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### Little Paxton Primary School Governing Body

#### Minutes of the Meeting of the Full Governing Body held on Monday 11<sup>th</sup> December 2017 at 6.30pm

Penny Conway	Authority Governor	Tracey Locke	Co-opted Governor
Neil Donoghue	Co-opted Governor	Oliver Poulain	Parent Governor
Diane Hawkes	Head Teacher	James Purser	Co-opted Governor
Graham Hiom	Co-opted Governor	Paul Warmington	Parent Governor
Rebekah Jenkins	Associate member		

**1. Apologies for absence:**

Richard Fairbairn	Parent Governor	Ellen Barrett	Co-opted Governor
The following did not attend and no apologies were received:			
David Jones	Parent Governor	Gemma Manning	Parent Governor

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

**3. Minutes of the last meetings and Matters Arising (not on this agenda)**

- Full Governing Body meeting (2.10.17) – Minutes approved by governors.

**FGB 2/10/17 Agreed Actions Update**

Clerk	To do	To update documents as agreed
Committee Chairs/ Clerk	ongoing	To combine committee meetings where agenda items overlap
Committee Chairs	ongoing	Include consideration of school-run nursery provision in the development of the long term strategic plan
C&S Committee	Gov visits	To monitor and review impact of Maths Mastery and the use of core text to support literacy
S&B Committee	ongoing	To monitor snagging
S&B Committee	✓	To ensure any recommendations of the fire risk assessment report are noted and acted on appropriately
Head	✓	To inform Swifts of the decision that option 2 is preferred and possibilities will be investigated
Head	ongoing	To explore the possibility of leasing a mobile that could be rented to Swifts
Committee Chairs	ongoing	Include consideration of school-run wrap around care in the development of the long term strategic plan

T Locke and O Poulain	✓	To investigate ways to organise an event to allow staff and governors to meet and get to know each other
Head	✓	To include information for parents about these changes in a school newsletter
Chairs of Finance and Personnel	✓	To add Pay and Performance Management Policies to Finance and Personnel agendas
Clerk	To do	To update as policies as agreed
E Barrett & T Locke	✓	to arrange follow-up Maths visit in Spring 2018
Personnel Committee	ongoing	To arrange visits to monitor effectiveness of the introduction of phase leader and also effectiveness of communication
EB, PC, ND, JP	✓	To attend Parents' Evenings this term on 17 <sup>th</sup> Oct (3.40 – 5.40pm) and 19 <sup>th</sup> Oct (3.40 – 5.40pm and 6.40)
Chair of Curriculum	To do	To invite Maths Leader to Spring meeting to present to governors about Maths Mastery
Curriculum Committee	To do	To agree presentation for the summer term linked to a priority in the SDP
Chair of Personnel	In hand	Add governor recruitment to Personnel Agenda

- Site & Buildings (6.11.17) – After an amendment to record that there is a long term plan to replace old internal doors the minutes were approved by governors.  
**QU:** Have the recommendations from the Fire Risk Audit all been completed? Much was actioned immediately. We have until Easter to complete but trying to get everything done in January.  
**QU:** What has happened about the electrical testing? This is now scheduled to happen in February half term.  
**QU:** Has the problem with the alarm system been sorted? Yes, Britannia have been out and carried out any work necessary and retested the system.

#### S&B 6/11/17 Agreed actions Update

Personnel Committee	In hand	Recommendation to Personnel Committee a review of staffing needs for maintaining the building following extension of school
S&B Committee	ongoing	To monitor the snagging list and ensure items identified are addressed appropriately
HT	✓	To ensure inspection & test of the electricity system in the existing school building
HT	✓	To make further enquiries about possible means to hire a mobile and report back to governors at a future meeting
H&S Committee	To do	To arrange meeting at a time convenient to participants (including other users of school premises)
S&B Committee/ FGB	✓	Fire Safety Policy to be brought to FGB meeting in December

- Finance (6.11.17) – amend list of attendees to include JP and correct a couple of typos - minutes approved by governors. Noted that both Finance minutes and Personnel minutes record that minute about Pay Policy and Performance Management Policy is on the other set of minutes when the committees met jointly. The relevant minute will be added to both.

It was confirmed that the register of interests has been completed. Minutes approved by governors.

**ACTION:** Clerk to add minute about Pay Policy and Performance Management Policy to both Personnel and Finance minutes.

