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## Little Paxton Primary School Governing Body

### Minutes for the Meeting of the Full Governing Body to be held on Monday 9<sup>th</sup> July 2018 at 6.30pm

*Supporting Papers: Minutes of the last meetings, Head's July 2018 Report, TOP and SEF updates, Health and Safety Policy, Governor Visit reports, Cambs SGT governing body audit*

<b>Penny Conway</b>	Authority Governor	<b>Neil Donoghue</b>	Co-opted Governor
<b>Diane Hawkes</b>	Head Teacher	<b>Richard Fairbairn</b>	Parent Governor
<b>Paul Warmington</b>	Parent Governor	<b>David Jones</b>	Parent Governor
<b>Rebekah Jenkins</b>	Associate member	<b>Anna Sofia Conway</b>	Parent Governor
<b>Ellen Barrett</b>	Co-opted Governor		
<b>Nickie Moore</b>	New Head Teacher		

Anna Sofia Conway was introduced and welcomed as a new Parent Governor. Richard Fairbairn has agreed to be ASC's mentor.

**In attendance:** Jeannie Marshall (Clerk)

1. **Apologies for absence:**
- |                       |                   |
|-----------------------|-------------------|
| <b>Tracey Locke</b>   | Co-opted Governor |
| <b>Natasha Stott</b>  | Staff Governor    |
| <b>Oliver Poulain</b> | Parent Governor   |
| <b>James Purser</b>   | Co-opted Governor |

2. **Declaration of interests:** No changes declared.

3. **Minutes agreed from last meetings:**

- Full Governing Body (30<sup>th</sup> April 2018) - were agreed as true record of the meeting.
- Curriculum & Standards Committee (14<sup>th</sup> May 2018) - were agreed as true record of the meeting.
- Site & Buildings, Finance and Personnel (11<sup>th</sup> June 2018) - these were agreed as true records of the meetings.

#### AGREED ACTIONS FGB 30/04/18

Clerk	to update interest register	In hand
EB	To organise end of year review/exit interview with HT	asap
Clerk	To amend review date on policies	√

All Governors	To complete skills audit	Deferred to next term
All Governors / H/T	Any questions for the Curriculum and Standards meeting be submitted	√
H/T, PL	Obtain satisfactory references from Easy Clean.	√
PC/PW/EB/JP/ND	To attend parents evening.	Reminder 10 <sup>th</sup> July
PC / Clerk	To organize filling parent governor vacancy	√
PC	Follow up staff governor vacancy	Deferred to Sept.
All governors	Forward the skills audit for governors to TL	Deferred to Sept.
H/T	Update the service agreement for the Colts Football Club.	Agreement done and sent but we have had no response. H/T and PW will chase.

### AGREED ACTIONS C&S MEETING 14/05/18

EB & TL	Maths Mastery, follow up meeting to be arranged	This term if possible, otherwise deferred to next term
PW	New Pupils visit to be during the summer term, prior to the visit PW to liaise with teachers to obtain information required.	Deferred to next term
PW/OP (with support from NS)	Reading visit to be arranged to look at impact of Reading Recovery specialist Nikki Colledge and other strategies in place.	Deferred to next term To be done in conjunction with visit looking at writing
PW/OP (with support from NS)	Writing visit to be arranged to look at what is in place for writing and the effects it has on pupils.	Deferred to next term To be done in conjunction with visit looking at reading
PC	to forward a Governor Meeting template document to Governors to assist with visits	Completed

### AGREED ACTIONS FINANCE 11/06/18

PW/HT/Staff member	Organise marketing of the school and update of the school website.	This is in progress ASC offered her expertise and will liaise with PW and NM.
JP	Review and update Internal Financial Procedures Policy. When the updated policy is in place governors to carry out spot checks to ensure procedures are being followed.	In progress. Review at next FGB meeting.
H/T Finance office	Change bank signatories	In hand
H/T	Contact football club re increase in rent for use of field.	A letter has gone out not communication received back H/T and PW to chase.
Clerk	Complete forms to renew Governor training package as agreed.	√

