

**St John & St Francis Church School
Minutes of Full Governors Meeting
11th October 2017 at 5.45pm**

Present:

Yvonne Rouffet (Chair)
Lisa Farley (Head Teacher)
Hannah Dyer (Staff Governor)
David Durston (Safeguarding Governor)
Samantha Onslow (Pupil Premium Governor)
Phillipa Warton-Browne (Parent Governor)
Melissa Bryant (Staff Governor)
Angela Netto (Foundation Governor)

In Attendance:

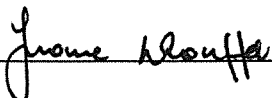
Naomi Chandler (Acting Clerk)
Alexis Piper (Deputy Head/Observer)

Apologies received and accepted:

Natalie Paull (Vice Chair/Foundation Governor)
Jess Stedman (Clerk)
Rachael Fraser (Observer)

		Action
1	Welcome & Apologies YR - Welcomed everyone. NP, JS and RF sent apologies which were accepted by the governors.	
2	Opening Prayer YR shared a prayer and there was a moment of reflection for JS.	
3	Declaration of Interests None declared. All Governors present were given a copy of the BWMAT Code of Conduct for Governors on Local Governing Board.	
4	Management Accounts A copy of the Management Accounts Period 12 (Draft) Version 2 was distributed prior to the meeting and governors were invited to direct questions to SBM prior to the meeting. Questions/Issues raised: The anticipated outturn had significantly reduced from £60K (Period 10 – June 17) to £22.4K. This was due to the following reasons: <ul style="list-style-type: none"> • £20K for IT project spent in 16/17 but needs to be held back in the 17/18 budget and shown in the reserves. • £6K used for 14/15 Capital Project. • £5K over spend in Supply costs. • £3K over spend in Water and Consumables. 	

1 of 7

Signed by Chair: 

Date: 15.11.2017

Red text denotes questions raised

	<ul style="list-style-type: none"> • £5K reduction in EAL & SEN income • £1.4 savings in other areas <p>The lettings adjustment was due to the fact that the money was received in 15/16 however, it was not allocated against the sales invoice and just posted straight to the income code; therefore it was double counted in the income in 15/16 and needed to be adjusted in 16/17.</p> <p>This also raised concerns over letting agreements as a whole. Issues such as Health & Safety, DBS clearance, ethos and the cost of the lettings need to be reviewed.</p> <p>It was highlighted that this should be the Governors' responsibility.</p> <p>Staff Developments - reduced requirements was due to an alternative course not being as expensive as the original.</p> <p>The overspend in Admin Subscriptions primarily related to School Pupil Tracker which is no longer used and removed from the revised budget in error.</p> <p>Governors asked where the income from the Sickness Insurance would be shown.</p> <p>Answer to follow</p> <p>Governors asked what the recommended amount was for Reserves. This is between 6-10% of the bottom line of the budget.</p> <p>All Governors approved.</p> <p>A letter from Nigel Daniels, Chair of BWMAT Trustees was received regarding our three year budget and Benchmarking. This will be an agenda item at the next meeting on 15.11.17 for SBM.</p>	<p>NC & LF</p> <p>NC</p>
5	<p>Minutes of Previous Meeting & Matters Arising</p> <p>Item 7 Minutes of Previous Meeting – New issue with another fence was raised by H&S Governor. A bordering wire fence is protruding and there are some sharp ends which could be a hazard. An additional fence has been erected around the neighbour's garden and we would need to access their garden in order to cut the wire that is wrapped around their posts. SBM to write a letter to owners of house asking for permission to enter their property.</p> <p>There is not a boundary issue. Premises Manager will action.</p> <p>Brambles are an issue at the entrance to the school. Premises Manager has been instructed to keep on top of it. It is not whole hedge but the height of them is dangerous for little children.</p> <p>Governors requested an update on the issue of the removal of our hedge by a neighbour. Head & SBM to chase up with Darren Ling from the MAT as there is nothing to report.</p> <p>Governors asked if their photos could be displayed in School Reception/Office area. Tempest Photography are in next Thursday morning from 8.00am.</p>	<p>NC</p> <p>LF, NC & DL</p>

