

Minutes of the meeting of the Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 5 December 2013 at 7pm

Present: Revd Adams, Mrs Cook, Mrs Fawcett, Mr Ferguson, Mrs Gale, Mr Grenz, Ms Kesteven, Mrs Leach (Head), Ms Meynell, Mr Saunders, Mr Smith, Mr Spencer.

Visiting: Mrs Kidney (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. The Chair welcomed the newly-elected parent governor, Mr Saunders, to the meeting.

Standing items

1.1 Apologies for absence

Ms Winsemann-Falgera (childcare problem).

Ms Meynell proposed, Mr Grenz seconded the apologies should be accepted. Agreed by the meeting.

1.2 Declaration of Interests (standing item)

There were no declarations of direct or indirect pecuniary interest by members of the GB in respect of any item on the agenda.

1.3 The Register of Pecuniary Interests 2013 - 2014

The Register was distributed for signing (Mr Saunders).

2. Minutes of the last meeting (19 September 2013)

One typo was noted for amendment: Writing Monitoring group staff member should be Anna Davies, not Mandy Farrer.

Mrs Fawcett proposed, Mr Ferguson seconded the minutes be approved as a correct record. Agreed by all.

2.1 Matters Arising

The Action Points agreed at the last meeting were noted:

- The new Standing Orders are to be presented later at this meeting (Clerk).
- Training has been booked for Revd Adams and Mr Smith for the HT's PM (Clerk).
- A Behaviour Principles written statement is a statutory requirement of a Governing Body (Clerk).
- The Chair will discuss outline thoughts on training - to be taken under 11.4 (Chair).
- The Head will discuss class buddy/Governor allocations later in this meeting (Head).
- Governors are copying the Head and Clerk into correspondence they have with teachers about informal visits (Governors).
- The Clerk sent out an updated Governors contacts sheet (this is confidential and for Governors information only) (Clerk).

3. Headteacher's Update

The Head said her report to the GB contained recent additional information to that within her reports for Committees, distributed with the papers.

- GRT pupils make up 20% of the school's roll
- The school has one looked after child (LAC)
- A considerable number of Nursery children have been added to the SEND register
- The school is expecting to have 16 Statements in place by the end of this financial year
- The Head and Deputy have observed all class teaching this term. Out of 18 lessons observed, 16 were judged as good or better, with 2 requiring improvement. Support has been put in place where necessary and the Head and Deputy will observe these two classes again in January.
- Improvement in Writing is the main focus for the school and regular monitoring of teaching, pupils' work and progress have taken place this term, with teachers and Team Leaders receiving feedback. The Head discussed the excellent Pie Corbett training all KS2 teachers attended this term (KS1 teachers attended this training in the summer term 2013).
- The Head discussed various interventions that have been put in place to support progress. Support for Reading includes layered interventions, with pupils being benchmarked every 6 weeks to gauge if further support is needed.
- Attendance: The Head discussed the data presented in her report, noting that Autumn term A includes data up to 2 October 2013. The Head said a day's attendance for Eid (in this term), had been removed from the figures for whole school attendance, rather than remove individual pupils. The Head noted whilst there has been a significant upward trend over the years, this is now plateauing. The school will re-focus on reward strategies and work with parents, particularly parents in the EYFS. There have been several meetings with parents of children in the Nursery, which have emphasised the importance of attendance. The attendance of GRT pupils has dropped from 88.6% at this point last year, to 84.8%. The Head and Deputy discussed possible reasons for this significant drop e.g. pupils visiting relatives. Odd days missed for various reasons, have contributed to the overall drop and a Parent Governor will talk to members of his community about the need for pupils to attend school regularly. **ACTION: The Deputy and this Governor will meet in**

January to discuss this matter further. The GB Chair noted that the national average for attendance is 95.6% and asked for the current national average to be inserted at the top of the attendance tables in the Head's Reports, to enable the school's attendance to be put into context. **ACTION: SLT**