## AGREED ACTIONS PERSONNEL 11/06/18

TL	To gather and analyse Governor Skills Audit questionnaire.	c/f to September.
PC / HT	Start process to recruit a Support Staff governor.	c/f to September.
HT	To look at dates to hold a staff and governors social event.	Defer to September.
HT and relevant staff	To review and update Physical Intervention Policy.	On going
TL / EB	To arrange a Maths Mastery visit.	EB to arrange Maths Mastery visit. Middle Leaders visit will be done in the Autumn term.
Personnel Committee	Wellbeing Project.	On going
Clerk	To update policies as required.	√

## AGREED ACTIONS S & B 11/06/18

S&B Committee HT	To monitor the snagging list and ensure items identified are addressed appropriately.	An email has been received from the building requesting a formal list in order to sign off the building. This will be arranged.
H&S Committee	To arrange meeting at a time convenient to participants (including other users of school premises) Pre School meeting already held others to be arranged.	Ongoing – meeting to be arranged with all parties.
HT, Site Off, Chair S&B	Compile 5yr maintenance plan	<b>Ongoing.</b> 2 <sup>nd</sup> Draft to HT May 2018. Further discussion between ND and HT and then a copy of the plan will be sent to governors.
Clerk	To send the revised Health and Safety Policy to all governors for review before ratification.	√

## 4. Heads Report

### Pupil Numbers

We have 46 children due to start in September.

**QU:** Is that a low number of children?

H/T: We have capacity for 60 children to join us but, we only getting funding for the actual number who join which has an impact on spend and teaching staff. With this in mind plans for the staffing and classes for next year were communicated to parents and the Y3/4 mixed classes in the plan has been met with a very negative exchange on the Little Paxton Parents social media page. It has also been fed back that the playground talk is negative regarding this decision. Only 5 or 6 parents have approached the school to discuss their concerns and these parents have had their questions answered and decisions explained. It is thought the negativity is because there is a lack of understanding. **QU:** Should we do a FAQ to send to parents? This was thought to be a good idea, PC will liaise with H/T after Parents Evening and create a FAQ to send out to parents and a meeting may be considered at the

end of September as a follow up. **QU:** Are the same questions being asked? H/T – not really most questions ask are of a personal nature asking how it will affect individual children. H/T – the one common question is will the year 4 children just be repeating what they learnt in year 3? It was commented that if we offer parents to come in to a meeting they may not come as they may think ‘what’s the point’? It won’t change anything. We haven’t got the mechanism right yet in communication with parents, although various methods have been tried. In hindsight we may have not got the communication right in this case but the decisions made are organisational decisions based on finance and the best learning structure for the children. Some of the comments posted were of a personal nature and very insulting to staff members, information may not have been as clearly communicated as it could have been but that does not justify personal insulting posts on facebook or any other communication vehicle. It was decided that the FAQ/Myth busting communication with a meeting at a later date was the best course of action. Although it was felt that there may have been an individual driving force behind the negativity the FGB will not let this cloud the fact that there are very genuine concerns among parents and will communicate information to address the concerns. There is a possibility that we will lose two members of staff imminently: one will be going on parental leave and the other member of staff has resigned and has requested to be released as soon as possible for personal reasons. The Governing Body has no choice but to wait until the requirement for parental leave becomes a necessity. The teacher who has requested early release as been informed that the Governing Body will only accept her resignation if a suitable replacement can be appointed for September otherwise she will need to work her notice until December 2018. Interviews are being held this week and we have 2 potential candidates. If successful both candidates are available to start in September. If we successfully recruit from the interview a letter communicating the changes will be sent out to parents as soon as possible to keep all parents up to date.