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	<p>Governors are invited to attend to have their photo taken or school can take one. Clerk to send invitation to Governors by email.</p> <p>Item 3 – AN has attended an information meeting with LF, YR and EC. She agreed to be the SEND Governor.</p> <p>AN having trouble having access to SharePoint. AP will investigate. It is a very useful resource. SO also having trouble accessing SharePoint.</p> <p>Changes to 19/20 Admission Arrangements have been approved. We have admitted a new Reception child as one left.</p> <p>Item 11 – still awaiting publication of national results. Item 12 – SPTO will be discussed later in the meeting.</p> <p>The minutes were proposed and seconded.</p>	<p>JS</p> <p>AP</p>
6	<p>Safeguarding Update</p> <p>Safeguarding Lead has not visited school as yet. LF to arrange a time. Safer Recruitment training on Tuesday 17th October – YR, DD, LF & NC attending.</p> <p>It was questioned if the listed Safeguarding training was for lead Governors. JS to check.</p> <p>Transferred to CP files to another school for children that have moved. Need to move files to another cupboard.</p> <p>Governors questioned the legal time-limit of keeping files. They need to be transferred to the other school when they start.</p> <p>Are they kept in a fire proof cabinet? Not fire proof but doors to the office are locked and there is an electronic version of all CP files.</p> <p>A child that has been admitted through Fair Access has settled well. Mum totally on board. School funded a buggy board from the Pupil Premium money. Mum wrote a thank you card and the child wrote a lovely poem about what he likes about our school.</p>	<p>JS</p>
7	<p>Policies</p> <p>EVC – some typo errors to correct. Governor to inform of errors. Items highlighted – don't have booster seat – should we have one. YR had researched regulations. Don't transport children in our vehicles but it can happen.</p> <p>If less than 12 years old or higher than 135cm need a car seat. Parents collecting other children could be an issue. Do we need to check insurance/licences etc.</p> <p>It was agreed to remove the item referring to booster seats.</p> <p>Payment for trips – FSM 50% contribution. These families will receive a</p>	

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	<p>different letter. If we cancel – entitled to 100% refund, if the child is ill - 50% refund. Costs are based on every child attending and paying. School would have to subsidise the difference.</p> <p>Staff attending trips are trained in First Aid.</p> <p>Monday trips avoided – now take out as staff are used to the procedure. Lunches can be picked up from BCA. Return coaches not return between certain times as parking issues, blocks road etc. Before 2.45 or 4.00pm.</p> <p>Parents attending trips are DBS checked but don't have to be as not responsible for a child. Escort a TA or attend to support their own child. Child/adult ratio is included. Category B Trips – Residential. Children wear fluorescent jackets when travelling or road walking but not on site. Add 'when required'.</p> <p>Terror attack included in Policy? Could include from Critical Incident Policy. Staff had training prior to the meeting and knew what they needed to do during the incident at the House of Parliament trip last term. Take mobile phone and battery backup or own phone. Children not allowed to take personal mobile phone. Could take walkie talkies as have range of 5 miles. Amendments to be made and bring to next meeting.</p> <p>HD to bring the latest trip Risk Assessment to next meeting for governors to understand the process. Head signs off but C of G for Category B trips.</p> <p>Marking & Feedback – Internal policy not on website. Already happening. Staff reviewed in a staff meeting. Now consistent – everyone knows what they should be doing. The children need consistency.</p> <p>All Governors approved.</p>	
8	<p>Ofsted Report Staff have been feedback to in small groups to give them time to focus on it individually and ask questions. Supportive and positive feedback. Parents feel that it is wrong and unfair. We have kept the momentum going. LF displayed a list of comparisons and will distribute this document to the LGB. Inspector acknowledged that we had made huge improvements. Three strengths in 2015, now six stronger strengths. LF not at the school in March 2015. Three key elements to improve. This was already identified. Consistency of teaching. Pupil Premium review booked in. End of Summer Term SDP put together. Special Needs, PP & EAL – need to close gap in their learning. Make sure their</p>	LF

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	<p>progress is good. Focus on Boys for Reading & Writing. Needs to be embedded. Home School Diaries have really helped. Closing the gap but historical. Challenge Greater Depth pupils. Targets link in to HTPM which feed into the SLT's and then the teachers'. Quality of Teaching & Learning. Build up a clear picture. High quality marking taking place but children not picking up on it. Lower KS2 not consistent.</p> <p>Accountability for SLT – roles, who is responsible for individual areas and be clear. LF can't do everything. Effectiveness of the Governing Body – next steps. Supportive and challenging, needs to be rigorous.</p> <p>Children in Learning Pit – need to be consistent. Attendance – actions in place. Late board not filled up this term. Children now understand expectations. Not having to line up is a better system. Children behave better. E-Safety – continual approach is rolled out to parents. Early Years – really good team, aiming for Outstanding. Overarching view to year 1.</p> <p>Attendance award – weekly reward to wear own clothes if win. Termly certificates and half termly. 100% attendance club on website. Meetings taking place with EWO. Improve focus. Attendance goes to SLT meeting. Behaviour log is on the agenda for SLT meeting – live document. Staff are now completing the grid. Looking at why the children are being sent to the Reflection Room, behaviour or T & L issue. Children requesting lunchtime clubs as not all children want to be out on the playground. Pupil Progress meetings – look at making sharper. Governors – asking what Governors would like. LF's presentation has answered Governors' questions. Report highlights that there is a greater need to understand the data. More training required. Get used to the terminology, what to look for and how to drill down the data. Could focus on specific year group. After presenting the data give headline data to help understand. How do we understand Progress? Staff will start reporting to LGB. Governors were asked if they wanted separate data sessions. Monthly meetings allows for this to happen. Staff were disappointed but were positive. Owned report and there weren't any surprises. If it was a Good result we would still be raising the same issues. Governors were thanked for their contribution. Now need to prove what we can do. Everyone proud of the school and thanked staff. It will make the school stronger. Governors recognised that these issues had already been raised. Refer to LF's notes distributed at the meeting.</p>	
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9	<p>School Targets</p> <p>Data was presented to the LGB showing how SPTO is used to measure progress and explained how targets are set. End of last years' targets are set for this year. Year 1's data in Writing, Reading & Maths were shown as an example and the colours were explained.</p> <p>Governors asked how far behind do the children need to be, to be in the red? Over a year behind. In order to show progress, they will look back at year 2's data. Some children made slower progress from KS1. Expecting all children to make three terms of progress. Interested on children working just below as could significantly change our progress. Make progress but not attainment.</p> <p>Is there an easy way of finding out the SEN/PP data? You can filter down to certain groups.</p> <p>EAL in greater depth? Yes – work their way through.</p> <p>How are children targeted? Quality first teaching, monitor gaps, interventions, extra work outside classroom. Identify needs. Pupil progress meetings teachers are questioned what they are doing. Children need to make one term's progress, teachers need to identify and will push a bit more. Lessons plans for targeted focus children. Tasks need to be targeting that end goal to show evidence.</p> <p>Why do children who don't have progress show in the benchmark. Still should show progress. Objectives come from their targets on SPTO. Assertive mentoring doesn't take place any more individually. Have objectives for lesson and know which group they are working in. Explicitly in Year 6, regular assessments, make targets clear. They know their progress. They can see their objective that they need to work on. This is clear for the child, they know why they didn't get result.</p>	
10	<p>BWMAT Training Opportunities</p> <p>On the NGA website there are Governing Principles. Look at one principle and ask if we are doing one of them. Unpick & strengthen the LGB.</p> <p>JS sends emails to LGB re: Book Scrutiny now 13.10.17. Harvest Festival – 17.10.17</p>	JS

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	Vision & Value Day – 03.11.17. AP sent apologies. HUB meetings for Chairs & Clerks but open for all Governors. Next one taking place on 14.11.17 Missed preparing for Ofsted training due to Ofsted inspection. Presentation on SharePoint. Additional data training.	
11	Date of Next Meeting 15 th November 2017 at 5.45pm.	
	Meeting closed at 7.50pm	

Signed by Chair: *Jane L. Boulter*

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