



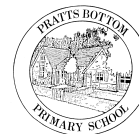
# PRATTS BOTTOM PRIMARY SCHOOL

## Full Governing Body Meeting Minutes of 02.10.2019

<b>Date of meeting:</b> 02.10.2019 at 6pm		<b>Venue:</b> Pratts Bottom Primary School	
<b>Chair:</b> Peter Ioannou		<b>Clerk:</b> Melissa Perry	
<b>Governors present</b>	<b>Governor apologies</b>	<b>Absent</b>	<b>In attendance</b>
Emma Hodson (Head of School)			Melissa Perry (Clerk)
Peter Ioannou (Chair)			
Peter Hudson (Vice Chair)			
Cheryl Bone			
Sophie Perez			
Emel Ibrahim			
Angela Page			
Angela Kempton (arrived at 6:20pm, Item 6)			

### MINUTES

<b>1. To receive and approve apologies for absence</b>
<p>1.1. All governors were present.</p> <p>1.2. AK was warmly welcomed as newly Co-opted governor.</p> <p>1.3. Apologies were received and accepted for Stephanie Lavelle (School Business Manager).</p>
<b>2. To declare any interests to the meeting and to record any alterations to Governors' pecuniary/personal interests</b>
<p>2.1. No new interests were declared to the meeting and no other changes were noted to Governor's pecuniary or personal interests.</p>
<b>3. To approve the minutes and confidential minutes of the FGB meeting held on 18<sup>th</sup> July 2019</b>
<p>3.1. The minutes and confidential minutes of the Full Governing Body meeting held on 18<sup>th</sup> July 2019 reviewed and agreed to be an accurate record of the meeting. The Chair signed and dated the approved minutes.</p>
<b>4. To consider matters/action arising from the FGB meeting and confidential meeting held on 18<sup>th</sup> July 2019 and not included elsewhere on the agenda.</b>
<p>4.1. Governors reviewed the Action Points from the FGB meeting as follows:</p> <p>4.2. <b>Action 1 All governors to complete the online PREVENT course, provide the school with certificates of completion and notify Clerk of any training completed.</b> PH and CB had completed the training. It was agreed that all remaining governors would complete the training as soon as possible.</p> <p><b>Action 1 PI, EI, AP, and AK to complete the online PREVENT, provide the school with certificates of</b></p>



## PRATTS BOTTOM PRIMARY SCHOOL

### completion and notify Clerk of any training completed.

- 4.3. **Action 2 Clerk to seek Trustee ratification of appointment of PI and Chair and PH as Vice Chair for 2019/20.** The Clerk confirmed that the appointment of PI and PH had been ratified by Trustees.
- 4.4. **Action 3 Pay Committee.** The Clerk confirmed that there would need to be a Pay Committee and it was agreed that members and a date would be agreed later on in the meeting.
- 4.5. **Action 4 SOLA New Governors Induction Training.** The Clerk stated that she did not have any further details of the training.

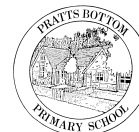
### 5. To review the school and SOLA ethos, vision and values for 2019-20

- 5.1. Governors reviewed and noted the SOLA ethos, vision and values for 2019-20.
- 5.2. The HoS stated that school values (Kindness; Politeness; Listening; Honesty; Effort) had been reviewed in 2017 and she did not propose to make any changes.
- 5.3. The current school vision statement is: *"We will endeavour to develop happy, inquisitive and motivated learners who are ambitious and equipped to meet future challenges."* The HoS stated that she intended to review the school vision with all stakeholders and spend some time at the next meeting reviewing the vision statement with governors in the Spring term. **Governors agreed with the HoS's proposal to review the school vision statement.**

