



Little Paxton Primary School Governing Body

Minutes of the Meeting of the Full Governing Body held on Monday 13th March 2017 at 6.30pm

Ellen Barrett	Co-opted Governor	David Jones	Parent Governor
Maria Button	Co-opted Member	Mike Kendall	Co-opted Governor
Penny Conway	Authority Governor	Paul Warmington	Parent Governor
Neil Donoghue	Co-opted Governor	In attendance	
Diane Hawkes	Head Teacher	James Purser	
Rebecca Jenkins	Associate Governor	Alison Gatward	Clerk to the Governors

PC advised governors that she had invited James Purser to join the meeting. He has responded to our advert regarding governor vacancies. JP introduced himself; he attended the school many years ago and has lived in the village most of his life. He is an accountant working in Wyboston. He has worked with schools mainly academies and private schools in his job. **QU:** Would you be able to attend meetings during the day from time to time? Would discuss with work but is sure that there would be flexibility.

PC asked JP to leave the meeting so that governors could discuss his application. On this occasion this was the first meeting with the candidate whereas TL met PC and OP ahead of the meeting. It was felt somewhat unfair to ask JP to promote himself to a room full of people and governors had not had chance to consider pertinent questions to ask him. It was acknowledged that finance is an area of expertise that is a required skill for the governing body and it would be unusual to find someone who has worked with school finances. **QU:** Which accountancy firm does he work for? **QU:** Would be interested to see his CV and understand more about his professional qualifications and level of experience. **QU:** It is important that there is a set and fair process which is followed when reviewing potential co-opted governors. If there is a need for a particular skill set then we need to ensure that we have a set of questions ahead of meeting any candidates.

It was agreed that JP would be asked to fill in an application form to provide further information for governors to consider. He would be invited to stay for the rest of the meeting.

ACTION: AG to send the application form to JP

JP returned to the meeting and PC advised that governors were interested in the skills he has but would like some more information and would like him to complete an application form for further consideration.

1. Apologies for absence:

Gemma Manning	Parent Governor	Richard Fairbairn	Parent Governor
Oliver Poulain	Parent Governor		
Graham Hiom	Co-opted Governor	(apologies received after the meeting)	

2. Declaration of interests: No changes declared.

3. Minutes of the last meetings and matters arising

- a. Full Governing Body 2th December 2016 & 27th February 2017
- b. Site & Buildings, Finance and Personnel Committees 16th January 2017
- c. Curriculum and Standards Committee 27th February 2017

It was noted that succession planning discussions related to governors and so should be on the agenda for each committee rather than personnel. All minutes approved by governors.

Correction to PE presentation: 100 teams entered the cross country event rather than 1000.

4. Head's report including

Since the report was written a child has had to be excluded for 3 days. It is a long time since this has had to be done. The exclusion was a result of repeated bullying and following many previous warnings for similar behaviour. It was asked if the child had been given appropriate support in order to try to prevent exclusion. It was confirmed many strategies have been put in place, there have been meetings with the parent and the child has been supported by the Inclusion Worker.

Pupil numbers: It is fully expected to be able to run 2 full reception classes next year. The issue is that financial constraints will restrict the number of additional teaching staff. Although there will be 2 new classes it is proposed to only recruit one additional teacher. There is capacity within the current teaching staff to fully cover the additional class.

The child previously discussed with significant SEN **QU**: Do we know if this child be coming? Is a place being held for the child? DH has asked County but not received an answer. **QU**: What is county policy with regard to deferred entry? It has to be requested but if there are good reasons it can be agreed and was in this case. **QU**: Is there a limited capacity for SEN children? There isn't an official limit set but practically only a limited number can be accommodated. If SEN children require 1:1 support in the classroom there is only physically space for so many people in the classroom itself.

The Social Capital group is still going very well and they are exploring the possibility of swimming in the summer term as only one child has had any swimming lessons. This group may not be able to continue in September due to re-allocation of teaching staff time. MB volunteered to take on the group if it could be fitted into her hours.

