### Full Governing Body Meeting Minutes of 14.03.2019

|  |  |
| --- | --- |
| **Date of meeting:** 14.03.2019 at 6pm | **Venue:** Pratts Bottom PrimarySchool |
| **Chair:** Peter Hudson  | **Clerk:**Melissa Perry  |
| **Governors present** | **Governor apologies** | **Absent** | **In attendance** |
| Emma Hodson (Head of School) |  |  | Melissa Perry (Clerk) |
| Peter Hudson (Chair) |  |  |  |
| Julie Jensen (Vice Chair) |  |  |  |
| June Riley |  |  |  |
| Peter Ioannou |  |  |  |
| Kate Savage |  |  |  |
| Cheryl Bone |  |  |  |
| Sophie Perez |  |  |  |
| Emel Ibrahim |  |  |  |

**MINUTES**

|  |
| --- |
| 1. To receive and approve apologies for absence
	1. All governors were present. The meeting was quorate.
	2. Emel Ibrahim, newly appointed co-opted governor, was warmly welcomed to her first FGB meeting.
 |
| 1. To declare any interests to the meeting and to record any alterations to Governors'pecuniary/personal interests
	1. The Clerk asked that her clerking role for The Highway Primary School be noted.
	2. The HoS asked that her interest in Interwire UK (husband – director) be noted at item 15.7 (electric works to Caretaker office).
	3. No other interests were declared to the meeting and no changes to Governor’s pecuniary or personal interests.
 |
| 1. To approve the minutes of the Full Governing Body meeting held on 21st November 2018
	1. The minutes of the Full Governing Body meeting held on 21st November 2018 were reviewed and agreed to be an accurate record of the meeting.The Chair signed and dated the approved minutes.
 |
| 1. To consider matters/actions arising from the minutes of the Full Governing Body meeting held on 21st November 2018.
	1. It was agreed that all actions had been completed.
 |
| 1. OFSTED Report
	1. The Chair congratulated the school and work the governors had done to achieve an excellent outcome with OFSTED. The school had maintained its ‘Good’ status. The Chair was particularly pleased to note that the HoS had been praised in the report. A year ago there had been concerns about children’s progress – an issue that the Inspector was aware of and likely reason for a 2 rather than 1 day inspection. A lot of hard work had been done by the HoS and the Executive Head last year to improve the situation.
	2. All governors were very pleased that the behavior of the children had been described as outstanding and that the general ethos of the school had been reflected in the report.
	3. Governors and the HoS were very grateful to the work of the staff. In particular the HoS said that they had all responded well to the changes she had introduced and felt like a strong team working together for the children.
	4. The role of the governors had also been reported positively in the Report and the Chair thanked them for their work with the school.
	5. Governors noted the areas for improvement recommended by OFSTED, this would be considered at the next Curriculum Committee meeting. The HoS reported that discussions with staff had already begun on the areas identified to ensure that improvements continued and that writing was a focus across all subjects.
	6. The HoS reported that she had received a letter from London Borough of Bromley signed by both the Director of Education and Councillor Fortune congratulating the school on maintaining its “Good” status.
 |
| 1. Governing Body Constitution
	1. The Chair was pleased to welcome Emel Ibrahim to the governing body. It was agreed that Emel would join the Curriculum Committee.
	2. The Chair said that they were still looking for another governor to join. There had been a couple of potential candidates through governor websites but unfortunately they had been unable to take up the post.
	3. KS indicated that she would be stepping down at the end of the academic year due to her child leaving the school.
	4. A governor said she might have a possible candidate and would follow this up.
 |
| 1. Trust Report to LGBs – Spring Term 2019
	1. The Report was reviewed and noted by the FGB.
	2. *Governors queried how the salary of the CEO was going to be paid for between the schools.* There was concern due to the size of the school and whether it was being calculated fairly.This was not a matter which could be answered at the meeting but to be decided by the Trust.
	3. The HoS said that the top slice would be increasing to 5.5% and that this had been included in the budget.