- Behaviour and Safety: Thirteen pupils now receive weekly support from therapists working for Blue Smile. Red Hen now supports ten families. A new PSHE TA is working to support targeted individuals and groups across the school.
- Three pupils have received fixed term exclusions during this term. In answer to a Governor's question, the Head explained that exclusions take place when a child puts him/herself in danger and there is the risk of them hurting themselves, or other people. The three pupils, who have been subject to fixed term exclusions, are now back in school with full time attendance. The school also provides support for pupils re-entering school after an exclusion e.g. 1:1 support, strategies for a child to cope with situations that may make them anxious etc.
- During the Autumn term 2012, five racist and five homophobic incidents were reported. This compares with six racist and three homophobic incidents in the Autumn term this year. All reported incidents concern the use of racist or homophobic comments or language. In answer to a Governor's question, the Head said staff are very aware of the need to report racist and homophobic incidents and an ever-growing confidence through e.g. team and class assemblies and celebrating difference, ensure staff are proactive in reporting language that is inappropriate.
- A parent questionnaire was distributed at parent consultation meetings in October and responses were positive. They were representative of the parent community with 277 parents responding. The vast majority of parents (97%) commented they would recommend the school to another parent. Other responses that highlighted a 'disagree/strongly disagree' were received in relation to a question about age-appropriate homework and a question about how effectively the schools deals with bullying. The GB Chair noted that 7% responded that they 'did not know' if the school deals effectively with bullying. The meeting discussed this point. The Deputy suggested a flier could be sent out stating the processes the school uses to address bullying. **ACTION: The SLT will discuss these responses in further detail and report back to the GB.**
- The Head has given several tours of the school this term to prospective September 2014 Reception parents. Some parents of children who are approaching Nursery age also joined the tours. Approximately, 25 parents have toured.
- Mr Richardson will talk to governors at the next GB meeting about his role as specialist P.E. teacher. He will discuss the PE Action Plan and discuss the impact of his teaching to date in relation to the Sports Premium.
- Governor/Year Buddies: The meeting agreed that the following Governors would link with the following year groups:

- Revd Adams	Year R
- Mrs Fawcett	Year 1 (HB)
- Mr Smith	Year 2
- Ms Winsemann-Falghera	Year 3
- Ms Meynell	Year 5

*Governors who have not been assigned to a year group, were asked to consider being 'buddied' with Years 4 or 6. The meeting agreed it welcomed the opportunity to establish liaison between Governors and classes. It is an opportunity for governors to attend class assemblies, special events and to build a supportive understanding of pupils' needs and progress. It is also an opportunity to get to know teachers, teaching assistants and the challenges and rewards they encounter. **The Head will ask Team Leaders to initiate liaison with Governors. ACTION: Head.** The meeting agreed the assembly rota for next term would be sent out to Governors when it has been finalised by the Deputy. **ACTION: Clerk.** The Vice Chair suggested that Governors could support the whole school priority of improving Writing by writing letters/postcards to their link classes, building on the enthusiasm for writing that is evident throughout the school. The Head said pupils would welcome this: the SLT regularly receive hand written letters from pupils, to which they reply. The GB Chair thanked the Head for her Report.

4. School Improvement and Development Plan 2013 – 2014

The meeting discussed the SIDP for 2013-2014. The SIDP contains a summary of last year's achievements and the RAPS that the Governors Monitoring Groups will reference: Writing, IPC, Maths and SEND. The SLT monitor the Action Plans every term and the Leadership Team use the SIDP to review progress. RAP Leaders report back to the SLT about progress achieved in relation to the RAPS. Next year, the formatting will be changed to make it easier to follow sequentially. The meeting agreed the SIDP is a comprehensive document, showing all areas being addressed.