#### Finance 6/11/17 Agreed actions

Finance Chair	✓	To find list of pecuniary and other interests and ensure updated and then share with Committee for review and sign off
Finance Chair	To do	To recheck total school number trigger point for growth funding and report back to committee
Head	To do	To update outcome of debt recovery at the next Finance Committee meeting

- Personnel Committee (6.11.17) - Minutes approved by governors.

#### Personnel 6/11/17 Agreed Actions Update

T Locke	✓	To review Equality Policy and objectives and present to the FGB in December
Personnel Committee	✓	To bring suggested amendments to the Personnel Committee ToRs to the FGB meeting in December
Head	To do	To discuss possible well-being plans and objectives with the Chair of Governors
E Barrett and T Locke	In hand	To arrange governor visit to look at the developing role of the middle leaders

- Curriculum Committee (21.11.16) - Minutes of the presentation and committee approved.

#### Data presentation 20/11/17 Action Points

R Jenkins	To do	Find out and report to next meeting if new children make expected progress in the time between joining and the end of the year
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#### C&S 20/11/17 Agreed Actions

E Barrett	To do	Circulate report of governor visits to monitor the effectiveness of the pupil premium group
S England	To do	Provide governors with anonymised case studies of a selection of pupils in the PP group
S England	To do	Report of pupil premium expenditure for 2016/2017 to be circulated to governors and uploaded to website
S England	To do	E-copies of Ruth Duffet's report on the Social Capital Group to be

		circulated to governors
E Barrett	✓	Amend PP policy as discussed and agreed and circulate
E Barrett	To do	Follow up with school re Marking and Feedback, Teaching and Learning policies to ensure work is ready for next meeting
E Barrett	To do	Raise with school about format of plan for use of 2017/2018 PPG
R Jenkins	To do	Follow-up with RE Lead about SRE Policy
E Barrett/Clerk	To do	Include Marking and Feedback, Teaching and Learning and SRE Policies on next agenda
P Warmington	✓	Meet with RJ to discuss what support would be useful in developing a way to create and present attainment and progress data to governors
E Barrett/ T Locke	✓	Follow-up on and circulate report for the Maths Mastery governor monitoring visit held in Summer Term 2017
E Barrett/ T Locke	In hand	Make arrangement for a follow up governor visit looking at Maths Mastery in Spring Term 2018
P Warmington	In hand	Make arrangement for a governor visit looking at induction and baseline assessment of children joining the school in Spring Term 2018
E Barrett	✓	Ask school how governors can access ASP  Governors were advised that M Parnham can assist with this

#### 4. Head Teacher's Report

The HT's report and the termly operational plan (TOP) were distributed to all governors prior to the meeting. The following points were discussed:

- Pupil premium:
  - QU:** A governor asked about how the use of pupil premium grant (PPG) was determined. Are there published reports of the most effective way to use this money? The HT responded that pupils in receipt of PPG are closely monitored and tracked as a group. Any intervention that is not effective is stopped and more effective interventions are used. It had been noticed by staff that pupils who had been part of the social capital group during the previous year are still showing a more positive attitude as a result and the project had clearly had a significant effect on these children, their outlook and well-being.
  - QU:** Is there anything yet planned for this group for this year? It had been hoped to organise something this term but it had not been possible during this busy time. Next term it is planned to take the group to a sports venue such as the Emirates stadium. Two governors mentioned that they had contacts with various potential venues; this will be followed up later.
- Personnel:
  - QU:** Governors asked if the member of staff who had been absent through illness for the past month had fully recovered. The HT informed governors that she had and had returned to work. Another member of staff is due to have planned surgery just before the end of term; it is hoped she will be fit enough to return shortly after the Christmas break. Governors sent their best wishes.
- Achievements and Standards:
  - QU:** Are the Phase Leaders now taking ownership of the data for their phase? Yes, they are responsible for collecting, collating and presenting the data to the SLT using a new format that should be easier and clearer for everyone to use and understand. The SLT reported that this was also a valuable experience for them. To date they have been responsible for collection of data which left less time for analysis. They felt that as the Phase Leaders developed in their roles the professional dialogue about data would evolve and change in a productive way.

