

**Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 9 February 2017 at 6.30pm**

Reverend Ruth Adams  
 Angela Mason-Bell  
 Martin Campbell  
 Heather Cook  
 Karl Grenz (GB Vice Chair)  
 Philip Henderson  
 Sarah Joomun  
 Angela Leach (Head)  
 Mark Lewis  
 Louisa Meynell  
 Libby Saunders  
 Iain Smith (GB Chair)  
 Jennifer Thomas  
 Nicole Went

**Present:** Reverend Adams, Mr Campbell, Mrs Cook, Mr Grenz, Mr Henderson, Miss Joomun, Mrs Leach (Head), Mr Lewis, Ms Meynell, Mr Smith, Mrs Thomas, Mrs Went.

*Visiting (non voting): Deputy Heads: Mrs Marsters, Mrs Wernham.*

In attendance: Miss Owen (Clerk).

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

## **1. Standing items**

### **1.1 Apologies for absence**

Mrs Mason-Bell, Mr Saunders (work commitments).

**Ms Meynell proposed, Mrs Went seconded the apologies should be accepted. Agreed by all.**

*The meeting noted Mrs Kidney (Deputy Head: non-voting visitor to the meetings) is on maternity leave.*

### **1.2 Declaration of interests**

Item 16: visitors, and staff who are Governors, may be asked to leave if updates are given.

### **1.3 Register of Pecuniary Interests 2016-2017**

Presented for signing and updating where applicable.

## **2. Appointment of a Local Authority Governor: Mark Lewis**

The nomination of Mr Mark Lewis as an LA Governor on this GB, has been received from the LA. This follows the GB's recommendation of Mr Lewis to the LA. The Clerk confirmed identity, pre-appointment checks and a DBS check have been carried out.

**Mr Grenz proposed, Mrs Thomas seconded that Mr Lewis's nomination from the LA, as a Local Authority Governor, should be approved. Agreed by all.**

The Chair asked the Clerk to send an appointment letter.

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

**Ms Meynell proposed, Mr Grenz seconded that Mr Lewis join the Resources Committee. Agreed by all.**

**Reverend Adams proposed, Mrs Went seconded that Mr Lewis join the Writing Monitoring Group. Agreed by all.**

## **3. Minutes of the last meeting (8 December 2016)**

**Mr Grenz proposed, Mrs Went seconded that the minutes be accepted as a true record. Agreed by all.**

\*The confidential note from this meeting will be approved at the end of the meeting after visitors leave.

### **3.1 Matters Arising**

No items.

### **3.2 Headlines**

Mr Henderson will compile some headlines from the minutes. Suggestions included Safeguarding and projections. A Governor asked the Monitoring Reports are put on the website.

#### 4. Headteacher's Update

The Headteacher noted her report to this meeting is based on updates to her Reports that she has given to the GB's Committees within the last two weeks.

The school is aiming to improve attendance of certain groups, especially in Nursery. Attendance in Reception is strong and there has been an improvement in the attendance of GRT pupils. This is due, in part, to the fact that whilst the fathers travel away to work, the families remain in Cambridge. The Head said this is because the families realise the importance of good attendance resulting in a good education. Ways to close gaps between the attendance of Pupil Premium and non Pupil Premium pupils is being looked at closely by the SLT. Teachers remain focussed on promoting good attendance, with a £20 class award if class attendance targets are achieved nine times during one year. The pupils can then choose an item for their classroom. In answer to a Governor's question, the Head said there are some classes that have not achieved this award; when this happens, the SLT look at any particular circumstances that have affected the class's overall attendance. The meeting discussed the need to make parents aware of the importance of attendance on their child's education. The Head said a copy of each child's attendance record is discussed by teachers with parents at parent consultations.