The meeting discussed the transition between the KS phases and asked what measures could be put in place to support the transition of pupils from Year 2 into Year 3. The Head said the SLT had decided for 2013-2014, to change the Team Leadership structure, so Years 2 and 3 had the same Team Leader (Mrs Morris) across the phase. The SLT expected this to minimise any potential disruption to pupils moving from KS1 to KS2. In answer to a Governor's question, the Deputy said this change of structure appears to have had a positive impact already, in that indications of progress this term by Year 3,

compared to the same point last year, suggest this change has made it easier for Year 3 to 'settle'. The GB Chair said it is helpful to have evidence of positive benefits that change has brought.

In answer to a Governor's question, the Head said scrutiny of pupil progress data indicates whether the SLT need to approach Governors for additional support. The Chair of the Resources Committee said the budget and carry forward have grown quickly and Governors would welcome ideas from the SLT about how best to react to meet the challenges the school faces. He suggested the links with the information from the Data Governor, should drive where resources should go. With future budgetary changes e.g. 'fair funding' that may change school budgets, too conservative an approach to funding resources should not be welcomed. One teacher's salary should be used as the basis for the school's budget carry forward e.g £50,000. The Resources Chair discussed the budgetary position with the meeting: he said the questions Governors should ask are 1) why is funding accruing? and 2) how should the GB react? The meeting discussed these points. The Resources Chair said that Governors have to assume the budget will grow and therefore the need is to commit more funding upfront. The Resources Chair said whilst the SLT needed time to consider what areas need extra support, he asked if additional resources could be planned to be put in place at an earlier point. The Deputy said planning for September starts in January. The Resources Chair suggested this cycle of planning would provide an excellent opportunity for resources to start being used at an earlier point, to make an impact.

The Data Governor said he had presented detailed data to the Standards Committee, so this was a good starting point for assessing key areas for additional resources.

The Resources Chair said, if challenged, Governors would need to explain the budget and carry forward. The funding that has been put into the budget is for this year's expenditure, and issues with KS 1 and KS2 attainment need addressing urgently. The GB Chair agreed with these comments and asked the SLT to let the GB know as soon as practicable, when they started planning in January, what resources are needed to improve progress and attainment for the school's pupils.

In conclusion, Mrs Fawcett proposed and Ms Meynell seconded that the SIDP for 2013-14 be approved. Agreed by all.

5. Yr 2 and Yr 6 Projections

Projections for Attainment and Progress 2013-14

Key Stage 1 (25.09.13) 57 pupils

Reading	2013 outcomes	2014 projections	National average 2013
2C+	87%	87-92%	89%
2B+	70%	70-75%	79%
2A+	30%	30-35%	-
3	13%	13-18%	29%
Writing			
2C+	68%	70-75%	85%
2B+	44%	55-60%	67%
2A+	18%	25-30%	-
3	7%	7-12%	15%
Maths			
2C+	80%	83-86%	91%
2B+	56%	66-69%	78%
2A+	30%	35-39%	-
3	9%	10-13%	23%

Level 2C+ in reading, writing and maths combined	Summer 2013 cohort	Projection for 2014
	67%	74%

Key Stage 2 Cohort = 52 pupils

Reading	2013 outcomes	2014 projections	National average 2013
Level 4+	81%	80-85%	86%
Level 5	36%	34-39%	45%
Level 6	0%	0%	0%
Writing TA			
Level 4+	62%	65-70%	83%
Level 5	13%	8-12%	30%
Level 6	0%	0%	2%
Maths			
Level 4+	79%	80-85%	85%
Level 5	28%	32-37%	41%
Level 6	2%	2-4%	7%

50 pupils with KS1 data	2013 outcomes	2014 projections	2013 national average	National mean 2013
2 Levels or more progress in reading	90%	90-94%	88%	90+%
2 levels or more progress in writing	90%	92-96%	91%	94+%
2 levels or more progress in maths	88%	90-94%	88%	91+%

52 pupils	2013 outcomes	2014 projections	National average	Floor target 2014
Level 4+ in reading, writing and maths combined	59.6%	63-70%	76%	65%

The Head discussed the projections for Year 2 and Year 6 for 2014 in detail with the meeting. The Head said the projections for both Key Stage (KS) groups are challenging but realistic. The projections are shown in 5% percentage 'bands', to compare with the national averages.

