



	<p>our meetings but it would be a use of SPARK credits. Governors <b>agreed</b> to invite her to the Spring 2 FGB meeting.</p> <p><b>Action: AA to invite Angela Langford to Spring 2 FGB meeting</b></p> <p><b>Action ongoing: JE and AA to develop joint letter to highlight what school is doing to address the significant changes in Ofsted framework since the last inspection.</b> Governors discussed optimum time for sending such a letter and agreed January would be the best.</p> <p>All other actions were complete.</p>	<p>AA JE/AA/ CG</p>
<p>4. 4a</p>	<p><b>COMMITTEES AND PANELS</b> <b>F&amp;P</b></p> <p>Mr L. Gurdenli (LG) reported on CG's behalf that the F&amp;P committee had:</p> <ul style="list-style-type: none"> <li>Reviewed the budget and noted the main variances, which included a drop in PPG funding which Lauren Drake (LD) is investigating and an additional £800 in lettings for use of the school grounds for filming. Regarding the high energy bills, there should be a significant rebate because VAT had been charged incorrectly. Currently an in-year deficit is forecast but there may be increased revenue funding from the new funding formula when that is confirmed in February. <b>Q&amp;A:</b> Governors asked whether there might be other reasons for the high energy costs and LG acknowledged that there is scope to improve efficiency. An audit was done a while ago and it was decided not to pursue some of the recommendations at that time because there were significant costs involved. (JE said that she and LD are attending a convention in January about energy efficiencies in schools.)</li> <li>Discussed the proposed new website, with improved functionality and appearance and an improved Governors' Secure Area. The intention is to reach a decision before Christmas as to whether to opt for the standard or the bespoke version with a view to going live at the end of Spring term. This would mean there is no need to buy into the Governor Hub. It was agreed that it would have benefits for the parents, pupils, staff and Governors and that it would be a good use for some of the Voluntary Fund money. <b>Q:</b> Will it improve functionality for parents? <b>A:</b> Yes, and it will be easier to maintain internally. <b>Q&amp;A:</b> Governors asked whether it would allow Governors to comment and feedback directly onto the Governors' area as was the case with the Governor Hub and JE said she would feed back to LD that this should ideally be a feature. <b>Action: JE to circulate examples of websites</b></li> <li>Received feedback from Steve Llewelyn on proposals for the school to pay into the account to cover long-term sickness liability.</li> </ul> <p><i>RG joined the meeting at 7.45 pm</i></p> <ul style="list-style-type: none"> <li>Learned that the school is looking at alternative models for the nursery to improve efficiency. <b>Q:</b> Are we one of the only state-funded nurseries in immediate area? <b>A:</b> Chase Bridge have one. It's to do with the fact that more and more nurseries offer 30 hours and we don't and we have struggled in the last couple of years with numbers. Our nursery does not lend itself to full-time places so we only offer 5 mornings or 5 afternoons. N.B. This is not for now. It's for two years hence. <b>Q:</b> Is it funded per child? <b>A:</b> Yes, and because we are a school we have to have a qualified teacher in there.</li> </ul>	<p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>JE</p> <p>Inform</p> <p>Inform</p>

4b	<p><u>Quality and Standards</u> The committee had only met the day before so the minutes were not yet available. Mr M. McKiernan (MMK) reported that the committee had:</p> <ul style="list-style-type: none"> <li>• Discussed the Inspection Data Summary Report (IDSR) and the headline from that was that the school are in top 20% for progress and achievement across almost all areas. Staff absence was also noted to be low against national so the school is doing really well and the challenge will be managing that.</li> <li>• <b>Action: Clerk to upload IDSR to Ofsted Readiness folder</b></li> <li>• Looked at Fischer Family Trust (FFT) data tool for estimating progress. It was noted that the school has set targets to be very aspirational and even against those aspirational targets the school is doing well.</li> <li>• Reviewed targets for children – there had been robust discussions and aspirational targets set</li> <li>• Looked at Year 5 progress because last year that cohort had performed less well. It was noted that children who performed less well tended to have SEN.</li> <li>• Looked at progress data for foundation subjects – this was the first time Governors had seen this – and at assessment across those subject areas.</li> <li>• Discussed changes to the intervention timetable to ensure children do not miss too much class time.</li> <li>• Reviewed policies</li> <li>• Received a thorough presentation from Sarah Connolly (SMSC lead) on the innovative things she is doing in this area and how SMSC fed into all the other subjects and teaches children resilience.</li> </ul>	Clerk
5.	<p><b>HEADTEACHER'S VERBAL UPDATE</b> JE reported on the following: <u>Staffing</u> One SMSA has been recruited and, following unsuccessful interviews for a LSA, the decision has been taken to train someone internally. <u>Parents Evening</u> There will have been 100% attendance - all Disadvantaged Pupil (DP) parents attended. Any parents who didn't attend throughout the school have been contacted and another appointment made. The Open Morning was very well attended and very positively received.  <u>Attendance</u> Children's attendance continues to be monitored. Children with attendance below 90% are contacted and the school is on the second round of this process. The EWO is coming in next week.  <u>Assemblies and Workshops</u> There have been 4 assemblies and a Year 6 expo to showcase the learning in class. It was very well attended by parents, from whom there was good feedback on the expo.  There has been an anxiety workshop for parents and pupils, as a benefit from having bought into the mental health service. 28 parents attended, of which 10 were Year 6 parents. It was very open and parents were somewhat reassured by the explanations as to what are normal worries for children of particular ages.  <u>Staff CPD</u></p>	