## **SEN**

Unfortunately it has been necessary to permanently exclude a pupil. There will be a meeting regarding the exclusion with the local authority and we need 3 governors to attend the meeting. The date is the Monday 23rd July. The following governors offered to attend with their availability listed below:

EB - 12.00pm onwards  
PW/DJ/ASC - 2.00pm onwards

**QU:** Does the meeting have to be held at school? H/T – Yes as it has to be convenient for the pupil’s family to attend. **QU:** Could a family worker be involved? ND – Not appropriate as the meeting is to look at did the H/T act appropriately? **QU:** Do we have any ongoing responsibilities to the pupil? H/T – yes, we have to set and mark work. **QU:** Will the pupil go to another school? H/T – it will be the LA’s responsibility to determine where the child should continue his education if the exclusion is upheld..

There has been another incident where abusive emails have been forwarded to the head accompanied by negative/rude posts on Facebook. **QU:** What are the emails about? H/T – We have a child with additional needs who has an EHCP and is supported by a teaching assistant but, the parent claims the child does not have the TA with him all the time so the parent is unhappy with the support the school gives to the child. **QU:** Does the EHCP state how many support hours the child should receive? H/T – No it is money that is allocated and in fact the hours we provide are more than the money received would pay for. We have explained that the child is meeting all of his targets and doing very well but, this has not had any impact on the parent’s feelings. LA reviews have confirmed that the school is meeting the child’s needs in all respects and that the child is making very good progress. H/T has contacted the local authority for guidance on how to deal with such communication. Example letters have been received and after review by the governors it was felt that a strengthened version of example letter two should be sent as this would allow for a follow up letter if emails or posts continue which will outline that the school may choose to pursue legal proceeding regarding the matter. **QU:** Are you meeting with the parent? H/T – Yes. **QU:** Is he likely to become violent? H/T: We don’t know

however, there will be other people at the meeting. H/T- to write a letter and review with EB/PC before sending out. QU: In light of recent activity do we need to send out a general guide regarding Social Media to all parents. RJ – Governors need to respond to support staff as some really dreadful things have been posted recently which have affected staff. QU: Do we need a policy covering Social Media PC – We do not have one at present but, we will add it to the next agenda to look into.

### **Pupil Premium**

Sam England's report was sent to all governors. This impact and outcomes will be looked at more closely at the Curriculum and Standards meeting in September.

### **Personnel**

The member of staff who recently suffered bereavement has begun her phased return to work and everything is going well and we are looking at having her back fulltime in September. At a previous meeting it was discussed that a teacher handed her notice in wishing to leave at the October half term and another teacher is likely to take parental leave although exact dates are not yet known. Please refer to notes under SEN regarding interviews taking place for these positions.

On a very positive note all three of our new teachers attended our training day to receive details about their new classes and also the 'Move up' afternoon where they met the children.

### **TOP**

#### **Priority 1 – Maths Mastery**

All agreed actions have been completed. As previously discussed, impact on pupil outcomes will not be immediate, although Teacher Assessments of pupil's attainments are looking promising. Need to complete a governor monitoring visit to determine if there has been impact on staff confidence in teaching maths.

#### **Priority 2 – English**

Success criteria met, although the impact on reading is variable across the school. This is a particular concern in Y1 – the Reading Recovery teacher will work on children who could benefit from individual focused input.

Analysis of impact of quality core texts yet to be completed.

#### **Priority 3 – Development of Middle Leaders**

All have successfully completed the NPQML and have already had impact on the collection, collation and analysis of data in their own phases. 2 of these middle leaders are taking maternity leave – thought will be given to covering these roles.

#### **Priority 4 – Well-being**

These has not progressed as rapidly as hoped – it was launched as planned and early actions taken but due to key staff absence following a sudden bereavement it has fallen behind schedule. It will be picked up again in the autumn.

### **Achievement and Standards**

Y6 SATS results have not been received yet (they will be emailed to governors once they are available); summary data from teacher assessment for all year groups and all vulnerable groups were presented by the HT.

**QU:** Do children who do well in Early Years continue the trend in Year 1? **RJ** – not always, there is quite a difference in the curriculum for these year groups.