### Action 2 Clerk to add Review of revised school vision statement to Meeting 3 (Spring Term 1) agenda

### 6. To review the school SEF

- 6.1. The School Self-Evaluation (SEF) and School Improvement Plan (SIP) had been circulated to governors prior to the meeting. The HoS explained that this is a working document and not all areas have been updated this term however there were some areas of focus she wished to bring to governors attention.
- 6.2. The HoS summarised the Overall Performance (rated light green – Performance is in accordance with expectations, minor action required, Ofsted – Good). A governor stated they felt a 'Good' rating, in the new framework, was not dissimilar to an 'Outstanding' rating, from the old framework, as standards had been raised. Governors were aware that Outstanding schools are now being inspected after several years without having an inspection.
- 6.3. The HoS stated that the school had continued to improve since the Ofsted inspection in February 2019, the Quality of Education is good and pupils' achievements are improving year on year. Leaders, including Governors, have a secure knowledge of the school's strengths and weaknesses, and have taken significant steps to raise standards and outcomes for pupils. The HoS stated that pupils' behaviour and attitudes are excellent, care for pupils' development is very good, provision for pupils in the Early Years Foundation Stage (EYFS) is a strength of the school and safeguarding is robust and effective. The HoS stated that the report included a number of quotes from the Ofsted Report but in time these would become outdated and redundant.
- 6.4. The HoS stated that in relation to Section 2 – Arrangements for Safeguarding, Ofsted had confirmed that arrangements for safeguarding are fit for purpose and effective stating *"Records show the tenacity with which leaders ensure that vulnerable pupils are kept safe from harm"*. The school had sought to make further improvements to ensure they maintain provision in this area and that it is robust and fully up-to-date.
- 6.5. *A governor asked how often pupil and parents surveys were carried out by the school.* The HoS responded that these were carried out on an annual basis although in the last academic there



## PRATTS BOTTOM PRIMARY SCHOOL

had been two surveys, one SOLA and one Ofsted survey which had taken place very close together. *Governors asked if the results of the two surveys had been the same.* The HoS responded that they had been very similar. In surveys pupils and their parents said they are safe in school, there are very few instances of bullying of any kind, all such issues are dealt with effectively and records show that repeat offences/offenders are extremely rare. The HoS stated that children understand the different forms bullying can take and know what to do and who to tell if they encounter bullying. Pupils also know how to make sensible choices in order to keep themselves safe, including online.

- 6.6. The HoS explained that Section 3 – Quality of Education had been updated in part. The sections on Intent and Implementation would be updated in the Autumn Term. The section on Impact had been updated to reflect the new Ofsted framework. The HoS reminded governors that the school had already started work to redevelop the curriculum last year.
- 6.7. *Governors congratulated the school and staff on the progress the children were making which was better than average.*
- 6.8. **Angela Kempton arrived at the meeting.**
- 6.9. The HoS stated that with the re-development of the curriculum, and the change of focus away from in-year progress to measuring progress from their starting points, pupils at the school have begun to develop more detailed knowledge and skills across the curriculum. As a result:
- In the EYFS a higher percentage of pupils, and significantly above the national average, achieved a good level of development than in previous years (83%)
  - Whilst the percentage of pupils achieving the expected standard in the Phonics screening at the end of Year 1 has been below national average in the last 3 years it was in line with prior attainment. Tracking data shows that those who do not pass the screening check make good progress nevertheless.
  - Attainment at the end of Key Stage One in 2019 was above the national average in Reading, Writing and Mathematics. In the latter subject attainment was risen year on year from only 54% in 2016 to 92% in 2019.
  - In three of the last four years the percentage of pupils achieving the expected standard in Reading, Writing and Mathematics at the end of Key Stage Two has been above the national average.
  - A successful focus on more-able pupils was reflected by an increase in numbers who achieved Greater Depth at the end of Key Stage Two in 2019 than previously.
  - In 2019 pupils made better than average progress to the end of Key Stage Two in Reading and Writing, and close to average in Mathematics. This followed three years of negative progress to the end of Key Stage Two in all three subjects.
- 6.10. *A governor had attended a recent training event and stated that Reading was high on London Borough of Bromley's agenda.* It had been an area of focus for a while but Bromley had suffered a bit of a dip on Reading and it was now high on the agenda. The HoS confirmed this would remain a key area and was incorporated in the SIP.
- 6.11. The HoS stated that a key focus would continue to be looking at progress from pupils' starting points. The HoS reported that children articulate their knowledge and understanding clearly at various special opportunities, including in pupil interviews and Celebration Assemblies. The HoS stated that data, work scrutiny and lesson observations show that pupils' learning across the curriculum is good. *Governors asked what work scrutiny involved.* The HoS responded that



## PRATTS BOTTOM PRIMARY SCHOOL

each term she would collect children's books covering all subjects including topic books as well as English and Maths. This year the HoS stated she was focusing on children who were not keeping up with their prior attainment and is expecting to see progress. The School Improvement Partner (JE) also looks at the children's books.