	<p>There continues to be CPD for teachers. The curriculum-focused staff meetings this term have been very effective – the focus this term has been on embedding subject knowledge and the focus next term will be on pedagogy.</p>	
<p>6. 6a</p> <p>6b</p>	<p><b>STRATEGY</b> <u>Governor Evaluation</u> AA went through amber areas on the Governor Evaluation document, highlighting concrete actions she and CG had added:</p> <ul style="list-style-type: none"> <li>• Bottom page 2 – AfC training is a good opportunity to forge relationships with Governors at other schools.</li> <li>• Succession planning: Governors have talked about a maximum 2 terms of office to keep the Board dynamic and moving Governors onto different committees every 2 years to gain different skills. Governors should also attend relevant training to build their skills and knowledge.</li> <li>• Governors should be familiar with the last Ofsted report and the actions arising from that.</li> <li>• Attendance at SLT meetings – RG can go tomorrow and SC will attend at a later point. (AA attended a school council meeting last week.)</li> </ul> <p>This document has been sent to Angela Langford.</p> <p>LG commented that perhaps it was too detailed for easy digestion so it might be helpful to develop a one-page summary. <b>Action: AA to develop one-page summary and identify priority actions to address</b></p> <p>It was agreed to prioritise particular areas. <b>FGB Summer 2 Agenda: Review this document</b></p> <p><b>Q&amp;A;</b> Governors asked and JE clarified what the process is for setting agendas for and the conduct of SLT meetings and when they take place (Wednesday at 3.45 pm). Governors are welcome to come once every half term and can participate. Agendas are sent out usually the Friday before.</p> <p><u>3-5 Year Strategy</u> It was noted that academisation has been a less prominent issue recently but Governors discussed whether finances are tight enough to merit exploring this further at this time or whether the long-term objective should rather be to build partnerships with other schools. <b>Q&amp;A:</b> Governors asked whether AfC can help with this and JE clarified that AfC encourage schools to liaise with each other about sharing expertise etc, which is good but there is a danger of always taking from the same pool of knowledge. JE would have concerns about the school losing its identity by becoming part of a MAT because there would be a requirement to adhere to the MAT corporate identity and financially she is not sure it has as many benefits as it once did. However, there would be benefits in schools buying in together to services to reduce costs. F&amp;P committee should look at the top two SLAs where there is the potential to negotiate contracts through economies of scale e.g. IT providers <b>Q&amp;A:</b> Governors asked about incentives for recruitment and retention and it was noted that, as a state school, one has to beware of using pay as a lever.</p> <p>Relevant strategic aims were delegated to relevant committees for detailed discussion and monitoring of KPIs and setting success measures</p> <ol style="list-style-type: none"> <li>1) To recruit and retain high quality teaching staff – delegated to PC&amp;C</li> <li>2) Develop the technological support for pupils and staff to keep pace with developments. Governors discussed how this can best be achieved and it</li> </ol>	<p>AA</p> <p>Inform</p> <p>Account-ability</p> <p>Account-ability</p>

6c	<p>was noted that there is no longer the expertise in the LA. Options included contacting local universities (St Mary's) to see if they have the expertise you can tap into e.g. postgraduate. It was <b>agreed</b> to start this discussion in Q&amp;S but then to bring to F&amp;P regarding cost.</p> <ol style="list-style-type: none"> <li>3) Building: plan across the next 5 years to ensure the upkeep of buildings – delegated to F&amp;P</li> <li>4) Succession planning – delegated to PC&amp;C</li> <li>5) To investigate forming strategic partnerships and collaborations with other schools – delegated to F&amp;P</li> <li>6) Governors discussed possibly being greener/improving energy efficiency. MMK suggested adding 'To lead the way in becoming an environmentally friendly school', which would be a sixth objective. Governors debated whether to include that or not and eventually <b>agreed</b> to include as sixth objective and delegate to Q&amp;S</li> </ol> <p><b>Action: All Governors to think about KPIs to take to next committee meeting.</b></p> <p>Governors <b>agreed</b> that the one strategic aim for the GB this year is to build alliances with other GBs. N.B. MMK has made contact with Vineyard GB. <b>Action: Each Governor to make a commitment to bring something from another board to this school.</b></p> <p><u>SEF</u> Governors were assigned to monitoring the following individual areas of the SEF:</p> <p>Quality of teaching: Mr L. Gurdenli (Assessment), Mrs S. Cullen (Broad and Balanced Curriculum) and Ms Y-L Chong (Quality of Teaching)</p> <p>Behaviour and Attitudes: Mr M. Safo</p> <p>Personal Development: Mrs A. Axiom</p> <p>Leadership and Management: Mrs C. Green plus one other Governor</p> <p>Effectiveness of Early Years Provision: TBA <b>Action: Governors not allocated a section of the SEF to consider whether they have the capacity to take on one of the remaining areas and email AA</b></p> <p>The SEF is a work in progress so will be agreed by email during Spring 1. <b>FGB Spring 1 – Ratify agreement of SEF</b></p>	<p><b>Govs</b></p> <p><b>All Govs</b></p> <p><b>MMK/TB AW/RG</b></p>
6d	<p><u>SDP 2019-20</u> Governors <b>approved</b> the SDP.</p>	<p><b>Approve</b></p>
7.	<p><b>SAFEGUARDING</b> JE delivered a verbal safeguarding report as follows:</p> <ul style="list-style-type: none"> <li>• Staff CPD include a session on online safety to be delivered at a staff meeting, GM and Prevent training for all staff and BB will attend Safer Recruitment training in January</li> <li>• Dissemination of documents on child exploitation and forced marriage to all staff</li> <li>• 6 internal Team around the Child (ITAC) meetings have taken place so far this term</li> <li>• The safeguarding team meetings (involving JE and the DSLs - BB, Sarah Connolly and Leanne Ho, SENDCO) are now held weekly</li> </ul>	

	<ul style="list-style-type: none"> <li>• There will be a safeguarding update in January</li> <li>• There has been one fire practice with all classes and there will be another (unannounced) before end of term, where some doors will be barred so teachers have to find another way out</li> <li>• Single Central Record is up to date, is monitored by Lauren Drake and has been checked by Alex Axiom (Safeguarding Governor)</li> <li>• DBS checks are in place for all Governors and staff although one support staff member still has to show her ID documents</li> <li>• All Governors have signed to confirm they have read and understood KCSIE Part One</li> <li>• All safeguarding policies and procedures are up to date</li> <li>• JE has attended a Child Protection conference this year and another is coming up</li> <li>• There are 10 LACs on roll this academic year</li> <li>• There have been 12 referrals to JE as Safeguarding lead, 4 external referrals to CAMHS and she outlined actions taken following those referrals</li> </ul> <p><b>Q:</b> Are you happy with how things have gone with referrals?  <b>A:</b> We follow everything up. It depends on the nature of the referral. They will take immediate action if it's a serious safeguarding issue.</p> <p>AA undertook a detailed safeguarding visit last month, using a document from the Key, the report for which will be circulated. The only issue identified was that a supply agency the school uses does not provide safeguarding training to their employees and possible solutions for mitigating this were discussed.</p>	Account-ability
8.	<p><b>SEN</b></p> <p>This was reviewed in Q&amp;S. BB reported that there are currently 39 children on the SEN register. There are 6 Reception children with EHCPs for a range of different needs and some others are being identified. This has an impact on the budget constraints and on teachers' time in terms of tailoring lessons to each child's needs. Teachers are being supported with effective use of time to ensure children have adequate support and are tracked/monitored.</p> <p><b>Q:</b> How many of those SEN pupils already identified may not achieve national expectations?  <b>A:</b> 16 will not be in line with peers but they will make progress in their own terms. MMK highlighted that he had attended training earlier in the term.</p>	Account-ability
9.	<p><b>GOVERNOR VISITS</b></p> <p>The following visits have been (or are to be) undertaken this term:</p> <ul style="list-style-type: none"> <li>• YLC is undertaking a visit on GDPR and Quality of Teaching on 12<sup>th</sup> December 2019</li> <li>• AA has undertaken a Safeguarding visit.  <b>Action: Clerk to circulate Safeguarding visit report</b></li> <li>• Mrs R. Gibbs has done an English visit, report to be circulated</li> <li>• Mr T. Bendelow (TB) has undertaken Maths visit, report to be circulated</li> <li>• Mrs S. Cullen's report on her Broad and Balanced curriculum visit was circulated</li> <li>• Mr M. Safo has undertaken a Behaviour Visit – report to be circulated</li> <li>• Mr M. McKiernan has undertaken an Inclusion visit – report to be circulated</li> <li>• Mr A. Watkinson has done a PE visit – report to be circulated</li> </ul>	Clerk