Actions and decisions required of schools* 1. **“Little Extras” funding** – the HoS confirmed that this was earmarked for a new server upgrade. *Governors asked what the amount would be*. The HoS could not recall but would cover the server upgrade.
	2. **Challenging senior leaders regarding progress of all pupils (and specifically disadvantaged pupils) to the end of KS2** Governors felt that they were effective at challenging the school on pupil progress as evidenced in the recent OFSTED report. This was something that the governors were continually mindful of and would continue to actively challenge the HoS.
	3. **Consideration of extending the October half-term holiday to two weeks**. Governors discussed this in detail and implications summarised as follows:

|  |  |
| --- | --- |
| Advantages | Disadvantages |
| * Autumn term was often long in length with pupils and staff getting tired so a two week break would allow more time to rest and recuperate
* It may possibly result in parents taking children out of school less during term time
* Might enable parents to afford a holiday outside peak rates (it was likely this would change if more schools had a two week half term)
 | * School would start in August
* The children would just be starting to settle and then have a 2 week break, this would have a particular impact on Reception children who had a phased introduction to a full school day
* The extra week could be out of sync with siblings at other schools and/or parents who work in education so would need to be co-ordinated with other schools
* Depending on how it is done it may have an implication on staff training (cost and hours to make up)
* If may not allow sufficient time to carry out major works at a school
 |

* 1. Overall views were mixed as to whether this would be a proposal supported by the FGB. Governors felt it raised a number of questions and needed more information about how this would work in practice to give a firmer view.
 |
| 1. Head of School Report
	1. The Report had been read by governors prior to the meeting. The HoS highlighted the following points:
	2. Pupil Updates – the school now had 81 pupils. Generally pupil numbers were good from Reception to Year 4. Years 5 and 6 had places available. There was some restriction on class sizes due to classroom sizes. The school would have to fund increasing classrooms themselves.
	3. The percentage of SEND children was now 26% and PP children 9%.
	4. The HoS informed governors that she would be sending out letters to parents whose child(ren)’s attendance was below the target of 94%. The school had been affected by chicken pox in the Autumn Term. Children would have at least 5 days off school and then there were other sicknesses where children could not return to school for at least 48 hours. It was necessary to uphold the policy to prevent the spread of illnesses across the school.
	5. *Governors asked if there was any incentive scheme linked to attendance*. The HoS said that at present there was not although she had considered this issue. The majority of children classed as ‘Persistent Absent’ had had chicken pox or had valid reasons for not attending school. *Governors said that there had been a scheme in the past which had left children upset where they had been ill and could not be rewarded.* The HoS said that given the current situation she did not feel it was the right time to introduce such a scheme.
	6. The HoS said that they would continue to monitor attendance and would be reviewed again in the Summer Term when it was hoped percentages would be given an opportunity to improve.
	7. *Governors raised a concern that parents are knowledgeable about the threshold they would need to reach before they are fined and therefore did not have regard to taking children out of school for a day or two before or after a holiday break.* The HoS explained that they have an outside company-WPA supporting the school on attendance. They closely looked for patterns of absenteeism and were aware of behaviours which avoid alerting the school to unauthorised absences. The HoS reported that such behaviours had reduced.
	8. Safeguarding - the HoS confirmed that all training for staff and governors is up to date.
	9. DBS checks – the HoS reported that these were all up to date and that there was an increase in DBS checks on parents. One of the benefits was that the school could allow parents to drive on school trips which resulted in a financial saving to the school rather than hiring a coach. There was a small cost implication but everyone agreed that it was essential to Safeguarding.
	10. Pupil outcomes – the Report included Pupil Outcomes for all years, the information was not new as the Assessment and Attainment Report had been circulated to governors however it highlighted key points.
	11. *Governors noted that when looking at Attainment and Progress across the school “in five out of six year groups girls are outperforming boys” (p.8). Governors asked what was being done to close the gap.* The HoS said that the school had more girls than boys and that there was a higher proportion of Pupil Premium (“PP”) boys. They are keeping track with their prior attainment. There were only 3 or 4 children across the school who were not keeping up with their prior attainment and the data was not a cause for concern which would require changes at this time.
	12. Monitoring of planning and books – the HoS brought to the governors attention that they is now a stringent monitoring and scrutiny schedule of children’s work. The HoS has also collated individual feedback from staff and looked for patterns or issues common across two staff members. Two teachers, leading on Maths and English, have also worked with Jim Eshelby and led a staff meeting drawing out the common issues and actions to be taken. *Governors noted that this was a very good use of JE.*
	13. School Council ­ - The School Council is meeting regularly and the children are enjoying the opportunity to voice their opinion about school issues. They have been gathering views on school uniform and PE kits and have decided to raise money for Comic Relief. The School Council Governor fed back that she had enjoyed meeting with the School Council on her recent school visit. The children took their role very seriously and it was having a very positive impact.
 |
| 1. Governor Visits – update and feedback
	1. The Chair said he had been made to feel very welcome in the classroom and had been very impressed with the lessons and seeing evidence of the children’s work.
	2. KS (lead in more able writing) said that her visit was to assess the impact of training and was pleased to note that there was evidence this was having a positive effect. The more able students were more clearly identified and targeted with tasks in slightly different ways and there was extra work to ensure that they were working to full potential.
	3. The Chair said that JE had suggested a more formal document about governor visits. The HoS confirmed that there was a document already used by another school within the Trust which PBPS would be able to utilise and that she would follow this up.
	4. All governors felt that their visits had been very positive and were looking forward to future visits to the school.
	5. All governors visit forms are on the shared drive and the HoS informed the board that she had ensured follow up comments and suggestions had been taken into account in their last visit.
 |
| 1. SEF and SIP Update
	1. The SEF and SIP Reports had been circulated to governors prior to the meeting. Governors confirmed they had read the documents.
	2. The HoS highlighted that a significant change in the update was that it included individual staff action plans and updates from staff. The HoS invited governors to raise any issues.
	3. *Governors praised the HoS for the detailed reports and the time which must have been taken to produce such comprehensive information. Governors appreciated that keeping such a document up to date took time and was extremely helpful in enabling governors to quickly identify changes or areas of concern.*
	4. The HoS informed governors that some items with a red RAG rating (i.e. not started) on p.3 of the School Improvement Strategy had now been started.
	5. *Governors asked for clarification as to what ‘Book look’ entailed.* The HoS said that she is given books from KS1 and KS2 across the range of abilities. The HoS then looks at the monitoring reports, where there is room for improvement and areas for change.
 |
| 1. Pupil Premium update
	1. The Pupil Premium Grant expenditure report was circulated to governors prior to the meeting and was also available on the school website. It provides details of amounts received and allocation for expenditure. The recent OFSTED report had noted that PP children were doing well. The HoS said that the Trust were looking at streamlining the approach to how information about PP is presented so that there would be a consistent approach across the schools.
	2. *Governors expressed concern that the PP Report highlighted 1 child previously LAC (Local Authority Child) as that child could be identifiable.* The HoS responded that unfortunately there was no alternative way to present the information as she was required to state different sources of income and state the number of children who were entitled.
 |
| 1. Sports Premium update
	1. The Sports Premium Report had been circulated to governors prior to the meeting and was also available on the school website. Governors had read the report and did not raise any concerns.
 |
| 1. Inclusion Report
	1. The Inclusion Report – Spring 2019 had been circulated to governors prior to the meeting. It shows that the school current has 21 SEND pupils (26%), shows identification of needs and summarises the support being provided.
	2. *Governors asked whether the impact was positive.* The HoS said that she had been getting reports and was satisfied that things are being done well.
 |
| 1. Governor Training – feedback
	1. Some governors had attended the OFSTED training with JE which they had found to be very useful.
	2. No other significant training was reported back the board.
 |
| 1. Committee Updates
	1. Draft minutes for the last committee meetings were circulated prior to the meeting.