In Year 2, there are currently 57 pupils.

A positive outcome is projected at Level 2B+ in Reading (70-75%) and Maths (66-69%) for 2014. Writing is again pulling overall expectations down, with a projection of 55-60% at Level 2B+.

In summer 2013, 67% of the KS1 cohort achieved Level 2C+ in reading, writing and maths combined. The projection for summer 2014 is 74% in reading, writing and maths combined. The projections for reading, writing and maths in KS1, all build on 2013's outcomes. Following pupil progress meetings with KS1 teachers this week, the projections look achievable.

In Year 6, there are currently 52 pupils.

The 2014 projection for children achieving Level 4+ in Writing is 65-70% (the national average is 83%).

In 2013, 59.6% of KS2 pupils achieved Level 4+ in reading, writing and maths combined. The target was 60%. This means the school is classed as 'vulnerable'.

The projection for pupils achieving Level 4+ in reading, writing and maths combined in 2014 is 63-70%. The floor target in 2014 is 65% and national average is 76%.

Pupils, from the end of Year 2, to when they leave KS2 at the end of Year 6, are expected to have made 12 points progress (i.e. 2 levels of progress or more). The 50 pupils who have KS1 data, are expected to increase the 2 levels or more progress they make in 2014, to move into line with the 2013 national mean.

In answer to a Governor's question, the Head said the data booklet used by the SLT, GB Chair and Marion Barrett, to review data during the KIT visit, will be shared with Governors by early next term.

The projections for KS2 are designed to build and increase on last year's outcomes. However, the 2014 projection for Writing at Level 4+ (65-70%), whilst aiming to build on 2013's outcome of 62%, is still not close to the 2013 national average of 83%.

The Head said the school wants to maintain the rate of progress, with 9 out of 10 pupils achieving 2 levels of progress across the core areas. In answer to a Governor's question, the Head said EAL pupils and those who are new to the school from Year 5 may be eventually removed from published Raiseonline data but will be included in the first Raiseonline release.

The meeting discussed possible ways of supporting further pupil achievement and raising overall attainment. The Head said whilst support was being put into Year 6, the year group may need additional support. Any additional interventions would need careful timetabling to ensure effective impact. The Head discussed questions from Governors about why 1:1 tuition had successful outcomes in Literacy and Numeracy for Year 6 pupils. Pupils enjoy 1:1 tuition; there is no peer pressure to affect their participation, pupils have 'nothing to prove' and it raises their confidence. The Deputy said children do not feel 'identified as needing support' when they leave a classroom for an intervention session. The Head said she wished to stress the importance of the 1:1 tutor programme to Governors: pupils will tell the 1:1 tutor if they do not understand a particular concept. Pupils have said they could not do this in class, in front of their peers but they can when in a 1:1 learning environment. The 1:1 tutor (who is also a Staff Governor) described the benefits for pupils e.g. pupils do not need to hide their lack of knowledge from her, as they do in class when in front of their peers.

The Chair also noted the importance of 1:1 tuition, in a wider context, in that it gives pupils the opportunity to flourish and gain confidence before leaving for secondary school. The Chair of Resources noted that pupils leaving at the end of KS2, are expected to achieve 2 levels of progress (12 points) from the end of KS1; therefore, a pupil must make three points progress per year over four years. He suggested the school needed to move faster than an 'average' school to attain results that are commensurate with the national averages. He asked if it was possible to set a target of four points progress per year. The Head said the school already aims for four points but it is a continual challenge to make expected points progress. The Deputy said the pupil progress meetings that are held every term, analyse progress made against targets set. Dependent upon progress, interventions are then planned for every year group. The emphasis of interventions may change following outcomes from pupil progress meetings. The Resources Chair asked if there were enough resources in the lower and upper KS2 classes to enable effective interventions. A staff governor noted that Year 4 has reading and other interventions already in place. The Head said the effectiveness of a 1:1 tutor in Years 5 and 6 was able to be evidenced. The Head said she and Deputy are to meet with the 1:1 tutor to discuss a proposal to increase to 100% from January 2014. 1:1 tuition is effective and the SLT are considering ways of using it more widely. In answer to a Governor's question about accelerating the pace of learning through more interventions, the Head said the school must ensure a balanced timetable for all pupils, covering all areas of learning.

A Governor noted that in line with the school's inclusive ethos, and the diversity of the socio-economic area the school serves, children's capabilities were becoming more varied. In answer to a Governor's question about parental attitudes towards helping their child's opportunities for learning, the Head said the school wanted to extend the opportunities for learning e.g. TAs are ready for children to come to Reading Club at 8.30am; however, many parents will not bring their children to school before the start of the school day. The Chair asked the Head to update Governors re: funding requests for additional interventions, when decided. The Chair said the GB wishes to do all it can to support the school's drive to further progress and attainment; decisions made by the GB, in response to requests for additional funding from the SLT, would be based on reasons put forward by the SLT.

In conclusion, Mrs Fawcett proposed, Mr Grenz seconded that the Year 2 and Year 6 projections for 2014 be approved. Agreed by all.

6. Governors Monitoring Groups

- **SEND Monitoring Group:** Mrs Fawcett reported the group had recently met with Mr Horne and Mr Kelsey-Foreman. It was a successful meeting, with agreed direction about monitoring. The next meeting of this group is on 23 January 2014.
- **Writing Monitoring Group:** Ms Meynell has met Miss Davies to discuss the RAP for Writing. Ms Meynell noted the evident emphasis on Writing in the classroom environments and the exciting displays in the hall and corridors. A Rainbow Writer Award is being considered as a way of celebrating Writing achievement and boosting the profile of Writing. The Head said it is expected this award will start next term. Learning environments are being built and will continue developing in the spring. Ms Meynell has seen a 1-1 Writing session and is visiting a Year 5 class next week to develop further understanding of how Writing is taught.
- **Maths Monitoring Group:** Ms Winsemann-Flaghera and Mr Spencer met with Miss Fonseka on 19 November. They looked at targets for the term and will meet again in January to review the progress made towards their achievement. Ms Winsemann-Falghera is to make a monitoring visit before the end of term. A Governor said the targets are challenging. The meeting agreed that Governors have a responsibility to ensure all children have a balanced education and expressed concern that the emphasis on driving up attainment in Writing, is not detracting from other core areas. A Governor noted however, that good language generates good understanding; this is beneficial for all areas of learning.
- **IPC Monitoring Group:** A Governor referenced a recent class assembly he had attended on the IPC topic of Chocolate. He said the IPC was clearly linking with many different areas of learning and produced great enthusiasm from the children.

The Deputy Head said the group would meet in January and decide the best ways to monitor e.g. perhaps through the entry and exit points of Topics and then report back to the GB. **ACTION: the IPC Monitoring Group.**

- The Vice Chair noted that verbal update reports are given at the GB meeting every A term, with written reports being distributed for the GB meetings in the B term. The Vice Chair said that whilst Governors can be flexible in reporting, the model monitoring forms are helpful for focussing thoughts.
- **The meeting discussed the membership of the Monitoring groups. The meeting agreed Mr Saunders would join the Writing and Maths Monitoring Groups.**

6.1 Data Governor

The Data Governor highlighted points in his report that had been sent out with the papers.