	Governors were reminded to ask the questions identified on the Visit Report form.	
10.	<b>GOVERNOR TRAINING</b> AA has undertaken Safer Recruitment training and MMK undertook training on 'Asking Challenging Questions based on key Ofsted Judgements' and CG is attending the Joint Governors' Partnership meeting.	
11.	<b>ANY OTHER BUSINESS</b> It was <b>agreed</b> that there is no need to continue with Governor of the Month as all Governors have now introduced themselves to staff. Governors discussed other ways of improving Governor visibility with staff and Ms R. Prinsloo (RP) said that all Governors are already familiar to all staff members so it is a question of maintaining that visibility but that a small sign of appreciation when meeting with a teacher would be very welcome because meeting with Governors does add to their workload. She also stressed that Governors should ensure they know who the staff are.  Governors were invited to attend : <ul style="list-style-type: none"> <li>• Christmas events. <b>Action: AA to re-circulate dates.</b></li> <li>• INSET day on 6<sup>th</sup> January about Power of Reading – RG to attend.</li> </ul>	<b>AA</b>
12.	<b>EVALUATION</b> Governors agreed they have done a lot on strategy at this meeting and had a good discussion. Nearly all Governors have visited the school this term and Governors have discussed and agreed ways to continue to build links with staff.	

Meeting ended at 9.30 pm.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Actions Arising:**

Item	Action	By Whom	By When	When complete
3	<ul style="list-style-type: none"> <li>Amend electronic version of minutes as stated</li> <li>Amend Standing Order to reflect maximum number of terms Governors can serve is 2</li> <li>Invite Angela Langford to Spring 2 FGB meeting</li> <li>Develop joint letter to highlight what school is doing to address the significant changes in Ofsted framework since the last inspection.</li> </ul>	Clerk	13/12/2019	10/12/2019
		Clerk	13/12/2019	10/12/2019
		Alex Axiom	13/12/2019	
		Jane Evans/ Alex Axiom	19/12/2019	
4b	Upload IDSR to Ofsted Readiness folder	Clerk	13/12/2019	10/12/2019
6a	Develop one-page summary of Governor evaluation documents	Alex Axiom	19/12/2019	
6b	<ul style="list-style-type: none"> <li>Think about KPIs to take to next relevant committee meeting</li> <li>Make contact with another school's GB</li> </ul>	All Governors	30/1/2020	
		All Govs	30/1/2020	
6c	Governors not already allocated a section of the SEF to consider whether they have capacity to take one on and email Alex Axiom	MMK/RG AW/TB	30/1/2020	
9	<ul style="list-style-type: none"> <li>Circulate Safeguarding Visit report</li> <li>Circulate following Visit Reports:                             <ul style="list-style-type: none"> <li>English</li> <li>Maths</li> <li>Behaviour</li> <li>Inclusion</li> <li>PE</li> </ul> </li> </ul>	Clerk	13/12/2019	10/12/2019
		Clerk	20/12/2020	
11	Re-circulate Christmas dates	Alex Axiom	13/12/2019	

**Agenda Items Arising:**

Item	Action	By Whom	By When
6a	Review Governor evaluation document	FGB	Summer 2
6c	<ul style="list-style-type: none"> <li>Ratify agreement of SEF by email</li> </ul>	FGB	Spring 1