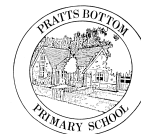
- 6.12. *Governors asked when parents would become involved if their child was not making progress.* The HoS stated that parents are constantly updated on their child's progress, for example, at parent consultations. The HoS stated that parents would be informed of progress but would also be told if their child was not working below their age related group. Where children were not keeping pace with their prior attainment then a meeting would be arranged to discuss this with parents and, for example, encourage them to read more at home.
- 6.13. *Governors asked what more the school could do if extra support was not happening at home.* The HoS stated that those children were given priority with daily readers because improvement in reading required continuous and consistent support.
- 6.14. *Governors asked if the HoS also scrutinised work of SEN children.* The HoS confirmed that she did and that she was also monitoring whether SEN children were also getting support from teachers as well as Teaching Assistants.
- 6.15. *Governors asked whether Key Performance Indicators were still being used in children's books.* The HoS confirmed that there were but that the work scrutiny form had changed and that governors would have an opportunity to review this at a future FGB meeting.

### **Action 3: Clerk to add Review of work scrutiny form to Meeting 3 (Spring Term 1)**

- 6.16. The HoS stated that pupils had opportunities to develop 'life skills' within the curriculum which include financial training with the Metro Bank; First Aid training; Road Safety workshop; Bikeability and Enterprise Week where their work would be showcased at the Christmas Fair.
- 6.17. Governors stated they were pleased to note that there was a (currently draft) objective (III(b), Page 5) to ensure that pupils have opportunities for writing in areas of the curriculum other than English. This had been an Ofsted recommendation.
- 6.18. *Governors asked if there had been improvement in writing.* The HoS confirmed that Ofsted recommendations would be included in the SIP and stated that teachers were all working hard to improve writing across the school. For example, in Year 4 there is more emphasis on children practicing writing and preparing their work including drawing tables and underlining. The HoS stated that as soon as they receive data in June they have a progress meeting to discuss any children that are not on track so that they can plan interventions and ensure they are in place when the children start in September.

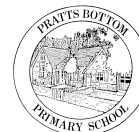
## **7. To agree Strategic Objective (SIP) for 2019-20**

- 7.1. The HoS stated that the objectives set out in the School Improvement Plan 2019-20 would need further fleshing out. Work was being undertaken to ensure that these fitted with teachers' action plans and the new Ofsted Framework. Quality of Education now incorporated the 3 'i's under the Framework – Intent, Implementation and Impact.
- 7.2. Intent – The HoS stated that further work was required to ensure that curriculum was fit for purpose. Ofsted would carry out a deep dive into subjects so it could be difficult to produce the relevant evidence with a topic based curriculum.
- 7.3. *Governors asked if Ofsted would still inspect children's books.* The HoS confirmed they would and they would also be asking children questions about their curriculum. Topics would therefore alternate between history and geography.