Mr Spencer explained he had focussed on an analysis of the performance of KS2 pupils, using Raiseonline, Fischer Family Trust, and the school's data. Attainment on entry to the school is well below average. However, there is a trend of improving progress year on year. Attainment projections for KS2 2014 are in line with national averages for 2013. This is to be celebrated, when considering the very low starting point of many pupils when they join the school. However, the 2014 projected attainment in Writing at Level 4+ (65-70%), is lower than the 2013 national average (83%).

Progress in Writing and progress made by SEND pupils are known weaker areas that need addressing by the school. However, there are noticeable improvements highlighted, with a 2014 projection of 63-70% of KS2 pupils predicted to achieve Level 4+ in reading, writing and maths. This compares to a national average of 76% and the floor target of 65%. The school is, year-on-year, getting closer to national average figures. The school's Value Added (VA) score has increased from 99.2% two years ago, to 100.0% currently. This demonstrates the impact of improvements feeding through over the past few years. Mr Spencer said there are very positive trends but a considerable amount of work remains to be done. Governors discussed how the GB could support and build on further improvement. Mr Spencer said the improving trends are evident in the progress scores and that every group is starting with more progress than the previous year's cohort. A Governor asked if improvement in the lower years would be reflected when pupils reached Year 6, i.e. that if there were higher rates of progress across the whole school, then Year 6 pupils would have proportionally higher attainment. The Deputy noted that if the rate of progress achieved at KS1 is 74%, then taking into account the expected 2 levels of progress by a pupil, they would be expected to attain 74% at Level 4+. When considering the projections for 2014, the number of pupils making two levels or more of progress in the core subjects, is in line with the 2013 national mean. The Head said there is a major emphasis on progress. Ofsted will scrutinise the data for the past three years: whilst there are encouraging aspects, raising attainment in Writing is problematic.

In conclusion, it was agreed that the Head, Deputy and Data Governor would give a presentation on Raiseonline to the GB in the spring term. Governors agreed they would welcome a presentation of the Raiseonline report. The Chair thanked Mr Spencer for his input and his helpful analysis of reports for Governors.

7. Parent Council/Group

Ms Meynell reported the two meetings that have now been held had generated wide-ranging, informative feedback. Parents had discussed homework: comments from parents varied from opposition to any homework, to parents expecting formal homework on a nightly basis. The group hoped their comments could feed into the Homework Policy when it is reviewed. The topic for the next meeting is 'communication'. The turnout was lower than hoped for and there were no parents from the Traveller community. A Parent Governor will highlight this group to parents in the Traveller community. However, it is a very positive beginning and with parents feeding back about the group on social media, it is hoped more parents will become involved.

The Chair thanked Ms Meynell, Mrs Fawcett and Miss Swann for ensuring this valuable new forum is established. Feedback to parents is being facilitated through the school's monthly newsletter and individual fliers.

An ESOL cafe for EAL parents is also being looked into by the EAL TA, as an informal venue for offering support and information. The Governor section of the school's website is being re-designed by Louisa Harnwell and Governors have been asked to supply a photo and short bio about themselves. The Clerk thanked those Governors who have already sent information through and asked if any outstanding contributions could be sent to her by the end of term. **ACTION: Governors.**

8. Policies/Statements to be adopted by GB

Statement of Procedures for dealing with allegations of abuse against teachers and other staff and volunteers

This is a statutory policy that has been revised by EPM, following updated guidance from the DfE.

Mrs Fawcett proposed, Mrs Cook seconded that this Policy should be adopted. Agreed by all.

Whistle Blowing Policy

This Policy has been revised by EPM.

Ms Meynell proposed, Ms Kesteven seconded that this Policy should be adopted. Agreed by all.

Appraisal and Capability Policy (review)

This statutory Policy needs annual review. The Head said there have been no revisions.

Mrs Fawcett proposed, Mr Grenz seconded that this Policy should be re-adopted. Agreed by all.

