

St John & St Francis Church School
Minutes of the Full Governors Meeting
Tuesday 13th December 2016

Present: Yvonne Rouffet (MAT Governor)
Lisa Farley (Headteacher)
Alexis Piper (Deputy Headteacher/Observer)
Hannah Dyer (Staff Governor - Observer)
Natalie Paull (MAT Governor - Observer)
Phillipa Warton-Browne (Parent Governor)
Donna Brewer (Acting Clerk)

Apologies Melissa Bryant (Staff Governor)
David Durston (MAT Governor)

Absent: Andy Sandercock (MAT Governor)

1.	Welcome & Apologies	Action
	YR welcomed HD as one of the new staff Governors. HD is currently a Year 5 teacher. NP was also welcomed as a new MAT appointed Governor. NP works at the Bath & Wells Diocese in the School Organisation and Governance Team. They were attending as Observers as their applications hadn't yet been completed.	

2.	Opening Prayer	Action
	YR opened the meeting with a prayer	

3.	Declaration of Interests	Action
	None declared.	

4.	Minutes of Previous Meeting	Action
	<p>YR stated that although NP was attending as an observer, she was happy for her to interject at any point or speak to YR after the meeting. She would be very happy for her guidance.</p> <p>Item 6. YR confirmed having attended the recent Hub Meeting, it appears that there were 2 schools that were going to follow the Governance without Committees model.</p> <p>YF confirmed there were training details on the Bath & Wells website.</p> <p>Item 9. YR is grateful to have recommended NP to us</p>	

	<p>although not in the capacity of Link Governor which is still to be confirmed.</p> <p>Item 9. DB confirmed that both Audit reports had been received. There has been a Payroll Audit and Procurement Audit.</p> <p>DB explained that the school were graded as satisfactory in the Payroll Audit. DB went through specifics and highlighted that the majority of personnel files used in the audit sample related to staff that had been at the school a considerable length of time where some of the checks ie references wouldn't have been relevant. It is understood that moving forward when audits take place it will be requested that sample files/data used will be post Academy only.</p> <p>With regards to the Procurement Audit, the school were graded as weak. DB clarified that this related to procedure only. There were some procedures that were not known to her or indeed some of the other MAT Business Managers.</p> <p>The MAT Directors have seen the reports and did not have any overall concerns with the findings. Recommendations for all MAT schools will be rolling out via the Central Team.</p> <p>10. YR asked if it could be decided which dates meetings are going to held from the result of the Doodle Poll to allow governors to reserve meeting dates for 2017</p> <p>11. YR asked who needed to sign off Residential visits. LF confirmed it would need to be the Chair of Governors. YR said as she has no school experience in this how would she know everything was in order? LF confirmed that HD is the Education Visitors Co-ordinator and they would be able to meet and talk through the visit and minute any discussion.</p> <p>12. Safeguarding training will be held on 11th January 12.30 – 4.30 for Governors. This will incorporate Safer Recruitment.</p> <p>YR informed Governors that the next Hub Meeting for Governors is on 7th February in the evening at St James School in Taunton. It has been asked to take some Pupil Premium information/data along to the meeting.</p> <p>13. YR asked whether there are designated First Aiders</p>	
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	<p>on local visits? LF confirmed there are and that a First Aid Kit is always carried as well. She also confirmed a "spillage" box is going to be available for all classes.</p> <p>15. LF confirmed that further in the Agenda there would be information regarding the assessment Cycle.</p> <p>16. DB has spoken to Caryl Plewes regarding parent governors. She has suggested sending the letter out with the time scales but holding a meeting during that time for anyone interested. It would be at that meeting they could fill in the form informing of their interest. LF and YR to confirm a date for this.</p> <p>YR asked if the posters had gone out the Churches/organisations. LF was going to chase with Jess Stedman.</p> <p>Minutes were agreed as a true record of the meeting held on 22nd November 2016.</p>	LF
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5.	Standing Orders	Action
	<p>DB had sent these out with suggestions of what is kept/deleted. NP commented that Caryl Plewes is in the process of reviewing these. It was agreed that we would put this on hold until new SO's had been approved.</p>	

6.	Policies	Action
	<p>LF confirmed that there was an error in the Review date. It should be 2017 not 2016.</p> <p>LF will resend Parental use of Social Media Policy and this will be included in the next meeting.</p> <p>LF confirmed that staff had been issued with a pack of policies including Social Media/Code of Conduct etc and have been asked to return a reply slip confirming they had been read.</p> <p>LF was pleased to inform Governors that there had been an improvement with attendance; over 100 children had 100% to date.</p>	<p>Copy to be sent with Agenda for Next Mtg</p>

