

**St John & St Francis Church School
Minutes of Full Governors Meeting
20th December 2017 at 5.45pm**

Present:

Yvonne Rouffet (Chair)
 Lisa Farley (Head Teacher)
 Rachael Fraser (MAT Appointed Governor)
 Hannah Dyer (Staff/Health & Safety Governor)
 Phillipa Warton-Browne (Parent Governor)
 David Durston (Safeguarding Governor)
 Melissa Bryant (Staff Governor)
 Alexis Piper (Deputy Head Teacher/Observer)
 Angela Netto (SEND Governor)
 Samantha Onslow (Parent/Pupil Premium Governor)
 Jess Stedman (Clerk)

Apologies: Natalie Paull (Vice Chair/Foundation Governor)

1	Welcome & Apologies		Action
		<p>Chair welcomed Governors to last meeting of 2017 and thanked all for attending so near to Christmas Break.</p> <p>NP has sent apologies to what would have been her last meeting, so Chair has sent best wishes to her and circulated a card for all governors to sign. Due to this change, the agenda will run in slightly different order.</p>	
2	Opening Prayer		Action
		<p>Chair opened the meeting with a prayer, and reminded everyone to make time for themselves over the festivities.</p>	
3	Declaration of Interests		Action
		<p>None declared.</p>	
4	Management Accounts		Action
		<p>A copy of the management accounts was circulated by the Clerk on behalf of the SBM prior to the meeting, and governors were invited to question. No questions were raised.</p> <p>Accounts were proposed and seconded.</p>	

Signed:

Yvonne Rouffet

Date: 24.1.2018

5	Minutes of Previous Meeting		Action
		<p>Confidential minutes were read and accepted by those governors who attended the previous meeting and were signed by Chair.</p> <p>Chair reminded all governors that questions regarding documentation distributed before the meeting should be raised by email to either Head, Chair or Clerk.</p> <p>Item 7 – National Stats, can updates be given now? Not yet, but references to 2016 are made in the data available. Is it normal that they are still unavailable? Yes. Once they are available, can we go through them? Yes.</p> <p>Item 10 – Has clerk completed the Framework Running Record Document? Yes, made a start.</p> <p>Item 10 – NP resigned as Governor, meaning that we will need to elect a vice chair during meeting in January. Guidelines state that any Governor wishing to stand as vice chair will need to put in writing to the Clerk. Please contact Chair if you would like to discuss this further.</p> <p>The board will also need to appoint a Foundation Governor. Head to follow up contact at St Francis Church.</p>	

6	Governance		Action
		<p>Vice Chair was going to take lead on this item. This will now be discussed at later date.</p>	

Signed: 

Date: 24.1.2018

where children need to be. Significant barriers can be seen because of the strength of data. Teachers asked what barriers to learning are and where and what interventions can be used. Systems have been put into place which are more thorough. Table on bottom left of sheet shows we are below where we need to be one term into 2017/2018. Can we compare this to where we were last year? Its hard to compare. Have to equate for every year group and consider where you are and where you will be. Progress has been made at steady pace. Where does the data come from? Combination of Pupil Tracker and Assessments carried out by teachers.

National comparisons displayed, bottom right of sheet. This shows progress children making, and even if children are working below ARE, progress can still be shown. Aim to make 1 point of progress each term. Targets are set for each year group, therefore easy to see what progress is required for whole school. We can see that we need to aim for more than 1 point of progress if we can. Need more children at ARE. Pupil Premium levels and attendance have an impact on figures.

Whole school data – can see that boys are not making one-point progress for reading. Ofsted Inspectors raised this. Governors to have more input as to interventions/learning walks/books for boys. Inspector suggested that a survey be carried out by Governors regarding which books boys are reading.

How can we see if the interventions are working? Because the data is so thorough, staff can easily see where the gaps are eg boys in certain year groups etc. Can then determine which intervention is appropriate and then drill down further once this has taken place to see if successful. Is there any documentation regarding interventions? School needs to make sure we can evidence this – subject leaders need to action plan and show if works.

Recent inspection of BWMAT at St John & St Francis School. 2 Governors met with Inspector and discussed the SDP. Inspector reluctant to deviate/consider barriers to learning. Reception/Early Years data unique because of curriculum. Trust have asked Early Years teams to change how data is measured. Expected to make 2 points progress to hit ARE. Goal posts are different. School have no concerns re: Early Years – it is clear that children are receiving correct level of learning. Who decides how progress is recorded? The Trust has baseline where children start at Reception. School rely heavily on information from feeder nurseries. 17 different