- **Safeguarding / Racist / Homophobic Incidents:**  
Governors were disappointed to hear that the behavior of some parents had caused a potential safeguarding incident on the playground. **QU:** What caused the problem? The incident stemmed from outside school – there have been arguments previously but never to this extent before. School has worked with the families involved to ensure all children can come to school safely. **QU:** Are the measures put in place working? Yes, there have been no further incidents.
- **Attendance:**  
The HT reported that attendance figures were in fact better than originally reported. Reception children (who do not attend fulltime until later in the term) had been mistakenly included. Governors were pleased that the correct figure for attendance so far this year is 97.1%.
- **Quality of Provision / CPD**  
Governors were pleased and interested to hear that the school will now be playing host to 2 teaching staff from China who are visiting the UK in January.  
**QU:** What will be involved in the forthcoming visit from maths Teachers from Shanghai? J Watts and another Maths Mastery teacher will meet the two Chinese staff when they arrive on Sunday 14<sup>th</sup> January. They will spend 2 weeks in school and will teach for 1 hour each day in the Y2 and Y4 classes. They will be informed which part of the maths syllabus the children are currently working on so they can plan appropriate material to teach. Other staff will also visit to observe these lessons. Towards the end of the 2 weeks (23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> January) there will be 3 “showcase” lessons held in the hall. The Maths Hub will invite up to 60 staff from other local schools to observe these lessons.  
**QU:** How do you think our pupils will respond to this? Last year, when another school played host to the visiting Chinese teachers, it worked well. By the time the lessons are held in the hall the children have become very accustomed to having visitors and the style of teaching. Governors would also be welcome to attend one of these sessions; any governor wishing to do so should notify the HT.  
**QU:** Is there any cost to the school? No, there is a grant of £7260 which will more than cover any expenses incurred.  
Governors agreed that this would be a unique opportunity for the children and staff and a valuable experience for all involved.  
**ACTION:** Governors to notify HT if they wish to attend one of the maths mastery showcase lessons.  
**QU:** What were the findings from the monitoring of KS2 reading diaries carried out by the SLT in November? It was a very useful exercise for us to monitor the level and success of reading both at home and at school and the feedback that is being given. It was found there was some inconsistency in the comments made by staff in children’s reading diaries (some were in great depth, others more superficial and generic). Advice and training has been given as necessary to ensure greater consistency. Staff have also discussed how to ensure awards are given to pupils in a fair and consistent way across the school.  
**QU:** How often do children read to an adult in school? There is an expectation that the class teacher will hear each child at least once per half term (for some children it will be more frequently) and that children will read with TAs and other adults several times a week.
- **Partnership Working**  
It is good to hear of last year’s successes. **QU:** Are there any plans for working jointly with the Priory Schools this year? The support staff are keen to work together – they are the group that have not yet had that opportunity in the PPP Partnership. The Office Staff would find it useful to look at systems and ways to streamline their working. Also it would be useful to compare lunchtime organisation across the 3 schools – possibly the MSA Co-ordinators and a couple of MSAs from each

school could meet first to discuss. Also looking at a joint performance by the children from the 3 schools at a larger venue such as the Priory Centre.

- Buildings/Grounds

**QU:** Obviously the development of the outdoor areas was put on hold during the building work; are there plans for this year? Yes, but these are long term plans so nothing immediately.

#### **TOP:**

- **Priority 1:** Maths - to develop and embed a consistent mastery teaching approach across the school.

Unfortunately the planned training (model lessons, discussion, procedural and conceptual variation, stem sentences and maths planning) had to be postponed but has now been covered in twilight sessions. The visit by teachers from Shanghai (see discussion above) will enable staff to see the maths resources in use to support maths mastery.

**QU:** Did the planned session for parents go ahead and, if so, was it well attended? Yes, it was well attended and parents reported finding it useful and informative.

**QU:** Was this session open to prospective parents? No, only existing parents were invited. There are many opportunities for prospective parents to visit the school.

- **Priority 2:** English - to introduce, and monitor the impact of, using high quality core texts throughout the school.

**QU:** How is this going? Early monitoring shows this is been used successfully in all classes.

There has been a real focus on handwriting and presentation of work which seems to be paying off.

- **Priority 3:** To continue to develop leadership capacity across the school.

**QU:** Are those staff who are following the NPQML on track to complete the course? Yes, and the projects they have been doing during the course have proved valuable within school.

We plan for the whole leadership team to attend Myers-Briggs leadership style follow-up session in the spring term as the initial session was so useful.

**QU:** Are the Phase Leaders now taking responsibility for data collection and collation? Yes, and they were able to present this with some analysis to the SLT.

**QU:** Have the Phase Leaders stepped up to take whole school assemblies? Yes, and these have been very successful.

- **Priority 4:** To focus on Wellbeing across the school.

We have done the groundwork to start this. The self-evaluation tool seemed too generic so we have used a questionnaire to audit where we are as a school. Various initiatives have begun to ensure there is a focus on celebrating achievement and enabling staff to see that their work is valued.

**QU:** How is this carried forward next term? The SLT evaluate the impact of the actions in this term's plan and draw up a TOP for the spring term that is informed by the data and other information collected this term.

**5. Election of Chair of Finance Committee** – G Hiom, the current Chair of Finance, has stepped down from being a governor with effect from the end of this term. He was thanked for all the work he has done in this role. He has offered to support and mentor whoever takes on the position of Chair of Finance. J Purser volunteered to take on the role. He was proposed by T Locke and seconded by O Poulain and was elected unanimously.

#### **6. Meeting with Finance Adviser**

This was scheduled for 14th December 2017 but was postponed. It was agreed that the meeting would be held on 5<sup>th</sup> Feb at 9.30am.

## 7. Potential plans to increase the space available to Swifts out-of-school club and the Pre-school

The proprietor of Swifts had approached school to enquire about the possibility of putting a mobile on the school site in order to increase the out-of-school provision. Governors had already decided that it was not appropriate to allow an outside business to own and run a mobile on the school site. However, governors agreed that it may be possible for the school to source a mobile which could be hired to Swifts. The HT reported that the cost to buy, either new or secondhand, is prohibitive and the LA have said there is no means by which the school could take a loan. The cost of leasing a mobile could be affordable but the cost of delivery and siting would also be too much for the school to cover. Further enquiries will be made but, unfortunately, it seems it is too expensive for the school to source a mobile building for use by Swifts.

**QU:** What would the charge be? Is there a schedule of letting charges? Yes, these are reviewed each year by the Finance Committee. Charges reflect the space that is hired out, the time for which it is let, whether this is regular or a one off hire and whether the hirer is a business or a community group.

**QU:** What parts of the school are hired out? The school hall, the community rooms and the playing-field - almost all are regular hirers rather than one offs.

**QU:** Who uses the playing-field? The Colts Football Club; they have done so for many years, although their use of the field has increased significantly over recent years. There was some discussion as to whether this was now appropriate (there are other playing-fields available for village use) as the school has expanded and makes great use of the field there is a risk of over-use resulting in high maintenance costs for the turf. The Finance Committee will review charges and compare the school's charges with those of other local amenities.

**ACTION:** Finance Committee to review hire charges and compare the school's charges with those of other local amenities

**8. Performance Management** – This has been completed for all staff. The Salary Committee met on 27<sup>th</sup> November 2017 to consider pay recommendations. All agreed pay increments have now been auctioned.

## 9. Policy Review

- Equality Policy – This policy is a statutory requirement to ensure we are compliant with the Public Sector Equality Duty and this should be published on the school website. The following review schedule is required; policy every 3 years, objectives every 4 years and data each year. T Locke had agreed to review this on behalf of the Governing Body and presented a first draft. She had updated the policy in line with current requirements and governors agreed the proposed amendments. She had also proposed some new objectives following the work previously done. After some amendments these were also accepted. The data used to be taken from RAISE but this is no longer available. The HT will investigate how best to fulfil this requirement.

**ACTION:** Clerk to update policy and objectives. HT to source the data required.

- Fire safety Policy - following a fire safety assessment of the premises (including the new extension) this policy has been revised. Governors approved the new policy.

**ACTION:** Clerk to update the policy

## 10. Parents Evenings

**Autumn Term 2017** – thank you to E Barratt, N Donoghue, J Purser and P Warmington who joined the Chair, P Conway, at Parents' Evenings to meet with parents. They reported that the samples of food provided by the new caterers were well received by parents, children staff and governors. Parents and

children were particularly interested in the option to pick and mix and so create a “packed lunch” for themselves.

**QU:** Has the uptake of school meals increased since the change of catering company? Yes, the pick and mix option has really appealed. There have been a couple of teething problems (some options running out) but these have been addressed quickly.

**Spring Term 2018** - Dates of parents’ evenings in the spring term: Tuesday 6<sup>th</sup> (15:40 – 17:40) and Thursday 8<sup>th</sup> February (15:40 – 17:40 and 18:40 – 20:00). P Conway and N Donoghue agreed to attend these sessions.

It was agreed to ask parents the following questions:

Why did you choose Little Paxton School for your child?

What makes this school special?

How do you receive the newsletter? Is there a better way it could be sent to you?

How could we improve the newsletter?

#### **11. Feedback following social event with staff on 30<sup>th</sup> November 2017**

17 staff and 5 governors attended this event. There were teachers and TAs present. There has been good feedback from this and staff reported that they had found this a useful way to meet and get to know governors. It was felt that a follow-up event in the summer term in an informal setting (such as a barbeque or similar) might enable more staff to engage with governors.

**ACTION:** Personnel Committee to investigate possibilities for a summer social event with staff

#### **12. Governor Training**

Governors were reminded of the following training opportunities:

- CGS Governor Briefing on 25<sup>th</sup> Jan 2018, 7.00 – 9.00pm at Wood Green Animal Shelter, Godmanchester.
- Annual Cambs Governor Conference “Ambitious Leadership” on Saturday 24<sup>th</sup> March 2018, 9.15am – 1.00pm at Swavesey Village College.

#### **13. Governor Visits to School**

The following visits have already been agreed:

- Maths mastery follow-up visit by EB & TL – spring 2018 – to report to the summer term C&S Committee meeting
- Middle Leadership – EB & TL – spring 2018 to report to the late spring or summer term Personnel Committee meeting
- Communication – effectiveness of communication within school and between school and parents/carers and the wider community as the school grows - Volunteers required. Personnel Committee to organise
- Reading – to look at the impact of the actions taken (use of core texts and running records). Volunteer required – late spring or early summer. C&S committee to organise.
- New pupils – how effectively is school inducting them and assessing a baseline within 2 weeks of entry. PW - Spring Term 2018

Governors were reminded to organise these visits with the relevant members of staff in a timely way and ensure a written report is available for the relevant committee meeting.

#### **14. Vacancy for the position of Clerk** - the Clerk, J Zausmer, has resigned because of ill-health.

**ACTION:** Personnel Committee to organise the recruitment for the position.

### 15. Governor vacancies

- Co-opted Governor vacancies – there are now 3 vacancies. One of these was formally a TA. Governors feel it is valuable to have the particular insight that support staff can bring. It was suggested that KS2 staff are not represented on the Governing Body and it would be useful to recruit a TA from KS2. The Personnel Committee will carry out a skills audit to determine if there are any gaps in the knowledge and skill base of the Governing Body and then consider recommendations for governor recruitment.

**ACTION:** Personnel Committee to advertise for KS2 TA to join GB

**ACTION:** Personnel Committee to carry out skills audit

### 16. Correspondence received – none

### 17. Any other urgent business – none

### 18. Dates of next meetings

- Date of next Curriculum evening: Monday 15<sup>th</sup> January 2018 at 6.30pm
- Date of next Committees evening: Monday 29<sup>th</sup> January at 2018 6.00pm
- Date of next full Governors' Meeting: Monday 12<sup>th</sup> March 2018 at 6.30pm

Meeting closed at 9.05pm

### Agreed Actions

Clerk	To add minute about Pay Policy and Performance Management Policy to both Personnel and Finance minutes.
Governors	To notify HT if they wish to attend one of the maths mastery showcase lessons to be held on 23 <sup>rd</sup> , 24 <sup>th</sup> and 25 <sup>th</sup> January.
Finance Committee	To review hire charges and compare the school's charges with those of other local amenities.
Clerk	To update Equality policy and objectives.
HT	To source the data required for the Equality Policy.
Clerk	To update the Fire Safety policy
Personnel Committee	Personnel Committee To investigate possibilities for a summer social event with staff
Personnel Committee	To organise the recruitment for the position of Clerk.
Personnel Committee	To advertise for KS2 TA to join Governing Body.
Personnel Committee	To carry out skills audit of the Governing Body and then make recommendations for recruitment to governor vacancies.