



Meeting	Full Governing Body (FGB)
Date	Wednesday 20th March 2019
Time	18:30
Location	School

Attendees		
Jim McLaren (Chair of Governors)	Andy Spens (Head Teacher)	Ian Barnett
Christine Casey	Jo Chambers	Zoe Clark
Holly Kitching	Ann Lloyd	Julia Macgregor
Kate Masters	David Moss	Diane Ponting
Anne Straw	Laura Derham (Clerk)	

	Action Required By
<p>1. Apologies Received and accepted – SB, ASm & TH</p> <p>The meeting was confirmed as being quorate.</p>	
<p>2. 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>3. Previous Minutes Minutes and Confidential Minutes of the 30th January FGB meeting were accepted as a true record of the meeting and were duly signed by the Chair of Governors (CoG) on behalf of the FGB.</p>	
<p>4. Matters Arising <i>Action: HT to check with DS about Pre Schools ability to align with St. Helen's INSET days, without voiding their hours grant</i></p>	

<p>New Action: HT to complete a written note to confirm that we've communicated these points to OOSC (requirement for lock maintenance and regular code changes)</p>	<p>HT</p>
<p>New Action: HT to look into placing a notice in the vicinity of the access gate stating that adults collecting children are not to tail gate</p>	<p>HT</p>
<p>Action: HT to update Governors on the outcome of the donated laptops – are any of them going to be useable?</p>	
<p><u>Update;</u> IT are working through them, they will be useable, however a decision is needed as to whether we update them to Windows 10 software. The cost is £50 per machine (x18 laptops). Action closed.</p>	
<p>Action: HT to inform DM of when Del Planter is visiting school as he would also like to participate in the meeting</p>	
<p><u>Update;</u> DM will contact DP directly and seek to meet up. Action closed.</p>	
<p>Action: HT and Literacy Governor to inform Curriculum and Standards Committee of the outcome of any Left-handed vs. Right-handed gap</p>	<p>HT & KM</p>
<p><u>Update;</u> Literacy Governor has a meeting with DHT RA in two weeks' time. Action remains open.</p>	
<p>Action: HT to report back on the impact of changes to Guided Reading, once reviewed</p>	<p>HT</p>
<p><u>Update;</u> As above, this will form part of the same meeting.</p>	
<p>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</p>	
<p><u>Update;</u> Action completed and closed.</p>	
<p>Action: Governors to completes the CPD Impact Form for any training that they've received from September 2018 (Clerk to send out the link again)</p>	
<p>New Action: Clerk to add the CPD link to FGB agendas, going forward, and also send out to Governors as a reminder</p>	<p>Clerk</p>
<p>Action: HT to remind staff to complete the CPD Impact Form for any training that they've received from September 2018</p>	
<p><u>Update;</u> Action completed and closed.</p>	
<p>Action: HT and Clerk to identify those Governors that have served longer than four years and arrange for them to repeat their DBS Checks</p>	
<p><u>Update;</u> Governors briefly discussed the requirement to repeat checks, again, and are satisfied that repeating checks after four years for longer serving Governors is the right thing to do.</p>	

<p>New Action: CM to identify Governors that have served for longer than four years and repeat the DBS checking process</p> <p>Action: Clerk to send out new GMR template to all Governors <u>Update:</u> Action completed and closed.</p> <p>Action: HT to add a piece in the school newsletter to request that parents park responsibly <u>Update:</u> This will be added in the newsletter again on Friday as a reminder. Governors discussed the wider geographic range that the school is pulling in from, leading to more people driving and the associated parking challenges.</p> <p>All other actions completed and closed.</p>	<p>CM</p>
<p>5. Safeguarding Update 5.1 Annual Safeguarding Report HT confirmed that the Annual Safeguarding Report, produced in collaboration with, DHT KC and TH, has now been received back from the LA (Appendix 1). A number of the resulting actions have been completed already.</p> <p>Action: HT to update the Safeguarding Action Plan with RAG</p> <p>The action around a Safeguarding board has been developed to also include Health and Safety.</p> <p>Q. Do you carry out dip samples of staff and volunteers to check that they know how to respond in different situations covered by Safeguarding, e.g. asking ‘what would you do if ...?’ HT – yes, we do regular checks with both staff and volunteers. HT updated that another round of volunteer Safeguarding training is planned for next week (the last sessions were held in September).</p>	<p>HT</p>
<p>6. Health and Safety Update A Health and Safety audit was completed last week with Phil Tranter (our bought-in provider). A few actions were captured as a result of the audit, including refreshing the Working at Height Risk Assessments. The actions will be targeted for completion ahead of our inspection in June.</p> <p>Succession plans for when the current Health and Safety Governor reaches the end of her term of office were discussed. An Associate Member from the Finance and Staffing (F&S) Committee has volunteered to take on the role, Governors were happy and grateful to accept this offer. As the Associate Member only attends the F&S Committee, it was agreed that she would deliver reports at that meeting but could also liaise with DM, who is happy to deliver updates on her behalf at the FGB meetings.</p>	

<p>HT suggested that it would be beneficial for the Associate Member to be present at the Health and Safety meetings and audits, so that she can start to pick things up.</p>	
<p>7. School Financial Value Standard (SFVS) Governors reviewed the SFVS (Appendix 2), which has been updated with recent spend and the resulting impact e.g. Reading.</p> <p>Governors voted and approved the School Financial Value Standard.</p> <p>The document will be signed by the CoG and Chair of the Finance and Staffing Committee ahead of submission to the LA.</p> <p>CoG advised Governors that the current Chair of the F&S Committee would be stepping down from the board of governors in May 2019. There is now a need to secure a new Chair of the committee. CoG appealed to Governors to give this some consideration, the current Chair is preparing a hand over pack and is happy to mentor the successor until May.</p>	
<p>8. Self-Evaluation Form (SEF) Governors reviewed the SEF (Appendix 3) and the new EYFS SEF (Appendix 4) and commented positively on both, that they are fair representations of the school, as observed during monitoring activities. Governors requested that ‘good/outstanding’ self-assessments be changed to good +/outstanding.</p> <p>The EYFS SEF has been produced following the advice of Andrew Best from the local authority, and covers some of the areas of development that are bespoke to the EYFS.</p> <p>Both documents have been updated with the most recent data, SEND information and comments from the latest Parent Survey. All of the areas identified for development have been captured in the School Development Plan (SDP).</p>	
<p>9. Head Teachers Report 9.1 Teaching and Learning</p> <ul style="list-style-type: none"> • Maths was monitored last term. Activities included Maths drop-ins by the SLT (JH also took part to gain experience), and JL and JH conducting a book look • From the evidence seen, the impact of Big Maths and Times Table Rock Stars (TTR) has been overwhelmingly positive. The strength of pupils’ mental maths ability has improved considerably across the school. Click tests are showing really good progress as a result of the huge improvement in mental maths • Some children are not accessing TTR, Teachers are aware of this and are creating opportunities for the children to access the software in school <p>Parent Governor raised a concern about the level of competitiveness that TTR has caused in some children, and the corresponding amount of time that they must be spending on a screen. Fellow parent Governors had heard of similar situations where a few individuals had clearly spent a lot of time on the app.</p>	

Governors also shared a range of opinions about the importance of mental maths to enable children to grasp new concepts quickly, without simultaneously having to battle to work out a times table or number fact as well. **Governors who attended the recent Governor Day on the 8th March, also reported a significant improvement and enthusiasm for mental maths**, which was a gap for us in years 5 and 6.

Governors discussed the challenges around developing healthy habits when it comes to screen time and how families have different approaches and rules around this. HT explained that the focus or promotion of TTR would be done on a cyclical basis, so that competitions would be run periodically only. As part of the Parents Meeting held in term 3, JL explained to families that use of TTR should be little and often. Whilst Governors felt that this would help to manage possible excessive use by some, children could still be overly focused on their individual scores.