Updated appendix to the Health, Safety and Well Being Policy

Mrs Cook has updated the appendix to this statutory Policy, to reflect the latest first aid training undertaken by staff. The Chair thanked Mrs Cook for her considerable input with this important area. (One duplication of a staff name to be amended). Mrs Fawcett proposed, Mr Grenz seconded that the appendix to this Policy should be adopted. Agreed by all.

GB Standing Orders 2013 2014

This is a statutory document. The newly revised standing orders have now been sent out from Cambridgeshire Governor Services and have been personalised for consideration by this GB. The Chair said revisions contained important amendments for Governors to note. It was proposed Governors would accept papers for discussion sent out by email 24 hours ahead of a GB meeting and that the GB agreed to remote participation. Remote participation would only be by a telephone link; the Chair's permission must be sought in advance by any Governors wishing to participate remotely; not more than three governors could participate remotely at any one time and remote participation would only be accepted under extreme circumstances – and not more than twice a year by any one Governor.

Mr Ferguson proposed, Mrs Fawcett seconded that the Standing Orders 2013-2014 should be adopted. Agreed by all.

Behaviour Principles Statement

This is a statutory document. The proposed Statement has been discussed by the Development Group. The meeting agreed this new statement has appropriate challenges e.g. online behaviour. The meeting agreed the removal of brackets from one section. Mr Grenz proposed, Ms Kesteven seconded that this Statement should be adopted. Agreed by all.

Public Sector Equality Duty: Publication of Equality Information

The meeting agreed the Equality and Diversity Governor would bring the annual review of objectives to the next GB meeting.

9. Admission arrangements for 2014-2015

Mrs Fawcett proposed, Revd Adams seconded that the Admission arrangements for 2014-2015 should be accepted. (The published PAN remains at 60). Agreed by all.

10. Committee Reports

10.1 Standards

The minutes from the meeting held on 1 October 2013 were distributed with the papers. The Chair of Committee gave an update from the meeting held on 20 November 2013. Mrs Fawcett was elected Chair of the Committee; Ms Meynell was elected Vice Chair. The Committee adopted the Marking Policy, following revision.

10.2 Resources

The minutes of the meeting on 9 October 2013 were distributed with the papers. Mr Grenz was elected Committee Chair; Mr Smith was elected Vice Chair. The Chair of Committee gave an update from the meeting held on 28 November 2013. The Chair reported the growing budget needs to be addressed. This is a key issue for Governors as supporting the school's priorities are of paramount concern for the GB. The capacity of the SLT is to be increased, with Mrs Marsters joining the school for three days a week, on a temporary two-term appointment from January-July 2014. Governor agreement had been given to this request from the Head, as this decision would enable the Head and Deputy to share the increasing workload of SLT-specific duties. The school plans to recruit a second substantive Deputy Head to join the SLT from September 2014. Benchmarking, as part of the SFVS, is to be undertaken. The Committee adopted a new statutory model policy from EPM, the DBS EX-offenders Policy, and the EPM model Support Staff Probation Procedure.

10.3 Development Group

The GB Chair reported the group had discussed the SIDP; monitoring groups; governor/class links; the revised Behaviour Principles Statement; the use of the carry forward to raise standards. The SLT are looking at the most appropriate ways to implement interventions, in order to achieve maximum impact on further raising attainment. The Chair said the group had discussed how reactions from parents to various issues could be dealt with most effectively. It had been agreed that initially notifying the SLT of any issues would be the best first step. The capacity of the SLT is to be increased, as outlined in the feedback from the Resources Committee in the previous item. The GB Chair said the decision to increase the capacity of the SLT, by using funding available in the budget, had been taken as it would enable the SLT to have extra capacity to facilitate the increasing workload of the SLT. The Chair noted this decision would also enable the school to revert to the 'Head and two Deputy Heads' structure which had proved to be successful previously.

