



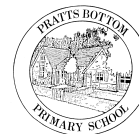
PRATTS BOTTOM PRIMARY SCHOOL

Full Governing Body Meeting Minutes of 18.07.2019

Date of meeting: 18.07.2019 at 6pm		Venue: Pratts Bottom Primary School	
Chair: Peter Hudson		Clerk: Melissa Perry	
Governors present	Governor apologies	Absent	In attendance
Emma Hodson (Head of School)	Julie Jensen		Melissa Perry (Clerk)
Peter Hudson (Chair)			Stephanie Lavelle (School Business Manager)(left at 7:55pm)
Councillor Angela Page			
June Riley			
Peter Ioannou			
Kate Savage			
Cheryl Bone			
Sophie Perez			
Emel Ibrahim (arrived 6:10pm at Item 3)			

MINUTES

1. To receive and approve apologies for absence
1.1. Apologies were received and accepted for Julie Jensen.
1.2. The meeting was quorate.
2. To declare any interests to the meeting and to record any alterations to Governors' pecuniary/personal interests
2.1. The HoS stated she was now a trustee for Pratts Bottom School PTA Charity.
2.2. No other interests were declared to the meeting and no other changes were noted to Governor's pecuniary or personal interests.
3. Governing Body constitution
3.1. Councillor Angela Page, a newly appointed co-opted governor, was warmly welcomed to the meeting.
3.2. The Chair stated that JJ would be leaving the Pratts Bottom Primary Governing Board as her family were moving out of the area. The Chair praised JJ for her work as Vice Chair.
3.3. KS would also be stepping down at the end of term as her children would have finished their time at PBPS. The Chair stated that he had been very impressed with the contribution KS had made to the board, in particular she had provided valuable feedback on a number of training events she had attended. The Chair added that she had been an excellent Chair of the



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<p>Curriculum Committee. The Curriculum Committee had continued to emphasise the importance that must be given to stretching the more able children and were confident that this would continue to remain a key focus for the school. KS had also been a valued and active member of the PTA.</p>	
3.4.	JR stated that she had attended a trustee meeting the previous evening. It had been decided that trustees who held governor roles should step down from one of the roles. JR said that she would be standing down from her governor role at the end of the academic year and stay on as a trustee. The Chair said that JR would be greatly missed as she had been part of the board for many years, her children had attended the school and she had contributed a great deal.
3.5.	The Chair stated he was willing to continue for another year as a governor. Governors confirmed they unanimously supported the renewal of his term.
3.6.	The Chair said they needed to recruit at least 1 co-opted governor and 2 parent governors. The HoS would be inviting nominations from parents as soon as possible at the start of the next term.
3.7.	<i>Governors asked if there had been any success with advertising on websites.</i> The Chair reported that there had not. Some of the candidates had not been suitable and the location of the school had been an issue for those without a car. The Trust was also advertising for governors for the schools.
4. To approve the minutes of the Full Governing Body meeting held on 14th March 2019	
4.1.	The minutes of the Full Governing Body meeting held on 14 th March 2019 were reviewed and agreed to be an accurate record of the meeting. The Chair signed and dated the approved minutes.
5. To approve the confidential minutes of the Full Governing Body meeting held on 14th March 2019	
5.1.	The confidential minutes of the Full Governing Body meeting held on 14 th March 2019 were reviewed and agreed to be an accurate record of the meeting. The Chair signed and dated the approved minutes.
6. To review the Trust Report to LGBs – Summer Term 2019	
6.1.	Governors confirmed they had read the report.
6.2.	The Chair highlighted the areas of focus including the Annual Academy Reviews going forward and that the Trust would be setting the budget for the coming year.
6.3.	The new governance structure was noted. The Chair stated that there would be a new Chairs of Governors Committee meeting once a term which would be chaired by a trustee.
6.4.	Governors reviewed the “Actions and decisions required of schools”. It was noted that with the exception of reviewing the outcome of staff surveys all actions would be completed by the end of the meeting. The HoS reported that the outcome of staff surveys was currently with the Chief Executive Officer.
6.5.	A governor stated that they had experience of moving to FGBs meetings without sub-committees and that this had been successful although it was important to keep to the agenda otherwise meetings could overrun.
7. Head of School Report	
7.1.	The Head’s Report had been circulated to governors prior to the meeting. Governors confirmed they had read the report.



