

GULDEN MORDEN PRIMARY GOVERNORS

Minutes of Full Governing Body meeting

On 18th July 2017

Held at Guilden Morden Primary School

Present

Alan Wright (Head Teacher), Jeremy Fisher (newly appointed Head Teacher) Sarah Fryer, Anna Fettiplace, Mark Robinson, Ninette Taylor, Judith Davis Roach, Katie Roberts (Clerk of the meeting), Sarah Conant, DEMAT, Heather Lewis (Executive SENCo)

1. Welcome, apologies for absence

There were no apologies for absence.

2. Pecuniary Interests

No pecuniary interests were declared.

3 Confidential Minutes

There were no confidential minutes

4 Minutes from previous meeting on 16th June

The minutes were agreed as a true record and signed by the Chair.

5 Matters Arising

There were no Matters Arising.

6. DEMAT

Sarah Conant, Chief Operating Officer, DEMAT, expressed her gratitude, on behalf of DEMAT, to the Local Governing Board for the way in which they had worked together and forged a very strong group with the school at the centre of all their decisions. Sarah Conant also stated that the Guilden Morden Local Governing Board was the essence of how a successful Board should be run. She also thanked AW and the Governing Board for accepting the opportunity to join DEMAT, praising them for the relationship they had developed. She mentioned that changes were due to be implemented in relation to governance and that more detail would be available in due course. She welcomed Jeremy Fisher as the newly appointed Head Teacher and revealed that some financial resources had been ring-fenced for the school because the number of pupils on the school roll in 2017-18 would be lower than anticipated. Sarah Conant left the meeting.

7. SEND report – Heather Lewis (Executive SENCo)

HL commented that it was important to ensure that teachers were aware that the ultimate responsibility for SEN pupils lies with them, rather than the SENCo and that it is important for them to develop their own resources and to update their pupil plans. She also stressed the importance of providing evidence to support potential SEN concerns, as well as evidence of any targeted support and the outcome. She added that pupils will not be assessed by any external personnel until they are 2 years behind their peers academically. She mentioned that DEMAT have adopted the self-contained system, Inclusion Expert, with which she was conversant, commenting that it would be important to arrange some staff training in the Autumn term. Having agreed that the new SEN policy could be adopted, the emphasis was placed on ensuring that its recommendations are implemented. In response to a query by AF, HL suggested that the new SENCo should be given time to carry out her role, with the support of the County link specialist teacher, before embarking on the National Award for Special Educational Needs Co-ordination. HL was thanked for her valuable update and she left the meeting.

8. Safeguarding – action plan update/exit door near Reception

AW and SF reported that they had met to focus on the Safeguarding action plan and they concluded that the school is mostly compliant. They sent the required information to Paul Walker (Principal Officer Compliance, Safeguarding & Governance, DEMAT) and he is due to arrange to conduct an audit. They also reported that steps are in place to ensure that all staff and Governors have read safeguarding documents, such as 'Keeping Children Safe in Education' and it was agreed that the Single Central Record (SCR) would be checked on a termly basis.

It was reported that, for health and safety reasons, the handle on the door near Reception would be moved over the summer holidays.

AW and SF were thanked for their important contributions.

9. Head Teacher's report (pupil progress, Pupil Premium report, SATs results)

AW commented on his previously circulated report, mentioning the success of the Year 1 phonics results and the Year 2 achievements. He reported that the Year 6 results in reading and writing were slightly disappointing, but added that 3 papers were being re-marked. He revealed that they would not be published because of the small size of the cohort. JF revealed that, at the start of the academic year, writing would be the focus, describing a whole-school based approach he planned to implement. In response to a request from the Governors, it was agreed that subsequent Head Teacher's reports would contain greater detail, particularly a breakdown of the numbers of children achieving Age Related or Above, rather than percentages, partly to enable them to establish how SEN pupils and pupil premium pupils are performing.

Action: JF

It was agreed that the pupil premium report should be displayed on the website. In order for SF to check the website for compliance, JDR volunteered to arrange for her (and JF) to have access.

Action: JDR

10. Marketing: website, flyers, future marketing

JDR reported that flyers had been created by BLUE CHILLI and Fran Siddle (School Administrator) to advertise a school open day and that the flyer for the pre-school had been revised. MR volunteered to liaise with Kristy Carter (Manager of the Pre-School) to establish whether the Pre-School Open Day could take place on 21 September or 28 September. JDR mentioned the importance of meeting the deadline of the July or August edition of Gamut and that the Open Days were advertised in local newspapers, in Estate Agents and at the Bassingbourn Barracks. It was agreed that it would be necessary to seek 3 quotes for the relevant costs and to liaise with DEMAT to have the Purchase Orders raised. JDR was thanked for her endeavours.

11. Playground equipment/Trust Money going forward

NT reiterated her comments from an earlier meeting that it was unlikely that the Trust money (£11,500) could be used to purchase playground equipment, but it would be necessary to complete 6 or 7 grant applications to secure a similar amount of funding.

12. Time of meetings (evening/afternoons)

It was agreed to postpone the discussion about the time of future meetings to a subsequent meeting. It was agreed that meetings with parents would take place once a half-term and that there would be rota for Governor attendance.

13. Review of LGB year

NT was thanked for compiling a review of the accomplishments of the Local Governing Body during the academic year.

14. Any Other Business

It was agreed that the Children with Medical Needs policy should be adopted. JDR reported on the positive book review she had conducted, observing improvements in the quality of the books and the imaginative compositions.

There being no further business, the meeting closed at 9.15pm.

 19/9/17