In answer to a Governor's question, the Head said the SLT remain confident that end of year projections can be met. Additional resources have been put in where necessary and this has impacted favourably on particular year groups. There is much activity in the school during this first half term and the school is currently holding its annual Esafety week. Today, the school held a widely publicised Esafety talk for parents, concentrating on online safety at home. A crèche was offered as the school wanted to attract as many parents as possible. The Head said she was disappointed only twelve parents attended: this included two Governors. A Governor commented that it had been an informative session and suggested attendance might have been larger if it had been an evening meeting. The Head said the information from this session would be put on the website and it would be helpful to gauge feedback. Parental engagement remains a concern for the school. A Governor said she and the Head are to discuss changing the times of parent group meetings; perhaps holding meetings after a family assembly, in order to have more parents present. Governors noted their concern that very few parents have attended the parents' group meetings held so far this year.

The Head reported that the Child Protection audit, due to take place today, had been postponed as the auditor is unwell. It is will now take place after half term.

Parents had enjoyed watching a film today, of the activities undertaken by the children during their visit to Hilltop last week. The Head thanked the staff who led the trip. It requires a considerable amount of preparation and the Head said she is grateful to the staff who give their time willingly to ensure the children enjoy the trip. Pupils from Year 2 are set to enjoy their sleepover at school tomorrow night: this follows on from their topic work this term on explorers. Reception are holding their Goldilocks cafe tomorrow. This is a popular event, enjoyed by families and friends. The meeting discussed the diverse activities the school offers to the children and agreed they were experiences children will remember for a long time.

The Head gave an update following the Resources Committee meeting held on 25 January. The meeting had discussed the falling numbers of pupils in the Nursery and the impact of decreased income against expenditure. *\*part of this discussion is held as a confidential note.* The Head has previously met with an LA Officer this term, to discuss pre-school provision and expected numbers of children wanting a place within the area. The Head met with this officer for a second time recently and was joined for this particular meeting by the GB Chair. The meeting discussed the Nursery's income and expenditure costs. The Chair noted that the carry forward had previously supported this shortfall. However, with a now decreasing budget, this financial buffer is unavailable. The 2017-18 budget indicates that the Nursery cannot continue in its current form, as the level of funding needed to support the Nursery and staffing levels, has decreased. Therefore, the GB Chair and Head met with the LA Officer to discuss possible alternative future options to bring to the FGB.

A Governor asked if the hours offered would change and, if so, would the school charge for hours exceeding 15 (free hours) a week. The Head said the possibility existed to extend hours but this would not be from this September. If the school did extend its provision to 30 hours, then it has the financial admin capacity to manage the charging process. The Chair said that if the Nursery remained, it would affect predominantly parents who want flexibility. The Head said it is essential the school offers a pre-school provision, to equip children when they enter Reception. The Chair noted it would be helpful to offer people different options. The Head said the LA would advise how a consultation paper is set out but the rationale is clear: a pre-school provision would provide flexibility; it would maintain a provision in this area; it could possibly move to 30 hours a week; and include two-year olds. In answer to a Governor's question, the Chair said that in order to allow the Headteacher to start the consultation process, the meeting is being asked to approve a change of status of the school, and that this change of status would also mean a change of name for the school. The consultation outcomes would come back to the FGB.

**Following further discussion by the meeting, Mr Smith proposed, Mr Grenz seconded that Governors agree to a change in status of the school and also agree that a change in status would also mean a change of name for the school, which the meeting agreed to as Shirley Community Primary School.**

**Agreed by all those present.**

## 5. Safeguarding

The Head noted the Safeguarding Reports had been discussed at the meeting of the Resources Committee on 25 January. These documents are included with the papers for this meeting: the Audit by an LA Education Advisor of the school's SCR and Safeguarding Review (2 December 2016), and the Audit of Child Protection Files and accompanying monitoring report from Mrs Mason-Bell (23 November 2016). The LA Audit had made a recommendation about including some non-statutory information on the SCR. The Head noted the school's SCR, is the LA's proforma model, and is maintained by Mrs Elwood. Mrs Mason-Bell's monitoring report had concluded that for all areas the assessment was the requirement was 'in place'. Mrs Mason-Bell had made two minor recommendations for improvement to the CP files. The actions agreed are contained within her monitoring report. Reverend Adams had given reports at a previous meeting. Mr Grenz is undertaking a Safer Recruitment Audit. The Head said she is grateful for the work undertaken by the school's three Safeguarding Governors: Reverend Adams, Mr Grenz, Mrs Mason-Bell. The whole school staff will undertake three-year CP refresher training on a training day in April.