11. GB Training and Development

11.1 Feedback on GB training sessions

The feedback notes from the GB in-house training session 'Preparing for Ofsted' held on 25.09.13 had been distributed with the papers. Governors agreed this had been an informative session.

11.2 Training needs for individual Governors and whole GB

Following discussion, the GB agreed an in-house training session on 'Evaluating GB Effectiveness' should be arranged for the Spring term B (Action: Clerk).

11.3 Training booked and feedback from training

The Chair asked Governors to feedback on training they have booked and send details of the course, date, time, venue and, when completed, a concise evaluative feedback to the Clerk, to be entered on a training log. ACTION: Governors. Ms Meynell and Ms Winsemann Falghera recently attended a finance course for Governors. Mr Grenz and Mr Smith have attended 'Getting to Good'. Mr Grenz has attended an EYFS finance briefing.

11.4 Skills Audit

The Chair has devised a skills audit for Governors to complete. Following analysis, this will inform GB training needs.

12. Standing items**12.1 Staff Well being**

The Head said the biannual staff well being survey is due to be held in Spring 2014. Previously, Governors from the former Personnel Committee have acted as a working party to organise this process, using a consultant to provide the audit and analyse the results. This has now been delegated to the Resources Committee to progress. After discussion, Revd Adams offered to investigate what online options were available and report back. ACTION: Revd Adams.

12.2 Equality and Diversity

The Governor with responsibility for Equality and Diversity, Mr Ferguson, will present the annual update of the objectives in the Single Equality Statement (SES) at the next meeting of the GB.

12.3 Membership of the GB

Mr Libby Saunders has been elected as a Parent Governor, following the recent election process.

Following the GB's nomination of a candidate to join the GB as a Local Authority Governor, the Clerk confirmed that she had submitted the candidate's name to the LA, as requested by the GB. The LA will now make a decision regarding the nomination and inform the GB in due course. Following notification from the LA, the GB will need to make its formal decision regarding the appointment at the next GB meeting. **see confidential note*

The Chair asked that a replacement for the Authority Governor vacancy, left by Mrs Morland, be discussed more fully at the next GB meeting, when the skills audit has been assessed.

13. Correspondence

No items.

14. Action Points

- The Deputy will meet with a Parent Governor to discuss attendance by GRT pupils. ACTION: Deputy
- The current national average will be inserted at the top of the attendance tables in the Head's Reports, to enable the school's attendance to be put into context. ACTION: SLT
- The SLT will discuss particular responses in the recent parent questionnaire and report back to the GB. ACTION: SLT
- The Head will ask Team Leaders to initiate liaison with class 'buddy' Governors. ACTION: Head.
- The Clerk will send out the assembly rota for next term, when finalised by the Deputy. Action: Clerk.
- The IPC monitoring group will meet in January. ACTION: the IPC Monitoring Group.
- The Head, Deputy and Data Governor will give a presentation on Raiseonline to the GB in the spring term. ACTION: SLT/Data Governor.
- Governors are to send brief bio and photo to Clerk for the website by the end of term. ACTION: Governors
- Dates will be explored for an in-house training session on 'Evaluating GB Effectiveness' in Spring term B. Action: Clerk.
- Governors will send feedback to the Clerk about training they have booked with details of the course, date, time, venue and a concise evaluative feedback, so it can be entered on a training record. ACTION: Governors.
- Revd Adams will investigate what online staff well being survey options are available. ACTION: Revd Adams.

15. Any other business

The meeting discussed the Governors section on the school's website. This is being redesigned by Miss Harnwell. The Head asked if Governors could also contribute a short overview of the work undertaken this term i.e. in Committees, or monitoring groups.

16. Date of the next meeting

Thursday 6 February 2014 at 7pm. Governors are invited for **6.30pm**, for Mr Richardson's presentation about his role as a specialist PE teacher and school sport, including the use of Sports Premium funding, before the main meeting commences at 7pm. The Chair thanked all for attending. The meeting ended at 9.15pm.