

St John & St Francis Church School
Minutes of Full Governors Meeting
29th March 2017 at 5.45 pm

Present:

Yvonne Rouffet (Chair)
 Lisa Farley (Head Teacher)
 Hannah Dyer (Staff Governor)
 David Durston (Vice Chair/Safeguarding Governor)
 Melissa Bryant (Staff Governor)
 Alexis Piper (Deputy Head Teacher/Observer)
 Natalie Paull (MAT Appointed Governor)
 Jess Stedman (Trainee Clerk)
 Phillipa Warton-Browne (Parent Governor)
 Dr Caryl Plewes (Observer, MAT Governor Support Adviser)
 Angela Netto (Observer)
 Rev. Simon Bale (Observer)

Meeting began at 5.55pm due to Road Traffic Accident gridlock.

1	Welcome & Apologies		Action
		YR – New faces welcomed to meeting. Thank you to school for recent Easter Services and Easter Bonnet Parade. YR passed around a card for everyone to sign for AS, following his resignation as governor.	
2	Opening Prayer		Action
		Rev. Simon Bale opened the meeting with a prayer. YR thanked Simon for attending the meeting.	
3	Declaration of Interests		Action
		None declared.	
4	Management Accounts		Action
		YR read out and email from DB which stated there was no significant change to the accounts that previously been presented in full to the board. DB will forward a hard copy to the new Business Manager to be signed off by YR. HD proposed Acceptance of Management accounts MB seconded.	
5	Minutes of previous meeting and matters arising		Action
		PWB – item 4, is there a difference between agency staff and supply staff? LF – yes, we set aside an amount per day for cover. LF to speak to NC re: setting up a bank of supply staff. There was a maximum payment and some are paid at a higher rate but this needs to be looked at. NP asked if the MAT Directors have any say over the Apprenticeship Grant? LF to discuss this with NC as this is something to consider.	LF LF

Signed by Chair: Yvonne Rouffet

Date: 10.5.2017

Red text denotes questions raised

		<p>PWB asked about the extra budget for 10 additional children. LF said that last year we had 397 children on roll, we now have 409.</p> <p>Confidential Item Discussed.</p> <p>YR, item 6 – asked about NP’s phonics intervention question and if this had been answered fully? NP was privileged to sit with 2 teachers today. AP went through SPTO and Pupil Tracker with her so she is now satisfied that this has been covered.</p> <p>PWB to liaise with JS re spelling mistakes before YR signs off minutes from last meeting.</p> <p>DD proposed minutes/NP seconded.</p>	PWB/JS
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6	Headteachers Report		Action
		<p>LF emailed a copy of the Headteachers report out to governors prior to the meeting and asked for any questions to be raised.</p> <p>DD asked if a change of target had been considered for Yr3 so that it shows progress made? AP said there is focus on this area. Targets have been set which should not be changed as this would have a negative impact. LF relayed that Emily Wells is going to support SLT at Churchfields School. David Fielding is joining us, a very experienced teacher. Will be working for 3 days per week in Yr3 and 2 days intervention. Was asking in-depth questions when visiting on Monday 27th March.</p> <p>DD – did we believe that the targets set initially were achievable? LF they were achievable when children came out of KS1.</p> <p>YR – What was the nature of the online ‘safety incident’ and ‘inappropriate use’ and how were they managed? LF – Apps were being used out of school by children. Parents were given information about how to monitor this. Parents also reminded about use of Instagram and Yr6 children did a lot of work to show security settings of apps such as these.</p> <p>LF – while children using YouTube in school, inappropriate image came up on the screen. IDN were asked to block this but leave a child friendly version. However, staff are still able to use full version.</p> <p>YR – What is Prevent Duty Training? AP explained it is an online Safeguarding Training and LF said that the link will be sent to all Governors for completion in school or at home.</p>	LF/JS