## PRATTS BOTTOM PRIMARY SCHOOL

7.4.	The HoS stated that the school was doing well on Reading however they wanted to focus more on reading for pleasure.
7.5.	<u>Implementation</u> - The HoS stated that the Ofsted recommendations were included (ensuring the most able pupils are given work that challenges them to achieve higher standards; ensuring that pupils have opportunities for writing in areas of the curriculum other than English and expecting pupils to write carefully and present their work in a neat and tidy fashion). <i>Governors asked if this was covered in work scrutiny and therefore provide a second check point if it was missed by teachers.</i> The HoS confirmed that these were covered in work scrutiny although, being mindful to staff workload, the HoS does not review teaching plans but focuses on outcomes. If issues arise then these are addressed with specific people.
7.6.	The HoS stated that other objectives were to ensure the curriculum allows frequent opportunities to write at length, take action to improve the quality of writing in Early Years and ensure that teachers' planning and assessment is of high quality and provides suitable challenge for all pupils – particularly those whose prior attainment was at the expected standard.
7.7.	<u>Impact</u> – The HoS stated that pupils' outcomes would be impacted by widening curriculum. The targets at expected standard were 83% for Phonics screening (Year 1) based on 83% achieving a Good Level of Development; End of Key Stage 1 (Year 2) 77% Reading and 77% Writing; End of Key Stage 2 (Year 6) Reading 75% and Writing 62.5%.
7.8.	<u>Behaviour and Attitudes</u> – The HoS stated that the School Council had already started to look at curriculum.
7.9.	The HoS stated that due to the small numbers involved the data for attendance and absences were severely impacted by specific children who had been absent last year. In addition, the school had been affected by chicken pox last year which meant that a number of children had been off sick for a number of days when infected.
7.10.	<u>Personal Development</u> – The HoS informed governors that the school would need to include Relationships, Sex and Education (RSE) by September 2020.
7.11.	<u>Leadership and Management</u> – The HoS stated that the Trust had started work to develop subject leaders and that there would be subject leaders meetings and sharing good practice.
8.	<b>To review Performance Indicators (to include final data from the last school year)</b>
8.1.	The HoS informed governors that most of the information had been provided at the previous FGB meeting.
8.2.	The data on page 7 (Progress to the end of Key Stage Two) would be validated in December 2019 however governors noted that Reading +3.2 was a great result, there had been significant improvement in writing 2.2+ (compared to -3.4 previous year) and that although Maths was -0.2 it was also an improvement on the previous year (-2.99).
8.3.	Governors congratulated the school on how well it had done and stated that it was an encouraging trend. The HoS informed governors that the Key Stage 2 data for 2020 would be the first year that were assessed without levels in Key Stage 1. Therefore the data should not be directly compared. However, this will be explored further by the government and we will know more in September 2020. The Staff Governor stated that the 'expected' category was very broad and it would not be clear at which end of the spectrum pupils were. It was anticipated that this could make results more difficult to assess. <i>A governor asked how parents' expectations would be managed with the new system and whether they would understand that their child had made progress (i.e. parents might reasonably expect their child</i>



## PRATTS BOTTOM PRIMARY SCHOOL

to move from 'expected' to 'exceeded'). The HoS and Staff Governor acknowledged that this would need to be communicated clearly to parents.

- 8.4. SP was noted and praised for her work with Darrick Wood Junior School Assistant Headteacher and passing her exam as Key Stage 2 moderator.

### 9. To review and approve the Pupil Premium Report 2018-19

- 9.1. The Pupil Premium Report 2018-19 was reviewed and approved by governors.

### 10. To review Head of School Report – Autumn Term 2019

- 10.1. The HoS stated that as their last FGB had been at the end of the Summer Term that there were not many items to update in this term's Head of School Report.

#### Safeguarding

- 10.2. The HoS confirmed that PH and EI had attending the Safeguarding Training on 2 September 2019.
- 10.3. Remaining governors – PI, CB, AP and AK would attend the Safeguarding Training on 9 October 2019.

**Action 4: Clerk to email AK details of Safeguarding Training on 9/10/2019 and details of online PREVENT training.**

#### Pupil Matters

- 10.4. The HoS provided governors with an update on pupil numbers. Governors were pleased to note that the Reception intake was up to 8. The HoS summarised the spaces available for each year and would continue to promote the school to fill those spaces. The current total number of pupils is 84.
- 10.5. The HoS informed governors that there were a total of 22 children on the SEND Register and 7 PP children.
- 10.6. In relation to Behaviour, the HoS informed governors that it was very early in the term and they had only had one incident reported to the Senior Leadership Team. The HoS reported that the Behaviour Policy was being reviewed by the staff to ensure that it is fit for purpose. The process would require input from all stakeholders – children, parents and governors. The HoS stated that more details would follow in the coming months.
- 10.7. *Governors asked whether behaviour at lunchtimes had improved since investing in a Sports leader.* The HoS confirmed that it had helped to alleviate pressures at play times. Sports Premium monies were being utilised to employ Sportacus to run sports activities at lunchtime. The HoS stated that as a small school, lunchtimes felt like quite a long period of time for children to play since they did not have to queue or wait to sit down and have their lunch. Children would have about 45 minutes' playtime. The HoS stated that during wet play there were still activities arranged indoors and that there were other options of colouring or watching a film so that children had a choice of activities.