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7.2. The HoS then proceeded to highlight key points as follows:

Safeguarding

7.3. The HoS said that whilst staff and the Safeguarding Governor were up to date with Safeguarding training all governors would need to be up to date with Safeguarding. There would be two training events held in the Autumn Term and governors indicated they would attend as follows:

- a) 2nd September 2019 arrive at 8:30am, ends 12:00 noon at Tubbenden Primary School – PH, EH, SP, EI and SL
- b) 9th October 2019 at Green Street Green Primary School 6:30pm – AP, CB and PI

7.4. JR stated she had completed Safer Recruitment Training.

7.5. The HoS said there was an online Prevent training that lasts about 30 minutes and she would send out the link. The HoS requested copies of any certificates showing that these had been completed. The Clerk also reminded governors that they needed to inform her of any training undertaken so that she could keep the Training Record up to date.

Action 1 All governors to complete the online PREVENT course, provide the school with certificates of completion and notify Clerk of any training completed.

7.6. The HoS informed governors that the Keeping Children Safe in Education guidance would be updated and that the new policy was expected in autumn which governors would need to read.

Pupil Matters

7.7. The HoS Report provided a breakdown of pupil numbers. The HoS stated that she had included numbers of pupils on the SEND Register and with a Pupil Resource Agreement/High Needs Funding. There were also figures for children in receipt of Pupil Premium (PP). The HoS brought to governors' attention that whilst they would be looking to close the gap for PP children that they needed to take into account that the majority of those pupils were also on the SEND register. The school would be looking to make sure those children made progress from their starting points. A child would need to make accelerated progress in order to close the gap.

7.8. The HoS stated that the figures for Pupil Absence were skewed by 2 children. This year there had been two school refusing children. One child left the school to another provision at the end of the Autumn Term, the Autumn Term figures included this child.

7.9. The other school refuser began to attend another school however because this was a short term placement the child is still dual registered with the school. Over the last two months the attendance of this child has increased from 4.5% to 52%. The child has SEND and is also in receipt of PP.

7.10. The HoS referred to the Transfer to Secondary School breakdown which she said demonstrated how most children are not from the village.

7.11. The HoS reported that the new year grouping structure had been received positively so far from current Reception parents. There had been concern as to whether they might revert to the old structure if more children joined the new intake but the HoS had explained that they would continue with the new structure even if numbers increased.

7.12. The HoS stated that she had been in contact with Bromley Admissions and been told that the fall in numbers had affected the Biggin Hill area. The HoS reported that she had been told that it been a year when there had been the highest percentage of parents achieving their first



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choice of school. The CEO would be having a meeting with Rob Bollen regarding admissions. Other SOLA schools had waiting lists. The HoS stated that due to the falling numbers in Reception the school had informed Bromley Admissions that the school would be able to accept up to 14 children in each year group (except Reception). The HoS reported that they would be losing and gaining 1 child in Year 1, losing a child in Year 4 and gaining two new children (Year 3 and Year 6).

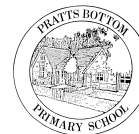
- 7.13. The report summarised behaviour incidents for the academic year. The HoS said there had been a spike during the Spring Term involving 2 children but steps had been taken to address the issues. There had been a fall in reported incidents over the Summer Term. The HoS reported that whilst there had been parental complaints they had not reached the stage where they had to involve the Chair. The HoS reported that they would be using some of the Sports Premium to fund a sports leader to attend at lunchtimes and organise competitive games. *Governors stated they felt this was a good use of funds and positive way to reduce the potential for incidents during play time.*

Staffing matters

- 7.14. The HoS was pleased to inform governors that there had been no staffing changes since the last FGB and that the school had been lucky to retain all staff going into the next academic year.
- 7.15. The HoS stated that in relation to Workload and Wellbeing they would be moving PSHE (Jigsaw) into the PPA timetable. The HoS stated they expected to roll out the Seesaw App (which enables teachers to communicate messages, photos or videos to parents) across the school which should help with parental engagement without adding to teacher workload.
- 7.16. The HoS confirmed that new appraisal targets would be sent in the Autumn Term by the end of October.

