

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held at the school on Thursday, September 20<sup>th</sup> 2018 at 2pm

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PRESENT:, Mrs Vanessa Burton, Mrs Rebecca Ginger, Mr Simon King (Chair), Miss Helen Marks, Mrs Rebecca Norton (Headteacher), Mrs Sue Robinson, Mr Richard Wilde.

APOLOGIES: Major Adrian Battley.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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1. **Apologies for absence:** There were apologies for absence from Major Battley; his apologies were accepted.
2. **Declaration of pecuniary Interests:** all Governors present completed declarations of pecuniary interests, copies of which were lodged with the school office following the meeting.
3. **Election of Chair:**
  - a. The Clerk took the Chair for this item while Mr King left the room. Governors voted unanimously to appoint Mr King Chair for another one-year term.
4. **Election of Vice-Chair:**
  - a. Miss Marks left the room for this item. Governors voted unanimously to appoint Miss Marks Vice-Chair for another one-year term.
5. **Minutes of the full Board meeting of July 12<sup>th</sup> 2018:**
  - a. Governors accepted the minutes of the meeting on July 12<sup>th</sup> as a true and accurate record of the meeting. The minutes had been previously circulated and are on the School website. The Chair signed them on behalf of the Board.
6. **Matters arising from the minutes:**
  - a. No matters arising not elsewhere on the agenda..
7. **Items for annual review and adoption:**
  - a. Code of Conduct: Governors adopted a Code of Conduct based on the NGA model code.
  - b. Governing Body Decision planner: Governors were happy that the delegation of decisions was working well and were content to readopt the Decision Planner.
  - c. Scheme of Delegation: Governors discussed appropriate levels of financial limits and agreed a Scheme of Delegation which will be signed by the Chair and Head once redrafted by the clerk. (Action: clerk)
  - d. Standing Orders: Standing Orders as redrafted by the clerk were approved by the Board and signed by the Chair.
  - e. Annual Governance Statement: Governors discussed the impact the Governing Body had had over the past year and their vision for the future. The clerk was asked to draft the Statement and circulate it to Governors for consideration. (Action: clerk)
8. **Headteacher's report:**
  - a. Item carried in confidential appendix:

- b. **A Governor challenged the current situation with the child reported missing from education.** *The child has been tracked down.*
- c. **The issue around SEN progress was queried.** *The Head said that there has been little support from home. Has anything been put in place to provide encouragement? There have been a large number of interventions.*
- d. **A Governor challenged whether the 0.1 percentage point difference on writing was significant.** *No in a cohort of this size this is immaterial. It was interesting however that the group of children included in FAST had seen very good progress compared to the previous year. The parental interaction has made a difference. It can be seen in homework and reading too.*
- e. **A Governor challenged on attendance.** *The target is 95%, and it was just below that. Attendance had risen during the year since the Autumn Term had seen a high level of sickness. An attendance governor monitoring report has been done. The EWO visited in the Summer Term and was pleased with the data. There are no significant differences showing up in the data between different groups of children.*
- f. **The Maths data was queried?** *The drop in Maths attainment for girls correlates with five children who were new intake last year. This could have a significant impact on Y2 and Y6 results this year. Interventions are being put in place for the identified children.*
- g. **There is a difference between writing progress for girls and boys.** *Because of this there has been an emphasis put on writing for boys in the SDP. High attainers will also be a focus. Language comes first to get results in writing so the focus will be on language. The Head has been looking at Educational Endowment Foundation research over the summer holidays and gave reports on KS1 and KS2 to teachers at the first staff meeting of term. They were asked to consider what they could improve on in their teaching practise. This has fed into the creation of the action plan with such actions as pre-teach with identified groups, vocabulary learning and teaching morphemes. Last year's action plan was evaluated and things that can be developed further have been taken into the new action plan. I-peals will be worked on next week. Of the ten boys identified as being weak in writing four had been identified the previous year in lesson studies. The rest where not the children identifies as needing focus last year.*
- h. *Last year teachers watched each other teach and suggested improvements. This has given material that allows the new teachers to know exactly what each child needs to improve. It was a very successful practise last year and will continue this year. The partnered teachers will be swapped over however for lesson studies this year so they get a different experience. A Governor asked how the teachers felt about it. Mr Wilde said that it was more relaxed than a formal observation and allowed teachers to actually teach. He felt it had more impact on the children since it allowed development of teaching that impacts pupils. **A Governor challenged how it is monitored?** *Groups are tracked and the Head attends some pre-meetings and checks write-ups. **Do you have to observe teachers?** No, I must provide staff development. I am constantly round and about the school and know very well what is going on. There is good quality teaching in the School so this approach works well. Mr Wilde said there is good collaborative working in the School.**
- i. **A Governor said that the Early Years level of development is low – would you expect it to be higher?** *Last year was the lowest that had come into the school in nearly a decade. They were below the National Average but they made very good progress. Conversely this year's intake has the highest level of development for some years. They are already directly working with numbers rather than learning numbers. They are probably at the point that last year were at Easter. County did ring to query the low data and the EYFS teacher took the call. She had been moderated both internally and externally by the LA so she was in a good position to explain.*