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		<p>YR – How was the school Safeguarding Policy devised? LF explained that the policies are written by the MAT. Recent staff meeting focussed on sections of policy and overview written.</p> <p>YR – Self Evaluation document - Teaching and Assessment. What impact is the book and planning review programme having? LF said that the new planning process provides more triangulation. The aim is to carry out the process and teachers to join at that point. Teachers to leave class for 10 minutes to talk to SLT. Book scrutiny wasn't always reflecting where children are. However, the more we use it, the more use it will have. This is backed up by tests done in class every term. LF said that the SLT were due to have SPTO training on Friday 24th March but needs to be rescheduled for after Easter Holiday. LF only sees the end result, doesn't do any inputting. Data packs to be given out on Inset Day, April 18th. Will be useful for staff to see format used. Takes a long time to get systems going and to use them in a robust manner.</p> <p>MB – Is there a reason the Yr1 scores ended up being too high for the children's ability last year, and if so is there anything that can be done this year to prevent this happening again? LF – yes, a lot is already being done. Staff who were in Yr1 last year are no longer at school. There are no children under ARE, this is not accurate. Spoken to staff to discuss how to overcome this. The scores are more accurate now. There were also anomalies in Yr3 data so changes have been made and staff made aware of errors in inputting.</p> <p>MB - Is there a way all staff can receive further SPTO guidance or moderation to allow for a less subjective system? LF – there is training planned. A lot of assessment is objective, but over time the picture will become clearer. ARE used historical levels, but now that different assessments are used the 'fog is clearing'. New assessments are subjective.</p> <p>MB – How has the current book and planning scrutiny format changed since the last and has this had any impact on feedback and next steps? LF – hopefully this was answered earlier in the meeting. We have the whole package now, because of learning in the classroom and assessments taken out.</p> <p>YR asked if new teaching staff know SPTO? LF said that the teacher replacing EW is a very experienced member of staff and asked lots of probing questions and Rebecca Legg who is Robbie Gill's replacement comes from a MAT School so knows SPTO.</p>	
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Signed by Chair: Yvonne L. Poulter

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		<p>HD – Why is there a bigger difference in progress tracking points between different subjects in some year groups? LF said that reading comes before writing so children will progress much quicker. There are a number of factors for this – speed and mechanics of writing stories etc needs to come before writing comes. (Rev.Simon Bale left meeting at 6.40pm)</p> <p>Yr4 - had concerns of some staff being over cautious. Now we have got permanent staff in Yr4 and lots of support has been given here. Behaviour problems now being dealt with. AP going to support Yr4 when SATs over. David Fielding going into Yr3.</p> <p>HD – how are teachers in Yr4 using their assessments to aid their judgements on SPTO? Do the children consistently apply knowledge in books and in the test? What support is in place to help with use of SPTO for year groups such as this? LF said that Yr4 have been over cautious and hopefully this had already been answered earlier in the meeting. The difference has been identified where teachers used to highlight with a pen and now have to click a button. Triangulating evidence more, with support in place to move teaching and learning forward and to be more precise with individual teachers.</p> <p>HD – how do you feel attendance has been improved through use of the new systems? When do you think we will see a marked improvement in this as we are slightly below national average? LF – these figures are based on last year and Ofsted will be given these. We have made progress with a better maintained system and this has been shown across the MAT as good practice. First day absences, Yr5 & 6 phoned first as some pupils walk to school alone. JH runs a report to keep track of certain pupils. Letters are sent to reoccurring lateness/absence and this can then progress onto a referral to the attendance officer. There are awards for the best whole class attendance. It is shown that the poorest class attendance equates to poor attainment. We are working closely with families who struggle with routine etc. JH has actioned letter which asks for medical evidence giving us rights to contact doctors surgeries to verify appointments. Also, clipboards and log sheets have been set up for 4 members of staff to be able to monitor lateness by standing outside school first thing in the morning, and this will begin after Easter. CP asked what sort of response we get after absence letters sent out? LF said that the letters have made a difference and meetings try to get to bottom of why these issues occur. It also helps to highlight patterns. JH to keep spreadsheet regarding these meetings/conversations up to date. We have also had parents requesting term time holidays because of set shift patterns. After requesting written</p>	
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		<p>evidence from one place of work, it was apparent that the letter was false. DD suggested contacting BCA as they have a list of local employers who have set shift patterns. JS to email AS regarding this.</p> <p>YR noted that the attendance officer arrived at school for a meeting with parent but they did not turn up. The next step would be Court Proceedings (Caution and fine of £60.00). LF said that the log of these meetings can be shown to Ofsted as it shows the impact of the new procedures/systems and shows pupils moving off the spreadsheet. This also has a knock on effect of children maintaining friendships and improvement in learning etc. NP suggested that we try Parent Workshops and show the impact of low attendance, and LF followed this by saying that Malachi run these.</p> <p>NP asked if we could see the spreadsheet used at the next meeting? LF said yes.</p> <p>DD proposed this item, and PWB 2nd.</p>	<p>JS</p> <p>LF</p>
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7	Personal Development, behaviour and welfare		Action
		<p>LF said that we have taken the headings from the Ofsted list and will cover one at each meeting.</p> <p>LF – this is hard for everyone to see unless you are here every day. We have a nominated duty person from the SLT. Behaviour is hitting a low point after lunch and the duty staff member is then trying to unpick this for some time during the afternoon. The duty member of staff is situated in the Peregrine Classroom where children are sent with work set. At the next SLT meeting, a rota will be organised. Lunchtime supervisors have been given a book to record incidents which will then be passed to teaching staff. AP said that inappropriate behaviour needs to be challenged. LF suggested that lunch timings need to be looked at and possibly staggered. This will release more staff. Children would also be asked to wait before going out to play. The record sheets can also be monitored to highlight any patterns.</p> <p>YR said that EC was going to work on interventions/Pupil Premium and this has been shared with LF also.</p> <p>LF said that Pupil Premium has changed since the last Heads Report as we have anomalies regarding money and amount of Children. It has been discovered that the PP part of Scholarpack does not transfer with the files to SPTO. We currently have 91 PP children not 60 as first thought. These figures are now correct and will be for subsequent children. JS to put PP Plan on next agenda and policies database for governors use.</p>	<p>JS</p>