The Head noted she had reported earlier that the Child Protection audit that had been due to take place today has been postponed, as the auditor is unwell. It is now expected to take place after half term.

As reported earlier in the meeting, the school's annual Esafety week is underway. The school had practised an Invacuation Drill on 10 January. This had gone well, with children, parents, staff and user groups notified in advance of this practice. An alteration to the audio alarm will be considered before the next practice.

Mrs Cook has updated the Health and Safety Policy which was adopted at the Resources Committee on 25 January.

## 6. Governor Monitoring Reports

**SEND:** Mr Campbell (SEND Governor) visited on 26 January 2017 and met with Mrs Wernham (Deputy Head/SENCO) and Mrs Willis (Senior Inclusion TA). They discussed the SEND RAP, which includes data analysis. Mr Campbell said it had been an informative visit and thanked Mrs Wernham and Mrs Willis for their input. Mr Campbell outlined key strengths and discussed the points to consider arising from his visit that are detailed in his report. On his next visit, he will engage in a discussion and review of the moderation procedure, with a specific focus on SEND pupils, to better inform increase the SEND Governor's knowledge of primary moderation.

**Curriculum:** Mrs Went (Curriculum Lead Governor) visited on 26 January 2017 and, together with Miss Joomun, met with Miss Harris, the Curriculum Leader. They discussed the RAP and the following points were highlighted: the focus to improve attainment in writing remains. The IPC is used to provide extra opportunities for writing. An area of development is to plan extended writing opportunities linked to subject learning goals every three weeks. This will be monitored. Assessments for work under the IPC can be used to assess whether success criteria has been met for statements in Target Tracker. This, in turn, can be fed into the national curriculum. A Governor asked if the school had concluded it had been too cautious with the Key Stage writing targets in Target Tracker. The Head said the SLT had reviewed teachers' practice, after receiving the interim judgements. This year, teachers had modified planning to provide greater evidence, at an early stage, for making judgements. Last year, teachers had not gathered enough evidence to be confident a pupil had achieved a particular band. Evidence is collected from a wide range of writing genres. Between the end of Year 1 and Year 2 there can be a significant reversal in writing. The SLT remain confident targets will be met. Teaching staff enjoy the opportunities offered by the IPC. As some topics have been used for several years now, the school is to contact other schools who use the IPC, to exchange ideas about how to 'revamp' topics. Mrs Went said it was an informative visit and thanked Miss Harris (IPC Leader) and Miss Joomun (member of the monitoring group) for their input.

**Maths:** Ms Meynell (Maths Lead Governor) reported on the monitoring visit made by herself and Mrs Thomas on 16 January 2017. The focus of the visit with Mrs Wernham (Deputy Head/ Maths Lead) was to monitor the updated RAP and look at the impact of the maths learning environments on pupil progress and attainment. Mrs Wernham discussed the 2016-17 maths RAP targets, the success criteria and the ongoing work in order to attain targets. Mrs Wernham had also highlighted where the support, interventions and resources are required in each year group, in order for each year group target to be achieved. The group had discussed budgets and how next year's allocation might be used for pupils' to gain maximum benefit. Apps, for use on iPads and IT interventions, were discussed. Mrs Wernham will find out what other schools are using at the next Maths Leadership course she attends. Mrs Wernham has already sourced some Apps to discuss with staff. Ms Meynell thanked Mrs Wernham for her input and said the monitoring group Governors had found this an informative meeting, focussing initially on learning more about the Maths environment within the school and seeing Maths in action. Mrs Thomas will visit to see a Maths learning environment.

**Writing:** Mrs Went (Writing Lead Governor) reported on a visit she made on 26 January 2017 when she and Reverend Adams met with Mrs Marsters (Deputy Head) to discuss the writing RAP. The group looked at the attainment and progress charts. Most groups did not make expected progress but are still expected to make the six steps target. Pupils often make accelerated progress in the Spring term, following a settling in process in the autumn term. To support children who find writing challenging, the school uses software called Clicker. This allows children to type their own text and it then reads it back to them. It helps to build confidence in children with their writing. The group had discussed how targets are visually printed onto stickers and are used in writing to provide a goal to work towards. This provides an effective way for a child and their teacher can see if a target has been reached. The group was interested to see how monitoring is undertaken and how a writing is taught. Mrs Went will join Mrs Marsters to watch a monitored writing lesson. Mrs Went and Reverend Adams wished to thank Mrs Marsters for an informative visit.

**Equality and Diversity:** Ms Meynell (Equality and Diversity Governor) reported on a visit she had made to meet with Mrs Taylor (Equality and Diversity Lead) on 17 November 2016. This report had been given at the Standards Committee on 17 January 2017. As a Governor who is new to this role, Ms Meynell had discussed the remit of this role with Mrs Taylor. Ms Meynell discussed the Equality and Diversity Policy with Mrs Taylor and noted the equality objectives 2015-18. Discussions included changes to the school's demographic, following another Primary school starting in the area three years ago, the role of the ESOL café, and the number of visitors to the school that highlight 'community cohesion'. Ms Meynell said she found this an informative visit and she and Mrs Taylor had discussed the 9 key equality principles in the Equality Policy, discussing how the school worked to meet each principle. Ms Meynell had then met with the Headteacher on 25 January and discussed the provision for EAL pupils within the school. It was noted there appears to be slowing rate of pupils arriving from Eastern Europe. Concerns remain about how to attract parents to parent group meetings and the ESOL cafe. The Head and Ms Meynell are to consider other ways of attracting a parent voice into the school e.g. Governors attending parent consultations and the ESOL cafe, to gain parents views. Ms Meynell thanked the Head and Mrs Taylor for their input.

## 7. Report from the Data Governor

Mr Henderson said he is expecting Raiseonline to update its reports, so that there is a breakdown of national averages by pupil types. Raiseonline ends in March; however, FFT (government dashboard) is now coming online. The Head will arrange FFT access for Governors. Mrs Marsters would be pleased to meet with Mr Henderson for a data update. Mr Henderson said if two steps progress is made in a term, and the target projections in the Head's report are achieved, this would be positive for the school. The meeting discussed progress when an upward curve starts low, so progress is more '1,2,3' than '2,2,2'. A Governor asked why pupils could have a minus projection: the Headteacher said this is when a teacher unticks a statement on Target Tracker, if they do not agree with a previous teacher's judgement. The Chair said when updated data is available, Governors would welcome an update data report from Mr Henderson.

## 8. Policies to be adopted by the GB

**Safeguarding and Child Protection Policy:** the Policy that was adopted on 8 December 2016 was re-presented to the meeting. The Head explained it is necessary to remove Miss Fonseca's name from the Policy as a CP DP, as her training has elapsed. Ms Fonseca will refresh her training when she returns from maternity leave. This is the only revision.

**Reverend Adams proposed, Mr Grenz seconded the Safeguarding and Child Protection Policy should be adopted. Agreed by all.**

## (Model) School Complaints Policy

The Chair said he had received an email today, indicating that the proposed model policy is undergoing revision by the LA. A list of amendments will be issued by the LA after half term; therefore, the proposed Policy will not be adopted at this meeting. The current Policy will remain in place.

## 9. Committee Reports

**9.1 Standards Committee:** the Chair of Committee (Ms Meynell) gave an update from the Committee meeting held on 17 January. Three policies were held over to the Spring B meeting: the Marking Policy, the Inclusion Policy and the Attendance Policy. The meeting had discussed Nursery provision, the 2017 end of Key Stage targets, Target Tracker and how progress is measured. The numbers of pupils on the SEND register, and how to accelerate the progress of SEND support children, was highlighted.

