

**Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School
held at school on Thursday 4 May 2017 at 6.30pm**

Governor membership at 4 May 2017:

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

Present: Dr Abbas, Reverend Adams, Mrs Mason-Bell, Mr Grenz, Mr Henderson, Miss Joomun, Mrs Leach (Head), Ms Meynell, Mr Smith, Mrs Thomas, Mrs Went.

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

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

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

Mr Campbell, Mr Lewis, Mr Saunders (work commitments): Mrs Cook (personal commitment).

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

1.2 Declaration of interests

The Chair noted there were no updates to give for agenda item 18.

1.3 Register of Pecuniary Interests 2016-2017

Presented for signing and updating.

2. Minutes of the last meeting (23 March 2017)

Mrs Went proposed, Mrs Thomas seconded that the minutes be accepted. Agreed by all.

2.1 Matters Arising

- The Head noted an item for correction from the previous meeting: the percentage for expected greater depth in Writing is 6%.
- The Chair noted it is Dr Abbas, not Mr Lewis, who was asked to consider which monitoring group he would like to join.
- The SVFS was submitted to the LA by 31 March 2017.
- The school's finance officer had confirmed that submitted copies of the SFVS from schools are logged as returned by the County and a return is sent to the LA.

2.2 Headlines

The Chair thanked Mr Henderson for his recent headlines and the meeting suggested the Budget should be included in the next headlines for the website.

3. Head's Report

The Head noted her Report included her most recent report to the Resources Committee on 2 May 2017 and additional Standards related items.

The Head noted the number of pupils on roll is currently 412. The Head discussed changes to staffing and updates for the Autumn term arrangements, following the return of staff currently on maternity leave. A letter detailing the class and teaching structure for next year, will be sent to parents in June. The school's Business Manager resigned from her post in March. Mrs Bingham has

stepped into this role on an acting basis, and has taken on the responsibilities within this role, including preparing for the end of financial year closedown and preparation for building this year's budget. An advert for a school business manager is to be placed, together with an advert for an assistant finance/premises officer, as Mrs Bingham leaves the school at the end of this term to return to teaching. In answer to a Governor's question, the Head said the school wished to be as supportive as possible to staff returning to former roles e.g. following maternity leaves. Requests for part-time roles had been accommodated.

The Head discussed the agenda items for the staff meetings this term. It is a busy term with Phonics screening and KS1 and KS2 assessments; Years 1, 2 and 6 teaching assessment data has to be submitted to the LA by 29 June. A full data report will be given to the FGB in July. The meeting discussed reports in the national press stating Primary age children are stressed by SATS. The Head said the staff do not believe the children are anxious. The children have worked hard in their preparations. The raised standards mean that producing a grammatically correct piece of writing, to demonstrate an understanding of SPAG, is challenging and some children find this difficult. However, they are working very hard and are doing their best to master the complexities of grammar. The staff are proud of the children and the resilience they are showing.

KS1 children, who are taking their tests using activity booklets, find this a more positive experience. In answer to a Governor's question, the Head said children could be withdrawn from the tests if they are not working at a level to access the test papers but this is only after parents are approached and express their support for this option. In answer to a Governor's question, the Head said that if any KS2 children express apprehension about taking SATS, these children are put into small groups for the tests to be administered, with good physicality of space and rest breaks can be applied for children who have PLPs. The tests are organised so children feel supported during the tests. A Governor noted that offering breakfast to all Year 6 children, before the test, provides a good start to the day. The Head said KS2 children enjoy an activity day at the end of the SATS week (in actuality, 4 days of tests). This is always planned carefully, to give children an enjoyable day, filled with fun.

The Head discussed the latest attendance figures (Spring term B). The Head said she is pleased that these figures show improvements in almost every group. Several groups have the highest Spring B attendance since record keeping started. The Head said the school is particularly pleased with improvements in attendance in Reception, and whole school statutory age without travellers is 96.1%. Nursery attendance (85.9%) was discussed. There are smaller numbers in the Nursery, so the percentage appears larger. However, whilst the reasons for absences are known to the school; the Head said this remains an area for the school to work on. Another area that the school is concentrating on, is continuing to close the gap in attendance between children of statutory school age who are eligible for PP funding, and those who are not. The gap is closing but only by 0.1%, from 1.2% in Autumn B 2016, to 1.1% in Spring B 2017. In answer to a Governor's question, the Head said the school's tracking of attendance shows the school is closing in on meeting the end of year targets, and, with the exception of Nursery, the school is on course to meet or exceed the targets in the SDIP.

The Head noted other items in her Report: the school pond in the nature area has been reinstated. This is thanks to the hard work of Mrs Chambers, the efforts from parent volunteers, and the donation of a new pond liner from the school's grounds man. The Year 3 /4 production of *The Wind in the Willows* at the end of last term was a great success. Four Year 5 pupils represented the school at this year's Cambridgeshire Maths Challenge. The Team Shirley Spring Fayre takes place on 20 May – this is a major annual fundraising event. All Governors are warmly invited to this, and all school events.

The meeting discussed the planning for transition that the school undertakes to support all children in making successful transitions, whether moving into the next year group in school, or into secondary education. The Head outlined the preparations for all groups that will take place during the summer term. Children coming into Nursery have home visits by staff to collect information and meet new children in their home environment. The children make several short visits to the school's setting with their parents. There is a staggered entry for Nursery and Reception children in September. There are welcome evenings for new Nursery and Reception parents in June.

For children new to Reception, Reception teachers meet Nursery staff to share information and nursery children make visits to the Reception classes. Staff make home visits to children who have not attended Shirley Nursery, and visit the new children in their pre-school setting. A staggered entry for September is put into place, with a part-time attendance timetable in place for the first 3 weeks.

There is a meeting planned on 10 July, for parents of children who are moving from Reception into Year 1. Year-to-year transition largely comprises of time given to staff to meet to discuss individual pupils, and the transfer of records and books is documented. In addition, the following is applied for pupils who have ECHPs or high level SEND: individualised transition programmes, involving Pupil Passports (which go home over the summer holiday); hand over meetings for TA to TA and teacher to teacher; transfer of personalised resources and information; additional time for informal visits during June/July.

The transition arrangements for children moving to Year 7 involve attending Induction Days at their new Colleges; meetings for Year 6 teachers with Heads of Year 7; welcome evenings at the secondary colleges for parents and pupils; additional visits for SEND pupils and transition work in PSHCE programmes.

Two swap mornings have been scheduled for summer B: the extension to two mornings, from one, follows verbal feedback from the School Council. In answer to a Governor's question about how this feedback information is recorded, the Head said it is included in the SEF. A Governor asked about how class groups are changed for a new academic year. The Head said that whilst friendships are taken into account, a remix allows a rebalance to facilitate the experience of meeting other new pupils within year groups. An ability to mix with different people is a lesson that is important throughout life and the opportunity to allow children to mix with their peers, encourages understanding and resilience. In answer to a Governor's question, the Head said teachers put forward suggested class groups for the following year.

The Chair said it is important the children are involved in discussions about school life. A Governor suggested this should include school meals. The Head said children's views are taken into account; a recent example of this had been the feedback about book corners in classrooms. The School Council had canvassed their peers about what types of books they would like. Funding had come from Team Shirley to action this request.

The Head reported that over 70 staff had attended the Child Protection three-year refresher training on 18 April this year (a professional day). All members of staff must have their training refreshed within the three-year statutory period. Safeguarding updates are planned into staff meetings and TA briefings regularly. Changes to the referral process are being updated on the Safeguarding Board. Claire Fonseca is to attend a CP Designated Person Refresher training on 24 May, before she returns to the school in September. Karl Grenz and the Head will meet later this term to continue the Safer Recruitment Audit, using the toolkit. The Head's report concluded with the dates for this term e.g. Sports Days, to which Governors are invited. There being no further questions put forward, the Chair thanked the Head for her report.

4. Approval of the 2017-2018 Budget

Mr Grenz, Chair of the Resources Committee led this item. Mr Grenz noted this item included the presentation of the final 2016-17 outturn budget, the proposed 2017-18 budget and the projection for the following two years.

Mr Grenz commenced with an overview of the main budget headlines:

- In 2016-17, the revised budget (the effective budget the school had been running throughout the year) showed a closing carry forward of £26,000.
- The 2016-17 outturn is what the school achieved in term of income and expenditure. The 2016-17 outturn budget had a closing carry forward of £55,000.
- The variances versus budget in 2016-17 is £29,000.
- The closing carry forward balance of the 2017-18 budget is £31,000.
- A 2017-18 variance versus outturn of -£24,000, means the closing carry forward forecast for 2018-19 is £31,000 (this is assuming there are no major budgetary changes).
- The capital within the budget is for capital items. It is a figure that sits within the budget structure, and moves in and out without any noticeable effect on the main budget figures.

Mr Grenz said that as the school is smaller in numbers now (primarily through the loss of nursery pupils), contributions from e.g. Team Shirley are particularly welcome.

Mr Grenz thanked the Head, Mrs Bingham and Ray Byford (the school's finance advisor) for their work in preparing this year's budget. The budget that is being proposed for approval at this meeting was presented at the meeting of the Resources Committee on 2 May 2017. Following discussion, Committee members had unanimously agreed that it was fit to come forward to the full FGB for approval at this meeting.

Mrs Bingham has undertaken a considerable amount of work, upon stepping into the role of acting Business Manager and Mr Grenz said he wished to minute his thanks to Mrs Bingham for her excellent work in resolving many outstanding issues prior to the budget being finalised. The FGB Chair agreed with this comment and thanked Mrs Bingham for her additional work and effort with this year's budget preparations. The work undertaken by Mrs Bingham has provided a sound basis for the budgeting exercise. Budgetary decisions made in 2016-17 helped to achieve a balanced budget in 2017-18.

Mr Grenz discussed the **outturn budget for 2016-17**. The original budget 2016-17 predicted a £53,000 carry forward. The **revised budget** included a £17,000 increase on learning resources (ICT equipment); consequently, the carry forward in the revised budget was reduced to £26,000.

The actual closing carry forward in the 2016-17 **outturn budget** was £55,000.

Income in 2016-17 included additional LA and SEN funding of £6,000; a higher lettings income; saving on school clubs costs due to a higher uptake of places; contributions from Team Shirley (£5,000); school trip contributions (£10,000).

Expenditure in 2016-17 included higher employee costs partly offset by SEN funding; After School and Breakfast Club (staffing costs); additional overtime to cover absences, out of hours work; the premises budget (£15,000 spending deferred to April); learning resources – PE tuition £10,000, school trips £10,000.

Budget 2017-18

Mr Grenz said the budget aims to support school improvement priorities, including:

- Improve the quality of teaching
- Develop learning behaviour, improve attendance and punctuality
- Improve assessment, new marking policy
- Improve progress, narrow attainment gap for vulnerable groups

Protected expenditure includes:

- ICT investment
- Red Hen
- Blue Smile
- Premier Sport
- Music Tuition
- PE curriculum support

Mr Grenz said that whilst the income is lower than last year, as there are fewer pupils on roll and less pupil premium pupils, historically, this has often been the case for the school at the start of a financial year and income invariably increases as the financial year progresses.

Expenditure reflects changes to the TA team at the beginning of the academic year; the nursery to pre-school proposal; learning resources – hardware replacement, laptops.

Mr Grenz said the school has an additional wish list; however, budgetary constraints leave little room for discretion in spending on Premises expenditure (priorities are to be reviewed in summer 2017); additional Blue Smile personnel; speech and language.

Mr Grenz said an early scrutiny of the budget **for 2018-19** suggests a balanced budget can be achieved but ultimately this will depend heavily upon school pupil numbers and the National Funding Formula.

The meeting discussed these headline figures. Mr Grenz said he would like to see the budget with a carry forward that would support the costs of one fulltime teacher. The 2016-17 variance versus budget, showed that £29,000 was clawed back into the closing figures, to give a closing 2016-17 outturn figure of £55,000. However, an anticipated -£24,000 variance in the 2017-18 variance versus outturn budget, means the closing carry forward of the 2017-18 budget is £31,000.

The meeting discussed carry forward figures and agreed that too small a carry forward implied a potential financial risk for the school: too high a carry forward could be taken as a criticism that the school is not spending appropriately to improve children's learning.

In answer to a Governor's question, Mr Grenz said the expenditure of -£21k in the 2016-17 variance was a known overspend for PE tuition; more funding has been budgeted into employee costs in the 2017-18 budget, so a variance is not expected at the year end. Premises show a saving of £16,000 in the 2016-17 variance but this is in reality, a deferment of £15,000. Expenditure will need to take place on premises during the forthcoming year, as the school begins to need maintenance work.

A Governor asked about teacher insurance supply claims, noting a saving of £3,000 in the 2016-17 variance. The Headteacher said teachers' absence is insured to avoid a heavy financial drain on the budget. If a teacher was ill for an extended period, after 10 days absence insurance is activated. Therefore, from the eleventh day, funding comes in through insurance to cover the costs of a supply teacher. The school's caretaker is thought to also be covered by this type of insurance.

A Governor asked about maternity cover costs. The Headteacher said that funding comes in to cover the majority of a maternity leave. In answer to a Governor's question, the Headteacher said funding sits in the school's bank account and accrues some interest in this account. The school's bank account is maintained by the LA and is closely monitored, with monthly reconciliations being undertaken.

Mr Grenz said he was pleased the closing carry forward of the 2016-17 outturn budget had been clawed back to £55,000. Governors had asked Mrs Bingham to monitor the carry forward closely so the most accurate figures could be given to Governors to inform any decision making. The Chair noted that it is positive that any variances are within income, as this demonstrates costs are not drifting. Mr Grenz noted that variances on costs represent known expenditure. The school's Property Manager, PCM Ltd, will visit the Resources Committee summer B meeting to discuss premises projects, so that Governors may be best informed about what should take priority within the allocated funding.

The meeting agreed the need to support SDIP priorities to achieve improvement for pupils. The Head said the budget had been set to protect key areas of expenditure e.g. ICT investment; Red Hen; Blue Smile; Premier Sport; Music Tuition; PE curriculum support. Mr Grenz noted that income funding, whilst less than in previous years, may increase through SEN funding i.e. if additional pupils with EHCPs join the school. Changes to the staffing structure last year had helped towards balancing this year's budget. Whilst the budget is supporting ICT expenditure with replacement hardware and laptops, there is no surplus to invest in the school's wish list.

Mr Grenz noted that the school's LA financial advisor, Ray Byford, said the budget had come together well but there is little room for any discretion where additional funds may be used. Mr Grenz said he agreed with this overview; a closing carry forward balance of £31,000 on the 2017-18 budget gives a balanced budget. The school's budget has changed. There is decreased funding coming in but the forecast 2018-19 budget closing carry forward of £31,000, removes the risk from future budgets. A Governor noted the FGB had taken prudent budgetary decisions with regard to the staffing structure for September 2016; this had ensured a balanced budget. A Governor noted that a small Year 6 cohort will leave the school in July 2017 (46 pupils) with 60 pupils expected to join in Reception 2017. An increase in pupils will help funding. The Head said it is hoped, subject to the decision to be taken by the LA at the end of the consultation period, that funding would increase through increased numbers coming into a preschool. Current Nursery costs have been subsidised through the budget and this cannot continue, as the budget cannot maintain this support. The school must attract more early years numbers. It is hoped that moving to a preschool would achieve this aim.

The meeting discussed the current consultation that is underway, regarding the nursery and the proposed preschool and how this would be reported in the school's budget. The Headteacher said that if the preschool is agreed by the LA, following the closure of the consultation period, the Primary school will have pupils 4-11 years old. Pre-school children (aged 3+) will be part of the school and the Headteacher said she anticipates Ray Byford will advise how the financial overview of the preschool will be reported to Governors.

The meeting discussed the 2018-19 carry forward figure and possible longer-term changes to funding. A Governor asked about the possibility of an increase in the carry forward. Mr Grenz said whilst he was pleased that the 2018-19 budget forecast had a closing carry forward balance of £31,000, he would not want to see it decrease. The FGB has to invest in the school's priorities but this carry forward figure should be protected, as a basic balance, to guard against any unforeseen eventualities.

The meeting discussed possible ways the school might increase income. In answer to a Governor's question, the Headteacher said the school generates income through e.g. photo order sales, uniform sales and generous donations from Team Shirley. The school has approached local businesses for sponsorship but this has not been successful. The school has not approached parents for funds, as has been reported nationally that some schools have made this type of approach. In answer to a Governor's question, the Head said the school commits £10,000 towards the costs of having Blue Smile in the school. This is, in real terms, a third of the true costs. As a charity, Blue Smile does their own fundraising and therefore, as they can source income from charitable donations, they can offer their services at a subsidised cost to the school. In answer to a Governor's question, the Headteacher said the school pays £3,000 towards the costs of Red Hen. This is a lottery-funded project that works with some schools in the CB4 cluster. The school has access to two family workers and a project manager. The Head described the benefits of the work Red Hen and Blue Smile bring to the school's pupils and families.

The Head said the school had been fortunate to benefit from a lottery-funding grant towards the activity trail. A local pub had raised funds and Ridgeons had been very generous in their donation of materials towards replacing the greenhouse that had been destroyed through a fire caused by vandalism in the past. In answer to a Governor's question, the Head said that based on previous experience, it is difficult to approach businesses; many have restricted budgets and already have committed to supporting other projects in the area. The Head agreed that school alumni might provide useful contacts to approach for donations. The FGB Chair said the new School Business Manager (SBM) would be able to investigate sources of funding and

potential streams of school funds. The Chair suggested that when considering the ethos of the school i.e. that it serves the community, there may be the possibility of raising premises-related income. The Headteacher said she would highlight this to the new SBM. A Governor suggested that fund raising is most effective if it is for a particular focus.

The GB Chair asked if there were any more questions from the meeting before the 2017/18 budget was approved. The total income 2017/18 is £2,089,878. The total expenditure 2017/18 is £2,113,303.

There being no further questions, the Chair of the Resources Committee, and Vice Chair of the FGB, Mr Grenz proposed, Mrs Mason-Bell seconded, the following resolution:

That the Governing Body approves the School Budget Plan for the financial year 2017/18 total spend of £2,113,303.

The meeting voted unanimously to approve the proposal. There were no objections and no abstentions.

The Head will instruct the SBM to submit the approved budget to the LA tomorrow (5 May 2017).

The GB Chair noted that it is the role of the FGB to support, and challenge, decisions of the Head and SLT. This includes funding decisions. Whilst, in accordance with the terms of reference, the Head may bring particular expenditure proposals to the Resources Committee, if the school needed urgent financial support to improve the attainment and progress of pupils, then the Chair said he would expect the Headteacher to inform Governors immediately.

5. Safeguarding

The Head noted items that had been reported earlier in the meeting.

- The Head reported that all staff had undertaken the 3-year Child Protection refresher training, on the school's professional day on 18 April 2017. This is statutory training for all staff, as refresher training must be undertaken within every three years.
- Mr Grenz and the Head are to set a date later this term to continue their work using the Safer Recruitment Audit Toolkit.
- The Safeguarding Board is being updated following changes to the referral process, which came into effect on 1 April 2017. All CP Designated personnel are aware of these changes.
- Safeguarding updates are planned into staff meetings and TA briefings regularly.
- Claire Fonseka will attend CP Designated Person refresher training on 24 May, prior to re-joining the school in September, following her maternity leave.

6. Governor Monitoring Groups

SEND: Mr Campbell is to make a SEND Governor visit before half term.

Curriculum: a report from Mrs Went, detailing a visit on 9 March 2017, during which a book scrutiny had taken place to look at differentiation, was emailed out following the FGB meeting on 23 March. Mrs Went said it had been an informative visit and she noted the support from leaders to assist teachers with differentiated planning.

Maths: Mrs Thomas reported on her visit on 24 April. The purpose of this visit had been to see the implementation of some of the elements of the Maths RAP and to observe Maths in action in the maths learning environments. Mrs Thomas said that during her tour of classrooms she had seen many examples of maths in action. Mrs Thomas noted her report contained examples of maths in action across the year groups. Mrs Thomas had seen a range of books to review from across the year groups that demonstrated a mix of abilities. Mrs Thomas was shown examples of differentiation and the implementation of the marking policy. She saw examples of the marking codes, teacher comments on feedback, and follow up questions that the children are encouraged to complete in their personal learning time. Mrs Wernham had provided an overview of the latest data available in the Maths RAP that showed evidence of moving in the right direction. A more detailed review will be provided to Standards in due course. Mrs Thomas said this had been a very informative visit. She thanked Mrs Wernham and the teachers she had visited for the time they had given to her.

Writing: the Governors in this monitoring group are meeting Mrs Marsters on 18 May for a visit.

The FGB Chair thanked all Governors involved for their monitoring visits. They undertake an important role, on behalf of the FGB. Governor monitoring is essential to ensure the actions the SLT say are taking place, and are happening, to benefit the children's learning.

A Governor asked how the SRE (Sex, Relationships and Education) Policy is to be monitored and suggested a parent from the Muslim community should be asked to join a discussion group on this topic next year. The meeting noted Governors are expected to monitor the SRE policy as part of the curriculum. The Head said she was pleased three Governors had agreed to join the working party with the PSHE leader, to discuss the revised policy that is to go to Standards later this month. In answer to a Governor's question, the Head said SRE is not statutory yet but parents may want to withdraw their child in the future.

Dr Abbas will join the Curriculum monitoring group. The meeting agreed that due to work commitments, his participation may be mainly through email.

Ms Meynell proposed, Mrs Went seconded that Dr Abbas joins the Curriculum monitoring group. Agreed by all.

In answer to a Governor's question, the Head said the analysis of this year's RAPs is complete and monitoring groups should be coordinating now with subject leaders to meet to complete reviews.

7. Reports/Verbal Updates from Lead Governors

After discussion about any difference between this agenda item and the previous agenda item, the meeting agreed that as these two items overlap in content they should be merged in future.

8. Report from Data Governor

Mr Henderson said that he is planning to give a report to the next Standards Committee. He noted overall results are good; however, gaps are demonstrated in the school's vulnerable groups i.e. SEND and Pupil Premium. Historically, whilst the focus has been on closing the gaps, the national shift in targets has meant gaps have increased for vulnerable groups. The meeting discussed how these gaps are demonstrated. The Head said that vulnerable groups achievement is 96%, whilst whole groups are 104%; therefore, the standard is just in the middle of this band. Many of the school's pupils just miss this standard, so the gap looks bigger. In answer to a Governor's question, the Head said a pupil must meet every statement in one band, to move onto the next band.

The Head said that whilst gaps in attainment are evident, it is helpful to break down progress, as this demonstrates the work undertaken by teachers to ensure pupils move towards reaching their potential. The meeting discussed the best ways of how to evidence progress. Whilst measuring attainment is straightforward, progress has less of a focus. The Headteacher said that progress is a problematic measure by which to make comparisons. The Data Governor said attainment, through teacher assessments in Writing, gives a downward movement for the school. A Governor asked if teachers might feel pressured when making their assessments. The Head said there were national standards to adhere to; however, it is a subjective assessment. The Head noted a downturn in Writing attainment may be connected with the assessments made by teachers. The Data Governor noted that Reading results are more closely clustered than Writing. A Governor asked if there was any flexibility in interpreting the standards. The Data Governor said there was no evidence of a best fit. The Head said the LA moderates a 25% sample; following moderations, the school can demonstrate it has good alignment. The Data Governor also noted the percentage of pupils with SEND and Pupil Premium looks high when compared to the national average. He will do further investigative work on the available data.

The FGB Chair thanked the Data Governor for his work on this important area.

9. Policies to be adopted by the FGB

- **School Complaints Policy** – the Chair said now that the LA has issued the revised Policy, he hopes to prepare this for the FGB summer B meeting. The Chair said in the meantime, if a complaint is made, the school has the existing LA Policy in place.
- **Governors Visits Policy** – a Governor is reviewing this on behalf of the FGB. The Headteacher said the Policy needed a clarification of the expectations on, and from Governors, particularly in regard to reports from visits. The Policy needs to clarify that Governor visits are not connected to staff competency. The Chair said he hoped it would come to the summer B FGB.

10. Shirley Pre-School

The meeting noted the consultation period is underway and ends on 21 May 2017. The FGB must meet by 12 June 2017 to consider any responses received and send a provisional decision in writing to the LA. The Head said she had prepared a survey for parents about how they would like to use a possible flexibility of hours. The school had provided a drop-in for parents of early years aged children on 2 May. The Head said early indications showed a small degree of interest for the 30 hours entitlement and proposed flexibility had been welcomed by visiting parents. The Head said she was pleased the LA had agreed to a consultation but she expected that there might be some negative reaction, as a future provision would not be led by a nursery teacher. The Head said she hoped for a quick conclusion to the consultation, as she would like to inform parents about arrangements for September as soon as possible. The meeting agreed the school would not want to lose children to other settings, due any uncertainty about the future of the early years provision in the school. However, the final decision rests with the LA who will inform the school of its decision by 19 June 2017. A Governor asked if the outcome of the consultation was published. The Chair said he would check this point with the LA officer with whom he has been in contact during this process.

The Head is meeting with the Lead Practitioner before half term to consider preferences for hours from parents within the survey responses.

The GB Chair discussed the LA consultation timetable. The Chair will contact the LA about the procedure to be followed if no responses are received. The meeting agreed the FGB would want to fully consider any responses received and respond appropriately to those who had responded as part of the due process. The Chair said he would make any responses on behalf of the FGB.

The meeting discussed the funding situation in relation to the early years provision. In answer to a Governor's question, the Head said numbers of children in Nursery determine the level of funding that comes into the budget. A Governor noted that the budget

that had been approved earlier in the meeting that had a 2017/18 closing carry forward of £31,000. This is a considerable decrease on the 2016/17 outturn budget closing carry forward of £55,000.

In answer to a Governor's question about the proposed preschool not being led by a qualified nursery teacher, the Head said the school has an excellent early years practitioner to lead the preschool and the outcomes of this provision are aimed to meet the same standards. The Head said the school would have liked to have maintained a qualified teacher in the nursery but the budget is not available to support this staffing cost. Unexpected staffing changes in the Nursery at Christmas, had given the school the opportunity to rethink how an early years provision could be maintained for the community. A Governor noted Mr Byford would be asked to assist with providing a detailed financial analysis if required. The Chair noted that the Nursery has been subsidised in the past and has been a financial burden to the school's budget. Whilst a strong argument could be made for closing the nursery, the FGB does not want to lose the option of providing a preschool provision to the community. The Chair said there is a clear need for this type of provision and the preschool would provide an option that would meet manifold needs.

In answer to a Governor's question, the Head said the Early Years Leader, who would monitor the new preschool setting, is a member of the Leadership Team and currently leads Nursery, Reception and Year 1.

The meeting agreed that following the end of the consultation, an extraordinary meeting of the FGB should be set for Thursday 25 May 2017 at 6.30pm.

8.05pm Reverend Adams left the meeting (noted before the meeting started).

11. Committee Reports

11.1 Standards

This Committee has not met since the last FGB on 23 March 2017: it is due to meet before half term. Therefore, there are no updates to give to this meeting. However, the Committee Chair reported she is to set up a meeting with Mrs Taylor (Equalities Lead) to discuss the submission of the Equalities Award that is due in October.

11.2 Resources

The Committee Chair reported the meeting on 2 May 2017 had concentrated primarily on the budget submission that was approved earlier in this meeting. Peter McKenny, the school's Property Manager, is to attend the Committee's summer B meeting to discuss Premises projects. It is anticipated the kitchens will need work undertaking. However, the Committee Chair said that only necessary work would be prioritised, as the budget cannot carry unnecessary costs. A Governor noted work needs to be carried out on the playground around the planting areas. The Head agreed it was unpleasant to see areas taped off; Ridgeons had generously donated the wood needed for replacement work in outside areas and it would be good to see the improvements carried out. The Head noted that even with a seemingly straightforward project, such as replacing the wood around the planting areas, there are often associated background costs.

11.3 Development Group

The GB Chair reported this group had not met, so there were no updates to report.

12. Training and Development

The Chair highlighted to Governors the importance of attending training and asked Governors to consider what training they could attend. It is particularly important that new Governors attend the Induction training.

8.20pm Mrs Marsters left the meeting.

13. CGS Guidance Note 23: Questions Ofsted may ask Governors

The Chair noted the meeting would now consider responses to the final questions in this guidance note.

Question 10: Do your Performance Management Governors provide effective challenge and support to your Headteacher through the appraisal. If so how and how do you know?

The Chair said that PM Governors have met and carried out the Head's Appraisal process is always reported back to the FFGB.

Currently, the named Governors for the HT Appraisal Process are Reverend Adams and Mr Henderson. Whilst the Chair is trained and has, due to a lack of available Governors taken part in the past, it was agreed that he should not participate in case an appeal was made. The meeting discussed an additional Governor for this duty.

It was proposed by Mr Henderson, seconded by Ms Meynell, that Mrs Mason-Bell should undertake HT PM training and be a Governor on the panel for the Headteacher's Appraisal. Agreed by all.

The Chair noted the Headteacher's appraisal takes place annually in October, before half term and an external advisor is employed for the process. This is a monitoring role undertaken by trained Governors, on behalf of the FGB, with discussions taking place at the meeting, and targets for the next year set.

A Governor asked if there was a broader role for non-Performance Management Governors. The Head said prior to the appraisal, she completes a twenty-page self-review document which details if objectives have been met. Comments from data sets support these objectives. The external advisor, Performance Management Governors, and Headteacher, set the draft objectives for the forthcoming year. There is no gathering of data from other Governors as there is no mechanism to do this at present. The Chair said the Governors on the Performance Management panel are trained to do a specific task; they ensure the correct checks and balances are in place with the support of the LA advisor. The Chair said it would not be appropriate to discuss full HT PM details at an FGB meeting.

The Chair thanked those Governors on the Appraisal Panel for undertaking this task on behalf of the FFGB.

Question 11: If your school has teachers on the upper pay spine how does this expertise affect the overall quality of teaching and learning at the school?

The Chair suggested this is primarily an operational issue. The Headteacher noted that Governors always provide an appropriate amount of challenge to any suggested changes she puts forward about the point levels teachers are placed upon. These changes are discussed annually, following teachers' appraisals, with non-staff members of the Resources Committee. Any decision to move teachers onto the upper pay spine has to be justified and evidenced in clear terms. Teachers on the upper pay spine will, for example, mentor other teachers, as they are more experienced practitioners, and also lead staff projects. Governors concerned in this process confirmed to the meeting there are always appropriate dialogues, where Governors question and probe the Headteacher's recommendations. The meeting agreed that decisions that place teachers on the upper pay spine would only be taken if the Head was certain that in her judgement, their UPS level would positively affect the overall quality of teaching and learning in the school.

Question 12: Explain how your school self evaluation, appraisal targets, CPD and results, link together, how they are used to bring about improvement and how they are linked to pay decisions?

The Chair said this question correlates to the previous question in some ways. The Head's recommendations are linked to the SDIP. A Governor asked about how the FGB thinks about expected outcomes when a teacher moves up to a UPS level and suggested reflective practice should be considered. The Headteacher agreed with this comment and the meeting agreed reflective practice would be included in the process. The Chair noted that every year the Headteacher has to justify to non-staff Governors, on the Resources Committee, where staff should be placed on the pay spine. Governors can ask questions to confirm the Headteacher's decisions are appropriate, before deciding if the recommendations are to be approved.

Question 13: What are the major challenges your school currently faces? How are you addressing them?

The Chair noted the numbering was not sequential in the guidance note. This is, in fact, question 13 although it had been listed as question 14 in the guidance note.

The Chair noted the school's budget is used to raise standards, as the FGB wants all pupils to reach their highest potential. Pupil Premium funding is essential to the budget. Through the use of interventions, some bought in, and some using the skills of existing staff, the FGB and school's aim is to offer each child the opportunity to reach their maximum potential. With complex cohorts coming into the school, it is a challenge for teachers to give the best learning experience. The FGB can support in one way, through funding any support or interventions, when requested by the SLT. The Headteacher and the meeting agreed with the Chair's comments, noting that new assessments would be used for the transition from nursery to preschool (if agreed by the LA). The meeting agreed it is fundamentally a question of understanding the outcomes of the challenges and individual Governors would have individual ways of expressing their understanding.

14. Discussion item

A link for the Education Endowment Foundation (EEF) was previously sent to Governors, as the EEF was suggested as a discussion item by a Governor at the previous meeting. Unfortunately, this Governor was not present at this meeting to discuss this item in more depth. Governors had looked at the link and found it to be informative. The Chair noted that the EEF link highlights the efficacy of various interventions for closing the gap for Pupil Premium and pupils within vulnerable groups. The interventions appear to be evidence based. The Chair noted the school needs to spend funding in the most effective ways possible to achieve the highest possible standards for all its pupils. The Head agreed with this comment, noting there are interesting case studies to look at; particularly those interventions with a low cost but that have a high impact. In answer to a Governor's question, the Head said the school evaluates the impact of the funding spent on various interventions. The SDIP, produced in the Autumn term, will look at other research projects to inform planning of interventions and their associated costs.

A Governor asked if it was helpful to separate by ability and asked if this differentiation was to pupils' advantage. The Head said KS2 children are set for Maths that goes against research but it is what works for this school. Last year's results and progress were good for outstanding and those less able. Therefore, the school is keeping setting for Maths as it proved beneficial for all children. Differentiation is planned to benefit all children's learning styles. The Head noted differentiation is undertaken in other year groups. In answer to a Governor's question, the Head said differentiation does not limit children: it enhances their understanding and enjoyment of their lessons. Mixed ability groups remove any perceived ceilings, as teachers would not want any children to feel delimited. Working in mixed ability groups allow children to work together to achieve to the best of their ability. In answer to

a Governor's question, the Head said teachers look at both ways of grouping children in the classroom: both separating groups into the same ability, and also differentiated groups. The Head said great consideration is given to putting groups of children together and this type of working is constantly under review. A Governor asked if any data was available to support the success of differentiation. The Head said she would review the data available but had every confidence in teachers' judgements. A Governor, who is also a member of the teaching staff, said there were no ceilings based on a child's needs. Children are moved around groups based on teachers' marking and how certainly they have understood their learning.

The Chair said that Governors should continue to ask the school to report on what Pupil Premium funding is being spent on and why it is used in certain areas. Governors should also monitor what evidence exists to prove that the use of Pupil Premium funds is being effective in raising standards.

15. Membership of the FGB

The Clerk confirmed the membership is complete.

16. Correspondence

No items.

17. Any other business

Governors confirmed they were satisfied for their personal contact details to be distributed to other Governors. These details must not be given outside Governor membership.

18. Staffing Structure – update

The Chair reported no updates were to be given.

19. Dates of the next meetings:

Thursday 25 May 2017 at 6.30pm: extraordinary meeting of the FGB following the end of the consultation period regarding the proposal for a preschool to be run by the school and the closure of the Nursery. The consultation proposes a change of age range and name for the school.

Thursday 13 July 2017 at 6.30pm (to include SATS results).

There being no further business the meeting closed at 8.50pm.