		<p>settings coming into 2017/2018 and need to ensure that information is consistent. End goal is the same – will it level out? Yes, heading to same goal but during Autumn term the Trust has altered benchmark due to change of Early Years Lead within the Trust.</p> <p>The way that the data is displayed, is this a particular style used by this school alone? Yes, school uses the Dashboard. Do not need to share all data but feel Governors should be aware of all aspects. Do Governors feel the Dashboard is easy to follow? Yes, and would be useful to keep one meeting during each Term specifically for data, so that all information is fresh. Are staff/Governors able to follow an individual child's progress? Yes, tracking grid colour coded allowing us to see individual progress. Can see easily when child moves up/down/levels out and can drill down further to see exact percentage of progress. If child's progress drops, how quickly can this be picked up? Immediately, by teachers who monitor this all the time. Any drop in progress will be dealt with straight away. When children move up into year 6, Year 5 data will be available so any child who is below level can be monitored. Any unexpected changes can be investigated.</p> <p>Can see that Year 5/6 progress looks healthy. Smaller work groups can be attributed to this, and needs are being met in whole range of ways.</p> <p>Pupil Premium needs are being met – are Gifted and Talented needs catered for? Year 6 there are many children working at greater depth, even though they are Pupil Premium.</p> <p>In Heads Report, progression in teaching standards visible? Data shows where Year Groups need support. Reading a concern in one class, being monitored by Deputy and Assistant Head. Can see work in books has progressed so interventions working but still work to do. Can teachers pick out where focus should be? If teachers finding this a struggle, SLT step in to assist with interventions. Are 'appropriate' teachers leading interventions? Impact of interventions on Pupil Premium can be seen through other school data. Why does something work in one class and not in another? Booster sessions for Year 6, parents invited in as parents need to support children also. Parents were taught differently when they were at school so good to show how children learn now. Is there enough support for parents? All about breaking barriers. Home learning is really important, some children do not have the opportunity. Has school considered homework packs, how would this be financed, what would be included? Not sure yet, Heather Goode to</p>	
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7	Safeguarding Update		Action
		<p>Head received email containing Audit but still unable to open document. Deadline has been extended to end of February 2018. Head discussed paper version with Safeguarding Governor and this can be seen by all governors.</p> <p>Meeting which took place between Head and Safeguarding Governor discussed – Staff are vigilant and raise concerns. Safeguarding is an agenda item at the weekly SLT meetings. There is a balance between individual cases and overview of all safeguarding issues. Training has been booked for some staff. Filing systems work well and Single Central Record is up to date (including all clearances/qualifications). Do we get any outside agency support? Yes, Sarah Mellor good contact and can train staff on Single Central Record. Safeguarding Governor attended. Was it useful? Yes.</p> <p>Chair officially welcomed new Governor, Rachel Fraser. DBS clearance to be checked with SBM by Clerk.</p>	Clerk

Signed:

Joan Lough

Date: 24.1.2018

8	Headteachers Report		Action
		<p>Chair thanked Head for very comprehensive document. It was agreed that the board would discuss one section at each meeting due to the size of the document – too much to discuss in one go.</p> <p>Is this Autumn term data? Yes, Admissions: there have been a lot of in-year applications. One family left school to attend an out of town school, but did not settle well so asked if they would be able to come back to St John & St Francis School. We are full so having to refuse places and this is a pity.</p> <p>SEN information which forms part of the Headteachers Report collated by SENCO with input from other members of staff.</p> <p>Attendance 95.84% - is this an improvement? Yes, however it still needs to increase. There is a lot of illness during Autumn Term, especially in Reception Year. Giving out attendance certificates throughout last day of term. Large amount of children have attended 100% and these certificates will be given out every term so that every child gets a chance to receive one.</p> <p>Are there still some local employers who only have Annual Leave at certain points throughout the year? School are going to contact them direct so that we can check. BCA are very strict regarding attendance, and do not allow staff and pupils time off during term time. Need to establish importance of schooling. What is the general situation across Somerset? National Data will cover this. MAT Appointed Governor to raise data collation re Bower Group at next Group meeting.</p> <p>As there has been a change in 'top up' funding, if we don't get what we need what will happen? It is still unclear as to what school will receive, packs were put together by SENCO and each pack was successful. Very uncommon for this to happen. Final figures have not been released as of yet. Once we receive this information we can benchmark what we may be eligible for next year. Successful EHCP, this is also uncommon, thus gives credit to amount of work SENCO puts in.</p> <p>Deputy Head talked through data which is shown in different formats. Shown concisely at a glance, then broken down into year groups. Venn Diagram shows Maths/English/Reading data. Central part shows</p>	

		<p>send example pack which their school used. Had positive response regarding our Home School Diary, with only 3 lost. Children are really proud of them. Team point cards have become an issue, with some children finding the 'stamp' and filling them in themselves. Data is good/easy to follow. Can it be colour coded, so we can see previous data/present data/predicted data? Deputy Head to look into this.</p> <p>Data included in Heads Report – is this where we need to be? If we compare last Autumns data to this, it is a lot more positive. There are areas where we are doing really well, but also there are things that we can improve on. Is the data accurate? Not 100% but where it's been ticked on the report, we are very confident. Moderation process is very tight, in house and across the cohort. Book planning and monitoring to triangulate with data, bringing all areas together.</p> <p>A Pupil Premium inspection was carried out by HG. She had also been brought in when school was put into Special Measures and commented that the difference was outstanding. Safeguarding Governor said that he has been into school over a number of weekends. Every classroom is ready for learning on a Monday morning, very impressive.</p>	Deputy Head
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9	Pupil Premium Update		Action
		<p>Pupil Premium Inspector emailed the Head which she shared with Governors. Do governors feel the Pupil Premium item on the agenda should be kept each month? Yes, this seems appropriate. Pupil Premium governor to meet with Head to discuss.</p> <p>Confidential Item</p> <p>Head Teachers report will be analysed and reviewed in segments so that all aspects can be covered in detail and to check that all objectives achieved. All action plans to be shared.</p> <p>Hub Leader, Jon Wood to be contacted to discuss school development plan and to be invited to next Governors Meeting.</p> <p>PP inspector to visit school again in 6 months to carry out audit. Do we feel we are on track with PP? Yes, all recommendations made are already being covered.</p>	Clerk

10	Nxt Meeting		Action
		Wednesday 24 th January 2018 at 5.45pm.	

		<p>List of training has been emailed to all governors, please let Clerk know which you would like to attend.</p> <p>PP training – PP governor to attend subject to childcare. Chair also to attend.</p> <p>Chair thanked all governors for their work during first term. Head thanked Chair for continued support.</p> <p>Meeting closed at 7.30pm</p>	All Governors
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James Wanfler

Signed by Chair: 24.01.2018
Date: