



Meeting	Full Governing Body (FGB)
Date	Wednesday 30th January 2019
Time	18:30
Location	School

Attendees		
Jim McLaren (Chair of Governors)	Andy Spens (Head Teacher)	Christine Casey
Jo Chambers	Zoe Clark	Tracey Holford
Holly Kitching	Ann Lloyd	Julia Macgregor
Jo Martin	Kate Masters	David Moss
Diane Ponting	Andy Smith	Anne Straw
Laura Derham (Clerk)	Dan Smith (visitor)	Eleena Kotans (visitor)

	Action Required By
<p>1. Apologies Received and accepted – SB and IB</p> <p>Chair of Governors welcomed new Foundation Governor Ann Lloyd and new Staff Governor Holly Kitching</p> <p>The meeting was confirmed as being quorate.</p>	
<p>2. Pre School Operational Documents and Lease This part of the meeting has been captured in a set of Confidential meeting minutes.</p> <p>18:34 JMt joined the meeting. 18:36 ZC joined the meeting.</p> <p>DS and EK leave the meeting at 18:48</p>	

<p>3. Declarations of Interest No changes were reported to the Pecuniary Interest Declaration Forms completed at the start of the 2018/19 academic year.</p>	
<p>4. Previous Minutes Minutes of the FGB meeting and two sets of Confidential minutes from the 5th December 2018 and the Extraordinary FGB held on the 17th December 2018 were all accepted as a true record of the meetings and were duly signed by the Chair of Governors (CoG) on behalf of the FGB.</p>	
<p>5. Matters Arising <i>Action: CoG and JMt to clarify which committee will monitor GDPR</i> <u>Update</u>; GDPR will become a standing item on the F&S agenda. HT has been asked to report on anything of note and any updates from the bought in services from Integra will be raised. Governors understand the importance of GDPR but maintain that it should not compromise Safeguarding in any way.</p> <p><i>New Action: GDPR to become a standing agenda item for the Finance and Staffing Committee</i></p> <p><i>Action: Clerk to look into obtaining email accounts for Governors from the local authority</i> <u>Update</u>; Governor commented that on a recent ICT training session, it was advised that Governors all have Governor Local Authority (LA) accounts and that documents are shared via 'Share Point' set up by the LA.</p> <p>Q. Is the Local Authority offering any more secure than a gmail account or similar? No, they can't guarantee that it's any safer.</p> <p><i>New Action: Clerk to look into obtaining LA email accounts for all Governors and having a Share Point set up for St. Helen's</i></p> <p><i>Action: HT to look into using the recently made dinosaurs for a community display</i></p> <p><i>New Action: If the pictures of Alveston as a dinosaur can be found, we will put them forward for a community display or something similar</i></p> <p><i>Action: HT to investigate Governor ASP login for Chair of C&S, as currently not working</i></p> <p><i>New Action: JMg to email Maxine at Governor Services to try and establish how to get a Governor Login set up for Analyse School Performance (ASP)</i></p> <p><i>Action: 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</i></p>	<p>JMt & Clerk</p> <p>Clerk</p> <p>HT</p> <p>JMg</p>

<p>Action: 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><u>Update:</u> There have been issues with getting the laptops to a useable condition. There have been problems with the keyboard keys sticking on a number of them – it’s unlikely that all of the machines that have been donated will be useable, plus we’re charged £50 per machine to link them to the Integra systems. As such Governors would rather not communicate thanks just yet.</p> <p>New Action: HT to update Governors on the outcome of the donated laptops – are any of them going to be useable?</p> <p>Action: HT to issue a reminder of our Attendance Policy and consequences Please see Section 8.3 below. Action closed.</p> <p>Action: 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><u>Update:</u> Del Planter, new interim HT of Marlwood has been in touch with a pack of events for feed in schools to attend and take part in. He has also arranged to come in to school for a visit. Governors with links to Marlwood School mentioned the positive improvements that banning mobile phones has had. The parent community is also strengthening through organise decorating events and the re-establishment of ‘Friends Of Marlwood School’. Action completed and closed.</p> <p>New Action: HT to inform DM of when Del Planter is visiting school as he would also like to participate in the meeting</p> <p>All other actions completed and closed.</p>	<p>HT</p> <p>HT & DM</p>
<p>6. Safeguarding Update</p> <p>6.1 Keeping Children Safe in Education 2018 (Part 2 for Governors) Governors have all received the updated document and have signed a copy to confirm the receipt and understanding of Section 2.</p> <p>6.2 Safeguarding Audit Findings The audit was completed and Governor Monitoring Record (GMR) was produced and sent to all Governors (Appendix 2). The audit has not yet been received back from the LA, but we will have this in time to review ahead of the next FGB meeting.</p>	
<p>7. Health and Safety Update</p> <p>There were no Health and Safety items to report at this meeting.</p>	
<p>8. Head Teachers Report (Appendix 3)</p> <p>8.1 Achievement</p> <p>Term 1 and 2 Data has been thoroughly reviewed by Governors;</p> <ul style="list-style-type: none"> • Meeting with HT, Data Governors and Maths Link Governor 	

- **Further scrutiny and questions** at Curriculum and Standards Meeting 23.10.2019
- Governor Monitoring Record completion (Appendix 4) with SWOT produced from the data

Discussion points included;

- Y6 are progressing slightly ahead of target. This is due to the weighting of teaching some of the harder elements at the start of the year e.g. in Maths
- During a practice SATs Reading paper in Term 2, 93% of Y6 achieved the expected standard
- Recruitment for the staffing change in YR has commenced. While the change may impact on the children, early indications are very positive, in that, we have some strong candidates applying for the position
- A group of Y6 children are less able in Maths. The Senior Leadership Team (SLT) are supporting this group
- Boys' progress in Y3 is being monitored. The class Teacher perceives it to be an issue around maturity, and so the boys will be looked at again in February to make sure that they've caught up

Q. Could the delay in progress in Y3 boys be related to when their birthday falls?

We believe it's linked to the emotional maturity of the individuals concerned – it doesn't necessarily occur in those who are youngest in their cohort. Following SATs in Y2, the class as a whole receive less support, so there can be slight lag in progress.

8.2 Targets

These have been updated as we have had one leaver in Y6 and one in Y2.

Q. Have the Y6 targets been set on the basis of Teacher assessment?

They are based on Teacher assessment and they are also aspirational to include a level of stretch. In Maths we could reach 100% as we've identified a group of seven children that could go either way. Y6 are currently doing very well, with their mental maths better than the previous cohort at this stage in the year.

Q. We had a number of children in the previous Y6 cohort for whom controlled conditions were an issue. What are we doing to support this year's Y6?

A small group of children are already starting to undertake a small number of questions under mock controlled conditions. It's hoped that in doing this regularly and in small chunks, it won't be so unfamiliar when they come to the actual SATs.

In Y2 we have a big group of children at the lower end of where we want them to be. This group are being moderated this week to give us a better idea of their attainment and progress and they are already in receipt of a lot of support.

Q. The Y1 Phonics target was 100%, this has now been revised to 96%, why is this?

We're in the process of an EHCP (Educational Health Care Plan) application for one child that we think is very unlikely to meet the target, there is also another child who may not be ready in time.

Q. Do we think that if successful, the EHCP will be in place in time?

The application is nearly complete, it requires a significant amount of evidence to be collated. The Educational Psychologist involved is supportive of application, so we're reasonably confident that it will go through.

Chair of Curriculum and Standards Committee mentioned that Governors had asked good questions around the data and targets and referred Governors to the recent committee meeting minutes.

Q. For the group in Y2 at the lower end, are measures put in place for them in years 3 and 4 to prepare them for Y6?

The Y2 Teacher and DHT RA (Y4 Teacher) are working with these children to get the basics embedded. Once children have mastered these concepts, they are then equipped with the building blocks for harder things that will be coming in subsequent years.

Governors discussed the jump in expectation from year group to year group, especially from Y2 to Y3. The current Y2 Teacher previously taught Y3 and is aware of the need to prepare children for their transition.

Q. A question was raised from a Parent about special provision for left-handed children, have we seen a difference between this group and the rest of their cohorts?

Literacy Governor has raised this question with DHT RA. We will run this data, to see if there is any evidence of a gap. Literacy Governor has noted this for discussion at the next Link Governor meeting.

Action: HT and Literacy Governor to inform Curriculum and Standards Committee of the outcome of any Left-handed vs. Right-handed gap

KM & HT

8.3 Teaching and Learning

The Monitoring Cycle is on track, as per the HT Report.

Q. Are there any concerns at this point in the year?

We are looking at Maths reasoning and are trying to develop opportunities for children to use their reasoning skills around the school. Verbal reasoning is developing and is increasingly feeding through into the children's books.

We are looking for evidence that learning behaviour around Writing is embedding and are linking staff up to look at this.

TTRS has been a big success so far. The programme for the whole school is exceptional value for money and cost just £80 for whole school. The initial week has seen pupils collectively generate 240,000 correct answers. We can quickly identify those who are

not engaging in the programme. Teachers make sure that these children access TTRS during school time.

Q. There has been a real buzz around the launch, how are we going to keep it fresh?
We'll give it a high profile and then keep it ticking over for a couple of terms and then raise the profile again with competitions etc. and repeat in a cyclical way.

The recent INSET focused on Guided Reading, to which some changes have been made. We are in the process of embedding them now and will review next term to establish the impact.

Action: HT to report back on the impact of changes to Guided Reading, once reviewed

In Addition to the £1.5k that Friends of St. Helen's (FoSH) have donated towards books, we've also applied for a Foyles Book Grant for up to £10k. This is to address the shortage of books which are now needed to fully implement the Benchmarking programme in Reading.

HT outlined a number of positive visits to schools as part of the #Challenge initiative from the LA (looking at best practice outside of the authority). This includes a planned visit for DHT KC to a school in Hereford that have been successful in improving the attendance of Pupil Premium (PP) children.

An INSET day is being used for as many staff as possible to attend Foxfield and Woodhill Primary schools in Woolwich. HT and DHT KC have already visited but were so impressed by the schools' consistency in Reading, Writing and Maths and also the approach to the wider curriculum that they've arranged for a staff visit.

This will be followed up with a later INSET day to plan the wider curriculum for St. Helen's and what such a programme could look like for us.

The bought in Behaviour Support continues to have a really positive impact for children and families.

8.3 Attendance

Free School Meals (FSM) attendance remains a challenge. For terms 1 and 2 children were at 89.9% vs. the LA average of 93.6%. The group of 14 children all have attendance below 95% and half are below 90%.

Term time holidays and a low level of sickness account for these figures. The Educational Welfare Officer (EWO) continues to meet with these families, penalty fines are issued, as standard, for holidays where more than 10 sessions and no sickness is being authorised without medical information. Governors are frustrated that these measures don't appear to have had any meaningful impact. Legal action will be taken if no improvement is made.

HT

<p>Q. Do we know what the reasons are behind the absences for these families? It stems from a historic culture and attitude to school which has led to persistent days off. In some cases other agencies are also involved in trying to support these families.</p> <p>Q. What happens if a child isn't in school due to illness but no medical information is provided? At this stage the process escalates to a legal route. We will not accept absence due to illness without supporting information.</p> <p>Governors discussed the impact that issuing fines for holidays has had. Whilst it is a deterrent, the cost of taking a holiday during the school holidays is still over and above the cost of a fine. Governors remain committed to our Attendance Policy and support the issuing of fines, in line with our cluster of local schools.</p>	
<p>9. Partnership Exploration Update The exploration process has started. The CoGs, Vice Chairs, HTs and a small group of Governors have started to look at what this will be and look like.</p> <ul style="list-style-type: none"> • Open conversations are being had around benefits, concerns, the due diligence process and what needs to happen next • Weekly meetings have been scheduled • Vision and Values were looked at this week – many of which both schools share • Joint communications for Staff and Parents will be issued on Friday to confirm that the process has started • The lists of Governor questions will be reviewed next week • Meetings for Staff to meet with A. Spens and the CoGs are being planned • St. Mary's FGB have been invited to attend the Governor Day on the 8th March • The ultimate aim will be to formulate a plan following due diligence and then bring to Governors for approval <p>Expertise and input from various Governors will be required throughout the process. A number of Governors said that they'd be happy to support when required.</p> <p>Q. How many Governors do St. Mary's have? They have ten Governors on their Board.</p> <p>Governors discussed how similar both schools are and it is hoped that there will be possibilities for staff and children that deliver both personal and educational benefits.</p> <p>Governors share a desire to be more outward looking and will try to develop this through the Partnership work with St. Mary's and also within the C4L group of schools.</p>	

<p>Q. Are we confident that we'll look at and capture all of the detail in the due diligence process? There isn't a model that we can follow for this but we'll scrutinise finances and examine the questions posed by all stakeholders, through which we should capture most elements. There will have to be a level of trust that both GBs will need to exercise.</p> <p>There are no major barriers to a Partnership at the present moment.</p> <p>Q. The timetable suggested by Andrew Best at the Q&A session seems incredibly tight. Are we committed to it or can we do this to our own timetable? Both schools have agreed that the exploration needs to be thorough and to the satisfaction of both parties – we are working to a more realistic timeframe. The importance is placed on the process being done properly.</p> <p><i>Action: Clerk to send out link to the Governor Questions document for any additional comments or questions to be added by the end of the weekend.</i></p> <p>Q. Have there been any discussions observed about the Partnership amongst the school community? Parent Governors are not aware of any discussions.</p>	<p>Clerk</p>
<p>10. Policies The following Policies have been reviewed by Governors;</p> <p>10.1 Health and Safety Policy v.2.1 (Appendix 5) Governors approved Health and Safety Policy v.2.1</p> <p>10.2 SEND Policy 2018-19 (Appendix 6) Governors approved SEND Policy 2018-19</p> <p>10.3 Medical Needs Policy v.1.2 (Appendix 7) Section 4.7 has been updated to include parents having responsibility to ensure that medications are in school (and in date). Medications will be returned to the appropriate parent or carer at the end of the academic year. Governors approved Medical Needs Policy v.1.2</p> <p>10.4 Safeguarding and Child Protection Policy v.1.5 (Appendix 8) Governors approved Safeguarding and Child Protection Policy v.1.5</p> <p>10.5 Staff Code of Conduct v.1.1 (Appendix 9) Governors discussed acceptable gifts and agreed a minor change to the policy. Governors approved Staff Code of Conduct v.1.1</p> <p>10.6 Governor Virtual Attendance at Meetings Policy v.1.0 (Appendix 10) Governors approved Governor Virtual Attendance at Meetings Policy v.1.0</p>	

<p>11. A.O.B. Action: <i>Governors to completes the CPD Impact Form for any training that they've received from September 2018 (Clerk to send out the link again)</i></p> <p>Action: <i>HT to remind staff to complete the CPD Impact Form for any training that they've received from September 2018</i></p> <p>Q. On a recent training course the Self Evaluation Framework (SEF) was discussed, do we have such a document? Yes we do, it's a live document that evaluates the school under the Ofsted framework. Review of this is coming up later in the year.</p> <p>11.1 Governor DBS Checks Governors discussed and agreed that DBS Checks for Governors will be repeated every four years</p> <p>Action: <i>HT and Clerk to identify those Governors that have served longer than four years and arrange for them to repeat their DBS Checks</i></p> <p>11.2 Finance Report</p> <ul style="list-style-type: none"> • The revised Budget has been filed following approval • There are no significant impacts to the Budget to report <p>11.3 Clerk Chair of Finance and Staffing Committee is in the process of reviewing the Clerk's job description and recommends a move to the NGA model version for Clerks.</p> <p>Clerk is requested to leave the meeting whilst a discussion around this takes place.</p> <p>20:55 Clerk leaves the meeting.</p> <p>21.02 Clerk re-joins the meeting.</p> <p>11.4 Governor Monitoring Record Template Curriculum and Standards Committee have updated a new version of the GMR template. Governors are happy to adopt the new template.</p> <p>Action: <i>Clerk to send out new GMR template to all Governors</i></p> <p>11.5 Parking Governors commented on a decline in the consideration given to parking outside of the school site.</p>	<p>All Governors & Clerk</p> <p>HT</p> <p>HT, Clerk & Governors</p> <p>Clerk</p>
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<p>Action: HT to add a piece in the school newsletter to request that parents park responsibly</p> <p>21:09 meeting closed.</p>	<p>HT</p>
<p>Date of Next Meeting The date of the next meeting is Wednesday 20th March 2019. Meeting closed at 21:09</p>	

ACTION LOG

No	Date Raised	Action	Responsible
1	30/01/2019	HT to check with DS about Pre Schools ability to align with St. Helen's INSET days, without voiding their hours grant	HT
2	30/01/2019	GDPR to become a standing agenda item for the Finance and Staffing Committee	JMt & Clerk
3	30/01/2019	Clerk to look into obtaining LA email accounts for all Governors and having a Share Point set up for St. Helen's	Clerk
4	30/01/2019	If the pictures of Alveston as a dinosaur can be found, we will put them forward for a community display or something similar	HT
5	30/01/2019	JMg to email Maxine at Governor Services to try and establish how to get a Governor Login set up for Analyse School Performance (ASP)	JMg
6	30/01/2019	HT to report back to Governors on when the Learning Council have completed their session on 'Flying High'	HT
7	30/01/2019	Clerk to add the link to the SDP at bottom of the FGB meeting agendas, ongoing	Clerk
8	30/01/2019	HT to report to Governors when the OOSC access lock has been changed. Governors using OOSC to update the Board on the impact of this	HT & Governors
9	30/01/2019	HT to update Governors on the outcome of the donated laptops – are any of them going to be useable?	HT
10	30/01/2019	HT to inform DM of when Del Planter is visiting school as he would also like to participate in the meeting	HT & DM
11	30/01/2019	HT and Literacy Governor to inform Curriculum and Standards Committee of the outcome of any Left-handed vs. Right-handed gap	HT & KM
12	30/01/2019	HT to report back on the impact of changes to Guided Reading, once reviewed	HT & KM
13	30/01/2019	Clerk to send out link to the Governor Questions document for any additional comments or questions to be added by the end of the weekend.	Clerk
14	30/01/2019	Governors to completes the CPD Impact Form for any training that they've received from September 2018 (Clerk to send out the link again)	All Governors & Clerk
15	30/01/2019	HT to remind staff to complete the CPD Impact Form for any training that they've received from September 2018	HT
16	30/01/2019	HT and Clerk to identify those Governors that have served longer than four years and arrange for them to repeat their DBS Checks	HT, Clerk & Governors
17	30/01/2019	Clerk to send out new GMR template to all Governors	Clerk
18	30/01/2019	HT to add a piece in the school newsletter to request that parents park responsibly	HT