**9.2 Resources Committee:** the Chair of Committee (Mr Grenz) gave an update from the Committee meeting held on 25 January. **The SFVS will come to the FGB in March, prior to submission to the LA.** The meeting had discussed the funding of the Nursery. The budget will be tight for the next financial year. Next year's initial financial information will be available for the next Committee meeting, so Governors will have more information about what is expected to come into the school's budget for the new financial year. Safeguarding reports from the external LA Auditor in December 2016 and the internal CP Audit undertaken by Mrs Mason-Bell (Safeguarding Governor) in November 2016 had been discussed.

**9.3 Development Group:** the Chair reported no recent meetings of this group had taken place.

## 10. Training and Development

The Chair asked Governors to look online for training. Training links are sent in new Governor information and CGS training emails are sent to Governors. If Governors have any difficulty booking courses, please contact the Clerk. Mrs Thomas has booked an Induction course. Mrs Went attended a curriculum and assessment briefing that she will write up for Governors. Mrs Thomas has viewed a Governor FFT webinar.

## 11. Guidance Note 23

The Chair thanked those Governors who have completed and returned this Guidance note from CGS. The Chair asked Governors, who have not yet had the opportunity, to complete and email it to him.

The meeting discussed various responses to the questions in the guidance note.

A Governor noted the school's maxim 'Determined to Succeed' fits well with the school, its aims, and ethos. In response to a question from a Governor, the Head said this maxim is on the website, letterheads and related correspondence. The vision is on the school's website, so there is a constant reminder of the shared vision.

Performance (2): the Chair said Governors have constant updates from the Head and SLT and the results of the Key Stage tests (and projections) are regularly reported to Governors. Therefore, Governors are aware of how progress and attainment is proceeding. Governor Monitoring group visits also gauge progress against stated expectations. Governors then have the opportunity to question the SLT if progress is not on track. A Governor noted that it is important that Governors talk to teachers and leaders about the learning culture and their experiences.

The response to Point 3 includes reference to monitoring reports, RAPs and data, school visits, and meetings with the Head. The Chair said this question concerns what Governors are doing to improve the school. Inspectors are looking to ensure Governors are engaged with the school and its aims; therefore, Governors need to question the Head and SLT about ways to improve performance.

Point 5: The Head's Performance Appraisal is a rigorous process, including assessing the progress of pupils. Appraisals also use judgements within the Headteacher's reports e.g. to address underachievement.

A Governor noted questions 8 and 11 are problematic as he felt he did not have enough knowledge to make viable comments. The Chair said issues are often discussed at Committees that some Governors may not sit on. However, the Chair attends both Committees (one as a member, one as a visitor) and he is satisfied the Head brings items to Committees that are examined in detail and are justified.

**In conclusion, the Chair said this item would come back to the next meeting for discussion.**

## 12. Discussion item

The Chair asked Governors to consider items they wished the FGB to discuss and bring them to the next meeting.

## 13. Membership of the FGB

The Chair noted it has just been announced to the school community that Dr Mark Abbas has been elected (unopposed), as a Parent Governor. It is expected Dr Abbas will be welcomed at the next FGB meeting. With the appointment of Mark Lewis (LA Governor), the membership of the GB is now complete.

## 14. Correspondence

No items.

## 15. Any other business

**Governors' Committee:** a Committee of three Governors was agreed for a confidential meeting on 1 March 2017.

**Edubase:** The Chair said this is a secure website that is monitored by Ofsted and the DfE. It contains details of Governors on schools' governing bodies. It has been a statutory requirement since September 2016 to complete these details. These details include nationality and date of birth. **In conclusion, the meeting agreed the Clerk would complete available details for each Governor** and give an individual print out to Governors, as data owners, to complete and return to her so she may populate the website's requirements.

**Professional Days 2017-18;** the school has just received the LA's proforma. It has to be returned to the LA by 28 February.

Following discussion with regard to the timescale, the meeting agreed Governors would give agreement by email, as the next FGB meeting is on 23 March 2017, after the date for return to the LA.

## 16. Staffing structure – update

*8.20pm Visitors to the meeting left at this point (Mrs Wernham and Mrs Marsters).*

*This is held as a confidential note.*

## 17. Date of the next meeting: Thursday 23 March 2017 at 6.30pm

The meeting ended at 8.45pm