic linked to SEND is proposed. Revd Adams will also include safeguarding questions when she visits children's groups.

Curriculum: Ms Winsemann-Falghera (Lead Governor) and Mrs Went had no updates to present at this point. Mrs Kidney will host the initial meeting of this group and plans for future focus will be agreed. **The meeting agreed Ms Parker will join this group.**

Maths: Ms Winsemann-Falghera (Lead Governor) and Mr Henderson have met with Miss Fonseca. At this meeting, attainment and progress targets had not been finalised; however, targets have now been included in the SDIP. These will be discussed when the group next meets.

14.1 Report/Update from the Data Governor

The Data Governor, Mr Henderson, noted the minutes of the recent Standards Committee meeting contained a comprehensive overview of the report he had presented at this Committee. Mr Henderson has updated Raiseonline KS1 data and will add in progress in January and update with other schools that are adding data. KS2 results are good at the current level of testing. As attainment moves upwards, gaps become more evident; therefore, there is a need to explain gaps. KS1 showed positive attainment at the level of testing. Phonics dropped in 2015, compared to 2014. KS1 Writing, Reading and Maths demonstrated a big step forward. Progress in KS1 is not published nationally; it is used as in-house data for tracking purposes as pupils move through KS2. The GB Chair thanked the Data Governor and said it is very helpful for reports to come to the GB with key points. The meeting agreed it would welcome a future presentation from Mr Henderson. This would be more of an overview, as it is the Standards Committee that holds fuller discussions.

15. Committee reports

15.1 Standards: the minutes of the 7 October 2015 were included with the papers for this meeting. It was noted at the meeting on 7 October that Mrs Kidney's Pupil Premium report has been used as an exemplar by the LA at briefings for Heads and Governors. The Head and the GB Chair are to give a presentation on Pupil Premium at an LA Conference in March 2016. The meeting had also discussed the rates of transfer to secondary colleges by pupils at this school.

The Committee Chair gave feedback from the Committee meeting on 17 November. There were three presentations from the SLT at this meeting: 2016 curriculum and assessments end of KS1 AND KS2; Assessment without levels; Ofsted inspection (new

reforms). The Committee had found these presentations very informative. The meeting had noted the need to ensure that a bureaucratic load is not placed on teachers due to changes in assessment.

15.2 Resources: the minutes of the 14 October 2015 were included with the papers for this meeting. The Committee Chair reported that the Pupil Premium report would be revised with a 'RAG' rating to indicate how successful interventions have been. Financial monitoring has been updated from the 14 October and there are no funds currently available for future strategies. The school's financial advisor Ray Byford, (who is also the LA's Principal Accountant), had visited the Committee on 25 November and had given a presentation about the school's budgetary status. For several years, the school has enjoyed a comfortable carry forward. This has now changed and the school is facing a break-even budget. This year and in future years, the school must look very closely at the budget. The SLT must have an ongoing policy of looking at ways to make savings. Mr Byford, on the school's behalf, had undertaken a comparator exercise with three other schools of a similar type and numbers on roll. The water costs of this school are very high. The new Business Manager will look at these charges. If leakage is proved, the school can reclaim some charges. The finance team is now changing: the new SBM (School's Business Manager, Gill Elwood), took up her post on 30 November 2015 and Mrs Bingham has reverted to her former role of finance officer. **Mr Ferguson proposed and Mr Smith seconded a vote of thanks be given to Mrs Bingham (and the admin team for their support) for the role she undertook whilst the school was without a SBM.** Mr Byford had reported that finances are tighter: a shortfall of £20,000 is expected at year-end: however, savings of £29,000 are thought possible. The Chair noted he would ask the SBM for simpler financial reports for the Resources Committee so that ongoing actions can be clearly identified. The Chair noted the importance of keeping a balanced budget without making savings that will impact on children's learning. The Resources Committee will monitor the budget very closely as the budget setting process begins early next term.

15.3 Development Group: no meetings have been held this term, as business items on the Committees' agendas have included issues that would have been addressed by this group.

16. Training and Development

The Chair is attending the termly briefing. The Chair and Ms Meynell are attending the Governors Conference at Swavesey next term. On 17 March 2016, the Chair and Head are attending a conference where they will present the school's report on Pupil Premium. Next term, the Chair is attending a briefing on getting schools to outstanding from good.

17. Membership of the GB

Mrs Gale has been re-elected (unopposed) as the staff Governor. The date of appointment runs for four years from 9 December 2015. The meeting welcomed Mrs Gale for her second term.

Ms Parker has been appointed as the LA Governor. There remains one vacancy for a co-opted Governor.

18. Correspondence

A letter had been received from a parent who has children at the school. The letter expressed pride in the school and the parent is 'proud to be a part of a flourishing school'. The Chair will respond to this positive feedback.

19. Any other business

- Governor and Parent Group newsletters: a Governor newsletter will be put together next term. The focus will be 'communication' and will be distributed by Ms Meynell to Governors for their comments, before it is distributed.
- The monitoring form is undergoing revisions: Ms Meynell and Revd Adams will liaise and report back to Governors. **This will be an item on the next agenda.**
- The Terms of Reference will need to come to the FGB in the summer term; Committees will be asked to put this on their agendas for Spring B.
- The Head discussed the work of Reading Volunteers: Mrs Went offered to become a trained BRP volunteer.

Mrs Cook left the meeting (8.45pm).

20. Preparing for Ofsted

The meeting discussed ways in which Governors might prepare for Ofsted. The meeting agreed that Governors have to demonstrate a considerable presence on the school's website. The ways in which the GB has impacted on the school must be evidenced on the website. This must come from Governors and be primary source material. Ofsted will look at the school's website before they inspect: Governors' contributions play an influential part in how the school is presented on its website., The Chair asked that the next agenda has an item that allows Governors to brainstorm ideas about how this might be achieved.

The Clerk will send Governors the email addresses of teachers, for class/Governor links. Mr Fergusons will link with Year 4.

21. Date of the next meeting

Thursday 11 February 2016 at 6.30pm

The meeting ended at 9pm.

Minutes of the meeting of the Full Governing Body
Thursday 10 December 2015