Action: *HT will review how to encourage use of TTR little and often*

- Children’s reasoning in Maths has improved across years 1 to 6. The use of STEM sentences is really helping children to understand and be able to articulate the reasoning behind the work that they’re doing in their books

Staff Governor commented that chanting the sentences has led to improved reasoning in Maths in Y1. **Governors also confirmed that they have observed the improvements in reasoning, through their monitoring activities and Governor Day.**

- The system for responding to marking has been adapted slightly so that a review phase is carried out in the lesson. The system is being used effectively, so that Teachers and pupils are confident that they have secured a skill and are ready to move on to the next step
- Marking stations for Maths continue to work well and have successfully embedded in KS2
- Teacher Research Groups (TRGs) will be trialled. The aim of this is for a small group of Teachers to go into a colleague’s class, whilst that colleague has the freedom to try out a new or different approach to teaching a subject. The observing Teachers can then provide support, feedback and any suggestions for improvements. This would be followed up by a discussion at the next Staff Meeting. As a collective group, staff can then review what has worked well and then decide what practices to take forward and embed
- HK and VK are now putting together an evidence book, one for Maths and another for Reasoning (action points from our inspection), containing high quality examples
- During the recent INSET day 11 members of staff visited Foxfield Primary School, Woolwich to look at the excellent wider curriculum offering. The EYFS team visited Wallscourt Farm Academy, Stoke Gifford to look at their excellent EYFS provision and a number of Teaching Assistants (TAs) went to New Siblands, Thornbury to see how they support children with high needs. Staff feedback to the other groups and

HT

all found the visits very inspirational. A number of possible streams of development have been identified and will now be considered as to how they could best be incorporated at St. Helen's

Q, Did staff have a choice as to which outside setting they attended?

Yes – if they weren't able to make it to Woolwich, there were equally interesting alternatives.

HT explained that Foxfield Primary has a fantastic global curriculum programme where learning is connected to the real world. Through the subjects covered, children gain the knowledge and are given the confidence to become change makers.

Staff Governor also commented positively about the consistency observed running throughout the school, from the onsite Nursery all the way through to Y6. Children in each class confidently approached and spoke to their visitors to explain what they were learning and the activity they were involved in at the time.

Following on from the different visits, the staff team are now looking at the curriculum design for next year. Trials will take place in terms 5 and 6 where each teacher will have a day to plan their topic. A framework for delivery will then be drafted and topics will consider the global perspective e.g. dinosaurs and global warning in KS1 and the ancient Greeks and democracy in KS2, incorporating 'how to make my voice heard' and a possible visit to the Houses of Parliament. Staff will take the learning from these trials forward into next year's curriculum.

- The next data release is due just before the Easter holidays, Link Governor meetings are being planned to review the data
- Children are working well towards their statutory assessments

9.2 Attendance

HT shared the latest attendance data with Governors (Appendix 5), which illustrated that, for Term 4, attendance was up at 98.2%, with an overall improvement year to date. The work with families that has been ongoing is now starting to have an impact.

Attendance Governor had recently met with HT and DHT KC to look at the latest attendance figures, a Governor Monitoring Record was produced and circulated to all Governors. The biggest challenge around Pupil Premium (PP) children remains broken days and not holidays, however this has seen an improvement this term.

HT commented that attendance during last week's Science Week had been the best so far this year. Governors discussed the possible reasons for this and the draw of the various extra activities that had been publicised to take place across the week.

9.3 Behaviour

There is nothing to report on behaviour.

<p>9.4 Other News</p> <ul style="list-style-type: none"> • A Lunchtime Working Party consisting of three Lunch Break Supervisors (LBS), DHT RA and the HT have been working on a policy about lunchtimes, following comments received in the Parent Survey • Our catering company Interserve went into administration last week. It's currently business as usual but it is a risk. HT has a meeting scheduled with the provider at Marlwood (Apens), to see if it would be feasible to piggy-back our catering either in the short or the long term • All of the available YR places for the September 2019 intake have been taken up as first choices 	
<p>10. Partnership Exploration Update</p> <p>The section has been captured in a set of confidential meeting minutes.</p>	
<p>11. Pre School and Terrapin Update</p> <p>Funding for the replacement of the terrapin roof has been successfully obtained from the LA, so the works will take place over the Easter holidays (weather permitting). We'll have to contribute £3k to the cost which will allow the whole roof to be replaced, the replacement then comes with a 10 year guarantee.</p> <p>OOSC will be relocated into the main school building whilst this is carried out, HT has already approached them about this and they are happy with the arrangements.</p> <p>The end room of the terrapin, which will be used by school for meetings and break-out sessions etc., will be decorated at Easter. Y6 pupils have been demonstrating their persuasive writing to write to different business to ask for items of furniture, decorating materials or donations. The children have already had some success with this and have secured donations of paint and money.</p> <p>The disused kiln that occupied a large space in the room has been sold privately, following a suggestion from Governors. The purchaser, has already collected the kiln, freeing up much needed space in the room.</p> <p>The plan for the Pre School move is in progress, exact timings will be dependent on the building works, but in theory they could move in over the bank holiday. This will then enable them to move to a full time provision (same hours as the main school) which should really help to appeal to parents and boost their numbers.</p> <p>Progress with the solicitor, sorting out the project from the aspect of the Diocese, remains slow but isn't a barrier to progression. A bridging agreement can be obtained until the proper documents are processed.</p> <p>Action: HT to check that Pre School Chair has given notice to the Jubilee Hall Committee</p>	<p style="text-align: right;">HT</p>

<p>20:20 Leaves the meeting HK</p>	
<p>12. Policies The following Policies have been reviewed by Governors;</p> <p>12.1 Health and Safety Policy v.2.1 HT advised that the bespoke new policy drafted by our bought-in provider will be available next week. Governors will review and look to approve the policy at the extraordinary FGB meeting on the 27th March 2019.</p> <p>12.2 Online Policy v.1.1 (Appendix 7) Following review, Governors made minor grammatical and consistency changes to the policy.</p> <p>Governors approved Online Policy v1.1</p>	
<p>13. A.O.B.</p> <p>13.1 Finance Report Governors received the latest Financial Report and summary (Appendix 8).</p> <p>13.2 Committee Membership New Governor AL confirmed that she is happy to join the Curriculum and Standards committee.</p> <p>13.3 School Fund Audit Governors received the School Fund Audit for review (Appendix 9)</p> <p><i>Action: Governors to approve the School Fund Audit (if happy with it) at the next FGB meeting</i></p> <p>13.3 Long Serving Governor DBS Update Please refer to Section 4 above.</p> <p>13.4 Ofsted Update Governor Session Feedback Clerk gave an update forwarded by a Governor not present at the meeting. During a recent Ofsted Update session, Governors were informed of the shift in focus from data to impact and also from Maths and English to the Wider Curriculum. In a recent inspection of a local school, the only books that were examined were the children’s Science books.</p> <p>Q. Is there any way that we can evidence or record the range of activities that children took part in during the recent STEM Week? Lots of the news has been reported on the school website, newsletter and also in children’s books.</p>	<p style="text-align: center;">All Governors</p>

20:29 meeting closed.	
Date of Next Meeting The date of the next meeting is Wednesday 27 th March 2019.	

ACTION LOG

No	Date Raised	Action	Responsible
1	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
2	20/03/2019	JMg will go back to Maxine and explain our attempts to access ASP to date and see if there are any further options	JMg
3	30/01/2019	HT to report back to Governors on when the Learning Council have completed their session on 'Flying High'	HT
4	20/03/2019	HT to complete a written note to confirm that we've communicated these points to OOSC (requirement for lock maintenance and regular code changes)	HT
5	20/03/2019	HT to look into placing a notice in the vicinity of the access gate stating that adults collecting children are not to tail gate	HT
6	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
7	30/01/2019	HT to report back on the impact of changes to Guided Reading, once reviewed	HT & KM
8	20/03/2019	Clerk to add the CPD link to FGB agendas, going forward, and also send out to Governors as a reminder	Clerk
9	20/03/2019	CM to identify Governors that have served for longer than four years and repeat the DBS checking process	CM
10	20/03/2019	HT to update the Safeguarding Action Plan with RAG	HT
11	20/03/2019	HT will review how to encourage use of TTR little and often	HT
12	20/03/2019	Governors to email their partnership questions to the Clerk for collation ahead of next week's EFGB meeting	All Governors
13	20/03/2019	HT to check that Pre School Chair has given notice to the Jubilee Hall Committee	HT
14	20/03/2019	Governors to approve the School Fund Audit (if happy with it) at the next FGB meeting	All Governors

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