8	Parent Pupil and Staff		Action
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Signed by Chair: *Juana Bonifaz*

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	Questionnaire		
		<p>LF gave a brief summary of whole school results and year group results. This has been shared with staff and SLT. A copy of the collated results to be put in front of the questionnaire file. The results to go onto the website/newsletter. PWB asked how families/households completed the questionnaire? LF said that this information is difficult to pull down from Scholarpack, and we couldn't distinguish some of the forms filled in as they were completed for more than one year group. Also, some family groups may not live together.</p> <p>YR asked if the replies were more positive than last years? LF said that she had not had time to compare as yet, but will share with Governors when completed.</p>	LF

9	Safeguarding		Action
		<p>Confidential Item (separate)</p> <p>LF – school experienced a horrific incident (Westminster Attack). Support that was given was incredible. The children and staff dealt with the situation fantastically during and after the event. A critical incident plan was initiated when LF took over as Head Teacher and this was used and will now be reviewed. Next steps will be to look at plan as improvements can always be made. All pre planning was excellent and this is why we ask for this to be done. CP asked if the 'lessons learnt' can be passed to the MAT and DD asked that we review the planning sooner rather than later to make sure that the plan goes above and beyond what is needed. LF said that processes are in place and that communication is key.</p> <p>LF went on to say that the support and communication from staff/YR/MAT was amazing, everyone worked together. We followed a process, and things we didn't plan for were dealt with there and then. A lot of positives came out of this event – the professionalism of staff and the maturity of the children. PWB commented that there has been great feedback from parents on the playground and on social media. She wanted to say on behalf of parents 'Thank You'. YR said it was a privilege to be part of the team that day, as events unfolded, everyone stepped up. The MAT gave full support but did not override LF's authority. On behalf of the LGB, thank you.</p>	LF

Signed by Chair: *Jane L. Boulton*

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	AOB	<p>YR – please could all governors get their ‘pen portraits’ to JS for her to upload onto new school website.</p> <p>Please could JS arrange for lanyards & Photo ID badges to be done for each governor.</p> <p>All governors are invited into school on Wednesday 20th April from 10.30 – 11.00am for the visit by the Police and Crime Commissioner who will be presenting staff and pupils of Yr6 a PCC Pride Award.</p> <p>The meeting closed at 7.45pm.</p>	<p>Action All Gobs/JS</p> <p>JS</p>
11	Date of next meeting	10 th May 2017 at 5.45pm	

Signed by Chair: _____

Date:

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