



<b>Meeting</b>	Full Governing Body (FGB)
<b>Date</b>	Wednesday 5 <sup>th</sup> December 2018
<b>Time</b>	18:15
<b>Location</b>	School

<b>Attendees</b>		
Jim McLaren (Chair of Governors)	Andy Spens (Head Teacher)	Ian Barnett
Christine Casey	Jo Chambers	Zoe Clark
Julia Macgregor	Kate Masters	David Moss
Diane Ponting	Laura Derham (Clerk)	Ann Lloyd (visitor)

	<b>Action Required By</b>
<p><b>1. Apologies</b> Received and accepted – JMt, ASt, SB, ASm &amp; TH</p> <p>The meeting was confirmed as being quorate.</p>	
<p><b>2. Declarations of Interest</b> No changes were reported to the Pecuniary Interest Declaration Forms completed at the start of the 2018/19 academic year.</p>	
<p><b>3. Previous Minutes</b> Minutes of the FGB meeting held on 26<sup>th</sup> September and Extraordinary FGB meeting of the 24<sup>th</sup> October 2018 were accepted as true records and were duly signed by the Chair of Governors (CoG) on behalf of the FGB.</p>	
<p><b>4. Matters Arising</b> <b>FGB Meeting 26/09/2018;</b> <b>Action:</b> CoG and JMt to clarify which committee will monitor GDPR Action remains open.</p>	<b>CoG and JMt</b>

<p><b>Action:</b> Clerk to look into obtaining email accounts for Governors from the local authority</p> <p><u>Update:</u> Clerk has made numerous attempts to log into the email system but so far has been unsuccessful despite assistance from the local authority helpdesk. Action remains open.</p> <p>18:31 DM joins the meeting.</p> <p><b>Action:</b> HT to investigate if there is an effective wiping solution, for obsolete desktop computers</p> <p>Action completed and closed.</p> <p><b>Action:</b> HT to look into using the recently made dinosaurs for a community display</p> <p><u>Update:</u> Dinosaurs still in use in school – action remains open.</p> <p><b>Action:</b> HT to investigate Governor ASP login for Chair of C&amp;S, as currently not working</p> <p>Action remains open.</p> <p><b>Action:</b> Pre School Working Group will check if amended Vision Statement has been sent to Governors</p> <p>Action completed and closed.</p> <p><b>Action:</b> HT to arrange a session with Staff and Governors to brainstorm how best to develop the various ideas for activities related to our core values</p> <p><u>Update;</u> HT has an action in the SDP and will be working with children to develop this.</p> <p><b>Action:</b> HT to ensure that we have a case study for children in cases where we have an ongoing/prolonged link to their Secondary School setting, to make sure that our continued support is evidenced</p> <p><u>Update;</u> We have evidence in the form of SAFs (Single Assessment Frameworks) and other documentation for instances where we have a longer involvement. Action completed and closed.</p> <p><b>Action:</b> HT to continue the schools development of E Safety with some planned activity after the Christmas holidays</p> <p><u>Update;</u> All children have done some learning around E-Safety in Term 1 with a parent session to follow soon (this is also an action in the SDP).</p> <p>Governor commented that in one school they deliver a short presentation to parents just before the KS1 Nativity and KS2 Christmas performances, to enable the majority of families to be in receipt of the information.</p> <p><b>Action:</b> HT and SLT to look at consistency of parents evening</p> <p><u>Update;</u> This was covered at a recent Staff Meeting (ahead of the recent round of parents evenings), Staff modelled the structure of parents evening and sharing of progress and next steps. Action completed and closed.</p>	<p><b>Clerk</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p>
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<p><b>5. Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• The Local Authority Safeguarding Audit (deadline 21st December) will be completed this Friday 7<sup>th</sup> December (to be shared at the next FGB meeting)</li> <li>• An Action Plan will be produced as a result of the Audit</li> </ul> <p><b>Q. How many actions are left over from last year’s Safeguarding Audit?</b> HT – there are currently three actions that are amber;</p> <ol style="list-style-type: none"> <li>1. Update the E-safety policy</li> <li>2. Senior staff SAF (Single Assessment Framework) Training</li> <li>3. Roll out a programme of peer review</li> </ol> <p>All of these have now happened and will be updated to green.</p> <ul style="list-style-type: none"> <li>• Safeguarding Benchmarking with C4L has happened. A report has been produced and the next steps that were identified will also be rolled into the Safeguarding Action Plan</li> </ul> <p><b>Q. If Pre School were to move on site, would they also be included in the LA Audit?</b> HT - Not the LA Audit but we’d have something in place to also capture this. Another of the C4L schools has a nursery on site, so we could look at their arrangements if required.</p> <p><b>Governors discussed the importance of robust Safeguarding arrangements and scrutiny;</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Governor has at least three visits per year</li> <li>• C4L schools have three Safeguarding focused visits</li> <li>• LA Safeguarding Audit takes place once a year</li> </ul> <p>Governor commented on the importance of Lock Down Procedures following a recent incident at another local primary school where a prisoner had absconded from a nearby open prison and had attempted to take a child from a classroom.</p>	
<p><b>6. Health and Safety Update</b></p> <p>Governors summarised the outcome of the discussion around the Out Of School Club (OOSC) gate, which took place at the recent Finance and Staffing Committee meeting.</p> <p>Governors present who regularly use OOSC reported that it wasn’t so much tailgating that’s an issue but the actual lock on the gate. On a number of occasions the lock hasn’t been closed properly, adults think they have secured it properly but it hasn’t actually clicked into place, leaving it unintentionally unlocked.</p> <p><b>Action:</b> HT to speak to OOSC to discuss the issue of the lock not securing properly and whether a different style of lock would solve this problem</p> <p>18:52 CoG joins the meeting.</p>	<p style="text-align: center;"><b>HT</b></p>

<p><b>7. Governor Day Feedback</b></p> <ul style="list-style-type: none"> <li>• Governors were all impressed with the way children conducted themselves, behaviour observed was impeccable and all children were seen to be focussed and engaged</li> <li>• YR Phonics was observed (<b>Governors are monitoring the impact of the changes to the teaching of Phonics</b>) all children were focussed and demonstrated good comprehension of the lesson being taught</li> <li>• <b>Governors requested to observe the use of marking stations</b> and visited the Y6 class during a Maths lesson. Governors commented that the system appeared to be working well, with children being able to move on after self-marking. Instances when children finished their work at the same created more traffic around the marking stations which meant that space was limited</li> <li>• Pupil conferencing was focussed on Reading, as the new Benchmarking programme is being rolled out. The children that Governors spoke to were of a range of abilities</li> <li>• Governors reviewed a variety of pupil work books, these were found to be of a very high standard</li> <li>• HT reported that the feedback from Governors was well received by staff</li> <li>• Governors were present for the Remembrance Day minute’s silence and commented how well the children conducted themselves</li> </ul> <p>The next Governor Day is planned for Friday 8<sup>th</sup> March from 09:00 to 12:00.</p> <p><b>Action:</b> Clerk to email out details of the next Governor Day on Friday 8<sup>th</sup> March from 09:00 to 12:00</p> <p>Q. How was the Diocese visit by the new Bishop? The visit went really well, the children guided a tour of the school and there was then a question and answer session with a panel made up of a child from each class. It was a really positive experience for all involved.</p> <p><b>Q. Did we do anything to publicise the visit, as it’s a great opportunity to raise our profile?</b> HT tweeted about the visit, but we didn’t share the news any further than that.</p>	<p><b>Clerk</b></p>
<p><b>8. Approve Revised Budget</b></p> <p>Governors discussed the Summary Budget Report (Appendix 1). The main headlines are;</p> <ul style="list-style-type: none"> <li>• The LA Pay increase has been factored into the revised Budget, this will cost £400 to implement across the board</li> <li>• The issue around pension contributions and secondment arrangements has been identified and will be addressed</li> </ul>	

<ul style="list-style-type: none"> <li>• Two temporary Teaching Assistants have been brought in to support children with high needs, this has had an impact on the Budget whilst we await the outcome of EHCP applications</li> <li>• We are due to receive an award from the Government of around £10k, a decision will need to be made if this will go into the Revenue Budget or the Capital Budget</li> </ul> <p><b>Governors approved the revised Budget for 2018/19 (Appendix 2)</b></p> <p>Q. What's our position with the Capital Budget? We have £4k in the Capital fund, if we choose to put the £10k Government award in, we'll be able to replace the remaining whiteboards, if desired.</p> <p><b>Governors are keen to make sure that we have enough contingency funds to reasonably cover any unforeseen circumstances.</b></p> <p><b>8.1 Discussion on Pay</b> This item has been captured in a set of confidential meeting minutes and contains Appendix 3.</p>	
<p><b>9. HT Report (Appendix 4)</b> 19:20 HT re-joins the meeting.</p> <p>Governors raised questions on the report;</p> <p><b>Q. How has the racist incident been dealt with?</b> The behaviour has been logged as racist language. The incident has been discussed with both the child and their parents, we feel that the child understands why it was an inappropriate thing to say and we're confident that it won't happen again.</p> <p>Governors added their praise for the successful application to EE for 16 laptops refurbished laptops. HT also advised that the original quote from the LA to rebuild the machines has now been reduced by half to £800.</p> <p><b>Action:</b> HT to mention thanks in the newsletter and community Helmet magazine for the EE laptops donated to school. HT to organise a letter of thanks from the children to EE</p> <p>FSM attendance continues to be a challenge with Term 1 negatively impacted by two children being taken out of school for two weeks (for the purpose of holidays). Parent meetings and the issuing of fines continue. <b>Governors commented that they've observed and monitored the robust process and procedures around attendance</b> and felt that it was a shame that the data doesn't recognise this.</p> <p><b>Q. Do families know that fines are being issued, is there anything further that we can do to raise awareness of the importance of attendance?</b></p>	<p style="text-align: center;"><b>HT</b></p>

<p>Conversations with families continue, pupils' individual attendance data was given to parents at parents evening together with the attendance diamond, and we report positively on attendance (which class had the best for the week) in the school newsletter.</p> <p>Governors had mixed views around publicising what proportion of children have more than 97% attendance, Governor recommended instead that at the start of Term 3 we communicate our overall attendance versus our target. We could also issue a reminder of the full Attendance Policy, including penalty notices.</p> <p><b>Action:</b> HT to issue a reminder of our Attendance Policy and consequences</p> <p><b>9.1 School Improvement Advisor (SIA) Visit - Reading</b> Governors were encouraged by the findings of the SIA visit focussing on Reading. The points identified in her report (Appendix 5), have already been identified by Teachers and work started in addressing them.</p> <p><b>9.2 Inspection Data Summary Report (IDSR) (Appendix 6)</b> Governors have already seen the data as analysed using Fisher Family Trust (FFT) and have raised questions, but also found this a useful way to see the same information displayed in a different format.</p> <p>Governor suggested that the end of term 'Carols around the Christmas Tree' would be an ideal opportunity for the Friends of St Helen's (FoSH) to sell hot dogs or mince pies as a fund raiser.</p>	<p><b>HT</b></p>
<p><b>10. Pre School Decision</b> This discussion has been captured as a set of confidential meeting minutes.</p>	
<p><b>11. Policies</b> The following Policies have been reviewed by Governors;</p> <p><b>11.1 Pay Policy v.1.4</b> Governors approved Pay Policy v.1.4 (Appendix 7)</p> <p><b>11.2 Curriculum Policy v.1.0</b> Governors approved Curriculum Policy v.1.0 (Appendix 8)</p> <p><b>11.3 Attendance Policy (Marlwood Cluster) v.1.2</b> Governors approved Attendance Policy v.1.2 (Appendix 9)</p>	
<p><b>12. Positive Support of Marlwood School</b> Governors discussed the impact of the recent BBC Two documentary about the challenges faced by our local secondary schools, and ways that we could help to send a more positive message to the families in our school community;</p>	