7.	Safeguarding/SEN	Action
	<p>DD had completed a visit to the school re: safeguarding and has sent the following comments through:-</p> <p>"I met with Lisa two weeks ago to talk about safeguarding. I was shown the paper work filing system for all children's safeguarding procedures. These are made up of files of a colour that is not used elsewhere in school. Lisa explained the online system which is also mentioned in the report.</p> <p>Following this I met with Miss Counter, the new Senco, I was impressed with her vision of what she expected to achieve in her role. At the moment she is balancing learning about the school and delivering the support the pupils and school need."</p> <p>LF confirmed there will be a review of the Audit in January 2017. LF is happier than previously. AP will be attending a 2 day CP course all SLT members have now obtained level 1.</p> <p>YF commented on the posters and photos around the school which were very clear in terms of safeguarding.</p>	

8.	Staffing	Action
	Confidential Item.	

9.	BWMAT Complaints Policy	Action
	LF confirmed that this was now on the Website.	

10.	Headteachers Report	Action
	<p>LF apologised for the lengthy report and confirmed she would only report to Governors termly. The report was in the format agreed by the MAT.</p> <p>YR – Asked how standards are raised in relation to vulnerable children under performing?</p> <p>LF – One of the first things would be to ensure their emotional life is stable. Debbie Howe has had training and it is hoped more TA's will be trained in emotional coaching. She is able to see children in a nurturing</p>	

	<p>environment. The room she works in is going to be called "the nest".</p> <p>A breakfast club is being started. Some children when asked what the matter is have said they are hungry. Malachi is also involved and contact with the food bank for some families has also been made.</p> <p>Pupil Progress Meetings are more focused and involve both teachers and TA's. Discussions take place re: interventions etc and if things are not working, they look at other ideas.</p> <p>AP is sending out sheet on Pupil Tracker for teachers to make what children are having a specific intervention so that this can be tracked.</p> <p>LF said the Babcock Review Report has included 10 tips on working with vulnerable children. She will bring this to the next meeting. She also confirmed that there has been a huge improvement on staff identifying who the vulnerable children are in their class.</p> <p>NP referred to the "big gaps" and what are the next steps. LF confirmed that year 2 are running interventions after school. Progress can already be shown. This will follow for year 6.</p> <p>LF confirmed "SALT" is abbreviated for speech and language.</p> <p>PWB asked whether there was anyway of promoting writing diaries. HD confirmed that vulnerable children are given diaries to record any concerns.</p> <p>LF referred to an academic book another MAT school uses which it is hoped we will adopt. This will include uniform details, timetables, common words and maths facts. It can record when children have read and children would be able to record things about their week ie "what have you enjoyed about your week" or "3 things you have enjoyed and what do you need to try harder with.</p> <p>LF confirmed that they were going to get postcards printed for Golden Time for those children always in the "Sunshine" which is currently not recognised.</p> <p>In his email, DD has asked about teaching and learning. LF confirmed this was being reviewed and anyone currently RI will have a support plan.</p>	<p>Next Mtg</p>
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	<p>YR asked about teachers having moved from good to outstanding. LF said that there are new staff in school and staff who have improved.</p> <p>LF gave details of the child who had been permanently excluded. She confirmed a request for additional funding was going to Panel on Wednesday for another child.</p> <p>YR said how lovely it was to see the School Nativity and relayed her thanks to staff for their hard work. LF confirmed over £500 was raised which would go to Children's Hospice Southwest. The venue was good and the performances were very well attended.</p> <p>LF confirmed the Salvation Army Lieutenants, Mark and Alison Godwin are keen to get involved with the school. It is hoped that the Captains/Vice-Captains will be involved with the Lunch Club and other community activities.</p> <p>It was also confirmed that a new Vicar had been appointed to St Francis Church which would help strengthen the link.</p> <p>NP asked when the last SIAMS visit had taken place. LF said it was about 3 years ago. LF confirmed she is not concerned about this. Claire Craven, Dawn Marriott and Hannah Dyer are all working on this and attending courses. CC had got an outstanding at South Petherton. LF will ensure the SIAMS SEF is up to date.</p>	
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11.	Data: Pupil Premium	Action
	<p>AP talked through the Assessment Cycle. He said that clear guidance had been given to staff of the expectation and which mapped out assessment weeks, how this then fed into PPM's and Performance Managements.</p> <p>Running alongside this, pupils will be sitting age related tests which will be compared with teacher's assessment of children and if there are differences looking into the reason.</p> <p>LF gave out questionnaires to TA and Teachers about PPMs and has received a very positive response.</p>	

	Involving TA's has had a real impact. Pupil Premium Data will be on January's Agenda.	
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12.	Governors Attendance Policy	Action
	<p>YF/LF and Jess Stedman have recently attended training which has highlighted that Apologies for non-attendance are considered on an individual basis: governors are aware though the code of conduct that non-attendance, which includes apologies not being accepted, will result in the removal of a governor six months from the date of first non-attendance, and the need to put attendance on the website.</p> <p>YR asked if Governors names could be updated on the Website. AP will action.</p> <p>DB confirmed all Governors details were now on Edubase.</p>	

13.	Teacher Performance Manager.	Action
	<p>LF confirmed these were all done and targets set. She will meet briefly with staff next term.</p> <p>LF confirmed she had had hers and targets set. Next year she will have hers first followed by teaching staff.</p>	

Date of next meeting : Wednesday 11 th January 2017