Jess Ancomb still plans to return from her maternity one or two days a week. Given her personal circumstances the school would like to be flexible and hold her position open even beyond her 12 month. She is in on-going dialogue with DH.

DH updated that the cleaner who has been on sick leave is much better and is now back in her cleaning role.

QU: Predicted outcomes for pupils known to be FMS6 (that is eligible for free school meals at any time in the last 6 years) are a little lower than for all pupils in reading and maths and still lower for writing and all subjects combined. What is being done to support them and close the gap? There is a lot of work being done by the year 6 teacher, who knows all the children individually and ensures they receive support targeted at the ir needs. We already know that the year 6 are a challenging year but the figures are encouraging.

RJ due to start Child Protection designated person training shortly.

Safeguarding: There has been an incident where a child left the premises. The exit button on the main entrance has been re-positioned to prevent the children being able to let themselves out. **QU**: What would have happened if he had an accident on the way home? We didn't determine where the button should have been put. If the button is too high then it is not suitable for disability access. As we don't have anyone regularly visiting in a wheelchair so this is currently not an issue and would be re-visited should the need regularly arise. There would have been an inquiry and school should be deemed have taken reasonable precautions. **QU**: With this in mind, what conversations have there been with staff to go beyond the

physical barriers of keeping children safe inside? It has been discussed with staff to stay mindful and vigilant, everyone is on high alert. Safeguarding training will highlight any further issues. **QU:** Could an alarm be fitted on the fire doors near to staff room to ensure that it is obvious that doors have been opened? This should be explored **QU:** Do you have risk assessments for this sort of thing and should it be re-visited? Once the extension is completed new risk assessments will need to be completed. The parent was very understanding and apologised on behalf of her son. She informed school that it appeared he had been planning to get out and had formulated a plan to do so.

Attendance **QU:** Any update on the child who has had a prolonged period of absence? The child has now left to be home schooled. **QU:** Is this in the child's interests? This is a parental decision. Despite all the support offered the parent, as is their right, determined this was the best option for the child. There is nothing more the school could have done. **QU:** How do the attendance figures benchmark against national figures? They are higher than national average; attendance here is good.

Maths courses are really good and meeting with other mastery leads from a slightly wider area than normal also adds value.

DH attended the Ofsted conference the speaker was very powerful; the mother of a 13 year old child who was being groomed on the internet and then subsequently killed. DH has contacted the foundation to see if someone can come and speak to the parents. Although children here are too young to be on social media they are using it and therefore there is a duty to educate them to ensure that they are being safe. **QU:** Are children allowed to have phones in school? Some children bring phones into school but they are required to leave them in the office or with the class teacher.

Partnership working **QU:** What is the success of the curriculum project? It is early days as there has been just one meeting with leaders across the schools. The aim is to plan an event in the summer term.

QU: What keeps you awake at night DH? Ongoing issue with a child, for example the exclusion. Or an issue with a parent complaining where there is no obvious way through. Currently sleeping ok.

TOP - actions from last term. **QU:** Are these having the intended impact? The biggest impacts are the leadership aspects. **QU:** Middle leaders are you being supported? It is a lot of work but the school improvement projects are a great opportunity to have ownership of improvements. There are 4 middle leaders who can support each other. The projects have to be done over two terms and these will then be assessed before Christmas. **QU:** Is this an ongoing programme which will be repeated? Not year on year as this is specifically for new middle leaders. It may be that there is another area which will be given focus. **QU:** If it is taking a lot of time and the plan is to reduce the non classroom time, what will the impact be? Supply teachers are being used to cover the time out of the classroom for the middle leaders. **QU:** How many extra hours? 50 hours per half term. All 4 are really buzzing and the courses are ideal. **QU:** TAs are not really aware of what is going on with the middle leaders and it would be good for them to be able to understand this. **ACTION:** DH to speak to SE to feed into the TA meetings.

TOP for this term - Spelling, grammar and handwriting - two of the projects the middle leaders are doing are in this area. **QU:** Who sets these priorities? These are done by the leadership team on a termly basis, following school self-evaluation. **QU:** Can we check the middle leadership aspects and how they are allocated? They are included and the person responsible named. Looking at opportunities also to give more responsibility to a M6 teacher who wants to take on extra more as this is will hopefully aid retention of good staff.

5. Budget 2017/18

There was a meeting with Rob Cottle, the school's Finance Adviser, on 21st February 2017. A further meeting is scheduled for 1.30pm on 29th March for the budget build. The budget will be agreed at the Governing Body meeting on 24th April, ready for submission in May.

2017-2018 budget will be about £2K lower than previously anticipated. As a result of fairer funding (now called future funding) will receive £26K more from April 2018 onwards and £4K more from September 2018. However we will have additional pupils and therefore the funding may still be insufficient.

There is a new apprentice levy which county schools meet the criteria that require it to be paid. **QU:** If you take on an apprentice can you use your funding payment? Some of this can be used to pay for an apprentice. It has been suggested that perhaps it could be appropriate to have an apprentice for the office. There is a need for more man hours in the office and it could be beneficial to train someone from scratch. PW advised that this is his area of expertise and would like to assist with this. **QU:** What about TAs is there an apprentice scheme for them? There is not currently but there is a standard in development.

The new budget of £1,025,702.41 is an increase by 4.7% but pupil numbers will increase by 6.45%.

QU: How much is in the increased capacity? Currently there are 11 classes including 2 in mobiles, the building work will provide 7 new classes. Two classrooms in the school are being remodeled for use other than as class rooms. Eventually there will be 14 classes. KS1 classes capped at 30 in KS2 there can be about 35, although ideally we would like this to be no more than 30 too. School will be filled by the current development work in the village. There would not be capacity in the school to take children from the additional 199 houses that have recently been proposed. **QU:** Are we making representations at the planning stage? It is not necessary as the school is unable to grow any more as there is no further room for growth. They would need to fill places in other schools in the locality.

6. Academisation and joining or forming a multi academy trust

OP and GH are drawing up a grid which is still to be completed. PC gave a brief overview for the benefit of new members. Although this is no longer a government priority it would still be their preferred direction for schools. **QU:** Would this be an opportunity to give this a firm revisit date once we have settled into the extension? **QU:** Should we catch up with OP and GH to see how far they have progressed with the grid? **QU:** Have there been any other conversations with the Priory Schools? The other heads have parked this for the time being. **QU:** Is there a concern that they will move ahead without us? They would share, DH will ask what discussions they are having with their governing bodies and to keep us informed. The fear is that we could potentially be left behind. **QU:** Do we need to set a deadline for this grid? Ask OP and GH to update us as to how far they have progressed? **QU:** Could this be a separate committee or as a presentation at the curriculum meeting?

ACTION: PC to contact OP and GH to see how far they have progressed and ask them for input as to when it would be best to revisit this.

7. Governor attendance at parents' evenings

Report of parental responses to questionnaire has been shared with governors, parents and staff. PC received a response from a parent thanking her for publishing such balanced feedback; she had also received thanks from a member of staff. **QU:** What further do we want to do with this? Somethings have already been actioned. **QU:** Communication? This regularly comes up. Class dojo is engaging with parents across all the classes. Used for reminders about PE and also used to share pictures of PE. It is being used to contact both individual parents and groups of parents as required. Received responses from parents who wouldn't normally reply to emails. It is used differently with each class to keep it fresh and without expectation. Teachers can communicate directly with parents rather than using the office. Children can also share things from home. **QU:** Is it increasing teacher workload? No as it is very quick. Teachers are encouraged to respond to messages at a time that is convenient to them.

In response to the questions about PE it has been decided to include PE updates in the newsletter. It was suggested that there should be a further update after Easter to show progress on the follow up from the feedback. If there are areas which will not or cannot be addressed then this needs to be clear and transparent in the communication to the parents.

8. Governor engagement with staff and pupils

School Council has been reformed and met earlier this term.

ACTION: MB & TL to attend a school council meeting as a governor visit.

Engagement with staff will be discussed at the next Personnel meeting.

9. Head Teacher Performance Management - The appointed governors met with the HT for a mid-year review.

10. Catering provider – investigation of alternative providers

It has been proposed to engage the services of a tendering consultant, Peter Sulston as it is a very time consuming and involved process. **QU:** Are you satisfied this is a good use of money? It would be a good use of funds and we would save in year 1 about as much as this would cost. He has come recommended by two other schools and takes on the whole process. **QU:** What about the staff, will they be retained? The staff can move across, under the TUPE regulations, to the new provider. **QU:** What is the notice to CSS? The current contract says that 6 months notice can be given. The new contract starts on 1st April 2017 states 6 months following the first 6 months, i.e. a year. The deadline has been missed for the end of August, but with the new building opening it would be better to change in October half term. Governors agreed to give CCS notice and ask Peter Sulston to lead the process.

11. Personnel Policies

Governors confirmed that the HT can use updated model EPM policies when required, even if there have been changes not yet ratified by the governing body, in order to ensure we comply with current employment law. Should she have a need to do this she will report this to governors at the earliest opportunity.

12. Policy reviews

- a. Anti-bullying and Behaviour Policy – review complete. Updated version now sent to the office to update the website.
- b. Equality policy – GM to review for next meeting.

13. Governor training

- a. CGS Termly Briefing held on 24th January attended by ND - please see document on google drive for summary
- b. Summary of information from the Cambs Governor Conference held on 4th March attended by PC and ND. Governors were encouraged to submit a response to the first question on the fairer funding for schools consultation <https://consult.education.gov.uk/funding-policy-unit/schools-national-funding-formula2/> the funding is not fair as, by capping at 3% the maximum any school can lose under the new formula (and therefore also capping how much any school can gain), they are locking in the historic imbalance. If this school were in Bedfordshire could be £150,000 better off.
- c. New Governors training - MB, NS, TL, PW to attend course in May.

14. Governor visits

Reminder to ensure reports of visits are ready for the next relevant committee meeting.

Reason for Visit	When	Who	Report to
Impact of the building project on school life	Each Term	ND	S&B
Middle Leadership	Dec 16, Spring Term	MK, GH, EB	Per.

Social Capital Group	Termly	MB & EB	C&S
School Council/Governor Engagement with Pupils	Spring Term	MB & TL	FGB
Hand writing and spelling	AutumnTerm Summer Term	OP & PC	C&S
School PE and sport provision	Early 2017	OP & PW	C&S
Maths Mastery	Spring Term	EB & GM	C&S
Re-visit marking	Summer Term	DJ & MK	C&S
Outdoor Learning	Autumn 2017	MK & GH	C&S

15. Recruitment of Clerk – update

Advert has been sent to PE19 and Village Views. The advert should be sent to Governor Services for distribution. **ACTION:** AG to send advert

16. Governor vacancies

One Co-opted Governor vacancy – see note from start of meeting

17. Half-yearly review of governor attendance and participation

Attendance has been good this year but just a reminder that governor visits need to be arranged in a timely manner.

Pupil Premium group may not be able to continue in September due to re-allocation of teaching staff time. MB volunteered to take on the group if it could be fitted into her hours.

18. Correspondence received - none received

19. Any other business

DH has applied to County for an additional closure day due to the building work. Handover of the new build is set for Friday 1st September and the proposal would be to take 2 training days at that point to enable staff to prepare the school for the term. DH will confirm if this is granted and if it is required to be used, once granted the school can decide if it is needed or not. There will be an opening ceremony for the new building which will be after school so that parents can come and look round.

Item for the personnel agenda: to look at the requirement for support staff, office, cleaning etc in light of the additional space and pupils.

20. Dates of the next meetings

Committees Evening:	27th March 2017, 6.30pm
Full Governors' Meeting	24th April 2017, 6.30pm

Meeting finished 20:40