<ul style="list-style-type: none"> <li>• Circulate the recent Ofsted visit note to Y5 &amp; Y6 parents</li> <li>• Invite Head Teacher Del Planter into school to meet and speak to KS2 (will also support their transitioning)</li> <li>• Build links with the new leadership team and perhaps look at opportunities to share resources e.g. PE Coaches</li> </ul> <p>Governors reported that there was a 50:50 split of recent Y6 classes that went on to attend Marlwood and Castle Schools. Those Parent Governors with links to Marlwood advised that there is now a much stronger focus on celebrating success and Parent engagement is much improved.</p> <p><b>Action:</b> HT to look at the conversation around Marlwood School and how best we can give a more positive message to the school community</p>	<p><b>HT</b></p>
<p><b>13. A.O.B.</b></p> <p><b>13.1 Staff Governor Vacancy</b></p> <p>The election will take place a week on Friday – initial indications look as though we have an interested party.</p> <p><b>13.2 Pay Committee Vacancy</b></p> <p>ZC volunteered and was accepted by Governors into the vacancy created by SB on the Pay Committee. Governors need to bear in mind the succession arrangements for the Health and Safety and Training Management aspects that SB currently owns.</p> <p>SEND Governor also suggested that she’d be happy to mentor another Governor looking to focus on SEND.</p> <p><b>13.3 Ugandan School Link Update</b></p> <p>HT is in the process of scoping this out, the project will include a group of Governors, Teachers and Church members.</p> <p><b>13.4 Parent Survey Questions (Appendix 10)</b></p> <p>Governors had reviewed the questions included in the Parent Survey (based on the Ofsted survey, no changes were made. Both the Parent Survey and the Staff Survey will go live at the start of Term 3.</p> <p><b>Q. What happens to those Parents who don’t attend either of the Parent’s Evenings?</b></p> <p>HT – we actively arrange a time with them to come in and meet with the appropriate class Teacher/s, to ensure that we have a dialogue with all families.</p>	
<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting is Wednesday 30<sup>th</sup> January 2019. Meeting closed at 20:40</p>	



**ACTION LOG**

<b>No</b>	<b>Date Raised</b>	<b>Action</b>	<b>Responsible</b>
1	26/09/2018	CoG and JMt to clarify which committee will monitor GDPR	CoG & JMt
2	11/07/2018	Clerk to look into obtaining email accounts for Governors from the local authority	Clerk
3	11/07/2018	HT to look into using the recently made dinosaurs for a community display	HT
4	11/09/2018	HT to investigate Governor ASP login for Chair of C&S, as currently not working	HT
5	26/09/2018	HT to arrange a session with Staff and Governors to brainstorm how best to develop the various ideas for activities related to our core values	HT
6	26/09/2018	HT to continue the schools development of E Safety with some planned activity after the Christmas holidays	HT
7	26/09/2018	CoG to ask ASt to complete the Governor section of the SDP	ASt
8	05/12/2018	HT to re-send the link to the SDP to Governors. Governors to populate their comments from monitoring undertaken	HT
9	26/09/2018	CoG to look into entry for the National Governor Association Awards, Clerk to send over the link to the application form	CoG & Clerk
10	05/12/2018	HT to speak to OOSC to discuss the issue of the lock not securing properly and whether a different style of lock would solve this problem	HT
11	05/12/2018	Clerk to email out details of the next Governor Day on Friday 8th March from 09:00 to 12:00	Clerk
12	05/12/2018	HT to mention thanks in the newsletter and community Helmet magazine for the EE laptops donated to school. HT to organise a letter of thanks from the children to EE	HT
13	05/12/2018	HT to issue a reminder of our Attendance Policy and consequences	HT
14	05/12/2018	HT to look at the conversation around Marlwood School and how best we can give a more positive message to the school community	HT

**RAG Status Key**

R	Red	A problem needs serious attention and action now
A	Amber	Not complete, in progress, a risk but not an issue yet
G	Green	On track, in progress and complete to plan, no issues