Community Engagement

- 7.17. The HoS stated that although there had been parental complaints regarding children's behaviour they had all been dealt with without further escalation. Parents had been satisfied with how the complaints had been dealt with and had not made formal complaints.
- 7.18. The HoS stated there had been no incidents of whistleblowing.
- 7.19. The School Council had had an active role throughout the academic year. The HoS said that next year they were hoping to focus more on teaching and learning aspects.
- 7.20. The HoS reported that the PTA had also been very active and that the Prattstock event had raised £3k which was extremely successful. The final figure was still being finalised and was an improvement on last year which raised £2k.
- 7.21. The HoS stated that they had elected Class Representatives from each class to make sure that parents feel included. *A governor asked if each year group had a Class Representative.* The HoS stated that there was one class with no parent representative but that they would try and ensure this was in place in the next academic year.
- 7.22. The Chair stated that he was thrilled with the result of the Prattstock event and thanked all those that had volunteered and made it a success – parents, staff and all volunteers. The HoS stated that she was grateful to the Village Fete Committee who had loaned various items including gazebos.
- 7.23. *Governors congratulated the HoS on the success of the school this year. A highlight of the year had been the OFSTED report and the HoS was thanked for her hard work.*



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8. Assessment and Progress Report

- 8.1. The Assessment and Progress Report had been circulated prior to the meeting and governors confirmed they had read the report. The HoS then proceeded to go through key points as follows:

Key Performance Indicators (KPIs)

- 8.2. The HoS highlighted that the KPIs were either rated Green or Orange. The areas of concern were mainly middle attainers. The HoS stated that there were pupils who were not meeting their attainment in the expected standard and were not in line to meet their target by the end of Year 6. These children were not SEN. *Governors stated that there had been previous concerns about middle attainers as there had been a lot of focus on low attainers and challenging the more able.* The HoS responded that this would be a key area of focus in the School Improvement Plan (SIP).

Early Years Foundation Stage (rated Green)

- 8.3. The HoS reported that the school is performing in accordance with expectations. The percentage of pupils achieving a 'Good Level of Development' in 2019 was above national average for 2018. There has been an increase in the number of children achieving Expected in number. There has been an increase in Exceeding judgements in physical development and maths. The number of children achieving Exceeding in Literacy has been maintained.

Phonics Screening Check (rated Green)

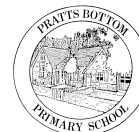
- 8.4. The HoS reported that 13 children in Year 1 had taken the test and the school had an overall pass rate of 77%. All the children who were expected to pass the test had passed.
- 8.5. The school would ensure that intervention is in place for non-passing Year 2 children.

Attainment at the end of Key Stage One (Year 2)(rated Green)

- 8.6. The HoS reported that the school was performing in accordance with expectations and were above 2018 in all subjects. There has been an increase in the number of children achieving the Expected Standard in Maths.
- 8.7. There is one child who scored Expected in Reading and Writing at EYFS and passed the screening check but did not keep pace with prior attainment.
- 8.8. There is one disadvantaged child in the cohort who did not achieve Expected Standard in writing however they did achieve Expected Standard in reading and maths. This child did keep pace with their prior attainment from EYFS.

Attainment at the end of Key Stage Two (Year 6) (rated Orange)

- 8.9. The HoS reported that although they did not meet all the KPIs the results had been very good and praised SP for her hard work this year and all those that had helped during the assessments.
- 8.10. The rating was Orange as there were one or more aspects that represent a risk although the deviation is within the school's tolerance. The combined percentage (children who achieved Expected Standard in Reading, Writing and Maths) that the school achieved (70%) was above the 2018 national score of 64%. The percentage of children achieving Greater Depth was below the national figure in Reading and Maths. The HoS and Staff Governor stated that they had been disappointed by the GDS result but that the paper had appeared harder this year.
- 8.11. *Governors congratulated the school on the outcomes as there had been improvements to last year's results.*



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Progress at the end of Key Stage Two (Year 6) (rated Orange)