Curriculum Committee* 1. The Chair of the Curriculum Committee summarised the key points from the last meeting. A lot of time had been spent looking at the new SIMS method of assessment. It appeared to be much clearer at tracking attainment as well as progress particularly for children who were not working at their age related bands. The Committee had gone through each year groups in detail looking at strengths and weakness. At the next meeting they would be reviewing the impact of No Nonsense Spelling. The Staff Governor reported that this was already being applied across all lessons, not just English and there is now a clear expectation on children’s spelling.

Resources Committee * 1. The Chair of the Resources Committee reported that one of the main areas they had looked at was the £6K surplus the school had achieved and approved expenditure as follows:
1. The HoS confirmed that a ladder had now been purchased for the Caretaker
2. The cover for the cold water tank (required following a Legionella Report) was expected to be purchased by Easter. The HoS reported that further quotes had to be obtained to demonstrate value for money.
3. Side Fence – the HoS reported that someone would be coming in to install it soon. It would be possible to push the fence open from the inside and avoid the need for a maglock which would result in some savings.
4. Canopy over fire door – the HoS reported that the Caretaker was looking into this.
	1. The Resources Committee had also been looking into the possibility of obtaining some additional funding through the Waitrose Green Coin Scheme (WGCS) and the Foyles Foundation. The HoS reported that the application had been submitted to the WGCS however they would not receive a reply if the application was unsuccessful. The school would be able to reapply after two months. The HoS had looked into the Foyles Foundation and would provide and update at the next Resources Committee meeting.
	2. The HoS reported that there had been some damage caused by the winds:
5. The roof of the quiet area had come down. The HoS reported that the Trust had already given permission to go ahead and arrange repairs as it would be covered by insurance.
6. The maglock for the field gate had been lost and would be expensive to repair as it had been connected to electrical wiring.
7. The green house had been damaged.
	1. The HoS said that they had put in a CIF bid for fire works. However, the likelihood of success of that bid depended on how much the school could contribute financially. The HoS had discussed this with the Trust CEO and COO and they had agreed that the school would contribute £10K towards the fire works. This was a substantial amount of money for the school and would wipe out revenue but in the long run it needed to be done asfire safety was a high priority. *Governors agreed that the works should be a priority.*
	2. The HoS also informed governors that they were making an office for the Caretaker. The HoS declared an interest as her husband would be providing the electric works (free of charge).
 |
| 1. Any Other Business
	1. The Chair said that he had written to the Trust’s CEO to ask him to assess the progress the HoS had made so that consideration could be given to moving the HoS along the payscale. The Chair had not yet received a response and would write to the CEO again.
 |
| 1. To determine the matters to be treated as confidential (*in accordance with Article 125 of the Articles of Association)*
	1. One item was deemed confidential.
 |
| 1. What difference have we made this meeting?
	1. The following were noted as having made a difference at this meeting:
	2. The role of the governors had recently been acknowledged in the OFSTED report which found them to be effective in improving the school.
	3. It was encouraging to note through the governor visits and SIP the difference governors were making to the school. Comments had been taken on board and there was evidence that the impact of action plans was having an effect.
	4. The HoS was praised for her excellent reports which kept governors well- informed of how the school was doing, areas for improvement and actions being taken. This enabled governors to quickly identify and challenge any areas of concern.
 |
| 1. To note the dates for the Full Governing Body meetings 2018-19
	1. The dates for the next Full Governing Body meetings 2018-19 were noted as:
* Thursday, 18th July 2019 at 6pm
 |

|  |
| --- |
| **The meeting closed at 7:30pm** |

**ACTION POINTS (None)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **Action** | **Owner** | **Status** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |