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Little Paxton Primary School Governing Body

Minutes of the Meeting of the Full Governing Body held on Monday 12th March 2018 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
Paul Warmington	Parent Governor	Rebekah Jenkins	Associate member
Richard Fairbairn	Parent Governor	Ellen Barrett	Co-opted Governor
David Jones	Parent Governor	Natasha Stott	Staff Governor

In attendance: Jeannie Marshall (prospective Clerk)

All Governors are referred to by their initials in the minutes and the Head Teacher by H/T.

Where actions are required initials are in red. ALL denotes all Governors.

1. **Apologies for absence:** none

2. **Declaration of interests:**

ND – Has been removed from the school payroll as relief caretaker.

ACTION: Clerk to update interests register

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

FGB meeting 11/12/17 – these were agreed as true record of the meeting

FGB Agreed Actions Update

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 rd , 24 th and 25 th January.
Finance Committee	To do	To review hire charges and compare the school's charges with those of other local amenities.
Clerk	✓	To update Equality policy and objectives.
HT	In progress	To source the data required for the Equality Policy.
Clerk	✓	To update the Fire Safety policy
Personnel Committee	Being done in	Personnel Committee To investigate possibilities for a summer social event with staff

	conjunction with school	
Personnel Committee	✓	To organise the recruitment for the position of Clerk.
Personnel Committee	To do	To advertise for KS2 TA to join Governing Body.
Personnel Committee	In progress	To carry out skills audit of the Governing Body and then make recommendations for recruitment to governor vacancies.

S&B (29/01/18) – these were agreed as true record of the meeting. The actions will be reviewed at the next committee meeting

Finance (29/01/18) – these were agreed as true record of the meeting. The actions will be reviewed at the next committee meeting

Personnel (29/01/18) – these were agreed as true record of the meeting. The actions will be reviewed at the next committee meeting

Curriculum and Standards (15/01/18)– these were agreed as true record of the meeting.

C&S Agreed Actions Update

R Jenkins	?	To ensure additional questions on Autumn Term Data are responded to by email after the SLT has had an opportunity to look at them.
R Jenkins	?	To investigate a KS2 reading evening for parents to support older children.
E Barrett	✓	To speak with SENCo on how to collate and report on PP progress data in addition to whole school data. Specifically, how is PP funding being used to ensure this group makes at least expected progress
Clerk	Need word copy	Review date to be added to the SRE Policy
E Barrett	In hand	Follow up with school re Marking and Feedback, Teaching and Learning policies to ensure work is ready for review in the summer term
E Barrett	In hand	Marking and Feedback, Teaching and Learning and SRE Policies to be included on the May agenda
E Barrett	To do	To circulate report of governor monitoring visit looking at the Social Capital group as soon as possible
E Barrett & T Locke	✓	To rearrange monitoring visit for Maths Mastery
P Warmington	To do	To arrange monitoring visit looking at induction and baseline assessment of new pupils
E Barrett	To do	To email PW and confirm date
All	To do (RJ & NS volunteered)	Volunteer needed to visit after 19 th February to carry out monitoring visit looking at reading. Please confirm your availability to EB a.s.a.p

	to be involved with this visit)	
E Barrett	In hand	Make arrangements with Maths Subject Leader to reschedule Maths Mastery Presentation to the summer term
Personnel Committee	In hand	To organise monitoring visit to look at progress with the Well being Award

4. HT Recruitment:

In light of the receipt of the HT resignation point 5 on the agenda was brought to the front of the meeting as Tracey Locke (Chair of Personnel) had to leave early.

Congratulations to DH on securing her new role.

PC had emailed information to all governors prior to the meeting about the recruitment process for a new HT.

The resignation comes with just enough time to recruit a replacement looking at when heads of other school have to give notice of their intended resignation. Time is tight. Governors agreed that it was best to get an advert out as soon as possible, ideally this week.

PC had created a draft advert ready for EPM and TES. Governors reviewed the advert and some changes were made so it has maximum impact and PC will liaise with TL to look at any further changes and then submit advert by 14th March deadline for publication this week. All governors were in agreement with this. It was agreed that the post would be advertised online on the EPM website and the TES website (using the silver package).

QU: If we were not able to meet the deadline for the advert what would be the consequence?

There would not be sufficient time for an existing HT to apply but existing DHTs still could as their resignation date is 31st May. **QU:** When do Head Teachers tend to move from post to post? HT advised the end of School Year and occasionally January. In light of this information it was felt everything must be done to meet the advert deadline.

The recruitment panel itself must consist of minimum 3 Governors – 5 Maximum.

QU: Will the selection panel consist of Governors and an LA advisor? PC advised this would be the case although it is not good practice to include a staff governor in the process. The LA Adviser is there to advise but not decide. The decision is the responsibility of the governors. The date for shortlisting is the 12th April and interviews will take place on the 18th/19th April. TL cannot make these dates and asked if there is any flexibility with them, PC advised the dates were set by the LA advisor (who are already very busy with other schools) and if we don't go for those dates then we may lose candidates as other schools will be interviewing as well.

PC, RF, DJ, EB, JP all agreed to be involved on the panel and **OP** is available but, unable to make any meetings on the 19th April.

Pay Range for position:

PC discussed the Pay Range for the role and asked for everyone's input as to whether they felt it was right.

QU: Are we looking for an existing / experienced HT?

Current HT was asked for her opinion and said either an existing HT or Deputy who is looking for their next role could be suitable.

QU: Would we consider a Co headship?

It was decided that there would no exclusions and the advert would have a fully inclusive statement encouraging everyone who deemed themselves suitable to apply.

QU: What can we afford to pay? The range is currently set at an affordable level.

QU: Can the current scale be extended? It has to be 7 consecutive points on the leadership scale for a group 3 school. It could be reset to be higher after an appointment.

QU: Would an extended range attract a wider range of candidates?

After discussions it was felt that the current range should be used in the advert but, it is very important to promote the school well to ensure interest. The school reputation and staff team spirit were two key things that it was felt should appear in the advert to attract the right applicant.

QU: Could we offer a review when the school is full taking into account the additional class which is coming?

It was noted that the structure is already in place so the position is advertised with this in mind. It was decided that the original pay scale would remain in place for the recruitment.

RJ and **PC** will work on the interview pack tomorrow to ensure that it includes some photos that will really promote the school, staff and its commitment to providing the best possible education. **OP** and **NS** volunteered to join them to assist.

ACTION: PC, OP, NS and RJ to complete the advert and pack design

ACTION: PC to instruct EPM to advertise the post through their website and the TES

ACTION: PC, RF, DJ, EB, JP to undertake shortlisting of candidates; plan for and carry out the interview day(s)

5. Head Teachers Report:

Pupil numbers at the school are stable but, the current forecast figure for September intake is lower than expected for September.

QU: Can we do anything about this? I.e: promote or advertise?

QU: Could we do an open day?

QU: When will we know final numbers?

We will only know final numbers in September but will have a better idea when the official letters go out to offer places on 16th April.

The possibility of Open Days will be revisited when we have a clearer idea of numbers.

Pupil Incident:

The governors are aware of a serious incident that occurred with a pupil just before half term and asked for an update from the HT.

HT said ongoing support was being given to the child in question but, the staff are finding the situation very difficult and draining and are struggling.

QU: Are we getting outside support?

QU: Is there anything more governors can do to support the school?

HT reported that support has been given from Social Care and a Family Worker has been appointed. The child has been referred to CAMH and has been offered counselling. It is an ongoing situation which is being monitored and HT has asked the Governing Body to be mindful of it. **QU:** Are other children being affected by this child's behaviour and actions?

HT reported that the other children were very good with the child and the staff ensured quick action to deal with any incident which would affect the other children.

QU: Is there a need for any training?

QU: Could a managed move be the answer?

HT does not think a managed move would be of any benefit to the child and staff have received training and although it is draining the situation will be monitored and reported on. The Governing Body's support in this matter is appreciated.

Staff update:

B Embrey had a baby boy called Jett - Congratulations to her and her husband. The cover in place for the Y6 class is working very well.

R Duffett will revert to working 3 day a week after Easter as agreed.

Interviews have been held and 2 members of staff have been appointed.

QU: Are the new staff permanent or fixed term.

PC – They are on permanent contracts.

QU: Are they experience teachers?

PC – One is a maths leader from a school in Cambridge and one an NQT.

QU: When will the new staff start?

PC – September.

This week we have found out that two members of staff are pregnant and will go on maternity leave in September and another member of staff has been approved as an adoptive parent and will be taking a year off when the adoption process is finalised.

QU: Are current staff numbers enough?

HT – No, we potentially need 2 more staff members but, these could be on temporary/fixed-term contracts.

Safe Guarding:

Nothing additional to report.

TL left the meeting at this point.

Attendance:

Attendance is at 97% which is good. There is concern about a few pupils with attendance under 85% which we are working on in conjunction with the EWO (Education Welfare Officer).

Finance:

QU: Remaining Budget of 13K (for consequential improvements following the building work) – has it been allocated?

HT – yes, Hall Floor, Fire doors and Reception refurbishment, money all allocated or spent.

A finance meeting is being held in the next few days and an update will be given then.

Teachers visiting from Shanghai – maths showcase lessons:

Events were well attended with people attending from Bedfordshire, Suffolk and Cambridgeshire. The feedback (both verbal and written) was very positive.

ND, JP and PC attended one of the showcase events – a report will be received at the next C&S Committee meeting.

TOP:

Evaluated Autumn TOP (termly operational plan)

QU: Autumn term GAP test – Is all going well with Maths Mastery? We haven't had any feedback.

HT confirmed teacher tasks have been completed and things were going well and benefits could now be seen. Seeing it firsthand, from the Chinese teachers who visited in January, has been very useful but, we have had to be selective and take the bits that suit us as cultural differences influence use and outcomes. It is a work in progress but, has definitely developed confidence within the team.

NS confirmed visits to other provisions are very helpful and seeing different year groups has enabled staff to implement techniques and skills appropriate for individual year groups.

QU: Is the message from Maths Mastery that all children can do Maths?

HT – yes it is all about mind set and gaps in knowledge, not low ability. Children are seen as number novices with no experience rather than having low ability in maths. It's all about consolidated learning, basic methodical techniques and good concepts and we are seeing success from it.

QU: Have all the Middle Leaders completed their projects?

HT No, but this will be done shortly.

QU: The Well-being project has fallen behind schedule, will this be completed?

Yes, it was delayed slightly as the online material was not what was expected but, this has been resolved so will be completed by end of the summer term.

It was noted that much of what had been recorded in the evaluation column was more of a description of actions taken rather than an analysis of impact. This is in part because many of the objectives are ongoing throughout the year and it is too soon to make a meaningful judgement about impact. This was evident in the spring term TOP. Evaluation will occur in the TOP reviews in subsequent terms.

RJ left the meeting at this point.

6. Update following meeting with the School's Finance Adviser and Preliminary thoughts the budget 2017/18

In light of the significant changes to the staffing arrangements for 2018/2019 it was agreed that this item would be deferred to the Finance Committee meeting scheduled for 26th March. There is a meeting with Rob Cottle, the School Finance Adviser, later this week and the Chair of Finance, the CoG and the HT will discuss all the ramifications of the staff changes with him.

7. Preliminary discussion about Cleaning Contractors:

The LA has given notice that CCS (the trading arm of the LA that provides catering and cleaning services to schools) will cease trading on 31st December 2018. The school already sources school lunch provision through an alternative provider but still uses CCS for cleaning.

Update H/T – outside companies have been invited to quote but, some are not interested due to TUPE. Some are interested and when quotes have been received a decision can be made whether to subcontract the cleaning or manage it in house.

QU: If we bring it in house are we obliged to set up TUPE? Yes, TUPE protects workers' rights during the transfer of any business from one employer to another.

ACTION: HT to bring information about potential cleaning contractors to next S&B and Finance Committee meetings

8. Attendance at Parents Evening:

Thanks to ND who attended parents' evening with PC to talk with parents. There was a good response to the questionnaire almost entirely positive. PC wrote to parents about the outcome and passed on any comments to the relevant staff for follow up.

9. Head Teacher Performance Management:

Due to the recent news it was felt that a review at this stage would not be useful, however a review in the summer term looking at goals and targets will be arranged. **EB** will arrange with H/T.

ACTION: EB to organise end of year review/exit interview with HT

10. Personnel Policies:

Governors reconfirmed the authorisation given to the HT to use updated model EPM policies when required.

HT commented she always checks EPM website for current information.

11. Policy Reviews:

Collective Worship – All aspects still current so no change.

Medical Conditions Policy - Still current so no change. CoG had checked with the SENCo (who is the staff member with responsibility in this area) in advance of the meeting and she confirmed that the policy met pupils' needs and is still fit for purpose.

QU: Are regular checks made to ensure policies are being followed?

PC has visited to see in practice but, it was agreed that the HT would be responsible for policies being adhered to.

EB mentioned she thought the ability to administer medicine in school was very good. This is at the HT discretion based on individual cases. All other Governors were in agreement.

Both policies were ratified by the Governing Body.

ACTION: Clerk to amend review date on policies

12. Governor training:

ND and PC had attended the Cambs Governance Team termly briefing for governors on 25th January. The most significant item from the briefing was the information about GDPR (General Data Protection Regulations) to be introduced later this year.

Data Protection Regulations:

All schools must comply with these new regulations. The ICT service is offering a 3 year package to schools which includes an initial audit, training for staff and management of data through a Data Protection Officer. Governors agreed it would be prudent to buy into this service which is being offered at a competitive price.

13. Governor Visits:

Governors were reminded to ensure that planned visits are completed and reports of visits are ready for the next relevant committee meeting.

14. Recruitment of Clerk:

Jeannie Marshall was introduced as a potential clerk. She had responded to an advert and TL and PC had both spoken to her by phone and met her prior to this meeting. She was introduced to governors and it was explained that she has agreed to produce minutes following this meeting.

ACTION: TL to follow up with J Marshall and CoG after this meeting

15. Governor Vacancies:

TL – sent out skills set questionnaire – please reply as soon as possible. **ALL**

It was decided that the recruitment of a parent governor will be postponed until a new head has been recruited.

ACTION: All governors to complete skills audit

16. Half Yearly report of governor attendance and participation:

It was noted that the attendance and participation of some governors was low; this year some governors have decided to resign because they have found that they do not have sufficient time to give to the role. It is recognised that attendance at meetings can sometimes be difficult and, in any case, this is not the only way that governors can fulfil their role and so support the school but PC requested that governors attend as many meetings as possible and provide support.

17. Correspondence received:

No correspondence received.

18. Any other business:

No other business.

19. Dates of next meetings:

- **Date of next committee evening: 26th March 2018. 6.00pm.**
- **Date of next full Governors' Meeting: 30th April 2018. 6.30pm**

After the recruitment of the Head a FGB meeting will be held, this will be on the 18th or 19th dependant on the interviews.

DJ thanked PC for all the emails and correspondence she has provided to Governors, staff and parents with regard to the H/T leaving.

Meeting Closed at: 8.45pm

AGREED ACTIONS

Clerk	To update interests register
PC, OP, NS and RJ	To complete the advert and pack design
PC	To instruct EPM to advertise the post through their website and the TES
PC, RF, DJ, EB, JP	To undertake shortlisting of candidates; plan for and carry out the interview day(s)
HT	To bring information about potential cleaning contractors to next S&B and Finance Committee meetings
EB	To organise end of year review/exit interview with HT
Clerk	To amend review date on policies
TL	To follow up with J Marshall and CoG after this meeting
All governors	To complete skills audit