- 8.12. The HoS stated that the figures for progress were very much interim and that when scores are published in November they might differ. The HoS stated that there has been a child excluded from the scores but if they are included would make a significant impact due to the small numbers involved. The HoS stated that progress scores had improved for all subjects and there were two negative progress scores in Writing and Maths although they are much improved.
- 8.13. *Governors queried whether scores would be published and whether this might be influencing parents' choice of school.* The HoS reported that as there were 10 children in the cohort the figures would be published. There was a general discussion about the factors that might be impacting on choice of school including class size and position in the league tables. The location and ability to access the school without a car was also an issue. There was consideration of how to raise the school's profile. In the past leaflets had been distributed. The SBM stated that they had a banner which they might place at the roundabout. The HoS said there was a perception that the school was small and that places were filled by children at the village when in fact many pupils were not local.

In Year Progress

- 8.14. The HoS stated that her report highlighted the key areas and issues for each year. The main area of concern was in relation to middle attainers and this would be reflected in the SIP 2019-20.
- 8.15. *Governors asked why some pupils might not keep up with their prior attainment.* The HoS and Staff Governor stated that the band for Expected Standard was very broad. Some children might be assessed at the very low end of the scale and as they went up in year groups the gap widened so that they struggled to keep within the Expected Standard band.

9. Governor Visits – Update and Feedback

- 9.1. Governor Visit Forms had been circulated prior to the meeting.
- 9.2. Governors who attended the Governor Visit Day reported that they had been impressed with what they had seen. It was noted that teachers and staff were very encouraging and that children were concentrated on their work.
- 9.3. A governor said they had been particularly impressed with how teachers work with mixed year groups and how they managed the extension work in mixed classes.

10. SEF and SIP Update and to receive draft SIP 2019/20

- 10.1. The HoS stated that the SEF had not been updated but would be worked on during the Autumn Term.
- 10.2. The SIP was updated to show RAG ratings including recent governor visits in their key SIP areas. There were no particular outstanding issues which had not already been highlighted or be carried over in next year's SIP. Governors stated they found this very helpful.
- 10.3. The HoS went through the overview of the SIP. There would be more focus on the new curriculum following the introduction of a new OFSTED framework and implementation of the OFSTED recommendations. Quality of Education was divided into three areas – Intent, Implementation and Impact.
- 10.4. With regards to intent the Trust were fine tuning the curriculum to ensure that it is fit for purpose and addressing the knowledge and skills needed. At PBPS there would continue to be a focus on deepening cultural awareness and knowledge of the world. The HoS reported that the CEO had spoken of having subject leaders across SOLA to make sure subjects are covered.



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Governors asked if this would be practical at PBPS given that there was a small number of staff. The HoS responded that they were looking at the possibility of having a person as subject lead over a couple of schools but they would need to review whether this would work in practice. The HoS stated that there had already been one SMT meeting on Curriculum and there would be another meeting in September 2019.

- 10.5. The HoS stated that Implementation would focus on the OFSTED recommendations including challenging the more able, ensuring pupils have opportunities to write in areas of the curriculum other than English and improving presentation of work.
- 10.6. The HoS said that in relation to Impact they would be looking to improve pupil's awareness and appreciation of diversity, to improve outcomes at Expected Standard, and reading and writing. The HoS reported that there had been a lot of focus on Maths over the last 2 years and was reflected in the outcomes.
- 10.7. The HoS stated that under Behaviour and Attitudes the School Council would be guided to have a more active role in teaching and learning. *A governor asked if children had been involved in the new class names.* The HoS replied that they had not but the Staff Governor said that the response had been positive.
- 10.8. The HoS said that other key areas would be to review and revise provision with regard to Relationships Education, develop subject leadership skills of all teachers and improve the transition from Reception (EYFS) to Year 1.
- 10.9. Governors stated that they were impressed with the work undertaken by the HoS to produce, update and maintain detailed reports on an ongoing basis and thanked her for her report.

11. School Business Manager Report

- 11.1. The SBM Report was circulated to governors prior to the meeting. Governors confirmed they had read the report. The SBM explained that she had used a template provided by the Chief Operating Officer which would be used going forward. The SBM then proceeded to go through the report in detail, key issues discussed are summarised below.

Financial Management

- 11.2. The SBM stated that Budget Monitoring Reports were circulated monthly to governors and checked that these were being received. Governors confirmed they were.
- 11.3. The SBM reported that there had been a recent internal audit at Central Finance in May 2019 although there had not been any feedback to date.
- 11.4. The SBM stated that GAG income had been confirmed, there had been one off payment to cover pension contributions for 2019/20 but no further financial commitment had been given. They would now need to wait for the Spring Spending Review. Dinner money debts were continually being monitored and chased up where necessary. The SBM reported that overall the school was more or less on track with their budget forecast although maintenance had been higher than expected this year.
- 11.5. The CIF application for Fire Compliance had been unsuccessful and the school was waiting for a decision on their appeal which should be known some time in July 2019.
- 11.6. The SBM said they were looking into raising income through lettings and would increase marketing. The school hall, kitchen, hall and fields were all available for lettings. The SBM was looking into placing an advert in the Pratts Bottom Newsletter, a governor also suggested Orpington 1st.
- 11.7. *Governors asked if there any evening lettings to clubs.* The SBM responded that they did not



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have any evening lettings. There were afterschool lettings and had been the occasional one off letting in the evening. The SBM stated that she was also looking into lettings to sports clubs.

- 11.8. The SBM reported that there had been kind donations received from the Knockholt Carnival Committee (£150), Pratts Bottom Village Fete Committee (£400) and there would also be a donation from the Waitrose Green Coin Scheme (amount to be confirmed).
- 11.9. The SBM reported that there had been a PTA Income of £2.6K although this did not include the money raised at Prattstock. *Governors expressed their gratitude to the PTA and all who helped raise such a fantastic amount for the school.*
- 11.10. The SBM stated that spending priorities from donations would be on new track suits for competitive sporting events and new ICT equipment. The HoS said they would be looking to buy new laptops as the server upgrade had rendered their existing ones redundant.

Premises Management

- 11.11. This part of the report had been prepared by the caretaker. The SBM stated that she, the HoS and the caretaker had discussed the Planned Preventative Maintenance Plan within the context of next year's budget and that some things that had been planned have now been postponed.
- 11.12. The SBM reported that there was no funding to fix the fence this term but that it would be done as soon as possible next term. The caretaker had carried out some repairs to another part of the fence that had been damaged.
- 11.13. The SBM was pleased to report that the school is now fully compliant with safe water regulations and thanked the caretaker for his work in going from a High to Low risk school.

Asset Management

- 11.14. The SBM stated that the new server had been completed in June 2019 although the laptops were too old to be compatible so would need replacing. The HoS said that in future fundraising events they would be letting people know what their target was and what they intended to use it for. The HoS said that this year they had said they wanted to fund 3 iPads and that a parent had kindly gifted one to the school.

Any Other Business

- 11.15. The SBM reported that the insurance claim submitted for storm damage in March 2019 had now been paid in full.

12. Curriculum Committee update including approving the minutes of the Curriculum Committee meeting held on 2nd May 2019

- 12.1. The minutes of the Curriculum Committee meeting held on 2nd May 2019 were reviewed and agreed to be an accurate record of the meeting. The Chair of the Curriculum Committee signed and dated the approved minutes.
- 12.2. It was noted that CB, lead governor in spelling, had not been able to attend the Governor Visit Day to observe Spelling in the classroom (paragraph 8.7). It was agreed that this would be addressed in future visits in the context of the new SIP for 2019/20.

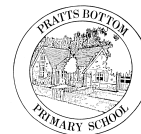
13. Resources Committee update including approving the minutes of the Resources Committee meeting held on 9th May 2019

- 13.1. The minutes and confidential minutes of the Resources Committee meeting held on 9th March 2019 were reviewed and agreed to be an accurate record of the meeting. The Chair of the Resources Committee signed and dated the approved minutes.



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13.2.	It was agreed that all action points had been completed.
14.	Governor Training – feedback
14.1.	El stated she had attended a training course “Welcome to Educational Governance” on 18/5/2019 which she had found useful and had had the opportunity to meet other governors.
14.2.	JR stated she had attended the bespoke training session “Holding Heads to Account” on 4/7/2019 and had been disappointed with the quality and content of the training. JR said she had provided feedback to the Trust.
14.3.	The HoS stated that they would continue to pay for the training contract with Octavo. This was £800 a year which was a significant sum for the school and all governors needed to utilise the service if it was to provide value for money. There was a brief discussion as to whether the courses were repetitive or if experienced governors might benefit from going on a course again. JR stated she had repeated courses as refreshers and found them useful. Some governors stated that they found there was more focus on secondary school although there was information within those courses that could be applied to primary schools. All governors agreed to make an effort to attend training events in the next academic year.
15.	Annual Academy Review 2018-19
15.1.	The Chair reported that he had attended the AAR and had been impressed with the ground they had covered. The Chair stated that the Trust was benefitting from having a School Improvement Partner who knew the school well and had a broad and impressive background in education. The Chair stated that the HoS had represented the school well.
15.2.	The Hos stated that in relation to the pupil survey it had been very positive. Children enjoy school; think that behaviour is good, that teachers listen; that adults are there if they are worried; they are encouraged to be independent. The HoS said they would need to work on ensuring that children feel that their teachers give them enough challenge in their work.
16.	Election of Chair and Vice Chair for the academic year 2019/20
16.1.	The Clerk informed governors that no written nominations had been received and invited nominations at the meeting.
16.2.	PI stated that he was prepared to stand as Chair but as he worked full time he would not be able to provide the same time commitment that had been given by the current Chair. PH stated that he was happy to support PI as Vice Chair. No other nominations were put forward.
16.3.	Governors unanimously agreed to recommend PI as Chair and PH as Vice Chair for the academic year 2019/20. Action 2 Clerk to seek Trustee ratification of appointment of PI as Chair and PH as Vice Chair for 2019/20.
17.	Any Other Business
17.1.	No other business was tabled for discussion.
18.	To determine the matters to be treated as confidential (in accordance with Article 125 of the Articles of Association)
18.1.	Two items were deemed confidential.
19.	What difference have we made this meeting?
19.1.	The following were noted as having made a difference at this meeting:



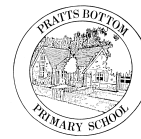
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19.2.	The HoS and SBM had been challenged throughout the meeting.
19.3.	The SIP Overview gave clear areas of focus going into the next academic year.
19.4.	Governors had celebrated the result of this academic year and had been active, particularly as SIP leads, in supporting school improvements. Their feedback had been included in the updated SIP and RAG ratings.
19.5.	The school was working to explore ways of increasing revenue through lettings.
20. To note the dates for the Full Governing Body meetings 2019-20	
20.1.	<p>The dates for the next Full Governing Body meetings 2019-20 were agreed as follows:</p> <ul style="list-style-type: none"> • Wednesday, 2nd October 2019 at 6pm • Thursday, 12th December 2019 at 6pm • Wednesday, 29th January 2020 at 6pm • Wednesday, 18th March 2020 at 6pm • Thursday, 21st May 2020 at 6pm • Wednesday, 15th July 2020 at 6m <p>Action 3 Clerk to check whether there would need to be Pay Committee meeting.</p>
20.2.	The next Governor Visit Day would be on Tuesday, 5th November 2019 AM.
20.3.	<p>Other dates to note were:</p> <ul style="list-style-type: none"> • SOLA Celebration Evening, Wednesday 20th November 2019 • SOLA New Governor Induction Training on 24/09/2019, 21/01/2020 or 19/05/2020 <p>Action 3 Clerk to seek further information on date, venue and timing of SOLA New Governor Induction Training</p>

The meeting closed at 8:10pm

ACTION POINTS

Reference	Action	Owner	Status
Action 1 Para 7.5	Action 1 All governors to complete the online PREVENT course, provide the school with certificates of completion and notify Clerk of any training completed.	ALL	
Action 2 Para 16.3	Clerk to seek Trustee ratification of appointment of PI as Chair and PH as Vice Chair for 2019/20.	Clerk (MP)	Email sent to CB 18.7.19
Action 3 Para 20.2	Clerk to check whether there would need to be Pay Committee meeting	Clerk (MP)	Email sent to CB 19.7.19
Action 4 Para 20.3	Clerk to seek further information on date, venue and	Clerk (MP)	Email sent to CB



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	timing of SOLA New Governor Induction Training		19.7.19
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