#### Staffing Matters

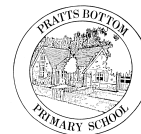
- 10.8. The HoS stated there had been no changes to staffing since the last meeting.
- 10.9. The HoS stated that workload is a consideration in all they do and she is mindful to ensure that staff are not overloaded. They had celebrated National Teaching Assistant Day in September with a small gift for all of the hardworking support staff. This weekend (5 October) would be National Teachers Day.





## PRATTS BOTTOM PRIMARY SCHOOL

10.10.	The HoS reported that she was on track to complete all appraisals. <u>Community Engagement</u>
10.11.	The HoS stated that the Seesaw App had been rolled out and was being positively received by parents. The Seesaw App enables teachers to update parents on what children are doing in class, share videos and pictures, send out reminders and enable direct communication between parents and teachers. The HoS stated that this would not have been possible without the outstanding fundraising efforts of the Parents' Association who raised money to fund ipads for teachers to use with the Seesaw App.
10.12.	The HoS stated that money raised from Prattstock (most successful event to date - £3,000) would be used towards children laptops and a shed to store PTA items.
<b>11. To review and approve the Safeguarding and Child Protection Policy 2019-20</b>	
11.1.	Governors reviewed and approved the Safeguarding and Child Protection Policy 2019-20.
<b>12. To review and acknowledge receipt of the Keeping Children Safe in Education Guidance, effective 2<sup>nd</sup> September 2019</b>	
12.1.	Governors reviewed and acknowledged receipt of the Keeping Children Safe in Education Guidance 2019.
<b>13. To review and acknowledge receipt of the SOLA Data Protection Policy 2019</b>	
13.1.	Governors reviewed and acknowledged receipt of the SOLA Data Protection Policy 2019.
<b>14. To review the Trust Scheme of Delegation and LGB Terms of Reference – July 2019</b>	
14.1.	Governors reviewed and noted the Trust Scheme of Delegation and LGB Terms of Reference.
<b>15. To review the FGB Annual Business Plan 2019-20</b>	
15.1.	Governors reviewed and noted the FGB Annual Business Plan 2019-20.
<b>16. To consider and review Governing Board 'fit for purpose' 2019-20</b>	
	<u>Review the Skills of the Governing Body</u>
16.1.	It was agreed that the governing body would undertake a Skill Audit to be reviewed at the FGB in January 2020.
	<b>Action 5: Clerk to circulate Skill Audit papers to governors in December 2019 for governors to complete</b>
	<u>To agree the Governing Body Constitution 2019-20</u>
16.2.	The HoS explained the updated governing body constitution under the Terms of Reference which provide for: <ul style="list-style-type: none"> <li>• Minimum 1 Staff governor, maximum 2</li> <li>• Minimum 2 parent governors, maximum 4</li> <li>• Up to 7 Co-opted governors</li> </ul>
16.3.	The governing board's current constitution is: <ul style="list-style-type: none"> <li>• 1 Staff governor</li> <li>• 1 Parent governor</li> <li>• 5 Co-opted governors</li> </ul>
16.4.	The HoS stated that in accordance with what was agreed at the last FGB she had carried out a



## PRATTS BOTTOM PRIMARY SCHOOL

parent governor election. The original intention had been to fill 2 parent governor posts however she had received 3 nominations and asked governors to agree filling 3 posts which would still be within the Trust's Terms of Reference. The Chair stated that he supported their appointments as there had been many changes to the board over the last year with governors joining and leaving and it would be beneficial to have more governors. **Governors unanimously agreed to change the governing board constitution to have 4 parent governors.**

### **Action 6: Clerk to seek Trustee ratification of 3 parent governors**

#### Allocation of Governor Roles 2019

- 16.5. **Pay Committee** – it was agreed that the Pay Committee members would be PI, AP and AK and that the meeting would take place on Thursday 14<sup>th</sup> November 2019 at 6:30pm.
- 16.6. The HoS explained the governor roles that would need to be allocated and gave a brief explanation of what was required in terms of frequency of contact/visits to the school.
- 16.7. The following roles were agreed and allocated as follows:
- **Safeguarding** - Peter Hudson
  - **Health and Safety**– Peter Ioannou
  - **Risk** – Peter Ioannou
  - **Special Educational Needs/Pupil Premium** – Emel Ibrahim
- 16.8. The following School Improvement Plan (SIP) governor roles were agreed:
- **Quality of Education – Reading** – to be allocated
  - **Quality of Education –Writing** – Emel Ibrahim
  - **Quality of Education – Maths** – Angela Page
  - **Behaviours and Attitudes** – Angela Kempton
  - **Personal Development** – Cheryl Bone

#### Training Programme for Governors

- 16.9. The HoS encouraged governors to make use of the training provided by Octavo which the school paid an annual subscription for. Governors reviewed the schedule. The HoS stated that there were courses which would benefit governors in their specific roles (e.g. PP, SEN). All governors agreed they would try to attend more courses to ensure value for money.
- 16.10. Clerk informed governors she would recirculate details of how to access online training.

### **Action 7: Clerk to circulate details of how to access online training to all governors.**

#### Register of Interests

- 16.11. All governors present had provided the Clerk with their Declaration of Interest Form 2019-20.

#### To adopt the Trust Governance Code of Conduct

- 16.12. Governors adopted the Trust Governance Code of Conduct.

### **17. Any Other Business**

- 17.1. PH stated that, as Safeguarding Governor, he had to be informed of any school trips.
- 17.2. The HoS informed governors that she would be circulating the school's Fire Policy for ratification in the next couple of days.

### **Action 8: HoS to circulate Fire Policy to all governors for ratification.**





## PRATTS BOTTOM PRIMARY SCHOOL

17.3. The HoS stated that all governors should be using their lgfl account and need to check their emails more regularly. It was agreed that all governors would check their email at least once a week. The HoS stated that she circulated the weekly newsletter on a Friday. All governors were aware that FGB meeting papers are ready one week before meeting.

**Action 9: All governors to check their lgfl email account at least once a week.**

17.4. PH encouraged governors to attend the SOLA Celebration Evening on 20<sup>th</sup> November 2019.

### 18. To determine the matters to be treated as confidential (in accordance with Article 125 of the Articles of Association)

18.1. It was agreed that 2 items were deemed confidential.

### 19. Future Meetings

19.1. Governors noted the meeting dates and key focus areas for the Governing Body meetings 2019-20:

- **Tuesday, 5<sup>th</sup> November 2019** – Governor Visit Day (morning)
- **Wednesday, 20<sup>th</sup> November 2019** at 7:30pm at Green Street Green Primary School – SOLA Celebration evening
- **Thursday, 12<sup>th</sup> December 2019** at 6pm – Improvement, Data and Business
- **Wednesday, 29<sup>th</sup> January 2020** at 6pm – Pupil Progress and Education Matters
- **Wednesday, 18<sup>th</sup> March 2020** at 6pm – Evaluation, Improvement and Business
- **Thursday 21<sup>st</sup> May 2020** at 6pm – Pupil Progress, Education Matters and Budgetary Considerations
- **Wednesday, 15<sup>th</sup> July 2020** at 6pm – Celebrating achievement and future planning

**The meeting closed at 7:40pm**

## ACTION POINTS

Reference	Action	Owner	Status
Action 1 Para 4.2	PI, EI, AP, and AK to complete the online PREVENT course, provide the school with certificates of completion and notify Clerk of any training completed.	PI, EI, AP, AK	
Action 2 Para 5.3	Clerk to add Review of revised school vision statement to Meeting 3 (Spring Term 1) agenda	Clerk (MP)	
Action 3 6.15	Action 3: Clerk to add Review of work scrutiny form to Meeting 3 (Spring Term 1)	Clerk (MP)	



## PRATTS BOTTOM PRIMARY SCHOOL

Action 4 10.4	Action 4: Clerk to email AK details of Safeguarding Training on 9/10/2019 and details of online PREVENT training.	Clerk (MP)	Completed
Action 5 16.1	Clerk to circulate Skill Audit papers to governors in December 2019 for governors to complete	Clerk (MP)	
Action 6 Para 16.4	Clerk to seek Trustee ratification of 3 parent governors	Clerk (MP)	Completed
Action 7 Para 16.10	Clerk to circulate details of how to access online training to all governors.	Clerk (MP)	Email to governors 2.10.19
Action 8 Para 17.2	HoS to circulate Fire Policy to all governors for ratification.	HoS/EH	
Action 9 Para 17.3	All governors to check their lfgl email account at least once a week.	ALL	