#### **9. SDP:**

- a. Last year's SDP was evaluated each term and outstanding matters have been brought forward into the new plan. An abbreviated plan has been drawn up for Governors so it is clear what needs to be monitored. Some things such as PP, Safeguarding, attendance, and PE will always need to be monitored by Governors. The plan for the Governors links clearly to the action plans and feeds a monitoring list.
- b. Governor input to the SDP was requested. Teachers and safeguarding staff have had input and parents will be asked for their views.

#### **10. Revision of vision and values:**

- a. The revised vision is on the board in the staffroom so TAs can give feedback. It will be sent out to parents. It is felt that the School's values work well.
- b. "Broad and balanced" has been added to reflect the School's approach of delivering a broad and balanced education.

#### **11. School Council:**

- a. The School Council has been elected and will hold its first meeting tomorrow. They will be going for the Silver level PADL.
- b. A Governor asked if all the members are different from the previous year? New councillors are elected except for one child who acts as liaison with the Head and as mentor for the new Councillors.

#### **12. Safeguarding/SEND/CiC:**

- a. s175: Feedback on the s175 was that the return had been clear and detailed and informed by the action plan and self evaluation. Follow through on child protection issues was commended.
- b. Updated 'Keeping Children Safe in Education': Governors were given a copy of the updated 'Keeping Children Safe in Education' and all signed to say they would read it within one week. Governors adopted a new Child protection and Safeguarding Policy that takes into account the changes to 'Keeping Children Safe in Education'.
- c. Bullying and harassment log: Signs have gone up around the school asking that staff are treated with respect. A Governor commented that they were well worded. A letter has gone out to emphasise that respect is a School value. A bullying and harassment log has been started and sadly an incident was recorded in the first week of a parent being abusive towards a member of staff. Governors will be kept informed of incidents recorded in the log.
- d. Single Central Record Review: The safeguarding governor who is taking over the role reviewed the SCR on July 19<sup>th</sup> and has written a report.

#### **13. Finance issues:**

- a. Pay committee: The pay committee will be comprised of Simon King, Helen Marks and Vanessa Burton and will meet on October 4<sup>th</sup> at 2.45pm. if any member cannot make the meeting Sue Robinson will substitute.
- b. Headteacher Performance Management: Sue Robinson will fill the place left by Jackie Eason on the panel.
- c. LED lighting: The LED lighting has been installed except for the outside lighting and emergency lighting which will be installed during the half term holiday.

#### **14. Premises and Health and Safety Issues:**

- a. Governors were shown a plan for a concrete slope to provide wheelchair access to the school field. A roll out matting path will be put down so there is wheelchair access to the

outdoor classroom. It is being externally funded. It was pointed out that an Early Years expectation is that children collect their own equipment and the access to the shed is very muddy and not wheelchair friendly. The access may need extending.

**15. Data protection:**

- a. All beginning of year data has been handled in compliance with the GDPR requirements.

**16. Governor visits:**

- a. The Head suggested that Governors aim to carry out their monitoring during the fortnight of October 29<sup>th</sup> to November 9<sup>th</sup>.

**17. Pupil Premium and Sports Premium:**

- a. PP evaluation has been done and is on the website. The Head is waiting for National data and the census next week before doing costings and finalising the PP spending plan for this year.
- b. Vanessa Burton has done a PP governor visit report. Despite good progress PP children are still below ARE, however the gap with non-PP children is narrowing. High attaining PP children are doing extremely well. The report will be circulated to all Governors. (Action: Head)
- c. The Sports premium action plan is on the website and the new plan is being formulated. Dance will be provided during the Autumn term with members of staff participating to learn how to deliver the sessions, and gymnastics will be provided in the Spring term.

**18. Dates of next meetings:**

Thursday, November 22<sup>nd</sup> 2018 at 2pm

Thursday, January 17<sup>th</sup> 2019 at 2pm

**There being no other business the meeting closed at 3.58 pm.**

Chair.....

Date.....

**ACTIONS**

Action

SoD

Circulate PP monitoring report

Date

Sept. 24<sup>th</sup>

Responsible Person

Clerk

Head