**QU:** Can you add combined figures on for September? **H/T** – yes, once we have them.

In the summary, progress in Year 1 reading appears to be poor and in Year 3 there doesn't appear to be a lot of progress made. **QU:** What is being put into place to address this? **RJ** – Year 1 cohort has a high percentage of Pupil Premium children, who are being monitored closely. All children are tracked in groups to ensure targeted learning. We have an excellent team working with the children and also offer Reading Intervention and Reading Recovery via Nikki Colledge a reading specialist. **QU:** Are you confident what you have in place is working? **RJ** – Yes we can already see the progress being made. **QU:** Will it continue? **RJ** – Yes with class based activities, sometimes it is a case of when a child is ready they will make progress. The strategies in place are working. Nikki Colledge who is a National Reading Recovery specialist has to submit data to prove success. We also have two members of staff training with the Fisher Family Trust and we are working with parents as well. For Y3, these children will be Y4 in mixed Y3/Y4 classes next year so this will support them to consolidate their learning and make more rapid progress. **QU:** What about maths and writing in Year 2. **RJ** – we are giving targeted support with individual plans and strategies for each child. **QU:** Do the new teachers get the handover for the children? **RJ** – Yes this happened on the transition day. All the data will be looked at in more detail in September at the Curriculum and Standards meeting.

## **5. Annual Reviews**

- Monitoring of provision of information under the Freedom of Information guide – no requests
- Annual review of pupil attendance – the high attendance levels have been maintained this year, averaging 97%.
- Exclusions – 5 exclusions (all for the same child) over the year
- Child Protection Monitoring report – online report completed but copy of responses not received yet.
- Review of racist incidents – none to report.

## **6. Pupil Premium Expenditure**

The SENCo (who has responsibility for monitoring the use of Pupil Premium) has completed a preliminary analysis of the impact in the current year. This shows positive impact, not just in data outcomes but also in hard-to-measure criteria such as pupil confidence and engagement. This will be looked at in more detail in the autumn by the C&S Committee, as will the planned use of Pupil Premium for 2018/2019.

## **7. HTPM**

It was agreed that the HTPM panel will remain the same as the last academic year for 2018/2019, this being EB, PC & RF. It was noted that PC will come off this Panel at the end of 2019 so a new member will be needed for the following year.

## **8. Policy review**

- Health and Safety Policy – reviewed and ratified.
- PC to carry out a review/audit of current policies and determine a revised schedule in consultation with the new H/T.

## **9. School Open Evening**

Reminder the Open Evening is tomorrow night for those attending.

A questionnaire concerning parental views of the information evenings that school arranged has been prepared for use with parents.

## **10. Governor Visits**

- School PE and sport provision - O Poulain and P Warmington – this report was received by the Governing Body. The Chair apologised for the delay in forwarding this report.

Please arrange dates for the visits you have agreed to do. The governor visit report form is on Google Drive.

- Maths Mastery - E Barrett
- New Pupils – O Poulain and P Warmington
- Reading and writing - O Poulain and P Warmington

## **11. Governor visits for 2018/2019**

Consideration of foci for future governor visits – these will be linked to the priorities in the next TOP. Other visits will be arranged as the need arises. Suggested topics include:

- Middle Leadership – deferred from 2017/18

## **12. Curriculum Presentations for next year 2018/19– suitable topics include**

- Autumn 2018 - Whole school data on pupil progress and achievement
- Presentations at subsequent C&S meetings will be a curricular or other area taken from the SDP.  
Potential areas include: Reading Recovery; Pupil Premium; SEND provision; Maths Mastery.  
It was also suggested an Ofsted ready presentation would be useful.

## **13. Governor Training**

A reminder that all governors should access training to meet their needs. Training provided by Cambs SGT is free to governors as we subscribe to this service.

## **14. Governing Body vacancies**

Co-opted Governors – following the resignation of T Locke with effect from the end of this term there will be 4 vacancies for co-opted governors. It was agreed that one of these should be a TA (preferably from KS2) to give the Governing Body a different perspective.

JP the current Finance Chair emailed the CoG offering to step down from his position due to personal commitments, he has been unable to attend the last two meetings. He is hoping to

have things sorted out soon but, understands if the committee wants to replace him. All governors present are happy to support JP through this time and would like him to remain in post as he is proving to be a knowledgeable and effective Chair of Finance.

We need to recruit governors with Recruitment/HR and Finance experience. QU: Is it worth placing an advert in the local free publications? This was thought to be a good idea. QU: What about on Facebook? On the school Facebook page only. LinkedIn could be a good source. A big focus on recruiting new governors will commence in September.

The Chair will register the school for Inspiring Governance which keeps a register of individuals interested in volunteering to become a governor.

### **15. Audit of Governing Body effectiveness**

An audit using the self-evaluation tool supplied by the Cambridgeshire School Governance Team had been carried out. All governors were invited to take part. The following areas were identified for improvement:

- Recruitment and retention of governors with particular skills in HR and Finance
- Work on a new 3-5 year strategy after new HT takes up post
- More urgency about completing governor visits
- Better communication to/from parents, staff and pupils
- Succession planning

### **16. Review Governing Body's performance, structures and procedures**

Policy structures and procedures will be reviewed when the FGB has recruited new governors to fill the gaps.

### **17. Arrange dates for next year's meetings**

The following dates have been agreed for next year's meetings:

Autumn Term

Curriculum & Standards	17 <sup>th</sup> September 2018
Full Governing Body	1 <sup>st</sup> October 2018
Committees Evening	15 <sup>th</sup> October 2018
Full Governing Body	3 <sup>rd</sup> December 2018

Spring Term

<b>Curriculum &amp; Standards</b>	<b>21<sup>th</sup> January 2019</b> (please note date change from agenda).
Committees Evening	28 <sup>th</sup> January 2019
Full Governing Body	4 <sup>th</sup> March 2019
Committees Evening	25 <sup>th</sup> March 2019
Curriculum & Standards	1 <sup>st</sup> April 2019

Summer Term

Full Governing Body	29 <sup>th</sup> April 2019
Committees Evening	20 <sup>th</sup> May 2019
Curriculum & Standards	24 <sup>th</sup> June 2019
Full Governing Body	8 <sup>th</sup> July 2019

## 18. Correspondence received

No correspondence has been received.

## 19. Any other business

The Key is an online tool which give you access to a database of information with regard to teaching and education, PC is going to purchase access for governors.

The Chair and Governors presented Diane Hawkes with flowers and thanked her for all her hard work during her time at Little Paxton Primary School and wished her every success if her new role.

## 20. Dates of the next meetings:

- Date of next Curriculum meeting: 17<sup>th</sup> September 2018
- Date of next full Governors' Meeting: 1<sup>st</sup> October 2018
- Date of next Committees Evening: 15<sup>th</sup> October 2018

Meeting closed at 8.45pm.

## **ACTIONS AGREED.**

Clerk	to update interest register	In hand
EB	To organise end of year review/exit interview with HT	asap
All Governors	To complete skills audit	Deferred to next term
PC/PW/EB/JP/ND	To attend parents evening.	Reminder 10 <sup>th</sup> July
PC	Follow up staff governor vacancy	Deferred to Sept.
All governors	Forward the skills audit for governors to TL	Deferred to Sept.
H/T	Update the service agreement for the Colts Football Club.	Agreement done and sent but we have had no response. H/T and PW will chase.
PC	To write letter regarding mixed Yr3/4 classes and send to parents after review with all governors.	asap
PC/NM	To look at a Social Media policy being put into place.	When NM is in post.
Clerk	To update H & S policy on Google drive.	asap
PC/NM	To carry out a policy audit.	When NM is in post.
PC	To purchase The Key for governors.	asap